

**Curriculum Review Committee (CRC)**  
**University of Sri Jayewardenepura (USJ)**

**Terms of Reference**

**1. Introduction**

The Curriculum Review Committee (CRC) of University of Sri Jayewardenepura (USJ) is a senate sub-committee that has been set-up to ensure that the study programs offered and planned by USJ conform to the national and university level educational policy framework and thereby to improve the quality of the standards of awards made by the USJ. These study programs will include certificate level to PhD level programs offered by USJ.

**2. Responsibilities of the Committee**

This committee is established to achieve the following objectives:

- To ensure that the study programs offered and planned by the USJ are in conformity with the national educational framework of the country
- To ensure that the study programs offered by institutes/faculties of study/centers/units of USJ fall in line with the mission, goals and strategies of the University Strategic Plan
- To assure that timely revisions are made to the study programs of USJ to accommodate the emerging developments in diverse disciplines, and educational methods and technologies
- To ensure maintaining the standard of awards made in the name of USJ

**3. Composition**

This committee is comprised of the following members:

- Vice Chancellor
- Director, Centre for Quality Assurance (CQA)
- Director, Postgraduate Institute of Management (PIM)
- Deans of Faculties of Study
- Director, External Degrees and Extension Courses Unit (EDECU)
- Directors/Coordinators of Centres/Units responsible for offering study programs
- A Senior Academic of PIM responsible for curriculum development and review
- A Senior Academic nominated by the faculty board of each faculty of study (The senior academic nominated preferably the Chairperson of the Curriculum Development Committee of the respective faculty)
- Deputy/Senior Assistant Register functioning as the Secretary CQA

The Vice Chancellor shall be the Chairperson of this committee. In the absence of the Vice Chancellor, the Director, CQA will chair the meetings of the committee.

The Secretary, CQA shall serve as the Convener/Secretary of the Committee.

#### **4. Functions of the Committee**

This committee is expected to carry out the following functions:

- Establish the policy framework relevant to curriculum development and review of the University in line with the national quality assurance framework.
- Ensure that the revisions made to curricular of existing study programs of PIM/Faculties/EDECU and Other Centres/Units are in conformity with USJ 'Policy on Programme or Curricular Approval, Implementation, Monitoring, Review and Discontinuation' and 'Policy on Programme or Curricular Designing'.
- Ensure that the curricular of new study programs proposed by PIM/Faculties/EDECU and Other Centres/Units are in conformity with USJ 'Policy on Programme or Curricular Approval, Implementation, Monitoring, Review and Discontinuation' and 'Policy on Programme or Curricular Designing'.
- Make recommendations to the University Senate for the approval of revised curricular of existing study programs of PIM/Faculties/EDECU and Other Centres/Units.
- Make recommendations to the University Senate for the approval of the curricular of new study programs proposed by PIM/Faculties/EDECU and Other Centres/Units.

CRC should carry out these functions in consultation with the CQA of USJ.

#### **5. Meetings of the Committee**

This committee will meet on every third Thursday of the month at 1 p.m.

One third (1/3) of the membership of the Committee should present to conduct a meeting

Any member shall not be absent for three consecutive meetings without a valid reason

#### **6. Submission of Documents to the Committee**

The PIM/Faculties/EDECU and Other Centres/Units should submit the documents to the CQA of USJ as indicated below on or before the 15<sup>th</sup> day of a month:

- i. The revised curricular of existing study programs should be submitted using the format given in Annex 1 to this document. This format can be downloaded from <http://iqau.sjp.ac.lk/downloads>.

- ii. The curricular of new study programs should be submitted using the UGC prescribed formats for undergraduate and postgraduate programs, which can be downloaded from <https://www.eugc.ac.lk/qac/downloads.html>.
- iii. The curricular of new certificate, diploma and higher diploma programs should be submitted using the format given in Annex 2 to this document. This format can be downloaded from <http://iqau.sjp.ac.lk/downloads>.

The CQA will submit these documents to the monthly meetings of CRC with its observations. The proponent of the study program is requested to make presentation at the CRC highlighting its salient features.

