**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 [ ]  (Please tick √)  |
| Action Plan of the Faculty/Institute | Reference Number: ……………  | Date:…../……/………….. |  Evidence [ ] (Please tick √)  |
| Final Senate Approval | Reference Number:……………. | Date:……/……/…………. |  Evidence [ ]  (Please tick √)  |
| Final Council Approval | Reference Number: …………… | Date:……/……/…………. |  Evidence [ ]  (Please tick √)  |

**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** | 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
 |
| **3.2** | 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/Programme Outcomes/Graduate Profile Include study programme/subject specific qualification descriptors. Programme Outcome should be elaborated stating how the Graduate’s profile can be applied in practical scenarios/ relevant community. |
|  **3.3 a** Objectives of the Degree Programme |
|  **3.3 b** Programme Outcomes/ Graduate Profile  |
| **3.4** | Eligibility requirements (Qualifications for university admission) | List the GCE’A/L subject basket: |
| **3.5** | Admission process | i. UGC ‘Z’ score based selection [ ]  ii. ‘Z’ score & Aptitude Test [ ] iii. ‘Z’ score + Aptitude Test + Interview [ ]   |
| **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: ………………… creditsTotal 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 √)**

|  |  |  |
| --- | --- | --- |
| Level 5(Bachelors) | Level 6(Bachelors Honours, 4 year programme) | Level 7(Bachelors Honours, 5 year programme) |
|  |  |  |

**b** Minimum requirements of SLQF fulfilled Yes [ ]  No [ ]  |
| **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)*
*

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 IV format)** |
| **5** |  | Programme Assessment Procedure / Rules | Describe in detail the Programme AssessmentProcedure/Rules:**(Provide as a separate document – Please refer Annex V 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 VI 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** |  | 1. Does the programme have exit points at different levels
 | Yes [ ]  No [ ]  |
|  |  | 1. 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 [ ]  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 VII 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 VIII)** |
| **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** |  | 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 email the completed application with all signatures and required annexures to dqac@ugc.ac.lk, and forward one hard copy to the following:

 Director, Quality Assurance Council of the UGC

 94/10, Ananda Rajakaruna Mawatha, Colombo 08

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 following 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.

**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

|  |  |
| --- | --- |
|  | **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) |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

* 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

|  |
| --- |
|  |

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

**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*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.* | 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)*
*
*
*
 |
| 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 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.

|  |
| --- |
|  |

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

(The following should be given in detail)

|  |
| --- |
| 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 examinationsRequirements for award of the degreeRequirements for award of classes |

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

|  |  |  |
| --- | --- | --- |
| **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 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

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

|  |  |  |
| --- | --- | --- |
| **Name**  | **Qualification** | **Affiliation** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**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) |
|  | 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 | Name |  |
| 2 | Designation |  |
| 3 | Signature |  |
| 4 | Date |  |

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