**Annex 1**

**University Grants Commission**

**Application for Approval of New Undergraduate Degree Programme (Internal)**

**(Introduced beginning from 1st July 2023)**

|  |  |  |  |  |  |  |  |  |  |
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| **Check List for Proponent** | | | | | | | | | |
|  | **Date** | | **Month** | | | **Year** | | | |
| **New/Revised Proposal** | | | | | | | | | |
| Submission of a New Proposal |  |  |  |  |  | |  |  |  |
| Submission of the Revised Proposal |  |  |  |  |  | |  |  |  |
| **Complete original application submission to UGC** | | | | | | | | | |
| Hard copy |  |  |  |  |  | |  |  |  |
| Soft copy |  |  |  |  |  | |  |  |  |

*Please email the completed application with all signatures and required annexures to dqac@ugc.ac.lk,*

*After receiving clearance from the QAC by email, the university will be required to submit the final version of the amended proposal, in hard copy, to the Director QAC, at the below address, so that it can be forwarded to the Academic Affairs division of the UGC, with a hard copy of the final summary report granting clearance.*

*Director, Quality Assurance Council of the UGC*

*94/10, Ananda Rajakaruna Mawatha, Colombo 08*

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|  | **Application form** | | | |
| **1** | **1.1** | Name of degree programme in all three languages | (English) |  |
| (Sinhala) |  |
| (Tamil) |  |
| **1.2** | Name of qualification in all three languages, in accordance with SLQF 2015 | (English) |  |
| (Sinhala) |  |
| (Tamil) |  |
| **1.3** | Abbreviated qualification | (English) |  |
| **2** |  | Programme Offering Entity | | |
| **2.1** | University |  | |
| **2.2** | Faculty/  Institute |  | |
| **2.3** | Department(s)  (if applicable) |  | |
| **2.4** | Mandate Availability  **Please attach all documents of evidence to the final page of this proposal**  **(after annex XI) -certified by the Registrar with the rubber stamp** | | |

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| **3** |  | **Details of the Degree Programme** | | | | | |
| **3.1. a.** | Background to the programme **(Attach as a separate document – Please refer Annex I format)**  Evidence must be presented to show that the University/ Faculty /Department proposing new degree programme has the capacity to offer the proposed programme.  This section should describe the following:   * Mandate of the Faculty/Department in offering the degree programme * Details as regard to the current status of faculty – existing departments and degree programmes offered * Student intake * Staff cadres * Educational facilities * Common facilities * Proposal must give general description of the benefits that will be accrued by the students who will pursue degree level training and the sector (s)/employment markets to which the graduate(s) could look for gainful employment | | | | | |
| **3.1.b.** | Grades received at the Program Reviews conducted for the existing programmes of the Faculty   |  |  |  | | --- | --- | --- | | Name of the existing programme | Year of the Programme Review | Grade | |  |  |  | |  |  |  | | | | | | |
| **3.1c** | Recommendations in review reports and the actions taken | | | | | |
| **3.2** | Justification **(Attach as a separate document – Please refer Annex II format)**  This section should include details of degree level trained manpower requirement of the country/sector in the proposed fields of study. The justification should be evidenced-based and always be supported by data derived through a survey or tracer study or results derived from any other suitable instrument or published report. Availability of Stakeholder Evidence is a must. Evidence can be in the form of written request from students (existing & past), directions from Ministries etc.  Sources - Primary (if a Survey was conducted, at least 100-200 questionnaires should have been administered)   * Secondary (from publications etc.)   If the proposed programme is offered by another department/faculty of the same university or by another university(s) / Institute (s), the rationale for duplicating a similar programme in the proposed faculty/department must also be given. | | | | | |
| **3.2. a** Major stakeholder groups from whom views were obtained (give in annex II) | | | | | |
| **3.2. b** Survey/Questionnaire/Interview  (Give details) – When conducted, Number of persons in sample (give in annex II) | | | | | |
| **3.2. c** Results of Survey/ Questionnaire/Interview (give in annex II) | | | | | |
| **3.3** | Objectives of the Degree Programme/Attributes of Qualification Holders/Programme Learning Outcomes  Include study programme/subject specific qualification descriptors.  Programme Learning Outcomes should be elaborated stating how the Graduate Attributes can be applied in practical scenarios/ relevant community. | | | | | |
| **3.3a** Objectives of the Degree Programme | | | | | |
| **3.3b** List ofProgramme Learning Outcomes (PLOs  PLO1, PLO2, etc. | | | | | |
| **3.3c** Programme Learning Outcomes (PLOs) are mapped to SLQF Learning Outcomes   |  |  | | --- | --- | | **Categories of Learning Outcomes according to the SLQF** | **Relevant PLO(s)** | | 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 |  | | | | | | |
| **3.4** | a.Eligibility requirements  (Qualifications for university admission) | | List the GCE’A/L subject basket: | | | |
| b. Indicate under which course (programme) of study this programme should be included in the UGC student admission handbook | |  | | | |
| **3.5** | Admission process | | i. UGC ‘Z’ score based selection ☐  ii. Any Other Criteria (Please Specify) …………………………………….. | | | |
| **3.6** | Proposed student intake | | Intake: ……… student/year  (Pl. note, the minimum number for a new degree programme is 50 students year) | | | |
| **3.7** | Programme Duration and Credit Load | | | | | |
| Bachelor/ Bachelor Honours Degree/  Professional Degree | | | | Duration: …………… yrs.  Course work: ………………………. credits  Student Thesis Research: ………………… credits  Total Credits:……………. | |
|  | **3.8** | Name/s of the Subject Benchmark/s used (If you have used SBM out of the QAC formulated, please indicate that) | | | | ……………………………………………  (Please fill the Annexure III ) | |
|  | **3.9** | Medium of Instruction | | | | 1. English ☐ 2. Sinhala ☐ 3. Tamil ☐ | |
|  | **3.10** | Programme Structure: This should give details as below | | | | | |
| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | | | Programme Structure | | | | | | | Semesters | Module/ Course Code | Module/ Course Name | | Credit Value | Status  (Compulsory/Optional) | Existing/ New | Modules/ Courses related to qualifier 1  (Please tick **√**) | Modules/ Courses related to qualifier 2  (Please tick **√**) | | 1 |  |  | |  |  |  |  |  | | 2 |  |  | |  |  |  |  |  | | 3 |  |  | |  |  |  |  |  | | 4 |  |  | |  |  |  |  |  | | 5 |  |  | |  |  |  |  |  | | 6 |  |  | |  |  |  |  |  | | 7 |  |  | |  |  |  |  |  | | 8 |  |  | |  |  |  |  |  | | 9 |  |  | |  |  |  |  |  | | 10 |  |  | |  |  |  |  |  | | | | | | |
| **3.11** | **a** Targeted Sri Lanka Qualification Framework (SLQF) Level **(Please tick √)**   |  |  | | --- | --- | | Level 5  (Bachelors) | Level 6  (Bachelors Honours,  4 year programme) | |  |  |   **b** Minimum requirements of SLQF fulfilled Yes ☐ No ☐ | | | | | |
| **3.12** | Programme Content **(Attach as a separate document for 6/ 8 semesters – Please refer Annex IV format)**  **Semester 1**  Module/ Course Code:  Module/ Course Name:  Credit Value:  Hourly Breakdown: Theory/Practical/Independent Learning  Module/ Course Aim/Intended Learning Outcomes:  (how to write ILOs: At the completion of this course student will be able to - in action verbs)  Module/ Course Content: (Main topics, Sub topics)  Teaching /Learning Methods:  Assessment Strategy:  Continuous Assessment: …………%  Final Exam - Theory: ……………%  Practical: …………%  Recommended reading: | | | | | |
