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Presentation of Short Courses at Stellenbosch University

Type of Document:	Policy
Purpose:	Coordination and regulation of continuing education in the form of short courses presented under the auspices of Stellenbosch University
Approved by:	SU Council
Date of Approval:	2014/12/01
Date of Implementation:	2015/01/01
Date of Next Revision:	2021/01/01
Date of Previous Revision(s):	First policy implemented in October 2007 First policy revised in January 2014
Policy Owner¹:	Chief Operating Officer
Policy Curator²:	Head: Copyright and Short Courses
Keywords:	Academic Quality Assurance, Full Financial Reporting, Course and Participant Registration, Marketing, Certification, Evaluation, Intellectual Property, Short Course
Validity:	In case of differences in interpretation the English version of this policy will be regarded as the valid version.

SU Policies are available at www.sun.ac.za/policies

¹ Policy Owner: Head(s) of Responsibility Centre(s) in which the policy functions.

² Policy Curator: Administrative head of the division responsible for the implementation and maintenance of the policy

Policy in respect of the presentation of
short courses at Stellenbosch
University

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Policy in respect of the presentation of short courses at Stellenbosch University

Reference number of this document	
HEMIS classification	
Purpose	Coordination and regulation of continuing education in the form of short courses presented under the auspices of Stellenbosch University
Type of document	Policy
Accessibility	General (internal)
Date of implementation	01/01/2015
Revision date	01/01/2021
Policy history	First policy implemented in October 2007 First policy revised in January 2014
Policy Owner (at institutional level)	Chief Operating Officer
Institutional functionary (custodian) responsible for these rules	Head: Copyright and Short Courses
Date of approval	01/12/2014
Approval by	Stellenbosch University Council
Keywords	Academic quality assurance, full financial reporting, course and participant registration, marketing, certification, evaluation, intellectual property, short course

1. Introduction

Stellenbosch University (SU) recognises the demands made on a tertiary institution of the 21st century and is therefore involved in the educational, vocational and skills-development activities of South African society.

SU further recognises that the presentation of short courses is not only a necessary continuing-education activity but that it is also linked to all three core functions of SU, namely research, learning and teaching and community interaction.

SU's Short Courses Division, established in January 2007, provides the institution with specific operational and administrative services to enable staff to present short courses and fulfils its responsibility as custodian of this policy. This policy is anchored in the principles of the Institutional Intent and Strategy 2013–2018 plan, its strategic priorities supported specifically through increasing access to new knowledge markets, catering for a diverse spectrum of learners and expanding technology platforms for the delivery of blended and virtual short courses.

2. Implementation of the policy

In terms of this policy

- 2.1 SU as a higher education institution of excellence needs to align and maintain effective management systems and processes that enable it to undertake the accreditation of its short course presentations, a responsibility delegated to it by the Council on Higher Education (CHE)/Higher Education Quality Committee (HEQC), in compliance with South African Qualifications Authority (SAQA) regulations (see Annexure B – Accreditation Status of SU). Therefore SU has mandated the Short Courses Division to standardise, coordinate and support short course processes on behalf of the institution to fulfil this requirement.
- 2.2 the relevant academic, financial and administrative responsibilities for short course presentations rest within the normal lines of management (departmental chairpersons and deans or heads of environments and centres of responsibility); and
- 2.3 the rules apply to all SU staff members and external presenters who are involved in the approval, management, administration and presentation of short courses.

3. Definitions

3.1 Assessment	<p>Assessment methods and tools refer to the assignments, tests, exams etc. used to test students' knowledge, skills and values to meet the requirements for the successful completion of short courses.</p>
3.2 Certification	<p>Certification refers to a formal verification or written declaration indicating satisfactory attendance or a sufficient level of competence was achieved by a participant attending a short course.</p>
3.3 Course leader	<p>Course leaders (or project managers) are formally appointed SU staff members. They may include staff members appointed on joint platforms (in terms of the Regulations for the Quality Assurance of Short Courses, Par 19a), who accept full responsibility for, first and foremost, the academic content of the short course presentation and also for the financial and administrative arrangements of the relevant course. Course leaders are appointed by the departmental chairperson or head of environment (in terms of the Regulations for the Quality Assurance of Short Courses, Par 17a).</p>
3.4 Evaluation	<p>Evaluation is a judgment of a whole package, programme or course in terms of participant feedback, regarding course content and assessment procedures for the further development or improvement of the short course.</p>
3.5 Full-cost approach and income	<p>A full-cost approach means that the total income from a short course should cover the total direct and indirect expenditure, in other words no cross-subsidisation takes place between formal programmes with subsidies and short courses without subsidies.</p> <p>Income means all course or registration fees paid by participants in an activity, regardless of whether this takes the form of sponsorships (including exhibition fees) or interest received.</p>
3.6 Notional learning time	<p>Notional learning time is the number of hours that learners (at specific levels) are expected to spend on average to achieve specified learning outcomes at those levels. This includes all learning relevant to the achievement of learning outcomes, such as self-directed study, essential practical work, project work, private study and assessment.</p>
3.7 National Qualification Framework (NQF) level	<p>All short courses must be offered at specific NQF levels. The University may present short courses in the higher education and training band of the NQF, namely levels 5 to 10 (see also 5.7).</p>
3.8 Participant	<p>A participant complies with the specific selection criteria required for the attendance of short learning programmes and is admitted by the University to attend a short course.</p>

3.9 Presenters	Presenters may be SU staff members or experts from the private sector. External presenters who are not part of the SU staff complement may only be contracted to present short courses in the name of the University in exceptional cases and subject to strict control and sufficient motivation.
3.10 Qualification	A qualification forms part of the University's formal, subsidised modules and programmes. The national framework has eleven qualification types mapped onto the six levels of the NQF occupied by higher education qualifications (as defined on page 18, number 42, in the CHE's Higher Education Qualification Sub-Framework[HEQSF]).
3.11 Short course	<p>SAQA defines a short course as a course with a credit value of less than 120 credits (which is considered equivalent to a year of full-time study) and is therefore not considered as a whole qualification. At SU, however, a short course is a training opportunity:</p> <ul style="list-style-type: none"> 3.11.1 of which the total study time, as expressed in credits, should amount to less than 60. Specific motivation should be directed to the Dean for approval in instances where a short course exceeds 60 credits; 3.11.2 that is not a whole qualification nor part qualification and will not lead to the achievement of a full qualification; (see also 6.2.10) 3.11.3 that is presented in the name of the University. In other words <ul style="list-style-type: none"> i) the University trademark (SU's name and/or logo, professorial title or <i>ex officio</i> activity) is used; and ii) the short course is certified by the University and the officially approved short course certificates with the University logo and the signatures of authorised people are issued; 3.11.4 that complies with SU's academic standards, and specifically with the guidelines in the Regulations for the Quality Assurance of Short Courses; 3.11.5 that can be offered as <ul style="list-style-type: none"> i) competency-based (credit-bearing, with assessment criteria); or ii) attendance-based (non-credit-bearing); 3.11.6 that fulfils the University's responsibility to play a role in the community, to offer continued professional education and to further education and service learning (in the case of students registered for official qualifications); and 3.11.7 where SU certification of learning other than formal degree or qualification certification (as defined by the HEQSF) takes

	place. Where SU acts as a service provider but the short course is certified only by another (national or international) accreditation body, the short course should not be registered as a SU short course.
3.12 Short course certificate	SU short course certificates are provided by the Short Courses Division on behalf of SU in standardised formats and designs as agreed on and approved by the Academic Planning Committee (APC), Communication and Liaison, and the Short Courses Division.
3.13 Short course credits	Credits refer to a means of quantifying learning outcomes achievable in notional learning hours at a given level. One short course credit is awarded for 10 notional hours of assessed learning activity. Short course credits are not transferable, but may in certain cases be considered for ARPL access to a programme.

4. Objectives of the policy

The objectives of this policy is to provide a framework for the overall coordination and regulation of continuing education in the form of short courses presented under the auspices of the University. The University does so

- 4.1 by ensuring compliance with CHE regulatory requirements;
- 4.2 to protect the University's external image as an academic institution and the various trademarks that reflect its image and reputation;
- 4.3 by providing processes and systems that enable the University to undertake the delegated accreditation of its short courses and by ensuring compliance with the Regulations for the Quality Assurance of Short Courses;
- 4.4 by implementing guidelines and providing support to SU staff with regard to the financial planning, registration, management and administration of short courses;
- 4.5 by promoting the nature and diversity of short course participants; and
- 4.6 by providing management guidelines to address aspects of risks to the reputation of the SU.

5. Principles of the policy

The offering of short courses, which is encouraged by the University, addresses an educational need and enables the University to be responsive to market demands and trends. The principles on which the offering of short courses is based are as follows:

- 5.1 The presentation of short courses as a teaching activity and learning opportunity takes place in the name of the University and it needs to comply with the academic quality assurance requirements of the University.
- 5.2 The presentation of short courses also complies with the requirements of the relevant government and other regulatory institutions (the Department of Higher Education and Training [DHET], the CHE and the SAQA).
- 5.3 The responsibility for the academic quality assurance of short courses resides in the Senate, which acts on recommendation of the APC, and which delegates the responsibility for the approval of short courses to the deans acting on recommendation of the departmental chairpersons. Short courses presented by support service divisions are approved by the Responsibility Centre (RC) Head on the recommendation of the head of the relevant division.
- 5.4 The presentation of short courses offer University staff an opportunity to earn additional income and to develop as entrepreneurs.
- 5.5 The policy is limited to the presentation of short courses and it excludes consulting and other types of entrepreneurial activities.
- 5.6 A short course is not a qualification or part of a qualification and short courses do not lead to a qualification. In exceptional cases, the University Assessment and Recognition of Prior Learning (ARPL) process may be applied for admittance to a programme that leads to a qualification.
- 5.7 The University may present short courses in the higher education and training band of the NQF, namely levels 5 to 10. Only in certain cases, may SU's short courses be presented at level 5 with sufficient motivation and with the dean's approval (the RC head in the case of support service divisions) prior to the course being submitted for electronic registration and approval and if the strategic benefit for the University and the needs of the market are taken into account, based on NQF level 5 being considered a scope of knowledge in respect of which a learner is able to demonstrate an informed understanding of the core areas of one or more fields.
- 5.8 The policy articulates with the University's Learning and Teaching Policy and with the Regulations for the Quality Assurance of Short Courses.

6. Governance of the policy

6.1 Roles

- 6.1.1 The policy custodian is responsible for the formulation, approval, reviewing, communication and monitoring of the policy.
- 6.1.2 The normal lines of University management (departmental chairpersons and deans or heads of environments and centres of responsibility) have the final responsibility for the short course presentations, including the academic, financial, administrative and personnel aspects.
- 6.1.3 The Short Courses Division is responsible for the implementation and maintaining of effective short course databases and systems for governance and quality assurance requirements (including course and student registration systems, financial processes, the short courses website, certification and course evaluation processes).
- 6.1.4 The University's Finance Division manages the overall financial administration, including approval of budgets and financial reporting regarding short course presentations.
- 6.1.5 The University's Legal Services assists with the drafting and signing of service level agreements when outside persons are contracted to develop and/or present courses in the name of the University and when short courses are presented with another institution or company. The Chief Director: Finance is the signatory of these agreements on behalf of the University.

6.2 Implementation, monitoring and reporting (aligned with supporting and related documentation)

6.2.1 Academic quality assurance

Responsibility for the academic quality assurance of University academic offerings, including short courses, rests with the Senate. Control measures for the quality assurance of academic offerings are described in the Regulations for the Quality Assurance of Short Courses, Par. 17 (see Annexure A).

6.2.2 Short course registration

- 6.2.2.1 A short course may only be presented if it has gone through the full process of recommendation and approval by the departmental chairperson and dean, or head of environment and centre of responsibility via the University's online short course registration system and has been captured on the central register.
- 6.2.2.2 Information required for short course registration and approval is included in the Regulations for the Quality Assurance of Short Courses, Par. 17b (see Annexure A).

6.2.3 Finance

- 6.2.3.1 The full-cost approach is applied to all short course activities, in other words all direct and indirect expenditure related to a short course presentation should be recovered from the income from the specific course.
- 6.2.3.2 The standard Indirect Cost Recovery Rate of the University on third-stream income, as determined from time to time, applies to all external income generated by short courses.
- 6.2.3.3 The regulations for the financial processes of short courses, including budgeting and reporting, are provided in Annexure C.

6.2.4 Marketing

- 6.2.4.1 All short courses registered and approved via the University's central online registration system may be marketed on the Short Courses Division's website as approved short courses under the auspices of the University.
- 6.2.4.2 Staff and departments may advertise short courses (whether internally or externally) only after they have been registered and approved via the University's central online registration system.
- 6.2.4.3 Relevant departments and other organisational units (such as centres, bureaus or institutes) may be marketed together with short courses, subject to the provisions regarding the University's corporate image and to being approved by SU's Communication and Liaison.

6.2.5 Participant registration

All participants attending short courses apply and register via a single, centralised online student management system if they comply with the specific selection criteria for the short course. The centralised database of short course participants includes:

- a record of the payment of course fees;
- the level of the participants' attendance or competence; and
- the type of certificate issued.

6.2.6 Involvement of University staff, non-University staff and other institutions

- 6.2.6.1 The participation of University teaching or support staff in short course presentations is subject to the approval of the deans or heads of the centres of responsibility on the recommendation of the relevant departmental chairpersons or heads of environments.
- 6.2.6.2 People (individuals) who are not on the University staff establishment may be contracted to develop and/or present courses in the name of the University only in exceptional cases and subject to strict control and sufficient motivation. Staff appointed on joint platforms (eg at the Faculty

of Medicine and Health Sciences) may present short courses in the name of the University.

6.2.6.3 When a short course is presented with another institution or company, the University's name, trademark and reputation is given preference, as in the case of formal programmes.

6.2.6.4 The regulations for the involvement of University staff and other individuals and institutions are provided in Annexure D.

