



Guidelines for degree panels

NZQA

Mana Tohu Mātauranga o Aotearoa
New Zealand Qualifications Authority



Version 2.1

August 2023

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1. Introduction

NZQA defines degree as a qualification awarded after satisfactory completion of a programme of advanced learning that is taught mainly by people engaged in research and emphasises general principles and basic knowledge as the basis for self-directed work and learning.

New degree applications to NZQA will normally involve a panel evaluation process. This document is designed to provide information about this panel process from the NZQA quality assurance perspective.

Context

Section 452 of the Education and Training Act 2020 (The Act) gives the New Zealand Qualifications Authority (NZQA) the authority to make rules for the quality assurance processes for which it is responsible.

Programme approval and accreditation is required under sections 439 and 441 of the Act. The [Programme Approval, Recognition, and Accreditation Rules 2022](#) govern the approval of programmes of study and accreditation for these programmes.

Degree and related programmes: education organisations planning delivery of programmes leading to degree and related qualifications should refer to the

- [Guidelines for approving and maintaining degrees and related qualifications](#)
- [Guidelines for Te Hono o Te Kahurangi evaluative quality assurance](#)

Quality assurance

The decision to approve a programme of study, and/or to accredit an education organisation to deliver a programme, is based on the quality and sufficiency of evidence provided. Evaluation questions enable decisions to be reached on a consistent and reliable basis. See Appendix 1 - Approval and Accreditation process.

Te Hono o Te Kahurangi quality assurance

Education organisations can choose to have a qualification evaluated through Te Hono o Te Kahurangi framework.

Te Hono o Te Kahurangi is the name of a unique whare ako framework and methodology used by NZQA to carry out quality assurance in the tertiary sector. The framework recognises ākonga Māori choosing to achieve educational success through mātauranga Māori as relevant to their worldview, context and practices. Six dynamic and interconnected kaupapa are at the heart of Te Hono o Te Kahurangi.

- Rangatiratanga: Empowerment – leadership of self and others
- Manaakitanga: Collaboration – support and service to others
- Whanaungatanga: Belonging – relationships are valued
- Kaitiakitanga: Stewardship – care and responsibility for all learning
- Pūkengatanga: Skills – skills, knowledge, and abilities

- Te reo Māori and reo tangata: Expression – diversity in language and culture within learning is valued.

Tūrangawaewae and ngā tikanga are imbued throughout these six kaupapa.

2. Panel Process

The NZQA procedure for degree approval and accreditation may extend over six months.

A panel is established to obtain feedback on the proposed programme from the perspectives of key stakeholders and triangulate that feedback to inform its recommendation to NZQA. The correct and effective operation of panels is an integral part of the quality assurance process for programme approval and accreditation at the degree level, providing an independent judgement that the programme meets these criteria.

NZQA degree panels are generally face-to-face at the delivery site[s] where the applicant will provide the programme. In exceptional circumstances, NZQA may agree to undertake panels virtually.

The applicant Tertiary Education Organisation (TEO), in agreement with NZQA, arranges for the panel visit on the date(s), time, and location acceptable to all panel members; and facilitates the attendance of all key stakeholders.

The initial evaluation of the degree application involves a preliminary evaluation and a request for further information (RFI) by NZQA. An RFI allows the applicant to address gaps identified in the evidence provided or to clarify queries about the programme design and/or delivery. The application cannot proceed to the panel stage if the response does not address these gaps sufficiently.

NZQA will appoint a panel to review the application when satisfied with the TEO's RFI response.

Panel members must review the application and submit their preliminary evaluation and feedback to the NZQA evaluator. Based on the compiled feedback from the panel, NZQA will then determine whether it is prudent for the panel visit to proceed.

If the compiled panel feedback identifies major issues that would require redevelopment of the programme or that the TEO will not be able to address before the scheduled panel visit, NZQA will contact the TEO to suggest they withdraw the application.

During the panel visit, the panel investigates a range of outstanding or pertinent aspects of the programme in relation to the approval and accreditation criteria in the Rules and Guidelines, evaluates whether these criteria are met, and recommends to NZQA whether the programme be approved and/or whether the TEO be accredited to offer the programme.

