

## MEMORANDUM

**To:** Programme Advisory Committee (PAC) members and faculties

**From:** PAC Secretariat: Melissa van der Vyver

**Subject:** Programme affairs 2026

**Date:** 29 October 2025

### 1. Purpose

This document is distributed annually to all Programme Advisory Committee (PAC) members and faculties and provides information on:

- The **dates** of scheduled PAC meetings for 2026
- The **documents** and templates required for the approval of new programmes or changes to existing programmes
- What constitutes a **new programme**
- How to report Yearbook **changes** or changes to an existing programme
- Documentation required to request a change to a **programme name**

### 2. Dates for PAC meetings

The PAC dates for 2026 are as follows.

**Table 1:** PAC dates 2026

| PAC agenda close | PAC meeting                                 | APC agenda closes | APC meeting 10:00- 13:00 | Senate        |
|------------------|---------------------------------------------|-------------------|--------------------------|---------------|
| 5 January 2026   | Tuesday<br>20 January 2026<br>09:00 – 13:00 | 26 January 2026   | 16 February 2026         | 19 March 2026 |
| o New programmes |                                             |                   |                          |               |

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| o Urgent requests for changes to existing programmes that need to serve at the March Senate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                               |                   |                 |                  |
| 30 January 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Monday<br>2 March 2026<br>09:00 – 13:00       | 7 April 2026      | 21 April 2026   | 28 May 2026      |
| New programmes only.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                               |                   |                 |                  |
| 27 February 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Thursday<br>2 April 2026<br>09:00 – 14:00     | 7 April 2026      | 21 April 2026   | 28 May 2026      |
| o Proposed Yearbook changes or changes to existing programmes for the <b>Faculties of AgriSciences, Engineering, Medicine and Health Sciences, and Science</b> .<br>o Please note: Programme Committee Chairs/Vice-Deans (Learning and Teaching) of all 10 faculties will be invited to attend.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                               |                   |                 |                  |
| 5 March 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Friday<br>10 April 2026<br>09:00 – 14:00      | 7 April 2026      | 21 April 2026   | 28 May 2026      |
| o Proposed Yearbook changes or changes to existing programmes for the <b>Faculties of Arts and Social Sciences, Economic and Management Sciences, Education, Law, Military Science and Theology</b> .<br>o Please note: Programme Committee Chairs/Vice-Deans (Learning and Teaching) of all 10 faculties will be invited to attend.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                               |                   |                 |                  |
| 7 May 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Friday<br>12 June 2026<br>10:00 – 14:00       | 20 July 2026      | 30 July 2026    | 3 September 2026 |
| o Preference will be given to resubmissions of matters that served at the April meetings.<br>o Where possible, additional submissions must be avoided, unless these requests were identified as necessary during the April meetings.<br>o Requests for additional Yearbook changes must be communicated to the PAC secretariat by 30 April to enable the secretariat to confirm whether new programmes can be accommodated.<br>o No Yearbook changes or changes to existing programmes may serve at PAC after this meeting, unless unforeseen circumstances arise of an external nature (i.e. new Professional Body requirements, the need to address feedback from an external panel, etc.).<br>o <b>Take note: Yearbook, changes or changes to programmes serving at this meeting will only be approved if the feedback of the preliminary notes has been taken into consideration and updated submissions are received in time for the meeting.</b> |                                               |                   |                 |                  |
| 14 August 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Tuesday<br>15 September 2026<br>09:00 – 13:00 | 28 September 2026 | 12 October 2026 | 19 November 2026 |
| o New programmes<br>o Matters related to new programmes or phasing out of existing programmes (i.e. transition plans).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                               |                   |                 |                  |

Please note the following:

- a) Please submit faculty documents to the PAC Secretariat as soon as they are ready, rather than waiting for the deadline.
- b) Due to the refurbishment of Administration A and B, venues cannot yet be confirmed. Meetings will resume in the Council Boardroom (Admin B) once available; until then, alternative venues will be arranged and shared with each agenda.
- c) All meetings will be held in a hybrid format with a Teams link provided. However, the following individuals are encouraged to attend in person where possible:
  - Programme leaders for new programmes
  - Programme committee chairs or Vice-Deans presenting Yearbook changes
  - Permanent and rotating members.
- d) Faculties will receive **Preliminary Notes** from PAC members about one week before the meeting for thorough reflection on aspects the department/faculty (or responsible environment) should address. Programme leaders/environments must submit:
  - Written feedback on the preliminary notes to the PAC secretariat before or by the specified date.
  - Revised documentation showing where recommendations have been incorporated

The revised documentation and feedback document are uploaded to the PAC MS Teams site to support PAC members' preparation.
- e) The final version of all documentation must be presented to the Senate via a Recommendation report from the Faculty Board.

