

SYSTEM UPDATE REQUIREMENTS FOR PROGRAMS AND PLANS

ARISING FROM PROGRAM APPROVAL DECISIONS

The purpose of this document is to specify required actions and responsibility for system updates for programs and plans that arise from program approval decisions. The document must be read in conjunction with the Transition Policy and appendix, as well as other business process documentation that supports the requirements specified.

The document targets system areas where there may previously have been confusion (SATAC, Apply-on-Line, PIM, Credit Assessor, Transition and Fees configuration). It is not intended to cover all system requirements that follow program approval decisions.

Continuing Student:

For the purpose of this document, a *continuing student* is defined as an existing student who enrolls in the year the program approval decision is implemented, normally from 1 January in the year following approval. It should be noted that changes to admit term do not affect “continuing” student status for statutory reporting, providing the student remains in the same career number and is not moving from UGRD to PGRD or vice versa.

PROGRAM APPROVAL DECISIONS NOT COVERED IN THIS DOCUMENT

The document provides system update requirements for standard program approval decisions described in the program approval manual. From time to time, decisions are made that do not fit standard patterns (eg a program is withdrawn and replaced by a new program at a different career level - UGRD/PGRD), or is a unique combination of approval types. In such cases, relevant SAS Business Analysts should be consulted **as soon as possible** for advice on how transition should be implemented and to identify the impact on fees configuration and implications for statutory reporting.

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Program Approval Type	SAS	Division	School	SAS (Campus Central)
<p>ADDING A NEW PROGRAM</p> <p>Medici Configuration -new program code -new plan(s)</p> <p>or</p> <p>ADDING A NEW SPECIALISATION</p> <p>Medici Configuration -new plan</p> <p>NOTES:</p> <p>Fees are approved through fee approval process, except FPOS fees for the commencement year which are approved via program approval process and are identified in program approval documentation.</p> <p>Transition - If the new program is replacing a withdrawn program or specialisation refer to section on withdrawing a program or specialisation in this document for action required</p>	<p>FEES (*refer to notes) -record FPOS and FPPS fees in Medici following approval</p> <p>SATAC -liaise with Div to determine SATAC code requirements where specialisations are available in the program -notify SATAC of new program and specialisations (proforma) -enter Medici TAC mapping</p>	<p>FEES (*refer to notes) -present all FPOS and FPPS fees for approval</p> <p>TRANSITION (*refer to notes) Not applicable</p> <p>SATAC -liaise with SAS to determine SATAC code requirements where specialisations are available in the program</p> <p>APPLY-ON-LINE -enter new program/plan(s) in Medici Program/Plan Admit Table -record admission study periods -record application open and closure dates -set advertise to domestic and international flags</p> <p>PIM -complete text fields -add new program/plans for display -set publish flags</p> <p>CREDIT ASSESSOR -populate credit agreements with the new plan(s) -create new credit agreements as required</p>	<p>FEES (*refer to notes) -set and recommend FPOS and FPPS fees to Division</p> <p>TRANSITION (*refer to notes) Not applicable</p>	<p>TRANSITION (*refer to notes) Not applicable</p>

