**University Grants Commission**

**Application for Approval of Revised Postgraduate Degree/Diploma Programs**

**(Effective from 01-03-2021)**

|  |
| --- |
| **Check List for Proponent** |
|  | **Date** | **Month** | **Year** |
| **Complete original application submission to UGC** |
| Hard copy |  |  |  |  |  |  |  |  |
| Soft copy |  |  |  |  |  |  |  |  |

**Type of Proposal and Revisions done (Please mark √ accordingly) – by Proponent**

|  |
| --- |
| Type of Degree/Diploma  |
| * Postgraduate Degree
 |  |
| * Postgraduate Diploma
 |  |
| Revisions done *(Refer the Notes at the end of the application form)* |
| a | Changes to the number of academic years required for the study program |  |
| b | Changes to SLQF qualification type with designators and qualifiers |  |
| c | Changes to SLQF exit level |  |
| d | Adding or removing lateral entry and early exit possibilities |  |
| e | Adding/deleting or substituting one or more specialization/major in an existing degree program |  |
| f | Others (Specify) |  |

*Note: Please specify the revisions made under (a) to (g) in Annex XI*

|  |
| --- |
| **Optional** |
|  | **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/FacultiesInstitute/s  |  |
|  | **2.3** | Department/s (if applicable) |  |
|  | **2.4** | Mandate Availability

|  |  |  |  |
| --- | --- | --- | --- |
| Corporate Plan of the University | Reference Number:……………. | Date:...../……/…………. | Evidence [ ]  (Please tick √)  |
| Corporate Plan/ 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 X) -certified by the Registrar with the rubber stamp** |
| **3** |  | Details of the Degree/Diploma 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/ Institute/Faculty /Department proposing new degree/diploma programme has the capacity to offer the proposed programme. This section should describe the following:* Mandate of the Institute/Faculty/Department in offering the degree/diploma programme
* Details as regard to the current status of faculty – existing departments and degree/diploma 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/diploma 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/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 & past), directions from Ministries etc.Sources - Primary (if a Survey was conducted, at least 50-100 questionnaires should have been administered)* Secondary (from publications etc.)

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. |
|  |  | **3.2. a** Major stakeholder groups from whom views were obtained*
*
*
 |
|  |  | **3.2. b** Survey/Questionnaire/Interview (Give details) – When conducted, Number of persons in sample |
|  |  | **3.2. c** Results of Survey/ Questionnaire/Interview |
|  | **3.3** | Objectives of the Degree/Diploma 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/Diploma Programme |
|  |  |  **3.3 b** Programme Outcomes/ Graduate Profile  |
|  | **3.4** | Eligibility requirement (Entry Qualifications) |  |
|  | **3.5** | Admission process | i. Written paper/ Aptitude Test Yes [ ]  No [ ]  ii. Interview Yes [ ]  No [ ]   |
|  | **3.6** | Proposed Student Intake  | Intake: ……… students/year |
|  | **3.7** | Programme Duration, Type of Degree and Credit Load |
|  |  |  **3.7 a** | PhD | Duration: …………… yrs.Course work: ………………………. credits Thesis Research: ………………… credits/yrs.Total Credits:……………. |
|  |  |  **3.7 b** | MPhil | Duration: …………... yrs.Course work: ………………………. credits Thesis Research: ………………… credits/yrs.Total Credits:……………. |
|  |  |  **3.7 c** | Master’s degree  | Duration: …………... yrs.Course work: ………………………. credits Thesis Research: ………………… creditsTotal Credits:……………. |
|  |  |  **3.7 d** | Postgraduate diplomas | Duration: …………... yrs.Course work: ………………………. credits 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 |  |  |  |  |  |

 |
|  | **3.9** | **a** Targeted Sri Lanka Qualification Framework (SLQF) Level **(Please tick √)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| SLQF Level | 7 | 8 | 9 | 10 | 11 | 12 |
|  |  |  |  |  |  |