The panel process involves meeting key stakeholders at different sessions, including appropriate members of the institution's Senior Management Team (SMT), programme

development team, programme tutors, support staff, research leaders, existing students, and a range of external key stakeholders.

At the end of the visit, the panel will form a collective recommendation to NZQA for approval or non-approval of the application.

Following the event, the panel may need to consider the applicant's response to any panel requirements and provide feedback on the written report.

Attendance

All panel members must attend all meetings and activities on the agenda. Furthermore, panellists must thoroughly prepare for the panel visit, attend the scheduled pre-panel meeting and complete their work on time.

3. Panel Composition

NZQA panels generally comprise five or six members and includes representatives from industry, academia, Māori and a Pasifika representative where appropriate.

Applications for Level 10 programmes involve a larger panel. Where non-university TEOs plan to apply for a Level 10 programme, NZQA requires that they discuss panel requirements with NZQA directly before applying.

Applications for programmes that involve registration body approval will include panellists nominated by those bodies. TEOs planning to apply for a programme that requires regulatory or professional body approval must approach NZQA to discuss panel requirements before applying.

NZQA has Memoranda of Understanding (MoU) with several regulatory and professional bodies¹ regarding approval for relevant degree programmes. In these circumstances, the panel composition will increase to include nominees appointed by the regulatory/professional body.

The applicant TEO will submit two nominees for each of the following positions and their CVs (academic, industry, Māori, and Pasifika (the latter where applicable)). NZQA will select one nominee for each position as the final panel member. In certain circumstances, and subject to NZQA and the applicant TEO agreement, the panel may include representatives from relevant regulatory and professional bodies as observers. NZQA appoints the evaluator and the chair.

The panel operates as one, and its members are collectively responsible for all matters contained in the panel's report, including commendations, recommendations, and requirements.

¹ The Nursing Council of New Zealand, Teaching Council of Aotearoa New Zealand, Social Workers Registration Board, Midwifery Council of New Zealand, Occupational Therapy Board of New Zealand, New Zealand Association of Counsellors & the Osteopathic Council of New Zealand.

Roles of each panellist

Panel chair

NZQA appoints the panel chair. The panel chair is in charge of the panel process with support from the NZQA evaluator. The Chair must act impartially and independently to ensure that the panel proceeds appropriately, fairly, and efficiently and that all parties have the opportunity to participate fully. Therefore, the Chair will regulate the course of the meetings to keep proceedings relevant, focused and conducted on time.

The role of the panel chair includes:

- agreeing an agenda for the visit with the applicant TEO and NZQA Evaluator
- deciding who from the TEO attends each session on the agenda and retains the power to include or exclude
- chairing the pre-panel meeting
- in conjunction with the panel, arranging the focus of each meeting, relevant key questions, and the persons to initially raise these questions during the panel
- directing and leading the panel process, including presenting questions, coordinating panel times and any callbacks, and ensuring that the timing of the agenda is adhered to and the proceedings are fair and equitable
- ensuring the visit is completed in its entirety before the panel makes its decisions
- clarifying to the institution any requests for further information which arise during the visit
- reporting back to the institution during and at the end of the panel visit process, and
- providing feedback on the draft report.

Academic panellist

The TEO submits panel nominations for this position. The academic nominees must be working in an academic role at an institution other than that of the applicant at the time they are nominated to the panel. They must teach and research in the same discipline at a similar or higher level as the programme under consideration.

The academic nominees should notify the applicant TEO of any changes to their employment role to allow the parties to source an appropriate replacement, if necessary.

The academic panellist will ensure the programme meets academic needs and standards.

The role of the academic panellist includes:

- conducting a preliminary evaluation of the proposed programme from the academic perspective

- commenting primarily on the academic aspects of the programme
- presenting questions from the panel that relate to the academic perspective of the programme
- assisting the chairperson during the panel process where necessary, and
- providing feedback on the draft report.

Industry panellist

The TEO submits panel nominations for this position. The industry nominees must be working in a senior role in a programme-related industry with appropriate tertiary qualifications and experience in the subject of the application at the same or higher level.

