

Programme renewal of existing qualifications

Implications in terms of submission and approval of curriculum changes internally and externally

Submission of a new qualification	
> 50% change to the curriculum of existing accredited qualifications	
<p>If more than 50% of a programme is proposed, external approval is required.</p> <p>A more than 50% change to the curriculum would usually result from a change/changes to one or more of the following aspects of a programme: title of the qualification; academic rationale or exit-level outcomes of the qualification; changes to the total credit value of the qualification; programme design, including adding new modules, changing credit values of subjects that increase the total credit value of the qualifications, changes to CESM categories of subjects that impact on the 50% rule applicable to the use of designators and qualifiers, changes to the mode of delivery, from face-to-face to fully distance learning.</p>	
Addition of new module(s) to existing programme	<p>Addition of new module to existing programme, completion of Module Specification (Form B) is required and approval via PAC, APC and Senate.</p>
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 in 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 total credit value of the existing programme	<p>If changes to credit value of individual module(s) affect the total credit value of the existing qualification on the SU PQM then Module Specification (Form B) must be completed for each module.</p> <p>Additionally, DHET application form for changes to an existing qualification is submitted to DHET for recording (which will be submitted by Centre for Academic Planning and Quality Assurance after Senate approval).</p>
Changes to CESM category assigned to modules of an existing programme	<p>If changes to the programme design/academic structure has resulted in changes to the CESM category assigned to modules then a Module Specification (Form B) must be completed for each module.</p> <p>Additionally, DHET application form for changes to an existing qualification is submitted to DHET for recording (which will be submitted by APQ after Senate approval).</p>
Changes to mode of delivery from face-to-face to fully distance learning.	<p>If a programme's mode of delivery changes from face-to-face to distance learning, the teaching and learning strategy and assessment strategy needs to be revisited and it is regarded as a new programme. It therefore requires internal and external approval.</p> <p>Completion of the Programme Specifications (Form A) and Module Specifications (Form B) (for all modules) needed.</p> <p>Document outlining modes of delivery is available here.</p>

Changes to an existing qualification

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

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

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

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

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