**Notice of Intention to**

**Develop a New Subsidised Academic Programme or**

**A New Whole Continuing Education Programme (CEP)**

**Purpose of this Notice**

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| 1. This template will serve as a notice of intention to develop new UJ academic programme. 2. It clears the ground in relation to resources and gives the Faculty and the University the opportunity to decide whether a proposed new programme fits in with strategic intentions and directions, before the lengthy work of curriculum development begins. |

**Important**

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| * It is recommended that this notice serve at the Deans Committee before further development takes place. * ***The Academic Planning Unit*** in the Division for Institutional Planning, Evaluation and Monitoring (DIPEM), should be consulted throughout proposal and development processes towards PWG approval.   **Contact information**  [**kirtim@uj.ac.za**](mailto:kirtim@uj.ac.za) **x2073** [**sandravh@uj.ac.za**](mailto:sandravh@uj.ac.za) **x3661** |

**Section 1: General Information**

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| **Proposed programme name:** | #HEDA\_Programme\_Name# | | |
| **Faculty:** | #HEDA\_OrgStructure\_Faculty# | | |
| **Department:** | #HEDA\_OrgStructure\_Department# | | |
| **HOD:** | #HEDA\_OrgStructure\_HOD# | | |
| **Contact information of programme initiator/developer/lecturer/coordinator and advisor** | | | |
| **Name:**Click here to enter text. | | **Email:**Click here to enter text. | **Tel:**Click here to enter text. |
| **Name:**Click here to enter text. | | **Email:**Click here to enter text. | **Tel:**Click here to enter text. |

**Section 2: Programme Information**

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| **Proposed Name of the Programme** | | | | | | | | | | | | | | | | | |
| #HEDA\_Programme\_Name# | | | | | | | | | | | | | | | | | |
| **First Qualifier** *(if applicable) (e.g. Bachelor of Arts* ***in*** *Communication)* | | | | | | | **Second Qualifier** *(if applicable) (e.g. Bachelor of Arts* ***in*** *Public Relations* ***in*** *Advertising)* | | | | | | | | | | |
| Click here to enter text. | | | | | | |  | | | | | | | | | | |
| **First Order CESM Category** *(e.g. 07: Education)* | | | | | | | **Second Order CESM Category** *(e.g. 0703 Educational Management and Leadership)* | | | | | | | | | | |
| #HEDA\_DCSM\_fQual#: #HEDA\_DCSM\_FirstOrder\_Name# | | | | | | | #HEDA\_DCSM\_sQual#:#HEDA\_DCSM\_SecondOrder\_Name# | | | | | | | | | | |
| **Subsidised programme?** *(Mark with x if applicable)* | | | | |  | | **Full time** | |  | **Credits** | | **NQF**  **Exit level** | | | **Planned date of implementation** | | |
| **CE Whole Programme?** *(Mark with x if applicable)* | | | | |  | | **Part time** | |  |  | |  | | | #HEDA\_PQM\_FirstEnrolmentDate# | | |
| **Anticipated module allocation:** (*e.g. 10 semester modules 1st year, 10 semester modules 2nd year and 8 semester modules 3rd year = 28 Semester modules) A year module = 2 semester modules.* | | | | | | | | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | | | | | | | | |
| **Minimum Admission Requirements** *(e.g. NC or NSC with endorsement + APS + (if required) subject minimums and language requirements* | | | | | | | | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | | | | | | | | |
| **Site of delivery** *(mark with an X)* | | | | | | | | | | | | | | | | | |
| **APK** |  | **APB** |  | **DFC** | |  | | **Soweto** | | |  | | **Off site**  *(Please specify)* |  | | **Distance**  **Education**  **Online** |  |
| **Briefly provide a rationale for the development of this programme** (*Amongst others, consideration should be given to the demand for this programme and other competitors in market)* | | | | | | | | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | | | | | | | | |
| **Briefly indicate how this programme connects to relevant elements of UJ’s strategic objectives.**  *UJ Strategic Objectives 2014-2025 are: 1. Excellence in Research and Innovation 2. Excellence in Teaching and Learning 3. International Profile for Global Excellence and Stature 4. Enriching Student-friendly Learning and Living Experience 5. National and Global Reputation Management 6. Fitness for Global Excellence and Stature* | | | | | | | | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | | | | | | | | |

**Section 3: Programme Management Information**

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| **Does the proposed programme fall within the UJ PQM?** *(Indicate with an X)* | | | | | | **Yes** | |  | **No** |  | | |
| **Does this proposed programme replace another programme?***(Indicate with an X)* | | | | | | **Yes** | |  | **No** |  | | |
| **If yes, which programme is replaced?** | | | Click here to enter text. | | | | | | | | | |
| **Expected number of students over successive years (cumulative totals)** | | | | | | | | | | | | |
| **1st year** | **2nd year** | **3rd year** | | **4th year** *(If relevant)* | **MODE OF DELIVERY** *(mark with x)* | | | | | | | |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | | Click here to enter text. | **Contact** | |  | **Distance Edu Online** | | | |  |
| **Indicate the foreseen effect of student registrations on the faculty enrolment plan.** *(Should there be any changed to the faculty enrolment plan, the HFA is required to formally communicate the changes to the Academic Planner in DIPEM, as this will affect the institutional enrolment plan).* | | | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | | | |
| **Will Professional Board/Body accreditation be required?** | | | | | | **Yes** | |  | **No** | |  | |
| **Has consultation occurred with other faculties regarding overlapping fields?** | | | | | |  | |  |  | |  | |
| **Have financial viability concerns been addressed?** | | | | | |  | |  |  | |  | |