The industry panellist will ensure that the programme meets the needs and the requirements of the industry and that it supports the industry and meets a skill need.

- The role of the industry panellist includes:
- conducting a preliminary evaluation of the proposed programme from the industry perspective
- commenting primarily on the professional aspects of the programme
- presenting questions from the panel that relate to the professional/industry perspective of the programme
- assisting the chairperson during the panel process where necessary, and
- providing feedback on the draft report.

Panellist representing Māori

The TEO submits panel nominations for this position. Nominees for the panellist representing Māori should have appropriate qualifications and experience that are related to the field of the proposed programme at the same or higher level so that it meets the needs and aspirations of Māori.

The panellist representing Māori will ensure that the programme meets the needs of and provides equitable access for Māori learners and that their community voice is evident in the programme.

The role of the panellist representing Māori includes:

- conducting a preliminary evaluation of the proposed programme from a Māori perspective
- commenting primarily on the aspects of the programme that are related to Māori
- interpreting how the proposed programme will foster, promote and support Māori student success
- presenting questions from the panel that relate to Māori needs and community voice
- assisting the chairperson during the panel process where appropriate, e.g., representing the panel in welcome and farewell ceremonies

- providing feedback on the draft report.

Panellists from Pasifika communities

NZQA will require representation from Pasifika communities on the panel where relevant. The TEO submits panel nominations for this position. Nominees for the panellist from Pasifika communities should have appropriate qualifications and experience related to the field of the proposed programme at the same or higher level so that it meets the needs and aspirations of Pasifika.

The Pasifika representative will ensure that the programme meets the needs of and provides equitable access for Pasifika learners and that their community voice is evident in the programme.

The role of the Pasifika representative includes:

- conducting a preliminary evaluation of the proposed programme from a Pasifika perspective
- commenting primarily on the aspects of the programme that are related to Pasifika
- interpreting how the proposed programme will foster, promote and support Pasifika student success
- presenting questions from the panel that relate to Pasifika needs and community voice
- providing feedback on the draft report.

Panellist from the applying TEO

Internal TEO nominees must be a senior academic from a different discipline with appropriate qualifications and experience.

The applicant's internal representative attends to ensure that the TEO's perspective is represented and considered on the panel. However, as a member of the panel, the internal TEO panellist must take a neutral stance and act independently of the TEO.

The role of the internal TEO panellist includes:

- conducting a preliminary evaluation of the proposed programme from the academic and support perspectives
- commenting on the aspects of the programme that are common to different disciplines
- presenting questions at the panel that relate to the programme in terms of development, delivery, and support
- assisting the chairperson during the panel process where necessary, and
- providing feedback on the draft report.

Regulatory or Professional Body panellist(s)

The Regulatory or Professional Body panellist(s) is present to ensure that the programme meets all standards and requirements set out by the body for that

profession and that graduates will hold the specific attributes required to gain registration with the regulatory body where applicable.

The Regulatory or Professional Body panellist(s) is not contracted to NZQA and therefore is not required to complete the NZQA preliminary evaluation procedure that other panellists complete. The panellist will likely have their documentation related to the professional standards and requirements they will use during the panel.

NZQA panellist

The NZQA evaluator will ensure that the panel process follows the gazetted criteria and, during the visit, provide guidance regarding the approval and accreditation criteria.

The NZQA evaluator has done the preliminary evaluation and requested any further information from the applicant TEO before forming the panel. The NZQA evaluator determines the final panel composition out of the nominations supplied by the applicant.

The role of the NZQA panellist is:

- ensuring that the gazetted criteria, as documented in the Rules and Guidelines, are adhered to and that the panel process is followed correctly
- collating the panel preliminary evaluation and feedback
- coordinating with the applying TEO for its response to the panel feedback and panel schedules
- collaborating with the panel chair as appropriate before, during and after the panel
- receiving and coordinating the responses to the draft report from the TEO and producing a final report
- providing guidance to the panel, making notes, and presenting questions (if necessary) during the panel
- writing the draft report after the visit and circulating it to the panel for feedback, and
- finalising the report and progressing the application to a conclusion.

4. Operation of the Panel

The panel's work consists of three stages:

- preparation for the panel visit, including reviewing the application documents and providing feedback
- the panel visit to the delivery site(s)
- reviewing and approving the panel report written by the NZQA evaluator.

Preparation for the Panel Visit

An NZQA evaluator will coordinate the evaluation process and guide panellists in their responsibilities.

The applicant TEO will provide all panel members with the application documents four to six weeks before the panel visit.

The NZQA evaluator will email each panellist the Guidelines for Approving and Maintaining Degrees, the NZQA Guidelines for Degree Panels, and a preliminary evaluation template. Panellists are asked to read and consider the documentation against the criteria listed on the preliminary evaluation template.

Panellists must complete the evaluation template as an MS Word document by a date provided by the NZQA evaluator. There may be some areas where panellists feel unable to comment – these may be left blank. NZQA may replace the panellist(s) who does not provide feedback as per the clauses set out in the contract. The NZQA evaluator will provide the collated panel comments to the TEO and circulate the TEO's response to the panel for further feedback.

The applicant TEO will draw up an agenda for the panel visit in agreement with NZQA and the panel Chair. The applicant should circulate the agenda to the panellists and relevant stakeholders at least one week before the first meeting of the panel. This will allow the panel members and key stakeholders to prepare and make a well-informed contribution.

The agenda should include meetings with the following stakeholders as appropriate: the SMT, the programme development team, teaching staff/tutors, external stakeholders consulted during programme development, learners from the same or similar faculty or current learners if a degree change application, the student support team, and the research support team.

Pre-Panel meeting

Before the visit, there will be a panel meeting where all panellists learn about the panel process, discuss the application, the panel agenda, and other related matters.

The pre-panel meeting is scheduled for one hour at a time and place the applicant TEO has arranged in agreement with the panel chair.

The Panel Visit

The provider may conduct a formal or informal welcome for the panel. The NZQA panel should respond as is most appropriate in accordance with NZQA's commitments to Te Tiriti o Waitangi. In advance of the panel event, the evaluator and the panel chair will liaise with the applicant on the details of the mihi/whakatau and will brief the panel members to ensure that all are fully prepared. The panel's response to the welcome will be discussed at the pre-panel meeting.

The panel visit usually takes one or two days, depending on the type and complexity of the application.

The agenda includes panel-only time to allow the panel to review progress, evaluate the significance and appropriateness of information and evidence provided in various agenda meetings. This ensures a thorough and robust triangulation and that all matters are understood and comprehensively addressed.

At the completion of the first day of discussions, the panel chair, accompanied by the NZQA evaluator, will typically discuss with the TEO's Senior Management Team (SMT) the progress of the panel and any concerns that have arisen. If the panel's deliberations conclude that the programme may not be recommended for approval and/or accreditation, the panel must still complete the agenda and visit in its entirety unless the TEO agrees otherwise in writing.

A tour of the campus may be necessary to validate resources.

At the end of the visit following the panel deliberation, the panel chair, in the presence of all panellists, will present an oral summary of findings to members of the TEO's SMT and other staff as agreed with the Chair.

The NZQA evaluator will make notes of all meetings and produce the report on behalf of the panel.

Panel outcomes

Following the visit, the NZQA evaluator will prepare a draft report against all relevant approval and accreditation criteria.

If the panel findings include requirements, the TEO must address the requirements within 20 working days. The NZQA evaluator will circulate the TEO's response to the panel for feedback. Panellists must respond in writing whether the TEO response has fully addressed the requirements. Following the panel's confirmation, the NZQA evaluator will finalise the draft report and circulate it to the panellists for their confirmation. Once the panel confirms that all criteria have been met and the draft report is true and accurate, the NZQA evaluator will send the draft report to the TEO for a factual accuracy check.

In instances where the panel findings include a large number of requirements, the panel may be asked to evaluate the TEO's response to the requirements and reconvene to discuss them; where the panel does not collectively agree that a criterion/criteria have been met, the NZQA evaluator will recommend solution options to the Chair and panel and include in the report a summary of actions taken.

