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| FORM B  Submission of a new module | VORM B  Indiening van ’n nuwe module |
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| Please complete this form in English, except for blue-shaded fields indicated with an \*. *Additional help is available on the* [*APQ Website*](https://www.sun.ac.za/english/learning-teaching/learning-teaching-enhancement/APQ/Pages/Documents.aspx)*.* | Voltooi asseblief hierdie vorm in Engels, behalwe vir die enkele blou velde gemerk met ’n \*. *Bykomende hulp is op die* [*ABG webtuiste*](https://www.sun.ac.za/afrikaans/learning-teaching/learning-teaching-enhancement/APQ/Pages/Documents.aspx) *beskikbaar.* |

1. **Module and calendar information**

Credits are an indication of the learning time required to master the outcomes of a module, where 1 credit = 10 notional learning hours. The National Qualifications Framework (NQF) level indicates the level of complexity of the knowledge, skills and values to be acquired, as differentiated by the South African Qualifications Authority (SAQA) level descriptors according to the Higher Education Qualifications Sub-Framework (HEQSF). The classification of educational subject matter (CESM) code indicates the study field according to which a module receives funding.

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|  |  |  | **credits** | Click or tap here to enter text. | **nqf level** | Choose an item. | **cesm code** | Click or tap here to enter text. |

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| **subject name**  The name of the overall subject, i.e. the name that the 5-digit code is allocated to, e.g. “Microbiology” / “Financial Management”. Name should be 30 characters or shorter (including spaces) | Click or tap here to enter text. |
| **abbreviated subject name** | Click or tap here to enter text. |
| **vaknaam**\*  Die naam van die oorhoofse vak, m.a.w. waaraan die 5-syfer kode toegeken word, bv. “Mikrobiologie” / “Finansiële Bestuur”. Naam moet 30 karakters of korter wees (spasies ingesluit) | Click or tap here to enter text. |
| **afkorting van vaknaam**\* | Click or tap here to enter text. |
| **module name *(In some faculties the module and subject name are the same.)***  The name of the specific module that the 3-digit code is allocated to. Name should be 30 characters or shorter (including spaces), e.g. “Introductory Microbiology” / “Capital Investments” | Click or tap here to enter text. |
| **abbreviated module name** | Click or tap here to enter text. |
| **modulenaam**\* ***(In sommige fakulteite is die vak- en modulenaam dieselfde.)***  Die naam van die spesifeke module waaraan die 3-syferkode toegeken is. Naam moet 30 karakters of korter wees (spasies ingesluit), bv. “Inleidende Mikrobiologie” / “Kapitaalbeleggings” | Click or tap here to enter text. |
| **afkorting van modulenaam**\* | Click or tap here to enter text. |

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| **subject number**  The 5-digit code that is allocated to the overall subject, i.e. 16284 Microbiology / 51047 Financial Management. (If an existing subject is being used, and this subject number is available, please provide. If this is a new subject, completing this component is not applicable.) | Click or tap here to enter text. |
| **module number** *Please provide if available, or indicate in example 1XX if this code must still be created.*  The 3-digit code that is allocated to the individual module. The module code indicates the academic year of offering (first year, second year, etc.) and the semester of offering (1st semester, 2nd semester, year module), e.g. “Microbiology 214” / “Capital Investments 344”. | Click or tap here to enter text. |
| **home department**  Academic department (or centre, institute, school) offering (or coordinating the offering) of the module, e.g. the Department of Physics | Click or tap here to enter text. |

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| **collaboration, consultation**  If the subject relates closely to a discipline or field offered by another department, please verify with which department(s) the introduction of this new modules has been discussed and whether potential overlap has been identified. If another department(s) is collaborating, please indicate the split in the teaching load, e.g. 60:40 |
| Click or tap here to enter text. |

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| **yearbook/calendar entry: summary of module content**  Briefly outline the topics or areas of study covered within the module, as would be used within a module framework or outline in the Faculty Yearbook/Calendar Part. | **jaarboek-inskrywing: module-inhoud opsomming\***  Beskryf kortliks die onderwerpe of studievelde, soos gedek deur dié module, soos dit in ’n moduleraamwerk omskryf sal word of soos in die Fakulteitsjaarboekdeel. |
| Click or tap here to enter text. | Click or tap here to enter text. |

1. **Module design**

The South African higher education system subscribes to an outcomes-based teaching and learning approach. Please conceptualise the learning outcomes of this module in terms of the *knowledge, skills* and *values* that a successful student should be able to demonstrate. Preferably do not use the verb “understand” as the outcome should describe *how* the student will be able to demonstrate understanding, e.g. through application, analysis, discussion, etc. The assessment approach / strategy should be constructively aligned to the module outcomes and, where possible, assessment methods should be linked to the specific outcomes being assessed.

