

**University Grants Commission**  
**Application for Approval of Postgraduate Degree/Diploma programs**  
**(Introduced beginning from 01-02-2017)**

<b>Check List for Proponent</b>										
	Date		Month		Year					
<b>New/Revised Proposal</b>										
Submission of a new Proposal										
Submission of a Revised Proposal										
<b>Complete original application submission to UGC</b>										
Hard copy										
Soft copy										

**Type of Proposal (Please mark ✓ accordingly) – by Proponent**

<b>Postgraduate Proposals</b>		
a	Type of Degree/Diploma	
	➤ Postgraduate Degree	
	➤ Postgraduate Diploma	
b	Proposal to introduce a new Postgraduate Program	
c	Proposal to rename an existing program	
d	Proposal to restructure the existing curriculum	
e	Others (Specify)	

<b>Optional</b>										
	Date		Month		Year					
Final Faculty Board/Institute Board of Management Approval										
Concurrence of Academic Approval Committee										

Application form				
1	1.1	Name of Degree/Diploma programme in all three languages	(English)	
			(Sinhala)	
			(Tamil)	
	1.2	Name of Qualification in all three languages	(English)	
			(Sinhala)	
			(Tamil)	
	1.3	Abbreviated qualification	(English)	
2		Programme Offering Entity		
	2.1	University		
	2.2	Faculty/Faculties Institute/s		
	2.3	Department/s (if applicable)		
	2.4	Mandate Availability		
		Corporate Plan of the University	Reference Number:.....	Date: ...../...../..... Evidence <input type="checkbox"/> (Please tick v)
		Corporate Plan/ Action Plan of the Faculty/Institute	Reference Number: .....	Date: ...../...../..... Evidence <input type="checkbox"/> (Please tick v)
		Final Senate Approval	Reference Number:.....	Date: ...../...../..... Evidence <input type="checkbox"/> (Please tick v)
		Final Council Approval	Reference Number: .....	Date: ...../...../..... Evidence <input type="checkbox"/> (Please tick v)
		<p><b>Please attach all documents of evidence to the final page of this proposal (after annex X) -certified by the Registrar with the rubber stamp</b></p>		

<b>3</b>	Details of the Degree/Diploma Programme
<b>3.1</b>	<p><b>Background to the programme (Attach as a separate document – Please refer Annex I format)</b></p> <p>Evidence must be presented to show that the University/ Institute/Faculty /Department proposing new degree/diploma programme has the capacity to offer the proposed programme.</p> <p>This section should describe the following:</p> <ul style="list-style-type: none"> <li>➤ Mandate of the Institute/Faculty/Department in offering the degree/diploma programme</li> <li>➤ Details as regard to the current status of faculty – existing departments and degree/diploma programmes offered <ul style="list-style-type: none"> <li>❖ Student intake</li> <li>❖ Staff cadres</li> <li>❖ Educational facilities</li> <li>❖ Common facilities</li> </ul> </li> <li>➤ Proposal must give general description of the benefits that will be accrued by the students who will pursue degree/diploma level training and the sector (s)/employment markets to which the graduate(s) could look for gainful employment</li> </ul>
<b>3.2</b>	<p><b>Justification (Attach as a separate document – Please refer Annex II format)</b></p> <p>This section should include details of degree/diploma 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 &amp; past), directions from Ministries etc.</p> <p>Sources - Primary (if a Survey was conducted, at least 50-100 questionnaires should have been administered)</p> <p>- Secondary (from publications etc.)</p> <p>If the proposed programme is offered by another department/faculty/Institute of the same university or by another university(s) / Institute (s), the rationale for duplicating a similar programme in the proposed faculty/department/Institute must also be given.</p>
	<p><b>3.2. a Major stakeholder groups from whom views were obtained</b></p> <ul style="list-style-type: none"> <li>➤</li> <li>➤</li> <li>➤</li> </ul>
	<p><b>3.2. b Survey/Questionnaire/Interview</b> (Give details) – When conducted, Number of persons in sample</p>
	<p><b>3.2. c Results of Survey/ Questionnaire/Interview</b></p>
<b>3.3</b>	<p><b>Objectives of the Degree/Diploma Programme/Programme Outcomes/Graduate Profile</b> include study programme/subject specific qualification descriptors.</p> <p>Programme Outcome should be elaborated stating how the Graduate’s profile can be applied in practical scenarios/ relevant community.</p>
	<p><b>3.3 a Objectives of the Degree/Diploma Programme</b></p>
	<p><b>3.3 b Programme Outcomes/ Graduate Profile</b></p>

