**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 levelPress 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)

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

|  |
| --- |
| **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.

|  |  |
| --- | --- |
| **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)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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.

|  |  |  |  |
| --- | --- | --- | --- |
| **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** |       |