**b** Minimum requirements of SLQF fulfilled Yes [ ]  No [ ]  |
|  | **3.10** | Programme Content **(Attach as a separate document for courses in each semester – Please refer Annex III format)****Semester 1**Course Code:Course Name:Credit Value:Hourly Breakdown: Theory/Practical/Independent LearningCourse 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: Continue Assessment: …………% Final Exam - Theory: ……………% Practical: …………%References/Reading Materials: |
| **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** |  | Resources Requirement

|  |  |  |
| --- | --- | --- |
|  | **Existing** | **Additional Requirement (Estimated)** |
| Year 1 | Year 2 | Year 3 | Year 4 |
| **Physical Resources** |  |  |  |  |  |
| 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 |  |  |  |  |  |
|  |
| **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/diploma programme, pending allocation of resources requested? |  Yes [ ]  No [ ]  |
| **9** |  | 1. Does the programme have exit at other postgraduate qualification 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/Diploma?If Yes copy of the document on recognition/provisional recognition of the degree by the professional body should be attached. | Yes [ ]  No [ ]  |
| **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 [ ]  No [ ] (Date of Senate meeting and evidence)**(Evidence – Please attach as Annex X)** |
|  | **15.3** | Report of Reviewers attached | Yes [ ]  No [ ]  |
|  | **15.4** | Recommendation of Reviewers comments incorporated  | Yes [ ]  No [ ] (If yes please highlight such in the whole document) |
| **16** |  | Any other relevant information not stated above |  |
| **17** |  | Recommendation and Signature of CQA Director of the University |  |
| **18** |  | Signature of Dean of the Faculty/Director of Institute and official stamp |  |
| **19** |  | Signature of Vice Chancellor and official stamp |  |
| **20** |  | 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.

**Notes:**

The types of revisions applicable to obtain the approval of the UGC are briefly described below.

1. Changes to the number of academic years required for the study program

The length of the study program has been changed (reduced or increased) from its approved duration.

1. Changes to SLQF **qualification type** with **designators** and **qualifiers**

**Qualification type** is the first name given to a qualification (e.g. Bachelors, and Bachelors Honours, Postgraduate Certificate, Postgraduate diploma, Masters, and Doctorate)

**The designator** is the second name given to a qualification. This indicates the broad area of study or discipline. The examples are Bachelor of *Arts*, Bachelor of *Science*, Master of *Commerce*, Doctor of *Philosophy* and Doctor of *Science*.

**The qualifier** is the third name given to a qualification. This is used to indicate the field of specialization of a qualification (e.g. Bachelor of Science Honours in Chemistry, Postgraduate Certificate in Library Science, and Master of Philosophy in

Environmental Science).

If the proposed revisions result a change above, then the UGC approval must be obtained.

1. Changes to **SLQF exit level**

SLQF exit qualifications are awarded at a specific level of the programme of study (e.g. SLQF Level 5 to 12). Exit qualifications will have specific programme learning outcomes defined in the Programme Specification for the relevant level of the qualification. All programme learning outcomes must be achieved before a qualification can be conferred.

If the proposed revisions result a change in the Exit Level already approved, then the UGC approval must be obtained.

1. Adding or removing lateral entry and early exit possibilities

**Lateral entry** is a mode of admission to a matching level of a study programme through recognition of prior learning such as professional qualification and experience.

**Early exit** award refers to granting a lower qualification than the enrolled degree if a student chooses to terminate his/her studies during the study programme without completing the full study programme provided that he/she may have completed a sufficient number of credits for lower qualification.

If the revision provides or removes such entry or exit points, then the UGC approval must be obtained.

1. Introduction of a specialization / majoring area in an existing degree program

A specialization / majoring is a focused area of study discipline. Specialization is usually denoted by the qualifier. If the revision introduces one or more such a focused area, then the UGC approval must be obtained.

If the revision involves a deletion or substitution of one or more specialization / major or minor area in an existing degree program

If the revision involves a deletion or substitution of one or more specialization / major or minor area in an existing degree program, then the UGC approval must be obtained.

1. Others (Specify)

Other than the above, any other major changes that will affect the quality of the degree programme due to revisions as determined by the University as necessary must be submitted with explanations to the UGC for its approval.

