**FACULTY OF MEDICINE AND HEALTH SCIENCES**

**GUIDING DOCUMENT ON DRAFTING A PROGRAMME COMMITTEE REPORT**

**Last update: 31 October 2022**

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# FORMAT OF PROGRAMME COMMITTEE REPORTS

1. **Margins** (Page Setup->Margins): Top = 3, bottom = 2, left and right = 2.5.

2. Font type and size: Times New Roman 12, main headings = 17 and headings A, B and C = 14.

3. **Tabs**: Do not put in tabs in different ways; only use the tab key on the keyboard. (If typing runs over from one line to the next, use “Ctrl T” to bring the whole paragraph in line with the initial tab spacing.)

4. **Spell checker**: Make sure that it is installed and switched on.

5. **Attendance list**: Names alphabetically and with no periods after initials.

6. **Upper- and lower-case letters**: Main heading, points A, B and C and points 1, 2, 3, etc. must be typed in upper case letters. Points 1.1, 1.2, 1.3, etc. must be typed in lower case letters.

7. **Bold**: Main heading and headings A, B and C must be typed in bold.

8. **Underlining**: All headings, except for the main heading, must be underlined, in other words A, B and C, as well as points 1, 2, 3, etc. and points 1.1, 1.2, 1.3, etc.

1. **Kantruimtes** (Page Setup/Margins): Bo = 3, onder = 2 en links en regs = 2.5.

2. **Lettertipe** (Font): Times New Roman 12, hoofopskrif = 17 en opskrifte A, B en C = 14.

3. **Tabs**: Moenie tabs insit op allerhande posisies nie, gebruik die tab-sleutel op die sleutelbord. (Indien tikwerk van een reël oorgaan na ‘n volgende, gebruik “Ctrl T” om die hele paragraaf in lyn met die oorspronklike “tab”-spasie te bring.)

4. **Speltoetser**: Sorg dat dit aangeskakel/geïnstalleer is.

5. **Presensielys**: Name alfabeties en geen punte na voorletters.

6. **Hoofletters/kleinletters**: Hoofopskrif, punte A, B en C en punte 1, 2, 3 ensovoorts word in hoofletters getik. Punte 1.1, 1.2, 1.3 ensovoorts word in kleinletters getik.

7. **Bold**: Hoofopskrif en opskrifte A, B en C word bold getik.

8. **Onderstreep**: Alle opskrifte, behalwe die hoofopskrif, word onderstreep, met ander woorde A, B en C, asook punte 1, 2, 3 ensovoorts en punte 1.1, 1.2, 1.3 ensovoorts.

# GUIDELINE ON MATTERS TO BE REPORTED AND RECOMMENDED IN THE UNDERGRADUATE REPORT

REPORT OF THE PROGRAMME COMMITTEE OF B/BSc IN …

The Programme Committee of B/BSc in … met in room ……, Department/Division/Centre …………….., Faculty of Medicine and Health Sciences on ………… 2022 at 14:00.

Present: ……… (Chairperson) …………., (Student representative) …………

Secretary: .………

Absent with leave: …………………….

**A. THE COMMITTEE REPORTS:**

“(All aspects where decision-making ability rests with a programme committee, on the basis of:

* the fact that it involves compliance with a stipulation from the FMHS (part 12)/ SU General (part 1) Calendar;
* the fact that it involves compliance with SU/FMHS policy, rule or guideline; and
* the fact that the Faculty Board has delegated decision-making ability regarding an issue to a programme committee.)

1. Requests to take extra modules.
2. Nomination of examination committees.
3. All student and academic matters covered by established practice and/or regulations from the Calendar, for example:

recognition of modules/enrolment at other universities for degree/diploma purposes at this university.

1. Finalising of class and assessment timetables.
2. Introduction of new programme-specific prizes and medals or changes to it.
3. Confirmation of examination results.
4. Monitoring of quality assurance of programmes and teaching.
5. Nomination to and changes of membership of programme committees.

**B. THE COMMITTEE RECOMMENDS:**

1. Matters related to programmes:
2. Introduction of new degree/diploma programme or modules and the concomitant transition measures and admission requirements.
3. Amendment of any Calendar entries and Faculty-specific provisions related to the programme.
4. Amendment of requirements for flexible assessment of modules.
5. Provisions for/amendment of cum laude requirements.
6. Accreditation of external lecturers.
7. Recognition of diploma or degree studies for admission to postgraduate studies in cases not covered by established University policy and the regulations currently in force.
8. All undergraduate student and academic matters not covered by established policy and regulations currently in force.
9. Recognition of training facilities for students in terms of professional councils’ prescriptions.
10. Nomination and changes of examiners.
11. Nomination and changes of module chair/secundus.

# GUIDELINE ON MATTERS TO BE REPORTED AND RECOMMENDED IN THE POSTGRADUATE REPORT

PROGRAMME COMMITTEE OF ……………………

The Postgraduate Programme Committee of …………….. met in room ……, Department/Division …………….., Faculty of the Medicine and Health Sciences on ………… 2013 at 14:00.

Present: ……… (Chairperson), ………… (Student representative), ………… **.**

Secretary: …………

Absent with leave: ……………………. **.**

**A. THE COMMITTEE REPORTS:**

“(All aspects where decision-making ability rests with a programme committee, on the basis of:

\*   the fact that it involves compliance with a regulation from the Yearbook;

\*   the fact that it involves compliance with US/FMHS policy; and

\*   the fact that the Faculty Board has delegated decision-making ability regarding an issue to a programme committee.)

*1. Requests to take extra modules.*

*2. Nomination of departmental examination committees.*

*3. All student and academic matters covered by established practice and/or regulations from the Yearbook, for example:*

*recognition of modules/enrolment at other universities for degree/diploma purposes at this university, provided that the Calendar’s current provisions permit this.*

*4. Introduction of new programme-specific prizes and medals or changes to it.*

*5. Confirmation of examination results.*

*6. Recognition of examinations of the Colleges of Surgeons of South Africa (provided that the equivalence of the examinations of the College concerned and the University has been accepted/confirmed in advance).*

*7. Applications for admission to M studies.”*

*8. Changes in registration of students, for example, from one MMed programme to another [e.g. from MMed (Surg) to MMed (ENT)] and vice versa, as well as from Masters to Honours and vice versa.*

*9. Monitoring of quality assurance of programme and teaching.”*

**B. THE COMMITTEE RECOMMENDS:**

*1. Matters related to programmes.*

*1.1 Design and introduction of new postgraduate programmes and qualifications:*

*Introduction of new degree/diploma programme or modules and the concomitant transition measures and admission requirements.*

*1.2 Amendment of existing postgraduate programme and qualifications:*

*Amendment of any Calendar entries and Faculty-specific provisions related to the programme.*

*1.3 Provisions for/amendment of departmental* cum laude *requirements.*

*2. Doctoral matters.*

*2.1 Amendment of thesis topics.*

*2.2 Change of promotors and/or co-promotors.*

*2.3 Recognition of enrolment for M programme for D studies with respect to candidates who have been given permission to convert their M studies to PhD/DCur.*

*3. Nomination to and changes of membership of programme committees.*

*4. Accreditation of lecturers (all permanently appointed and joint staff have been accredited in terms of their appointment to perform lecturing and assessment functions. The academic status of NHLS staff shall be defined in the new agreement between the US and the NHLS management. All other staff are regarded as outside lecturers. Accreditation entails that these lecturers accept responsibility for the presentation of modules and for the assessment of students.)*

*5. Recognition of diploma or degree studies for admission to postgraduate studies in cases not covered by established University policy and the regulations currently in force.*

*6. Nomination and changes of examiners.*

*7. Admission of Special Students in cases not covered by established University policy and the regulations currently in force.*

*8. Distribution of programme over a longer period than provided for.*

*9. Recognition of training facilities for students in terms of professional councils’ prescriptions.*

*10. All postgraduate student and academic matters not covered by established policy and regulations currently in force.”*

# EXAMPLES OF UNDERGRADUATE PROGRAMME COMMITTEE RECOMMENDATIONS

INTERRUPTION OF B/BSc II STUDIES IN ...: Ms ... (11111111-2011)

That Ms ... (11111111-2011) be granted permission to interrupt her B/BSc II studies in ... for health reasons as from ... 2018 and to resume them in 2019, on the strength of a report received from her treating psychiatrist recommending such interruption; **provided that** she may resume her studies when the treating psychiatrist recommends such resumption.