### 3. Quality assurance and Faculty approval

Please note that PAC members provide detailed **Preliminary Notes** before each meeting. **Faculties** are, however, requested to **take responsibility for the following**:

- a) PAC submissions must be **approved** by the relevant **programme committees** and the Faculty Board (if timelines allow) for all Faculties involved in teaching and assessing the programme or module.

- b) PAC submissions should be **logically organised** for ease of navigation, with **all referenced annexures included**. Each submission must describe the change, its motivation, and the amended Yearbook entry, noting that PAC members may not be familiar with prior faculty discussions.
- c) Faculties should use a **uniform format** for all submissions, ensuring consistency in presenting requests and justifications across programmes or modules.
- d) Documentation submitted to PAC must adhere to professional presentation standards, including correct spelling and grammar. **Submissions that do not meet these standards will be returned for correction without an extension of the deadlines.**
- e) Any cross-faculty/departmental overlaps must be discussed in advance, recorded, and agreed upon with a timeline. **The Faculty's programme committee chairperson or vice-dean for learning and teaching must be included in the communication/consultation.**
- f) Faculties requesting programme discontinuation must submit a phasing-out or transition plan (see **Section 4** on Documents for details).
- g) When a new programme replaces a an existing one:
  - Minor interim amendments are allowed only after the review/redesign process, with a single proposal including of the proposed changes.
  - The replacement programme is dealt with as a new programme and should contain all supporting documents (e.g., Form Bs, financial viability modelling – please see **Section 6**).
  - A **phasing-out or transition plan** must be submitted to the PAC and Senate as soon as possible. This can be submitted with the new programme proposal or at the PAC meeting following Senate's approval of the programme.

## 4. Documents

Electronic copies of all documents referred to in this memorandum, as well as helpful resources to assist in completing the documentation, are available on the Centre for Academic Planning and Quality Assurance website at <https://www.su.ac.za/en/staff/services/teaching/quality>.

Templates for new or revised modules/programmes include hyperlinks to relevant policies and regulations for curriculum design, programme review, and renewal. Please note at the time of

finalising these documents for 2026, not all hyperlinks were available on the new SU website. If a document cannot be found, contact the Division of Learning and Teaching Enhancement for a copy.

**Table 2:** Templates and documents to be used for programme changes and new programmes

| Name of document                        | Purpose of document                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Programme specification (Form A)</u> | <p>This document provides an overarching discussion of a new programme, aligned with the requirements of DHET, CHE, and SAQA for programme accreditation.</p> <p>To be completed and submitted when:</p> <ul style="list-style-type: none"> <li>(a) An entirely new academic programme is proposed or</li> <li>(b) An existing programme is amended extensively</li> </ul> <p>The Form A will always be supported by additional documentation, as clarified in <a href="#">Section 6</a>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <u>Module specification (Form B)</u>    | <p>The module specification is an initial planning document that outlines the proposed module and its integration into the programme for faculty, committees, and external evaluators. Detailed information for implementation, including timetables, assessment plans, and prescribed learning materials, will be provided to students via the <i>module framework</i>, following Senate approval.</p> <p>A Module specification (Form B) is required for every module in a new programme. <a href="#">Section 7</a> outlines other circumstances that require a new/updated Form B.</p>                                                                                                                                                                                                                                                                                                                                                            |
| <b>Phasing out plan/transition plan</b> | <p>If a new programme replaces an existing one, a transition/phasing-out plan must be submitted.</p> <p>This phasing-out or transition plan should indicate:</p> <ul style="list-style-type: none"> <li>(a) Whether the existing (outgoing) programme will be replaced with a revised (incoming) programme or stopped/phased out completely;</li> <li>(b) the <b>last date of achievement</b> (i.e. the last date the qualification will be issued at a graduation ceremony);</li> <li>(c) How the modules of each programme affected will be dealt with (how long they will be offered, what the special assessment arrangements will be, etc.), and how the phasing-out plan provides for modules that are also part of other programmes and are not phased out.</li> <li>(d) How students enrolled in the existing programme will be <b>supported</b> to complete the remainder of the programme successfully (e.g. academic support);</li> </ul> |

