**ACA35 – CHANGES TO EXISTING COURSES**

**Quick assistance with selected points**

**SECTION ONE: TYPE OF REQUEST**

Indicate the type of change you wish to be made to an existing course.

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

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

**1. CESM code**

Enter the 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.

**2. NQF course level**

 Identify the appropriate NQF level for this course, using one of the values in the following table:

|  |  |
| --- | --- |
| **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/professional 4-year (or more) bachelor’s degree/honours degree |
| 9 | master’s degree |
| 10 | doctoral degree |

**3. HEMIS course level**

These values provide an indication of the *level of comprehension* required by a particular course. Assigning the value 03, 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.



**Course levels preceded by 4 are currently not in use and should not be selected until faculties are otherwise informed**. It is planned that these levels will be activated during the course of 2015.

|  |  |
| --- | --- |
| **HEMIS course level value** | **HEMIS course level value definitions** |
| 01 | lower undergraduate | undergraduate diploma or certificate |
| 02 | intermediate undergraduate | general academic first bachelor’s degree/professional first bachelor’s years 1-3 |
| 03 | higher undergraduate | 4th or subsequent years of a professional first bachelor’s degree |
| ~~04~~ | ~~preparatory postgraduate~~ | ~~postgraduate diploma~~ |
| 05 | lower postgraduate | new-style HEQSF-aligned postgraduate diplomas/honours degree |
| 06 | intermediate postgraduate non-research | master’s coursework |
| 07 | intermediate postgraduate research | master’s research |
| 08 | higher postgraduate non-research | doctoral coursework |
| 09 | higher postgraduate research | doctoral research |
| 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 limit for undergraduate courses is 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.

**SECTION FOUR: DATA FOR PEOPLESOFT SETUP**

1. **Short title**

Please adhere to the maximum length of 30 characters (including spaces). Note that the form will not automatically enforce the limit.

**2. Long title**

Please adhere to the maximum length of 65 characters (including spaces). Note that the form will not automatically enforce the limit.

**3. NQF course level**

Identify the appropriate NQF level for this course, using one of the values in the following table:

|  |  |
| --- | --- |
| **NQF Level** | **NQF Level Definition** |
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| 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/professional 4-year bachelor’s degree/honours degree |
| 9 | master’s degree |
| 10 | doctoral degree |

**4. HEMIS course level**

Use the table below to identify the correct HEMIS course level value.


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|  |  |
| --- | --- |
| **HEMIS course level value** | **HEMIS course level value definitions** |
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| 05 | lower postgraduate | new-style HEQSF-aligned postgraduate diplomashonours degree |
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| 07 | intermediate postgraduate research | master’s research |
| 08 | higher postgraduate non-research | doctoral coursework |
| 09 | higher postgraduate research | doctoral research |
| 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) |  |

**5. Signatures**

Please use electronic signatures only. Complete this field by inserting an appropriately sized image of your signature from your computer.

**FOR ADMINISTRATIVE STAFF ONLY**

On submission of the completed form, take the following steps
in order to extract Section E for DC/PC purposes

1. With the form open in Microsoft Word, click on **Review 🡪 Restrict Editing 🡪 Stop protection.**
2. Copy Section E and paste into a new Microsoft Word document.
3. Set margins to “Narrow” to ensure that all wording fits onto one page.