| **4** |  | Programme Delivery and Learner Support System  *Note: Blended, student centered teaching with judicious use of ICT teaching and learning tools is a requirement.* | | | | Describe in detail the teaching and training methods in-built into the study programme:  **(Provide as a separate document – Please refer Annex V format)** | |
| **5** |  | Programme Assessment Procedure/Rules | | | | Describe in detail the Programme Assessment  Procedure/Rules:  **(Provide as a separate document – Please refer Annex VI format)** | |
| **6** |  | Resource Requirement   |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | | | **Existing** | | **Additional Requirement (Estimated)** | | | | | | | | Year 1 | | Year 2 | Year 3 | | | Year 4 | | **Physical Resources** | | |  | |  | |  |  | | |  | | Land extent (Acre/Hectare) | | |  | |  | |  |  | | |  | | Office Space | | |  | |  | |  |  | | |  | | No. of Lecture Theatres | | |  | |  | |  |  | | |  | | No. of Laboratories | | |  | |  | |  |  | | |  | | No. of Computers with Internet Facilities | | |  | |  | |  |  | | |  | | Reading Rooms/Halls | | |  | |  | |  |  | | |  | | Staff Common Rooms/Amenities | | |  | |  | |  |  | | |  | | Student Common Rooms/Amenities | | |  | |  | |  |  | | |  | | Other | | |  | |  | |  |  | | |  | |  | | | | | | | | | | | | | **Financial Resources** | | | | | | | | | | | | | Capital Expenditure | | |  | |  | |  |  | | |  | | Recurrent Expenditure | | |  | |  | |  |  | | |  | |  | | | | | | | | | | | | | **Human Resources** | | | | | | | | | | | | | No. of Academic Staff | Lecturers |  | |  | |  | | |  |  | | | Instructors/ Demonstrators |  | |  | |  | | |  |  | | | No. of Academic Support Staff | |  | |  | |  | | |  |  | | | No. of Non Academic Staff | Executive Grades |  | |  | |  | | |  |  | | | Technical Grades |  | |  | |  | | |  |  | | | Management Assistants |  | |  | |  | | |  |  | | | Minor Staff |  | |  | |  | | |  |  | | |  | | | | | | | | | | | | | | | | | |
| **7** |  | Panel of Teachers/  Internal Resource Persons/External Resource Persons  **(Attach as a separate document – Please refer Annex VII format)**   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Name of the Lecturer** | **Designation** | **Average No. of Teaching Hours/Week** | | | | | | | **Internal Programmes**  **(i)** | | **External Programmes**  **(ii)** | | **Proposed Programme**  **(iii)** | **Total Hours**  **(i)+(ii)+(iii)** | | Undergraduate | Postgraduate | Undergraduate | Postgraduate | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | | | | | |
| **8** |  | Does the Faculty have resources to commence operation of new degree programme, pending allocation of resources requested? | | | | Yes ☐ No ☐ | |
| **9** | **a.** | Does the programme have fallback options/s at different levels | | | | Yes ☐ No ☐ | |
|  | **b.** | 1. If yes, state   the fallback qualification/s | | | | Diploma (SLQF 3) ☐  Higher Diploma (SLQF 4) ☐  Bachelors Degree (SLQF 5) ☐  **(Fill the annexure VIII)** | |
| **10** |  | Does the programme have any collaboration with another Department/Faculty or Institute outside universities? | | | | Yes ☐ No ☐  If yes, give details: …………………………………………… ………………………………………………………………………… | |
| **11** |  | Access to facilities outside the university.  If yes, copy of the relevant agreement /MoU with the appropriate authority should be attached. | | | | Yes ☐ No ☐ | |
| **12** |  | Do the graduates need membership in the professional body after completion of the Degree?  If yes, copy of the document on recognition/provisional recognition of the degree by the professional body should be attached. | | | | Yes ☐ No ☐ | |
| **13** |  | Reviewers Report | | | | **(Attach as a separate document – Please refer Annex IX format)** | |
| **13.1** | Names of the two Reviewers | | | |  | |
| **13.2** | Nomination by Senate | | | | Date: ………/……. /……………..  Evidence: Yes ☐ No ☐  (Date of Senate meeting and evidence)  **(Evidence – Please attach as Annex X)** | |
| **13.3** | Report of Reviewers attached | | | | Yes ☐ No ☐ | |
| **13.4** | Recommendation of Reviewers comments incorporated | | | | Yes ☐ No ☐  (If yes please highlight such in the whole document) | |
| **14** |  | Any other relevant information not stated above | | | |  | |
| **15** | **Mandate Availability** | | | | | *Please attach all documents of evidence to the final page of this proposal*  *(after annex VIII) -certified by the Registrar with the rubber stamp.* | |
| |  |  |  |  | | --- | --- | --- | --- | | Corporate Plan of the University | Reference Number: | Date:  ...../……/…………. | Evidence ☐  (Please tick √) | | Action Plan of the Faculty/Institute | Reference Number: | Date:  …../……/………….. | Evidence ☐  (Please tick √) | | Faculty Approval | Reference Number: | Date:  …../……/………….. | Evidence ☐  (Please tick √) | | Senate Approval**(Extracts of the minute)**  *(names of the fallback qualifications should be included if fallback qualifications are allowed)* | Reference Number: | Date:  ……/……/…………. | Evidence ☐  (Please tick √) | | Council Approval **(Extracts of the minute)**  *(names of the fallback qualifications should be included if fallback qualifications are allowed)* | Reference Number: | Date:  ……/……/…………. | Evidence ☐  (Please tick √) | | | | | | | | |
| **Authorization** | | | | | | | |
| **Dean of the Faculty /**  **Director of Institute** | | | Signature: | | Date: | | Official Stamp |
| **Director/CQA** | | | Signature: | | Date: | | Official Stamp |
| **Vice Chancellor** | | | Signature: | | Date: | | Official Stamp |

