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

**FORM 4: APPLICATION THAT REQUIRE 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 & SCAS administrator for SCAS consideration and approval.

* **Before completing this application, did you consult with your Faculty Q&APP SCS?** Choose an item.
* **Did you familiarise yourself with the Q&APP process map?** Choose an item.

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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: |  |
| 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. | |
| Please indicate the type of change you want to make:  (Please select more than option if various changes are made) | Choose an item.  Choose an item.  Choose an item.  Choose an item. | If OTHER were 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? |  | | | | |

**Guide to Form 4:**

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| **Change:** | | **Complete number(s):** | **Indicate your option** |
| New modules | Module changes details | C1, C2, C3 |  |
| Adding new modules | C1, C2, C3, C4 |  |
| Phase-out dates of modules | C5 |  |
| Closing/deleting modules from VSS | Deleting modules from the VSS system | C5, C6 |  |
| Module changes | Module changes details | C1, C2, C3 |  |
| Changing the order/place of modules in a programme | C1, C2, C3, C7 |  |
| Changing only the module outcomes | C1, C8 |  |
| Module outcomes and assessment criteria of new modules for yearbook(s) | C1, C2, C3, C9 |  |
| Changing programme information | Deleting an existing programme from an existing qualification | C1, D1 |  |
| Adding a new programme to an existing qualification | C1, D2 |  |
| New site of delivery | Adding a site of delivery to an existing qualification | E1 |  |
| Other changes | Any additional changes not indicated on the form | F1 |  |
| **ALL APPLICATIONS TO COMPLETE** | | **A, B, G** |  |

# **SECTION C: YEARBOOK CHANGES**

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

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| **Part C1: Alignment and collaboration (For any module 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. | |
| 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 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 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** | **3rd order CESM** | **Cr** | **Module name and code** | **3rd order CESM** | **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** | | **3rd order CESM** | **Cr** | **Module name and code** | **3rd order CESM** | **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** | **3rd**  **order CESM** | **Cr** | **Module name and code** | **3rd order CESM** | **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** | **3rd order CESM** | **Cr** | **Module name and code** | **3rd order CESM** | **Cr** | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | | **Total semester 1** | |  | **Total semester 2** | |  | | **Total credits for year 4** | | | | |  | | **Total credits for 4-year programme** | | | | |  | |

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| **Part C3: Provide the detail of the module changes in the tables below.** | |
| **Adding/ Deleting** **an existing module, 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 deleted/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 deleted 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 module?** | **Elective?** | **Mode of provision/ presentation mode, e.g. contact – full time/distance, etc.** | **NQF Level** | **3rd ORDER CESM** |
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| **Part C5: Phasing-out date and final deletion date of existing modules from the Faculty yearbook(s)**  (Note that a module may be deleted from the faculty yearbook only when no more students are registered for it. Keep pipeline students in mind when deciding on final date of termination of a module from yearbooks). | |
| **Name, code and credits of module(s) that must be phased out or deleted (**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: Deleting a module from 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 (MATH 111) 12 credits, first semester, first year* | | *Mathematics / Wiskunde (MATH 122), 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.* | | | |
| **Current module name, code and credits** | **Current module outcomes** | | |
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| **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 new module to be added to yearbook** | **Assessment criteria of 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: New programmes / Changes to existing programmes**

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| **Part D1: Deleting an existing programme** | |
| **Existing qualification-programme-curriculum code and programme name to be deleted from the Faculty yearbook (provide Eng. and Afr. name if relevant):** | **Date and motivation (note that you need to specify a “from” date and a final date of deletion from 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 qualification.* |
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| **Provide details of the modules and module outcomes in the above programme that must also be deleted from the yearbook (note that modules can only be deleted 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 deleted from the Faculty yearbook (provide Eng. and Afr. name if relevant):** | **Date and motivation (note that you need to specify a “from” date and a final date of deletion from 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 D2.1: 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 D 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 D2.3: 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 E: Site extensions**

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| **Part E1: Adding a new site of delivery to an existing qualification** | |
| A Form 2 must be completed in conjunction with this form and application. | |
| Current site of delivery where qualification is approved and presented: |  |
| Site to which qualification wants to be extended to: |  |
| 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 F: Other changes**

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| **Part F1: Any additional changes not indicated on the form** | |
| Please provide a brief narrative of the proposed other change |  |
| Part of Form 4 completed to accommodate other change |  |

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| **SECTION G. APPROVALS & SIGN-OFFS:**   |  |  | | --- | --- | | **School Director title, name & surname** |  | | **Signature School Director** |  | | **Date approved by School Director** | Click or tap to enter a date. | | **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. | |  |  |  |
| **FOR NEW PROGRAMMES AND CAMPUS EXTENSIONS**   |  |  | | --- | --- | | **G1. Sign off for Strategic Intelligence (Enrolment Planning)** | | | **Name and surname** |  | | **Date** | Click or tap to enter a date. | | **Sign:** |  | | **Statement:** |  | |
| |  |  | | --- | --- | | **G2. Sign off for Facilities and Management** | | | **Name and surname** |  | | **Date** | Click or tap to enter a date. | | **Sign:** |  | | **Statement:** |  | |

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| **G3. Sign off for Library Information Services** | |
| **Name and surname** |  |
| **Date** | Click or tap to enter a date. |
| **Sign:** |  |
| **Statement:** |  |

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| **G4. Sign off for timetabling** | |
| **Name and surname** |  |
| **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).