EXTENSION OF B/BSc II IN ... STUDIES: Ms ... (11111111-2009)

That Ms ... (11111111-2011) be granted permission to ... interrupt her B/BSc II studies in ... for ... reasons for another year, i.e. 2017, and to resume them in 2018, which means that she will interrupt her studies for a total of two years.

AMENDMENT TO *CALENDAR* STIPULATIONS REGARDING EXAMINATIONS AND PROMOTION: B/BSc II, III AND 1st SEMESTER OF ... IV IN ...

That the amendment to the *Calendar* stipulations regarding examinations and promotion for B/BSc II, III and 1st semester of ... IV in ... be approved with effect as from 2018, with details as per the attached **ANNEXURE** ...

(Additions underlined [\_\_\_\_\_\_]; omissions struck through [----------]; i.e. with tracked changes.)

Motivation:

1.

2.

3.

(The PAC or APC is being consulted.)

DISCONTINUATION OF MODULE AND INTRODUCTION OF A NEW MODULE FOR THE 2nd YEAR OF THE EDP FOR B/BSc IN ...

That the module ... 197 (12) in the 2nd year of the EDP for B/BSc in ... be discontinued as from 2018.

That a new module, namely XXXXX Introduction ... 197 (7)/*XXXXX Inleiding 197 (7)*, be introduced as from 2018 with details as per **ANNEXURE** ...

That the credit value of the 2nd year of the EDP for B/BSc in ... be decreased **from** 120 **to** 115.

Motivation:

1.

2.

3.

(The PAC or APC is being consulted.)

TRAINING OF B/BSc II IN ... STUDENTS AT CAPE GATE MEDICLINIC AS FROM JANUARY 2018

That the training of B/BSc II in ... students at the Cape Gate Mediclinic be approved with effect as from 2018.

ACCREDITATION OF EXTERNAL LECTURERS

That Drs ... (FCP) (SA), ... (MMed (...)) (Stell), ... (MMed (...)) (UP) and (MMed (...)) (Stell) be accredited as external lecturers for the training of B/BSc II in ... students at the Cape Gate Mediclinic for a term of three years as from 1 January 2018 until 31 December 2020.

NOMINATION OF INTERNAL MODERATOR FOR B/BSc IV IN ...

That Dr ... be nominated as internal moderator for .... of the B/BSc IV in ... programme for November 2018.

NOMINATION OF EXTERNAL EXAMINER FOR B/BSc II IN ...

That Dr ... (Wits) be nominated as external examiner for the ... examination for B/BSc II in ... for June 2018.

NOMINATION OF SUBSTITUTE EXAMINER FOR B/BSc IV IN ...

That Dr ... (UCT) be nominated as external examiner for B/BSc IV for the April 2018 examinations to replace Dr ... (Wits), who is unavailable.

(The Examinations Section at Tygerberg Campus has already been informed of Dr ...’s details.)

CONDONATION OF THE NOMINATION OF SUBSTITUTE EXTERNAL EXAMINER FOR THE B/BSc II IN ... EXAMINATIONS IN ...

That the nomination of Dr ... (UFS) be condoned as substitute external examiner for the B/BSc II in ... examination in ... of 16 June 2017 to replace Dr ... (UP), who is unavailable. Dr ... (UP) withdrew as examiner on short notice, and the programme coordinator for B/BSc in ... has granted permission for Dr ... (UFS)’s replacing [him/her], which is the reason for the Programme Committee having condoned such substitution.

INSTITUTION OF A PRIZE FOR THE BEST FINAL-YEAR STUDENT IN B/BSc IN ...

That a prize, sponsored by ..., will be awarded annually to the B/BSc in ... student who has obtained the best overall mark for ...

PERMISSION FOR SITTING FOR A SPECIAL EXAMINATION FOR B/BSc I IN ...: Ms ... (11111111--2015)

That the permission be condoned which Prof J Blitz, chair of the Committee for Undergraduate Teaching, granted Ms ... (11111111-2015) on 13 January 2017 to sit for a special examination in 65692 Chemistry for Health Sciences III for B/BSc I in ..., seeing that she had passed all other required modules for B/BSc I in ...

Motivation:

The module 65692 Chemistry for Health Sciences III is a first-semester module, which would have made it the only module that the student could follow all year, seeing that she can enrol for no modules in advance. The student had completed all other required modules successfully.

EXEMPTION FROM MODULES FOR B/BSc IN ...: Ms ... (11111111-2017)

That the chair’s permission be condoned for Ms ... (11111111-2017) to be exempted from all ... modules for B/BSc I in ... for 2017.

(Ms ... had completed her II-year studies at the University of Pretoria (UP) when she applied for a transfer to Stellenbosch University (SU) for compassionate reasons, which was granted.) Upon being consulted, the module chairs of the first-year modules at SU recommended that exemption be granted for those module on the strength of the modules that she had completed at UP.

The Faculty’s policy regarding Assessment and Recognition for Prior Learning (ARPL) determines that the programme coordinators of programme committees may consider and approve this type of applications, which are to be condoned by the relevant programme committee later on.)

CHANGE TO ASSESSMENT OF MODULE ... 364 (12) FOR B/BSc IN ....

That the assessment of the module ... 364 (12) for B/BSc in .. be changed **to** flexible assessment.

That the following assessment methods must be employed (the percentage that each method contributes to the final mark is indicated in brackets):

case presentation (60%),

attendance mark (25%) and

personal reflection (15%).

Motivation:

Flexible assessment is a suitable assessment method for the module content and outcomes. The module theme, which is research as a professional function, does not lend itself easily to assessment by means of an examination paper. Instead, valid assessment will be achieved by offering students opportunities to apply their knowledge to the development of their own research proposals. Also, flexible assessment also aligns this module well with module ... 471 (dissertation) in the final year. Students will have at least two examination opportunities, because the module will be completed only in the first half of the second semester.

TERMINATION OF B/BSc II IN ... STUDIES: Mr ... (11111111-2011)

That the B/BSc II in ... studies of Mr ... (11111111-2011) be terminated as from ... for academic reasons and as set out in the motivation that follows.

Motivation:

Mr ... often followed his own programme and exhibited deviant behaviour. For a while now, it has proven impossible to reach him. Neither did he respond to written communication. He has failed to register by 31 March 2017. If he wants to continue his studies, he has to apply with the Programme Committee for B/BSc in ... for joining the B/BSc II in ... programme once again.

EXTENSION OF B/BSc II IN ... OVER TWO YEARS: Ms ... (11111111-2013)

That the request by Ms ... (11111111-2013) be granted that her third year of study be extended over two years for medical reasons. She is planning to complete all her modules except one (... 374) this year, and to do the rest of the third-year models next year.

(Her academic record and tuition fees account have been amended in the meantime by the Centre for Student Administration and the Division Student Fees at Tygerberg Campus.)

# EXAMPLES OF POSTGRADUATE PROGRAMME COMMITTEE RECOMMENDATIONS

**General:**

ACCREDITATION OF EXTERNAL LECTURERS FOR THE TRAINING OF ... STUDENTS

That Prof ... (MMed [Forens Path], Wits) and Dr ... (MMed [Forens Path], UP) be accredited as external lecturers for the training of ... students for a term of three years, from 1 January 2018 to 31 December 2020.

INTERRUPTION OF … STUDIES FOR 2019: Dr … (11111111-2014)

That Ms ... (11111111-1999) be permitted to interrupt her ... studies on personal grounds for 2019, and to resume them in 2020.

NOMINATION OF SUBSTITUTE EXTERNAL EXAMINER FOR THE ... EXAMINATION IN NOVEMBER 2019

That Dr ... (UCT) be nominated as substitute external examiner for the examination in November 2019 to replace Dr ... (UCT), who was unavailable.

NOMINATION OF EXTERNAL EXAMINERS FOR THE ... EXAMINATION IN JUNE 2020

That the following external examiners be nominated for the ... examination in June 2020:

Dr ... (UFS) and

Dr ... (UCT).

(The names had been submitted to the Examinations Office (Tygerberg Campus), to be incorporated into the Faculty’s annual list of nominated examiners for July 2019 to June 2020.)

NOMINATION OF EXTERNAL EXAMINER FOR THE ... EXAMINATION

That Dr ... (UFS) be nominated as external examiner for the ... examination in November 2019.