|                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                           | (e) How students will be informed about these amendments, as outlined in a communication plan (e.g., emails sent to students, documentation made available on the faculty website and in the Yearbook Part, and contacting students who deregistered).                                                                                                                                                                                                                                  |
| <u>DHET Application for changes to an existing academic qualification is only applicable</u> if the changes do not constitute a new programme, but must be reported to DHET (e.g., funding implications). | To be completed and submitted when reporting the following changes to a programme for the DHET:<br>(a) Name change of a programme<br>(b) Change to research credits<br>(c) Several changes to programme design (including decreasing the total number of credits for a programme)<br>(d) Registration of a focal area (note: if the programme includes more than ten modules or has focal areas, the module summary must be completed in a separate Excel document available from APQ). |
| <u>CHE Programme Title Change</u>                                                                                                                                                                         | This document must be completed and submitted when requesting the change to a programme name only.                                                                                                                                                                                                                                                                                                                                                                                      |
| <u>Overview of the Modes of Provision at SU</u>                                                                                                                                                           | This document explains the SU approach to contact and hybrid learning offerings.                                                                                                                                                                                                                                                                                                                                                                                                        |
| <u>Assessment Terminology</u>                                                                                                                                                                             | This document explains and summarises the terms in the <i>Assessment Policy</i> and <i>General Yearbook (Part 1)</i> and outlines the different assessment periods and opportunities. The document can be helpful when considering modules' teaching, learning and assessment strategies.                                                                                                                                                                                               |

## 5. Collaboration

Whether reporting on academic matters stems from a new programme proposal or a programme review and renewal, support is available from the Division of Learning and Teaching Enhancement and other professional support services. For example, a financial viability analysis (see Section 10 of the Programme Specification) should be conducted in consultation with the faculty manager and the Division of Information Governance, with a report compiled. Colleagues from APQ and CLT can provide guidance throughout the programme review, redesign or new programme planning process.

Programme leaders are encouraged to collaborate with professional academic support staff to discuss the development of new programmes, amendments to existing programmes, and their associated modules. These discussions may include staff members from the following:

- Centre for Academic Planning and Quality Assurance (APQ)
- Centre for Teaching and Learning (CTL)
- Centre for Learning Technologies (CLT)
- Division for Academic Administration/Registrar's Division
- Faculty Managers
- Institutional Strategy, Research and Analytics

If the PAC, APC, or Senate refers a new programme submission back to the Faculty during the institutional approval process, it may delay the implementation of the new or substantially revised programme (more than 50% changes). Programme leaders are therefore encouraged to consult in advance with the relevant role-players to clarify any uncertainties regarding submission documents. The Programme Specification (Form A) indicates where and with whom such consultations should occur. Contact details of key role-players who can provide collaborative support are outlined in the table below:

**Table 3:** Contact persons for further consultations

| Centre / Division                             | Consultation reason                                                                                                | Contact persons                                                                                               | Contact detail                                                                             |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| Academic Planning and Quality Assurance (APQ) | New programme design and the review and renewal of existing programmes; completion of forms and approval timelines | <i>New programmes and modules; documentation for PAC; reporting to and communication with national bodies</i> |                                                                                            |
|                                               |                                                                                                                    | Melissa van der Vyver                                                                                         | <a href="mailto:melissavdv@sun.ac.za">melissavdv@sun.ac.za</a><br>(021) 808 3966           |
|                                               |                                                                                                                    | <i>Programme review, renewal and redesign of existing programmes and modules:</i>                             |                                                                                            |
|                                               |                                                                                                                    | Olebogeng Mokgantshang                                                                                        | <a href="mailto:olemokgantshang@sun.ac.za">olemokgantshang@sun.ac.za</a><br>(021) 808 3656 |
| Centre for Learning Technologies (CTL)        | Support in using learning technologies for teaching, learning and assessment                                       | Magriet de Villiers                                                                                           | <a href="mailto:mdev@sun.ac.za">mdev@sun.ac.za</a>                                         |
| Hybrid Learning Office                        | Advice on preparation for Hybrid Learning implementation and learning design support                               | Dr Jan Petrus Bosman<br>(Director: Centre for Learning Technologies)                                          | <a href="mailto:jpbosman@sun.ac.za">jpbosman@sun.ac.za</a>                                 |
|                                               |                                                                                                                    | Renelle Terblanche<br>(HL Coordinator)                                                                        | <a href="mailto:rterblanche@sun.ac.za">rterblanche@sun.ac.za</a>                           |



|                                                |                                                              |                                           |                                                                              |
|------------------------------------------------|--------------------------------------------------------------|-------------------------------------------|------------------------------------------------------------------------------|
| Timetables office                              | Advice on timetable implications of undergraduate programmes | Stefné Franken                            | <a href="mailto:sfranken@sun.ac.za">sfranken@sun.ac.za</a><br>(021) 808 3022 |
| Division for Academic Administration           | Admission requirements for similar programmes, etc.          | The Faculty Administrator of the Faculty. |                                                                              |
| Faculty Manager                                | Programme-specific financial planning                        | The Faculty Manager of the Faculty.       |                                                                              |
| Institutional Strategy, Research and Analytics | HEMIS information                                            | Leon Eygelaar                             | <a href="mailto:le@sun.ac.za">le@sun.ac.za</a><br>(021) 808 4524             |
|                                                | Financial Viability and Enrolment Planning                   | Dr Wilhelm Uys                            | <a href="mailto:jwuys@sun.ac.za">jwuys@sun.ac.za</a><br>(021) 808 4470       |
|                                                |                                                              | Anri Dorfling                             | <a href="mailto:anrid@sun.ac.za">anrid@sun.ac.za</a><br>(021) 808 2897       |

Dedicated support for teaching, learning, assessment, and learning design is also available to faculties, as listed below. Colleagues can be contacted for guidance on these matters and for alignment with relevant SU policies.

**Table 4:** Further consultation for teaching, learning, assessment and learning design support

| Faculty                          | CTL Advisor/contact person                                                                          | Faculty representative                                                                                                           |
|----------------------------------|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| AgriSciences                     | Advisor:<br>Dalene Joubert<br><a href="mailto:dvermeulen@sun.ac.za">dvermeulen@sun.ac.za</a>        | Academic Coordinator:<br>Kathryn Wirth<br><a href="mailto:wirthk@sun.ac.za">wirthk@sun.ac.za</a>                                 |
| Arts and Social Sciences         | Senior Advisor:<br>Dr Benita Bobo<br><a href="mailto:benitabobo@sun.ac.za">benitabobo@sun.ac.za</a> | Learning Technologies and Programme Renewal Advisor:<br>Lennox Olivier<br><a href="mailto:lennox@sun.ac.za">lennox@sun.ac.za</a> |
| Economic and Management Sciences | Senior Advisor:<br>Dr Gert Young<br><a href="mailto:gyoung@sun.ac.za">gyoung@sun.ac.za</a>          | Academic Coordinator:<br>Aatika Valentyn<br><a href="mailto:aatika@sun.ac.za">aatika@sun.ac.za</a>                               |
|                                  |                                                                                                     | LTA Coordinator:<br>Melissa Siegelaar<br><a href="mailto:msiegelaar@sun.ac.za">msiegelaar@sun.ac.za</a>                          |
|                                  |                                                                                                     | Mireille de Villiers-Kleynhans<br><a href="mailto:mdvk@stellenboschbusiness.ac.za">mdvk@stellenboschbusiness.ac.za</a>           |
| Education                        | Advisor:<br>Dr Wade Cafun<br><a href="mailto:wcafun@sun.ac.za">wcafun@sun.ac.za</a>                 | Please contact CLT for support.<br>Magriet de Villiers<br><a href="mailto:mdev@sun.ac.za">mdev@sun.ac.za</a>                     |