6.2.7 Certification

6.2.7.1 Certificates may be printed only by the unit with which the Short Courses Division has entered into an agreement and only in the approved format.

6.2.7.2 Certificates of competence and of attendance may be issued to participants attending short courses in accordance with the following requirements:

- *Certificates of competence* may be issued only to those who completed the short course successfully and only if a formal process of assessment, as determined by the academic requirements, was also completed successfully.
- *Certificates of attendance* may be issued only to those who attended the short course satisfactorily.

6.2.7.3 To ensure the integrity and security of the certification process, strict standard procedures for the issuing and printing of short course certificates apply. These are provided in Annexure E.

6.2.8 Evaluation

6.2.8.1 The short courses are evaluated after every presentation, and feedback is gathered from the course participants during and/or after the end of every presentation.

6.2.8.2 The Short Courses Division provides standard evaluation forms for the general and logistical evaluation of short courses, for the evaluation of the facilitators and for general comments and contact details.

6.2.8.3 The results of the evaluation process may be used to further develop or improve the short course.

6.2.8.4 The standard procedure for the evaluation process is provided in Annexure F.

6.2.9 Intellectual property (IP)

6.2.9.1 The IP of all short courses developed in their entirety by University staff belongs to the University in terms of the Policy in respect of Exploitation of Intellectual Property of the University.

6.2.9.2 Authorship of course content is acknowledged in accordance with normal academic practice.

- 6.2.9.3 In the case of joint presentations, the IP belongs proportionally to the institutions where the presentations were developed.
- 6.2.9.4 The University owns various trademarks that reflect its image and reputation. The policy regulates the use of the trademarks only with regard to short courses. All other applications take place in terms of the Policy in respect of Exploitation of Intellectual Property.
- 6.2.9.5 The University's copyright administrator shall be consulted regarding copyright aspects pertaining to the use of third party content in the compilation and reproduction of course material.

6.2.10 Concurrent presentation of short courses for both non-formal and formal teaching

- 6.2.10.1 In certain cases (such as postgraduate modules), lectures and/or contact sessions may be presented concurrently to both subsidised and non-subsidised participants. Departmental chairpersons and deans should both grant permission for this and registration may take place only via a degree programme or a short course.
- 6.2.10.2 Where participants register and attend such specific short courses at the University and want to apply for ARPL access to formal qualifications, the ARPL policy and procedure of the specific faculty should be adhered to.

6.2.11 Mutual competition

- 6.2.11.1 Staff may present any short courses in their field of expertise and academic environment or specialised division, provided that the short courses go through the quality assurance processes as described in the policy and that they do not conflict with the spirit or provisions of any specific agreements or contracts entered into by the University.
- 6.2.11.2 Judgement on whether mutual competition across faculty borders is desirable or not lies with the Vice-Rector (Learning and Teaching), who will act upon advice from the Academic Planning Committee (APC) of Senate.
- 6.2.11.3 Judgement on whether the presentation of a short course conflicts with a University agreement or contract lies with University Management as delegated.

6.2.12 Language

- 6.2.12.1 The language in which the short courses are presented should be communicated to the participants.
- 6.2.12.2 The *certificates of competence* and *certificates of attendance* should be issued in both English and Afrikaans.

6.2.13 Technology platform for the presentation of short courses

6.2.13.1 Short courses may be presented as contact sessions, as technologically mediated or as a blend of contact and technologically mediated learning events.

6.2.13.2 All fully online or blended (containing both contact and online components) short courses may be offered on SU's technology platform. Participants gain access to such short courses and any other required SU systems when registration is complete (also see Point 2 in Annexure C).

6.2.14 Reporting

6.2.14.1 The Short Courses Division reports on all short course activities recorded on the central registration short course systems of the University (to deans or heads of centres of responsibility, departmental chairpersons and heads of environments, general management, etc.).

6.2.14.2 The Short Courses Division reports to the Department of Higher Education and Training [DHET] and the CHE's HEQC.

6.2.14.3 The head of the Short Courses Division shall report to the relevant member of University management on all financial and other aspects of the division.

6.2.14.4 Within three months of the completion of a short course presentation, a full financial report reflecting the budget versus actual figures should be completed and sent to the Finance Division via the University's central online registration system.

6.3 Actions for non-compliance

6.3.1 Any breaches of or non-compliance with the policy should be reported to the policy owner and to the Risk Management Committee.

6.3.2 Any instances of non-compliance with the policy when duly advised by the policy owner are dealt with within the normal lines of management (by departmental chairpersons and deans or heads of environments and centres of responsibility) in terms of the disciplinary policy and procedures of the University.

6.4 Revision

The policy will be reviewed every six years (or sooner if circumstances require).

