

Memorandum



From: Centre for Academic Planning and Quality Assurance (APQ)

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For attention:

Permanent, extended and rotating members of the Programme Advisory Committee
Vice-Deans (Teaching and Learning)
Programme Committee chairpersons
Faculty Managers and Faculty Administrators

Subject: Programme Affairs for 2022

Date: 1 December 2021

Annexures/documents:

The following documents are attached to this email:

- i. Module specification document (form B) – introduction of a new academic module/amendment to an existing module
- ii. CHE *Programme Title Change request form*

Please take note that the Council on Higher Education (CHE) is currently amending the programme accreditation and registration application form. The SU programme specification document (Form A) is therefore currently under revision. It will be finalised and distributed as soon as confirmation from the CHE on the implementation of their application form is received. Programme committees can continue with the current programme specification document and will be supported to provide additional information for accreditation purposes, should it be required.

Electronic copies of all documents, forms and supporting material is available on the Centre for Academic Planning and Quality Assurance website at: www.sun.ac.za/apq

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

1. the submission of **new programmes** during 2022. These programmes can be implemented as soon as a SAQA id-number is received, potentially from 2024, and the
2. **changes** to existing programmes (March or April 2022) for implementation in 2023.

Please use the **updated** versions of **the module specification document (form B)**. As soon as changes to the programme specification document (form A) has been confirmed, the updated version will be distributed to all faculties and made available on the APQ website.

1. The submission of new programmes

The request for accreditation for 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 or more than 50% change to an already approved and accredited curriculum would usually result in a change/changes to the following aspects of a programme:

- i. title of the qualification;
- ii. academic rationale and exit level outcomes of the qualification;
- iii. changes to the total credit value of the qualification;
- iv. programme design, including adding new modules, changing credit values of subjects that increase the total credit value of the qualifications, changes to CESM categories of subjects that impact the 50% rule applicable to the use of designators and qualifiers, changes to the mode of delivery, from face-to-face to fully distance learning.

These changes can result from changes in the industry, programme review and renewal, new national standards or modifications required by professional bodies, e.g. ECSA, HPCSA, etc. Internal and external approval would be needed in these cases.

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| Addition of new module(s) to existing programme | Addition of new module to an existing programme, completion of Module Specification (form B) is required and approval via PAC, APC and Senate. |
| Changes to rationale, purpose, exit level outcomes and programme design (including CESM categories) | <p>Extensive changes to rationale, purpose, exit level outcomes and programme design, including CESM categories that translate into a new qualification on PQM of SU.</p> <p>Completion of Programme Specification (form A) and Module Specification (form B) (for all modules) needed as well as internal and external approval.</p> |
| Changes to the total credit value of the existing programme | <p>If changes to the credit value of individual module(s) affect the total credit value of the existing qualification on the SU PQM, a Module Specification (Form B) must be completed for each module.</p> <p>Additionally, the DHET application form for changes to an existing qualification is submitted to DHET for recording (which will be submitted by the Centre for Academic Planning and Quality Assurance after Senate approval).</p> |
| Changes to CESM category assigned to modules of an existing programme | <p>If changes to the programme design/academic structure have resulted in changes to the CESM category assigned to modules, then a Module Specification (Form B) must be completed for each module.</p> <p>Additionally, the DHET application form for changes to an existing qualification is submitted to DHET for recording (which will be submitted by APQ after Senate approval).</p> |
| Changes to the mode of delivery from contact to fully distance learning. | <p>If the mode of delivery changes from contact to distance learning, it is regarded as a new programme and requires internal and external approval. The completion of a Programme Specification (form A) and module specification (form B) (for all modules) is required. The document outlining modes of delivery is available here.</p> <p><u>However</u>, please note that SU is not accredited to offer fully distance learning programmes, and applications of this nature will therefore not be approved.</p> |

Internal and external approval, accreditation and registration:

- 1.1 Programme leaders complete the **Programme specification (form A)** and **module specification (form B) documents** in consultation with the Centre for Academic Planning and Quality Assurance (APQ), Centre for Teaching and Learning (CTL), Centre for Learning Technologies (CLT), the Registrar's Division, Faculty Managers and the Division for Information Governance (IG). Please take note, a module specification (form B) must be completed for each module in the programme, including existing modules.

