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

**University of Sri Jayewardenepura**

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| **1** | **Name of Qualification**  |
| **1.1**  | Full name in English |  |
| **1.2**  | Full name in Sinhala |  |
| **1.3**  | Full name in Tamil |  |
| **1.4**  | Abbreviation in English |  |
| **2** | **Targeted SLQF 2015 Level**  |  |
| **3** | **Awarding Entity**  |
| **3.1** | Faculty/Institute  |  |
| **3.2** | Department(s) (if applicable) |  |
| **4** | **Mandate Availability**

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| **Faculty Board Approval** | **Date****……/……/……** | **Evidence** **(Please tick)** |
| **Senate Approval** | **Date****……/……/……** | **Evidence** **(Please tick)** |
| **Council Approval** | **Date****……/……/……** | **Evidence** **(Please tick)** |

**(Please attach all documents of evidence to the final page of this proposal)** |
| **5** | **Background to the Program*** Evidence should be presented to show that the Faculty/Department proposing new study program has the capacity to offer the proposed program.
* 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
 |
| **6** | **Objectives of the Program:** |
| **7** | **Program Learning Outcomes (PLOs):***(Please refer Annex I for the format)* |
| **8** | **Details of Program of Study** |
|  | **8.1** | **Entry requirements**:  |
| **8.2** | **Duration of study**: …… semesters /...…. Year |
| **8.3** | **Mode of delivery:** Conventional face-to-face [ ]   Open and distance learning [ ] External [ ]  |
|  | **8.4** | **Proposed student intake:** |
| **9** | **Program structure: Provide the details as below.**Insert as many rows as required.  |
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| Year of study / semester | Course / Subject / Module Name | Credit Value | Hours of Teaching | Notional Hours | Status(Compulsory /Optional) |
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**Note: Provide course code description indicating what aspect is denoted by each digit.** *(Please refer Annex II for the format)* |
| **10** | **Purpose and Scope of Qualification***(Please refer Table 3 of SLQF 2015 for guidance)* |
| **11** | **Attributes of Qualification Holders** *(Please refer Table 3 of SLQF 2015 for guidance)* |
| **12** | **Program Assessment Procedure/Rules***(Please refer Annex III for the format)* |
| **13** | **Panel of Teachers** *(Please refer Annex IV for the format)* |
| **14** | **Any other relevant information not Stated above**  |  |
| **15** | **Signature of the Coordinator of the study program** |  |
| **16** | **Signature of the Dean of the Faculty/ Director of the Institute and Official Stamp** |  |
| **17** | **Recommendation and Signature of CQA Director of the University** |  |
| **18** | **Signature of Vice Chancellor and Official Stamp** |  |
| **19** | **Date of Vice Chancellor’s Signature**  | **…………./………../……….** |

* **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**

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| 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**

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

(The following should be given in detail)

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| Formative and summative examinations in the programScheme of Grading (Grades/Grade Points/ Marks ranges)Calculation of Grade Point Average (GPA)Contribution by each semester to final GPAContribution by in-plant training etc. to final GPARepeat examinationsAward of Classes |

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

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| **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)** |
| Undergraduate | Postgraduate | Undergraduate | Postgraduate |
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