SIMULTANEOUS ENROLMENT AT DIFFERENT UNIVERSITIES: Mr … (11111111-2013)

That Mr ... (11111111-2013) be permitted to enrol simultaneously for the ... degree at SU and the MSc in ... degree at Wits for 2019.

Motivation:

Mr ... was an academically strong student who had already completed the individual modules of the MSc in ... offered at Wits, without having been compelled to register for them. The only component of the qualification that remained outstanding was a research project. Such project could be undertaken at SU under the supervision of a local supervisor. The Programme Committee was of the opinion that conducting the relevant research would not impact negatively on Mr ...’s ... studies at SU.

**BScHons Programme**

NOMINATION OF MODERATORS FOR THE ... EXAMINATION

That the following moderators be nominated for the ... examination in November 2019:

External moderator: Dr ... (MRC);

Internal moderator: Mr ... (internal).

**MMed Programme**

**INTERRUPTION OF MMed (...) STUDIES AND EXTENSION OF TRAINING PERIOD: Dr … (11111111-2005)**

That Dr ... (11111111-2005) be permitted to interrupt her MMed (…) studies on personal grounds for the rest of 2017, and that her training period be extended accordingly (for the period 1 June to 31 December 2017).

EXTENSION OF TRAINING AND RESIDENTIAL PERIOD FOR MMed (…): Dr ... (11111111-1982)

That Dr ... be permitted to extend her training and residential period for MMed (...) for academic reasons by 12 months, from 1 January to 31 December 2017, and to re-register for MMed (...).

Motivation:

Dr ... had failed the MMed (...) Part II examination for the second time in October 2015. He would sit the FCPath (...) Part II examination in April 2016. If unsuccessful, he could sit the MMed (…) Part II examination in May 2017. Dr ... had already submitted his research assignment successfully and it had been accepted for publication in an approved journal. The NHLS had extended his clinical assistant’s contract until the end of 2017. He had been appointed on 1 February 2010, and had also been registered for the MMed (…) since February 2010.

EXTENSION of training period for completion of MMed (...) Part II: Dr ... (11111111-2016)

That Dr ...’s training period be extended from 1 January to 30 June 2017 with a view to her sitting the CMSA Part II and the MMed Part II examination in order to complete her assignment as required by the HPCSA towards the MMed (...) degree.

*CALENDAR* CHANGES REGARDING THE MMed (…)

That, effective from 2017, the changes to the *Calendar* regarding the MMed (…) be approved as per the **APPENDIX**.

Motivation:

In light of the national decision that the FCPath (…) Part II examinations be made compulsory for all students who had registered as from 2011, the MMed (...) Part I and Part II examinations were replaced by the FCPath (...) examinations. The proposed *Calendar* changes were necessary to align the MMed (…) programme with the CMSA’s requirements.

(Insertions underlined \_\_\_\_\_\_\_\_\_\_, deletions struck through -------------; i.e., showing tracked changes.)

(The PAC and APC were consulted.)

APPROVAL OF PREVIOUS TRAINING AS REGISTRAR FOR THE MMed (...): Dr … (11111111-2015)

That Dr ... receive recognition for 17 months of prior training regarding the period he had spent as registrar at the UFS in a numbered HPCSA training post, from 1 January 2015 to 30 June 2016. He had received permission to continue his MMed (...) training at SU in the approved clinical assistant’s post (no. S-38-01-04) as from 1 June 2016.

RECOGNITION OF RESIDENCY TIME FOR MMed (...) CANDIDATE Dr ... (11111111-2004)

That the four months from 1 September to 31 December 2016 be recognised as residency time for the purposes of MMed (...) for Dr ..., because the registration period for the second semester of 2016 had expired by then and he could register for the MMed only after 1 January 2017.

RECOGNITION OF TRAINING TIME FOR MMed (...) CANDIDATE Dr ... (11111111-2002)

That the three months from 1 February 2011 to 31 December 2012be recognised as training time for the purposes of MMed (...) for Dr ..., for which period she had worked as medical officer in the Department of ... at Tygerberg Hospital in accordance with the relevant HPCSA policy.

(The application was to be submitted to the HPCSA under the above-mentioned policy.)

**M programme**

AMENDMENT OF SUPERVISORS/CO-SUPERVISORS OF MASTER’S CANDIDATES

Ms TF Agyei (256373114-2020)

To nominate Prof ……… as internal supervisor and Dr ………… as internal co-supervisor instead of Dr ……….. for Master’s cand TF Agyei (Nursing).

[Dr …..… resigned.]

Dr AAL Tokwesh (2269599999-2019)

To nominate Prof ……….. instead of Dr ……….as internal co-supervisor for Master’s cand AAL Tokwesh (Nursing).

CREDIT ACCUMULATION AND TRANSFER (CAT) FOR M IN …: Dr … (1111111-2018)

That Dr … (11111111-2018) be granted credit accumulation and transfer (CAT) for the following courses that he had completed successfully at UFS: Fundamentals of Epidemiology, Biostatistics I and II, and Research Proposal Writing and Grantmanship as well as various occupational health modules.

(The CAT credits amounted to 80 out of a total of 480 credits.)

SPECIAL ADMISSION TO MSc IN ...: Mr ... (1111111-2015)

That Mr ... (NDip [Diagnostic Radiography], 2008); BTech [Diagnostic Radiography], 2010) (CPUT) be admitted to MSc in ... as from the first semester of 2016 in accordance with the Faculty’s guideline on Recognition of Prior Learning (RPL).

Motivation:

The candidate possessed applicable qualifications, which he had obtained with the necessary pass requirements after a total study period of four years.

The candidate had sat for the necessary preliminary examination on 7 October 2015, obtaining a pass mark of 75%.

The research proposal had been approved by the Research Committee of the Division of ... and by the Health Research Ethics Committee (number: S ...).

The title of the study was “*Large ....*”.

Supervisor: Dr ... (...);

Co-supervisor: Prof .... (...);

Co-supervisor: Prof .... (...).

RECOGNITION OF PRIOR TRAINING TIME FOR MPhil IN ...: Dr ... (11111111-2001)

That one year’s training and residency time be recognised for MPhil in ... for Dr ... (11111111-2001), on account of her having already begun her training in an HPCSA numbered post in 2014 but having been able to register for the MPhil programme at SU in 2015 only. SU had received provisional approval from the Council on Higher Education (CHE) for offering the programme in February 2014, and final approval only in November 2014. Therefore, it had been impossible to register for the programme before 2015. Seeing that Dr ...’s first year of training was equivalent in all respects to the training received by first-year students at the time, the Programme Committee recommended that it be recognised as training time. Dr ... had already passed the CMSA examination in Cardiology and completed her assignment.

EXTENSION OF TRAINING AND RESIDENCY TIME FOR MPhil (...) PROGRAMME: Dr ... (111111111-2012)

That the training and residency time for the MPhil (...) programme be extended from 1 March 2017 to 30 June 2017 for Dr ... (11111111-2012) on account of four months of maternity leave granted during her training period.

NOMINATION OF SUPERVISOR/CO-SUPERVISOR(S)/EXAMINERS FOR MASTER’S CANDIDATES

To nominate the following supervisor/co-supervisor(s)/examiners for the master’s candidates concerned:

|  | **STUDENTS** | **SUPERVISOR/ CO‑SUPERVISOR(S)** | **INTERNAL EXAMINER** | **EXTERNAL EXAMINER(S)** |
| --- | --- | --- | --- | --- |
| 1.1 | Dr ...  (11111111-2010)  MMed (Paed): research assignment | Dr ... (supervisor);  Prof ... (co-supervisor)  (The particulars of those involved were: Department of Paediatrics, SU, 60% contribution; Division of Urology, SU, 40% contribution.) | Dr ... | Dr ... (UP) |
| 1.2 | Mr ...  (11111111-2013)  MSc (Pharmacology): thesis (180 credits) | Dr ... (supervisor);  Prof ... (co-supervisor)  (The particulars of those involved were: Division of Dermatology, SU, 80% contribution; Division of Surgery, SU, 20% contribution.)**1** | Dr ... | Dr ... (private practice) |
| 1.3 | Mr ...  (11111111-2010)  MSc (Pharmacology): thesis (90 credits) | Dr ... (supervisor);  Dr ... (co-supervisor)  (The particulars of those involved were: private practice, 75% contribution; Division of Clinical Pharmacology, SU, 25% contribution.)**2** | Dr ... | Dr ... (UKZN) |

**1** Should both the supervisor and the co-supervisor be from outside the relevant division, the subsidy would be paid to the department or division where the student was registered.

