



Institution Application: New / Additional Sites of Delivery¹

A. Application relating to <i>(please indicate using X):</i>	
Application for new site of delivery	
Application for additional site of delivery	
Application for extension of programme offerings to new/ additional sites of delivery	

B. Institution Details:	
Name of institution	
Public or private institution	
Existing Sites of Delivery <i>(please indicate full physical addresses for each site*)</i>	
Existing programme offering per site of delivery <i>(please indicate programmes offered per site of delivery*)</i>	
New/Additional Site of Delivery <i>(please indicate the full physical address for each new / additional site*)</i>	
Extension of programme offerings <i>(please indicate all programmes to be offered as per each new / additional sites*)</i>	

**Please attached additional documentation where necessary*

C. Brief Motivation for new / additional site of delivery:

¹ Please ensure that this cover page is included in all applications for new / additional sites of delivery, or for the extension of programme offerings to new / additional sites of delivery.

The Higher Education Quality Committee notes the intention of the institution to offer the programmes at new / additional site(s) of delivery as indicated above.

The HEQC assumes that the intention of the institution to deliver higher education programmes at a new site (sites) of deliver refers only to existing programmes that are accredited by the HEQC, approved by the Department of Education, and registered by SAQA.

In order to consider an application for extension of accreditation to the proposed new site(s) of delivery, the HEQC requires the institution to submit a detailed report, **for each programme**, on the suitability of the site to offer the programme. Each report should include:

D. Submission of Additional Documentation
1. Confirmation that the programme is currently accredited, approved and registered;
2. Confirmation that the proposed new site of delivery is wholly controlled and administered by the institution, as required in terms of the Regulations of the Registrar of Private Higher Education Institutions;
3. Confirmation that the design and curriculum of the programme offered at the new site will be identical to the design and curriculum of the programme offered at existing sites of the institution, and that the mode(s) of delivery will be the same;
4. Confirmation that policies and procedures for student recruitment, admission and selection will be identical to those in place at existing sites;
5. Evidence that adequate academic staffing will be in place to offer the programme at the proposed new site, including the names, titles, qualifications and relevant experience of each proposed member of staff;
6. Evidence that the staffing of the programme will be suitable for the proposed student enrolment;
7. Confirmation that policies, procedures and strategies for teaching, learning and assessment will be the same as those in place at existing sites of delivery;
8. Evidence that infrastructure and resources are adequate to meet the needs of the programme (including teaching venues and spaces, library resources, IT facilities, and, where relevant, laboratory and related facilities);
9. Evidence that the programme will be supported by adequate administrative staff.

On the completion of **Sections A, B and C** and the receipt of report(s) as indicated in **Section D**, the HEQC will evaluate them and, if all details have been adequately addressed, submit them to the Accreditation Committee for its consideration. The HEQC reserves the right to conduct a visit of the proposed new site, should it be deemed necessary.