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|------------------------------|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Engineering                  | Prof Karin Wolff<br><a href="mailto:wolffk@sun.ac.za">wolffk@sun.ac.za</a>                                          | Please contact CLT for support.<br>Magriet de Villiers<br><a href="mailto:mdev@sun.ac.za">mdev@sun.ac.za</a>                                                       |
| Law                          | Senior Advisor:<br>Claudia Swart-Jansen van Vuuren<br><a href="mailto:claudias2@sun.ac.za">claudias2@sun.ac.za</a>  | Legal Education Coordinator and T&L Designer:<br>Alma Coertzen<br><a href="mailto:almac@sun.ac.za">almac@sun.ac.za</a>                                             |
| Medicine and Health Sciences | Senior Advisor:<br>Dr Charmaine van der Merwe<br><a href="mailto:cvandermerwe@sun.ac.za">cvandermerwe@sun.ac.za</a> | Simone Titus-Dawson<br><a href="mailto:titusdawsons@sun.ac.za">titusdawsons@sun.ac.za</a><br>Donna Lewis<br><a href="mailto:donnal@sun.ac.za">donnal@sun.ac.za</a> |
| Military Science             | Advisor:<br>Sim Ntwasa<br><a href="mailto:sim@sun.ac.za">sim@sun.ac.za</a>                                          | Kristin van der Merwe<br><a href="mailto:kristin@ma2.sun.ac.za">kristin@ma2.sun.ac.za</a>                                                                          |
| Science                      | Senior Advisor:<br>Dr Hanelie Adendorff<br><a href="mailto:hja@sun.ac.za">hja@sun.ac.za</a>                         | To be confirmed<br>Please contact Prof Ingrid Rewitzky<br><a href="mailto:rewtizky@sun.ac.za">rewtizky@sun.ac.za</a>                                               |
| Theology                     | Advisor:<br>Sim Ntwasa<br><a href="mailto:sim@sun.ac.za">sim@sun.ac.za</a>                                          | Simba Pondani<br><a href="mailto:simbapondani@sun.ac.za">simbapondani@sun.ac.za</a>                                                                                |

## 6. New programmes

A request to implement a new programme is submitted when:

- The programme **does not currently exist or is not offered at SU**.
- There are **extensive changes** to the programme's structure, content, learning outcomes, field(s) of study, or mode/site of delivery.

Extensive changes (over 50%) to an approved, accredited, and registered programme, its structure, or curriculum typically result in **significant changes** to:

- The academic rationale/purpose;
- The exit-level outcomes;
- The programme design, including:
  - Changes to the modular structure (e.g., number of modules per year or minimum credits per level/programme);
  - Changes to CESM categories affecting the 50% rule for designators and qualifiers;
  - Changes to over 50% of the programme/module structure and content, considering accumulated changes over time.

Changes of more than 50% to an existing programme may be needed for several reasons, including:

- a) New developments and trends in the field of study or domain of practice;
- b) Recommendations from peer review panels during departmental self-evaluation;
- c) The implementation of new or revised minimum education and training requirements prescribed by statutory professional bodies (e.g., ECSA, HPCSA, SANC, etc.)
- d) Curriculum transformation imperatives mandated by national governing bodies (DHET, CHE, SAQA).

## 6.1 Faculty approval

The following completed documents must be submitted to the faculty programme/academic planning committee:

- **Programme Specification** (Form A)
- **Module Specifications** (Form B) for each module included in the programme
- **Financial viability report** received from Institutional Strategy, Research and Analytics.

The Faculty Programme Committee and Faculty Board approve the proposal for submission to the Programme Advisory Committee (PAC).

*Please note: If the programme involves **multiple faculties** or members from more than one faculty, **all relevant faculties** must approve the documentation.*

## 6.2 Submission to PAC

The chair of the faculty programme committee or their representative submits the proposal to the PAC secretariat, Melissa van der Vyver ([melissavdv@sun.ac.za](mailto:melissavdv@sun.ac.za)).

See **Table 1** for institutional target dates for new programme proposals. Documentation for each meeting will be uploaded to an MS Teams site for review by all PAC members and attending faculty representatives. PAC members will receive a meeting invitation if the agenda includes matters affecting their faculty.

