



**education**

Department of Education  
REPUBLIC OF SOUTH AFRICA



**COUNCIL ON HIGHER EDUCATION**  
HIGHER EDUCATION QUALITY COMMITTEE



### **Communiqué 3**

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING,  
COUNCIL ON HIGHER EDUCATION  
AND  
SOUTH AFRICAN QUALIFICATIONS AUTHORITY**

**PROCEDURES AND GUIDELINES FOR ACADEMIC  
PROGRAMME APPLICATIONS:  
2009 AND 2010**

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## **INTRODUCTION**

This communiqué is the third of a series that aims to inform the South African higher education community of steps being taken to prepare the higher education system for the full implementation of the Higher Education Qualifications Framework (HEQF). The communiqué deals with interim measures relating to the processing of applications for new programmes and the renaming of existing programmes.

The HEQF requires that a new programme or qualification must conform to the requirements of this Framework from the date of implementation, 1 January 2009. Institutions must ensure that new programmes scheduled to commence from 2009 meet these requirements. The approval and accreditation of new programmes, and the registration of new qualifications, will depend on their meeting the requirements of the HEQF.

With regard to existing programmes and qualifications, the HEQF specifies that they must conform over time with the requirements of this policy, by a date to be determined by the Minister by notice in the *Government Gazette*. This date has not yet been determined. As indicated in the joint communiqué no. 2, “the importance of maintaining consistency and coherence in the higher education system is of such importance that this date is likely to be at least 4 to 5 years from [November 2008].” There is, therefore, no immediate need for institutions to re-align existing programmes to conform to the HEQF. Institutions will not, however, be prevented from doing so, as and when they are in a position to submit applications for the renaming of programmes, in terms of the provisions set out below.

This communiqué outlines the procedures and guidelines for academic programme applications which the Department of Higher Education and Training (DoHET) and the Council on Higher Education (CHE) will use during 2009 and 2010. These interim procedures and guidelines will be reviewed by the DoHET and the CHE during 2010.

The document deals with:

- (i) the DoHET’s initial approval of proposed new academic programmes submitted by public institutions and with the subsequent accreditation of programmes by the CHE;
- (ii) the accreditation of proposed new programmes submitted by private institutions to the CHE; and
- (iii) the renaming of existing programmes offered by public and private institutions.

Standard setting processes are not discussed.

## **SECTION A: BACKGROUND**

### **1 PUBLIC INSTITUTIONS: PROGRAMME APPROVAL PROCESS: 2003-2008**

1.1 The former Department of Education, hereinafter referred to as the DoE, the CHE and SAQA agreed during 2003 on a programme approval process which remained in place until the end of 2008. Paragraphs 1.2 to 1.7 below set out the main elements of this process.

- 1.2 Public higher education institutions were permitted to submit programme applications to the DoE on two occasions each year. Each application had to be placed into one of these categories:
  - (a) application for new qualification in new field of studies;
  - (b) application for new qualification in an approved field of studies;
  - (c) application for approved qualification in new field of studies;
  - (d) application for change of name for approved qualification.
- 1.3 The DoE used the national academic policies which were in place between 2002 and 2008 to assess applications in category (d) above.
- 1.4 The DoE took applications in categories (a)-(c) in 1.2 to be “applications for new programmes”, and applied to them a set of criteria which can be summed up in this way:
  - 1.4.1 The new programme had to be consistent with the programme mix (qualifications and fields of study) already approved by the Minister of Education.
  - 1.4.2 Account had to be taken of institutional capacity, in particular in terms of qualified academic staff and student to academic staff ratios.
  - 1.4.3 Account had to be taken of institutional performance in terms of enrolment trends, overall graduation rates, and graduation rates in the proposed field of study.
  - 1.4.4 New programmes which were either in new fields or at new qualification levels were approved in exceptional circumstances only.
  - 1.4.5 If a programme in a new field were to be approved, then the institution would be permitted to introduce only the appropriate first level qualification.
- 1.5 If the DoE decided, after using the criteria in 1.3 and 1.4, that it could not support an application, it would inform the institution and the process for that application would end.
- 1.6 If the DoE decided, after using the criteria in 1.3 and 1.4, that an application was acceptable, it would inform the CHE. The DoE would also inform the institution that it must submit applications for accreditation to the CHE and for registration to SAQA.
- 1.7 Only those programmes, which were accredited by the CHE and registered by SAQA, were submitted to the Minister of Education for final, formal approval.
- 1.8 Key notions used in the 2003-2008 programme application process were those of “field of study” and “approved programmes”. Subsections 2 and 3 explain how these have to be understood in the programme approval process.

