**ACA35 – CHANGES TO EXISTING COURSES**

**SECTION ONE: TYPE OF REQUEST**

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| --- | --- | --- | --- |
| **Type of course setup required** (Check appropriate box and provide course code, title and other information where requested) | | | |
| **1. Replacement of existing course** |  | **Previous course title and code** |  |
| **2. Change of title** |  | **Previous title** |  |
| **3. Change of course code** |  | **Previous code** |  |
| **4. Change of session** |  | **Previous session and code** |  |
| **5. Additional session offering** |  | **Previous offering/s code/s** |  |
| **6. Exam without attendance or entrance exam** |  | **Code of standard course** |  |
| **7. Change of NQF credit value** |  | **Current NQF credit value** |  |
| **8. Conversion from contact to online** |  | **Current code** |  |
| **9. Change to course outline** |  |  |  |

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

**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** | | |  | | | **Session** | |  | | | |
| **\* Full title** | | |  | | | | | | | | |
| **Fee** (Indicate year in brackets) | | | **R**       (Year:       ) | | | **\* Course Convenor** | |  | | | |
| **CESM**  (To third order) | | |  | | | **\* Contact time  per week** | |  | | | |
| **\*NQF course level** | | |  | | | **\* NQF credit value** | |  | | | |
| **HEMIS course level** | | |  | | | **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 an undergraduate foundation course?** | | | | | | **No** | | **Yes** | | | |
| **\* Mode** | **\* Contact** | | |  | | **\* Distance** | |  | | | |
| **\* Projected enrolment** | | | |  | | | | | | | |
| **\* Pre-requisite courses**  (Complete or indicate if none) | | | |  | | | | | | | |
| **\* Co-requisite courses**  (Complete or indicate if none) | | | |  | | | | | | | |
| **\* Course aim and 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** |  | |

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## SECTION THREE: DEPARTMENTAL APPROVAL

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

**SECTION FOUR: DATA FOR PEOPLESOFT SETUP  
Note:** This section to be completed only by Faculty Manager or nominee.

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| **Course code** | | |  | | **PS course ID** (Entered by ODR) | | | | | | | |  | | | | | |
| **Type of change** (Entered by ODR) | | |  | | | | | | | | | | | | | | | |
| **Short title** (Max. 30 characters) | | |  | | | | | | | | | | | | | | | |
| **Long title** (Max. 65 characters) | | |  | | | | | | | | | | | | | | | |
| **First year offered** | | |  | | | | **Session** | | | | | |  | | | | | |
| **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** | | | | | | | | | | | | | select NQF course level | | | | | |
| **NQF credit value** | | | | | | | | | | | | |  | | | | | |
| **HEMIS course level** | | | | | | | | | | | | | select HEMIS course level | | | | | |
| **CESM** | | | | | | | | | | | | |  | | | | | |
| **COMPONENT SETUP AND GRADING REQUIREMENTS** | | | | | | | | | | | | | | | | | | |
| **Components required for course** (Indicate 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?** | | | | **No** | | | | | | | | | | **Yes** | | | | |
| **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** | | | |  | | | | | | |