



---

## MEMORANDUM

---

**To:** PAC members and faculties  
**From:** PAC Secretariat: Melissa van der Vyver  
**Subject:** Programme affairs 2023  
**Date:** 24 November 2022

---

### *Documents:*

The following documents referred to in this document are available on the [APQ website](#):

- a) Programme Specification document (Form A) – introduction of a new academic programme (*also attached to email*)
- b) Module Specification document (Form B) – introduction of a new academic module/amendment to an existing module (*also attached to email*)
- c) DHET *Application for changes to an existing academic qualification*
- d) CHE *Programme Title Change request form*

Please note that due to the increase of amendments to programmes due to academic renewal initiatives, a document to record and report on programme changes is in development and will be discussed at an upcoming PAC meeting in 2023.

Electronic copies of all documents, as well as helpful resources to assist in completing the documentation, are available on the Centre for Academic Planning and Quality Assurance website at: [www.sun.ac.za/apq](http://www.sun.ac.za/apq)

## 1. New programmes

The request for implementation of a new programme is submitted when:

- i. The programme has never existed before at SU;
- ii. There has been a significant change to the content, outcomes, field of study, mode or site of delivery

A significant (more than 50%) change to an already approved, accredited, and registered programme and its curriculum would usually result in significant changes to the following aspects of a programme:

- a) academic rationale/purpose;
- b) exit level outcomes;
- c) significant changes to the programme design, including:
  - adding new modules and/or areas of specialisation;
  - changing credit values of subjects that increase the total credit value of the qualification(s);
  - changes to NQF levels;
  - changes to CESM categories of subjects that impact the 50% rule applicable to the use of designators and qualifiers.

These changes can result from changes in the field of study, domain of practice, programme review and renewal recommended by self-evaluation or external panel, new national standards or modifications required by professional bodies, e.g. ECSA, HPCSA, etc. Internal and external approval from national governing bodies (i.e. DHET, CHE and SAQA) would be needed in such cases.

### Internal and external approval, accreditation and registration:

- 1.1 Programme leaders collaborate and consult with professional academic support staff to discuss the programme's curriculum design. This could include discussions with members from 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). As part of this collaboration, the *Programme Specification* (Form A) and a *Module Specification* (Form B) for each module in the programme, including existing modules, are completed. In consultation with the faculty manager and the Division of Information Governance, a financial viability analysis is conducted and a report compiled.
- 1.2 The proposed **Programme Specification** (Form A), **Module Specifications** (Form B) and **financial viability report** are submitted to the faculty programme/academic planning committee. The faculty programme committee and Faculty Board approve the proposal for submission to the Programme Advisory Committee (PAC).
- 1.3 The chair of the faculty programme committee or his/her representative submits the proposal to the PAC secretariat, Melissa van der Vyver: [melissavdv@sun.ac.za](mailto:melissavdv@sun.ac.za).
- 1.4 The institutional target dates for proposing new programme submissions are tabled below. Please note that no calendar changes can be considered at the September PAC meeting due to the impact on applications and finalising the academic calendars. **Additionally, faculties may only submit calendar changes to be considered at the June PAC meeting** referred back by the PAC or APC in March/April.
- 1.5 Unless informed otherwise, all meetings are held in the **Boardroom in Admin B**.

PAC agenda close	PAC meeting Admin B Council Chambers	APC agenda closes	APC meeting 10:00- 13:00	Senate
6 Jan 2023	Thursday, 19 Jan 09:00 – 13:00	7 Feb	16 Feb	24 March
13 Feb 2023	Friday, 3 March 09:00 – 13:00	20 April	3 May	2 June
12 May 2023	Thursday, 1 June 09:00 – 13:00	31 July	10 Aug	8 Sept
17 Aug 2023	Thursday, 7 Sept 09:00 – 13:00	11 Oct	18 Oct	24 Nov