**2**Should the supervisor or co-supervisor be in private practice, the relevant percentage of the subsidy would be paid to the department or division where the student was registered.

CHANGES IN CALCULATION OF THE FINAL MARK OF A THESIS

That the weighting allotted to the various factors contributing to the final mark of a thesis be as follows:

|  |  |  |
| --- | --- | --- |
|  | **Current percentage** | **Recommended percentage** |
| Mark of the **internal examiner** | 30% | 40% |
| Mark of the **external examiner** | 30% | 40% |
| Mark of the **oral exam** | 30% | 10% |
| Mark of the supervisor | 10% | 10% |

The Programme Committee was of the opinion that the weighting for the oral exam (30%) at the time was too much and that it should be reduced to 10%, since it consisted only of a short presentation followed by a few questions from the examiners. The thesis was a full research thesis, therefore the examiners’ marks should carry much weight.

PERMISSION FOR RE-REGISTRATION TO COMPLETE ONE OUTSTANDING MODULE: ... PROGRAMME

That Ms ... (11111111-2013) be permitted to re-register for the ... 871 module in order to complete the ... programme, because she had to discontinue it previously for personal reasons.

NOMINATION OF SUBSTITUTE EXTERNAL EXAMINER FOR MPath (Chem Path) CANDIDATE Dr … (11111111-2016)

That Prof … (…) be nominated as substitute external examiner for the thesis of MPath (Chem Path) candidate Dr … to replace Prof … (…), who was unavailable.

NOMINATION OF SUBSTITUTE INTERNAL EXAMINER FOR MNurs CANDIDATE Ms ... (11111111-2013)

That Prof …. be nominated as substitute internal examiner for MNurs candidate Ms … (11111111-2013) to replace Dr … , who was unavailable.

**PhD programme**

AMENDMENT OF SUPERVISORS/CO-SUPERVISORS OF PhD CANDIDATES

Ms TF Agyei (256373114-2020)

To nominate Prof ……… as internal supervisor and Dr ………… as internal co-supervisor instead of Dr ……….. for PhD cand TF Agyei (Nursing).

[Dr …..… resigned.]

Dr AAL Tokwesh (2269599999-2019)

To nominate Prof ……….. instead of Dr ……….as internal co-supervisor for PhD cand AAL Tokwesh (Nursing).

CHANGING OF DISSERTATION TOPIC OF PhD (...) CANDIDATE Mr ... (111111111-2001)

That the dissertation topic of PhD (…) candidate Mr ... be changed to the following:

“*Genetic … population structure*”.

(The dissertation topic had read as follows; no change in the content or scope of the research was implied:

“*Epidemiological … culture of P.jirovecii*.”)

CHANGING OF SUPERVISOR AND CO-SUPERVISOR FOR PhD (...) CANDIDATE Ms ... (11111111-1996)

That Dr ... be nominated as supervisor for PhD (...) candidate Ms ... to replace Prof ..., who was leaving SU’s employ.

That Prof ... (UP) be nominated as external co-supervisor for the candidate.

(Drs ... (UFS) and ... (Wits) had already been nominated as co-supervisors.)

NOMINATION OF SUPERVISOR/CO-SUPERVISOR(S)/EXAMINERS FOR PhD CANDIDATE

To nominate the following supervisor/co-supervisor(s)/examiners for the PhD candidate concerned:

|  |  |  |  |
| --- | --- | --- | --- |
| **STUDENT** | **SUPERVISOR/CO-SUPERVISOR(S)** | **INTERNAL EXAMINER** | **EXTERNAL EXAMINERS** |
| Ms ...  (11111111-2010)  PhD (Occupational Therapy) | Prof ... (supervisor);  Dr ... (co-supervisor)  (The particulars of those involved were: Division of Urology, SU, 85% contribution; Division of Physiotherapy, SU, 15% contribution). | Prof ... | Prof ... (PhD; University of Bologna, Spain);  Dr ... (PhD; NWU) |

**Remarks regarding recognition of the contributions of supervisors and co-supervisors to students’ studies:**

Should both the supervisor and co-supervisor be from outside of the relevant division, the subsidy would be paid to the department or division where the student was registered.

# TEMPLATE ON HOW TO SUBMIT CALENDAR CHANGES AS PART OF THE PROGRAMME COMMITTEE REPORT

**BYLAE/ANNEXURE**

**Jaarboekwysigings ten opsigte van die …-program/Changes to *Calendar* regarding the …programme**

**Bachelor of Science in Physiotherapy (BSc Physiotherapy)**

**Specific admission requirements**

1. For admission to the four-year BSc in Physiotherapy degree programme (mainstream and

extended degree programme), a student shall hold the National Senior Certificate (NSC) with university admission, endorsed by Umalusi, or an equivalent qualification with an aggregate of at least 60% (level 5), and with at least 50% (level 4) for Mathematics, as well as Physical Sciences and Life Sciences. Prospective students are strongly advised to include Afrikaans as a subject for the NSC examination. Refer also to the selection guidelines at:

[www.sun.ac.za/prospect\_select](http://www.sun.ac.za/prospect_select).

**Please note:**

There are only a limited number of places in the first year of study of the BSc Physiotherapy programme. Admission to the programme is therefore subject to selection. This selection is carried out in terms of clear guidelines that take into account both the academic and the non-academic merits of applicants. Application for admission must reach the Registrar not later than 31 May of the previous year. All applicants for admission to the programme who are still at school are required to take the National Benchmark Tests (NBTs). Each candidate who has been successful in the selection procedure will be required to furnish a health certificate to the University. (A prescribed form is available for this purpose.)

2. All training shall, from the first year of study, be given on the Tygerberg and/or the Stellenbosch campus, depending on the undergraduate programme which is followed, in Tygerberg Hospital, and in various accredited local and peripheral hospitals and clinics. In the first year, certain practicals of first-semester modules will be offered on the Stellenbosch campus.

The placement of students at these facilities is compulsory. Only in highly exceptional and

motivated cases shall students be permitted to exchange placements amongst one another.

**Compulsory vacation work**

All students taking the degree programme in Physiotherapy are expected to gain experience in physiotherapy before the start of the clinical module in second year. All students taking the degree programme in Physiotherapy are expected to gain experience in clinical physiotherapy as an elective during a vacation in the final year of study.

**Baccalaureus in die Natuurwetenskappe in Fisioterapie (BSc Fisioterapie)**

**Spesifieke toelatingsvereistes**

1. Vir toelating tot die vierjarige BSc in Fisioterapie-graadprogram (hoofstroom en verlengde graadprogram) moet ’n student in besit wees van die Nasionale Senior Sertifikaat (NSS) met universiteitstoelating, soos gesertifiseer deur Umalusi, of ’n gelykwaardige kwalifikasie met ’n gemiddeld van 60% (vlak 5) en met minstens 50% (vlak 4) in Wiskunde, sowel as Fisiese Wetenskappe en Lewenswetenskappe. Voornemende studente word sterk aangeraai om Afrikaans vir die NSS aan te bied. Verwys ook na die keuringsriglyne by:

[www.sun.ac.za/prospect\_select](http://www.sun.ac.za/prospect_select).

**Let wel:**

Slegs ’n beperkte getal studente word jaarliks tot die eerste studiejaar van die BSc in Fisioterapie-program toegelaat. Toelating tot die program is derhalwe onderworpe aan keuring. Aansoeke om toelating vir ’n bepaalde jaar moet die Registrateur vóór 31 Mei van die voorafgaande jaar bereik. Keuring vir die program geskied volgens duidelike riglyne op grond van sowel akademiese as nie-akademiese meriete van die aansoeker. Alle leerders wat aansoek doen om toelating tot die program sal ook die Nasionale Normtoetse (NNT’s) moet aflê. Studente wat gekeur word, moet ’n mediese sertifikaat aan die Universiteit voorlê. (’n Voorgeskrewe vorm word vir dié doel verskaf.)

2. Onderrig geskied vanaf die eerste studiejaar op die Tygerberg- en/of die Stellenboschkampus, afhangende van die voorgraadse program wat gevolg word, in die Tygerberg Hospitaal en in verskeie geakkrediteerde naasliggende en perifere hospitale en klinieke. In die eerste jaar word sekere praktika van eerstesemestermodules op Stellenbosch aangebied.

