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M E M O R A N D U M

Centre for Academic Planning and Quality Assurance (APQ)

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To	Vice Deans (Teaching), Faculty Managers and Administrators, and Chairs of Programme Committees
From	André Müller and Melissa van der Vyver
RE	**Programme Affairs for 2020**
Date	16 October 2019

Documents	1. *Programme Form A (2020) – introduction of a new academic programme* 2. *Module Form B (2020) – introduction of a new academic module* 3. *Programme Form C (2020) – introduction of a new PhD programme* 4. *Flowchart for the approval of a new programme* *Electronic copies of the programme- and module forms as well as supporting documentation is available on the Centre for APQ website at: www.sun.ac.za/apq*

The dates of the Programme Advisory Committee (PAC) are stipulated in the Stellenbosch University (SU) almanac, but this document explains the procedures for, and provides the contact details of and meeting dates for the discussion of:

1. the introduction of **new programmes** during 2020 for offering from 2022 (or as soon as a SAQA id-number is received), and the
2. **changes** to existing programmes in March and April 2020 for implementation in 2021.

Please use the **updated** versions of **the programme and or module forms.**

1.   THE SUBMISSION OF NEW PROGRAMMES FOR 2021

1.1   Programme leaders complete the *Submission of a New Programme* (**form A**) and **module forms** (**form B**) in consultation with the Centre for Academic Planning and Quality Assurance (APQ), Centre for Teaching and Learning (CTL), the Registrar's Division, Faculty Managers and the Division for Information Governance (IG).

1.2   The institutional target dates for the introduction of new programme submissions are tabled below:

PAC agenda closes	PAC meeting	APC agenda closes	APC meeting	EC(S) agenda closes	SENATE meeting
13 Jan 2020	23 Jan 2020	10 Feb 2020	20 Feb 2020	3 Mar 2020	20 Mar 2020
17 Feb 2020	6 Mar 2020	24 Apr 2020	6 May 2020	19 May 2020	5 Jun 2020
15 May 2020	4 Jun 2020	17 Jul 2020	24 Jul 2020	4 Aug 2020	21 Aug 2020
20 Aug 2020	10 Sep 2020	14 Oct 2020	21 Oct 2020	3 Nov 2020	20 Nov 2020

1.3   The proposed programme submission (form A) and module forms (forms B) are submitted to the **faculty programme committee**. The faculty programme committee and Dean approve the proposal for submission to the Programme Advisory Committee (PAC).

1.4   The **chair** of the **faculty programme committee** submits the proposal to the PAC secretariat, Melissa van der Vyver: melissavdv@sun.ac.za.

1.5   An **extended PAC committee** (with members from the Centre for Teaching and Learning, Division for Information Governance, Library and Information Services, Registrar's office, Timetable Office, and the Division for Social Impact) prepares recommendations and advice to the Academic Planning Committee (APC) and faculties respectively.

1.6   The **APC** makes recommendations to the Executive Committee of Senate, EC(S) and Senate.

1.7   The new programme proposal and the PAC and APC reports (with advice and recommendations) are tabled, via the **Faculty reports** at the EC(S) meeting for approval and ratification by Senate. The Faculty report **clearly indicates that the introduction of a new programme** is being proposed.

1.8   If a submission of new programme is **referred back** by the PAC, APC or EC(S) during the internal approval process, it will delay the implementation of the new programme. Therefore, it is recommended that programme leaders consult with the following role-players in advance to clarify any uncertainties regarding the submission documents:

Centre / Division	Consultation reason	Contact persons	Contact detail
Academic Planning and Quality Assurance (APQ)	Programme design, review and renewal; completion of forms and approval timelines	André Müller	aemuller@sun.ac.za (021) 808 3961
		Melissa van der Vyver *(new programmes and documentation for PAC)*	melissavdv@sun.ac.za (021) 808 3966
		Marianne Bester *(programme review and renewal)*	besterma@sun.ac.za (021) 808 3656
Centre for Teaching and Learning (CTL)	Formulation of outcomes and implementation of Teaching and Learning Policy	Faculty -specific representative or Claudia Swart-Jansen van Vuuren	claudias2@sun.ac.za (021) 808 4502
Timetables office	Advice on timetable implications of undergraduate programmes	Stefné Franken	sfranken@sun.ac.za (021) 808 3022
Registrar's office	Admission requirements for similar programmes, etc.	The Faculty Administrator of the faculty.	
Faculty Manager	Programme specific financial planning	The Faculty Manager of the faculty.	
Division for Information Governance	HEMIS information	Leon Eygelaar	le@sun.ac.za (021) 808 4524
	Financial Sustainability	Wilhelm Uys	jwuys@sun.ac.za (021) 808 4470
		Anri Dorfling	anrid@sun.ac.za (021) 808 2897

1.9   As soon as the new programmes are approved by the Senate, the **Centre for Academic Planning and Quality Assurance (APQ)**, in consultation with the programme leaders, submits the new programme proposals to the:

a. *Department of Higher Education and Training (DHET)* for clearance with regard to the University's approved *Programme Qualifications Mix (PQM),*

b. *Higher Education Quality Committee (HEQC)* of the Council on Higher Education (CHE) for peer review and accreditation,

c. *South African Qualifications Authority (SAQA)* for registration on the National Qualifications Framework (NQF).

1.10   In some cases, the approval of a professional body is also required.

1.11   It may happen that any of the above external bodies **refer** programmes back or set **conditions** to be addressed prior to commencement or during the offering of the new programme. APQ handles all correspondence with the DHET, HEQC and SAQA, in consultation with faculties and the respective programme leaders.

1.12   Programmes are only marketed and offered once SAQA registers the new qualification and APQ receives a **SAQA ID number**. (The SAQA template completed by APQ is uploaded with the HEQC submission.)

1.13   Programme details with regard to the aforementioned new programmes are submitted to the PAC through the normal calendar/yearbook amendment procedure in March or April 2020 for inclusion in the Calendar of 2021.

1.14   After the abovementioned approval process has been completed, SAQA assigns a unique SAQA identification number to each new qualification. This process may take up to five additional months.

1.15   A flowchart that provides a visual representation of the approval route a new programme is available on APQ's website.
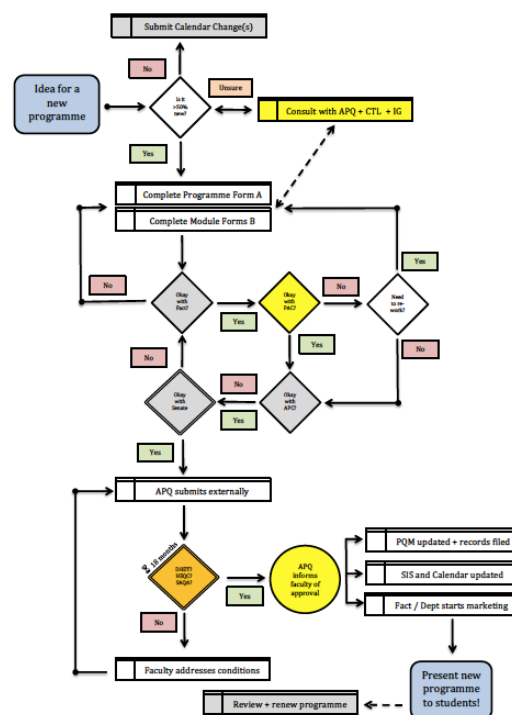
2.   CHANGES TO THE CALENDAR FOR 2021

2.1   If the proposed changes to an **existing** programme **exceed 50%** of the total number of credits (and the goal, outcomes and/or content are being changed substantially), then the changes require a new programme proposal to be completed as outlined above in *the submission of a new programme.* External approval is also required if changes are made to a programme's name, mode or site of delivery. If the programme name is changed, the faculty submits a letter of motivation, addressed to the CHE.

2.2   If the proposed changes to an existing programme amount to **less than 50%** of the total number of credits, then faculties submit their proposed changes to the PAC in the format of the printed Calendar (Yearbook). All substantial changes for discussion should be highlighted by the faculty and fully motivated. The institutional target dates are tabled below:

TARGET DATES	CALENDAR (YEARBOOK) CHANGES FOR 2021
before March	Faculty programme committees debate their proposed changes to the Calendar
2 March 2020	**PAC agenda closes** for Faculties of **AgriSciences, Engineering, Medicine and Health Sciences** and **Science**
16 March 2020	**PAC agenda closes** for Faculties **Arts and Social Sciences, Economic and Management Sciences, Education, Law, Military Science** and **Theology**
26 March 2020	**Extended PAC meets** to discuss the proposed yearbook changes for Faculties of **AgriSciences, Engineering, Medicine and Health Sciences** and **Science**
9 April 2020	**Extended PAC meets** to discuss the proposed yearbook changes for Faculties **Arts and Social Sciences, Economic and Management Sciences, Education, Law, Military Science** and **Theology**
24 April 2020	PAC report submitted to the APC and feedback given to faculties
11 – 15 May 2020	Faculty boards meet and make amendments to address the PAC recommendations
6 May 2020	APC meets and responds to the recommendations of the PAC
19 May 2020	EC(S) agenda closes. Faculty reports, including the APC decisions, submitted
26 May 2020	EC(S) meets and compares Faculty reports with APC feedback
5 June 2020	Yearbook changes serve at the Senate meeting

2.3   All the calendar changes for each faculty should be submitted to the PAC secretary **as a single document** (with **insertions** underlined and **deletions in** ~~strikethrough text~~). A **motivation** is required for each proposed change.

2.4   The Vice-Rector (Learning and Teaching) chairs the PAC and the APC and identifies the issues for discussion by the PAC. Faculties are asked to assist in this regard by differentiating between **small** (often editorial) **and substantial changes**:

   a.   **Small** (often editorial) **changes** are identified by the Centre for APQ and approved by the Vice-Rector (Learning and Teaching) on behalf of the PAC and APC, in which case the minor changes follow a direct route from faculty board to the EC(S) and Senate. If the Vice-Rector (Learning and Teaching) refers the proposed changes to the PAC and APC, the normal approval processes are followed, as described below.

   b.   **Substantial** changes are discussed by the PAC and the advice is reported to the APC, as needed.

2.5   If a **new module** is added to an existing programme (changing it less than 50%), the template for new modules (Form B) is to be completed and submitted with the proposed calendar (yearbook) change.

2.6   Major changes to an existing modules (outcomes, assessment strategy, change of content, prescribed readings, etc.) would also require a completed module form (B).

Please take note:

a.   *The dates outlined in this document are fixed agenda dates. No late submissions for new programmes for 2022 or changes to existing programmes for 2021 will be accepted after the agenda closing dates. This is necessary for the following reasons:*

- *The University relies on its quality assurance processes to thoroughly scrutinize its academic offering. To do this effectively, all the relevant decision-making bodies need to be awarded enough time to tend to the proposed new programmes and calendar changes.*
- *The external processes for approval and accreditation have fixed deadlines and SU has to submit its proposals according to the given schedule.*
- *The internal process must also be completed in time for the 2021 Calendar to be compiled. For this to happen, the changes have to be approved at the Senate meeting of 5 June 2020.*

b.   *New programmes are not tabled during the calendar changes' PAC meeting and are listed as separate items in faculty reports. It is important to do it this way, because:*

- With so many requests for changes to the calendar, the agenda does not allow sufficient time to consider the submissions for new programmes;
- It is necessary to list new programmes separately in the faculty reports to the EC(S) for approval by Senate.