- 1.6 The documentation for each meeting will be uploaded to an MS Teams site for the perusal of all PAC members and faculty representatives included in the meeting. The PAC members will receive a *meeting invite* to attend the meeting if matters affected their faculty are included in the agenda.
- 1.7 PAC members will prepare **preliminary notes** for consideration by the programme leader and programme committee of the new programme. The advice aims to enhance the quality of various aspects pertaining to the programme and curriculum design and/or the supporting documentation.
- 1.8 The preliminary notes are distributed approximately one week before the PAC meeting to allow for a thorough reflection on the feedback. Programme leaders must submit (a) revised documentation and, (b) written feedback to the preliminary notes provided to the PAC secretariat by the date provided. The revised documentation and feedback are uploaded to the MS Teams site for the meeting for the perusal by the PAC members.
- 1.9 Programme leaders are given the opportunity to discuss the new programme, proposed advice and any further recommendations during an extended PAC meeting. The PAC report, prepared after the meeting, consists of a summary of the most important amendments proposed in the preliminary notes and additional recommendations and advice to the faculties discussed during the meeting. The report is submitted to the Academic Planning Committee (APC) to identify recommendations for implementing the new programme(s) and its modules. Specific recommendations that could have significant institutional implications will also be submitted to the APC for consideration.
- 1.10 The APC recommends academic affairs to the Executive Committee of the Senate and Senate.
- 1.11 The new/amended 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, and the programme proposal (Forms A and B and any relevant annexures) must serve at Senate via the Faculty Board.

- 1.12 If the submission of the 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. The Programme Specification document (Form A) also indicates where it is recommended that consultations occur and who to consult with. Please take note of the contact information of role-players that can provide collaborative support:

Centre / Division	Consultation reason	Contact persons	Contact detail
Academic Planning and Quality Assurance (APQ)	New programme design, and the review and renewal of existing programmes; completion of forms and approval timelines	Melissa van der Vyver ( <i>new programmes and documentation for PAC</i> )	<a href="mailto:melissavdv@sun.ac.za">melissavdv@sun.ac.za</a> (021) 808 3966
		Marianne Bester ( <i>programme review and renewal</i> )	<a href="mailto:besterma@sun.ac.za">besterma@sun.ac.za</a> (021) 808 3656
Centre for Learning Technologies	Support in using learning technologies for teaching, learning and assessment	Magriet de Villiers ( <i>Learning Technologies</i> )	<a href="mailto:mdev@sun.ac.za">mdev@sun.ac.za</a>
		Elzette le Roux ( <i>Online Learning</i> )	<a href="mailto:lzleroux@sun.ac.za">lzleroux@sun.ac.za</a>
Hybrid Learning Office	Advice on Hybrid Learning design of modules and or programmes	Neetu Chetty ( <i>HL faculty liaison</i> )	<a href="mailto:nchetty@sun.ac.za">nchetty@sun.ac.za</a>
	Hybrid Learning Strategic Funding	Renelle Terblanche ( <i>HL Coordinator</i> )	<a href="mailto:rterblanche@sun.ac.za">rterblanche@sun.ac.za</a>
Timetables office	Advice on timetable implications of undergraduate programmes	Miné de Klerk	<a href="mailto:mine@sun.ac.za">mine@sun.ac.za</a> (021) 808 3091
Timetables office	Advice on timetable implications of undergraduate programmes	Stefné Franken	<a href="mailto:sfranken@sun.ac.za">sfranken@sun.ac.za</a> (021) 808 3022
Division for Academic Administration	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	<a href="mailto:le@sun.ac.za">le@sun.ac.za</a> (021) 808 4524
	Financial Viability and enrolment planning	Wilhelm Uys	<a href="mailto:jwuys@sun.ac.za">jwuys@sun.ac.za</a> (021) 808 4470
		Anri Dorfling	<a href="mailto:anrid@sun.ac.za">anrid@sun.ac.za</a> (021) 808 2897

Dedicated teaching, learning, assessment and learning design support is also available to each of the faculties. Don't hesitate to contact these colleagues for advice on formulating outcomes and aligning teaching, learning and assessment strategies to SU policies.

Faculty	CTL Advisor/contact person	Contact details	Blended Learning Coordinator (BLC)	Contact Details
AgriScience	Advisor: Charmaine van der Merwe	<a href="mailto:cvandermerwe@sun.ac.za">cvandermerwe@sun.ac.za</a>	Kathryn Wirth	<a href="mailto:wirthk@sun.ac.za">wirthk@sun.ac.za</a>
Arts and Social Science	Advisor: Karin Cattell- Holden	<a href="mailto:kcattell@sun.ac.za">kcattell@sun.ac.za</a>	Ilse Rootman-le Grange	<a href="mailto:ilser@sun.ac.za">ilser@sun.ac.za</a>
Economic and Management Sciences	Advisor: Gert Young	<a href="mailto:gyoung@sun.ac.za">gyoung@sun.ac.za</a>	Melissa Siegelaar	<a href="mailto:msiegelaar@sun.ac.za">msiegelaar@sun.ac.za</a>
			Joniff Cleophas	<a href="mailto:joniff@usb.ac.za">joniff@usb.ac.za</a>
Education	Advisor: Anthea Jacobs	<a href="mailto:jacobsa@sun.ac.za">jacobsa@sun.ac.za</a>	Delecia Davids	<a href="mailto:deleciad@sun.ac.za">deleciad@sun.ac.za</a>
Engineering	Contact person: Dalene Joubert	<a href="mailto:dvermeulen@sun.ac.za">dvermeulen@sun.ac.za</a>	Brigitte Pegado	<a href="mailto:brigittepegado@sun.ac.za">brigittepegado@sun.ac.za</a>
Law	Adviser: Claudia Swart-Jansen van Vuuren	<a href="mailto:claudias2@sun.ac.za">claudias2@sun.ac.za</a>	Alma Coertzen	<a href="mailto:almac@sun.ac.za">almac@sun.ac.za</a>
Medicine and Health Sciences	Contact person: Dalene Joubert	<a href="mailto:dvermeulen@sun.ac.za">dvermeulen@sun.ac.za</a>	Mariette Volschenk	<a href="mailto:mvolschenk@sun.ac.za">mvolschenk@sun.ac.za</a>
			Kanita Brits	<a href="mailto:ebrits@sun.ac.za">ebrits@sun.ac.za</a>
Military Science	Advisor: Sim Ntwasa	<a href="mailto:sim@sun.ac.za">sim@sun.ac.za</a>	Kristin van der Merwe	<a href="mailto:kristin@ma2.sun.ac.za">kristin@ma2.sun.ac.za</a>
Science	Advisor: Hanelie Adendorff	<a href="mailto:hja@sun.ac.za">hja@sun.ac.za</a>	Ilse Rootman-le Grange	<a href="mailto:ilser@sun.ac.za">ilser@sun.ac.za</a>
Theology	Advisor: Jean Farmer	<a href="mailto:jeanlee@sun.ac.za">jeanlee@sun.ac.za</a>	Simba Pondani	<a href="mailto:simbapondani@sun.ac.za">simbapondani@sun.ac.za</a>

- 1.13 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 following:
- 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).
- 1.14 Where the approval of a professional body is also required, the programme leader must:
- a. confirm with the said body whether the submission must be evaluated by the professional body **before** submission for external accreditation and registration (as per 1.13) or whether an accreditation evaluation will be completed after SAQA registers the programme
  - b. the programme leader must request a letter of endorsement from the professional body to be submitted with the new programme HEQC application to the CHE
- 1.15 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 deals with all correspondence with the DHET, HEQC and SAQA in consultation with faculties and the respective programme leaders.
- 1.16 Faculties may only market new programmes after SAQA has registered the new qualification/programme and **SU has received a SAQA ID number** for the qualification. The information required by SAQA for evaluation and registration is included in the new programme HEQC application submission by APQ.
- 1.17 Some faculties require a preparation of the calendar entry for the programme as part of the submission to Faculty Board to ensure that the programme can be included in the calendar once the CHE accredits the programme. If the programme is entered into the calendar before final registration, the following proviso should be included in the calendar:
- This new programme was approved by Senate and submitted for external accreditation and registration by the Department of Higher Education and Training (DHET), Council on Higher Education (CHE) and South African Qualifications Authority (SAQA). This programme will be implemented once SAQA registration has been finalised, possibly in the 2xxx academic year.*
- 1.18 After completing the approval process, SAQA assigns a unique SAQA identification number to each new qualification. This process may take up to five additional months.

1.19 A [flowchart](#) that visualises the approval route for a new programme is available on APQ's website.

## 2. Calendar changes/changes to existing programmes

2.1 If the proposed changes to an existing programme constitute a more than 50% change to the programme purpose, design and/or content as outlined above (under Section 1), then a new programme application process has to be completed as outlined above in the *submission of a new programme*. **External approval** is also needed if changes are made to the name, mode of provision, site of delivery of an existing programme. If the name of qualification is amended, the faculty must compile a letter of motivation for the amendment addressed to the CHE.

### 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 and nature of the changes to the calendar/faculty handbook needed, a Module Specification (Form B) must be completed and considered by the following internal structures: faculty-specific programme/academic planning committee, Programme Advisory Committee, Academic Planning Committee, Faculty Board and Senate.

Usually, 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) for minor changes. However, some changes may impact the DHET subsidy or HEMIS reporting and will therefore be reported to the DHET, i.e. changes to research credits or minimum duration of study.

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

Changes to <b>subject content</b> only	Changes to the subject content of an existing module require the completion of <b>Module Specification (Form B)</b> , e.g. updating existing content, re-alignment of subject content to improve curriculum coherence, etc.
Changes to <b>the name of a module</b>	Changing the name of the module/subject of an existing programme would require the creation of a new module and/or subject code. Completing a <b>Module Specification (Form B)</b> is required.
Changes to a module <b>credit value</b>	A <b>Module Specification (Form B)</b> is required when:

	<p>a. The credit value is changed by 50% or more (i.e. a 5-credit module becomes a 10-credit module)</p> <p>b. The credit value of the module changes with at least 10 credits (i.e. 100 notional hours)</p> <p>Other minor changes to the credit value of the module should be motivated and the amendment should be made in the faculty calendar.</p>
Changes to <b>learning outcomes</b>	<p>Re-defining learning outcomes of modules without a significant impact on the academic rationale, purpose of qualification, programme design or module content. Learning outcomes of modules are not currently captured in the yearbook. <i>No Module Specification</i> is needed, unless the outcomes of a module change extensively.</p>
Changes to <b>pre-requisites</b> and <b>co-requisites</b>	<p>Changes to pre-requisites and co-requisites must be captured in the faculty yearbook. Completing a <b>Module Specification (Form B)</b> is also necessary to ensure that pre- and co-requisites are approved at the Senate level and amendments are accurately recorded.</p>
Changes to the <b>mode of provision</b> or implementation of hybrid learning	<p>Change in the <u>mode of provision</u> from face-to-face to hybrid learning is still regarded as a contact-based offering by external agencies, as the SU HL model adheres to the <i>minimum required contact time</i>, which should consist of a combination of synchronous on-campus and online activities as well as sustained periods of asynchronous fully online learning.</p> <p>A <b>Module Specification (Form B)</b> is required to generate a new SU module code for enrolment and HEMIS reporting purposes.</p> <p>APQ will report the amendment to the programme delivery to the DHET. Please note that Stellenbosch University is <b>not</b></p>

	<p>registered to deliver full distance learning qualifications.</p>
<p>Changes to a <b>service-module</b></p>	<p>Collaborative discussions <b>are required</b> for any changes to:</p> <ul style="list-style-type: none"> <li>a. a module offered within more than one programme; or</li> <li>b. a module offered by another faculty</li> </ul> <p>These discussions must occur <b>before</b> the proposed change is reported and motivated at PAC. If the changes impact the <b>credit value</b> or <b>planned enrolments</b> for a module, these discussions must be finalised at least <b>two years</b> before these changes can be implemented.</p> <p>Changes to modules or programmes offered by more than one faculty must serve at the programme/academic planning committee <b>of all the applicable faculties</b>. Therefore, all the affected faculties must report the calendar changes, as the calendar entries must correspond to all the different calendars.</p>
<p>Changes to the minimum duration</p>	<p>The minimum duration of the programme is an indication of the <b>minimum required time for a student to be enrolled to complete said academic programme</b>. Student throughput is reported accordingly, and no student is permitted to graduate within a shorter period of time than stipulated. However, due to various factors impacting on student enrolments and the student profile of a programme, a change to the minimum duration of study may be necessary. For example, an increase in the enrolment of learn-and-earn students may necessitate a change to the minimum duration of study from full-time to part-time offering.</p> <p>Requests for changes to duration must be supported by:</p>

