**(Please retain the small font prompts for submission to the Board of Undergraduate Studies and Board of Graduate Studies.)**

**UNIVERSITY OF OTAGO**

**New Micro-credential Proposal**

**(formerly labelled Form 10)**

|  |  |
| --- | --- |
| **Name of Division/ School/ Department/Programme** |  |
| **Proposer**  (name and position) |  |
| **Subject Code, Number, Title**  (60 characters max.) |  |
| **Points Value\*** |  |
| **NZQA Level\*\*** |  |
| **Proposed year of**  **Introduction** |  |

***Please read the University of Otago Micro-credentials Framework, and Divisional guidelines before completing this form*** [***https://www.otago.ac.nz/administration/academiccommittees/proformas.html#Resources***](https://www.otago.ac.nz/administration/academiccommittees/proformas.html#Resources)

*\** Point value for a micro-credentialis between 5 and 40 points.

*\*\** NZQA Level: For *undergraduate* papers, 100-level corresponds to Level 5, 200-level corresponds to Level 6, and 300-level, 400-level, 500-level and 600-level correspond to Level 7. For *postgraduate* papers, 400-level is Level 8; 500-level is usually Level 9 but can also be Level 8.

|  |
| --- |
| **SECTION 1 – DEMAND** |

**Purpose**

(Provide a succinct outline of the purpose and aims of the micro-credential.)

**Evidence of Need**

(Attach evidence that there is established industry, employer, or community support for the micro-credential and – in cases where the micro-credential will be targeted at current students – attach evidence of student support. Such evidence might include formal written request, letters, consultation or minutes. Is there an international demand for the micro-credential? – if so, attach evidence.)

**Predicted Student Numbers/Financial Viability**

(Please give an estimate of the number of students who will enrol in the micro-credential. Please provide a justification for the estimate. What is the minimum number for financial viability? What is the maximum number for resource capacity?)

|  |
| --- |
| **SECTION 2 – CONTENT, STRUCTURE, ASSESSMENT, WORKLOAD** |

**Content**

(Provide an outline of the content of the micro-credential.)

**Short Description**

(The description of the content should be no longer than 30 words; and state if there is any required background and expected knowledge for the micro-credential.)

**Occurrence Details**

Basic details of the micro-credential, each listed separately. Include campus being taught at or from (Dunedin, Christchurch, Wellington, Invercargill, Auckland), teaching method (i.e. on campus or by distance). Refer to the [*Important Notes for Completing Proposal Forms*](https://www.otago.ac.nz/administration/academiccommittees/proformas.html#Resources)

|  |  |  |  |
| --- | --- | --- | --- |
| **Campus Taught From** | **Start Date** | **End Date** | **Teaching Method**  **(On-campus, by Distance, both)** |
|  |  |  |  |

**Proposed Delivery Model**

(Briefly explain how you will teach the micro-credential. If this includes distance learning, please explain how you will create an engaging learning environment for Distance students.)

## Marketing Description

(A description of the micro-credential with a promotional focus that supplements the short description. It should be written in a style that is informative and appealing to students.)

**Lecturer(s)**

(List the permanent or fixed-term academic staff who will teach the micro-credential. It is not necessary to list tutors and demonstrators. Identify the person who will co-ordinate the micro-credential.)

**Prescribed Teaching Resources/Required Course Materials**

(e.g. textbooks, course readers, required software and so on)

**Learning Outcomes**

(Learning outcomes (aims/objectives) should indicate what learners are able to do on successful completion of the micro-credential).

|  |
| --- |
| By the end of this micro-credential students will be able to: |
| 1. |
| 2. |
| 3. |
| 4. |

(Delete unused lines or add lines as necessary.)

**Assessment Tasks**

(Please provide details of the assessment procedures for the micro-credential).

|  |  |  |
| --- | --- | --- |
| **Assessment Task** | **% Weighting** | **Associated Learning Outcome** |
|  |  |  |
|  |  |  |
|  |  |  |

(Delete unused lines or add lines as necessary.)

**Vulnerable Children Act Compliance**

(If the micro-credential involves students working with children then it is possible the Vulnerable Children Act will apply; if so, under the Act, safety checking of students planning to enrol in the micro-credential will be required if this is not already covered at programme level)

The Vulnerable Children Act does not apply to this micro-credential

The Vulnerable Children Act applies and compliant student safety checking processes are, or shall be put, in place for this micro-credential level.