Die plasing van studente by sodanige fasiliteite is verpligtend. Slegs in hoogs uitsonderlike

en gemotiveerde gevalle sal studente toegelaat word om onderling uit te ruil.

**Verpligte vakansiewerk**

Alle studente wat die graadprogram in Fisioterapie volg, moet tweede semester van die eerste studiejaar verpligte fisioterapie ondervinding opdoen voordat die kliniese module in tweede jaar ‘n aanvang neem. Alle studente wat die graadprogram in Fisioterapie volg, moet verpligte fisioterapeutiese kliniese ondervinding opdoen as ‘n elektief gedurende ’n vakansie in hulle finale studiejaar.

**BYLAE/ANNEXURE**

**Changes to *Calendar* regarding the …programme / Jaarboekwysigings ten opsigte van die …-program**

**MMed Anatomical Pathology MMed (Anat Path)**

**Specific admission requirements**

Apart from the general admission requirements for MMed-prgrammes mentioned under 5.3.1 (under “General admission- and selection requirements for MMed programmes), the following specific admission criteria apply:

* Completion of the Pathology for non-Pathology disciplines module prior to application is highly recommended.
* For potential self-funded registrars:
  + Completion of the Pathology for non-Pathology disciplines module; and
  + Official evidence of competence in academic English (e.g. IELTS – band 7).

**Duration of programme**

The programme extends over five years.

**Programme content**

Attendance of all learning opportunities in all modules is compulsory. You must notify lecturers

in advance with a satisfactory explanation if you are unable to attend a particular learning

opportunity.

|  |  |
| --- | --- |
| Anatomical Pathology Part I | 874(30) |
| Anatomical Pathology Part II | 872(210) |
| Laboratory Management | 876(10) |
| Research Methodology | 873(10) |
| Neuropathology | 871(20) |
| Post-mortem Techniques and Principles of Forensic Medicine | 811(20) |
| Cytopathology | 875(30) |
| Applied Histology | 875(10) |
| Molecular Pathology | 875(20) |
|  |  |
| Research Assignment | 873(120) |

**Assessment and examination**

**Admission to summative assessment**

* To receive admission to the FCPath (Anat Path) Part I and FC Path (Anat Path) Part II examinations respectively, you must obtain a pass mark of 50% in flexible assessment.
* You must submit a portfolio of evidence of training as part of flexible assessment before the degree can be awarded. Details of flexible assessment are provided in the study guide.
* As of 2014 the MMed Part I examination has been replaced by the FCPath (Anat Path) Part I examination of the CMSA.
* As an MMed (Anat Path) candidate you will only write the FCPath (Anat Path) Part II examination of the CMSA as final exit examination and only if you meet the requirements of both the CMSA and the MMed.

**Assessment**

The final mark is calculated as follows:

* MMed assignment: 25%
* Anatomical Pathology Part II: 65%; and
* Flexible assessment: 10%

**Number of attempts per examination**

* As a registrar you may write the first attempt at the Part I examination in the fourth semester of commencement of the programme and you must successfully complete the FCPath Part I examination by the end of the fifth semester.
* There will be two opportunities to write the Part I examination.
* If you are not successful after the second attempt or by the end of the fifth semester, you will be excluded from the rest of the programme.
* However, a request to be allowed a third attempt at the Part I examination may be submitted to the MMed (Anat Path) programme committee. Such requests will be considered on an individual basis and the recommendation for approval to the Committee for Postgraduate Education will depend on the reasons for the request.
* You may write the first attempt at the Part II examination in the eighth semester of commencement of the programme.
* You may apply and motivate for an extension of this period, but you will be excluded from the programme if the first attempt at the FCPath Part II examination has not been completed by the end of the ninth semester.
* There will be three opportunities to write the Part II examination.
* If you are not successful within five years, you may submit a request for an extension of training time to the MMed (Anat Path) programme committee. Such requests will be considered on an individual basis and the recommendation for approval to the Committee for Postgraduate Education will depend on the reasons for the request.
* If you do not successfully complete the Part II examination within five-and-a-half years of study, you will be excluded from the rest of the programme. If you successfully complete the FCPath (Anat Path) Part II examination at a later date, your readmission to the MMed (Anat Path) programme may be considered at the discretion of the University.
* As a registrar you must usually vacate the post after five years irrespective of passing the Part II examination.
* An extension of the registrar contract beyond five years may be considered by the National Health Laboratory Services Service authorities, on your request and motivation.

**Enquiries**

Programme coordinator: Prof JW Schneider

Tel (021) 938 4041 E-mail: jws2@sun.ac.za

**MMed Anatomiese Patologie MMed (Anat Pat)**

**Spesifieke toelatingsvereistes**

Benewens die algemene toelatingsvereistes vir MMed-programme hierbo onder 5.3.1 (onder “Algemene toelatings- en keuringsvereistes vir MMed-programme”) genoem, geld die volgende spesifieke toelatingsvereistes:

* Voltooiing van die module Patologie vir Nie-patologie-dissiplines voordat aansoek om toelating tot die program gedoen word, word sterk aanbeveel.
* Vir potensiële kliniese assistente met eie befondsing:
  + Voltooiing van die module Patologie vir Nie-patologie-dissiplines en
  + Amptelike bewys van taalvaardigheid in akademiese Engels (byvoorbeeld IELTS – band 7).

**Duur van program**

Die program strek oor vyf jaar.

**Programinhoud**

Bywoning van alle leergeleenthede in alle modules is verpligtend. Indien jy ŉ bepaalde leergeleentheid nie kan bywoon nie, moet jy dosente vroegtydig in kennis stel met ŉ bevredigende gepaardgaande verduideliking.

|  |  |
| --- | --- |
| Anatomiese Patologie Deel I | 874(30) |
| Anatomiese Patologie Deel II | 872(210) |
| Laboratoriumbestuur | 876(10) |
| Navorsingsmetodologie | 873(10) |
| Neuropatologie | 871(20) |
| Post Mortemtegnieke en Beginsels van Geregtelike Geneeskunde | 811(20) |
| Sitopatologie | 875(30) |
| Toegepaste Histologie | 875(10) |
| Molekulêre Patologie | 875(20) |
|  |  |
| Navorsingswerkstuk | 873(120) |

**Assessering en eksaminering**

**Toelating tot summatiewe assessering**

* Om toelating te verkry tot onderskeidelik die GKPat (Anat Pat) Deel I- en die GKPat (Anat Pat) Deel II-eksamens onderskeidelik moet jy ŉ slaagpunt van 50% in buigsame assessering behaal.
* Jy moet ŉ portefeulje van bewysstukke van opleiding indien as deel van buigsame assessering voordat die graad toegeken kan word. Besonderhede van buigsame assessering word in die studiegids verskaf.
* Die MMed Deel I-eksamen is met ingang 2014 vervang met die GKPat (Anat Pat) Deel I-eksamen van die KGSA.
* As MMed (Anat Pat)-kandidaat sal jy slegs die GKPat (Anat Pat) Deel II-eksamen as finale uitgangseksamen aflê en mits jy aan die vereistes van beide die KGSA en die MMed voldoen.

**Assessering**

Die finale prestasiepunt word soos volg bereken:

* MMed-werkstuk: 25%
* Anatomiese Patologie Deel II: 65%; en
* Buigsame assessering: 10%

