**Annex 1**

**UNIVERSITY GRANTS COMMISSION**

**APPLICATION FOR APPROVAL OF AN EARLY EXIT OR FALL-BACK QUALIFICATION**

**FOR AN EXISTING UNDERGRADUATE/POSTGRADUATE DEGREE PROGRAMME**

**(Introduced in January 2024)**

*This application form is meant to be used when an early exit pathway or a fall-back option is to be introduced for an existing degree programme previously approved by the UGC. A separate application form should be completed for each such early exit or fall-back qualification.*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **Previously approved qualification** | | | | | | | |
| **1.1** | Name of degree programme | | |  | | | |
| **1.2** | SLQF Level | | |  | | | |
| **1.3** | Dates of approval by Senate, Council and UGC (attach evidence as Annex 1) | | |  | | | |
| **2** | **Proposed qualification** | | | | | | | |
| **2.1** | Name | English | |  | | | |
| Sinhala | |  | | | |
| Tamil | |  | | | |
| **2.2** | SLQF Level | | |  | | | |
| **3** | **Entity offering proposed qualification** | | | | | | | |
| **3.1** | University | | |  | | | |
| **3.2** | Faculty/ Institute | | |  | | | |
| **3.3** | Department(s)  (if applicable) | | |  | | | |
| **4** | **Mandate for award of proposed qualification**  Attach all supporting evidence as Annex 2, certified by the Registrar, and with the rubber stamp | | | | | | | |
| **4.1** | Senate approval for proposed qualification | | Meeting Minute Number: ……………. | | | Date:  ……/……/…………. | Evidence attached  (please tick)  ☐ |
| **4.2** | Council approval for proposed qualification | | Meeting Minute Number: ……………. | | | Date:  ……/……/…………. | Evidence attached  (please tick)  ☐ |
| **5** | **Details of the proposed qualification** | | | | | | | |
| **5.1** | **5.1 a** Programme outcomes / Graduate profile for previously approved qualification   * ….. * ….. * ….. | | | | | | |
| **5.1 b** Programme Outcomes / Graduate profile for proposed qualification  This should be stated in terms of the desired competencies / characteristics of a graduate of the proposed programme, using the 12 characteristics described in SLQF 2015, as a guide for the appropriate level.   * ….. * ….. * ….. | | | | | | |
| **5.2** | Is this qualification to be offered as an early exit or as a fall back qualification or both?  Tick only one box  Early exit qualification ☐  Fall-back qualification ☐  Both early exit and fall back ☐ | | | | | | |
| **5.3** | Total credits required for award of the proposed qualification: ………… | | | | | | |
| Undergraduate qualification:  At SLQF Level 5: ……………. | | | | Postgraduate qualification:  At SLQF Level 7: ………..  At SLQF Level 8: ………..  At SLQF Level 9: ……….. | | |
| **5.4** | Duration of proposed programme:  For an early exit qualification: Minimum of ……. academic years  For a fall-back qualification: At the end of …… academic years | | | | | | |
|  | **5.5** | **5.5 a Structure of previously approved programme of study**  This should give details as below | | | | | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Semester | Course Code | Course Name | Credit Value | Status  (Compulsory /Optional) | Existing / New | | 1 |  |  |  |  |  | | 2 |  |  |  |  |  | | … |  |  |  |  |  | | … |  |  |  |  |  | | … |  |  |  |  |  | | … |  |  |  |  |  | |  |  |  |  |  |  | | | | | | | |
|  |  | **5.5 b Structure of proposed programme of study** | | | | | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Semester | Course Code | Course Name | Credit Value | Status  (Compulsory /Optional) | Existing / New | | 1 |  |  |  |  |  | | 2 |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | | | | | | | |
| **5.6** | **Programme Content**  For each new course unit (if any) in the proposed programme, provide details as indicated in the format given in Annex 3. | | | | | | |
| **5.7** | **Programme Assessment Strategy / Rules**  Describe the Programme Assessment Strategy /Rules in detail, as indicated in the format given in Annex 4. | | | | | | |
| **6** | Any other relevant information not stated above | | | |  | | | |
| **7** | Recommendation and signature of the University’s Director CQA, with official stamp | | | |  | | | |
| **8** | Signature of Dean of the Faculty / Director of Institute and official stamp | | | |  | | | |
| **9** | Signature of Vice Chancellor and official stamp | | | |  | | | |
| **10** | Date of Vice-Chancellor’s signature | | | | …………/………………/…………… | | | |

Please email the completed application with all signatures and required annexures to [dqac@ugc.ac.lk](mailto:dqac@ugc.ac.lk), and with one hard copy to the following address.

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, so that it can be forwarded to the Academic Affairs division of the UGC, with a hard copy of the final QAC summary report granting clearance.

**Annex 1**: Evidence of UGC approval for existing degree programme

**Annex 2**: Evidence of mandate to offer proposed qualification (Senate and Council approval)

**Annex 3**: Content of each new course unit to be offered (if any)

*Each new course unit should be described in the format given below*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Semester: |  | | | | | |
| Course Code: |  | | | | | |
| Course Name: |  | | | | | |
| Credit Value: |  | | | | | |
| Compulsory /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) | | | | | | |
| Course Content: (Main topics, Sub topics) | | | | | | |
| Teaching /Learning Activities: | | | | | | |
| Assessment Strategy:  Indicate how marks will be allocated for each assessment component | | | | | | |
| Continuous Assessment: ……………..% | | Final Assessment: …………….% | | | | |
| Details: quizzes %, mid-term %, other % (specify)  …….…… % ……..…..% …….……..% | | Theory (%)  ………….. | | Practical (%)  …………….. | | Other (%)(specify)  …………… |
| Recommended Reading: | | | | | | |

**Annex 4 a:** Programme Assessment Strategy / Rules

Provide details of the following

|  |
| --- |
| 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 previously approved qualification  Requirements for award of the proposed qualification  Requirements for award of classes (if relevant) |