**Annex I: 3.1 Background to the programme**

* Mandate of the Faculty/Department in offering the degree programme
* Details as regard to the current status of faculty – existing departments and degree programmes offered
* Student intake
* Staff cadres
* Educational facilities
* Common facilities

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|  | **Faculty:** Management | | | | | | |
|  | **Department** | **Offered Degree Programme** | **Abbreviation** | **Student Intake** | **Staff cadres** | **Educational facilities** | **Common**  **facilities** |
| 1 | Eg.Business Management | Bachelor of Science Honours in Business Management | BScHons (Business Management) |  |  |  |  |
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* Proposal must give a general description of the benefits that will be accrued by the students who will pursue degree level training and the sector (s)/employment markets to which the graduate(s) could look for gainful employment

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**Annex II: 3.2 Justification**

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| **3.2 a** Major stakeholder groups from whom views were obtained | |
| **3.2 b** Survey/Questionnaire/Interview | |
| When Conducted | Number of persons in sample |
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| **3.2c** Result of Survey/Questionnaire/Interview | |
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**Annex III: 3.7**

**Subject benchmark statement mapping**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SBS Statement** | **Module /Course 1** | **Module /Course 2** | **Module /Course 3** | **Module /Course 4** | **Module /Course 5** | **Module /Course 6** | **Module /Course 7** | **Module /Course 8** | **Module /Course 9** | **Module /Course 10** |
| **Subject benchmark 1** | | | | | | | | | | |
| **1** |  |  |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |  |  |
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| **Subject benchmark II** | | | | | | | | | | |
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**Annex IV: 3.10 Programme Content**

**Each course unit in the proposed programme should be described in the format given below**

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| **Semester 1** |  | | | | | |
| Module/ Course Code: |  | | | | | |
| Module/ Course Name: |  | | | | | |
| Credit Value: |  | | | | | |
| Core/Optional |  | | | | | |
| Hourly Breakdown  *This should be provided as hours assigned for lectures, practical classes or independent learning, such that a total of 50 notional hours of learning are required for each credit. For industrial training and research projects, one credit requires 100 notional hours of learning.* | Lectures | | Practical | | Independent Learning | |
|  | |  | |  | |
| Module/ Course Aim/Intended Learning Outcomes:  (how to write ILOs: At the completion of this module/ course student will be able to - in action verbs) | | | | | | |
| Module/ Course Content: (Main topics, Sub topics) | | | | | | |
| Teaching /Learning Methods: | | | | | | |
| Assessment Strategy: | | | | | | |
| Continuous Assessment  ………………………..% | | Final Assessment  ……………………….% | | | | |
| Details: quizzes %, mid-term %, other % (specify)  …….…… % ……..…..% …….……..% | | Theory (%)  ………….. | | Practical (%)  …………….. | | Other (%)(specify)  …………… |
| Recommended Reading: | | | | | | |

**Annex V: 4. Programme Delivery and Learner Support System**

Describe the teaching learning methods that will be used for delivery of the programme of study, and the learning resources that will be available to support student learning.

The learning activities must be student-centred, and include opportunities for blended learning that makes judicious use of ICT based tools.

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**Annex VI: 5. Programme Assessment Procedure/Rules**

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| 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  Requirements for award of the degree  Requirements for award of classes |

(The following should be given in detail)

**Annex VII: 7. Panel of Teachers/Internal Resource Persons**

|  |  |  |  |  |  |  |  |
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| **Name of the Lecturer** | **Designation** | **Average No. of Teaching Hours/Week** | | | | | |
| **Internal Programmes**  **(i)** | | **External Programmes**  **(ii)** | | **Proposed Programme**  **(iii)** | **Total Hours**  **(i)+(ii)+(iii)** |
| Undergraduate | Postgraduate | Undergraduate | Postgraduate |
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**Annex VIII: 9.b. Form for Fallback Qualification**