## 6.3 Addressing recommendations from PAC

PAC members will prepare **preliminary notes** for the programme leader and the programme committee's consideration of the new programme.

During the PAC meeting, programme leaders will discuss the new programme, proposed advice, and any further recommendations. The PAC report, prepared afterward, summarises key

amendments from the preliminary notes and additional recommendations and advice discussed with the faculties.

#### 6.4 Academic Planning Committee (APC)

The PAC report is submitted to the APC to outline recommendations for implementing new programme(s) and their respective modules. Recommendations with significant institutional implications are also forwarded to the APC for consideration. Subsequently, the APC advises Senate on matters related to academic affairs.

#### 6.5 Senate

The Faculty is responsible for submitting the full proposal (Forms A, B, and the financial viability report) for the new programme to the Senate via the Faculty Board. The Faculty Board Report should clearly identify the submission as a **Recommendation for implementing a new programme**. At the same time, the APC report will serve the Executive Committee of the Senate as confirmation that internal quality assurance processes have been followed.

#### 6.6 Professional Body Approval

Where a programme leads to professional registration or accreditation:

- a) The programme leader must confirm with the relevant professional body whether the body is required to evaluate the submission prior to external accreditation and registration (as outlined in section 5.7), or whether the accreditation evaluation will take place after SAQA has registered the programme.
- b) The programme leader must obtain a letter of endorsement from the professional body, which must accompany the submission to the Department of Higher Education and Training (DHET) for PQM clearance and to the Council on Higher Education (CHE) as part of the HEQC accreditation application.

#### 6.7 External approval, accreditation and registration

As soon as confirmation is received (via Senate reports) that the **Senate** has approved the new programme or more than 50% change to an existing programme, the **Centre for Academic Planning and Quality Assurance (APQ)**, in consultation with the programme leader(s), submits the new programme proposals to the following:

- a) **Department of Higher Education and Training (DHET)** for clearance concerning the University's approved *Programme Qualifications Mix (PQM)*,

- b) Higher Education Quality Committee (HEQC) of the **Council on Higher Education (CHE)** for peer review and accreditation,
- c) **South African Qualifications Authority (SAQA)** for National Qualifications Framework (NQF) registration.

Any of the above external bodies can **refer programmes back** or **set conditions** to be addressed before commencement. APQ handles all correspondence with the DHET, HEQC, and SAQA in consultation with faculties and the respective programme leaders.

Faculties may only advertise new programmes after SAQA has registered the qualification and Stellenbosch University has received the official **SAQA identification number**. The information required by SAQA for evaluation and registration is included in the new programme HEQC application submitted by the Centre for Academic Planning and Quality Assurance (APQ).

Some faculties require preparation of the Yearbook entry for the programme as part of the submission to the Faculty Board, to ensure that the programme can be included in the Yearbook Part once the CHE accredits it. If the programme is entered into the Yearbook Part before final registration, the following proviso should be included in the Yearbook Part:

*This new programme was approved by the Senate and submitted for external accreditation and registration by the Department of Higher Education and Training (DHET), Council on Higher Education (CHE), and South African Qualifications Authority (SAQA). It will be implemented once SAQA registration is finalised, possibly in the 2xxx academic year.*

After completing the approval process, SAQA assigns a unique SAQA identification number to each new qualification. This process may take up to five additional months.

A **flowchart** that visualises the approval route for a new programme is available on APQ's website.

## 7. Yearbook changes/minor changes to existing programmes

### Minor/less than 50% change to the curriculum of existing qualifications with accreditation from the CHE (and, if applicable, professional bodies, e.g., ECSA, HPCSA, etc.)

Depending on the scope of the Yearbook changes, a **Module Specification (Form B)** must be completed and considered by the relevant internal structures, including the faculty programme committee, Programme Advisory Committee (PAC), Academic Planning Committee (APC), Faculty Board, and Senate.

Please note that changes to an existing module, such as a name change, may affect retrospective student records. A new module code must therefore be created for HEMIS reporting purposes, which requires a module specification and Senate approval, as it may be subject to DHET and external audit review for HEMIS reporting.

