



DIE AFRIKAANSE PROTESTANTSE AKADEMIE NPC

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Registered with the Department of Higher Education and Training as a private higher education institution under the Higher Education Act, 1997

Registration Certificate No. 1999/HE08/001

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INSTITUTIONAL POLICY ON DEVELOPMENT OF LEARNING MATERIALS

Policy Owner	Board of The APA
Responsibility	Quality Commissioner and Quality Committee
Status	Approved
Dates of amendments	15 November 2012
Review date	2016

Developing of Learning Materials

1. INTRODUCTION

Although learning material should be developed to serve quality and intellectual credibility, in coherence with institutional mission and goals, it must reflect a balance between academic freedom and institutional authority.

Development of learning material is a continuous process acknowledging the fact that there are continuous development in science, society and context.

Learning material should support learning outcomes and programme purposes.

2. LEARNING MATERIAL DEVELOPMENT

- a. Learning material must continuously be developed and include new research and/or publications in each field of learning or specific subjects.
- b. In par with our mission and objectives of the institution any void claims and needs that occur in practice lead to development of learning materials.
- c. Each lecturer is responsible for the development of his/her learning material.
- d. Learning material should be submitted to the quality committee.
- e. Comments from external examiners and moderators with regard to learning material should be considered, studied, discussed and incorporated into learning material if necessary and applicable.

3. SUPERVISION OF MATERIAL AND DEVELOPMENT

Supporting the implementation of the policy, a standard form is developed that should be completed by external examiners commenting on learning material, development and quality. A quality audit must be conducted every five years or on a frequency the Senate and Board decides upon and provision must be made in the budget.