TIMELINES FOR SUBMISSION OF PROPOSALS FOR NEW QUALIFICATIONS FOR 2016

	PHASES	DETAIL	DUE DATE/DATES
1	**Submission of brief MOTIVATION for initial screening**	Proposer (having received principle support from HOD to explore new stream or qualification based on the key points in motivation outline below) to submit the motivation electronically to Brenda.Klingenberg@uct.ac.za. (tel 021 4066650). Motivation to include *inter alia* the following: (a) **Nature of application:** New qualification or stream within existing qualification? (b) **Rationale** for new qualification or stream (e.g. strategic importance; niche). Are similar qualifications offered locally or abroad? If so, where and how do these differ from what is being proposed? (c) **Market factors:** Is there any evidence of the need for this new stream or qualification? Please elaborate. What is the target market? What will be the entry requirements? (d) Is there potential for **sharing** some of the existing courses within approved qualifications? (e.g. Research Methodology).Please elaborate. (e) **Staffing**: Will new academic or PASS staff be required? Will teaching by staff outside of Faculty of Health Sciences be required? (f) **Budget requirements**: Complete initial, broad budget outline (template obtainable from Brenda.Klingenberg@uct.ac.za) (Budget template A) (g) **Short courses**: Is there potential to generate income through the offering of short courses instead of or over-and-above the proposed new stream/qualification?	5 September
2	**Consideration by Teaching & Learning Sub-committee**	T&LC meets 1st week of September to consider all proposals. Proposer is informed that proposal may proceed to next phase, or not. **Proposers will need to attend and present their proposal.**	**18 September at 13h30**
3	**Proposer and HOD (and Department's Finance Officer if necessary) attend costing workshop**	Faculty Finance offers costing workshops for proposers who were granted permission to proceed to phase 2.	Two workshops: in week of 15 Sept 2014.
4	**Proposer prepares detailed budget and refines proposal**	Proposer does costing of proposed new qualifications/stream, and meets with departmental Finance Officer to finalise more detailed budget (Budget template B)	22 to 30 September.
5	Teaching & Learning Committee considers proposal, including budget analysis	Proposer and HOD are invited to present proposal and budget to Teaching & Learning Committee. T&LC (a) grants "in principle" approval and agrees that proposal may proceed to next phase; or asks proposer to refine proposal/budget for further consideration (in which a T&LC subcommittee may meet to consider this and take a decision); or (b) decides that proposal may not proceed to the next phase.	Week of 6 October.
6	Proposer meets with EDU (if necessary) and IPD and completes detailed templates.	If permission is granted to proceed to next phase, proposer (a) meets with EDU (Faculty Education Development Unit) to obtain help in development of curriculum (if required), and (b) meets with Institutional Planning (IPD) to obtain assistance with completion of relevant qualification/stream and course templates.	13 October to 31 October 2014.
		Proposer submits completed templates signed off by IPD to Brenda.Klingenberg@uct.ac.za.	31 October 2014
7	Accreditation committee considers detail of proposal	Proposer is invited to present proposal to relevant Faculty education committee. (Committee does not consider whether to introduce or not, and does not consider budget, but only considers academic merit of proposal. Proposer refines information in templates if necessary.	Mid February 2015
8	Proposer submits final	Proposer sends final proposal (in Word document) electronically to	End of February

	proposal for Faculty Board consideration,	Brenda.Klingenberg@uct.ac.za, for publication in Dean's Circular. Faculty Board may approve proposal. In event of an objection, proposer may be asked to refine proposal before submission to PAAC. (A substantive objection may need to go to Faculty Board at a plenary meeting.)	2015.
9	Faculty-approved proposal is submitted to PAAC and Senate	Final, Faculty Board-approved proposal is submitted to Senate Programmes and Accreditation Committee for approval. If approved, is submitted for Senate approval via a Principal's Circular. In the case of a stream, proposer now has final approval to offer programme in 2016. Proposer may now advertise stream (if desired), after advertisement has been signed off by Faculty Manager: Academic Administration (send draft to Brenda.Klingenberg@uct.ac.za)	March 2015 – April 2015.
10	Faculty Handbook entry	If proposal is approved by Senate via a PC, proposer submits draft Faculty Handbook entry – including progression rules – electronically to Brenda.Klingenberg@uct.ac.za. This is the end of the process for a new stream.	30 April 2015
11	New qualification proposal is prepared and submitted for approval at national level	For a new qualification: Following Senate approval, IPD liaises direct with proposer to get certain additional information required by DoHET (Department of Higher Education & Training). IPD submits Senate-approved proposal to DoHET.	April/May 2015
		Proposal is considered by HEQC (Higher Education Qualifications Council) for accreditation (new qualifications)	June 2015
12	Approval at national level	Once approved and registered by SAQA (South African Qualifications Authority), new qualification may be offered in 2016. Proposer may advertise programme, after advertisement has been signed off by Faculty Manager: Academic Administration (send draft to Brenda.Klingenberg@uct.ac.za). Faculty Office asks central Admissions Office to list programme on on-line application site (if time permits).	