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<http://services.nwu.ac.za/qualification-and-academic-programme-planning>

**FORM 4: APPLICATION THAT REQUIRES INTERNAL APPROVALS**

The following template must be completed by the programme leader concerned and submitted to the relevant **FACULTY BOARD** (or the Faculty Executive Committee) **FOR APPROVAL**. The faculty board-approved form for new qualification applications must then be submitted to the Q&APP SCS & the SCAS administrator for SCAS consideration and approval.

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| SECTION A: APPLICANT INFORMATION | | | |
| Name of Faculty | Choose an item. | Name of applicant(s): |  |
| School: |  | Contact number: |  |
| OU Code: |  | Curriculum team:  (Please add the name of the allocated SCS here as well) |  |
| Subject group: |  |

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| **SECTION B: QUALIFICATION INFORMATION** | | | | | |
| Name of the qualification-programme-curriculum(s):  (Please insert all names in the case of multiple programme changes that are linked) |  | Curriculum code:  (Please insert all codes in the case of multiple programme changes that are linked) | |  | |
| Campuses where presented: | Site 1 Choose an item.  Site 2 Choose an item.  Site 3 Choose an item. | Mode of delivery: | | Choose an item. | |
| In case of contact, please indicate how the qualification/programme is presented: | | Choose an item. | |
| Please indicate the type of change(s) you want to make:  (Please select more than one option if various changes are made) | Choose an item.  Choose an item.  Choose an item.  Choose an item. | If OTHER was selected, please indicate the type of change you want to make: | |  | |
| Brief narrative to motivate the changes: |  | | | | |
| This qualification is linked to an extended curricula programme (ECP): | Choose an item. | | ECP Curriculum name and code: | |  |
| What will the implications be for the ECP? |  | | | | |
| How does this application support the PQM review's purpose to reduce the number of offerings, optimise resources and contribute to the Faculty's PQM of the future? |  | | | | |
| Change proposed for inclusion for yearbook date | Choose an item. | | | | |

**Guide to Form 4:**

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| **Change:** | | **Complete number(s):** | **Indicate your option** |
| New modules | Module changes details (outcomes, credits, NQF) | C2, C3 |  |
| Adding new modules | C2, C3, C4, C9 |  |
| Phase-out dates of modules | C5 |  |
| Closing of modules from VSS | Closing modules on the VSS system | C5, C6 |  |
| Module changes | Module changes details | C2, C3 |  |
| Changing the order/place of modules in a programme | C2, C3, C7 |  |
| Changing only the module outcomes | C8 |  |
| Module outcomes and assessment criteria of new modules for yearbook(s) | C2, C3, C9 |  |
| Changes to module assessment | C2, D |  |
| Changing programme information | Discontinue an existing programme from an existing qualification | E1 |  |
| Adding a new programme to an existing qualification | E2 |  |
| The new site of delivery | Adding a site of delivery to an existing qualification | F1, H1-H6 |  |
| Other changes | Any additional changes not indicated on the form | G1 |  |
| **ALL APPLICATIONS TO COMPLETE** | | **A B, C1, H** |  |

# **SECTION C: YEARBOOK CHANGES**

This section includes modules’ changes, modules’ sequencing, adding/deleting of electives, name changes, new module codes, adding/deleting a module, and adding/changing credits.

Changes to modules implies that new module overview documents (MODs) must be developed and attached to this application as an addendum.

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| **Part C1: Alignment, consultation and collaboration (Compulsory for any changes, please answer the following questions)** | |
| Do the proposed changes have an impact on service modules? | Choose an item. |
| What are the implications of this change(s) for the module-owning faculty? |  |
| For service modules, I requested a dependency analysis (APDR 009 report) from Q&APP to determine the impact of the change on the curriculum. | Choose an item. |
| Consult with colleagues on all concerned campuses and gain their consent for the proposed amendments (proof of consultation is a necessity). | Choose an item. |