	<p>a. a detailed motivation supported by relevant data; and</p> <p>b. an indication of how the programme offering will be amended to accommodate part-time enrolments. It is recommended that credits be distributed evenly as possible, i.e. a 120-credit PGDip should preferably allow part-time students to complete 60-credits per year;</p> <p>c. discussions with the Faculty Manager as it will influence enrolment targets for the faculty.</p> <p>Any request of this nature must be reported to the DHET, and a <b>new programme code</b> will be created on SIS to accommodate the two enrolment (and application) options.</p>
--	--

- 2.2 In cases where a less than 50% change has been made to an existing programme that impacts on more than one year of study, a phasing out plan of the 'old' modules and a phasing in plan of the 'new' modules for the period of transition must accompany the documentation to the Programme Advisory Committee. **It is important to ensure that there is no (or very little) difference between the total credit value per year of study between the 'old' and the 'new' version of an existing programme.**
- 2.3 If the proposed changes to an existing programme amount to **less than 50%** of the total number of credits of a programme, then faculties submit the calendar changes as follows:
- a. as a single document/submission by the faculty
  - b. each proposed change must be identified/explained and fully motivated
  - c. where several changes to a programme are proposed, a **summary must be provided** identifying and explaining what the programme re-design/renewal will entail and how **the implementation of the changes and phasing out of the old version** will be dealt with
  - d. An extract in the format of the printed Calendar (Yearbook) should be included (both the Afrikaans and English text) with
    - **insertions underlined;** and
    - **deletions in strikethrough text**

Please note: Changes can also be highlighted and track changes can be accommodated, but please **remove all comments in the document margins** as this reduces the text size of the entire document.

The institutional target dates for calendar changes are tabled below:

TARGET DATES	CALENDAR (YEARBOOK) CHANGES FOR 2024
before March	Faculty programme committees debate their proposed changes to the Calendar
27 Feb 2023	PAC agenda closes for Faculties of Agrisciences, Engineering, Medicine and Health Sciences and Science
15 March 2023	PAC agenda closes for Faculties of Arts and Social Sciences, Economic and Management Sciences, Education, Law, Military Science and Theology
23 March 2023 10:00 – 15:00	Extended PAC meets to discuss the proposed yearbook changes for Faculties of Agrisciences, Engineering, Medicine and Health Sciences and Science.
19 April 2023 09:00 – 14:00	Extended PAC meets to discuss the proposed yearbook changes for Faculties of Arts and Social Sciences, Economic and Management Sciences, Education, Law, Military Science and Theology
20 April 2023	PAC report is submitted to the APC and feedback is given to faculties
8 – 12 May 2023	Amendments to address the PAC recommendations serve at the respective Faculty Boards (it is the responsibility of the programme committees to ensure that the recommended amendments are considered and, where applicable, addressed in the documentation)
3 May 2023	APC meets and responds to the recommendations of the PAC
16 May 2023	EC(S) agenda closes. Faculty reports, including the APC decisions, submitted
2 June 2023	Yearbook changes serve at the Senate meeting via Faculty Board reports

- 2.4 The calendar changes and motivations request must be submitted to PAC in **English** to accommodate all PAC members. The amended calendar entries must be submitted in both Afrikaans and English.
- 2.5 The Deputy Vice-Chancellor (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 minor (often editorial) **and substantial changes**:
- a. Minor (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 the faculty board to the EC(S) and Senate. If the Deputy Vice-Chancellor (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 reports the advice to the APC as needed.
- 2.6 Suppose a **new module** is added to an existing programme (changing the programme with less than 50%). The template for Module Specifications (Form B) will be completed and submitted with the proposed calendar (yearbook) change.