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<p>CHANGING THE NAME OF A PROGRAM</p> <p>Medici Configuration -program code is retained -effective dating used to record the new program name against the existing program code - new plan(s) established where the new degree name is recorded -last valid admit term recorded for superseded plan</p> <p>OR</p> <p>CHANGING THE NAME OF A SPECIALISATION</p> <p>Medici Configuration - new plan(s) established to record new degree name -last valid admit term recorded for superseded plan</p> <p>NOTES: Refer to Transition Policy</p> <p>There is no phase-out schedule for the former title</p> <p>The new program title is automatically applied to all continuing students from 1 January</p> <p>Plan change required for all continuing students to enable the new degree name to be awarded</p> <p>Fees configuration is not affected as program code does not change, however students' admit term to program must not be changed to support FPOS fees configuration</p>	<p>FEES (*refer to notes) -record fees for the existing program following approval</p> <p>STATUTORY REPORTING - SAS BA to be informed of program name changes</p> <p>SATAC -notify SATAC of name change (email) -update Medici TAC mapping -update Medici TER mapping -request list of deferred applicants from SATAC and forward to Division</p>	<p>FEES (*refer to notes) -present all FPOS and FPPS fees for approval for the existing program</p> <p>TRANSITION (*refer to notes) - forward processed program approval documentation with Medici configuration to School</p> <p>-co-ordinate School and Campus Central and ensure that plan changes are carried out for all continuing students as required</p> <p>SATAC -forward list of deferred applicants to School and ensure applicants are notified</p> <p>APPLY-ON-LINE -add new plan(s) to the Medici program/plan admit table -record application closure dates -set advertise to domestic and International flags -liaise with UI to identify FPOS students affected</p> <p>-uncheck the advertise flags for superseded plan(s) for future admit terms</p> <p>PIM -hide superseded plan(s) -add new plan(s) for display -update PIM fields -set publish flags</p> <p>CREDIT ASSESSOR -populate credit agreements with the new program/plan(s) -create new credit agreements as required -delete superseded plan(s), use effective date 1 April</p>	<p>FEES (*refer to notes) -set and recommend FPOS and FPPS fees to Division for the existing program</p> <p>TRANSITION (*refer to notes) - identify continuing students and provide list and communication plan to Campus Central</p> <p>SATAC -notify deferred applicants in writing of program or specialisation name change</p> <p>PIM -update Medici Program Director table – map to new plan(s) for correct display in PIM</p>	<p>FEES (*refer to notes) No action required – fees configuration is not affected</p> <p>TRANSITION (*refer to notes) -process plan change for all continuing students</p> <p>-students' admit term to the program must not be changed</p>

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<p>WITHDRAWING A PROGRAM</p> <p>Medici Configuration -last valid admit term recorded for withdrawn program</p> <p>or</p> <p>WITHDRAWING A SPECIALISATION FROM A PROGRAM</p> <p>Medici Configuration -last valid admit term recorded for plan (specialisation)</p> <p>NOTES :</p> <p>Refer to Transition Policy</p> <p>Where possible FPOS students remain in the former program (ie where a phase-out schedule has been identified)</p> <p>FPOS students required to transfer to a new program (no phase-out schedule) must continue to be charged their original fee (SAS to configure fees)</p> <p>Where a phase-out schedule has been identified and FPOS students choose to transfer to a new program, new fees will apply</p> <p>Fees for withdrawn FPPS programs must continue to be set during the phase-out period until there are no remaining enrolments.</p> <p>Withdrawn programs and specialisations must continue to be published in PIM until there are no remaining enrolments</p>	<p>FEES (*refer to notes) - record FPPS fees for withdrawn FPPS programs in Medici following approval until there are no remaining enrolments</p> <p>-liaise with Campus Central to identify FPOS students who are required to transfer to a new program (ie where there is no phase-out schedule)</p> <p>-configure Medici to ensure FPOS students are charged the correct fee</p> <p>SATAC -notify SATAC of withdrawn program (email)</p> <p>-obtain list of deferred applicants from SATAC and forward to Division</p> <p>-remove Medici TAC mapping</p>	<p>FEES (*refer to notes) -where a phase-out period has been identified, continue to present FPPS fees for approval for withdrawn FPPS programs until there are no remaining enrolments</p> <p>TRANSITION (*refer to notes) -forward processed program approval document with Medici configuration to School</p> <p>-co-ordinate School and Campus Central to ensure that student program/plan changes are carried out as required</p> <p>SATAC -forward list of deferred applicants (provided by SAS) to School and ensure applicants are notified in writing</p> <p>APPLY-ON-LINE -uncheck the advertise flags for superseded programs/plans for all future admit terms -liaise with UI to identify FPOS students affected</p> <p>PIM (*refer to notes) -continue to publish programs and specialisations until there are no remaining enrolments (legislative requirement) -add announcement - no further intakes -modify publish flags</p> <p>CREDIT ASSESSOR -delete superseded plan(s), use effective date 1 April</p>	<p>FEES (*refer to notes) - continue to set and recommend FPPS fees to Division for withdrawn FPPS programs during the phase-out period until there are no remaining enrolments</p> <p>TRANSITION (*refer to notes) -where there is a replacement program, determine list of students to be transferred and a communication plan to Campus Central</p> <p>-notify Campus Central of FPOS students who are required to transfer to a replacement program (fees configuration affected)</p> <p>SATAC -notify deferred applicants in writing of program or specialisation withdrawal</p>	<p>FEES (*refer to notes) -advise SAS Student Finance of FPOS students required to transfer to a replacement program (SAS to configure fees)</p> <p>TRANSITION (*refer to notes) -process student program/plan changes for students transferring to a replacement program/specialisation</p> <p>- a new admit term must be recorded for all students who transfer to a replacement program</p>

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<p>CHANGING THE LENGTH OF A PROGRAM</p> <p>Medici Configuration</p> <p>Requires a new program to be created, the former program is withdrawn.</p> <p>-new program code established to record the new program length</p> <p>-new plan(s)</p> <p>-former program is withdrawn and a last valid admit term recorded</p> <p>NOTES:</p> <p>Refer to transition policy</p> <p>New fees must be set and approved for the new program.</p> <p>A phase out schedule is identified for the former program.</p> <p>FPOS students who <u>choose</u> to transfer to the new program are subject to new fees.</p> <p>Withdrawn program must continue to be published in PIM until there are no remaining enrolments</p>	<p>FEES (*refer to notes)</p> <p>-record FPOS and FPPS fees in Medici for new programs following approval</p> <p>-liaise with Division to determine FPOS fees for commencement year of the new program</p> <p>- continue to record FPPS fees for former program during the phase-out period until there are no remaining enrolments</p> <p>SATAC</p> <p>-notify SATAC (via proforma)</p> <p>-enter Medici TAC mapping</p> <p>-TER mapping is not transferred from the former program</p>	<p>FEES (*refer to notes)</p> <p>-present FPOS and FPPS fees for approval through fee approval process</p> <p>-inform SAS of FPOS fee for commencement year of the new program</p> <p>-continue to present FPPS fees for approval for the former program during the phase-out period until there are no remaining enrolments</p> <p>TRANSITION (*refer to notes)</p> <p>-forward coded program approval documentation and Medici configuration to School</p> <p>- co-ordinate School and Campus Central to ensure that student program/plan changes are carried out as required</p> <p>SATAC</p> <p>-liaise with SAS to determine SATAC code requirements for specialisations</p> <p>APPLY-ON-LINE</p> <p>-enter new program/plan(s) in Medici Program/Plan Admit Table</p> <p>-record admission study periods</p> <p>-record application closure dates</p> <p>-set advertise to domestic and international flags</p> <p>-uncheck advertise flags for superseded program</p> <p>PIM (*refer to notes)</p> <p>-complete PIM fields for new program</p> <p>-add new plans for display</p> <p>-set publish flags</p> <p>CREDIT ASSESSOR</p> <p>-populate credit agreements with the new plan(s)</p> <p>-create new credit agreements as required</p> <p>-delete superseded plan(s) from 1 April</p>	<p>FEES (*refer to notes)</p> <p>-set and recommend to Division FPPS and FPOS fees for new program</p> <p>-set and recommend to Division FPOS fee for commencement year of the new program</p> <p>-continue to set and recommend FPPS fees for the former program during the phase-out period until there are no remaining enrolments</p> <p>TRANSITION (*refer to notes)</p> <p>-invite students to apply for the new program and provide a list of continuing students who opt for the new program and a communication plan to Campus Central</p> <p>PIM (*refer to notes)</p> <p>-update Medici Program Director table – map to new program/plan(s) for correct display in PIM</p>	<p>TRANSITION (*refer to notes)</p> <p>- process a program change for students who opt for the new program.</p> <p>- a new admit term must be recorded for all students who transfer to the new program</p>