**Section 4: Staffing Implications**

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| **Number of lecturing staff needed** *(New and existing)* | Click here to enter text. |
| **Indicate implications for existing and new academic and faculty administration staff in terms of:**   1. *Workload and* 2. *Financial implications e.g. new staff members needed* | |
| Click here to enter text. | |

**Section 5: Infrastructure Requirements**

*(Physical facilities and capital equipment)*

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| **Lecture Venues\*** | | **Tutor venues\*** | | **Laboratories \*\*** | | **Computers\*\*\*** | | **Library Information Services** | | | | | |
| **Books** | | **Journals** | | **Electronic Media** | |
| Existing | Required | Existing | Required | Existing | Required | Existing | Required | Existing | Required | Existing | Required | Existing | Required |
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| |  |  |  |  | | --- | --- | --- | --- | | **Chair of UTC** | Click here to enter text. | **Date** | Click here to enter a date. | | | | | | | | | | | | | | |

\**Indicate number and seating capacity of each lecture room/venue.*

*\*\* Indicate number, seating capacity and specific equipment required in each laboratory (If applicable).*

*\*\*\*Indicate number and general performance specifications (If applicable).*

**Computer Laboratory Requirements *(If applicable)***

*Information and Communication Systems and the computer laboratories does not supply the servers (or management thereof) for teaching and learning. An academic department must make provision in terms of budgets as well as administration and backups of software and /or services. The provision of rack space is subject to availability. Currently there is no centralised storage for students (as WebCT is used for uploading assignments etc.) and therefore departments that require the uploading of large data sets have their own servers for this purpose.*

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| **Software package** | **Year released** | **Windows 7 Compatible** | | **SYSPREP**  **Compliant** | | **Latest version** | | **Web based** | | **Additional printing facilities required?** | **Server/database software required?** | |
|
| **Y** | **N** | **Y** | **N** | **Y** |  | **Y** | **N** |
| Click here to enter text. | Click here to enter text. |  |  |  |  |  |  |  |  | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Study period** | |  | |

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| **Current license?** | | **Licence type** | | | | **Licence no.** |
| **Campus** | **Seated** | **Site** | **Server** |
| **Y** | **N** |
|  |  | **APK** | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| |  |  |  |  | | --- | --- | --- | --- | | **Executive Director ICS** | Click here to enter text. | **Date** | Click here to enter a date. |   **The Micro Computer Laboratories (MCL) division has been informed about the proposed new programme and approves.** | | | | | | |

**Audio Visual Unit Requirements (AVU) *(If applicable)***

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| **Type** | **Data Projector** | **Document Camera** | **Microphone** | **Flat Panel Screens** | **Other** | **Number or units required** | |
|  |  |  |  |  |  | Click here to enter text. | |
| **Yes** | **No** |
| Has the client been orientate and trained in the setup and operation of the requested AV equipment? | | | | | |  |  |
| Is the client able to setup and operate the requested AV equipment without support? | | | | | |  |  |
| Would the client be interested in attending an AV technology exhibition and AV End-User training at one of UJ campuses? | | | | | |  |  |
| Would the client be interested to receive an AV End-User training DVD and quick user guide? | | | | | |  |  |
| |  |  |  |  | | --- | --- | --- | --- | | **Executive Director ICS** | Click here to enter text. | **Date** | Click here to enter a date. |   **The AVU has been informed about the proposed new programme and approves.** | | | | | | | |

**Section 6: Approval to continue with programme development**

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| **SIGNATURES** | | | |
| **Head of Department** | Click here to enter text. | **Date of Minutes of Departmental meeting** | Click here to enter a date. |
| **DEAN** | Click here to enter text. | **Date of Deans Committee meeting** | Click here to enter a date. |

**Information Page**

**DHET Criteria for the Development of New Subsidised Programmes**

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| 1. Programmes either in new CESM categories or at new qualification levels will be approved in exceptional circumstances only.      1. Changing a Master’s programme from research-based to coursework or from coursework to research-based will be considered as a new programme. 2. If a new programme area is approved, either in a new CESM category or in a new cell in an existing category on the PQM, the institution will be permitted to introduce only the appropriate first level qualification.      1. A qualification (undergraduate or postgraduate) that builds on an existing lower-level qualification will be considered for approval, only if the enrolment and graduation trends of the lower-level qualification show it is likely that there will be an adequate flow of students into the new qualification |

**UJ Criteria for the Development of a Whole Continuing Education Programme (CEP)**

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| 1. Whole CEPs will be approved in exceptional circumstances only. 2. The quality and level of education and training of these programmes must be in line with the UJ mission, vision and strategic objectives. 3. The application must comply with UJ and HEQC quality assurance processes and requirements. |

**PLEASE NOTE:**

After Senate approval, the HEDA template (curriculum reviewer) must be completed and submitted by the HFA to the academic structure office.