1.2 The institutional target dates for the introduction of new programme submissions are tabled below. Please note that due to the impact on applications and finalising the calendars, **no calendar changes can be considered at the September PAC meeting**. Additionally, only requests for calendar changes referred back by the PAC or APC in March/April can be reconsidered at the June PAC meeting.

| PAC agenda closes | PAC meeting | APC agenda closes | APC meeting | EC(S) agenda closes | SENATE meeting |
|-------------------|--------------|-------------------|--------------|---------------------|----------------|
| 10 Jan 2022 | 20 Jan 2022 | 8 Febr 2022 | 17 Febr 2022 | 1 March 2022 | 18 March 2022 |
| 14 Feb 2022 | 4 March 2022 | 21 April 2022 | 4 May 2022 | 17 May 2022 | 3 June 2022 |
| 13 May 2022 | 2 June 2022 | 15 July 2022 | 22 July 2022 | 23 Aug 2022 | 9 Sept 2022 |
| 18 Aug 2022 | 8 Sept 2022 | 12 Oct 2022 | 19 Oct 2022 | 8 Nov 2022 | 25 Nov 2022 |

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

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

1.5 PAC members will prepare preliminary notes for consideration by the programme leader or programme committee of the new programme. The advice is aimed at the quality enhancement of the curriculum design and/or the documentation outlining the programme design.

1.6 Programme leaders are given the opportunity to discuss the new programme, proposed advice and any further recommendations during an **extended PAC** meeting (with members from the Centre for Teaching and Learning, Division for Information Governance, Library and Information Services, Registrar’s office, Timetable Office, and the Division for Social Impact). The PAC report, which is prepared after the meeting, consists of additional recommendations and advice to the faculties as well as the Academic Planning Committee (APC).

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

1.8 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 annexures) must serve at Senate via the Faculty Board.

1.9 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) | Programme design, review and renewal; completion of forms and approval timelines | André Müller | aemuller@sun.ac.za (021) 808 3961 |
| | | Melissa van der Vyver (<i>new programmes and documentation for PAC</i>) | melissavdv@sun.ac.za (021) 808 3966 |
| | | Marianne Bester (<i>programme review and renewal</i>) | besterma@sun.ac.za (021) 808 3656 |
| Centre for Teaching and Learning (CTL) | Formulation of outcomes and implementation of Teaching and Learning Policy | Faculty -specific representative or Claudia Swart-Jansen van Vuuren | claudias2@sun.ac.za (021) 808 4502 |
| Centre for Learning Technologies (CLT) | Advice on Hybrid Learning design of modules and or programmes | Miné de Klerk | mine@sun.ac.za (021) 808 3091 |
| | | Ronelle Terblanche | rterblanche@sun.ac.za |
| Timetables office | Advice on timetable implications of undergraduate programmes | Stefné Franken | sfranken@sun.ac.za (021) 808 3022 |
| Registrar's office | Admission requirements for similar programmes, etc. | The Faculty Administrator of the faculty. | |
| Faculty Manager | Programme specific financial planning | The Faculty Manager of the faculty. | |
| Division for Information Governance | HEMIS information | Leon Eygelaar | le@sun.ac.za (021) 808 4524 |
| | Financial Viability | Wilhelm Uys | iwuys@sun.ac.za (021) 808 4470 |
| | | Anri Dorfling | anrid@sun.ac.za (021) 808 2897 |

1.10 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).

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

1.12 Any of the above external bodies can **refer** programmes back or set **conditions** to be addressed before commencement or during the offering of the new programme. APQ handles all correspondence with the DHET, HEQC and SAQA, in consultation with faculties and the respective programme leaders.

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

1.14 Programme details concerning the aforementioned new programmes are submitted to the PAC through the standard calendar/yearbook amendment procedure in March or April 2020 for inclusion in the Calendar of 2021.

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

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

2. Changes to the calendar for 2023

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

| 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.) | |
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| Depending on the scope of the calendar/faculty handbook changes needed, a Module Specification (Form B) must be completed and considered by the following internal structures: 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). However, some changes might influence funding or HEMIS reporting and will therefore be reported to the DHET, i.e. changes to research credits or minimum duration. | |
| The following changes to existing qualifications would be considered as less than 50% change to curriculum: | |
| Changes to subject content only | Changes to the subject content of an existing module require the completion of module specification (Form B) , e.g. updating existing content, re-alignment of subject content to improve curriculum coherence, etc. |
| Changes to name of a module | Change in the name of module/subject of an existing programme would require the creation of a new module and/or subject code. Completing a module specification (Form B) is required. |
| Changes to a module credit value | Change in module credit value – if less than 50% of the credit value of existing module changes – only updating of faculty yearbook; if more than 50% of the credit value of module changes – completion of a module specification (Form B) . |
| Changes to learning outcomes | Re-defining learning outcomes of modules without a significant impact on the academic rationale, purpose of qualification or programme design. Learning outcomes of modules are not currently captured in the yearbook. |
| Changes to pre-requisites and co-requisites | Changes to pre-requisites and co-requisites must be captured in the yearbook. It is also necessary to complete a module specification (Form B) to ensure that pre-and co-requisites are approved and recorded. |
| Changes to the mode of delivery or implementation of hybrid learning | Change in the mode of delivery 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 minimum required contact time, which should consist |