**Annex I: 3.1 Background to the programme**

* Mandate of the Institute/Faculty/Department/Board of Study in offering the degree/diploma programme
* Details as regard to the current status of faculty – existing Departments/Board of Study and degree/diploma programmes offered
* Student intake
* Staff cadres
* Educational facilities
* Common facilities

|  |  |
| --- | --- |
|  | **Faculty:** Management Studies & Commerce |
|  | **Department/****Board of Study** | **Offered Degree/Diploma Programme** | **Abbreviation** | **Student Intake** | **Staff cadres** | **Educational facilities** | **Common** **facilities** |
| 1 | Eg. Business Administration | Master of Business Administration | MBA |  |  |  |  |
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* 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

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**Annex II: 3.2 Justification**

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| --- |
| **3.2 a** Major stakeholder groups from whom views were obtained*
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*
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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 |
|  |

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

|  |  |
| --- | --- |
| **Semester 1** |  |
| Course Code: |  |
| Course Name: |  |
| Credit Value: |  |
| Core/Optional |  |
| 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)*
*
*
*
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*
*
*
 |
| 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)…………… |
| References/Reading Materials:*
*
*
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 |

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

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

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| --- | --- | --- |
| **Name**  | **Qualification** | **Affiliation** |
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**Annex VII: 13. Fee structure**

|  |  |
| --- | --- |
| **Fees** | **Per Student (Rs.)** |
| 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: ……………………………………………………….**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **% to be allocated** | **Rs.** | **Rs.** |
| **A. Total Income** |  |  |  |
| 1. Course/Consultancy Fee
 |  |  | xxx |
| 1. Research Grant
 |  |  | xxx |
| 1. Registration Fee
 |  |  | xxx |
| 1. Library Fee
 |  |  | xxx |
| 1. Other (Please specify)
 |  |  | xxx |
|  **……………………………..** |  | xx |  |
|  **…………………………….** |  | xx | xxx |
|  **Total Income = Direct Cost + Indirect Cost** |  |  | **xxxx** |
|  |  |  |  |
| **B. Direct Cost** |  |  |  |
| **5.1.1** Payments to Outside Consultants/Team Members, Contract Staff |  | xxx |  |
| **5.1.2** Field Expenses, Academic activities, Surveys, Testing, etc. |  | xxx |  |
| **5.1.2** Conduct meetings, Hire lecture halls, Refreshments, etc. |  | xxx |  |
| **5.1.3** Travelling, Subsistence, Materials, Equipment usage etc.  |  | xxx |  |
| **5.1.4** University/HEI/Faculty/Department/Course/Infrastructure Development/etc. Vote |  | xxx |  |
| **5.1.5** Government Taxes |  | xxx |  |
| **5.1.6** UGC – 0.01% of Income |  | xxx |  |
| **5.1.7** Other (Please specify) |  | xxx |  |
|  **……………………………** |  | xxx |  |
|  **…………………………..** |  | xxx | xxxx |
| **C. Indirect Cost** |  |  |  |
| **5.2.1** University/HEI Development vote | **15% - 30%** | xxx |  |
| **5.2.2** VC’s Vote | **0% - 5%**  | xxx |  |
| **5.2.3** Payments to Directly and Indirectly involved Staff Members | **65% - 85%**  | xxx | xxxx |
| **Total Cost = Direct Cost + Indirect Cost** |  |  | **xxxx** |
| **D. Excess of Total Income over Total Cost/Expenditure** |  |  | **0.00** |
| **5.3 Total Allocation to Development Votes (5.1.4,5.2.1,5.2.2)/ Total Income** |  |  | **xx %** |

**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  | Recommendation(Please mark one of the following) |
|  | 1. Recommended for next stage of processing
 |  |
|  | 1. Recommended for the next stage of evaluation subject to further improvement in the following areas
 |  |
|  | 1. Not suitable for the next stage of evaluation due to following reasons
 |  |
|  |
|  |  | **Reviewer 1** | **Reviewer 2** |
| 1 | Name |  |  |
| 2 | Designation |  |  |
| 3 | Signature |  |  |
| 4 | Date |  |  |

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

**Annex XI: Summary of revisions**

|  |  |  |
| --- | --- | --- |
|  | **Existing programme** | **Revised programme** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |