M E M O R A N D U M

Centre for Academic Planning and Quality Assurance (APQ)

✆ aemuller@sun.ac.za ☎ (021) 808 **3961**
✆ melissavdv@sun.ac.za ☎ (021) 808 **3966**

To	Vice Deans (Teaching and Learning), Programme Committee Chairs, Faculty Managers, Administrators and PAC-members
From	André Müller and Melissa van der Vyver
RE	Programme Affairs for 2021
Date	16 November 2020

Supporting Documents	1. *Programme specifications (Form A) – Submission of a new programme* 2. *Module specifications (Form B) – Submission of a new module* 3. *Doctorate programme specifications (Form C) – Submission of a new doctoral programme* 4. *CHE Programme Title name change request form* Please download electronic copies of the documents here. *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. This document explains the procedures for and provides the meeting dates for the discussion of:

1. the submission of **new programmes** during 2021. These programmes can be offered as soon as a SAQA id-number is received, potentially from 2023,
2. **changes** to existing programmes (to be processed in March and April 2021) for implementation in 2022.

Please use the **most recent** versions of **the programme specification and or module specification documents.** The contact details of role-players to be approached for assistance are provided at point 1.8. Annexure A provides an indication of changes that would require the submission of new programmes versus acceptable changes to an existing programme.

Please take note:
 a. *The dates outlined in this document are fixed agenda dates. No late submissions for new programmes or changes to existing programmes for 2022 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 2022 Calendar to be compiled. For this to happen, the changes have to be approved at the Senate meeting of 4 June 2021.*

b. *New programmes are not tabled during the calendar changes' PAC meeting and are listed as separate items in faculty reports. It is essential 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.

1. THE SUBMISSION OF NEW PROGRAMMES

1.1 Programme leaders complete the *programme specifications* (**Form A**) and **module specifications** (**Form B**) **documents** in consultation with the Centre for Academic Planning and Quality Assurance (APQ), Centre for Teaching and Learning (CTL), Centre for Learning Technologies (CLT), 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
11 Jan 2021	21 Jan 2021	8 Feb 2021	18 Feb 2021	2 Mar 2021	19 Mar 2021
15 Feb 2021	5 Mar 2021	23 Apr 2021	5 May 2021	18 May 2021	4 Jun 2021
14 May 2021	3 Jun 2021	16 Jul 2021	23 Jul 2021	3 Aug 2021	10 Sept 2021
19 Aug 2021	9 Sep 2021	13 Oct 2021	20 Oct 2021	9 Nov 2021	26 Nov 2021

1.3 The proposed programme specifications (Form A) and module specifications (Form B) documents 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 **states that the introduction of a new programme** is being proposed.

1.8 If the submission of the new programme is **referred back** by the PAC, APC or EC(S) during the internal approval process, it delays 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 • Calendar changes • Approval timelines	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
Centre for Learning Technologies (CLT)	Advice on Hybrid Learning design of modules and or programmes	Miné de Klerk	mine@sun.ac.za (021) 808 3091
		Ronelle Terblanche	rterblanche@sun.ac.za
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 Viability	Anri Dorfling	anrid@sun.ac.za (021) 808 2897

1.9 As soon as Senate approves the new programmes, 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 concerning 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 Any of the above external bodies can **refer** programmes back or set **conditions** to be addressed before 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 concerning the aforementioned new programmes are submitted to the PAC through the standard 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 2022

2.1 If the proposed changes to an existing programme amount to **less than 50%** of the total number of credits (please see Annexure A), then faculties submit their proposed changes to the PAC in the format of the printed Calendar (Yearbook). The faculty should fully motivate and highlight all substantial changes for discussion. The institutional target dates are tabled below:

TARGET DATES	CALENDAR (YEARBOOK) CHANGES FOR 2022
before March	Faculty programme committees debate their proposed changes to the Calendar
1 March 2021	**PAC agenda closes** for Faculties of **AgriSciences, Engineering, Medicine and Health Sciences** and **Science**
15 March 2021	**PAC agenda closes** for Faculties **Arts and Social Sciences, Economic and Management Sciences, Education, Law, Military Science** and **Theology**
25 March 2021	**Extended PAC meets** to discuss the proposed yearbook changes for Faculties of **AgriSciences, Engineering, Medicine and Health Sciences** and **Science**
8 April 2021	**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**
23 April 2021	PAC report submitted to the APC and feedback given to faculties
10 – 14 May 2021	Faculty boards meet and make amendments to address the PAC recommendations
5 May 2021	APC meets and responds to the recommendations of the PAC
18 May 2021	EC(S) agenda closes. Faculty reports, including the APC decisions, submitted
25 May 2021	EC(S) meets and compares Faculty reports with APC feedback
4 June 2021	Calendar changes serve at the Senate meeting

2.2 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. Track changes can be accommodated, but please remove all comments in the document margins as this reduces the text size of the entire document.

2.3 The request for calendar changes and motivations must please be submitted to PAC in **English**, to accommodate all PAC members. Supportive documents or paragraphs (i.e. the actual calendar entries) should also be provided in Afrikaans.