**Getal pogings per eksamen**

* As kliniese assistent mag jy die eerste geleentheid tot die Deel I-eksamen benut in die vierde semester vanaf aanvang van die program, en jy moet die GKPat (Anat Pat) Deel eksamen suksesvol aflê teen die einde van die vyfde semester.
* Daar sal twee geleenthede wees om die Deel I-eksamen af te lê.
* Indien jy nie na twee geleenthede of teen die einde van die vyfde semester nie suksesvol is nie, sal jy uitgesluit word van verdere bywoning van die program.
* ŉ Versoek om ŉ derde poging tot die Deel I-eksamen mag egter tot die MMed (Anat Pat)-programkomitee gerig word. Sodanige versoeke sal op ŉ individuele basis oorweeg word en die aanbeveling vir goedkeuring aan die Komitee vir Nagraadse Onderrig sal afhang van die redes vir die versoek.
* Jy mag die eerste geleentheid tot die Deel II-eksamen benut in die agste semester vanaf aanvang van die program.
* Jy mag aansoek doen om en motiveer vir ŉ verlenging van hierdie periode, maar jy sal uitgesluit word van verdere bywoning van die program indien die eerste geleentheid tot die GKPat (Anat Pat) Deel II-eksamen nie teen die einde van die negende semester afgelê is nie.
* Daar sal drie geleenthede wees om die Deel II-eksamen af te lê.
* Indien jy nie binne vyf jaar suksesvol is nie, mag jy ŉ versoek om verlenging van die opleidingstyd tot die MMed (Anat Pat)-programkomitee rig. Sodanige versoeke sal op ŉ individuele basis oorweeg word en die aanbeveling vir goedkeuring aan die Komitee vir Nagraadse Onderrig sal afhang van die redes vir die versoek.
* Indien jy nie die Deel II-eksamen binne vyf en ŉ half jaar van studie suksesvol aflê nie, sal jy uitgesluit word van verdere bywoning van die program. Indien jy die GKPat (Anat Pat) Deel II-eksamen op ŉ latere stadium suksesvol voltooi kan hertoelating tot die MMed (Anat Pat)-program oorweeg word, onderhewig aan die Universiteit se diskresie.
* Jy moet die kliniese assistentpos normaalweg na vyf jaar ontruim, ongeag of jy die Deel II-eksamen geslaag het.
* ŉ Verlenging van die kliniese assistentkontrak kan op jou versoek en motivering deur die gesagstrukture van die Nasionale Gesondheidslaboratoriumdiens oorweeg word.

**Navrae**

Programkoördineerder: Prof JW Schneider

Tel.: (021) 938 4041 E-pos: [jws2@sun.ac.za](mailto:jws2@sun.ac.za)

# TEMPLATE: REQUEST FOR ACCREDITATION OF EXTERNAL PROFESSIONAL AS LECTURER ENGLISH AND AFRIKAANS

**REQUEST FOR ACCREDITATION OF EXTERNAL PROFESSIONAL AS LECTURER OF**

**THE FACULTY OF MEDICINE AND HEALTH SCIENCES (FMHS) (SU)**

**PREAMBLE**

The aim of this application form is to provide for the accreditation of external lecturers in the FMHS and therefore serves to document the teaching and/or assessment activities that the applicant will be responsible for and the expectations with regards to expertise required to fulfil these responsibilities. Given the focus on the provision of quality learning and teaching across all learning platforms at the FMHS, the form also serves to document any areas of support that may be required. This application form must be completed by any person who:

* + is not currently a member of staff at Stellenbosch University;
  + and is also not appointed according to an agreement between the University and another organisation;
  + and will be involved in any form of clinical teaching and/or assessment of any FMHS’ students.

Accreditation is normally not a requirement for supervision during electives.

*The Centre for Health Professions Education offers faculty development opportunities for all staff involved in learning and teaching. This is made available through workshops (both generic and customised), and accredited short courses. In addition, CHPE advisors are available for individual consultations, class visits and customised interactive sessions with departments or divisions*

***All*** *persons responsible for* ***teaching and supervision*** *should complete the Orientation to Teaching in the Health Professions workshop that is run at the start of each year AND/OR the Teaching in the Health Professions short course AND/OR a similar customised offering at the FMHS.*

***All*** *persons responsible for* ***assessment*** *should complete the Teaching in the Health Professions short course AND/OR Assessment in the Health Professions workshop AND/OR a similar customised offering at the FMHS.*

|  |  |
| --- | --- |
| **Name of external lecturer** |  |
| **Name of programme to which the applicant will be appointed** |  |
| **Name of programme co-ordinator / module chairperson** |  |

**Section A: for Module Chairperson / Programme Co-ordinator**

Programme(s) and module(s) that external lecturer will be involved in

|  |  |  |
| --- | --- | --- |
| **Programme** | **Module(s)** | **Estimated extent of involvement (hours per year)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Nature of the teaching activity for which this lecturer will be accredited (e.g. supervision of students; assessment of students; etc.)**  Please see examples below | **Experience to date** | **Recommendations for Faculty Development** |
|  |  |  |
|  |  |  |
|  |  |  |

I will ensure that the applicant is provided with the opportunity to attend faculty development sessions as needed.

Signed: Date:

**EXAMPLES OF LEARNING AND TEACHING ACTIVITIES**

|  |  |
| --- | --- |
| **Level** | **Examples of learning and teaching activities** |
|
| * ***Undergraduate*** | *Planning of teaching activities* |
|  | *Teaching of theory using directed self-study* |
|  | *Teaching of theory using small group work* |
|  | *Teaching of theory using lectures* |
|  | *Teaching using blended learning* |
|  | *Clinical teaching* |
|  | *Planning of assessment* |
|  | *Assessment of theory* |
| *Assessment of attitudes* |
| *Assessment of clinical skills* |
| *Assessment of technical and practical skills* |
| *eAssessment* |

|  |  |
| --- | --- |
| * ***Postgraduate*** | *Planning of teaching activities* |
|  | *Teaching of theory* |
|  | *Clinical teaching* |
|  | *Planning of assessment* |
|  | *Assessment of theory* |
|  | *Assessment of attitudes* |
|  | *Assessment of clinical skills* |
|  | *Assessment of technical and practical skills* |

**Section B: for Applicant**

|  |  |  |  |
| --- | --- | --- | --- |
| **Professional qualification(s)** |  | | |
| **Teaching qualifications** |  | | |
| **Registration number (professional council)**  Please attach proof of current registration |  |  |  |
| **Teaching experience**  (please describe the extent of your teaching and or clinical training experience to date by describing the nature of the work as well as the duration thereof. See list at the end of this document that provides example of teaching and assessment activities)  **Please attach brief CV** | | | |
| **Summary of CPD that you have attended (in the last 5 years) related to teaching and learning** |  | | |

Declaration: I hereby declare that all information in this application is true and complete. I further declare that no conviction of unprofessional behaviour has been concluded against me at my professional council.

Signed: Date:

**AANSOEK OM AKKREDITASIE VAN PROFESSIONELE PERSOON AS DOSENT IN**

**DIE FAKULTEIT GENEESKUNDE EN GESONDHEIDSWETENSKAPPE (FGGW) (US)**

**AANHEF**

Die doel van hierdie aansoekvorm is om vir die akkreditasie van buitedosente in die FGGW te voorsien, en word dus gebruik om die leer- en assesseringsaktiwiteite te dokumenteer waarvoor die aansoeker verantwoordelik sal wees, asook die verwagte kundigheid wat dit sal vereis om hierdie verantwoordelikhede te vervul. Aangesien die Fakulteit daarop ingestel is om leer en onderrig van goeie gehalte oor alle leerplatforms binne die FGGW heen te verskaf, word hierdie vorm ook gebruik om enige gebiede te dokumenteer waarop steun benodig mag word.

Hierdie aansoekvorm moet ingevul word deur enige persoon wat:

* + nie tans ’n personeellid van die Universiteit Stellenbosch is nie; en
  + nie aangestel is ingevolge ’n ooreenkoms tussen die Universiteit en ’n ander organisasie nie; en ook
  + by enige vorm van kliniese onderrig of assessering van enige FGGW-studente betrokke sal wees.

Akkreditasie word gewoonlik nie vereis vir studieleiding ten opsigte van keusemodules nie.

*Die Sentrum vir Gesondheidsberoepe-onderwys (SGBO) bied fakultêre ontwikkelingsgeleenthede aan vir alle personeel wat by leer en onderrig betrokke is. Die Sentrum verpak dit in die vorm van werksessies (wat generies óf pasgemaak kan wees) en geakkrediteerde kortkursusse. Daarbenewens is SGBO-adviseurs beskikbaar vir individuele konsultasies, klasbesoeke en pasgemaakte interaktiewe sessies met departemente en afdelings.*

***Alle*** *persone wie se verantwoordelikhede* ***onderrig en studieleiding*** *insluit, moet die werksessie Oriëntering vir Onderrig in die Gesondheidswetenskappe bywoon wat aan die begin van elke jaar aangebied word, OF die kortkursus Onderrig in die Gesondheidswetenskappe OF ’n soortgelyke pasgemaakte opleidingsgeleentheid by die FGGW, of meer as een van bogenoemde.*

***Alle*** *persone wie se verantwoordelikhede* ***assessering*** *insluit, moet die kortkursus Onderrig in die Gesondheidswetenskappe OF die werksessie Assessering in die Gesondheidswetenskappe OF ’n soortgelyke pasgemaakte opleidingsgeleentheid by die FGGW bywoon, of meer as een van bogenoemde.*

|  |  |
| --- | --- |
| **Naam van buitedosent** |  |
| **Naam van program waarvoor die aansoeker aangestel sal word** |  |
| **Naam van programkoördineerder of modulevoorsitter** |  |

**Afdeling A: vir die programkoördineerder of modulevoorsitter**

Program(me) en module(s) waarby die buitedosent betrokke sal wees

|  |  |  |
| --- | --- | --- |
| **Program(me)** | **Module(s)** | **Beraamde omvang van betrokkenheid (ure per jaar)** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Aard van die onderrigaktiwiteit waarvoor hierdie dosent geakkrediteer sal word (bv. studieleiding aan studente of assessering van studente)**  (Verwys asseblief na die voorbeelde hier onder.) | **Ervaring tot op datum** | **Aanbevelings vir Fakulteitsontwikkeling** |
|  |  |  |
|  |  |  |
|  |  |  |

(Ek sal verseker dat die aansoeker geleentheid kry om Fakulteitsontwikkelingsessies by te woon soos nodig.)

