



Department: Programme Accreditation and Curriculum Development (PACD)

Document: Guidelines for a programme review – Less than 50% changes

The purpose of this document is to provide guidelines that enforce the *Programme Review Process* (less than 50% changes). This document will aim to explain what constitutes a less than 50% change. Less than 50% of changes to a programme do not affect the structure of the programme, therefore, changes above 50% and changes that fall under sections two and three of this document will be regarded as a new application (See document: Implementation of the Integrated Accreditation Process (IAP) in alignment with the current VUT and PACD process for the design and development of a new academic programme).



1. Programme amendments that are allowed

1.1 Programme name change / Title change	
1.2 Adding of additional CESMS	
1.3 Module name change (Nomenclature change)	
1.4 Substitute module(s)	
1.5 Module movements	
1.6 Module integration (combining modules) / splitting of modules	

Note: All changes/reviews must be conducted on the currently registered programme (Refer to the SAQA document and ITS)

1.1 Programme Name change/Title change:

If a programme name change/title change is initiated, the programme name change/title change process must first be completed and the approved DHET letter received before the less than 50% may commence.

1.1.1 How the procedure works:

- The department initiates a programme review with PACD
- The suggested programme/title change must be approved by Faculty Board.
- If the programme is endorsed by a professional body, then the programme name/title change must also be informed/approved by a professional body or advisory panel.
- The 'requested name' must still be above the 50% CESM rule and aligned with the purpose and rationale of the programme.
- Once the approval has been obtained, a DHET form gets filled in, pending the dates of the programme name/title approved by APDC, Senate and Senex.

- Once approval has been obtained from the committees, the DHET form can be completed and sent to DHET.
- DHET approves the programme/title change and provides a formal letter.
- Once the DHET letter has been received a CHE title form has to be completed
- The CHE documents together with the DHET letter is sent to CHE.
- The name/title of the programme is updated on the PQM

1.2 Adding additional CESMS

Adding CESM codes under the programme title or name is allowed but must reflect the purpose and rationale of the registered programme.

1.3 Module name change (Nomenclature change) → module-specific

A module nomenclature may be changed according to industry or professional body needs/requirements but must still reflect the content of the module.

A module name change may only be requested by the faculty/department that is responsible for the module.

Example

Programme: *Diploma in Fashion* (Department of Visual Arts and Design)

Module: *Communication Skills* (Department of Communication)

If a module (*Communication Skills*) in a programme (*Diploma in Fashion*) is serviced/presented by another department (*Department of Communication*) – you cannot change the name of that module. The service department (*Department of Communication*) will have to agree/approve the change as well as make the change themselves to accommodate the change that will fall under your programme (*Diploma in Fashion*) review.

The two departments must liaise with each other on the change/s, and a memorandum has to be drawn up and signed by both departments, this memorandum will accompany the programme review documents in the submission process.

1.4 Substitute module(s)

- 1.4.1 You may replace an outdated module with a relevant updated module as long as the NQF level and credits of the registered programme are not affected.

Example 1

Communication 1 (NQF level 5), 10 credits can be replaced by **Business Communication 1 (NQF level 5), 10 credits**

20 credits/360credits = 5.6% change and it remains aligned with the registered ELOs

Example 2

If a programme for instance has too many communication modules:

- Communication Skills 1.1, 1.2, 2.1 and 2.2 – all on 10 credits
- Communication Skills 1.1 and 1.2 (NQF level 5)
- Communication Skills 2.1 and 2.2 (NQF level 6)

If these modules are **foundational modules** and **not core modules**, then you are allowed to replace for example **Communication Skills 2.2** with another module with the **same credit value** and **NQF level** as **Communication Skills 2.2**, such as *Applied Language Studies* (NQF level 6, 10 credits) or *Professional Communication Skills* (NQF level 6, 10 credits).

1.4.2 You cannot replace a core module with a different core module. Core modules content can be reviewed within the 30% rule (refer to 3.1).

Example 3

Mathematics 1 (NQF level 5), 10 credits, cannot be replaced with Chemistry 1 (NQF level 5), 10 credits.

1.4.3 If applicable – WIL may not be replaced, nor any of the WIL modalities.

1.4.4 Modules can't be replaced if it is a pre-requisite module needed for articulation.

1.5 Module movements

Modules can be moved, for example from semester 1 to semester 2.

The moving of modules should not 'Pause, hinder or Block' student progression/articulation.

The students' progress throughout the programme must be considered, therefore, be cautious not to overload the students in the first year when they are new and inexperienced in tertiary education.

Example

52 credits in semester 1 (5 modules)

68 credits in semester 2 (8 modules)

OR

Year 1 = 128 credits (Majority of the modules are on NQF level 5)

Year 2 = 122 credits (Majority of the modules are on NQF level 5)

Year 3 = 110 credits

This example remains within the +/- 60 credit barrier per semester or +/-120 credits per year (HEMIS requirements: 1 HEMIS credits = 120 credits – DHET funding model)

Recommendations:

- *It is recommended that modules on NQF level 5 remain at 15 credits or less per semester and modules on NQF level 6 remain at 20 credits or less per semester. If two modules are combined (refer to 1.6) and add up to double the recommended credits, the overall total of the semester credits will be considered.*
- *It is recommended to reduce electives in the programme (de-active on the system)*
- *It is recommended to keep progression/prerequisite modules and NQF levels the same as long as the PQM credits are = to registered credits from CHE.*

1.6 Module integration (combining modules) / splitting of modules

1.6.1 Relevant modules may be combined.

Example 1

Communication Skills 1.1 (10 credits) + Communication Skills 1.2 (10 credits)

= Communication Skills (20 credits) **or** Communication Skills 1 (20 credits)

1.6.2 Relevant modules may be split:

Example 2

Computer-aided design (12 credits) / 2 modules

= Computer-aided design 1.1 – 6 credits

= Computer-aided design 1.2 – 6 credits

2. Programme amendments not allowed:

NQF Level	
Credits of modules (excluding integration)	
Total credits of programme	
Exit Level Outcomes (ELO's)	

3. Departmental changes

The following are examples of changes that can be made to the programme, that do not need PACD approval. However, it still needs to be approved by Faculty Board, Senate and Senex. The minutes of Senex with the accompanied documentation/changes need to be submitted to PACD for record keeping.

3.1 Module content change – update (recirculation)

Up to 30% change of content is allowed to the curriculum. The content change should not overload students and the changed content must remain:

- aligned to the registered programme's NQF level value
- aligned to the Exit Level Outcomes (ELOs).

3.2 Entry requirements

Any changes made to the entry requirements of a programme must be presented and approved at Faculty Board, APDC, Senate and Senex. Minutes have to be provided to PACD for record-keeping purposes

3.3 CASS

Any changes made to the assessment methods must be presented and approved at Faculty Board, APDC, Senate and Senex. Minutes have to be provided to PACD for record-keeping purposes.

3.4 Deactivation of electives

Elective modules can be deactivated on the ITS if they are no longer viable, lecturers are not available or for any other relevant reasons determined by the department.

4. Additional

4.1 Numbering of module names:

- Diplomas = only numbering if it is a core module

Example

- Advanced Diploma and Postgraduate Diploma = no numbering necessary

4.2 Core and elective modules

A module that was **registered as an elective module** can change to a **core module**, **and back** to an elective, however, a module that was **registered as a core** cannot change to an **elective module**.

4.3 How to calculate the less than 50%:

Each module change, movement, etc. should be considered within respect of the total credits of the programme:

Diploma in Business Management (360 credits) → 180

- Business Management 1.1 (10 credits) in Semester 1 moves to Semester 2 = *10 credits*
- Business leadership 1.1 (10 credits) and Business Leadership 1.2 (10 credits) are combined into Organizational Leadership (20 credits) = 20 credits.
- Business Analysis 2.1 (15 credits) in Semester 2 moves to Semester 3 = *15 credits*

= 10 credits + 20 credits + 15 credits

= 45 credits

= 45 / 360

= 0.125 * 100

= 12.5 (credits) → Less than 50% of the total credits of the programme.

4.4 Entrepreneurship

Standardization in 2021 (10 credits = NQF level 5). All affected programmes were adjusted with 2 credits if your programmes presented it as 12 credits.