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<p>A PROGRAM MOVES FROM ONE CAMPUS TO ANOTHER</p> <p>Medici Configuration -new program code is established to reflect the new Campus location</p> <p>- new plan(s)</p> <p>-first valid term for the new program is the same as the superseded program</p> <p>-superseded program code is withdrawn and a last valid admit term is recorded</p> <p>NOTES:</p> <p>Refer to Transition Policy</p> <p>All continuing students must be transferred to the new program from 1st January</p> <p>Students' admit term to the program must not be changed</p>	<p>FEES (*refer to notes) -transfer approved FPOS fees to the new program code (same as former program code)</p> <p>-modify fees configuration as required</p> <p>SATAC -notify SATAC (via email) -update Medici TAC mapping -update Medici TER mapping -forward list of deferred applicants to Division</p>	<p>FEES (*refer to notes) -present FPPS and FPOS fees for approval for new program code through fee approval process</p> <p>TRANSITION (*refer to notes) - forward coded program approval document with Medici configuration to School -co-ordinate School and Campus Central to ensure that student program/plan changes are carried out for all continuing students</p> <p>APPLY-ON-LINE -add new plan(s) to the Medici program/plan admit table -record application closure dates -set advertise to domestic and International flags -uncheck advertise flags for superseded program/plans for all future admit terms -liaise with UI to identify FPOS students affected</p> <p>PIM -hide superseded program/plan(s) -add new program/plan(s) for display -update PIM fields -set publish flags</p> <p>CREDIT ASSESSOR -populate credit agreements with the new program/plan(s) -create new credit agreements as required -delete superseded plan(s), use effective date 1 April</p>	<p>FEES (*refer to notes) -set FPPS and FPOS fees for new program code through fee approval process</p> <p>TRANSITION (*refer to notes) -provide a list of all continuing students to Campus Central</p> <p>PIM -update Medici Program Director table -mapP to new program/plan(s) for display in PIM</p>	<p>FEES (*refer to notes)</p> <p>TRANSITION (*refer to notes) -process program change for all continuing students</p> <p>-student's admit term to the new program must not be changed</p>

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<p>A PROGRAM CHANGES FROM FEE-PAYING TO COMMONWEALTH SUPPORTED</p> <p>Medici Configuration Program Special Type code is changed in Academic Program table to reflect the new fee basis using effective dating from 1 January</p> <p>NOTES:</p> <p>Fees - NZ citizens not residing in Australia are not eligible for Commonwealth Support.</p>	<p>FEES All continuing students will automatically be charged as Commonwealth Supported from 1 January</p>		<p>FEES (*refer to notes) Notify continuing students in writing of the change in fees</p>	
<p>CHANGES TO CURRICULUM (generally course content)</p> <p>Medici Configuration -no changes to Medici configuration are required</p> <p>NOTES:</p> <p>Refer to Transition Policy</p>		<p>TRANSITION No student plan changes are required as a result of changes to curriculum only.</p> <p>Refer to Transition Policy</p> <p>PIM -Update text fields and program schedule(s) for existing plan(s)</p>	<p>TRANSITION No student plan changes are required as a result of changes to curriculum only.</p> <p>Refer to Transition Policy</p>	<p>TRANSITION No student plan changes are required as a result of changes to curriculum only.</p> <p>Refer to Transition Policy</p>
<p>MODIFYING PROGRAM ENTRY REQUIREMENTS</p> <p>Medici Configuration -no changes to Medici configuration are required</p>	<p>SATAC -liaise with SATAC to update Course Rank Sets and SATAC web pages (annual process)</p>	<p>PIM -update PIM with new entry requirements</p>		