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| expected outcomes knowledge, skills and values  *please consult with the Centre for Teaching and Learning with regard to assessment and outcomes* | assessment approach / strategy  *please align the assessments to the expected outcomes.* |
| the successful student will be able to:   * Click or tap here to enter text. * Click or tap here to enter text. * Click or tap here to enter text. * Click or tap here to enter text. * Click or tap here to enter text. * Click or tap here to enter text. * Click or tap here to enter text. * Click or tap here to enter text. * Click or tap here to enter text. * Click or tap here to enter text. | * Click or tap here to enter text. * Click or tap here to enter text. * Click or tap here to enter text. * Click or tap here to enter text. * Click or tap here to enter text. * Click or tap here to enter text. * Click or tap here to enter text. * Click or tap here to enter text. * Click or tap here to enter text. * Click or tap here to enter text. * Click or tap here to enter text. |

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| **language option**  For undergraduate modules, please select one of the language options from the Language Policy:  **7.1.3: Parrallel Medium Teaching** (English and Afrikaans in separate lectures)  **7.1.4**: **English and Afrikaans** in the **same class** group  **7.1.4.3**: English and Afrikaans in the same class group with **simultaneous interpretation**  **7.1.5: Only English or Afrikaans** due to the n ature of the subject or where the assigned lecturer is proficient to teach only in Afrikaans or English.  **Waived**: where the focus of a module is a language, and the module will be offered in that language.  For **Postgraduate** modules, the following applies: **English (Postgraduate module)** | Choose an item. |

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| **rules of combination**  Indicate any pre- or co-requisites for the module | Click or tap here to enter text. |
| **core or elective** List the programmes in which this module will be a core module and those in which this module will be an elective | Click or tap here to enter text. |
| **stream(s) / focal area(s)**  List the stream / focal area in which this module will be a core or elective module (if applicable) | Click or tap here to enter text. |
| **semester or year module**  Indicate whether this module will be offered in the first or second semester or for a full year. | Choose an item. |
| **full contact / hybrid module**  Please indicate how this module will be offered. | Choose an item. |

1. **Timetable information**

If this is an undergraduate module, which types of venues should be made avaible for lectures, tutorials and practical periods? How many lectures, tutorials and practical periods will have to be scheduled during a typical academic week?

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| **teaching load and venue types**  Indicate the number of lectures, tutorials or practical periods per week x number of weeks. If this form is presented as part of Form A, please ensure that it speaks to section 1.5 on Form A. | | |
| Click or tap here to enter text. **lectures**  Click or tap here to enter text. **weeks** | Click or tap here to enter text. **tutorials**  Click or tap here to enter text. **weeks** | Click or tap here to enter text. **practical**  Click or tap here to enter text. **weeks** |
| **lecture venue** | **tutorial venue** | **practical** |
| If a lecture venue is needed, provide an indication of the type of venue required in terms of size or specific requirements:  Click or tap here to enter text. | If a tutorial venue is needed, provide an indication of the type of venue required in terms of size or specific requirements:  Click or tap here to enter text. | If a venue is needed for practical (e.g. laboratorium) work, provide an indication of the type of venue required in terms of size or specific requirements:  Click or tap here to enter text. |

1. **Assessment information**

If this is an undergraduate module, how many tests and exams should be scheduled on the timetable?

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| **if summative assessment opportunities are required in terms of the test and exam timetable, please indicate by clicking the correct box to indicate which ones will be used:** | | | | | | | |
| **semester 1** | | | | **semester 2** | | | |
| **A1** | **A2** | | **A3** | **A1** | **A2** | | **A3** |
| **if A2 will be used in the first semester, will it be administered by the department or the faculty?** | | Choose an item. | | **if A2 will be used in the second semester, will it be administered by the department or the faculty?** | | Choose an item. | |
| **what type of venue will be required for the A2 assessment?** | | Choose an item. | | **what type of venue will be required for the A2 assessment?** | | Choose an item. | |
| **if other was selected above, please provide more information:** | | Click or tap here to enter text. | | **if other was selected above, please provide more information:** | | Click or tap here to enter text. | |
| **if A3 will be used in the first semester, will it be administered by the department or the faculty?** | | Choose an item. | | **if A3 will be used in the second semester, will it be administered by the department or the faculty?** | | Choose an item. | |
| **what type of venue will be required for the A3 assessment?** | | Choose an item. | | **what type of venue will be required for the A3 assessment?** | | Choose an item. | |
| **if other was selected above, please provide more information:** | | Click or tap here to enter text. | | **if other was selected above, please provide more information:** | | Click or tap here to enter text. | |

1. **Textbooks and prescribed readings**

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| **list the textbooks and prescribed readings**  *Provide the full details of the textbook / reading, as would be provided in a bibliography.* |
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1. **Work-integrated learning**

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| **WORK INTEGRATED LEARNING (only necessary for modules that includes a WIL-component)** | | |
| Will a venue on campus be needed?  Choose an item. | Does the WIL-component include placement at an off-site venue?  Choose an item. | Provide a description of the requirements that for the off-site venue *(i.e. a public hospital / clinic, a school within a 100km radius of campus, etc.)*  Click or tap here to enter text. |
| If “Yes” was selected above, provide an indication of the type of venue that will be needed, i.e. size of venue or specific requirements, etc.  Click or tap here to enter text. | If “Yes” was selected above, is placement an institutional responsibility or the responsibility of the student?  Choose an item. | If placement is an institutional responsibility, are discussions underway with off-site venues that adhere to the above mentioned requirements or are agreements already in place?  Choose an item. |