

Q&APP Process Flow A

Application for a new qualification

Applications for: Developing a new qualification not existing on the DHET NWU PQM; Changing more than 50% of the approved curriculum (changes to qualification standards, purpose, outcomes & credits); Adding a new mode of delivery

Form	Internal/External	Purpose of Form
1a	Internal	New qualification/programme Viability Evaluation
1b	Internal	Project Plan
2a	External	DHET: PQM clearance for new qualification
2b	External	DHET: Changes to existing qualification
2c	External	CHE: New site of delivery
3	External	DHET + (HEQC)CHE + SAQA: Combined form
4	Internal	Yearbook changes
6	Internal	Qualification/Programme document
7	External	SAQA: Content

Step ID	Process Step	Responsible Party
A1	Log request on Curriculum Support Request Form https://forms.office.com/r/bks19JbpDW	Faculty
A2	Request assigned to SCS	Q&APP
A3.1	Initial consultation with SCS + Viability Evaluation Form orientation	Q&APP + Faculty
A3.2	Completion of Viability Evaluation Form	Faculty
A3.3	Viability Meeting with Curriculum Team	Q&APP + Faculty + Support Departments
A3.4	Decision captured + report submitted to SCAS [<i>only approvals move forward</i>]	Q&APP
A4.1.1	Form 1a/1b orientation + completion	Q&APP + Faculty
A4.1.2	Form 1a/1b consultations + feedback	Faculty + Support Departments
A4.1.3	Completed Form 1a/1b with Q&APP clearance	Q&APP + Faculty
A4.1.4	Approval of Form 1a/1b by all Faculty Approval Structures with evidence from FB	Faculty
A4.1.5	Form 1a/1b placement on SCAS agenda	Q&APP
A4.1.6	Form 1a/1b recommendation to Senate by SCAS	Faculty + SCAS
A4.2.1	Form 3 orientation + population	Q&APP + Faculty
A4.2.2	Completed Form 3 with Q&APP clearance	Q&APP + Faculty
A4.2.3	Approval of Form 3 by all Faculty Structures culminating in FB approval	Faculty
A4.2.4	Form 3 placement on SCAS agenda	Q&APP
A4.2.5	Form 3 recommendation to Senate by SCAS	Faculty + SCAS
A5	Letter of Support from Professional Council/Body [<i>if applicable</i>]	Professional Council/Body
A6.1	PQM clearance application to DHET [<i>Form 2a extracted from Form 3</i>]	Q&APP
A6.2	PQM clearance obtained from DHET	DHET
A7.1	HEQC online application completed by SCS	Q&APP
A7.2	HEQC online application cleared by Faculty	Faculty
A7.3	HEQC online application submitted by Q&APP management	Q&APP
A7.4	Accreditation feedback from HEQC [<i>full accreditation / *accreditation with conditions / **non-accreditation</i>]	CHE
A7.5.1	*Response to HEQC conditions submitted by SCS [<i>if applicable</i>]	Q&APP + Faculty
A7.5.2	*Full accreditation by HEQC	CHE
A7.6	**Submit representation to HEQC [<i>if unsuccessful, new application can only be submitted after one year</i>]	Q&APP + Faculty
A8	Registration by SAQA	SAQA
A9	Funding + placement on PQM by DHET	DHET
A10.1	Form 6 completed + cleared by Q&APP for notification at FB	Q&APP + Faculty
A10.2	Form 6 for notification placed on SCAS agenda by SCS	Q&APP
A10.3	Form 6 for notification serves at SCAS for yearbook inclusion + marketing	Faculty + Marketing
A11	Activation of new qualification on SIS + module pricing	Registrar's Office
A12.1	Store Secure – Q&APP Nextcloud	Q&APP
A12.2	Store Secure – Faculty Programme Owner record keeping + updating Form 6	Faculty

Colour Coding	Q&APP	Faculty	Q&APP + Faculty	Support Departments	Professional/Regulatory Bodies
---------------	-------	---------	-----------------	---------------------	--------------------------------