Normally, no external approval is required from the DHET, CHE, or SAQA for minor changes. However, changes that may affect the DHET subsidy or HEMIS reporting—such as adjustments to research credits or minimum study duration—must be reported to the DHET.

Please note that no Yearbook Part changes will be considered at the September PAC meeting due to the impact on applications and the finalisation of the academic Yearbook. Faculties may submit Yearbook changes for the June PAC meeting only if items were referred back by the PAC or APC in March/April, or if urgent amendments to programmes are required. The June meeting is the **final opportunity** to consider Yearbook amendments. **Documentation not finalised at the June meeting will not be recommended for approval.**

### 7.1 What constitutes changes to a programme:

The following are typical programme changes that may be submitted as Yearbook amendments. However, such changes must always be considered holistically, as the cumulative effect of several minor changes may significantly alter the programme structure and therefore require the submission of a new programme.

#### a) *Changes to subject/module content only*

Only **extensive** changes to the content of an existing module require completion of the **Module Specification (Form B)**, as these constitute a new module. Minor amendments, such as removing unnecessary overlap, need only be reported, but the impact of the amendment on the module's credits must be clearly indicated.

#### b) *Changes to the name of a module*

Changing the **name of a module or subject** in an existing programme would require creating a new module and/or subject code, as it would impact student records. Completing a **Module Specification (Form B)** is required.

#### c) *Changes to a module credit value*

Any changes to a module's credits **must** be reported to PAC and approved by Senate. Minor changes to a module's credit value should be justified, and the revised Yearbook entry should be provided to show the impact on the programme as a whole. However, a new module code must be created when:

- The credit value is changed by **50% or more** (i.e., a 5-credit module becomes a 10-credit module).
- The credit value of the module changes **with at least ten credits** (i.e., 100 notional hours).

A completed **Module Specification (Form B)** is required to create a new module code.

d) **Changes to learning outcomes**

Re-defining learning outcomes of modules without significantly impacting the academic rationale, purpose of qualification, programme design or module content. Learning outcomes of modules are not currently captured in the Yearbook Part. *No Module Specification* is needed unless the learning outcomes of a module change significantly.

e) **Changes to prerequisites and corequisites**

All changes to prerequisites and corequisites must be reflected in the faculty Yearbook Part. Reporting these changes ensures that they are approved by Senate and accurately recorded. **Faculties are encouraged to update the module specification for internal record-keeping purposes.**

f) **Changes to the mode of provision or implementation of hybrid learning**

A change in the **mode of provision** from face-to-face to hybrid learning (or vice versa) requires the submission of a **Module Specification (Form B)** to generate a new SU module code for enrolment and HEMIS reporting purposes, and to record the hybrid learning strategy for the module. The *minimum required contact time*, which should consist of a combination of synchronous on-campus and online activities and sustained periods of asynchronous, fully online learning, must be adhered to for each module.

APQ will report the amendment to the programme delivery to the DHET. Please note that Stellenbosch University is **not** registered to deliver full distance learning qualifications. Therefore, some form of on-campus engagement is required for all modules.

g) **Changes to a service module**

Consultations are **required** for any changes to:

- A module offered within more than one programme; or
- A module offered by another faculty.

These discussions must occur **before** the proposed change is reported and motivated at PAC, and the **Vice-Deans (Learning and Teaching) must be included**. If the changes affect

the credit value or planned enrolments for a module, these discussions must be finalised at least 2 years before the changes can be implemented.

Each faculty must **report the Yearbook changes** to ensure that the **Yearbook entries correspond** across all relevant Yearbook Parts.

#### h) *Changes to the minimum duration of a programme*

The minimum duration of a programme specifies the **shortest period in which a student may be enrolled and complete the academic requirements**. Student throughput is reported accordingly, and no student may graduate earlier than this period. Adjustments to the minimum study duration may be required when changes in student enrolment patterns or the programme's student profile occur — for example, when increased enrolment of learn-and-earn students necessitates a shift from full-time to part-time study.

Requests for changes to duration must be supported by:

- A detailed motivation supported by relevant data; and
- An indication of how the programme offering will be amended to accommodate part-time enrolments. It is recommended that credits be distributed as evenly as possible; for example, a 120-credit Postgraduate Diploma should preferably allow part-time students to complete 60 credits per year.
- Discussions with the Faculty Manager(s) are necessary, as they will influence enrolment targets for the faculties involved in its delivery.