The report of the panel must conclude with a recommendation to NZQA to approve or not approve the application.

Requirements, recommendations and commendations

In the findings, the panel may make requirements, recommendations, and commendations to reflect the process.

A requirement specifies an action to be completed by the TEO to ensure that a specific criterion or criteria have been met before the panel can recommend approval of the application to NZQA. The purpose of a requirement is to clarify aspects of programme

design and/or delivery or to address gaps discovered during panel deliberations. The provider's response to requirements will undergo the panel review and meet all the criteria before a recommendation to approve is made.

There is no maximum number of requirements – the Chair and panel must exercise discretion as to the scale of the requirements and their impact on the programme's approval and/or accreditation. For example, one large requirement may require complete redevelopment and cause the programme approval application to be declined, whereas five minor requirements could be remedied within a short time frame.

The applicant TEO must submit its response to the requirements within 20 working days. In exceptional circumstances, the applicant may request an extension.

A recommendation is an advisory statement of an activity requiring attention that the panel considers beneficial and will enhance the programme and/or its delivery; it does not prevent the programme from being approved. Completion of a recommended action improves the programme's quality. The applicant TEO must address the recommendations provided by the panel as soon as practicable and report on the progress of activity related to the recommendations to the degree monitor during the first visit for the programme. Should the applicant TEO have decided not to address a recommendation, it must provide a credible rationale for this decision and an alternative course of action. The degree monitor will examine and measure the progress of each recommendation.

The panel may also make commendations to reflect exceptional practices regarding the development and quality of the programme. It is the recognition of excellent practice with demonstrable good outcomes.

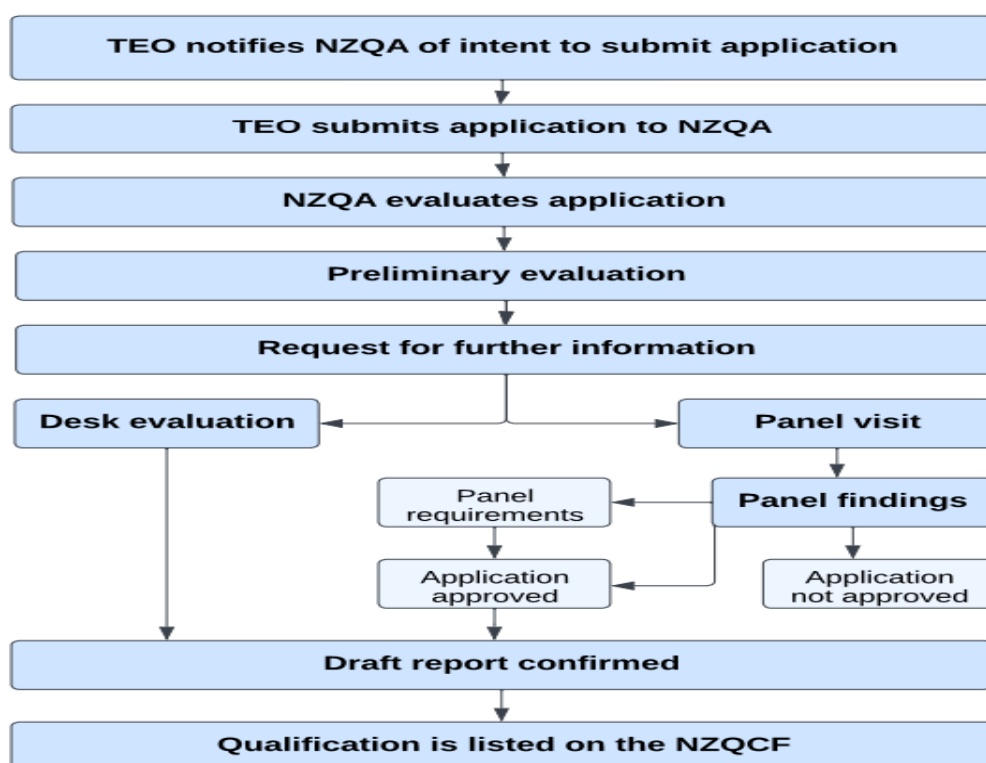
The Chair, in their oral summary, will acknowledge such features as the attitude, approaches, arrangements, and efforts put into the panel proceedings, where applicable.

