**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.

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

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

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