

**UNIVERSITY OF KELANIYA**  
**Format for submission of proposals for the approval of**  
**new degree programmes by CULTEC & Senate**

*This format should be used to prepare proposals for any new undergraduate or postgraduate programmes to be offered by the University, at any level of study from SLQF Level 5 to 10.*

**1 Proposed programme of study**

- 1.1 Name of degree programme in all three languages:  
English:  
Sinhala:  
Tamil:
- 1.2 Name of qualification in all three languages (as per SLQF 2015):  
English:  
Sinhala:  
Tamil:
- 1.3 Abbreviated qualification (as per SLQF 2015):  
English:
- 1.4 Medium of Instruction:

**2 Entity offering programme of study**

- 2.1 Faculty/Faculties:
- 2.2 Department/s (if applicable):

**3 Background**

*This section should describe the following:*

- *Mandate of the Faculty/Department in offering the proposed degree programme*
- *The current status of the Faculty with regard to*
  - o *Existing departments and degree programmes offered*
  - o *Student intake*
  - o *Staff cadres*
  - o *Educational facilities*
  - o *Common facilities*
- *General description of the benefits that will be accrued by the students who will pursue the proposed programme of study and the sector (s)/employment markets to which the graduate(s) could look for gainful employment*

**4 Justification**

*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 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 essential.*

*Evidence can be in the form of written request from students (existing & past), directions from Ministries etc.*

*If a survey was conducted, at least 100-200 questionnaires should have been administered.*

*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.*

4.1 Major stakeholder groups from whom views were obtained:

4.2 Survey/Questionnaire/Interview:

<b>When Conducted</b>	<b>Number of persons in sample</b>

4.3 Results of Survey/ Questionnaire/Interview

**5 Programme Objectives, Outcomes and Graduate Profile**

5.1 Objectives of the Degree Programme:

*State in terms of subject specific qualification descriptors (as in SLQF 2015)*

5.2 Programme Outcomes/ Graduate Profile:

*State how the graduate profile can be applied in practical scenarios in relevant communities*

**6 Admission of students**

6.1 Required entry qualifications:

*List the GCE AL subject basket where relevant*

6.2 Admission process

*Describe process of selection and admission to proposed programme. E.g. UGC 'Z' score based selection / 'Z' score & Aptitude Test / 'Z' score + Aptitude Test + Interview*

6.3 Proposed Intake: ..... Students / year

**7 Type of programme, duration and credit load:**

7.1 Targeted SLQF Level (*underline appropriate level*): 5 / 6 / 7 / 8 / 9 / 10

7.2 Duration of proposed programme of study (in years):

7.3 Credit load:

Total for course work:

Total for research:

Total Credits:

**8 Programme structure:**

Provide details in the following format, adding as many rows as necessary

Semester	Course code	Course name	Credit value	Status*	Existing / New

\* Compulsory(core) /Optional / Auxiliary

**9 Programme content:**

Provide the following details for **each** course unit as Annex 1

Semester			
Course Code:			
Course Name:			
Credit Value:			
Compulsory(core) / Optional / Auxiliary			
Hourly Breakdown	Theory hours	Practical hours	Hours of independent Learning
Course Aims/Intended Learning Outcomes: (ILOs should be written with action verbs. E.g. At the completion of this course student will be able to list / explain / describe / discuss etc..... ) ➤ ➤			
Course Content: (Main topics, Sub topics)			
Teaching /Learning Methods:			

Assessment Strategy:	
Continuous Assessment.....%	Final Assessment .....%
Details: ..... % .....%.....% etc. (specify each form of assessment)	Details: ..... % .....%.....% etc. (specify each form of assessment)
Recommended Reading: ➤ ➤	

**10 Programme Delivery and Learner Support System**

*Describe in detail the teaching and training methods in-built into the study programme:*

**11 Programme Assessment Procedures/Rules**

*The following aspects should be given in detail. Refer to University of Kelaniya Qualifications Framework for guidance.*

- *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*
- *Award of Classes*

**12 Exit points at different levels**

*Does the programme have provision for exit at different levels?*

*If yes, state qualification at exit points and ensure approval is obtained separately for all exit point qualifications*

### 13 Panel of teachers

#### 13.1 Internal Resource Persons *(add as many rows as required)*

Name of the Lecturer	Designation (Department)	Average No. of Teaching Hours/Week					
		Internal Programmes (i)		External Programmes (ii)		Proposed Programme (iii)	Total Hours (i)+(ii)+ (iii)
		Undergraduate	Postgraduate	Undergraduate	Postgraduate		

#### 13.2 External Resource Persons *(add as many rows as required)*

Name	Qualification	Affiliation

### 14 External reviewers

14.1 Reviewer 1: Name:  
 Affiliation:  
 Area of Specialization:  
 Contact information:

14.2 Reviewer 2: Name:  
 Affiliation:  
 Area of Specialization:  
 Contact information:

**15 Approvals**

15.1 Recommended by Faculty CDC: Meeting no:..... Date: .....

15.2 Recommended by Faculty Board: Meeting no:..... Date: .....

15.3 Submission to CULTEC: Meeting no:..... Date: .....

15.4 Recommendation of CQA: Date: .....

15.5 Submission to Senate: Meeting no: ..... Date: .....

(Appointment of Reviewers)

Response to reviewers' comments, and details of how recommendations have been incorporated in the proposal should be clearly submitted for the approval of Senate

15.6 Approval by Senate: Meeting no: ..... Date: .....

15.7 Approval by Council: Meeting no: ..... Date: .....

**Annex 1.** Details of each course unit

Semester			
Course Code:			
Course Name:			
Credit Value:			
Compulsory/ Optional			
Hourly breakdown of learning activities (to add up to 50 notional hours for each credit)	Theory hours	Practical hours	Hours of independent Learning
<p>Course Aims/Intended Learning Outcomes:                      (ILOs should be written with action verbs. E.g. At the completion of this course student will be able to list / explain / describe / discuss etc. ....)</p> <ul style="list-style-type: none"> <li>➤</li> <li>➤</li> </ul>			
Course Content: (Main topics, Sub topics)			
Teaching /Learning Activities:			
<p>Assessment Strategy:</p> <p>Continuous Assessment .....% (specify form of assessment)                      Final Assessment .....% (specify form of assessment)</p>			
<p>Recommended Reading:</p> <ul style="list-style-type: none"> <li>➤</li> <li>➤</li> </ul>			

**Annex 2: Format for Reviewer’s Report**

Please comment on the following:

1	Acceptability of the background and the justification	
2	Importance and relevance of the proposed programme of study	
3	Entry criteria and admission process	
4	Program Structure	
5	Program Content	
6	References/Reading Materials	
7	Teaching Learning Methods	
8	Assessment Strategy / Procedure	
9	Qualifications of Panel of Teachers (Internal & External)	
10	Recommendation (please mark one of the following)	
	a. Recommended without change	
	b. Recommended, subject to further improvement in the following areas	
	c. Do not proceed with this proposal due to following reasons	

.....  
 Signature of reviewer  
 Name of reviewer: .....  
 Designation: .....

.....  
 Date