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| **Part C2: Curriculum maps of the current programme and the proposed programme on the relevant year level**  (Indicate the modules that move/change in RED and add or delete curriculum maps as applicable. This information may be copied from the relevant Yearbook. The current yearbook and the proposed new yearbook layout should be highlighted in green and yellow). Please shade the core/compulsory modules in blue and the elective modules in orange. | |
| Current curriculum map for relevant year level(s):   |  |  |  |  | | --- | --- | --- | --- | | **Year level relevant to changes: Year 1** | | | | | **First semester** | | **Second semester** | | | **Module name and code** | **Cr** | **Module name and code** | **Cr** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | **Total semester 1** |  | **Total semester 2** |  | | **Total credits for year 1** | | |  |  |  |  |  |  | | --- | --- | --- | --- | | **Year level relevant to changes: Year 2** | | | | | **First semester** | | **Second semester** | | | **Module name and code** | **Cr** | **Module name and code** | **Cr** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | **Total semester 1** |  | **Total semester 2** |  | | **Total credits for year 2** | | |  |  |  |  |  |  | | --- | --- | --- | --- | | **Year level relevant to changes: Year 3** | | | | | **First semester** | | **Second semester** | | | **Module name and code** | **Cr** | **Module name and code** | **Cr** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | **Total semester 1** |  | **Total semester 2** |  | | **Total credits for year 3** | | |  | | **Total credits for the 3-year programme** | | |  |  |  |  |  |  | | --- | --- | --- | --- | | **Year level relevant to changes: Year 4** | | | | | **First semester** | | **Second semester** | | | **Module name and code** | **Cr** | **Module name and code** | **Cr** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | **Total semester 1** |  | **Total semester 2** |  | | **Total credits for year 4** | | |  | | **Total credits for the 4-year programme** | | |  | | New/proposed curriculum map for relevant year level(s):   |  |  |  |  | | --- | --- | --- | --- | | **Year level relevant to changes: Year 1** | | | | | **First semester** | | **Second semester** | | | **Module name and code** | **Cr** | **Module name and code** | **Cr** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | **Total semester 1** |  | **Total semester 2** |  | | **Total credits for year 1** | | |  |  |  |  |  |  | | --- | --- | --- | --- | | **Year level relevant to changes: Year 2** | | | | | **First semester** | | **Second semester** | | | **Module name and code** | **Cr** | **Module name and code** | **Cr** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | **Total semester 1** |  | **Total semester 2** |  | | **Total credits for year 2** | | |  |  |  |  |  |  | | --- | --- | --- | --- | | **Year level relevant to changes: Year 3** | | | | | **First semester** | | **Second semester** | | | **Module name and code** | **Cr** | **Module name and code** | **Cr** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | **Total semester 1** |  | **Total semester 2** |  | | **Total credits for year 3** | | |  | | **Total credits for year 3 programme** | | |  |  |  |  |  |  | | --- | --- | --- | --- | | **Year level relevant to changes: Year 4** | | | | | **First semester** | | **Second semester** | | | **Module name and code** | **Cr** | **Module name and code** | **Cr** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | **Total semester 1** |  | **Total semester 2** |  | | **Total credits for year 4** | | |  | | **Total credits for the 4-year programme** | | |  | |

