**ACA31 - UCT SHORT COURSE APPROVAL FORM**

**Notes:**

* Section A to be completed by Department and submitted to Faculty Manager both electronically and as a signed hard copy.
* Section B to be completed by Faculty-based office and sent to the Student Records Office.
* Complete the form by entering the relevant information into the grey fields.

## SECTION A: COURSE INFORMATION

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| **1. Full course title** (max. 65 characters, including spaces) |  |

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| **2. Short course title** (max. 30 characters, including spaces)  |  |

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| **3. Target audience** (Please describe the target audience and potential participants) |  |
| 3.1 Is this an ‘open’ course? (i.e. can anyone who meets entrance requirements be admitted into the course) | **[ ]  Yes**  | **[ ]  No**  |
| 3.2 Is this a ‘closed’ course? (i.e. is it open only to specific groups who have specially requested the course) | **[ ]  Yes**  | **[ ]  No**  |
| 3.3 List the entry requirements for the course |  |
| 3.4 Is this course offered in partnership with a third party? | **[ ]  Yes**  | **[ ]  No**  |
| 3.5 If this course is offered in partnership with a third party, name the third party. |  |
| 3.6 What is the mode of delivery? | **[ ]  Contact**  | **[ ]  Online**  |
| 3.7 If online, name the party who will host the online learning platform. (Example: Vula, GetSmarter) |  |

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| **4. Duration of the course**(contact hours)  |  |

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| **5. Rationale**(Justification for course. Include evidence of likely demand and/or outside support.)  |  |

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| 6. Does this course’s content straddle disciplinary field/s and potentially fall within the interest of another department other than the department in which the convener is appointed? | **[ ]  Yes**  | **[ ]  No**  |
| **6.1 If yes, please indicate the other discipline and department.** |  |
| **6.2 Have the HOD / Dean’s in 6.1 been informed of your proposal to offer this course?** |  |

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| 7. NQF level(If course is below NQF Level 5 provide motivation why UCT should be offering such a course) |  |

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| 8. Will the course be formally assessed? | **[ ]  Yes**  | **[ ]  No**  |
| 8.1 If yes, what form will this assessment take? |  |
| 8.2 If yes, how many NQF credits does this course carry? (Optional) |  |

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| **8.3 Will the assessment regime be subject to moderation?** | **[ ]  Yes** | **[ ]  No** |
| **8.4 If yes, please describe the moderation process?** |  |
| **8.5 How will the result for this course be recorded?** | [ ]  **PA** (pass according to assessment criteria) |
| [ ]  **ATT** (attended 80% or more or failed assessment) |
| [ ]  **PART** (online or blended courses where there are no assessments or where individual failed assessment but participated) |
| **8.6 If ATT or PART, indicate how the award of an ATT or PART result will be determined.**(stipulate minimum attendance required to be recorded **ATT** or **PART**) |  |

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| **9. Exit level learning outcomes** | **Specific learning outcomes** |
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| **10. Budget and sustainability**(In addition to the details below, please attach detailed budget) |
| **10.1 Proposed venue** |  |
| **10.2 Fees to be charged** |  |
| **10.3 Variable costs** |  |
| **10.4 Fixed costs** |  |
| **10.5 Estimated surplusand allocation of surplus** |  |

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| **11. Names of conveners or presenters who will exercise convener-delegated primary content control or management of student progress and assessment** (Conveners who are not UCT academic staff must be appointed as visiting lecturers per HR guidelines) | **UCT academic staff member** | **Visiting lecturer** |
|  | **[ ]**  | **[ ]**  |
|  | **[ ]**  | **[ ]**  |
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| **12. Attachments** |
| **If course is in partnership with an external party:** attached contract stating roles and obligations of UCT and external party | **[ ]**  |
| **If course is offered at the request and according to the requirements of an external party:** attached letter detailing the external party’s requirements | **[ ]**  |

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| **13. Recommendations/approval** | **Comments** | **Signature** | **Date** |
| **Head of department** (in which Convener is appointed) |  |  |  |
| **Head of department** (in which course subject area falls; only necessary if the course’s content is the purview of a department other than the one in which the convener is appointed) |  |  |  |
| **Dean/Director of the GSB** |  |  |  |

## SECTION B: ADMINISTRATIVE INFORMATION

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| **1. Faculty** |  |

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| **2. Department** |  |

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| **3. Subject area** |  |

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| 4. Career | **PDEV [ ]**  | **EMST [ ]**  |

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| **5. First year offered** |  |

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| 6. Year and session (Full Session for Summer School Only) | **Full session (SSC) [ ]**  | **Session 1 (SS1) [ ]**  | **Session 2(SS2) [ ]**  | **Full year****[ ]**  |

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| 7. Course code |  |  |  |  |  |  |  | **C** | **E** |

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| 8. PS course ID (to be entered by Student Records Office) |  |  |  |  |  |  |

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| **9. Full course title**(max. 65 characters, including spaces) |  |

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| **10. Short course title** (max. 30 characters, including spaces)  |  |

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| 11. NQF credits (optional) |  | **12. NQF level** (optional) |  |

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| **13. Components required for course** (select no more than 3) | **Lecture** | **Tutorial** | **Seminar** | **Online** | **Workshop** | **Module** | **Practical** |
| **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
| **Other** (please specify) |  |

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| **14. Catalogue reason** | **Required information** |
| **New course never offered before** | **[ ]**  | **None** |
| **Replacement of existing/****previously offered course** | **[ ]**  | **Original title+code** |  |
| **Change of title/catalogue no.** | **[ ]**  | **Original title+code** |  |

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| **15. Course fee data** |
| **15.1 Criteria for each fee**(Examples: PEPFULL, PEPSTAFF etc.) | **Full(R)** |  | **Staff (R)** |  | **Reduced(R)** |  | **Year** |  |
| **6-10(R)** |  | **11-20(R)** |  | **SADC(R)** |  |
| **Satellite(R)** |  | **Location** |  |
| **15.2 Course revenue** (Fund C/C RIO) | **Fund** |  | **Cost Centre** |  | **RIO** |  |
| **15.3 Course component for fees** (e.g. lecture, field trip) |  |
| **15.4 Title for fee account** |  |

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| **16. Tracking** | **Comments** | **Signature** | **Date** |
| **Faculty-based office** (send to SRO) |  |  |  |
| **SRO** (Enter data in PS, approve for scheduling, Send to Fees Office & inform faculty and department) |  |  |  |
| **Finance department** (Check/set up fee data in PS and SAP) |  |  |  |