	<b>3.4</b>	Eligibility requirement (Entry Qualifications)				
	<b>3.5</b>	Admission process	i. Written paper/ Aptitude Test Yes <input type="checkbox"/> No <input type="checkbox"/> ii. Interview Yes <input type="checkbox"/> No <input type="checkbox"/>			
	<b>3.6</b>	Proposed Student Intake	Intake: ..... students/year			
	<b>3.7</b>	Programme Duration, Type of Degree and Credit Load				
	<b>3.7 a</b>	PhD	Duration: ..... yrs. Course work: ..... credits Thesis Research: ..... credits/yrs. Total Credits:.....			
	<b>3.7 b</b>	MPhil	Duration: ..... yrs. Course work: ..... credits Thesis Research: ..... credits/yrs. Total Credits:.....			
	<b>3.7 c</b>	Master's degree	Duration: ..... yrs. Course work: ..... credits Thesis Research: ..... credits Total Credits:.....			
	<b>3.7 d</b>	Postgraduate diplomas	Duration: ..... yrs. Course work: ..... credits Thesis Research: ..... credits Total Credits:.....			
	<b>3.8</b>	Programme Structure: This should give details as below				
		Programme Structure				
		Semesters	Course Code	Course Name	Credit Value	Status (Compulsory /Optional)
		1				
		2				
		3				
		4				

	<b>3.9</b>	<p><b>a Targeted Sri Lanka Qualification Framework (SLQF) Level (Please tick v)</b></p> <table border="1" data-bbox="408 188 1332 313"> <tr> <td data-bbox="408 188 671 259">SLQF Level</td> <td data-bbox="671 188 780 259">7</td> <td data-bbox="780 188 888 259">8</td> <td data-bbox="888 188 997 259">9</td> <td data-bbox="997 188 1106 259">10</td> <td data-bbox="1106 188 1214 259">11</td> <td data-bbox="1214 188 1332 259">12</td> </tr> <tr> <td data-bbox="408 259 671 313"></td> <td data-bbox="671 259 780 313"></td> <td data-bbox="780 259 888 313"></td> <td data-bbox="888 259 997 313"></td> <td data-bbox="997 259 1106 313"></td> <td data-bbox="1106 259 1214 313"></td> <td data-bbox="1214 259 1332 313"></td> </tr> </table> <p><b>b</b> Minimum requirements of SLQF fulfilled Yes <input type="checkbox"/> No <input type="checkbox"/></p>	SLQF Level	7	8	9	10	11	12							
SLQF Level	7	8	9	10	11	12										
	<b>3.10</b>	<p><b>Programme Content (Attach as a separate document for courses in each semester – Please refer Annex III format)</b></p> <p><b>Semester 1</b>  Course Code:  Course Name:  Credit Value:  Hourly Breakdown: Theory/Practical/Independent Learning  Course Aim/Intended Learning Outcomes:  (how to write ILOs: At the completion of this course student will be able to - in action verbs)</p> <ul style="list-style-type: none"> <li>➤</li> <li>➤</li> <li>➤</li> </ul> <p>Course Content: (Main topics, Sub topics)  Teaching /Learning Methods:  Assessment Strategy:  Continue Assessment: .....%  Final Exam - Theory: .....%  Practical: .....%  References/Reading Materials:</p>														
<b>4</b>		<p><b>Programme Delivery and Learner Support System</b>  <i>Note: Blended, student centered teaching with judicious use of ICT teaching and learning tools is a requirement.</i></p>	<p>Describe in detail the teaching and training methods in-built into the study programme:  <b>(Provide as a separate document – Please refer Annex IV format)</b></p>													
<b>5</b>		<p><b>Programme Assessment Procedure /Rules</b></p>	<p>Describe in detail the Programme Assessment Procedure/Rules:  <b>(Provide as a separate document – Please refer Annex V format)</b></p>													

