18/02/2020

**General guideline for the final document of curriculum**

**Bachelor of Arts Degree Programme**

Dear Venerable Sirs/Professors/Heads and All Academic Members,

Under the instruction of the Dean, We write this massage. Thank you for the support extended to revising the curriculum of the Bachelor of Arts Degree Programme. As we complete the final revision, we shall be grateful if you could adhere to the following guidelines with regard to the curriculum presented by your department to maintain the uniformity of the completed document.

1. Please submit the Programme Structure and the Curriculum Content in **one PDF** document.
2. **Page 1** of the document should be the **Programme Structure**.
3. In the programme structure, please indicate the course type as C/O/A
4. In the detailed curriculum content, please indicate the course type as Compulsory/Optional/Auxiliary
5. In the course code, please ensure that the 3rd digit is 3 (course number is 31 onwards). For example:

Existing course code: 11212

Revised course code: 11312

1. The statement at the beginning of the ILOs should be,

“At the completion of this course, the student will be able to….”

1. Fonts and Formatting:
   * 1. Margins: Left- 1.5”, all other sides- 0.5”
     2. Font: (English) Times New Roman/ (Sinhala) FM Abhaya
     3. Font size:
        1. All text added to the existing format: size 12
        2. Recommended Readings/References: size 10
        3. Line spacing: 1.5
2. The correct format for the curriculum can be found at <https://hu.kln.ac.lk/index.php/joomla/contact-component/ahead-project>
3. Please be kind enough to submit your completed document in **PDF format** to **ahead.uok.humnfac@gmail.com** by February 21st, 2020 *(Before* ***NOON****)*

Thank you

Project Coordinator

AHEAD Project

**Department of …………………….**

**Bachelor of Arts Degree Programme – 2020**

**Subject**

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| **Level** | **Course Code** | **Title of the Paper** | **Type** |
| **Level**  **01** |  |  |  |
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| **Level**  **02** |  |  |  |
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| **Level 03** |  |  |  |
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| Semester: | Semester … | | | | | |
| Course Code: |  | | | | | |
| Course Name: |  | | | | | |
| Credit Value: |  | | | | | |
| Type | Compulsory/Optional | | | | | |
| Hourly Breakdown | Theory | | Practical | | Independent Learning | |
|  | |  | |  | |
| Intended Learning Outcomes:  At the completion of this course unit the 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: | | | | | | |