Any request of this nature must be reported to the DHET, and a **new programme code** will be created on SUNStudent to accommodate the two enrolment (and application) options.

### **7.2 What should be submitted to PAC if an existing programme and its modules are amended by less than 50%?**

- When less than 50% of changes are made to an existing programme that affect more than one year of study, a phasing-out plan for the old modules and a phasing-in plan for the new modules must accompany the documentation submitted to the Programme Advisory Committee (PAC). It is essential to **ensure that there is minimal difference in the total credit value per year of study between the old and new versions of the programme**.
- If the proposed changes to an existing programme amount to **less than 50%** of the total number of programme credits, then the Faculty submits the Yearbook changes as a single document.



c) Each proposed amendment must consist of the following:

- A short description of the proposed change.
- A thorough and clear motivation for the change.
- An extract in the format of the printed Yearbook should be included (both the Afrikaans and English texts) with:
  - **insertions underlined** and
  - **deletions in strikethrough text**
  - Please note: Changes can also be **highlighted**, and tracked changes can be accommodated. However, please **remove all comments from the document margins**, as this reduces the text size of the entire document.
- Where a new module or significant changes to an existing module are proposed, a **completed Module Specification (Form B)** is required.
- Where several changes to a programme are proposed:
  - A **summary must be provided** identifying and explaining what the programme redesign/renewal will entail.
  - A description explaining how **the implementation of the changes and phasing out of the old version** will be dealt with.
- The Yearbook changes and motivation requests must be submitted to PAC in **English** to accommodate all PAC members. The amended Yearbook **entries** must be submitted in both Afrikaans and English.

### 7.3 Purpose of the Yearbook

Please remember that the **Yearbook is the contract with the students**. Changes that may influence admission or selection requirements for a programme and/or its modules must be thoroughly communicated in the Yearbook. Additionally, **any changes to admission and/or selection procedures must be communicated via the Yearbook part before these changes can be implemented**.

## 8. Changing programme names

- a) Should a department or Faculty require an amendment to the name of a programme, the following must be submitted:
- Both the existing and revised programme names
  - Motivation for the title change
  - **DHET** changes to a programme template
  - **CHE** Programme title change request form
- b) These documents can serve at any PAC meeting, preferably during Yearbook change discussions. External approval will be required for this change. APQ will submit the change request to the DHET and CHE for approval.
- c) Please note that the programme name may only be revised in the Yearbook and on SUNStudent once external approval from all external bodies (DHET, CHE and SAQA) has been obtained.
- d) While SU awaits external approval, the following proviso can be entered into the Yearbook:

*A request has been submitted to amend this programme name to xxx. Once this amendment has been approved by the Department of Higher Education and Training (DHET), the Council on Higher Education (CHE), and the South African Qualifications Authority (SAQA), the programme name will be changed. The registration of students already enrolled in the programme can be amended if approval is received in a timely manner.*

### Please take note:

- a) The dates outlined in this document are fixed agenda dates. **No late submissions** for new programmes or changes to existing programmes for 2027 will be accepted after the agenda closing dates for the following reasons:
- The University scrutinises its academic offerings thoroughly and relies on its quality assurance processes. All relevant decision-making bodies need sufficient time to address the proposed new programmes and Yearbook changes to do so effectively.
  - The external approval and accreditation processes have fixed deadlines, and Stellenbosch University must submit its proposals in accordance with this schedule.
  - The internal process must also be completed for the 2027 Yearbook Parts to be compiled. The bulk of Yearbook changes must be approved at the June 2026 Senate meeting.
- b) New programmes are **not tabled** during the PAC meetings for Yearbook changes and are **listed separately in faculty recommendation reports**. It is essential to do it this way because:

- *With so many requests for changes to the Yearbook, the agenda does not allow sufficient time to consider the submissions for new programmes.*
- *The Senate needs to be clearly informed that they approve of implementing a new programme.*
- *Senate minutes are submitted to CHE for programme accreditation, and the approval must be clearly identifiable.*