APPROVAL FORM FOR NEW COURSES (ACA34)

**QUICK ASSISTANCE WITH SELECTED POINTS**

**SECTION A: COURSE INFORMATION FROM DEPARTMENT**

1. **COURSE CODE**

This is entered once and filtered throughout the form.

1. **FULL COURSE TITLE**

The maximum character length for the full course title is 65. **This will be enforced by the form and filtered throughout.**

**3. SHORT COURSE TITLE**

The maximum character length for the short course title is 30. **This will be enforced by the form and filtered throughout.**

**4. NQF COURSE LEVEL**

Select the appropriate level from the drop-down menu, according to the definitions below. **This will be filtered throughout the form.**

|  |  |
| --- | --- |
| **NQF Level** | **NQF Level Definition** |
| 5 | higher certificate (typically, but not necessarily, used for first-year level courses) |
| 6 | advanced certificate/diploma (typically, but not necessarily, used for second-year level courses) |
| 7 | advanced diploma/3-year bachelor’s degree (typically, but not necessarily, used for third-year level courses) |
| 8 | postgraduate diploma/4th and subsequent years of professional bachelor’s degree/honours degree |
| 9 | master’s degree |
| 10 | doctoral degree |

**5. NQF CREDIT VALUE**

The basis for this is 10 notional learning hours = 1 credit. Each faculty has its own methodology for determining this value, but as a general rule, undergraduate programmes should contain at least 1200 hours (i.e. 120 credits) per year, based on an assumed 30 week academic year requiring 40 hours of study per week. Postgraduate research programmes use a guideline value of 180 credits per year, where a 45 week year is assumed. Note that the NQF course credit value is independent of the qualification towards which the course is taken.

 **This value will be filtered throughout the form.**

**6. FIRST YEAR OFFERED**

Indicate the first year in which the course will be offered. **This value will be filtered throughout the form.**

**7. SESSION**

Indicate the placement of the course in the academic calendar according to the table below.

|  |  |
| --- | --- |
| **Session** | **Description** |
| F | First semester contact course |
| S | Second semester contact course |
| W | Whole year contact course |
| Q | Online first semester course |
| R | Online second semester course |
| T | Online whole year course |
| P | Summer term November – December |
| U | Summer term November – January |
| L  | Winter term June – July |
| N | Commerce entrance examination (written in December) |
| M | Commerce entrance examination (written in January) |
| EWA | Examination without attendance |
| X | Special allocation  |
| V | Non-standard online courses |
| Z | Non-standard contact courses |

**SECTION C: MOTIVATION**

**FOUNDATION COURSES**

Foundation courses (as defined in this document and the ACA34) attract earmarked Foundation Grant funding and are part of government approved Extended Degree/Curriculum Programmes (EDPs or ECPs) offered by staff from the Academic Development Programme (ADP) in the Centre for Higher Education Development (CHED). Please note that no new foundation courses can be approved without the assistance of the ADP Unit Head in your Faculty and the approval of the Director of ADP. Use the following definitions to decide the category in which your course falls. **Please note that this section, if completed, must be signed off by (1) the ADP Unit Head in the Faculty and (2) the Director of the Academic Development Programme.**

**Extended**

* regular course material + foundation material
* longer duration than the regular course (double duration, e.g. two semesters instead of one)
* same contact time per week but over longer period therefore additional teaching hours

**Augmented**

* + - regular course material + foundation material,
		- same duration as the regular course
		- additional contact time, usually double the number of hours per week,
		- therefore approximately double additional teaching hours

**Fully Foundational**

* separate preparatory, introductory or foundational material
* taken as foundation that will assist performance in regular 1st level courses (e.g. Language in the Humanities course)

**Augmenting**

* + - separate foundation or additional explanatory material
		- taken concurrently and integrally linked to regular courses
		- additional contact time to the regular course to which it is linked

**SECTION D: DEPARTMENTAL APPROVAL**

Please use electronic signatures only.

**SECTION E: COURSE INFORMATION FOR DC AND PC APPROVAL**

 In Section E, departments must complete all items preceded by an asterisk. All other items are to be completed by the Faculty Manager.

**1. FEE**

Enter the fee and the year for which it is valid. **These values will be filtered throughout the form.**

1. **CESM CODE**

Enter the Classification of Educational Subject Matter (CESM) code to the third order. Contact the Office of the Deputy Registrar (ODR) for assistance if you are unsure of the appropriate CESM category to use. **This value will be filtered throughout the form.**

**2. NQF COURSE LEVEL**

 This value will have filtered through from Section A.

1. **HEMIS COURSE LEVEL**

These values provide an indication of the *level of comprehension* required by a particular course. Assigning the value 44, for example, implies that the course in question requires a level of comprehension associated with the 4th or subsequent years of a professional first bachelor’s degree.

 Use the table below to identify the correct HEMIS course level value. **This value will be entered once only and will filter throughout the form.**

|  |  |
| --- | --- |
| **HEMIS Course Level Value** | **HEMIS Course Level Value Definitions** |
| 41 | NQF level 5 |
| 42 | NQF level 6 |
| 43 | NQF level 7 |
| 44 | NQF level 8 (non-research) |
| 45 | NQF level 8 (research) |
| 46 | NQF level 9 (non-research) |
| 47 | NQF level 9 (research) |
| 48 | NQF level 10 (non-research) |
| 49 | NQF level 10 (research) |

**4. HEMIS UNADJUSTED CREDIT VALUES**

A single course may have different unadjusted credit values if it appears as part of more than one curriculum. Faculty Managers should contact the ODR if they require assistance in making such calculations.

**5. COURSE AIM AND OUTLINE**

The lower and upper limits for undergraduate courses are 50 – 200 words. Postgraduate courses may be longer where required. Each course outline should begin with a statement about the aim of the course, rather than simply enumerating content areas. The outline may include sub-headings such as course objectives, but this is not required. No timetable or contact time should be provided in the outline.

Research courses (minor dissertation, dissertation and thesis) may use a universal course outline, adapted by discipline if necessary.

**Note that it is not possible to enforce word limits on the form, and the responsibility to ensure that this is adhered to lies with the faculty.**

**SECTION G: DATA FOR PEOPLESOFT SETUP**

1. **SHORT TITLE**

This will automatically be populated when the short title is entered in Section A.

**2. LONG TITLE**

This will automatically be populated when the long title is entered in Section A.

**3. NQF CREDIT VALUE**

 This will be populated when the value is entered in Section A.

**4. NQF COURSE LEVEL**

This value will automatically be populated when entered in Section A.

**5. HEMIS COURSE LEVEL**

 This will populate automatically when the value is entered in Section E.

**6. CESM**

This will populate automatically when the value is entered in Section E.

**7. COURSE FEE AND YEAR USED**

 This will populate automatically when the value is entered in Section E.

**ON COMPLETION OF THE FORM, TAKE THE FOLLOWING STEPS IN ORDER TO EXTRACT SECTION E FOR DC/PC PURPOSES:**

1. Review -> Restrict Editing -> Stop protection
2. Copy Section E and paste in new Word document
3. Set margins to “narrow” to ensure that all wording fits on one page.