Appendix 1 - Approval and Accreditation Process

Below is a very brief outline of the degree approval and accreditation process:

1. The applicant plans and refers to the degree guidelines.
2. The applicant develops their degree programme.
3. The applicant submits their degree application for approval and accreditation, including panel nominations, to NZQA. NZQA evaluates the documentation and may request more information. The applicant has 20 working days to submit their response.
4. NZQA evaluate the response and may seek further clarifications.
5. NZQA appoints a chair and sets up a panel for a site visit, and the applicant TEO sends application documentation to the panel.
6. The panel conducts a site visit[s].
7. The panel confirms findings and any requirements that must be addressed before it recommends to NZQA for approval. The applicant has 20 working days to submit a response to the panel requirement(s).
8. The panel reviews the response and confirms it has addressed the panel requirement(s).
9. The panel may reconvene in case the applicant's response to the panel requirement(s) merits another panel discussion.
10. NZQA evaluator drafts a report and circulates it to the panel for confirmation.
11. The applicant receives the report to check for factual accuracy.
12. NZQA sends the final report and outcome notification to the applicant.

More details about the full approval and accreditation process can be found in the *Guidelines for Approving and Maintaining Degree Qualifications*, available on the NZQA website.



Appendix 2 – Panel process steps

- NZQA and Applicant TEO agree on the panel dates
- Applicant TEO nominates panel members¹
- NZQA appoints the panel chair in agreement with Applicant TEO
- NZQA determines the final panel members
- Applicant TEO sends application documentation to the panel and makes all logistic arrangements for the visit.
- The panel provide feedback to NZQA
- NZQA collates and sends the panel feedback to Applicant TEO
- Applicant TEO sends the response to NZQA
- NZQA circulates Applicant TEO's response to the panel
- The panel provide comments on the response
- Pre-panel meeting
- Panel visit
- Applicant provides a response to panel requirements (if any) and the panel evaluates the response
- NZQA writes the draft report
- The panel provide feedback on the report
- Applicant TEO checks factual accuracy
- NZQA finalises the report

¹ Sometimes, Applicant TEOs include panel nominations in the application documentation. However, as the panel dates have yet to be decided, some of the nominees may not be able to attend when the dates are set later, and the applicant TEO will still need to provide additional nominations. Therefore, this process still applies.

Appendix 3 - Mihi/ Whakatau process and waiata

A welcoming ceremony may take place at the beginning of a panel visit to formally welcome the panel on site, and for informal introductions between parties to occur. The structure of the welcome may vary from a general conversation to more formal proceedings according to the tikanga of the organisation.

NZQA will respond in the most appropriate way to reflect the welcome.

A male member of the panel is required to respond in te reo Māori on behalf of the manuhiri (guests/panel), however in the absence of a male member of the panel or indeed if there is no male member that is comfortable responding, the NZQA evaluator will organise internally within NZQA for an appropriate male to respond formally in te reo Māori.

The panel will ordinarily recite a waiata as part of this response. The panel will normally respond with Te aroha (below, waiata number one). The NZQA evaluator will inform the panel of the chosen waiata in advance of the panel event.

The welcome ceremony will likely be followed with hongi between the institution and panel, and kai (food).

The [Te Puāwai app](#) includes sung versions of some waiata and also a description of protocols and etiquette. It also facilitates the composition of a pepeha or an abridged pepeha for non-Māori.

1. [Te aroha](#) [link to Youtube]

Te aroha	Love
Te whakapono	Faith
Me te rangimarie	and peace
Tātou, tātou e.	be amongst us all.

Alternative waiata:

2. [E Toru Ngā Mea](#) [link to Youtube]

E toru ngā mea	There are three things
Ngā mea nui	Very important things
E kī ana	As stated in
Te Paipera	The Bible
Tūmanako	Hope
Whakapono	Faith
Ko te mea nui	And the greatest thing is
Ko te aroha.	Charity/Love

3. [Ngā Maunga Tapu](#) [link to Youtube]

Ngā Maunga Tapu e tū nei	Our sacred mountains that stand
Ngā awaawa e tere nei	Our rivers that flow

Ki runga o ngā marae
Me ngā whare tūpuna.

