

Q&APP Process Flow B

Yearbook changes that require internal & external approval

Applications for: Changing the name of a qualification; Adding a site of delivery (external site extension); Adding a CESM to a qualification

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
B1	Log request on Curriculum Support Request Form https://forms.office.com/r/bks19JbpDW	Faculty
B2	Request assigned to SCS	Q&APP
B3	Initial consultation with SCS <i>*[Viability Evaluation Form orientation if applicable]</i>	Q&APP + Faculty
B3.1	*Completion of Viability Evaluation Form	Faculty
B3.2	*Viability Meeting with Curriculum Team	Q&APP + Faculty + Support Departments
B3.3	*Decision captured + report submitted to SCAS <i>[only approvals move forward]</i>	Q&APP
B4.1	Complete Form 1a + 4	Faculty
B4.2	Form 1a + 4 consultations + feedback	Faculty + Support Departments
B4.3	Completed Form 1a + 4 with Q&APP clearance	Q&APP + Faculty
B4.4	Form 2b [+ Form 2c + 7 if applicable] completed by SCS	Q&APP
B4.5	Approval of Form 1a + 2b + 4 [+ Form 2c + 7 if applicable] by all Faculty Structures culminating in FB approval	Faculty
B4.6	Form 1a + 2b + 4 [+ Form 2c + 7 if applicable] placement on SCAS agenda	Q&APP
B4.7	Approval of Form 1a + 2b + 4 [+ Form 2c + 7 if applicable] recommendation to Senate by SCAS	Faculty + SCAS
B5	Approval of changes by Professional Council/Body <i>[if applicable]</i>	Professional Council/Body
B6	Approval of changes by DHET <i>[Form 2b]</i> + updating of PQM	DHET
B7	Approval of changes by CHE <i>[Form 2b]</i> [+ Form 2c + 7 + other forms if applicable]	CHE
B8	Updating by SAQA	SAQA
B9.1	Form 6 completed + cleared by Q&APP for notification at FB	Q&APP + Faculty
B9.2	Form 6 for notification placed on SCAS agenda by SCS	Q&APP
B9.3	Form 6 for notification serves at SCAS for yearbook inclusion + marketing	Faculty + Marketing
B10	Effect yearbook / academic calendar change + update SIS	Registrar's Office
B11.1	Store Secure – Q&APP Nextcloud	Q&APP
B11.2	Store Secure – Faculty Programme Owner record keeping + updating Form 6	Faculty

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