

## When to submit a new/updated module specification (Form B)

### Calendar changes

Calendar changes refer to any changes to programmes or academic-related aspects. This would include any information captured in the general or faculty specific calendar (yearbook).

When a new programme is submitted for approval, it must be accompanied by a module specification document for **each** module included in the programme.

Depending on the scope of the calendar changes needed, a Module Specification could be required for consideration by the following internal structures: Programme Advisory Committee, Academic Planning Committee, Faculty Board and Senate.

Each calendar change reported must consist of:

1. A short description of the change
2. A thorough motivation for the change
3. The extract from the calendar (English and Afrikaans) indicating where and how the changes will be made
4. Where the changes to the module are extensive, a module specification should be submitted.

The following table indicates the different changes to a module or programme, but would not require the registration of a new programme. The table also indicates when a new module specification is required:

Changes to:	Description
<b>A service module</b>	<p>A <b>service module</b> is a module that is either offered by one department/faculty within multiple programmes (across faculties) OR a module that is offered within a programme(s) of another faculty</p> <p><b>Example A:</b> Chemistry for Health Sciences 112 offered by the Faculty of Science within the Dietetics programme in the Faculty of Medicine and Health Sciences.</p> <p><b>Example B:</b> Knowledge Skills 114 is offered by the Faculty of Arts and Social Sciences, but this module is included in a variety of programmes offered by different faculties.</p> <p>If any <b>changes</b> are made to a service module, collaborative discussions should occur within all the applicable departments and faculties before any formal requests can be considered. The requests for changes have to serve at all applicable Faculty Boards before serving at PAC. Additionally, should the changes to a service module impact the credit allocations or</p>



	<p>student enrolments, these discussions have to be finalised at least <b>two years</b> before any changes can be implemented.</p>
<b>CESM category</b>	<p>The Classification of Education Subject Matter (CESM) is an indication of the broad disciplinary focus of the module and could therefore have subsidy implications. If the CESM of the module changes, the entire focus of the module is amended and it becomes a new module.</p> <p><i>New module specification to be submitted.</i></p>
<b>Credit value of a module</b>	<p>Smaller changes to the credit value can be reported and motivated. However, as each credit equals 10 notional hours, substantial changes to the time required of the student culminates in a new module. In the following cases a <i>new module specification</i> should be submitted:</p> <ul style="list-style-type: none"> <li>• A <b>50%</b> (or more) change to the credit allocation</li> <li>• The credit allocation changes by <b>10 credits or more</b> (i.e. 100 notional hours)</li> </ul> <p><b>Example A:</b> A 8-credit module is amended to 20 credits (i.e. more than a 50% change)</p> <p><b>Example B:</b> A 20-credit module is amended to 30 credits (i.e. an additional 100 notional hours of the student's time is expected)</p>
<b>Learning outcomes</b>	<p>Re-defining the learning outcomes of a module <b>without a significant impact</b> on the rationale or purpose of the module or programme design would not require the submission of a module specification document.</p> <p>The institutional curriculum review and/or approval bodies (PAC, APC and Senate) would depend on the faculty to evaluate the changes from a disciplinary perspective.</p> <p><i>New module specification only required</i> if the amended outcomes would mean a significant change to the rationale or purpose of the module.</p> <p><b>Example A:</b> <i>Use essential terminology to explain the fundamental relationships and orientation of structures in the <del>human</del> animal body.</i></p> <p>The amendment of this outcome changes the purpose of the module from focussing on the principles of the general anatomy of the human body, to that of an animal. It is therefore an entirely different focus. A new module specification would be required.</p>



	<p><b>Example B:</b> <i>Define a research topic dealing with a significant issue relevant to <del>global</del> reconstructive surgery.</i></p> <p>The amendment of this outcome changes the purpose of the module from identifying a research topic within the multidisciplinary field of global surgery to the specialised field of reconstructive surgery. A new module specification would be required.</p> <p><b>Example C:</b> <i>Critically explain and analyse the concept of law, including its relationship with related core concepts such as morality, <del>religion</del>, justice, fairness, reasonableness and equity.</i></p> <p>The removal of a theme within a focus area of the module, does not culminate in a significant change. No module specification is required.</p>
<p><b>Mode of provision</b></p>	<p>Since SU is registered as a contact/residential institution, all of our modules must adhere to the minimum contact requirements. However, there are pedagogical and curriculum design differences between modules offered via the two different modes of provision, as well as practical implications. If a module is offered in both modes of provision, or the mode of provision for a module is amended, a <b>new module</b> has to be created for reporting purposes. It will lead to a new 3-digit module code and, should the subject name change, to a new 5-digit subject code as well.</p> <p><i>New module specification to be submitted.</i></p>
<p><b>Name of a module</b></p>	<p>The change of a module name would have an <b>impact on future academic records</b>, which would require a new module code. A new module code can only be created when a module specification is submitted and the request for the new module is approved by Senate.</p> <p><i>New module specification to be submitted.</i></p>
<p><b>Name of a subject</b></p>	<p>The change of a subject name would have an <b>impact on future academic records</b>, which would require a new module code. A new module code can only be created when a module specification is submitted and the request for the new module is approved by Senate.</p> <p><i>New module specification to be submitted.</i></p>
<p><b>NQF level</b></p>	<p>The NQF level of the module is an indication of the cognitive complexity of the knowledge, skills and applied competence expected of a student for the specific module. A module should be pitched at the appropriate NQF level while acknowledging the characteristics associated with each qualification type as defined in the HEQSF. At SU, the different NQF levels are usually used as follows:</p>



	<b>NQF</b>	Modules:
	<b>5</b>	<ul style="list-style-type: none"> <li>All modules within Higher Certificate (all modules)</li> <li>Foundational modules in a Bachelor's degree which would include modules for an extended curriculum programme or first year modules that focusses on foundational knowledge and competencies</li> </ul>
	<b>6</b>	<ul style="list-style-type: none"> <li>All modules within Advanced Certificate</li> <li>All modules within Diploma</li> <li>Second year modules within a Bachelor's degree</li> </ul>
	<b>7</b>	<ul style="list-style-type: none"> <li>All modules within an Advanced Diploma</li> <li>Third year modules within a Bachelor's degree</li> </ul>
	<b>8</b>	<ul style="list-style-type: none"> <li>Fourth year modules within a Professional (480-credit) Bachelor's degree</li> <li>All modules within Honours</li> <li>All modules within Postgraduate Diploma</li> </ul>
	<b>9</b>	<ul style="list-style-type: none"> <li>Modules within Master's programme</li> </ul>
	<b>10</b>	<ul style="list-style-type: none"> <li>Modules within Doctoral programme</li> </ul>
<p>The NQF level of the module has an impact on the cognitive level of complexity and the outcomes of the module. Changes to the NQF level would have a significant impact on the outcomes of the module and a new module will have to be recorded.</p> <p><i>New module specification to be submitted.</i></p>		
<b>Pre- and/or co-requisites</b>	<p>Changes to pre-requisites and co-requisites must be captured in the yearbook as an indication of the underpinning knowledge and skills a student would need to successfully complete the module. Since it does not have a significant impact on the module offering, a module specification is not required. However, it is recommend that an updated module specification be kept on record within the faculty should any further changes be made to the module in future.</p>	



### Hyperlinks to other sources

#### Other documents that should be consulted:

- [Classification of Educational Subject Matter](#) (amended 2014)
- [Level Descriptors for the South African National Qualifications Framework](#) (2012)
- [Overview of the Modes of Provision at SU](#) (2022)

