



# ENSURING THE EXPERTISE TO GROW SOUTH AFRICA


**Process of Endorsement of Programmes**

**E-PRO-END-001**

**Revision No.1: 20 May 2021**

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## DEFINITIONS

**Accreditation:** Formal recognition awarded to an education or training programme through a quality assurance procedure that ensures it meets the criteria laid down for the type of programme.

**Endorsement request:** An endorsement request is one that is made by an institution as a requirement before they can approach the CHE for accreditation.

**Endorsement:** The endorsement of a programme by ECSA is an indication that there is **potential**, in the fullness of time, for that programme to be successfully accredited by ECSA after fulfilling the CHE and SAQA requirements. Endorsement is a confirmation from ECSA to the CHE that a programme has the necessary elements to be considered an engineering programme.

## ABBREVIATIONS AND ACRONYMS


CHE	Council for Higher Education
ECSA	Engineering Council of South Africa

## DOCUMENT CUSTODIAN

The custodian of this document is Research, Policy and Standards Division and the Regulatory Function Division is responsible for its implementation.

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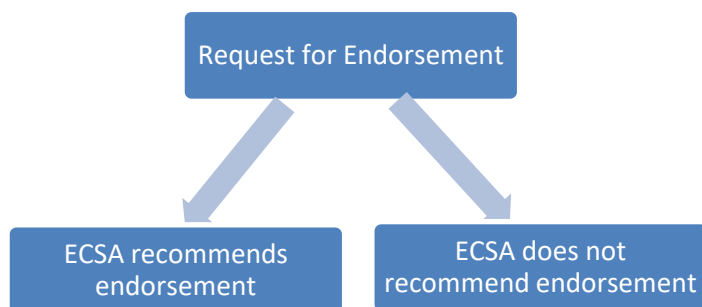
## BACKGROUND

The process of endorsement entails the high-level consideration of a programme and does not form part of ECSA's Accreditation Policy. The endorsement process **is not a review of the kind that requires the use of E-14-TEM-P**. The endorsement review only requires reference to the ECSA standard relevant to that Qualification. An example of such a standard is **E-09-PT**.

ECSA only evaluates programmes for endorsement from Institutions that are registered with the Department of Higher Education and Training (DHET) as a private tertiary or higher education institution. Institutions applying for endorsement must attach a letter from CHE as part of their application.

An endorsement from ECSA of a programme is an indication to the CHE that the basic elements of an engineering programme are present. It does not provide any validation that Criterion 1 through 4 of **E-03-CRI-P** have been satisfied, but rather that the fundamental building blocks of a robust engineering offering have been presented. The CHE can then initiate their comprehensive evaluation of the programme against their qualification standards.


ECSA's E-series accreditation policies come into effect after receiving the endorsement process and **E-01-POL** should be consulted in this regard. The endorsement process of programmes is shown in **Figure 1** below.



**Figure 1: Endorsement process of programmes**

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## 1. PURPOSE OF THIS DOCUMENT

The purpose of this document is to outline the process relevant to the endorsement of an institution's programme for accreditation purposes afterwards.

## 2. RELATED DOCUMENTS

E-02-PE: Qualification Standard for Bachelors of Science in Engineering (BSc (Eng)) / Bachelors of Engineering (BEng): NQF Level 8

E-02-PT: Qualification Standard for Bachelor of Engineering Technology: NQF Level 7

E-02-PN: Qualification Standard for Diploma in Engineering: NQF Level 6

E-05-PT: Qualification Standard for Advanced Diploma in Engineering: NQF Level 7

E-06-PN: Qualification Standard for Advanced Certificate in Engineering: NQF Level 6

E-07-PN: Qualification Standard for Higher Certificate in Engineering: NQF Level 5

E-08-PN: Qualification Standard for Diploma in Engineering Technology: NQF Level 6

E-09-PT: Qualification Standard for Bachelor of Engineering Technology Honours:  
NQF Level 8

E-09-PGDip: Qualification Standard for Postgraduate Diploma in Engineering: NQF Level 8


E-21-PN: Qualification Standard for Advanced Certificate in Engineering Technology:  
NQF Level 6

E-22-P: Qualification Standard for Masters of Engineering: NQF Level 9

E-23-P: Engineering Qualifications in the Higher Education Qualifications Sub-framework.

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### 3. THE PROCESS OF ENDORSEMENT OF PROGRAMMES

A programme is endorsed with reference to the relevant ECSA qualification standard. ECSA has developed a Request for ECSA Endorsement Form that should be used by institutions to request endorsement. This form is attached as Appendix A.

#### Potential Outcomes

There are only two potential outcomes following a consideration for endorsement:

- After careful consideration of the documentation included in the application, ECSA recommends the endorsement of the programme; or
- After careful consideration of the documentation included in the application, ECSA does not recommend the endorsement of the programme. In this instance, detailed reasons for this decision will be provided.

Following ECSA's decision not to recommend the endorsement of a programme, there is no appeals process and a revised application will need to be made on the prescribed form.

#### Feedback

Institutions should expect feedback on endorsement within a maximum of eight (8) weeks.

#### Endorsement period


Endorsements of all programmes are **valid for a period 12 months** from the date of issue. If an extension is required, a formal request must be forwarded to ECSA for consideration.

