
Deletion of Qualifications, Majors, Subjects and Courses Policy

Academic Policy

1 Purpose

Victoria University of Wellington reserves the right to discontinue any qualification, major, subject or course. It may do so to ensure that it continues to provide high-quality programmes with sufficient resources and to ensure that its programmes are up-to-date and relevant. This policy sets out the conditions under which a qualification, major, specialisation, subject or course should be deleted, and the procedures to be followed.

2 Organisational Scope

This is a University-wide policy.

3 Definitions

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

- Course: An individual unit of study towards a qualification, identified by a course code and title and usually carrying a specific points value.
- NZVCC: New Zealand Vice-Chancellor's Committee

4 Policy Content and Guidelines:

Victoria University of Wellington reserves the right to discontinue any qualification, major, subject or course.

4.1 Deletion of a Qualification, Major or Subject

- (a) When there has been no new intake for a qualification, major, specialisation or subject for three consecutive years, consideration should be given to deleting it.
- (b) To delete a qualification, major, specialisation or subject, a Proposal to Amend a Course of Study Statute must be put forward to the appropriate Faculty Board(s) and to Academic Committee and Academic Board for approval. Once approved it must be reported to the NZVCC's Committee on University Academic Programmes (CUAP).

4.2 Deletion of Courses

- (a) A course may be deleted for reasons such as:
 - (i) decline in demand;
 - (ii) insufficient resources;
 - (iii) curriculum changes;
 - (iv) programme rationalisation;

- (v) permanent loss of staff expertise in a particular area.
- (b) When a course has not been offered for three consecutive years, consideration should be given to deleting it from the University's offerings.
- (c) To delete a course, a [Proposal to Amend a Course of Study Statute](#) must be put forward to the appropriate Faculty Board(s) and to Academic Committee and Academic Board.

Note: The particular courses taught in a Special Topic slot may be changed using the Special Topic template <https://intranet.victoria.ac.nz/academic/proposals/courses.aspx>. This policy does not apply to these courses.

5 Legislative Compliance

Although the University is required to manage its policy documentation within a legislative framework, there is no specific legislation directing this policy.

6 References

Previous Version:

[archived_DeletionofQualificationsMajorsSubjectsandCoursesPolicy_20090729.pdf](#)

7 Appendices

None

8 Approval Agency

Academic Board

9 Approval Dates

This policy was originally approved on: 2 December 1998

This version was approved on: 30 July 2009

This version takes effect from: 30 July 2009

This policy will be reviewed by: 30 July 2012

10 Policy Sponsor

Assistant Vice-Chancellor (Academic)

11 Contact Person

The following person may be approached on a routine basis in relation to this policy:

Jenny Christie
Senior Academic Policy Advisor
Ext: 5191