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| **Part C3: Provide the details of the module changes in the tables below** | |
| **Adding/Discontinuing** **of** **an existing module(s), changing module names, codes, credits or module outcomes**  (*Note: Whenever module outcomes/module credits change, a new module code is required.*) | |
| **Existing name, code, credit value and 3rd order CESM code of module to be discontinued /phased out from programme and yearbook** (Eng. & Afr. if applicable for yearbook purposes) | **Proposed new name, code, credit value and 3rd order CESM code of module that replaces the discontinued module or must be added as a new module to the programme** (Eng. & Afr. if applicable for yearbook purposes) |
| *e.g. Mathematics / Wiskunde (MATH 111) 12 credits* | *e.g. Calculus / Algebra (CALC 111) 12 credits* |
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| **Part C4: New modules**  *(This table must only be completed for new modules. Contact Mrs Marieta Olivier Du Preez via email for new module codes.)* | | | | | | | | | |
| **New module name**  **(Afrikaans and English name where applicable)** | **New module code** | **Module OU code** | **Credits** | **Core/compulsory module?** | **Elective?** | **Mode of provision/ presentation mode, e.g. contact – full time/distance, etc.** | **NQF Level**  (Please select option from drop-down tab) | [**3rd ORDER CESM**](http://services.nwu.ac.za/sites/services.nwu.ac.za/files/files/Q&APP/CESM%20NWU%20Consolidated.pdf) | **Module classification**  (Please select option from drop-down tab) |
|  |  |  |  |  |  |  | Choose an item. |  | Choose an item. |
|  |  |  |  |  |  |  | Choose an item. |  | Choose an item. |
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| **Part C5: Phasing-out date and discontinue date of existing modules from the Faculty yearbook(s)**  *(Note that a module may be removed from the faculty yearbook only when no more students are registered for it. Keep pipeline students in mind when deciding on the final date of termination of a module from yearbooks).* | |
| **Name, code and credits of the module(s) that must be phased out or discontinued (**Eng. & Afr. if applicable for yearbook purposes) | **Date for phasing out (from date) and date of final termination** |
| *e.g. Mathematics / Wiskunde (MATH 111) 12 credits* | *e.g. from Jan 2015; Terminate Dec 2016* |
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| **Part C6: Closing a module(s) on the VSS system** | **Date for phasing out (from date) and date of final termination** |
| e.g. Mathematics / Wiskunde (MATH 111) 12 credits | *e.g. from Jan 2015; Terminate Dec 2016* |
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| **Part C7:** **Changing the order/place of modules in a programme:**  *(Note that, if only the order is changed, the module name and credits remain the same, but a new module code is required)* | | | |
| **Reason for changing the order of modules:** | | | |
| **Existing name, code and credit value of module that will move to another semester or year level** | | **Same name, new code or credit value of module and indicate the semester and year level they will be moved to** | |
| *e.g. Mathematics / Wiskunde (MATH111) 12 credits, first semester, the first year* | | *Mathematics / Wiskunde (MATH122), 12 credits – move from year 1 semester 1 to year 1 semester 2* | |
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| **Part C8: Changing only the module outcomes**  *(Note that, if the content of module outcomes changes, the name can remain the same, but the module code must be changed. This information may be copied from the relevant Yearbook. Add as many tables as required for the number of module outcome changes.)* | | | |
| **The current module name, code and credits** | **Current module outcomes** | | |
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| **The proposed module name, code and credits** | **New module outcomes** | | **Assessment criteria** |
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| **Part C9: New module outcomes and assessment criteria of new modules for yearbook(s)**  (Please use the [NWU outcomes builder](http://nwu-ob.octoplus.co.za/) for assistance) | |
| **Module outcomes of a new module to be added to the yearbook** | **Assessment criteria of the new module** |
| a) After completion of module \_\_\_\_, the student will demonstrate: | The student will prove that he/she has attained the outcomes of the \_\_\_\_\_\_\_\_\_\_\_ module when he/she can: |
| b) |  |
| c) |  |
| d) |  |
| e) |  |

# **SECTION D: CHANGES TO ASSESSMENT**

All changes to assessment must be accompanied by an updated assessment plan for each module to be submitted as an attachment.

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| Module name(s) where assessment changes will be made |  |
| Current assessment practices in the module(s) |  |
| Proposed assessment changes in the module(s) |  |
| Motivate the need for the changes to the assessment in the module(s) |  |
| How will the change in module assessment align with the purpose and rationale of the qualification? |  |
| How many modules in the qualification make use of authentic assessment practices? *(see faculty yearbook) (Indicate no of modules)* |  |
| How does the module assessment change align with the module outcomes, assessment criteria and teaching and learning? |  |
| How will you manage the change in time, workload, planning and roll-out as a result of the changes to assessment? |  |
| Indicate how reliability, fairness, and integrity in the changed assessment practices will be ensured |  |
| Please provide evidence of how the changes in the assessment will impact your TLA practices across campuses (if applicable) |  |
| How does the module(s) assessment change(s) align with the assessment practice in other modules in the programme? |  |