**Student Workload Expectations**

(The following table is designed to indicate the likely workload for the average student taking the proposed micro-credential. Learning activities can include, for example, such activities as lectures, fieldwork, class preparation and assignment preparation. For undergraduate study 1 point = 10 hours, with exceptions in Health Sciences. For postgraduate study 1 point = 12 hours, with exceptions in Health Sciences. For Health Sciences exceptions, please state the point/hour equivalence.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Learning Activity** | **Hours for Campus Students** | **Hours for Distance Students**  **(if applicable)** | **Derivation** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL HOURS** |  |  |  |

|  |
| --- |
| **SECTION 3 – UNIVERSITY RESOURCING** |

# Internet-Based Learning

(Please indicate whether teaching and learning in the micro-credential is available in part or as a whole via the Internet by stating which one of the four classifications it falls under.)

**No Access** is where no part of the micro-credential is accessible online.

## Web–Supported is where a micro-credential expects students to access limited online materials and resources. Access is optional, as online participation is likely to be a minor component of study.

**Web–Enhanced** is where a micro-credential expects students to access online materials and resources. Access is expected, as online participation is likely to make a major contribution to study.

**Web–Based** is where a micro-credential requires students to access the accompanying online materials and resources. Access is required, as online participation is required.

**Proposed Timetable**

(Contact [timetables@otago.ac.nz](mailto:timetables@otago.ac.nz) to request a statement confirming that the proposed micro-credential can be accommodated within current timetable resources. For guidance, see section 15 in the *Important Notes* *for Completing Forms*.)

Insert Timetables statement here:

**Library Resources**

(When consulting with the Library please identify the initial library purchases and the ongoing annual requirements. You should include all monographs, serials and electronic databases. Written confirmation from your library contact is required.)

**Commerce and Humanities**

Scott Venning, Library Divisional Manager

(extn 7155, [scott.venning@otago.ac.nz](mailto:scott.venning@otago.ac.nz))

**Sciences and Health Sciences (Dunedin campus)**

Richard German, Library Divisional Manager

(extn 7403, [richard.german@otago.ac.nz](mailto:richard.german@otago.ac.nz))

**Health Sciences Christchurch**

Marg Walker, Health Sciences Librarian, Canterbury Medical Library

(extn 364 0505, [marg.walker@otago.ac.nz](mailto:marg.walker@otago.ac.nz))

**Health Sciences Wellington**

Kareen Carter, Medical Librarian, Wellington Medical Library

(04 385 5348, [kareen.carter@otago.ac.nz](mailto:kareen.carter@otago.ac.nz))

Insert Library statement here:

**Confirmation of Availability of Resources**

(Please note that resource information regarding the micro-credential being introduced will be considered by each relevant Division. By approving this proposal, Divisions are not only approving the academic soundness of the new micro-credential, they are also confirming and approving the capacity for the sustained delivery of the new micro-credential taking into account the consideration of relevant resources including library resources, teaching facilities, equipment and staff (human resources). Consideration should be given to evidence of potential demand for the new micro-credential and the strategic relevance of the micro-credential for the Department, Programme or School. Have all new resources that are required for the sustainable, long-term delivery of the new micro-credential including academic and professional staff (new staff or time of existing staff), equipment, space, library and IT been considered? Will the delivery of the new micro-credential be undertaken by more than a single academic staff member? Will the new micro-credential impact upon the Department, Programme or School’s workload in a way that will enhance its research outputs and aspirations? **Carefully consider issues like these in the sections below.)**

**Laboratories/ IT/Other physical resources**

(Attach details of any additional costs for laboratory, IT or other resources related to teaching. If new staff are required, will there be a need for additional office or research space (see also Staffing Workload)?)

**Equipment**

(Attach details of any major new equipment required for the micro-credential including computers.)

**Staffing Workload**

(Attach details of the impact introduction of this micro-credential will have on the workload of the Department, Programme or School. You should address the following issues: Will any new staff be required? If so what percentage of their time will this micro-credential require? Will any new tutors be required? If no new staff are required, how will the workload of the Department, Programme or School be managed in order to meet the increased responsibilities of the micro-credential, i.e., is the teaching of the new micro-credential in place of or in addition to present commitments? Does the new micro-credential require administrative or technical support in addition to the responsibilities of the academic staff? What impact, including benefits or synergies, will the introduction of this micro-credential have on research in the Department, Programme or School?)