Onderteken: Datum:

**VOORBEELDE VAN LEER- EN ONDERRIGAKTIWITEITE**

|  |  |
| --- | --- |
| **Vlak** | **Aktiwiteite** |
|
| * ***Voorgraads*** | *Beplanning van onderrigaktiwiteite* |
|  | *Teoretiese onderrig by wyse van gerigte selfstudie* |
|  | *Teoretiese onderrig by wyse van kleingroepwerk* |
|  | *Teoretiese onderrig by wyse van lesings* |
|  | *Onderrig by wyse van gemengde leer* |
|  | *Kliniese onderrig* |
|  | *Assesseringsbeplanning* |
|  | *Teoretiese assessering* |
| *Assessering van ingesteldhede* |
| *Assessering van kliniese vaardighede* |
| *Assessering van tegniese en praktiese vaardighede* |
| *e-Assessering* |
| * ***Nagraads*** | *Beplanning van onderrigaktiwiteite* |
|  | *Teoretiese onderrig* |
|  | *Kliniese onderrig* |
|  | *Assesseringsbeplanning* |
|  | *Teoretiese assessering* |
|  | *Assessering van ingesteldhede* |
|  | *Assessering van kliniese vaardighede* |
|  | *Assessering van tegniese en praktiese vaardighede* |

**Afdeling B: vir die aansoeker**

|  |  |  |  |
| --- | --- | --- | --- |
| **Professionele kwalifikasie(s)** |  | | |
| **Onderrigkwalifikasies** |  | | |
| **Inskrywingsnommer (professionele liggaam)**  (Heg asseblief bewys aan dat u tans ’n ingeskrewe lid is.) |  |  |  |
| **Onderrigervaring**  Beskryf asseblief die omvang van u ervaring tot op hede van onderrig gee of kliniese opleiding gee aan die hand van die aard sowel as die duur van u werk. (Verwys asseblief na die lys aan die einde van hierdie dokument, wat voorbeelde van onderrig- en assesseringsaktiwiteite verskaf.)  **Heg asseblief ’n bondige CV aan.** | | | |
| **Samevatting van VPO-geleenthede wat u (in die afgelope vyf jaar) bygewoon het en wat met onderrig en leer verband hou.** |  | | |

Verklaring: Hiermee verklaar ek dat alle inligting op hierdie aansoekvorm waar en volledig is. Ek verklaar verder dat die professionele liggaam waarby ek ingeskryf is, my nog nooit aan onprofessionele optrede skuldig bevind het nie.

Onderteken: Datum:

# TEMPLATE MBChB: APPLICATION FOR ACCREDITATION OF FACILITY/ DEPARTMENT/ DISCIPLINE AS A TEACHING FACILITY/ DEPARTMENT/ DISCIPLINE OF THE FACULTY OF MEDICINE HEALTH SCIENCES, STELLENBOSCH UNIVERSITY

|  |  |  |
| --- | --- | --- |
| **FACULTY OF MEDICINE AND HEALTH SCIENCES**  **STELLENBOSCH UNIVERSITY**  **APPLICATION FOR ACCREDITATION OF FACILITY/DEPARTMENT/DISCIPLINE AS A TEACHING FACILITY/DEPARTMENT/DISCIPLINE OF THE FACULTY OF MEDICINE HEALTH SCIENCES, STELLENBOSCH UNIVERSITY** | | |
| 1. | Facility applying for Accreditation | (Separate application forms must be used for each Facility) |
| 2. | Name of the Department/Discipline to be accredited | (Separate application forms must be used for each Department/Discipline) |
| 3. | Provide full details of the Facility’s/ Department/ Discipline personnel structure: | Please note:  i. Fill in details of the full- and part-time persons registered in the speciality and employed in the Facility/ Department/Discipline on the attached schedule.  ii. Provide details also of the number and nature of other professional/administrative resources specifically allocated to the Facility/ Department/Discipline |
| a. | Total number of full-time medical posts in the Facility /Department/Discipline on day of application: |  |
| b. | Total number of full-time medical personnel employed in the Facility/Department/ Discipline on day of application: | (Provide details on the attached Schedule) |
| c. | Total number of part-time medical posts in the Facility/ Department/Discipline on day of application: |  |
| d. | Total number of part-time medical personnel employed in the Facility/Department/ Discipline on day of application: | ……………………………… ……………………………..  Number employed  Total number of sessions per week  (Provide details on the attached Schedule) |
| e. | Total number of Students to be educated and trained in the Department/ Discipline (maximum students that can be accommodated per rotation) |  |
| 4.a  4.b | Full name and registered qualification(s) of the CEO/Head of the Facility  Head of the Department/Head of the Discipline/person in charge of training |  |
| 5. | Provide the following details of the Facility in question (attach information, if required) | (Please note: It should be kept in mind that the Facility/Department/Discipline must be staffed and equipped to provide education and training to undergraduate medical students. |
| a. | Number and breakdown of beds: (ex O&G, Paediatrics etc) |  |
| b. | Number of inpatients: | per month |
| c. | Number of outpatients: | per month |
| d. | Details of the patient profile which the Facility/Department/Discipline manages (To be submitted on separate page) | |
| e.i  e. ii | Details of available physical facilities and equipment to execute patient care.(Ex X-ray, CT Scan, MRI, ECG etc)  Details of available physical facilities for the education and training programme in the specified Facility/Department/Discipline. (Ex classrooms/lecturing facilities, tutorial rooms, audiovisual equipment, computer facilities, internet access, library facilities, etc) | |
| f. | Details of available auxiliary facilities/services which are available to the Facility/ Department/ Discipline.  Occupational Therapy, Physiotherapy, Dietetics, Speech, Hearing and Language and Social workers | |
| 6. | Has approval from the Health Authority by the University concerned for the proposed teaching status of the Facility in question been obtained | Yes No |
| We, the undersigned concur with this application for accreditation as a Teaching Facility, and certify that this University’s Faculty of Medicine and Health Sciences has access to the Facility in question and that the Faculty undertakes to ensure an adequate standard of education and training  ……………………………… ……………………………… ………………………………  Head of Facility Dean: Faculty Head of Department/Discipline  Place: ………………………………………………………. Date: ……………………… | | |

# TEMPLATE HEALTH SCIENCE AND NURSING: REPORTING ON APPLICATION FOR ACCREDITATION OF UG TRAINING FACILITY

**FACULTY OF MEDICINE AND HEALTH SCIENCES**

**REPORTING ON APPLICATION FOR ACCREDITATION OF UNDERGRADUATE TRAINING FACILITY (EXCL. MBChB)**

|  |  |
| --- | --- |
| * Name of Programme/Discipline |  |
| * Name and contact details of Head of Programme/Discipline |  |
| * Name and address of training facility |  |
| * Names of the members of the investigation team for the Programme/Discipline | 1. 2. 3. 4. 5. |
| * Date of accreditation visit to the training facility by the investigation team |  |
| * Date of UPC during which accreditation results were presented and discussed |  |
| * Results of accreditation visit: * Full accreditation for 5 years * Accreditation with reservations for 3 years * Accreditation denied and reasons for non‑accreditation | Yes  Yes  Yes  1. 2. 3. 4. |
| * Date of next accreditation visit |  |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Head of Programme/Discipline** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date** |