# **SECTION E: NEW PROGRAMMES / CHANGES TO EXISTING PROGRAMMES**

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| **Part E1: Deleting an existing programme** | | |
| **Existing qualification-programme-curriculum code and programme name to be discontinued from the Faculty yearbook (provide Eng. and Afr. name if relevant):** | | **Date and motivation (note that you need to specify a “from” date and final date of deletion from the yearbook)** |
| *e.g. 200 188 G301P BSc with Psychology and Nutrition / BSc met Psigologie en Voeding* | | *Phase-out from January 2019; Final deletion from the Faculty of Health Sciences yearbook Dec 2020 to allow for pipeline students to complete the qualification.* |
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| **Provide details of the modules and module outcomes in the above programme that must also be removed from the yearbook (note that modules can only be discontinued if they are not relevant to any other qualification or programme in any campus faculty yearbook)** | | |
| **Applicable Yearbook(s):** | | |
| **Existing module code, module name and related module outcomes to be removed from the Faculty yearbook (provide Eng. and Afr. name if relevant):** | | **Date and motivation (note that you need to specify a “from” date and final date of deletion from the yearbook)** |
| e.g. VOED 111 Nutrients / *Nutriënte* | | Phase-out from January 2019; Final deletion from the Faculty of Health Sciences yearbook Dec 2020 to allow for 2021 first-year students who failed the module. |
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| **Part E 2.1: Adding a new programme to an existing qualification**  A completed Form 6 containing the qualification information must be submitted with the application. | | |
| **Proposed new programme name**  (or existing programme name, if this programme is now to be offered from another campus): |  | |
| **Qualification-programme-curriculum code**  (*note that a new code can be requested from Mrs Marieta Olivier Du Preez via email)* |  | |
| **State the admission requirements of the existing qualification to which the programme will be added** |  | |
| **State the additional admission requirements for the programme to be added to the above, if applicable** *(note that additional requirements cannot be contradictory to the qualification requirements)* |  | |
| **State the mode of delivery of the existing qualification to which the programme will be added** *(note that the new programme can only be delivered via the same mode of delivery as the qualification)* |  | |
| **Is approval from a professional body relevant to this request, and if so, which professional body?** |  | |

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| **Part E 2.2: Complete a curriculum map of all the applicable study years of the new programme (add additional tables for as many years of study as required)** | | | | | | | | | | |
| **Module name**  **(Afrikaans and English name)** | **Module code** | **Tick if a new Module** | **Module OU code** | **Credits** | **Tick if a Core module** | **Tick if an elective** | **Mode of delivery** | **HEQF Level** | **3rd ORDER CESM e.g. 070101** | **Indicate with an X if the module is part of the 50% overlap in credits with the existing qualification** |
| **YEAR 1** | | | | | | | | | | |
| **Semester 1** | | | | | | | | | | |
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| **Semester 2** | | | | | | | | | | |
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| **YEAR 2** | | | | | | | | | | |
| **Semester 1** | | | | | | | | | | |
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| **Semester 2** | | | | | | | | | | |
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| **YEAR 3** | | | | | | | | | | |
| **Semester 1** | | | | | | | | | | |
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| **Semester 2** | | | | | | | | | | |
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| **YEAR 4** | | | | | | | | | | |
| **Semester 1** | | | | | | | | | | |
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| **Semester 2** | | | | | | | | | | |
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|  | **Year 1 Credits** | **Year 2**  **Credits** | **Year 3**  **Credits** | **Year 4**  **Credits** |
| Semester 1 |  |  |  |  |
| Semester 2 |  |  |  |  |
| **Total year level** |  |  |  |  |
| **TOTAL** |  |  |  |  |

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| **Part E 2.3: Module outcomes of new modules to be added to the yearbook(s)**  (Please use the [NWU outcomes builder](http://nwu-ob.octoplus.co.za/) for assistance) | | |
| **New module name and code** | **Module outcomes** | **Assessment criteria** |
|  | After completion of module \_\_\_\_, the student will demonstrate: | The student will prove that he/she has attained the outcomes of the module when he/she can: |
|  | After completion of module \_\_\_\_, the student will demonstrate: | The student will prove that he/she has attained the outcomes of the module when he/she can: |
|  | After completion of module \_\_\_\_, the student will demonstrate: | The student will prove that he/she has attained the outcomes of the module when he/she can: |
|  | After completion of module \_\_\_\_, the student will demonstrate: | The student will prove that he/she has attained the outcomes of the module when he/she can: |
|  | After completion of module \_\_\_\_, the student will demonstrate: | The student will prove that he/she has attained the outcomes of the module when he/she can: |
|  | After completion of module \_\_\_\_, the student will demonstrate: | The student will prove that he/she has attained the outcomes of the module when he/she can: |
|  | After completion of module \_\_\_\_, the student will demonstrate: | The student will prove that he/she has attained the outcomes of the module when he/she can: |