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| | <p>of a combination of synchronous on-campus and online activities as well as sustained periods of asynchronous fully online learning.</p> <p>Only module specification (Form B) is required to generate new module code for SU and HEMIS reporting purposes. The amendment to a programme delivery will be reported to the DHET. Please take note, should a programme be offered as a fully distance learning programme, there are other implications; however, Stellenbosch University is not registered to offer full distance learning qualifications.</p> |
| Changes to a service-module | <p>Please note that should any changes be made to a module offered within more than one programme or a module that another faculty offers, collaborative discussions should occur before any requests are reported or requested at PAC. Additionally, should changes to a service-module impact the credit allocation or student enrolments, these discussions have to occur at least two years before any changes may be implemented.</p> <p>Changes to modules or programmes offered by more than one faculty must serve at the programme committee of all the applicable faculties. Therefore, calendar changes must also be reported by all faculties influenced, as the calendar entries have to correspond in all the different calendars.</p> |
| Changes to the minimum duration | <p>The minimum duration of the programme is an indication of the minimum required time for a student to be enrolled to complete said curriculum. Student throughput is reported accordingly, and no student is allowed to graduate before the minimum required duration. However, due to changes in student context, the student profile or intended student profile for a programme might change after implementation, which might necessitate a change to the minimum duration. I.e. an increase of learn-and-earn students may necessitate consideration of creating both a full-time and part-time enrolment opportunity.</p> <p>Requests for changes to duration must be supported by:</p> <ol style="list-style-type: none"> i. a thorough motivation; and ii. 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; iii. discussions with the faculty manager as it will influence enrolment targets for the faculty. <p>Any request of this nature must be reported to the DHET, and a new programme code will be created on SIS to accommodate the two enrolment (and application) options.</p> |

- 2.2 If the proposed changes to an existing programme amount to **less than 50%** of the total number of credits, then faculties submit the calendar changes as follows:
- i. As a single document/submission by the faculty
 - ii. A clear motivation supports each proposed change
 - iii. An extract in the format of the printed Calendar (Yearbook) should be included with
 - **insertions underlined**; and
 - **deletions in ~~striketrough text~~**

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 are tabled below:

| TARGET DATES | CALENDAR (YEARBOOK) CHANGES FOR 2023 |
|-----------------|---|
| before March | Faculty programme committees debate their proposed changes to the Calendar |
| 28 Feb 2022 | PAC agenda closes for Faculties of AgriSciences, Engineering, Medicine and Health Sciences and Science |
| 14 March 2022 | PAC agenda closes for Faculties Arts and Social Sciences, Economic and Management Sciences, Education, Law, Military Science and Theology |
| 24 March 2022 | Extended PAC meets to discuss the proposed yearbook changes for Faculties of AgriSciences, Engineering, Medicine and Health Sciences and Science. |
| 7 April 2022 | Extended PAC meets to discuss the proposed yearbook changes for Faculties Arts and Social Sciences, Economic and Management Sciences, Education, Law, Military Science and Theology |
| 21 April 2022 | PAC report submitted to the APC and feedback is given to faculties |
| 9 – 13 May 2022 | 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 were applicable addressed in the documentation) |
| 4 May 2022 | APC meets and responds to the recommendations of the PAC |
| 17 May 2022 | EC(S) agenda closes. Faculty reports, including the APC decisions, submitted |
| 24 May 2022 | EC(S) meets and compares Faculty reports with APC feedback |
| 3 June 2022 | Yearbook changes serve at the Senate meeting |

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

2.4 The Vice-Rector (Learning and Teaching) chairs the PAC and the APC and identifies the issues for discussion by the PAC. Faculties are asked to assist in this regard by differentiating between 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 Vice-Rector (Learning and Teaching) refers to the proposed changes to the PAC and APC, the standard approval processes are followed, as described below.
- b. The PAC discusses **substantial** changes, and the advice is reported to the APC as needed.

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

- 2.6 Significant changes to existing modules would also require a completed module specification document (Form B). A new module code has to be created to differentiate between the old and new versions of the module. Please see the table outlining less than 50% changes to a programme, which would require internal approval.
- 2.7 Please remember that the calendar is the contract with the students, and changes that might influence admission or selection requirements to a programme and/or modules have to 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. Requests for changes to programme names

- 3.1 Should a department or faculty require an amendment to the name of a programme, the CHE Programme title change request [form](#) has to be completed.
- 3.2 This document can serve at any PAC meetings, but 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 take note that the programme name may only be revised in the calendar and on the student information system (SIS) once external approval from all external bodies (DHET, CHE and SAQA) has been confirmed.

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 2023 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 given schedule.*
 - *The internal process must also be completed in time for the 2023 Calendar to be compiled. For this to happen, the changes have to be approved at the Senate meeting of 3 June 2022.*
- 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.*