## Annex 1

### Format for Submission of Revised Degree Curricular for Senate Approval through the Curriculum Revision Committee of the University

#### University of Sri Jayewardenepura

<b>1</b>	<b>Name of Qualification</b>	
	<b>1.1</b>	Full name in English
	<b>1.2</b>	Abbreviation in English
<b>2</b>	<b>Targeted SLQF Level</b>	
<b>3</b>	<b>Faculty/Institute</b>	
<b>4</b>	<b>Department (s) (if applicable)</b>	
<b>5</b>	<b>Details of Program of Study</b>	
	<b>5.1</b>	Admission requirements: <i>(Refer to Table 3 of SLQF for guidance)</i>
	<b>5.2</b>	Duration of study: ..... semesters / .... terms
	<b>5.3</b>	Mode of delivery: Conventional face-to-face <input type="checkbox"/> Open and Distance Learning <input type="checkbox"/> External <input type="checkbox"/>
	<b>5.4</b>	Credits (as defined in SLQF) required for qualification: Total overall credits ..... Total credits for coursework ..... Total credits for research/independent study (if applicable) .....
<b>6</b>	<b>Purpose and Scope of Qualification</b> <i>(Please refer Table 3 of SLQF for guidance)</i>	
<b>7</b>	<b>Attributes of Qualification Holders (Graduate Profile)</b> <i>(Please refer Table 3 of SLQF for guidance)</i>	

<b>8</b>	<p><b>Program Learning Outcomes</b>  <i>(Please refer Annex I for the format)</i></p>																																																																						
<b>9</b>	<p><b>Program Structure:</b> Provide the details as below <i>(Insert as many rows as required)</i> and also match with SLQF Learning Categories by using the format given in Annex II.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Semester</th> <th style="width: 10%;">Course Code</th> <th style="width: 30%;">Course Name</th> <th style="width: 10%;">Credit Value</th> <th style="width: 10%;">Notional Hours</th> <th style="width: 20%;">Status (Compulsory /Optional)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p><b>Note: Provide course code description indicating what aspect is denoted by each digit</b></p>					Semester	Course Code	Course Name	Credit Value	Notional Hours	Status (Compulsory /Optional)																																																												
Semester	Course Code	Course Name	Credit Value	Notional Hours	Status (Compulsory /Optional)																																																																		

## Annexures

### Annex I: Map of Program Learning Outcomes with SLQF

<b>Program Learning Outcomes</b>	<b>Categories of Learning Outcomes</b>											
	<b>1. Subject / Theoretical Knowledge</b>	<b>2. Practical Knowledge and Application</b>	<b>3. Communication</b>	<b>4. Teamwork and Leadership</b>	<b>5. Creativity and Problem Solving</b>	<b>6. Managerial and Entrepreneurship</b>	<b>7. Information Usage and Management</b>	<b>8. Networking and Social Skills</b>	<b>9. Adaptability and Flexibility</b>	<b>10. Attitudes, Values and Professionalism</b>	<b>11. Vision for Life</b>	<b>12. Updating Self / Lifelong Learning</b>
PLO 1												
PLO 2												
PLO 3												
PLO 4												
PLO 5												
PLO 6												

**Annex II: Summarize the SLQF learning outcomes achieved in the overall program of study, by marking ✓ in the appropriate cell in the following table**

Semester	Course Code	Categories of Learning Outcomes											
		1. Subject / Theoretical Knowledge	2. Practical Knowledge and Application	3. Communication	4. Teamwork and Leadership	5. Creativity and Problem Solving	6. Managerial and Entrepreneurship	7. Information Usage and Management	8. Networking and Social Skills	9. Adaptability and Flexibility	10. Attitudes, Values and Professionalism	11. Vision for Life	12. Updating Self / Lifelong Learning

## Annex 2

### Application to Obtain Approval of University Senate for the Programs below SLQF Level 5

#### University of Sri Jayewardenepura

<b>1</b>	<b>Name of Qualification</b>		
	<b>1.1</b>	Full name in English	
	<b>1.2</b>	Full name in Sinhala	
	<b>1.3</b>	Full name in Tamil	
	<b>1.4</b>	Abbreviation in English	
<b>2</b>	<b>Targeted SLQF 2015 Level</b>		
<b>3</b>	<b>Awarding Entity</b>		
	<b>3.1</b>	Faculty/Institute	
	<b>3.2</b>	Department(s) (if applicable)	
<b>4</b>	<b>Mandate Availability</b>		
	<b>Faculty Board Approval</b>	<b>Date</b> ...../...../.....	<b>Evidence</b> <input type="checkbox"/> <b>(Please tick)</b>
	<b>Senate Approval</b>	<b>Date</b> ...../...../.....	<b>Evidence</b> <input type="checkbox"/> <b>(Please tick)</b>
	<b>Council Approval</b>	<b>Date</b> ...../...../.....	<b>Evidence</b> <input type="checkbox"/> <b>(Please tick)</b>
<b>(Please attach all documents of evidence to the final page of this proposal)</b>			
<b>5</b>	<b>Background to the Program</b>		
	<ul style="list-style-type: none"> <li>➤ Evidence should be presented to show that the Faculty/Department proposing new study program has the capacity to offer the proposed program.</li> <li>➤ Proposal should provide a general description of the benefits that will be accrued by the students who will pursue certificate/diploma/higher diploma level training</li> </ul>		
<b>6</b>	<b>Objectives of the Program:</b>		
<b>7</b>	<b>Program Learning Outcomes (PLOs):</b>		



	<i>(Please refer Annex I for the format)</i>																																																											
<b>8</b>	<b>Details of Program of Study</b>																																																											
<b>8.1</b>	<b>Entry requirements:</b>																																																											
<b>8.2</b>	<b>Duration of study:</b> ..... semesters /..... Year																																																											
<b>8.3</b>	<b>Mode of delivery:</b>																																																											
	Conventional face-to-face					<input type="checkbox"/>																																																						
	Open and distance learning					<input type="checkbox"/>																																																						
	External					<input type="checkbox"/>																																																						
<b>8.4</b>	<b>Proposed student intake:</b>																																																											
<b>9</b>	<b>Program structure: Provide the details as below.</b>																																																											
	Insert as many rows as required.																																																											
	<table border="1"> <thead> <tr> <th>Year of study / semester</th> <th>Course / Subject / Module Name</th> <th>Credit Value</th> <th>Hours of Teaching</th> <th>Notional Hours</th> <th>Status (Compulsory /Optional)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>						Year of study / semester	Course / Subject / Module Name	Credit Value	Hours of Teaching	Notional Hours	Status (Compulsory /Optional)																																																
Year of study / semester	Course / Subject / Module Name	Credit Value	Hours of Teaching	Notional Hours	Status (Compulsory /Optional)																																																							
	<b>Note: Provide course code description indicating what aspect is denoted by each digit.</b>																																																											
	<i>(Please refer Annex II for the format)</i>																																																											
<b>10</b>	<b>Purpose and Scope of Qualification</b>																																																											
	<i>(Please refer Table 3 of SLQF 2015 for guidance)</i>																																																											
<b>11</b>	<b>Attributes of Qualification Holders</b>																																																											
	<i>(Please refer Table 3 of SLQF 2015 for guidance)</i>																																																											

12	<b>Program Assessment Procedure/Rules</b> <i>(Please refer Annex III for the format)</i>	
13	<b>Panel of Teachers</b> <i>(Please refer Annex IV for the format)</i>	
14	<b>Any other relevant information not Stated above</b>	
15	<b>Signature of the Coordinator of the study program</b>	
16	<b>Signature of the Dean of the Faculty/ Director of the Institute and Official Stamp</b>	
17	<b>Recommendation and Signature of CQA Director of the University</b>	
18	<b>Signature of Vice Chancellor and Official Stamp</b>	
19	<b>Date of Vice Chancellor's Signature</b>	...../...../.....

- **Please submit a completed original application and a soft copy (in a CD in PDF word format) with annexures to Centre for Quality Assurance (CQA), USJ.**

## Annexures

### Annex I: Map of Program Learning Outcomes (PLOs) with SLQF

Programme Learning Outcomes	Categories of Learning Outcomes											
	1. Subject / Theoretical Knowledge	2. Practical Knowledge and Application	3. Communication	4. Teamwork and Leadership	5. Creativity and Problem Solving	6. Managerial and Entrepreneurship	7. Information Usage and Management	8. Networking and Social Skills	9. Adaptability and Flexibility	10. Attitudes, Values and Professionalism	11. Vision for Life	12. Updating Self / Lifelong Learning
PLO 1												
PLO 2												
PLO 3												
PLO 4												
PLO 5												
PLO 6												

**Annex II: Map of Program Structure with SLQF**

Semester	Course Code	Categories of Learning Outcomes											
		1. Subject / Theoretical Knowledge	2. Practical Knowledge and Application	3. Communication	4. Teamwork and Leadership	5. Creativity and Problem Solving	6. Managerial and Entrepreneurship	7. Information Usage and Management	8. Networking and Social Skills	9. Adaptability and Flexibility	10. Attitudes, Values and Professionalism	11. Vision for Life	12. Updating Self / Lifelong Learning

### **Annex III: Program Assessment Procedure/Rules**

(The following should be given in detail)

Formative and summative examinations in the program

Scheme of Grading (Grades/Grade Points/ Marks ranges)

Calculation of Grade Point Average (GPA)

Contribution by each semester to final GPA

Contribution by in-plant training etc. to final GPA

Repeat examinations

Award of Classes

**Annex IV: Panel of Teachers/Internal Resource Persons**

Name of the Lecturer	Designation	Average No. of Teaching Hours/Week					
		Internal Programs (i)		External Programs (ii)		Proposed Programs (iii)	Total Hours (i)+(ii)+(iii)
		Undergraduat	Postgraduate	Undergraduat	Postgraduate		