# **SECTION F: SITE EXTENSIONS**

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| **Part F1: Adding a new site of delivery to an existing qualification** | |
| Form 2 must be completed in conjunction with this form and application. | |
| The current site of delivery where qualification is approved and presented: |  |
| The intended site to which the qualification should be extended: |  |
| Is this site extension planned for in the NWU Enrolment Plan for your faculty? If the answer is “no”, the application cannot be considered. |  |

# **SECTION G: OTHER CHANGES**

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| **Part G1: Any additional changes not indicated on the form** | |
| Please provide a brief narrative of the proposed other change |  |
| Part of Form 4 was completed in accommodating other change |  |

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| **SECTION H: APPROVALS & SIGN-OFFS**  Please consult the Q&APP process maps for guidance regarding the approval process: <http://services.nwu.ac.za/qualification-and-academic-programme-planning/qapp-process-maps>  **All role-players must sign off the application(s) before the application can proceed to the faculty approval structures.** CTL sign-off only required for changes to section C2, C8, C9 and D.   |  |  |  | | --- | --- | --- | | **School Director title, name & surname** | |  | | **Signature School Director** | |  | | **Date approved by School Director** | | Click or tap to enter a date. | | **Comments/Concerns Ms Marieta Olivier Du Preez** | |  | | **Sign off Ms Marieta Olivier Du Preez** | |  | | **Date of final sign-off Ms Marieta Olivier Du Preez** | | Click or tap to enter a date. | | **Comments/Concerns CTL** | |  | | **Signature CTL** | |  | | **Date of sign-off CTL** | | Click or tap to enter a date. | | **Comments/Concerns SCS** | |  | | **Signature Q&APP SCS** | |  | | **Date of final sign-off by Q&APP SCS** | | Click or tap to enter a date. | | **Date approved by Faculty TLC** | | Click or tap to enter a date. | | **Date approved by Faculty Board\*** | | Click or tap to enter a date. | | \* Please insert proof of approval in the final section of this document. | | |  |  |  |
| **FOR NEW PROGRAMMES AND CAMPUS EXTENSIONS**   |  |  | | --- | --- | | **H1: Sign-off by Strategic Intelligence (Enrolment Planning)** | | | **Name and surname** | **Mr Jan-Hendrik Viljoen or Mrs Sanrie Joubert** | | **Date** | Click or tap to enter a date. | | **Sign** |  | | **Statement** |  | | **H2: Sign-off by Facilities and Management** | | | **Name and surname** | **Mrs Liesel Van Wyk** | | **Date** | Click or tap to enter a date. | | **Sign** |  | | **Statement** |  | | **H3: Sign-off by Library Information Services** | | | **Name and surname** | **Dr Sabelo Chizwina** | | **Date** | Click or tap to enter a date. | | **Sign** |  | | **Statement** |  | | **H4: Sign-off by timetabling** | | | **Name and surname** | **Mrs Lelanie Van Zyl** | | **Date** | Click or tap to enter a date. | | **Sign** |  | | **Statement** |  | | **H5: Sign-off by Distance Learning** | | | **Name and surname** | **Dr Joany Fransman** | | **Date** | Click or tap to enter a date. | | **Sign** |  | | **Statement** |  | | **H6: Sign-off by Marketing** | | | **Name and surname** | **Mr Jean Steadworthy** | | **Date** | Click or tap to enter a date. | | **Sign** |  | | **Statement** |  | |

**PROOF OF FACULTY BOARD OR EXCO OF FACULTY BOARD APPROVAL**

(Please attach proof of Faculty Board/Exco of Faculty Board approval).