Upon our marae
And throughout our ancestral meeting houses

Chorus

Mihia, mihia e ngā iwi
Ngā marae, ngā awa e tere nei
Ngā maunga kōrero e karanga nei
Ngā reo, ngā mana, nau mai, Kia ora rā.

Greetings to the people
The marae and rivers that flow
The esteemed mountains that speak to us
All voices, all authorities, welcome, be well

Te aroha tuia te iwi
Tuia te miro tāngata
Ki runga o ngā marae
Me ngā whare tūpuna.

It is compassion that binds people
Bind together the people
Upon our marae
And throughout our ancestral meeting houses

Chorus

Mihia, mihia e ngā iwi
Ngā marae, ngā awa e tere nei
Ngā maunga kōrero e karanga nei
Ngā reo, ngā mana, nau mai, Kia ora rā.

Greetings to the people
The marae and rivers that flow
The esteemed mountains that speak to us
All voices, all authorities, welcome, be well

Appendix 4 – Responsibilities of the panellists

To ensure the panel process is robust and efficient:

- Panellists must honour their obligations of confidentiality and impartiality, and maintain the integrity of the panel process during the panel visit.
- Panellists must objectively contribute to enhance the potential quality of the proposed programme and its delivery, while also recognising that it is not their role to redesign a proposed programme. Panel members should always be empathetic and respectful towards the applying institution, particularly those individuals who have been involved in developing the programme under consideration and are expected to conduct themselves professionally at all times.
- All panellists should be aware of the time allocated to each discussion session, acknowledging that all panellists may wish to ask questions during the session.
- Any requests for further information that arise during the visit will be made to the institution through the panel chair only.
- All panellists are required to attend and engage throughout the entirety of the panel visit to ensure a fair process. If a panellist becomes aware, prior to the panel, that they will not be able to attend the panel in its entirety, they must inform the NZQA evaluator immediately so that a replacement can be made in time.
- Should a panellist need to leave due to sudden illness or having to respond to an emergency during the panel visit, the Chair and the NZQA evaluator must immediately report this to the SMT who will confirm in writing whether the visit should continue or be terminated.
- Cell phones should remain off throughout all discussion sessions out of respect for the applying institution (unless there are exceptional circumstances, which must be discussed with the chairperson in advance).
- Questions about the institution's financial situation are not generally within the remit of the panel.

Appendix 5 – Responsibilities of the Applicant TEO

To facilitate and expedite the panel process, the applicant TEO is responsible for the following:

- responding to the RFI within the timeframe specified by NZQA
- providing two appropriate nominees for each role on the panel when requested by NZQA
- drafting an agenda for the panel visit to be confirmed by the Chair and NZQA evaluator
- providing the panellists with the application documentation as soon as informed by NZQA
- updating the panellists on the panel process whenever applicable
- allocating a contact person for the panel during the visit
- allocating a technician for technology use involved in the panel visit
- arranging for the pre-panel meeting
- making logistic arrangements for the panellists, including travel bookings, appropriate accommodation, parking, and catering
- ensuring that all panellists and related stakeholders attend the panel sessions
- informing the panel chair should any unexpected matter arise during the panel
- providing any evidence requested during the panel
- responding to the panel requirements within the timeframe specified by NZQA
- checking factual accuracy of the draft report and returning it to NZQA within the timeframe specified by NZQA

Appendix 6 - Panel preparation information (for pre-panel meeting)

At the pre-panel meeting, panellists may note down questions they wish to ask.