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|  | **Form for Fallback Qualification** | | | | | |
| **1** | **1.1** | Name of Fallback Qualification in all three languages, in accordance with SLQF 2015 | | | (English) |  |
| (Sinhala) |  |
| (Tamil) |  |
| **1.2** | Abbreviated qualification  (Fallback Qualification) | | | (English) |  |
| **2** |  | Programme Offering Entity | | | | |
| **2.1** | University | |  | | |
| **2.2** | Faculty/  Institute | |  | | |
| **2.3** | Department(s)  (if applicable) | |  | | |
| **3** | Objectives of the Fallback Qualification | | |  | | |
| **4** | Programme Outcomes/ Graduate Profile of the Fallback Qualification | | |  | | |
| **5** | Programme Duration and Credit Load of the Fallback Qualification | | | | | |
|  | Bachelors Degree | | Duration: …………… yrs.  Course work: ………………………. credits  Total Credits:……………. | | | |
|  | Higher Diploma | | Duration: …………… yrs.  Course work: ………………………. credits  Total Credits:……………. | | | |
|  | Diploma | | Duration: …………… yrs.  Course work: ………………………. credits  Total Credits:……………. | | | |
| **6** | **a** Targeted Sri Lanka Qualification Framework (SLQF) Level of the Fallback Qualification  **(Please tick √)**   |  |  |  | | --- | --- | --- | | **SLQF Level 5**  **(Bachelors)** | **SLQF Level 4**  **(Higher Diploma)** | **SLQF Level 3**  **(Diploma)** | |  |  |  | | | | | | |
| **7** | Programme Assessment Procedure / Rules of the Fallback Qualification  (Describe in detail the Programme Assessment  Procedure/Rules) | | | | | |

**Annex IX: 7. Panel of Teachers/External Resource Persons**

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| **Name** | **Qualification** | **Affiliation** |
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**Annex X: 13. Reviewers Report**

The proposal should be reviewed by at least two content / subject experts, who have been nominated by the Senate of the University. They should be requested to comment on the following aspects of the proposal.

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| --- | --- | --- | --- | --- | --- | --- |
|  | |  | | **Main proposal** | | **Fallback Qualification *(If applicable)*** |
| 1 | | Acceptability of the Background and the Justification | |  | |  |
| 2 | | Relevance of proposed degree program to Society | |  | |  |
| 3 | | Entry Qualification and Admission Process | |  | |  |
| 4 | | Program Structure | |  | |  |
| 5 | | Program Content | |  | |  |
|  | | Availability of 50% credit value for the qualifications (if any) | |  | |  |
| 6 | | Teaching Learning Methods | |  | |  |
| 7 | | Assessment Strategy/Procedure | |  | |  |
| 8 | | Resource Availability - Physical | |  | |  |
| 9 | | Qualifications of Panel of Teachers (Internal & External) | |  | |  |
| 10 | | Recommended reading | |  | |  |
| 11 | | Recommendation  (Please mark one of the following) | | **Main proposal** | | **Fallback Qualification *(If applicable)*** |
|  | | 1. Recommended without amendment | |  | |  |
|  | | 1. Recommended subject to improvement in the following areas | |  | |  |
|  | | 1. Not suitable for the next stage of evaluation due to following reasons | |  | |  |
|  | | | | | | |
|  |  | | **Details of Reviewer 1** | | **Details of Reviewer 2** | |
| 1 | Name | |  | |  | |
| 2 | Designation | |  | |  | |
|  | Qualification and relevant field | |  | |  | |
| 3 | Signature | |  | |  | |
| 4 | Date | |  | |  | |

**Annex XI:13.2 Nomination of Reviewers by Senate (Evidence)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Optional** | | | | | | | | |
|  | **Date** | | **Month** | | **Year** | | | |
| Final Faculty Board Approval |  |  |  |  |  |  |  |  |
| Concurrence of Academic Approval Committee |  |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Corporate Plan of the University | Reference Number: | Date:  ...../……/…………. | Evidence ☐  (Please tick √) |
| Action Plan of the Faculty/Institute | Reference Number: | Date:  …../……/………….. | Evidence ☐  (Please tick √) |
| Faculty Approval | Reference Number: | Date:  …../……/………….. | Evidence ☐  (Please tick √) |
| Senate Approval | Reference Number: | Date:  ……/……/…………. | Evidence ☐  (Please tick √) |
| Council Approval | Reference Number: …………… | Date:  ……/……/…………. | Evidence ☐  (Please tick √) |

Mandate Availability

**Please attach all documents of evidence to the final page of this proposal**

**(after annex XI) -certified by the Registrar with the rubber stamp**