## **PRIVATE INSTITUTIONS: PROGRAMME APPROVAL PROCESS: 2003-2008**

- 1.9 Applications for accreditation of new programmes were submitted to the CHE.
- 1.10 Accreditation of new programmes took into account, but was not restricted to, the provisions of paragraphs 1.4.2, 1.4.3 and 1.4.4 above.
- 1.11 Accreditation of new programmes was not subject to prior support or approval of the DoE.
- 1.12 Accreditation of new programmes was conditional on the registration of the institution as a provider by the Registrar of Private Higher Education Institutions.
- 1.13 Except as otherwise provided for below, the process of application by private institutions for accreditation of new programmes remains unchanged during the period 2009-2010.

## **2 FIELDS OF STUDY AND CLASSIFICATION OF EDUCATION SUBJECT MATTER CATEGORIES**

- 2.1 Public higher education institutions are required to submit, for inclusion in the Higher Education Management Information System (HEMIS), annual data returns on students and staff. The notions of “fields of study” and “course” are used extensively in these data returns. Because higher education institutions tend to use unique titles for their offerings, they have been required to classify the subject matter embedded in their fields of study and courses in standard ways. These standard classifications are set out in *Classification of Education Subject Matter* (CESM) manuals. The first manual was published in 1982, and a revised version in 2008. The revised manual has to be implemented by all institutions from the 2010 HEMIS reporting year.
- 2.2 The 2008 CESM manual contains a classification system which includes all fields of study currently offered at higher education institutions in South Africa. It also includes some important fields that are not currently offered at SA higher education institutions, but which may be offered at some time in the future. The final version of the 2008 manual was approved by the Minister of Education after account had been taken of the views of the CHE, HESA, of individual higher education institutions, and of subject specialists.
- 2.3 In this manual subject matter elements are presented in specific hierarchies in order to facilitate data aggregation, recording and reporting. First order designations represent major categories for classifying knowledge, and second order and third order designations the natural subdivisions of the major subject matter areas.
- 2.4 The 2008 classification system has the 20 first order subject matter categories listed in Table 1 which follows. These first order categories are broken down into second order categories, and these in turn are broken down into third order categories. An example of the relationship between first, second and third order CESM categories can be seen in Table 2.

**Table 1**

<b>2008 CESM Manual: first order subject matter categories</b>	
<b>01</b>	Agriculture, Agricultural Operations and Related Sciences
<b>02</b>	Architecture and the Built Environment
<b>03</b>	Visual and Performing Arts
<b>04</b>	Business, Economics and Management Studies
<b>05</b>	Communication, Journalism and Related Studies
<b>06</b>	Computer and Information Sciences
<b>07</b>	Education
<b>08</b>	Engineering
<b>09</b>	Health Professions and Related Clinical Sciences
<b>10</b>	Family Ecology and Consumer Sciences
<b>11</b>	Languages, Linguistics and Literature
<b>12</b>	Law
<b>13</b>	Life Sciences
<b>14</b>	Physical Sciences
<b>15</b>	Mathematics and Statistics
<b>16</b>	Military Sciences
<b>17</b>	Philosophy, Religion and Theology
<b>18</b>	Psychology
<b>19</b>	Public Management and Services
<b>20</b>	Social Sciences