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 to the proposed changes to the PAC and APC, the standard approval processes are followed, as described below.

b. The PAC discusses **substantial** changes, 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 module specifications (Form B) is to be completed and submitted with the proposed calendar (yearbook) change.

2.6 Major changes to existing modules would also require a completed module specification document (Form B) as a new module code has to be created to differentiate between the old and new versions of the module. This includes the changes to:
- Outcomes
- Assessment strategy
- Mode of delivery (full contact changing to Hybrid, etc.)
- Content and prescribed material
- Credit allocation

3. REQUESTS FOR CHANGES TO PROGRAMME NAMES

3.1 Should a department or faculty require an amendment to the name of a programme, the *CHE Programme Title name change request* form has to be completed.

3.2 This document can serve at any of the PAC meetings indicated, but preferably as part of the calendar change discussions. External approval will be required for this change. The request for the change will, therefore, be submitted by APQ to the DHET and CHE for approval.

3.3 Please take note that the programme name may only be revised in the calendar and on the student information system (SIS) once external approval from all external bodies has been confirmed.

Submission of a new qualification
> 50% change to the curriculum of existing accredited qualifications

If more than 50% of a programme is proposed, external approval is required.

A more than 50% change to the curriculum would usually result from a change/changes to one or more of the following aspects of a programme: title of the qualification; academic rationale or exit-level outcomes of the qualification; changes to the total credit value of the qualification; programme design, including adding new modules, changing credit values of subjects that increase the total credit value of the qualifications, changes to CESM categories of subjects that impact on the 50% rule applicable to the use of designators and qualifiers, changes to the mode of delivery, from face-to-face to fully distance learning.

Addition of new module(s) to existing programme	Addition of new module to existing programme, completion of Module Specification (Form B) is required and approval via PAC, APC and Senate.
Changes to rationale, purpose, exit level outcomes and programme design (including CESM categories)	Extensive changes to rationale, purpose, exit-level outcomes and programme design including CESM categories that translate in a new qualification on PQM of SU.

Completion of Programme Specification (Form A) and Module Specification (Form B) (for all modules) needed as well as internal and external approval. |
| Changes to total credit value of the existing programme | If changes to credit value of individual module(s) affect the total credit value of the existing qualification on the SU PQM then Module Specification (Form B) must be completed for each module.

Additionally, DHET application form for changes to an existing qualification is submitted to DHET for recording (which will be submitted by Centre for Academic Planning and Quality Assurance after Senate approval). |
| Changes to CESM category assigned to modules of an existing programme | If changes to the programme design/academic structure has resulted in changes to the CESM category assigned to modules then a Module Specification (Form B) must be completed for each module.

Additionally, DHET application form for changes to an existing qualification is submitted to DHET for recording (which will be submitted by APQ after Senate approval). |
| Changes to mode of delivery from face-to-face to fully distance learning. | If a programme's mode of delivery changes from face-to-face to distance learning, the teaching and learning strategy and assessment strategy needs to be revisited and it is regarded as a new programme. It therefore requires internal and external approval.

Completion of the Programme Specifications (Form A) and Module Specifications (Form B) (for all modules) needed.

Document outlining modes of delivery is available here. |

Changes to an existing qualification

Less than 50% change to curriculum of existing qualifications that have accreditation from the CHE (and if applicable, professional bodies, e.g. ECSA, HPCSA, etc.)

Depending on the scope of the calendar/faculty yearbook changes needed, a Module Specification (Form B) must be completed and considered by the following internal structures: Programme Advisory Committee, Academic Planning Committee (sub-committee of Senate) and Senate.

Normally, no external approval is needed from the Department of Higher Education and Training (DHET), the Council on Higher Education (CHE) and the South African Qualifications Authority (SAQA).

The following changes to existing qualifications would be considered as less than 50% change to curriculum:

Changes to subject content only	Changes to subject content of existing module require the completion of Module Specification (Form B), e.g. updating of existing content, re-alignment of subject content to improve curriculum coherence, etc.
Changes to name of module	Change in name of module/subject of existing programme.
Changes to module credit value	Change in module credit value – if less than 50% of the credit value of existing module changes – only updating of faculty yearbook; if more than 50% of credit value of module changes – completion of module form B and submission to PAC, APC and Senate.
Changes to learning outcomes	Re-defining learning outcomes of modules without a significant impact on the academic rationale, purpose of qualification or programme design. Learning outcomes of modules are not currently captured in the yearbook.
Changes to pre-requisites and co-requisites	Changes to prerequisites and co-requisites must be captured in yearbook. It is also necessary to complete a module specification form, to ensure that pre-and co-requisites are approved and recorded.
Changes to mode of delivery	Change in mode of delivery from face-to-face to hybrid learning is still regarded as contact-based offering by external agencies. Only Module Specification (Form B) is required to generate new module code for SU purposes.
Implementation of hybrid learning	If one or a few modules are revised to a hybrid learning mode of delivery, a module Specifications (Form B) must be completed for each of these modules to acquire a new module code. During reporting to DHET blended learning and full contact modules have to be reported separately.