- 2.7 Significant changes to existing modules would also require a completed Module Specifications document (Form B). A new module code must be created to differentiate between the old and new versions. Please see the table outlining less than 50% of changes to a programme, which would require internal approval.
- 2.8 Please remember that the **calendar is the contract with the students**. Changes that might influence admission or selection requirements to a programme and/or modules must be clearly communicated in the calendar. Additionally, **any changes to admission and/or selection procedures must be communicated via the calendar before these changes can be implemented**.
- 

### 3. Changing programme names

- 3.1 Should a department or faculty require an amendment to the name of a programme, the following has to be submitted:
- Motivation for the title change
  - [DHET](#) changes to a programme template
  - [CHE](#) Programme title change request form
- 3.2 These documents can serve at any PAC meetings, preferably as part of the calendar change discussions. External approval will be required for this change. Therefore, the request for the change will be submitted by APQ to the DHET and CHE for approval.
- 3.3 Please 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 (DHET, CHE and SAQA) has been obtained.
- 3.4 While SU awaits external approval, the following proviso can be entered into the calendar:

*A request has been submitted to amend this programme name to xxx. Once this amendment has been approved by the Department of Higher Education and Training (DHET), Council on Higher Education (CHE) and South African Qualifications Authority (SAQA), the programme name will be changed. The registration of students already enrolled in the programme at the time, can be amended if approval is received timeously.*

---

### 4. PAC members: faculty/support service representatives

- 4.1 As per the PAC mandate, the composition of the PAC includes the following:

a. *Permanent members*

- Deputy Vice-Chancellor (Learning and Teaching) as chair (ex officio)
- Director: Centre for Academic Planning and Quality Assurance (ex officio)
- Representative of Division for Information Governance as source of HEMIS classifications and the subsidisation and financial sustainability of programmes
- An APC member who represents the science, engineering and technology faculties
- An APC member who represents the humanities faculties
- Secretariat – position held by the Advisor: Academic Planning from the Centre for Academic Planning and Quality Assurance (ex officio)

b. *Extended PAC members*

- Registrar or his/her representative on behalf of the Division for Academic Administration
- Head: Timetables (ex officio) on behalf of the timetables committee
- Senior Director: Library and Information Service or his/her representative on behalf of the Stellenbosch University Library and Information Service
- Senior Director: Social Impact on behalf of the Division for Social Impact
- A representative of the Centre for Teaching and Learning to advise on programme and module outcomes
- Advisor: Programme Review and Renewal (ex officio) to advise on amendments to existing programmes and modules

c. *Rotating members*

At least **one senior academic staff member from each faculty** who preferably does not serve as the faculty's programme/academic planning committee chair.

d. *The programme committee/academic planning committee chair of each faculty*

e. *The faculty administrator and/or support to the programme committee chair of each faculty*

f. *The programme leader(s) of a proposed new programme (when a new programme is proposed)*

g. *Faculty managers are requested to attend meetings where new academic programmes are discussed.*

4.2 Please inform the PAC Secretariat ([melissavdv@sun.ac.za](mailto:melissavdv@sun.ac.za)) by no later than **6 January 2023** if any of the following representatives for the faculty has changed:

- a. Programme committee chair
- b. Faculty administrator
- c. Support staff member to the programme committee chair

- 4.3 Should a faculty wish to amend the *rotating* faculty member, a nomination must be submitted to the PAC Secretariat ([melissavdv@sun.ac.za](mailto:melissavdv@sun.ac.za)) by no later than **6 January 2023** for approval by the APC.
- 4.4 Should a support division wish to change the representative (extended PAC members), a nomination must be submitted to the PAC Secretariat ([melissavdv@sun.ac.za](mailto:melissavdv@sun.ac.za)) by no later than **6 January 2023** for approval by the APC.
- 4.5 A list of the approved PAC members for 2022, as approved by the APC, is available from Melissa van der Vyver. The amended list of representatives for 2023 will serve at the January 2023 PAC meeting for approval at the February APC meeting.

**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 2024 will be accepted after the agenda closing dates. This is necessary for the following reasons:*
- The University relies on its quality assurance processes to scrutinise its academic offering thoroughly. All the relevant decision-making bodies need to be awarded enough time to tend to the proposed new programmes and calendar changes to do this effectively.*
  - The external processes for approval and accreditation have fixed deadlines, and SU has to submit its proposals according to the schedule.*
  - The internal process must also be completed in time for the 2024 Calendar to be compiled. For this to happen, the changes must be approved at the Senate meeting on 2 June 2023.*
- b. *New programmes are **not tabled** during the calendar changes' PAC meetings 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 as **recommendations** to the EC(S) for approval by Senate.*