

University Grants Commission
Application for Approval of New Undergraduate Degree Programs
(Revised February 2019)

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										

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

Undergraduate Proposals		
a	Type of Degree	
	➤ Internal Degree	
	➤ External Degree	
b	Proposal to introduce a new Undergraduate Programme	
c	Proposal to introduce a specialization area to the existing degree programme	
d	Proposal to rename the existing degree	
e	Proposal to restructure the existing curriculum	
f	Others (Specify)	

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

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		
		Corporate Plan of the University	Reference Number:.....	Date:/...../..... Evidence <input type="checkbox"/> (Please tick v)
		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)	
Please attach all documents of evidence to the final page of this proposal (after annex VIII) -certified by the Registrar with the rubber stamp				

3	Details of the Degree Programme	
	3.1	<p>Background to the programme (Attach as a separate document – Please refer Annex I format)</p> <p>Evidence must be presented to show that the University/ Faculty /Department proposing new degree programme has the capacity to offer the proposed programme.</p> <p>This section should describe the following:</p> <ul style="list-style-type: none"> ➤ 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 <ul style="list-style-type: none"> ❖ 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
	3.2	<p>Justification (Attach as a separate document – Please refer Annex II format)</p> <p>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.</p> <p>Sources - Primary (if a Survey was conducted, at least 100-200 questionnaires should have been administered)</p> <p>- Secondary (from publications etc.)</p> <p>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.</p> <p>3.2. a Major stakeholder groups from whom views were obtained (give in annex II)</p> <ul style="list-style-type: none"> ➤ ➤ ➤ <p>3.2. b Survey/Questionnaire/Interview (Give details) – When conducted, Number of persons in sample (give in annex II)</p> <p>3.2. c Results of Survey/ Questionnaire/Interview (give in annex II)</p>
	3.3	<p>Objectives of the Degree Programme/Programme Outcomes/Graduate Profile</p> <p>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>3.3 a Objectives of the Degree Programme</p> <p>3.3 b Programme Outcomes/ Graduate Profile</p>
	3.4	<p>Eligibility requirements (Qualifications for university admission)</p> <p>List the GCE’A/L subject basket:</p>

3.5	Admission process	i. UGC 'Z' score based selection <input type="checkbox"/> ii. 'Z' score & Aptitude Test <input type="checkbox"/> iii. 'Z' score + Aptitude Test + Interview <input type="checkbox"/>									
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										
	General Degree/ Honours Degree/ Professional Degree	Duration: yrs. Course work: credits Student Thesis Research: credits Total Credits:.....									
3.8	Programme Structure: This should give details as below										
	Programme Structure										
	Semesters	Course Code	Course Name	Credit Value	Status (Compulsory /Optional)	Existing/ New					
	1										
	2										
	3										
	4										
	5										
	6										
	7										
	8										
9											
10											
3.9	a Targeted Sri Lanka Qualification Framework (SLQF) Level (Please tick v)										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">Level 5 (Bachelors)</td> <td style="width: 33%; text-align: center;">Level 6 (Bachelors Honours, 4 year programme)</td> <td style="width: 33%; text-align: center;">Level 7 (Bachelors Honours, 5 year programme)</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </table>						Level 5 (Bachelors)	Level 6 (Bachelors Honours, 4 year programme)	Level 7 (Bachelors Honours, 5 year programme)			
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b Minimum requirements of SLQF fulfilled Yes <input type="checkbox"/> No <input type="checkbox"/>											
3.10	Programme Content (Attach as a separate document for 6/ 8 semesters – Please refer Annex III format) Semester 1 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 style="text-align: center;">➤</p> <p>Course Content: (Main topics, Sub topics) Teaching /Learning Methods: Assessment Strategy: Continuous Assessment:% Final Exam - Theory:% Practical:% Recommended reading:</p>																																																																																																																																								
4	<p>Programme Delivery and Learner Support System <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: (Provide as a separate document – Please refer Annex IV format)</p>																																																																																																																																							
5	<p>Programme Assessment Procedure/Rules</p>	<p>Describe in detail the Programme Assessment Procedure/Rules: (Provide as a separate document – Please refer Annex V format)</p>																																																																																																																																							
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7	Panel of Teachers/ Internal Resource Persons/External Resource Persons (Attach as a separate document – Please refer Annex VI format)							
	Name of the Lecturer	Designation	Average No. of Teaching Hours/Week				Proposed Programme (iii)	Total Hours (i)+(ii)+(iii)
			Internal Programmes (i)		External Programmes (ii)			
			Undergraduate	Postgraduate	Undergraduate	Postgraduate		
8	Does the Faculty have resources to commence operation of new degree programme, pending allocation of resources requested?					Yes <input type="checkbox"/> No <input type="checkbox"/>		
9	a. Does the programme have exit points at different 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? 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	Reviewers Report					(Attach as a separate document – Please refer Annex VII format)		
	13.1	Names of the two Reviewers						

13.2	Nomination by Senate	Date:/...../..... Evidence: Yes <input type="checkbox"/> No <input type="checkbox"/> (Date of Senate meeting and evidence) (Evidence – Please attach as Annex VIII)
13.3	Report of Reviewers attached	Yes <input type="checkbox"/> No <input type="checkbox"/>
13.4	Recommendation of Reviewers comments incorporated	Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes please highlight such in the whole document)
14	Any other relevant information not stated above	
15	Recommendation and Signature of IQAU Director of the University	
16	Signature of Dean of the Faculty/Director of Institute and official stamp	
17	Signature of Vice Chancellor and official stamp	
18	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 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

A large, empty rectangular box with a thin black border, intended for the user to provide a general description of the benefits and employment markets as specified in the bullet point above.

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

-
-
-
-
-

3.2 b Survey/Questionnaire/Interview

When Conducted

Number of persons in sample

3.2c Result of Survey/Questionnaire/Interview

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Annex III: 3.10 Programme Content

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

Semester 1			
Course Code:			
Course Name:			
Credit Value:			
Core/Optional			
Hourly Breakdown <i>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.</i>	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) <ul style="list-style-type: none"> ➤ ➤ ➤ ➤ 			
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: <ul style="list-style-type: none"> ➤ ➤ ➤ ➤ 			

Annex IV: 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.

A large, empty rectangular box with a thin black border, intended for the user to provide a detailed description of teaching and learning methods and resources as requested in the text above.

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 examinations

Requirements for award of the degree

Requirements for award of classes

Annex VII: 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.

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	Recommended reading	
11	Recommendation (Please mark one of the following)	
	a. Recommended without amendment	
	b. Recommended subject to improvement in the following areas	
	c. Not suitable for the next stage of evaluation due to following reasons	
Details of Reviewer		
1	Name	
2	Designation	
3	Signature	
4	Date	

Annex VIII:13.2 Nomination of Reviewers by Senate (Evidence)