**ACA34 – APPROVAL FORM FOR NEW COURSES**

**Notes:**

* [Section A](#_SECTION_A:_COURSE), [Section B](#_SECTION_B:_), [Section C](#_SECTION_C:_), [Section D](#_SECTION_D:_) and indicated portions of [Section E](#_SECTION_E:_COURSE) to be completed by Department and the form submitted to Faculty Manager electronically.
* Indicated portions of [Section E](#_SECTION_E:_COURSE) and all areas of [Section F](#_SECTION_F:__1) to be completed by Faculty Manager.
* [Section G](#_SECTION_G:_DATA_1) to be completed by Faculty Manager or nominee.

## SECTION A: COURSE INFORMATION [back to top ⇧](#home)

|  |  |
| --- | --- |
| **Course code** |  |
| **Full course title**  (Max. 65 characters, including spaces) |  |

|  |  |
| --- | --- |
| **Short course title**  (Max. 30 characters, including spaces) |  |

|  |  |  |
| --- | --- | --- |
| **For Faculty Accreditation Committee  Curriculum Outline**  (Show the place of this course in the curriculum/curricula in which it will either be compulsory or an elective) |  | |
| Qualifications  (Name all degrees and/or diplomas towards which this course may be taken) | **Name of degree(s)/diploma(s)  (Department to complete)** | **Code of degree(s)/diploma(s)  (Faculty Manager to complete)** |
|  |  |
| NQF course level Press F1 for NQF level help |  | |
| NQF credit value |  | |
| **First year offered** |  | |
| **Session** |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Total no. primary contact meetings** |  | **Proposed primary contact meeting timetable slot** |  |
| **Total no. tutorials** |  | **Proposed tutorial timetable slot** |  |
| **Total no. practicals** |  | **Proposed practical timetable slot** |  |
| **Total studio hours** |  | **Total no. group hours** |  |
| **Approved by Faculty Timetable Committee?** | | **No** | **Yes** |

|  |  |
| --- | --- |
| Course aims |  |
| Learning outcomes (List the knowledge/competencies students will be able to demonstrate on completing the course) |  |
| Nature of Assessment(Specify assessment components and weighting of each towards final mark.) |  |
| DP requirements (Complete or indicate if none.) |  |
| **Can a supplementary exam be awarded for  this course?** |  |

## SECTION B: RESOURCE IMPLICATIONS (Staffing and other) [back to top ⇧](#home)

**Note:** No responsibility will necessarily be assumed by the faculty for providing additional resources.

|  |  |  |
| --- | --- | --- |
| **Does the Department have the required resources  (staffing and operational) in the existing departmental budget to offer this course?** | **No** | **Yes** |
| **Course Convenor** |  | |
| **Names of other staff involved** |  | |
| **Available venues (lecture theatres, labs)** |  | |
| **Other resources and facilities required** |  | |
| **Fieldwork component** |  | |

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## SECTION C: MOTIVATION [back to top ⇧](#home)

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| --- | --- | --- |
| **Is this course replacing an existing course?** (Select appropriate) | **No** | **Yes** |
| **If yes, what is the existing course code?** |  | |
| **Motivation for new course** | | |
|  | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **FOUNDATION COURSES (Undergraduate Only)** | | | | | | |
| 1. **Is this a foundation course? (Refer to help document)** | | |  | | | |
| **If yes, complete the following:** | | | | | | |
| 1. **Indicate nature of course. (Refer to help document)** | | | **Extended** | | **Augmented** | |
| **Fully foundational** | | **Augmenting** | |
| 1. **Is this course credit bearing towards the degree/diploma?** | | | **No** | | **Yes** | |
| **If yes, indicate which degree(s) or diploma(s)** | | |  | | | |
| **Faculty Unit Head:  Academic Development Programme** | **Signed** |  | | **Date** | |  |
| **Director:  Academic Development Programme** | **Signed** |  | | **Date** | |  |

## SECTION D: DEPARTMENTAL APPROVAL [back to top ⇧](#home)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Proposed by** |  | **Signed** |  | **Date** |  |
| **Course Convenor** |  | **Signed** |  | **Date** |  |
| **Head of Department** |  | **Signed** |  | **Date** |  |