7. Supporting documentation

The policy on short courses is supported by the following annexures:

Annexure A	Regulations for Quality Assurance of Short Courses
Annexure B	Accreditation status of Stellenbosch University
Annexure C	Regulations on the financial aspects of short courses
Annexure D	Regulations for the involvement of University staff and other individuals and institutions
Annexure E	Standard procedure for the issuing and printing of short course certificates
Annexure F	Standard procedure for the evaluation process of short courses

8. Related documentation

Relevant related documents include the following:

Item #	Name	Status	Policy owner
8.1	Learning and Teaching Policy	Approved	Centre for Teaching and Learning
8.2	Higher Education Qualifications Sub-Framework	Published in 2013	Council on Higher Education – document available on Institutional Research and Planning website
8.3	Assessment and Recognition of Prior Learning Policy	Approved	Centre for Teaching and Learning
8.4	Financial Policy	Approved	Division of Finance
8.5	Assessment Policy and Practices	Approved	Centre for Teaching and Learning
8.6	Policy in respect of Exploitation of Intellectual Property	Approved	Innovus
8.7	Risk Management Committee Regulations	Approved	Risk Management and Security
8.8	Policy on Conflict of Interest	Approved	Division for Research Development

Annexure A

Stellenbosch University

Regulations for Quality Assurance of Short Courses

December 2004

A. Academic presentations

1. All learning and teaching opportunities presented by and certified in the name of Stellenbosch University form part of the academic offering of the University.
2. The Senate is accountable to the Council for the academic and research functions of the public higher education institution and must perform such other functions as may be delegated or assigned to it by the Council (*Higher Education Act, Act 101 of 1997, Sec. 28*).

The Senate is therefore responsible for the supervision of the academic offering of the University.

With regard to short courses, (a) the Senate approves the *system* for the academic supervision of the short courses on recommendation of the Academic Planning Committee (APC) and (b) delegates responsibility for the approval and supervision of the short courses to the deans.

Short courses, therefore, do not follow the same course of academic decision making as the credit-bearing subsidised programmes and modules. (Cf. Section D of this document.)

The powers and duties of the Senate include the following:

- a) the senate determines, subject to the approval of the council, the conditions for the obtaining of degrees, diplomas or certificates, and decides which persons have satisfied the said conditions;
- b) the senate supervises and controls all examinations held by the University, in accordance with the provisions laid down by the senate for this purpose and approved by the council;
- c) the senate submits recommendations to the council on the appointment of the dean of a faculty,
- d) the senate may establish senate committees consisting of senate members, or senate members and other persons, and may assign any of its powers or duties to the committees or any official of the University, provided that the senate retains the power to amend or disregard any decision made by such committee or official.

(*Statute of the University of Stellenbosch, 8 April 2004, Government Gazette Notice no. 25850*).

3. Regarding the content and quality assurance of the University's academic offering, the Senate acts via and on the recommendation of **faculty boards** and the **Academic Planning Committee (APC)**.
4. The academic offering is divided into **two groups of academic presentations**:
 - a) Credit-bearing programmes and modules
 - i) which form part of the official *Programme profile* of the University as approved by the Department of Education, following the Department's *Programmes and Qualification Mix (PQM)* process, and
 - ii) which lead to the official qualifications of the University.
 - b) Short courses
 - i) which include: short courses (in-house or for the public), certificate programmes, seminars and workshops, continuous professional development (CPD), programmes for which the University does not (directly) receive a subsidy from the state, and
 - ii) which are certified by the University by means of certificates of competence or certificates of attendance.

B. Academic quality assurance in general

5. All academic presentations (programmes, modules, short courses) which form part of the University's academic offering must satisfy the University's quality assurance requirements.
6. The University's quality assurance criteria for academic presentations include the following processes:
 - a) Planning: all aspects of programme and module planning (including the academic level and standards, the curriculum, the research basis, etc).
 - b) Approval by Senate on recommendation of the faculty board and the APC.
 - c) Documentation of academic information (in the Yearbook).
 - d) Funding.
 - e) Recruitment and marketing.
 - f) Selection of students (where applicable).
 - g) Admission of students.
 - h) Registration of students.
 - i) Appointment, management and development of academic personnel.
 - j) Delivery and student assessment (including the development of study material).
 - k) Certification.
 - l) Evaluation of programmes/modules/short courses.

7. Responsibility for the processes of academic quality assurance resides in the academic organisational structure of the University:
 - a) the Senate,
 - b) faculties as sub-committees of Senate,
 - c) academic departments as functional organisational units within faculties,
 - d) programme committees under the leadership of programme co-ordinators.
8. The regulations and procedures for academic quality assurance of subsidised credit-bearing programmes and modules are available in the University Statute, Senate resolutions, the Yearbook, the Guide for Deans, the Guide for Departmental Chairpersons and other official documents.
9. All credit-bearing modules of official programmes of Stellenbosch University are located in an academic organisational unit which has been instituted by the Senate for the purposes of presenting credit-bearing modules.
10. The academic organisational unit, normally an academic department which resides within the University's academic decision-making structures, is responsible for the academic quality-assurance processes.

C. Academic supervision and quality assurance of short courses

11. Responsibility for the quality assurance of short courses resides in Senate, which acts on recommendation of the APC.
12. The APC assesses the processes for the academic quality assurance of short courses and recommends those processes to Senate.
13. Senate delegates the responsibility for the approval of short courses to the deans.
14. Short courses presented under the name of the University are approved by the deans on recommendation of the departmental chairpersons.
15. Short courses presented by support service divisions are approved by the Responsibility Centre (RC) Head on the recommendation of the head of the relevant division. During the approval process, and at his or her own discretion, the RC Head may consult experts in an appropriate academic department. The RC heads therefore accept the responsibilities of the deans as specified in this document regarding short courses presented by support service divisions, and division heads accept the responsibilities of departmental chairpersons.
16. In the approval process, the Deans take into account the relevant academic, financial and personnel management issues.

Please note that (a) research assistance, material, equipment or other facilities financed by the University, a statutory body or the State, (b) secretarial, administrative and technical support provided by staff members of the University

and (c) official letterheads of the University may be used for purposes of a short course on condition that details of its use are provided to the dean for his or her approval of such use (on the recommendation of the departmental chairperson).

Control measures for the academic quality of short courses include the following:

- a) For every short course, a course leader who co-ordinates the activities on behalf of the University must be appointed by the departmental chairperson.
- b) The course leader must apply in writing to the departmental chairperson to present a short course. The following information must be provided in the application:
 - i. the title of the course,
 - ii. subject area,
 - iii. credits,
 - iv. NQF level,
 - v. duration,
 - vi. aim of course,
 - vii. outcomes of the course,
 - viii. in the case of courses that result in a certificate of competence:
 - assessment system and/or methods,
 - assessment criteria
 - ix. delivery method(s),
 - x. list of presenters with their *curricula vitae* containing (at minimum) their academic qualifications, from which institutions they were obtained, and their academic and professional experience,
 - xi. frequency of presentations,
 - xii. nature of the certificate to be awarded (certificate of competence or attendance),
 - xiii. a budget.

This information is presented to departmental chairpersons for consideration and recommendation to the dean. The dean approves the short course.

17. All short courses are registered on a central University register. This registration is a condition for the presentation of a short course.
18. Personnel
 - a) The course leader is a duly appointed member of staff of Stellenbosch University (including members of staff appointed on joint platforms).
 - b) The course leader is appointed by the departmental chairperson.
 - c) In cases where the departmental chairperson acts as the course leader, the dean

must approve this and appoint the chairperson as the course leader.

- d) The course leader must apply in writing to the departmental head to present a short course. The application must include information as specified in par. 17 of this document.
- e) Presenters with the required academic qualifications, expertise and capacity are recommended for every course by the course leader and are appointed by the departmental chairperson/division head.
- f) Staff of the University enjoy preference when presenters for short courses are appointed.
- g) Contract/part-time presenters must be accredited by the University for the purposes of the presentation of the course concerned. This happens once (a) the course leader and departmental chairperson have considered and recommended the presenters' *curricula vitae* and (b) the dean has approved the persons concerned to present the specified short courses.
- h) The course leader is responsible for the management of all the lecturers/presenters of a course.

19. Product development

- a) Product development is the responsibility of the course leader. In this context, "product" includes all aspects of the course, namely the intellectual property as embodied in the formulated aims, outcomes and assessment methods and criteria, the course material, as well as the results of any market research undertaken, the marketing material, *etc.*
- b) Course material must meet the normal requirements of the University regarding layout, format, medium, copyright clearance, *etc.*

20. Assessment

- a) The lecturers/presenters are responsible for the assessment of the course attendants' work.

21. Feedback and evaluation

- a) Feedback must be gathered from course attendants during and/or at the end of every short course.
- b) Short courses must be evaluated after every presentation. This means that the subject content, structure, admission requirements, study material and level are evaluated by the course leader and lecturers/presenters, that the feedback of the course attendants is considered and that the results of the evaluation process are used in the further development of the short course.

Annexure B



UNIVERSITEIT • STELLENBOSCH • UNIVERSITY
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26 September 2012

Accreditation status of Stellenbosch University

Thank you for seeking clarity on the registration and accreditation status of Stellenbosch University (SU). The information in this letter explains how the South African national authorities recognize the institution and the education programmes it offers.

In terms of the Higher Education Act (Act 101 of 1997) and the SU Statute (Government Gazette No. 34576 - Notice 605 of 31 August 2011) Stellenbosch University is a public higher education institution. Please note that, in terms of the Act, *only private providers are given registration numbers*.

The qualifications offered by Stellenbosch University are:

- (a) *approved* and subsidized by the Department of Education and Training (DHET),
- (b) *accredited* by the Higher education Quality Committee (HEQC) of the Council on Higher Education (CHE), and
- (c) *registered* on the National Qualifications Framework (NQF) of the South African Qualifications Authority (SAQA).

The HEQC is the Education and Training Quality Assurance (ETQA) body for the whole higher education sector, as recognized by SAQA. Therefore public higher education institutions do not need to obtain accreditation through the Sector Education and Training Authority (SETA) ETQAs.

Since June 2000 all SU qualifications have been registered with SAQA in terms of the interim procedures for registration of qualifications on the NQF.

Please feel free to contact me should you have any further queries.

Yours sincerely



Registrar
STELLENBOSCH UNIVERSITY

Annexure C

Regulations on the financial aspects of short courses

1. The full-cost approach is applied to all short-course activities of the University.
2. A technology fee (for online and blended short courses) should be included as part of the full-cost approach.
3. Staff and/or academic units or divisions may only share in the profit after expenses but are also responsible, in terms of the profit-sharing formula, for losses suffered when insufficient net income is generated to break even.
4. The following guidelines for the distribution of surplus or deficit (in accordance with the approved budgets) should be followed (in accordance with the Policy in respect of Exploitation of Intellectual Property), although these may be negotiated at the discretion of the relevant deans:
 - 25 per cent to the relevant faculty or centre of responsibility;
 - 25 per cent to the department or division of the course leader; and
 - 50 per cent to the course leader for possible further distribution at his or her discretion
5. The profit sharing for course leaders or staff members sharing in profits because of other forms of involvement is subject to the normal instructions for payment within the provisions of the University's Financial Policy and Tax Legislation.
6. All income generated by short courses is paid in at the cost centre created specifically for the short course. A new project for a short course may also be created within an existing cost centre; all expenditure is then incurred against that cost centre or project.
7. Terms and conditions for the payment of course fees and/or the cancellation of course attendance are included in the participant application forms. These terms and conditions apply to all short courses, unless other arrangements are made that are accepted by the University in writing.
8. Budgets are compiled by course leaders, approved by the Finance Division, recommended by the departmental chairpersons and approved by the deans or heads of environments as part of the normal online approval process. Budgets should be attached to all electronic applications for the approval of short courses.
9. Income statements should consist of income less levies, the fees for the lecturers or presenters and all other direct costs. The following should be noted:
 - Market-related prices for specific short courses are determined by the course leaders in consultation with the departmental chairpersons or heads of environments with a view to making a profit or breaking even. The net amount less VAT is used for profit-sharing purposes.
 - Short courses may also be presented on a non-profit-making basis, provided that any envisaged losses are covered by being subsidised by the department or division or through the use of other forms of payment.

- The presenters of short courses are remunerated on a market-related basis.
 - If assessment forms an integral part of the short course and a competence certificate is issued, assessment fees may be paid to the presenters over and above the fees for presentation.
 - Direct expenditure includes payments to external suppliers, printing, postage, advertisements in magazines and newspapers, textbooks, certificates, the hiring of venues, and travel and accommodation costs, as well as the purchase, replacement, maintenance and hire of equipment.
10. Financial reporting is completed online by the course leader and sent to the Finance Division after completion of the short course presentation.
 11. For statistical purposes, financial reporting reflects the budget versus actual costs of the short course.
 12. Two months are allowed for all outstanding monies to be recovered and invoices to be paid.
 13. Full financial reports should be delivered electronically to the Finance Division within three months.
 14. No profit sharing is paid out before the final financial reports have been generated by the department or division and have been approved by the Finance Division.

Annexure D

Regulations for the involvement of University staff and other individuals and institutions

1. Staff may participate in the presentation of short courses as course leaders or presenters.
2. Staff should act in a personal capacity and not as a company, close corporation, trust or other legal entity. Payment is also only made to individuals.
3. Staff may not offer short courses for private or personal gain in the name of the University.
4. Staff may not develop and present short courses in their fields of expertise (for which they were appointed at the University) in their private capacity (refer to SU's Policy on Conflict of Interest).
5. Staff may compile and/or present short courses for outside institutions but this may not compete with the activities of the University (refer to SU's Policy on Conflict of Interest).
6. The Policy in respect of Exploitation of Intellectual Property regarding all course-related material created by staff in the normal course and scope of their duties for formal programmes also applies to short courses.
7. Presenters with the required academic qualifications, expertise and capacity are recommended for a short course by the course leader and are appointed by the departmental chairperson or division head.
8. Departmental chairpersons or heads of environments and deans or heads of centres of responsibility are responsible for ensuring that the academic and expertise background of external presenters (individuals not on the staff of the University) is checked and verified and that course material measures up to the standards of the University.
9. Agreements with other institutions or companies are not considered when the University only provides accreditation and quality assurance at a nominal rate without any clearer, greater benefit to the University. The role and the academic and other interests of the University should be significant for its name to be linked to these short courses.
10. For the accreditation and quality assurance of short courses presented jointly, staff should make a significant contribution to the intellectual capital, course content and course presentation and/or constitute a central part of the evaluation team and mechanism.
11. In the case of joint presentations, the following should be taken into account
 - the reputation of the University and the other party;
 - arrangements with regard to ownership of intellectual property;
 - competition with other University products; and
 - the University should take responsibility for quality assurance procedures, the nature of certificates and appropriate registration and administrative arrangements.

Annexure E

Standard procedure for the issuing and printing of short course certificates

1. This standard procedure applies specifically to certificates issued for short course activities and does not include certificates issued for other purposes, such as awards for academic excellence or exceptional service.
2. The printing and issuing of short course certificates occur strictly according to the audit requirements and provisions within the policy in respect of the presentation of short courses.
3. The format and design of the certificates have been agreed on by the APC, Communication and Liaison and the Short Courses Division.
4. To ensure the security of the certification process, no departments or individuals may print their own certificates.
5. Any other verification or written declaration issued on a formal University-related letterhead or documentation without an accompanying official short course certificate, is considered another form of certification, which does not meet policy requirements and is not permitted.
6. Short course certificates are not re-issued (if lost or mislaid) and certificates that are damaged or have incorrect information on them are re-issued only when the damaged or incorrect certificates are returned to the Short Courses Division to be destroyed.
7. The Short Courses Division provides standardised certificates printed on high-quality paper complying with the requirements of the policy regarding the corporate image of the University.
8. Certificates may be issued only for short courses that have gone through the full process of registration and approval on the University's electronic short course system.
9. A participant may not receive a certificate for a registered and approved short course without an official certificate number generated by the University's short course student management system and only if he or she has successfully attended or completed the short course concerned.
10. Only certificates of attendance may be requested for participants, by the short course leader, prior to the short course having been fully attended by the participants, and only in specific circumstances (and only if specifically motivated), with the proviso that the certificates of those participants who do not fully attend the course, be returned by the course leader to the Short Courses Division to be destroyed and the certification status of the participants be amended on the short course student management system.
11. The full name of the course participant should appear on the short course certificate.
12. The short course name as it was registered and approved on the short course registration system should be reflected on the certificates.
13. The following information may appear on certificates:
 - Date: Specific dates indicating the period during which the course was presented or the date on which the certificate issued.

- NQF level -: As indicated during the registration process of the short course
 - Short course credits: Certificates of competence should indicate the number of short course credits as specified during the registration process of the short course
 - Continued Professional Development (CPD) points: Points awarded for CPD linked to a short course may also be indicated on certificates
14. Both certificates of competence and certificates of attendance should be signed by the relevant dean or head of a centre of responsibility or head of department or environment and course leader.
 15. The signatures of the Registrar and Rector may not appear on short course certificates.
 16. The identities of departments, units or divisions within the University should be indicated appropriately on certificates of competence and attendance.
 17. Any other logos, such as those of commercial partners assisting with the course presentations of centres, may be printed on certificates in alignment with the policy regarding the corporate image of the University.
 18. The cost of the lithographic printing and foiling of short courses certificates is carried by the Short Courses Division.
 19. Costs incurred for the digital overprinting of certificates with participant and short course details are carried by the departments or centres, provision for which should be made during the short course budgeting process.
 20. When the University is the accreditor and service provider of CPD courses, standard University short course certificates should be issued.

Annexure F

Standard procedure for the evaluation process of short course presentations

1. The Short Courses Division provides three standard evaluation forms:
 - *Short Course Evaluation Questionnaire*: General and logistical evaluation of course
 - *Short Course Facilitators*: Evaluation of facilitator(s)
 - *Short Course General Comments*: General comments and contact details
2. All three forms and instructions for downloading and printing these forms may be downloaded from the Short Courses Division website <http://shortcourses.sun.ac.za>.
3. Completed evaluation and facilitator forms are collected from course participants and submitted to the Short Courses Division for processing.
4. A summary of the results of the evaluation of the short course and facilitators is forwarded electronically to the relevant course administrator.
5. When the original forms have been processed, they are returned to the relevant department.
6. The results of the evaluation process should be appraised by the course leader and lecturers or presenters and be used for the further development and improvement of the short course presentation.