<b>6</b>	<b>Resources Requirement</b>						
			<b>Existing</b>	<b>Additional Requirement (Estimated)</b>			
			Year 1	Year 2	Year 3	Year 4	
<b>Physical Resources</b>							
Land extent (Acre/Hectare)							
Office Space							
No. of Lecturer Theatres							
No. of Laboratories							
No. of Computers with Internet Facilities							
Reading Rooms/Halls							
Staff Common Rooms/Amenities							
Student Common Rooms/Amenities							
Other							
<b>Financial Resources</b>							
Capital Expenditure							
Recurrent Expenditure							
<b>Human Resources</b>							
No. of Academic Staff	Lecturers						
	Instructors/						
No. of Academic Support Staff							
No. of Non Academic Staff	Executive Grades						
	Technical Grades						
	Management Assistants						
	Minor Staff						
<b>7</b>	<b>Panel of Teachers/ Internal Resource Persons/External Resource Persons (Attach as a separate document – Please refer Annex VI format)</b>						
	<b>Name of the Lecturer</b>	<b>Designation</b>	<b>Average No. of Teaching Hours/Week</b>				<b>Proposed Programme (iii)</b>
<b>Internal Programmes (i)</b>			<b>External Programmes (ii)</b>				
Undergraduate			Postgraduate	Undergraduate	Postgraduate		

8		Does the Faculty have resources to commence operation of new degree/diploma programme, pending allocation of resources requested?	Yes <input type="checkbox"/> No <input type="checkbox"/>
9		a. Does the programme have exit at other postgraduate qualification levels	Yes <input type="checkbox"/> /No <input type="checkbox"/>
		b. If yes, state qualification at exit points (Ensure approval is obtained separately for all exit point qualifications)	
10		Does the programme have any collaboration with another Department/Faculty or Institute outside universities?	Yes <input type="checkbox"/> No <input type="checkbox"/> 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 <input type="checkbox"/> No <input type="checkbox"/>
12		Do the graduates need membership in the professional body after completion of the Degree/Diploma? If Yes copy of the document on recognition/provisional recognition of the degree by the professional body should be attached.	Yes <input type="checkbox"/> No <input type="checkbox"/>
13		Fee structure	(Attach as a separate document – Please refer Annex VII format)
	13.1	Tuition fees	
	13.2	Other fees if any (specify)	
14		Total estimated budget	(Attach as a separate document – Please refer Annex VIII format)
15		Reviewers Report	(Attach as a separate document – Please refer Annex IX format)
	15.1	Names of the two Reviewers	
	15.2	Nomination by Senate	Date: ...../..... /..... Evidence: Yes <input type="checkbox"/> No <input type="checkbox"/> (Date of Senate meeting and evidence) (Evidence – Please attach as Annex X)

	<b>15.3</b>	Report of Reviewers attached	Yes <input type="checkbox"/> No <input type="checkbox"/>
	<b>15.4</b>	Recommendation of Reviewers comments incorporated	Yes <input type="checkbox"/> No <input type="checkbox"/>  (If yes please highlight such in the whole document)
<b>16</b>		Any other relevant information not stated above	
<b>17</b>		Recommendation and Signature of IQAU Director of the University	
<b>18</b>		Signature of Dean of the Faculty/Director of Institute and official stamp	
<b>19</b>		Signature of Vice Chancellor and official stamp	
<b>20</b>		Date	...../...../.....

- Please submit **two completed original applications** and one **soft copy** (in a CD in PDF word format) with annexures to following address.

Address: Chairman,  
University Grants Commission,  
No.20,  
Ward Place, Colombo 07.





- Proposal must give general description of the benefits that will be accrued by the students who will pursue degree/diploma level training and the sector (s)/employment markets to which the graduate(s) could look for gainful employment

A large, empty rectangular box with a thin black border, intended for the applicant to provide a general description of the benefits and employment markets for students as required by the proposal criteria.