# TEMPLATE FOR NOMINATION OF EXTERNAL EXAMINERS: MSC (THESIS) AND PHD (DISSERTATION) STUDENTS

**Stellenbosch University**

**Nomination of external examiners: MSc (thesis) and PhD (dissertation) students**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Faculty | Medicine and Health Sciences | | | | |
| Department |  | | | | |
| Division |  | | | | |
| Degree |  | | | | |
| Surname of candidate |  | | | | |
| First names of candidate |  | | | | |
| Student number |  | | | | |
| Title of dissertation |  | | | | |
| Internal supervisor/s |  | | | | |
|  | | | | | |
| External examiner |  | | | | |
| Qualifications |  | | | | |
| Area of expertise |  | | | | |
| Institution |  | | | | |
| Position |  | | | | |
| Physical address for courier  and  postal address |  | | | | |
| Contact details | Tel. (w) | Tel. (h) | Fax | Cell | E-mail |
|  |  |  |  |  |  |
| Supervision experience (number of students  graduated)  (An abridged CV of 1 page maymay be attached |  | | | | |
| Examination experience  (number of students  examined) |  | | | | |
| Recent publications (last 5 years) |  | | | | |

# POLICIES, GUIDELINES, RULES AND REGULATIONS

Below are useful policies, rules and regulations applicable to students of the Faculty of Medicine and Health Sciences. This is not an exhaustive list. For the latest versions visit: [www.sun.ac.za/tygstudentadmin](http://www.sun.ac.za/tygstudentadmin). For SU policies visit <https://www.sun.ac.za/english/policy>

1. [Assessment opportunities – faculty-specific provisions for feedback to students on completion of assessment opportunities​](https://www.sun.ac.za/english/faculty/healthsciences/student-administration/Documents/FMHS%20Provisions-FEEDBACK%20TO%20STUDENTS%20ON%20COMPLETION%20OF%20ASSESSMENT%20OPPORTUNITIES%20Afr+Eng%20Jul2016.pdf)
2. [Community Based Education Code of Conduct](https://www.sun.ac.za/english/faculty/healthsciences/student-administration/Documents/CODE_OF_CONDUCT_Okt_2006.pdf)
3. [Contextual visit protocol: Safety and code of conduct ​](https://www.sun.ac.za/english/faculty/healthsciences/student-administration/Documents/CONTEXTUAL%20VISIT%20PROTOCOL_%20SAFETY%20AND%20CODE%20OF%20CONDUCT%20Afr+Eng.pdf)
4. [Disciplinary Code](https://www.sun.ac.za/english/faculty/healthsciences/student-administration/Documents/Disciplinary%20Code%20For%20Students%20Of%20Stellenbosch%20University_2021.pdf)
5. [Eligibility for appointment as supervisors/co-supervisors and examiners for Masters and PhD degrees.](https://www.sun.ac.za/english/faculty/healthsciences/student-administration/Documents/Eligibility%20for%20appointment%20as%20Supervisors%20and%20Examiners%20for%20Mas....pdf)
6. [FMHS smoke- and tobacco-free campus regulations (2018)​](https://www.sun.ac.za/english/faculty/healthsciences/student-administration/Documents/FMHS%20Smoke-%20and%20Tobacco-free%20Campus%20Regulations%20-%20final%20approved%20by%20Dean%2004%20Sep%202018.pdf)
7. [Immune compromised students ​](https://www.sun.ac.za/english/faculty/healthsciences/student-administration/Documents/IMMUNE%20COMPROMISED%20STUDENTS%20Afr+Eng.pdf)
8. [Instructions to examiners for​ assessment of Research Assignment of structured masters programmes](https://www.sun.ac.za/english/faculty/healthsciences/student-administration/Documents/Instructions%20to%20examiners%20for%20the%20assessment%20of%20research%20assignments%20of%20structured%20masters%20programmes.docx)
9. [Interruption of undergraduate studies guidelines ​](https://www.sun.ac.za/english/faculty/healthsciences/student-administration/Documents/Guidelines%20for%20interruption%20of%20undergrad%20studies%20FMHS%2011Feb2019%20A+E.pdf)
10. [Language Implementation Plan for 2022 (LIP)](https://www.sun.ac.za/english/faculty/healthsciences/student-administration/Documents/2022_LIP_FMHS_Sep21.pdf)
11. [Leave of Absence Provisions​](https://www.sun.ac.za/english/faculty/healthsciences/student-administration/Documents/PROVISIONS%20REGARDING%20LEAVE%20OF%20ABSENCE%20AE%201_Oct_2019%20CUT%20approved.pdf)
12. [Memorandum of collaboration between students undertaking research and the supervisors who guide their studies](https://www.sun.ac.za/english/faculty/healthsciences/student-administration/Documents/Memorandum%20of%20collaboration%20between%20students%20undertaking%20research%20and%20the%20supervisors%20who%20guide%20their%20studies..pdf)
13. [Occupational HIV exposure ​](https://www.sun.ac.za/english/faculty/healthsciences/student-administration/Documents/OCCUPATIONAL%20HIV%20EXPOSURE%20A+E.pdf)
14. [Plagiarism US​](https://www.sun.ac.za/english/faculty/healthsciences/student-administration/Documents/SU%20Plagiarism%20Policy_2016.pdf)
15. [Potentially Impaired students - Protocol (Standard Operating Procedure)](https://www.sun.ac.za/english/faculty/healthsciences/student-administration/Documents/Protocol_Potentially_Impaired_Students_23_Apr_08.pdf)
16. [​Recognition of Pr​​ior Learning (RPL) & Credit Accumulation and Transfer (CAT) guidelines ​](https://www.sun.ac.za/english/faculty/healthsciences/student-administration/Documents/RPL_CAT%20FMHS%20Guideline%20with%20Diagram%20Eng%20and%20Afrikaans%20approved%2024%20July%202018.pdf)
17. [Re-evaluation of examination scripts ​](https://www.sun.ac.za/english/faculty/healthsciences/student-administration/Documents/RE-EVALUATION%20OF%20EXAMINATION%20SCRIPTS%20Afr+Eng%20FMHS%20Calendar.pdf)
18. [Research Assignments for structured masters programmes guidelines](https://www.sun.ac.za/english/faculty/healthsciences/student-administration/Documents/Guidelines%20for%20research%20assignments%20for%20structured%20masters%20programmes%2002%202022.docx)
19. [Risk reduction guidelines for clinical/practical training ​](https://www.sun.ac.za/english/faculty/healthsciences/student-administration/Documents/RISK%20REDUCTION%20GUIDELINES.pdf)
20. [Social Media Guidelines](https://www.sun.ac.za/english/faculty/healthsciences/student-administration/Documents/Social%20Media%20Guidelines%20for%20Health%20Science%20Students%202021_%20Updated_020621.docx)​​
21. ​​[Student Diversity on Clinical Training Platform](https://www.sun.ac.za/english/faculty/healthsciences/student-administration/Documents/Student%20Diversity%20on%20the%20Clinical%20Training%20Platform%20Aug%202014%20A+E.pdf)
22. [Student Emergency Guideline](https://www.sun.ac.za/english/faculty/healthsciences/student-administration/Documents/Student%20Emergencies%20Guideline%20FMHS_CUT%20Approved%201%20October%202019_FFJT%20March%202022_submit%20to%20CUT.docx)
23. [Student projects in Provincial Facilities guidelines​](https://www.sun.ac.za/english/faculty/healthsciences/student-administration/Documents/STUDENT%20PROJECTS%20GUIDELINE%20KVO%20rev%20Feb%202018.pdf)
24. [Student Tuberculosis Risk Reduction Guideline (Comprehensive Document)](https://www.sun.ac.za/english/faculty/healthsciences/student-administration/Documents/SU_FMHS_TB_risk_reduction_guideline_20140602_MdV20June14Final.pdf)
25. [Students with alleged substance abuse - Protocol](https://www.sun.ac.za/english/faculty/healthsciences/student-administration/Documents/DEALING%20WITH%20STUDENTS%20WITH%20ALLEGED%20SUBSTANCE%20ABUSE%20Afr%20+%20Eng%201%20Oct%202019%20CUT.pdf)
26. [Tuberculosis risk reduction g​uideline ​](https://www.sun.ac.za/english/faculty/healthsciences/student-administration/Documents/TUBERCULOSIS%20RISK%20REDUCTION%20GUIDELINE%20Afr+Eng.pdf)