## SECTION E: COURSE INFORMATION FOR DC AND PC APPROVAL [back to top ⇧](#home)

**Note:** Items preceded by an asterisk are to be completed by the Department. All other items are to be completed by the Faculty Manager.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course code** | |  | | | | | | | | | | |
| **\* Full title** | |  | | | | | | | | | | |
| **Fee**  (Indicate year in brackets) | | Year: (      ) | | **\* Course Convenor** | | |  | | | | | |
| **CESM**  (To third order) | |  | | **\* Contact time per week** | | |  | | | | | |
| **\* NQF course level**  (Refer to help document) | | select NQF course level - Press F1 for help | | **\* NQF credit value** | | |  | | | | | |
| **HEMIS course level**  (Refer to help document) | |  | | **HEMIS unadjusted credit values**  (List credit value for each qualification for which this course may be taken for credit) | | | **Qualification** | | | | **Qualification specific HEMIS value** | |
|  | | | |  | |
|  | | | |  | |
|  | | | |  | |
| **\* Is this a foundation course?** | | | | Please select | | | | | | | | |
| **If yes, indicate foundation credit value** | | | |  | | | | | | | | |
| **\* Mode** | | | | **\* Contact** | |  | | | **\* Distance** | | |  |
| **\* Projected enrolment** | | | |  | | | | | | | | |
| **\* Pre-requisites**  (Complete or indicate if none) | | | |  | | | | | | | | |
| **\* Co-requisites**  (Complete or indicate if none) | | | |  | | | | | | | | |
| **\* Course outline** (Maximum 200 words for undergraduate courses. Follow instructions in help document. Outline will be included on student transcript supplements and handbooks.) | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **\* Weighting of final result** (Percentages must total 100%) | | | | | | | | | | | | |
| **Coursework** |  | | **Exam** | |  | | | **Dissertation** | |  | | |
| **Nature of Assessment** |  | | | | | | | | | | | |
| **DP requirements** |  | | | | | | | | | | | |

## SECTION F: FACULTY OFFICE [back to top ⇧](#home)

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| --- | --- | --- | --- | --- |
| **Approved by Faculty Accreditation Committee** | **No** | **Yes** | **Meeting date** |  |
| **Faculty approval via Dean’s Circular** | **DC no.** |  | **Publication Date** |  |
| **Senate approval via Principal’s Circular** | **PC no.** |  | **Publication Date** |  |

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## SECTION G: DATA FOR PEOPLESOFT SETUP [back to top ⇧](#home)

**Note:** This section to be completed only by Faculty Manager or nominee.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course code** | |  | | **PS course ID**  (Entered by ODR) | | | | | | |  | | | | |
| **Short title** (Max. 30 characters) | |  | | | | | | | | | | | | | |
| **Long title** (Max. 65 characters) | |  | | | | | | | | | | | | | |
| **First year offered** | |  | |  | | | | | | | | | | | |
| **COURSE ATTRIBUTES AND COURSE LEVEL DATA** | | | | | | | | | | | | | | | |
| **Which PeopleSoft career should be attached to this course?** | | | | | | | | | | |  | | | | |
| **Is this course part of an existing qualification or part of a qualification seeking approval?** | | | | | | | | | | |  | | | | |
| **If this is a foundation course, how many of its total NQF credits are foundational?** | | | | | | | | | | |  | | | | |
| **NQF course level** (Refer to help document) | | | | | | | | | | | select NQF course level - Press F1 for help | | | | |
| **NQF credit value** | | | | | | | | | | |  | | | | |
| **HEMIS course level** (Refer to help document) | | | | | | | | | | | select HEMIS course level | | | | |
| **CESM** | | | | | | | | | | |  | | | | |
| **COMPONENT SETUP AND GRADING REQUIREMENTS** | | | | | | | | | | | | | | | |
| **Components required for course** (Select up to three) | | | Clinical | |  | | | Exam |  | | Field Studies | |  | Laboratory |  |
| Lecture | |  | | | Module |  | | Online | |  | Practical |  |
| Seminar | |  | | | Thesis Research | | | | |  | Tutorial |  |
| **Component against which grade will be entered** | | |  | | | | | | | | | | | | |
| **Grading basis to be used** | | |  | | | | | | | | | | | | |
| **Can a supplementary exam be awarded for this course?** | | | **Error! Reference source not found.** | | | | | | | | | | | | |
| **COURSE FEE DATA** | | | | | | | | | | | | | | | |
| **Course fee and year used** | | | **Fee (R)** | | | |  | | | | | **Year Used** | |  | |
| **Fund for course revenue** | | |  | | | | | | | | | **Cost Centre** | |  | |
| **Was this course included in the most recent budget submission?** | | | **No** | | | | | | | | | **Yes** | | | |
| **Course component to be used for fees** | | |  | | | | | | | | | | | | |
| **Title for fee account** (Max. 21 characters) | | |  | | | | | | | | | | | | |
| **Faculty Manager signature** |  | | | | | **Date** | | | |  | | | | | |
| **ODR signature** |  | | | | | **Date** | | | |  | | | | | |
| **Fees Office signature** |  | | | | | **Date** | | | |  | | | | | |