**Submissions to the Academic Offering Committee**

1. **Introduction**

The Academic Offering Committee (AOC) serves as the approval body for the academic offering of the Faculty of Arts and Social Sciences. It is our equivalent of what some other faculties call a programme committee.

The mandate of the AOC, however, has a wider scope than just programmes and modules – this committee also performs numerous other types of checks, including (but not limited to) the constitutions of centres and other environments, inter-faculty cooperation on academic content, and practical issues like timetabling, assessment, and the like.

Furthermore, the work is not about *approval* as such, but rather about *assistance*. The committee is there to advise Faculty colleagues and assist them on their submissions, and to route these submissions to the right places for final approval after confirming that everything meets the respective standards and requirements. The purpose of this work is to ensure the academic integrity of what we do.

The most visible product that follows from the work of the AOC is the annual Calendar text (informally called the “yearbook”).

1. **Deadlines**

The AOC meets four times per year, on the dates indicated on the FASS schedule for meeting dates of standing committees. The meeting agenda closes two weeks before the respective meeting.

Requests submitted to the AOC are discussed in detail at the meeting and either referred back for further consultation or refinement or included in the next report to the relevant body (e.g., the Faculty Board, the Programme Advisory Committee, the Executive Committee of Senate, and the like). All of these rounds of commentary, discussion and approval necessitate relatively long lead times. This is a fact of proper quality assurance and the maintenance of academic standards.

The last possible meeting for changes that need to be made in the Calendar for any given year, is the January meeting of the **previous year**:

20**23** Calendar > January 20**22**
20**24** Calendar > January 20**23**
20**25** Calendar > January 20**24**

Colleagues might find these seemingly long turnaround times frustrating and ask for ways to “work around” them. There are no workarounds. We are professionally, but also ethically, obliged to maintain our academic standard and the integrity of our offering. Kindly plan accordingly.

1. **Types of changes**
	1. **Introduction**

The three most common types of changes consist of the following:

1. Changes to existing modules, programmes or other offerings
2. Introduction of new modules, programmes or other offerings
3. Minor editorial changes

For changes to the existing offering, please use the AOC meeting dates as a basis for planning and submission. This also applies to the introduction of new modules.

However, for the submission of new programmes, there are some additional processes and a slightly different set of dates. Please see the flowchart on the website of the Centre for Academic Planning and Quality Assurance.

Changes are submitted using the FASS template (available on the website). Submissions are made via email to the secretary of the AOC. The template makes provision for the inclusion of the relevant Calendar text, as well as other information. Please complete the template in full, including the Calendar text in English and Afrikaans, and follow all the instructions on the template. The AOC’s feedback will be entered into the template and sent back after the meeting, where applicable.

Please see some specific examples below. For changes not mentioned here, please contact the AOC chairperson by email. Also note that the documents listed here are the **minimum** required. Additional documents may be requested if needed.

* 1. **Editorial changes**

Minor editorial changes may be requested up to **30 June** of the year prior to the year of the relevant Calendar, without completing the template or other forms.

Minor editorial changes include the following:

1. Changes to titles or names of programme leaders
2. Changes to contact details
3. Correction of typos and other minor errors

The following changes are **not** merely editorial and have to go through the full process as described in the next section:

1. Closing dates of programmes
2. Credit weights
3. Removal or addition of electives and other options
	1. **Content changes**
		1. **Any change that has a timetable effect**
4. Proof of consultation with all affected environments
5. Proof of consultation with Timetabling Office
6. Completed template
	* 1. **Changes to an existing module**
7. Completed template
8. Updated Form B
	* 1. **Introduction of a new module**
9. Proof of consultation with programme leaders of programmes in which module will be offered, and all other affected environments
10. Proof of consultation with Faculty CLT advisor
11. Completed template
12. Completed new Form B
	* 1. **Removal of an existing module, programme or other offering**
13. Proof of consultation with all affected environments
14. Completed template
	* 1. **Changing the name of an existing programme**
15. Completed template
16. Completed name change form
	* 1. **Introduction of a new undergraduate, Honours or Masters programme**
17. Written motivation and proof of consultation with Dean’s office
18. Completed template
19. Proof of consultation with Faculty CLT advisor
20. Financial viability report
21. Completed form A
22. Completed form B for each new module
23. Existing form B for each existing module included in new programme
	* 1. **Introduction of a new PhD programme**
24. Written motivation and proof of consultation with Dean’s office
25. Completed template
26. Proof of consultation with Faculty CLT advisor
27. Financial viability report
28. Completed Form C
29. **Submissions not reflected in the Calendar text**

For these submissions, please submit a cover letter via email, as well as the relevant documents. These include, but are not limited to, the following:

1. Selection, recruitment and admission policies
2. Constitutions of Centres
3. Any other matters relating to the academic offering of Faculty

In case of uncertainty, please contact the AOC chairperson for advice.