**Annex II: 3.2 Justification****3.2 a Major stakeholder groups from whom views were obtained**

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**3.2 b Survey/Questionnaire/Interview**

When Conducted

Number of persons in sample


**3.2 c Result of Survey/Questionnaire/Interview**

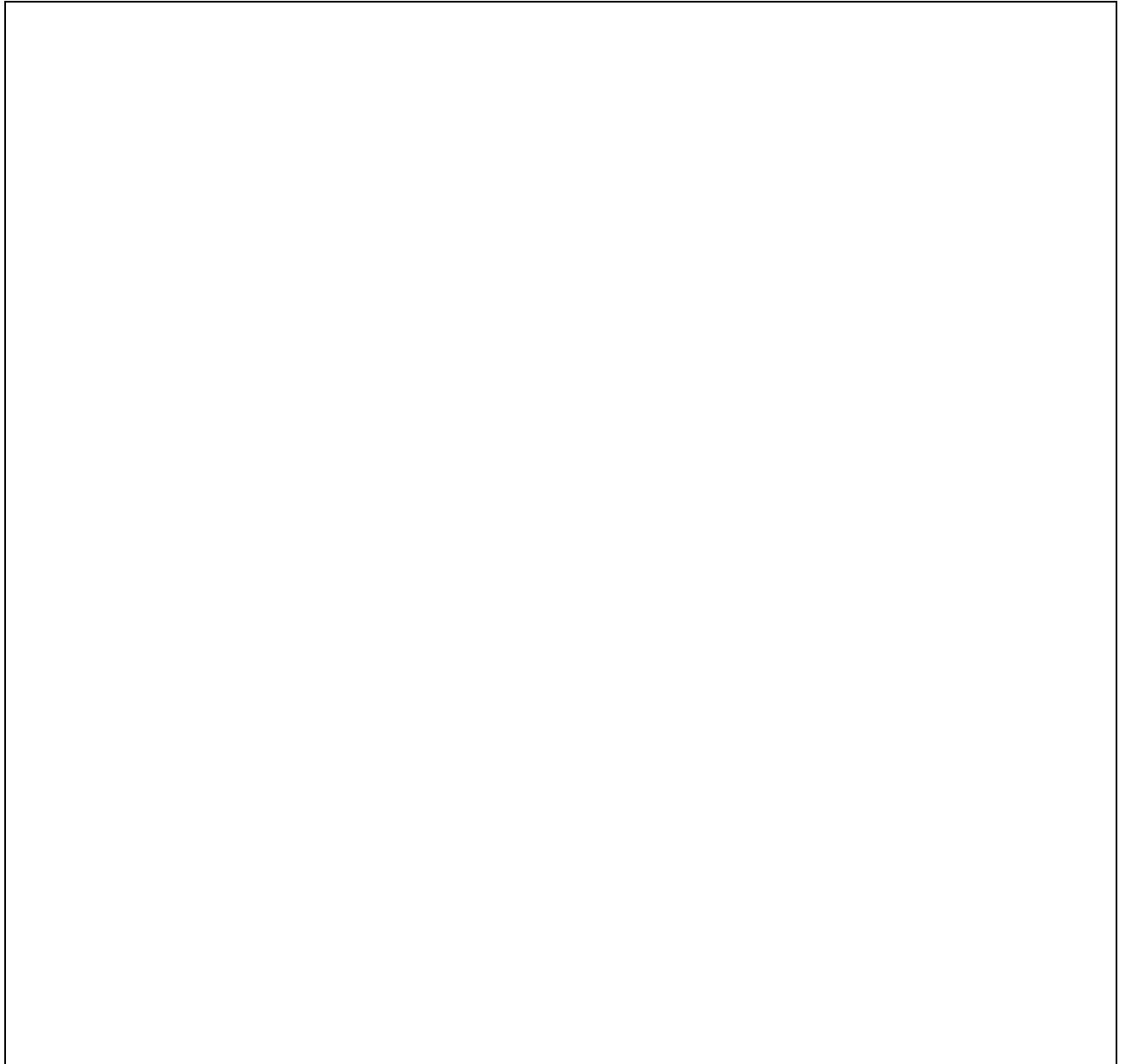
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**Annex III: 3.10 Programme Content (Attach as a separate document for each semester in the program)**