**Table 2**

<b>Example of hierarchical ordering in 2008 CESM system</b>		
<b>Order or level</b>	<b>Code number</b>	<b>Description</b>
<b>First order</b>	<b>01</b>	Agriculture, agricultural operations and related sciences
<b>Second order</b>	<b>0103</b>	Agricultural production operations
<b>Third order</b>	<b>010302</b>	Aquaculture
	<b>010303</b>	Crop production
<b>Second order</b>	<b>0104</b>	Applied horticulture and horticultural business services
<b>Third order</b>	<b>010403</b>	Greenhouse operations and management
	<b>010404</b>	Landscaping and grounds keeping

### **3 PUBLIC INSTITUTIONS: APPROVED PROGRAMME AND QUALIFICATION MIX**

3.1 Paragraph 1.4.1 refers to the programme and qualification mix (PQM) approved by the Minister for each higher education institution. These approved PQMs are set out in two formats:

3.1.1 The first is a detailed table which lists all the qualifications approved for the institution and all the major fields of study linked to each qualification. The table also sets out the formal properties of each qualification: its formal title, its HEMIS qualification-type, and its number of subsidy units.

3.1.2 The second format is a summary of the first detailed table. The PQM is represented as a grid which has as rows first order and selected second order CESM categories, and as columns the qualification-types used at present in the HEMIS data system.

3.2 Table 3 gives an example of part of the approved grid of a university of technology. Table 4 sets out part of the approved grid of a university. These two examples reflect only the first 8 CESM categories in the full grid.

**Table 3**

<b>UNIVERSITY OF TECHNOLOGY A</b>						
<b>APPROVED PROGRAMMES BY MAJOR FIELD OF STUDY AND QUALIFICATION TYPE: 2008</b>						
<b>MAJOR FIELDS OF STUDY BY CESM CATEGORY</b>	<b>Certificates</b>	<b>National diplomas</b>	<b>B Tech degrees</b>	<b>Postdip diplomas</b>	<b>M Tech degrees</b>	<b>Doctoral degrees</b>
<b>1 AGRICULTURE AND RENEWABLE NATURAL RESOURCES</b>						
1a Agricultural economics						
1b Agriculture		X	X		X	
1c Fisheries		X	X			
1d Forestry						
1e All other agriculture and renewable natural resources		X	X		X	
<b>2 ARCHITECTURE AND ENVIRONMENTAL DESIGN</b>						
2a Architecture & building science		X	X		X	
2b Quantity surveying			X		X	
2c Building management		X				
2d Town and regional planning		X	X		X	
2e All other architecture and environmental design		X	X		X	
<b>3 ARTS, VISUAL AND PERFORMING</b>						
3a Music						
3b Drama						
3c Fine arts					X	
3d All other arts, visual and performing		X	X	X	X	X
<b>4 BUSINESS, COMMERCE AND MANAGEMENT SCIENCES</b>						
4a Accounting	X	X	X		X	X
4b Banking and finance						
4c Business data systems & business quantitative methods		X	X			
4d All other business, commerce and management sciences		X	X		X	X
<b>5 COMMUNICATION</b>						
5a Journalism and media studies						
5b All other communication		X	X		X	
<b>6 COMPUTER SCIENCE AND DATA PROCESSING</b>						
6a All computer science and data processing		X	X		X	X
<b>7 EDUCATION</b>						
7a Primary	X	X	X		X	X
7b Secondary	X	X	X	X	X	X
7c Special						
7d All other education	X	X	X	X	X	X
<b>8 ENGINEERING AND ENGINEERING TECHNOLOGY</b>						
8a Chemical engineering		X	X		X	X
8b Civil engineering		X	X	X	X	X
8c Electrical engineering		X	X	X	X	X
8e Mechanical engineering		X	X		X	X
8h All other engineering and engineering technology		X	X	X	X	

**NOTE:** Each X indicates that the institution is permitted to offer programmes in this cell of the grid.

3.3 Points which should be noted about these sections of the grids for the university of technology and the university are these:

3.3.1 The qualification-types shown in the columns in the grids were drawn from the policy documents which were in force up to the end of 2008:

**Table 4**

UNIVERSITY B								
APPROVED PROGRAMMES BY MAJOR FIELD OF STUDY AND QUALIFICATION TYPE: 2008								
MAJOR FIELDS OF STUDY BY CESM CATEGORY	Undergrad diploma & certs	General 1st bachelors degrees	Professional 1st bachelors degrees	Postgrad diploma & certs	Postgrad bachelors degree	Honours degrees degree	Masters degrees	Doctoral degrees
<b>1 AGRICULTURE AND RENEWABLE NATURAL RESOURCES</b>								
1a Agricultural economics								
1b Agriculture								
1c Fisheries								
1d Forestry								
1e All other agriculture and renewable natural resources								
<b>2 ARCHITECTURE AND ENVIRONMENTAL DESIGN</b>								
2a Architecture & building science			X	X	X	X	X	X
2b Quantity surveying			X			X	X	
2c Building management				X			X	
2d Town and regional planning							X	
2e All other architecture and environmental design				X		X	X	X
<b>3 ARTS, VISUAL AND PERFORMING</b>								
3a Music	X		X	X		X	X	X
3b Drama	X	X	X			X	X	
3c Fine arts			X	X			X	
3d All other arts, visual and performing	X	X	X			X	X	X
<b>4 BUSINESS, COMMERCE AND MANAGEMENT SCIENCES</b>								
4a Accounting		X	X	X		X	X	X
4b Banking and finance						X	X	X
4c Business data systems & business quantitative methods								
4d All other business, commerce and management sciences	X	X	X	X		X	X	X
<b>5 COMMUNICATION</b>								
5a Journalism and media studies								
5b All other communication								
<b>6 COMPUTER SCIENCE AND DATA PROCESSING</b>								
6a All computer science and data processing		X				X	X	X
<b>7 EDUCATION</b>								
7a Primary	X			X				
7b Secondary	X		X	X			X	
7c Special								
7d All other education	X			X	X	X	X	X
<b>8 ENGINEERING AND ENGINEERING TECHNOLOGY</b>								
8a Chemical engineering			X				X	X
8b Civil engineering			X	X			X	X
8c Electrical engineering			X				X	X
8e Mechanical engineering			X				X	X
8h All other engineering and engineering technology	X		X	X		X	X	X

**NOTE:** Each X indicates that the institution is permitted to offer programmes in this cell of the grid.

- ◆ *A Qualification Structure for Universities in South Africa* (Report 116, March 1995)
- ◆ *General Policies for Technikon Instructional Programmes* (Report 150, January 1997)
- ◆ *Norms and Standards for Educators* (Government Gazette, Vol 415, February 2000)

3.3.2 The CESM categories shown in the two grids are drawn from the previous (1982) classification and will eventually be replaced by those set out in the new 2008 CESM manual.



- 3.3.3 The grid in Table 3 shows that while University of Technology A is active in all 8 of the first order CESM categories, it is not permitted to offer all the fields represented by the second order categories. The range of qualifications which it can offer within approved second order fields is also limited. It cannot, for example, offer masters degrees in fisheries or doctoral degrees in agriculture or communications.
- 3.3.4 The grid in Table 4 shows that University B cannot offer any programmes in agriculture or communication. It is furthermore not permitted in CESM 02 to offer doctoral degrees in quantity surveying or building management.
- 3.3.5 If A and B had, during 2003-2008, wished to expand their programme grids into new fields or new qualification levels, their applications would have been subjected to the criteria set out in paragraphs 1.4.1 to 1.4.5.

## **SECTION B THE NEW HIGHER EDUCATION QUALIFICATIONS FRAMEWORK**

### **4 REQUIREMENTS OF THE HEQF**

- 4.1 The national academic policies which applied in 2003 to 2008 (see paragraph 3.3.1 above) have been replaced by the Higher Education Qualifications Framework (the HEQF). From the beginning of 2009 all new programmes will have to meet the requirements of the HEQF.
- 4.2 A central concept in the HEQF is that of a qualification. The HEQF first defines a programme as a purposeful and structured set of learning experiences that leads to a qualification, and then defines a qualification as the formal recognition and certification of learning achievements. The main body of the HEQF deals with the requirements which the new types of qualifications must satisfy, and with what would be acceptable names for specific qualifications.
- 4.3 The type-specifications for new qualifications are summed up on pages 19 to 29 of *The Higher Education Qualifications Framework (October 2007)*. These specifications set out, for each qualification type, its NQF exit level, and its maximum and minimum credit totals at different NQF levels.
- 4.4 The requirements for the naming of qualifications are set out in terms of (a) qualification types, (b) designators, and (c) qualifiers. A designator is a term which applies to degrees only and which is used to describe a generic field of study. A qualifier is used to refer to a qualification's field of specialisation. The requirements which designators and qualifiers must meet are also summed up on pages 19 to 29 of *The Higher Education Qualifications Framework*.
- 4.5 Special requirements for the use of qualifiers are set out on page 13 of *The Higher Education Qualifications Framework*. This paragraph states:

“In order to use a qualifier, at least 50% of the minimum total credits for the qualification and at least 50% of the minimum credits at the exit level must be in the

field of specialisation denoted by the qualifier. The same applies to the use of a second qualifier.”

## **5 IMPLEMENTING THE HEQF**

- 5.1 The HEQF mandates the CHE to determine and publish the criteria to be applied in the adopting of designators. It stresses that no designator may be used in a qualification unless it is consistent with the criteria determined by the CHE.
- 5.2 The HEQF adds that the use of qualifiers is also subject to criteria to be determined by the CHE.
- 5.3 The CHE has not had sufficient time to develop the comprehensive criteria for designators and qualifiers required by the HEQF. The CHE and the DoHET have agreed that decisions on the introduction of new programmes should not be deferred until these have been published. They have agreed further that the processes and guidelines which follow in Section C will be used as interim measures for 2009 and 2010.

## **SECTION C INTERIM GUIDELINES: 2009 & 2010**

### **6 QUALIFICATION TYPES**

- 6.1 The name of any new programme must begin with one of the nine qualification types listed in the HEQF. No exceptions will be permitted.

### **7 DESIGNATORS**

- 7.1 A designator must be used in a degree name, and must be a term which refers to a generic field of study.
- 7.2 This requirement will be interpreted in the following way:
  - 7.2.1 In the case of new bachelors degrees, designators should either (a) be Arts, Commerce, Science and Social Science, or (b) be consistent with a first order of second order CESM category contained in 2008 CESM manual.
  - 7.2.2 In the case of new honours and masters degrees, designators should normally be those used for bachelors degrees. The CHE may permit exceptions to this rule. For example, the designator Philosophy may be used in the MPhil degree.
  - 7.2.3 In the case of new doctoral degrees, designators should normally be either Philosophy or a designator considered to be appropriate for a masters degree.
- 7.3 CHE will consider exceptions to the guidelines spelled out in 7.2.1 to 7.2.4, if it can be shown that a specific generic field of study is not captured in the first or second order CESM categories in the 2008 manual.
- 7.4 The guidelines for degree designators will be applied to programmes submitted by both public and private higher education institutions.

## **8 QUALIFIERS**

- 8.1 Qualifiers should be consistent with the fields of specialisation of qualifications. The qualifiers should refer to a first order or second order or third order CESM category contained in the 2008 CESM manual.
- 8.2 CHE will consider exceptions to 8.1, if it can be shown that a specific field of specialisation is not captured in the first or second or third order CESM categories in the 2008 manual.
- 8.3 No exceptions will be permitted to the 50% rules for qualifiers. These rules will be interpreted in the following ways:
  - 8.3.1 HEMIS credit values will be assigned to all the courses in the full, standard curriculum of the qualification. The courses which fall in the field of specialisation denoted by the qualifier must equal at least 50% of the credit total.
  - 8.3.2 The exit level of a qualification will be taken to be what its standard curriculum sets as its final academic year of study. The calculations in 8.3.1 must include the assignment of HEMIS credit values to courses in this final year of study. At least 50% of the credit total of this final year must be in the field of specialisation denoted by the qualifier.
- 8.4 The guidelines for qualifiers will be applied to programmes submitted by both public and private higher education institutions.

## **SECTION D PROCESSING APPLICATIONS: 2009 & 2010**

### **9 PUBLIC INSTITUTIONS: APPLICATIONS FOR NEW PROGRAMMES**

- 9.1 All applications for new programmes must be approved in advance by the Council and/or Senate of an institution and signed by the Vice-Chancellor or her/his designate. These applications must be submitted to the DoHET at times and on the forms to be prescribed by the DoHET.
- 9.2 The DoHET will, during 2009 and 2010, apply the guidelines which were used during the 2003 to 2008 programme application cycles. The essential features of these guidelines are summed up in the paragraphs 1.4.1 to 1.4.5. These criteria require the DoHET to assess the application for a new programme in the context of the institution's enrolment and graduation performances and of its approved PQM. New fields of specialisation and new qualification levels would be approved in exceptional circumstances only, and then would be subject to strict conditions.
- 9.3 If the DoHET decides that an application does not satisfy the criteria set out in 1.4.1 to 1.4.5, then the process ends for that particular application. The institution may however submit a request for reconsideration to the DoHET, but may not appeal to the CHE.

- 9.4 The DoHET will, as a second step, apply the Section C guidelines to those applications which satisfy the criteria set out in 1.4.1 to 1.4.5. Two outcomes are possible:
- 9.4.1 If the DoHET decides that an institution's application satisfies the guidelines for qualification types, designators and qualifiers, then the institution may submit an application to the CHE for accreditation of the programme.
- 9.4.2 If the DoE decides that an application does not satisfy the guidelines for qualification types, designators and qualifiers, then it will inform the institution and will, at the same time, advise the institution that it may submit an appeal directly to the CHE.
- 9.5 The DoHET's recommendations on designators and qualifiers will not be binding on the CHE. The final judgements on the acceptability of designators and qualifiers will be made by the CHE.
- 9.6 The DoE will send to the CHE all documents relating to its initial PQM decisions and its recommendations on designators and qualifiers.

#### **PRIVATE INSTITUTIONS: APPLICATIONS FOR NEW PROGRAMMES**

1. All applications for new programmes must be approved in advance by the highest academic body in the institution and signed by the principal officer or her/his designate.
2. The institution may submit an application to the CHE for accreditation of the programme.
3. If the CHE decides that an institution's application satisfies the guidelines for qualification types, designators and qualifiers, it will proceed with the processing of the application.
4. If the CHE decides that an institution's application does not satisfy the guidelines for qualification types, designators and qualifiers, then it will inform the institution that it will not proceed with the processing of the application.
5. In the case of paragraph 4 above, should the institution decide to apply for an amendment of the programme title in order to satisfy the guidelines, the CHE will inform the institution whether the original application for accreditation may be amended accordingly or a new application for accreditation must be submitted.
6. The final judgements on the acceptability of designators and qualifiers will be made by the CHE.

#### **10 PUBLIC INSTITUTIONS: RENAMING OF APPROVED PROGRAMMES**

- 10.1 All applications for the renaming of existing programmes must be approved in advance by the Council and/or Senate of an institution and signed by the Vice-Chancellor or her/his designate. These applications must be submitted to the DoHET at times and on forms to be prescribed by the DoHET.
- 10.2 The DoHET will, as a first step, check that the programme appears on the approved PQM of the institution. If it does not, then the application for renaming will not be considered further.

- 10.3 The DoHET will, as a second step, check the existing standard curriculum of the qualification and any proposed new curriculum against the two 50%-rules:
- 10.3.1 The first rule is that if the proposed new curriculum differs by more than 50% from the existing curriculum, then the institution must submit an application for accreditation of a new qualification.
- 10.3.2 The second 50%- rule concerns the use of qualifiers. Courses which fall in the field of specialisation denoted by a proposed qualifier must equal at least 50% of the overall credit total of the qualification, and at least 50% of the qualification's final year of study.
- 10.3 The DoHET will, as a third step, apply the remaining guidelines set out in Section C to these applications for renaming. Two outcomes are possible:
- 10.3.1 If the DoHET believes that an institution's application satisfies the guidelines for qualification types, designators and qualifiers, then the institution must inform the CHE of its intention to submit this application. The CHE will then give the institution details of the further information which it will require.
- 10.3.2 If the DoHET believes that an application does not satisfy the guidelines for qualification types, designators and qualifiers, then it will inform the institution and will, at the same time, advise the institution that it may submit an appeal directly to the CHE.
- 10.4 The provisions of paragraph 9.5 will apply again. The DoHET's recommendations on designators and qualifiers will not be binding on the CHE.
- 10.5 The DoHET will send to the CHE all documents relating to its recommendations on applications for renaming.
- 10.6 The final judgement on whether or not the renaming of an existing programme constitutes a new programme for which an application for accreditation needs to be submitted will be made by the CHE.

#### **PRIVATE INSTITUTIONS: RENAMING OF NEW PROGRAMMES**

1. All applications for the renaming of existing programmes must be approved in advance by the highest academic body in the institution and signed by the principal officer or her/his designate.
2. The institution must inform the CHE of its intention to submit an application for the renaming of the programme. The CHE will then give the institution details of the further information which it will require.
3. The CHE will check the existing standard curriculum of the qualification and any proposed new curriculum against the two 50%-rules:

The first rule is that if the proposed new curriculum differs by more than 50% from the existing curriculum, then the institution must submit an application for accreditation of a new qualification.

The second 50%- rule concerns the use of qualifiers. Courses which fall in the field of specialisation denoted by a proposed qualifier must equal at least 50% of the overall credit total of the qualification, and at least 50% of the qualification's final year of study.

4. The CHE will, as a next step, apply the remaining guidelines set out in Section C to the application for renaming. If the application satisfies the guidelines for qualification types, designators and qualifiers, then it will proceed with the processing of the application for renaming of the programme.
5. If the application does not satisfy the guidelines for qualification types, designators and qualifiers, then the CHE will inform the institution accordingly.
6. The final judgement on whether or not the renaming of an existing programme constitutes a new programme for which an application for accreditation needs to be submitted will be made by the CHE.

## **SECTION E REGISTRATION AND FORMAL APPROVAL**

### **11 SAQA REGISTRATION**

- 11.1 All new qualifications, which are supported by the DoE and accredited by the CHE, must obtain SAQA registration. The CHE will recommend to SAQA the registration of programmes that have been accredited.
- 11.2 All changes to the names of approved qualifications, which are supported by the DoE and accredited by the CHE, must obtain SAQA registration. The CHE will recommend to SAQA the registration of accredited renamed programmes.

### **12 PUBLIC INSTITUTIONS: THE PQM AND FORMAL APPROVAL BY THE MINISTER**

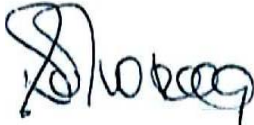
- 12.1 All new qualifications and new names of qualifications which have been accredited by the CHE and registered by SAQA must be submitted to the Minister for final, formal approval.
- 12.2 The DoHET will advise an institution when the Minister's approval has been obtained, and will record these decisions on the one of the two official PQMs of the institution.
- 12.3 The DoHET will, for a period of time still to be determined, maintain two separate PQMs for each institution:
  - 12.3.1 The first will be the PQM which was first approved in 2006 and which was then amended by subsequent additions and deletions. This PQM is based on the academic policies which were in place up until the end of 2008. The DoHET will not add any new programmes to this version of the PQM. The only changes which will be permitted will be the deletion of discontinued programmes.

12.3.2 The second will be a PQM which records new programmes which comply with the HEQF, which have been accredited by the CHE and which have been registered by SAQA. Since renamed qualifications must comply with the HEQF, they will be removed from the first PQM and added to the new PQM.



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Dr Cheryl de la Rey  
Chief Executive Officer: CHE



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Dr Molapo Qhobela  
Acting Director-General: DoHET



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Mr Samuel Isaacs  
Executive Officer: SAQA