

## Q&APP Process Flow C

### Yearbook changes that require internal approval only

*Applications for: Adding a new programme to an existing qualification; Amending qualifications/programme/modules; Other changes*

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
C1	Log request on Curriculum Support Request Form <a href="https://forms.office.com/r/bks19JbpDW">https://forms.office.com/r/bks19JbpDW</a>	Faculty
C2	Request assigned to SCS	Q&APP
C3	Initial consultation with SCS <i>*[Viability Evaluation Form orientation if applicable]</i>	Q&APP + Faculty
C3.1	<i>*Completion of Viability Evaluation Form</i>	Faculty
C3.2	<i>*Viability Meeting with Curriculum Team</i>	Q&APP + Faculty + Support Departments
C3.3	<i>*Decision captured + report submitted to SCAS [only approvals move forward]</i>	Q&APP
C4.1	Completion of Form 4 <i>[+ Form 1a + 6 if applicable]</i>	Faculty
C4.2	Review + feedback provided on Form 4 <i>[+ Form 1a + 6 if applicable]</i>	Q&APP
C4.3	Form 4 <i>[+ Form 1a + 6 if applicable]</i> consultations + feedback	Faculty + Support Departments
C4.4	Completed Form 4 <i>[+ Form 1a + 6 if applicable]</i> with Q&APP clearance	Q&APP + Faculty
C4.5	Approval of Form 4 <i>[+ Form 1a + 6 if applicable]</i> by all Faculty Structures culminating in FB approval	Faculty
C4.6	Form 4 <i>[+ Form 1a + 6 if applicable]</i> placement on SCAS agenda	Q&APP
C4.7	Form 4 <i>[+ Form 1a + 6 if applicable]</i> recommendation to Senate by SCAS	Faculty + SCAS
C5	Form 6 amended by Q&APP for recordkeeping	Q&APP
C6	Update on yearbook changes <i>[+ marketing if applicable]</i>	Marketing
C7	Effect yearbook changes + update SIS	Registrar's Office
C8.1	Store Secure – Q&APP Nextcloud	Q&APP
C8.2	Store Secure – Faculty Programme Owner record keeping + updating Form 6	Faculty

Colour Coding	Q&APP	Faculty	Q&APP + Faculty	Support Departments
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