<b>Semester 1</b>			
Course Code:			
Course Name:			
Credit Value:			
Core/Optional			
Hourly Breakdown	Theory	Practical	Independent Learning
<p>Course Aim/Intended Learning Outcomes:          (how to write ILOs: At the completion of this course student will be able to - in action verbs)</p> <ul style="list-style-type: none"> <li>➤</li> <li>➤</li> <li>➤</li> <li>➤</li> <li>➤</li> <li>➤</li> <li>➤</li> <li>➤</li> <li>➤</li> </ul>			
<p>Course Content: (Main topics, Sub topics)</p>			
<p>Teaching /Learning Methods:</p>			



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



**Annex V: 5. Programme 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/Make up examinations:

Guidelines on thesis proposal presentation and defense:

Guidelines on conduct of research:

Guidelines on comprehensive examination:

Guidelines on thesis defense examination:

Any other:







**Annex VII: 13. Fee structure**

<b>Fees</b>	<b>Per Student (Rs.)</b>
Course Fee/Tuition Fee	
Application Fee	
Registration Fee	
Library – Non refundable	
Library – Refundable	
Laboratory Deposit – Non refundable	
Laboratory Deposit – Refundable	
End Semester Examination per Course	
Viva Voce Examination	
Repeat Examination per Course	
Use of Computer Lab	
Aptitude Test	
Other Fees (please specify each)	

**Annex VIII: 14. Total estimated budget per student** (according to commission circular 04/2016)

University/HEI: .....

Programme: .....

	<b>% to be allocated</b>	<b>Rs.</b>	<b>Rs.</b>
<b>A. Total Income</b>			
i. Course/Consultancy Fee			xxx
ii. Research Grant			xxx
iii. Registration Fee			xxx
iv. Library Fee			xxx
v. Other (Please specify)			xxx
.....		xx	
.....		xx	xxx
<b>Total Income = Direct Cost + Indirect Cost</b>			<b>xxxx</b>
<b>B. Direct Cost</b>			
<b>5.1.1</b> Payments to Outside Consultants/Team Members, Contract Staff		xxx	
<b>5.1.2</b> Field Expenses, Academic activities, Surveys, Testing, etc.		xxx	
<b>5.1.2</b> Conduct meetings, Hire lecture halls, Refreshments, etc.		xxx	
<b>5.1.3</b> Travelling, Subsistence, Materials, Equipment usage etc.		xxx	
<b>5.1.4</b> University/HEI/Faculty/Department/Course/Infrastructure Development/etc. Vote		xxx	
<b>5.1.5</b> Government Taxes		xxx	
<b>5.1.6</b> UGC – 0.01% of Income		xxx	
<b>5.1.7</b> Other (Please specify)		xxx	
.....		xxx	
.....		xxx	xxxx
<b>C. Indirect Cost</b>			
<b>5.2.1</b> University/HEI Development vote	<b>15% - 30%</b>	xxx	
<b>5.2.2</b> VC's Vote	<b>0% - 5%</b>	xxx	
<b>5.2.3</b> Payments to Directly and Indirectly involved Staff Members	<b>65% - 85%</b>	xxx	xxxx
<b>Total Cost = Direct Cost + Indirect Cost</b>			<b>xxxx</b>
<b>D. Excess of Total Income over Total Cost/Expenditure</b>			<b>0.00</b>
<b>5.3 Total Allocation to Development Votes (5.1.4,5.2.1,5.2.2)/ Total Income</b>			<b>xx %</b>

**Annex IX: 15. Reviewers Report**

## Instructions for the Reviewers

Please comment on the followings

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	
6	Teaching Learning Methods	
7	Assessment Strategy/Procedure	

8	Resource Availability - Physical		
9	Qualifications of Panel of Teachers (Internal & External)		
10	References/Reading Materials		
11	<b>Recommendation</b> (Please mark one of the following)		
	<b>a.</b> Recommended for next stage of processing		
	<b>b.</b> Recommended for the next stage of evaluation subject to further improvement in the following areas		
	<b>c.</b> Not suitable for the next stage of evaluation due to following reasons		
		<b>Reviewer 1</b>	<b>Reviewer 2</b>
1	Name		
2	Designation		
3	Signature		
4	Date		

**Annex X: 15.2. Nomination by Senate (Evidence)**