#### Material changes during the period endorsement

During the period of a programme(s) endorsement, the provider is required to notify ECSA of:

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- any changes to the programme that could potentially affect compliance with the endorsement criteria, including changes to programme structure, content, outcomes assessed or the educational process
- altered conditions that could be detrimental to sustainability of the programme

The provider is expected to supply ECSA with all information requested. Should the institution not comply with this requirement, the endorsement will automatically become null and void.

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## REVISION HISTORY

Revision Number	Revision Date	Revision Details	Approved By
Draft 01	November 2019	The development of Process of Endorsement of Programmes as initiated by the Education Committee	Executive - RPS
Rev. 0	09 June 2020	Round Robin Approval	RPS Committee Members
Rev. 0	18 June 2020	Final Approval	RPSC
Rev. 0	19 April 2021	Addition of Endorsement period; Inclusion of information stating that ECSA endorses programmes from institutions that have been accredited by the CHE; & effecting material changes during endorsement period	Education BU
Rev. 0	07 May 2021	Review by the Executive	Executive - RPS
Rev. 1	20 May 2021	Approval	RPSC

The Process for

### The Process of Endorsement of Programmes

Revision 1 dated 20 May 2021 and consisting of 8 pages reviewed for adequacy by the Business Unit Manager and is approved by the Executive: Research, Policy and Standards (**RPS**).



Business Unit Manager

08/06/2021

Date



Executive: RPS

09/06/2021


Date

This definitive version of this policy is available on our website.

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**APPENDIX A: REQUEST FOR ECSA ENDORSEMENT TO OFFER A NEW ACADEMIC PROGRAMME FORM**

**1. NAME OF INSTITUTION:**

**2. REGISTRATION WITH THE DEPARTMENT OF HIGHER EDUCATION AND TRAINING (DHET) AND DETAILS OF REGISTRATION (Provide details of registration)**

**3. FACULTY/ DEPARTMENT :**


**4. NAME OF THE PERSON RESPONSIBLE FOR THE PROGRAMME**

**5. NAME OF PROPOSED NEW QUALIFICATION:**

<b>5.1.1 Abbreviated title</b>		
<b>5.1.3 Qualification NQF Level:</b> (e.g. Level 5,6,7,8,9 or 10)	Higher Certificate In Engineering for Specified Categories: NQF Level 5 (140 credits)	
	Advanced Certificate in Engineering: NQF Level 6 (140 credits)	
	Diploma in Engineering: NQF Level 6 (360 credits)	
	Advanced Diploma in Engineering: NQF Level 7 (140 credits)	
	Bachelor's of Engineering Technology: NQF Level 7 (420 credits)	

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	Bachelor's degree (480 credits)	
	Bachelor's of Science in Engineering (BSc(Eng))/ Bachelors of Engineering (BEng): NQF Level 8 (560 credits)	
	Postgraduate Diploma in Engineering : NQF Level 8 (140 credits)	
	Bachelor of Engineering Technology Honours : NQF Level 8 (140 credits)	
<b>5.1.4 Credits:</b> Give total for qualification as well as the number of credits at each NQF level.		
<b>5.1.5 Qualification Designator:</b> (This only applies to degree programmes)		
<b>5.1.6 Alternative designator:</b> (This only applies if "Other Designator" was selected as Qualification Designator above)		

**6. PROGRAMME PURPOSE AND FIT WITH FACULTY AND INSTITUTIONAL VISION AND MISSION:**

**7. FEASIBILITY/VIABILITY:** (Explain how the anticipated demand/need for the programme has been assessed. Has any market research for instance been conducted? Please provide details.)

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**8. KNOWLEDGE AREAS:**

Knowledge Area	Minimum Credits per Standard	Actual Credits	Compliance Yes/No
Mathematics	xx		
Natural Sciences	xx		
Engineering Sciences	xxx		
Design and Synthesis	xx		
Complementary Studies	xx		
Subtotal	xxx		
For Reallocation	≥xxx		
Total	≥xxx		
< >			

**9. EXIT LEVEL OUTCOMES / GRADUATE ATTRIBUTES:**

**10. ONLINE EDUCATION PROGRAMMES IMPLICATIONS (according to E-24-STA):**

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11. **ADMISSION REQUIREMENTS:**


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12. **CURRICULUM:**

Module Name	NQF Level	Credit Value		NQF Level	Credit Value
Year 1 Semester 1			Year 1 Semester 2		
Year 2 Semester 1			Year 2 Semester 2		
Year 3 Semester 1			Year 3 Semester 2		
Year 4 Semester 1			Year 4 Semester 2		
<b>TOTAL CREDITS</b>					

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**13. STAFFING IMPLICATIONS:** (Indicate whether additional staff will be required to offer the programme. If yes, indicate what funds are available for this purpose. If no, indicate how the offering of the programme will impact on the workload of the current staff, as well as on the staff: student ratio).

**14. INFRASTRUCTURE IMPLICATIONS:** (Briefly describe the foreseeable need for additional lecture venues, staff offices, furniture and equipment, library holdings and ICT requirements. Financial implications (if any) must be indicated)

**15. INTERNAL APPROVAL/SIGN-OFF:**

Committee	Resolution number	Date
Faculty Committee		
Faculty Board		
Senate		

Designated Signatory (Full name): ..... Designation: .....

Signature: .....

Date: .....

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