- Introductions
- Quick briefing about panel process (NZQA evaluator)
- Quick panel discussion: key issues noted in application
- Planning for the panel:

Topic	Question (e.g. issues to be addressed resulting from pre-evaluation report)	Panel member to lead this session	Groups to be asked	Supplementary or callback questions	Possible requirements or recommendations

Appendix 7 - Contracts for panellists

Panellists, except for the TEO's internal representative and representatives of professional bodies, must hold a valid NZQA contract at the time of the panel visit; NZQA will send a Request For Contract Details form and a Conflict of Interest form to panellists and these documents must be returned to Quality Assurance Administration via email (qaadmin@nzqa.govt.nz) with the NZQA evaluator copied in, within five working days of receipt.

The Conflict of Interest form must be carefully considered by panellists to avoid situations that would invalidate the findings of the panel due to any undeclared relationship or perceived conflicts.

NZQA reserves the right to remove suggested panellists from a panel if they do not return the contract documentation within the specified timeframe, or if they have an unmitigable conflict of interest.

Panellists must complete the preliminary evaluation of the programme documentation, attend and contribute to the pre-panel meeting and panel visit, and feedback on the panel report within the timeframes specified by the NZQA evaluator.

The NZQA evaluator will discuss and provide an estimated figure of hours spent for the panel after the panel visit.

Appendix 8 - Conflict of Interest attestation

All panellists (barring the TEO's internal representative) must complete this attestation to ensure that potential conflicts of interest are evaluated at NZQA prior to the panel visit. Please list any potential conflicts of interest - for example, if you:

- are involved in any Local Advisory Board activity at the applicant TEO
- are currently involved in delivery in a similar programmes at this institution
- have been involved in any advisory work for this proposed programme
- have personal links to staff who will teach on the proposed programme, and
- have the potential to financially gain from the approval and accreditation of the proposed programme.
- have previously been employed by the applicant TEO.

Declaring potential conflicts of interest does not necessarily mean that you will be unable to act as a panel member. NZQA will review the conflict of interest attestation and be in touch where necessary.

Quality Assurance Administration will process the contract template and send back to the panellist for confirmation. Panellists must sign the documentation and return it to NZQA.

Appendix 9 – Sample Panel Agenda

NZQA Approval and Accreditation Degree Panel Visit

Dates:

Degree[s]:

Provider:

Panel Membership

Panel Chair

NZQA Evaluator

Academic Panellist

Internal Panellist

Industry Panellist

Panellist from Māori (and/or Pasifika)

Pre-panel meeting	
Afternoon before panel visit	Activity Meet fellow members of Panel, discuss process for the following days

Panel Day 1

Suggested Times	Activity		Participants
9:00 - 9:30	Whakatau [no waiata]	Meet and greet, etc	Panel, TEO management, staff and/or TEO contact person.
9:30 - 10:15 Break - Panel time			
10:15 - 11:00	Meeting with senior management	High-level overview of programme[s]	Panel All senior managers
11:00 - 11:15 Break - Panel time			
11:15 - 12:15	Meeting with programme manager[s], quality manager & development team	Programme overview, structure, delivery and evaluation.	Panel and Programme leader(s), Academic/Quality Manager
12:15 - 13:15 Lunch & Panel time			
13:15 - 14:15	Meeting with teaching staff	Teaching perspective	Panel and programme teaching staff (should exclude programme leader(s) and academic/quality manager)
14:15 - 14:30 Break - Panel time			
14:30 - 15:15	Meeting with students	Student perspective	Panel and current students on this programme from all years
15:15 - 17:00	Panel time and callbacks if necessary	reporting back to SMT	Panel, senior leadership, programme manager

Panel Day 2			
Suggested Times	Activity		Participants
09:00 – 10:00	Meeting with Industry Advisory Group/external stakeholders	Discussion relating to the activity of the Group, the programme and its graduates.	Panel, external Advisory Group members only
10:00 - 10:30 Break - Panel time			
10:30 - 11:15	Meeting with Research Manager & staff		
11:15-11:30 Break - Panel time			
11:30 - 12:15	Meeting with support staff	Pastoral, academic and operational support	Panel and support staff
12:15 - 13:15 Lunch & Panel time			
13:15 – 14:45	Discussion and synthesising	Call backs if necessary	Panel only
15:00 – 15:45	Concluding meeting	Report back to TEO and farewell	Panel, senior leadership, programme manager, and other staff.