



SABARAGAMUWA UNIVERSITY OF SRI LANKA

Internal Circular No: 04 / 2021 of 28.06.2021

To all Deans,
All Heads of the Departments,
Librarian, SUSL,
All Academic Staff Members,

**INTERNAL CIRCULAR ON "PROCEDURAL GUIDE FOR THE PREPARATION OF STUDY GUIDE –
SABARAGAMUWA UNIVERSITY OF SRI LANKA"**

The University is responsible for ensuring that appropriate academic standards are being achieved and quality education is being offered to the student of the university. In this scenario the study materials such as study guides that are prepared by the academics are of immensely important. At the same time it is necessary to maintain a standard process across the University in preparing such guides. Hence the University agreed on a set of guidelines or procedures to be followed in preparing study guides by academia of Sabaragamuwa University of Sri Lanka.

2. The Council of SUSL at its 272nd meeting held on 28.06.2021 approved the "Procedural Guide for the Preparation of Study Guide – Sabaragamuwa University of Sri Lanka".

3. This document was prepared by a committee appointed by the Vice Chancellor. The procedural guide was approved by the 251st Senate held on 11.05.2021 and in subsequent Senate (252nd) held in 08.06.2021 confirmed it.

4. With immediate effect this internal circular will be activated and thereafter the study guides should be prepared in line with the guide given here.

5. Your attention is expected to take necessary action to follow the procedure mentioned in the documents as follows.

PROCEDURAL GUIDE FOR THE PREPARATION OF STUDY GUIDE – SABARAGAMUWA UNIVERSITY OF SRI LANKA

Prof R.M.U.S.K. Rathnayaka
Vice Chancellor

Copies:	1. Registrar, SUSL	-	f.y.i. & For internal circular file
	2. Director, Centre for Quality Assurance, SUSL	-	f.y.i.
	3. All deans	-	f.y.i. & necessary action



PROCEDURAL GUIDE FOR THE PREPARATION OF STUDY GUIDE – SABARAGAMUWA
UNIVERSITY OF SRI LANKA

2021

CENTRE FOR QUALITY ASSURANCE
SABARAGAMUWA UNIVERSITY OF SRI LANKA

This document was prepared by a committee consisted with following members

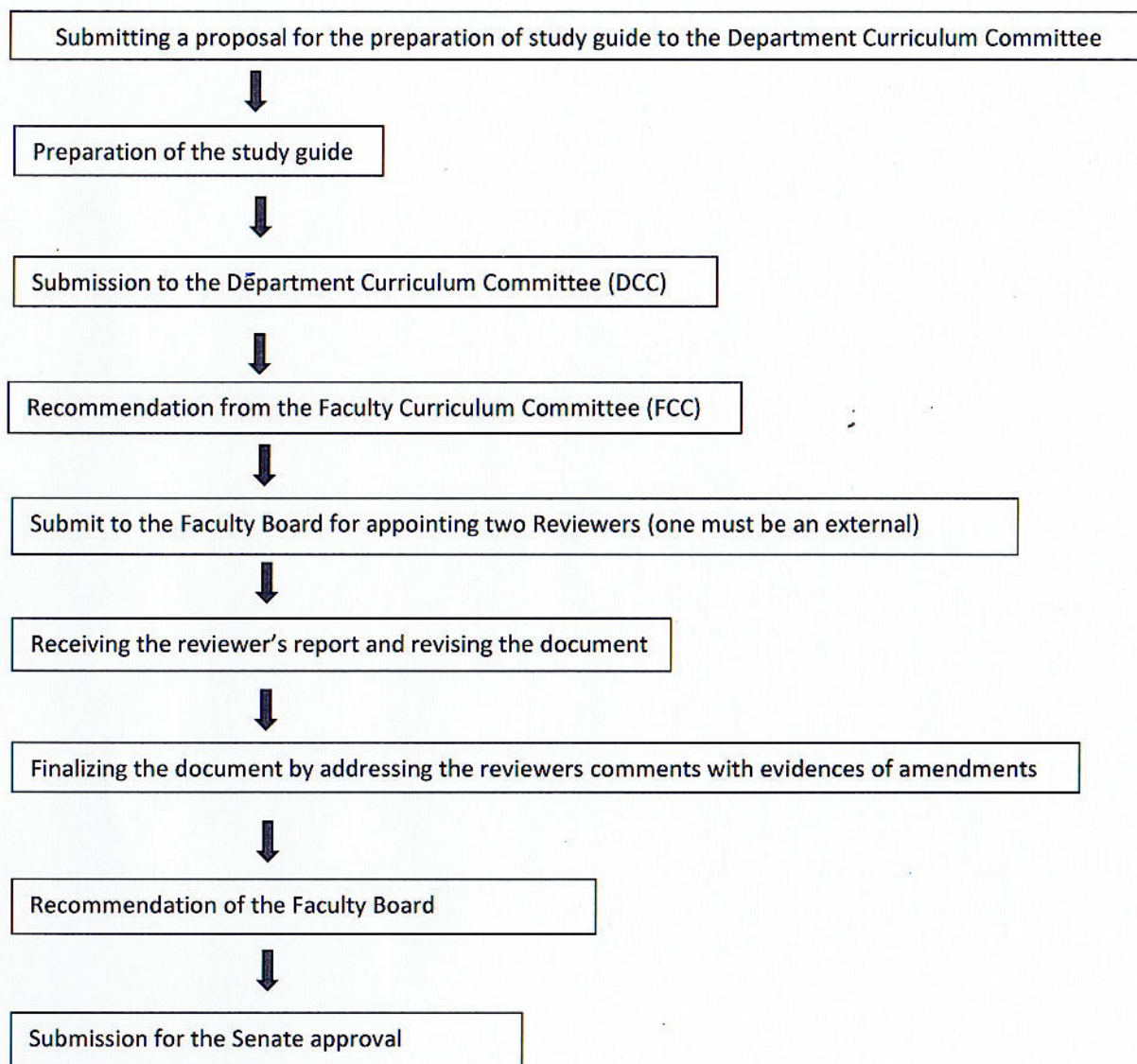
1. Professor. H.A. Darshanee Ruwandeepika / Director, Centre for Quality Assurance
2. Dr. Sampath Fernando / Dean, Faculty of Social Sciences and Languages
3. Dr. Kaveenga Rasika Koswattage / Coordinator, Faculty Quality Assurance cell, Faculty of Technology
4. Dr. E. P. N. Udaya Kumara / Coordinator, Faculty Quality Assurance cell, Faculty of Applied Sciences
5. Dr. Sampath Wahala / Coordinator, Faculty Quality Assurance cell, Faculty of Management Studies

April 2021,

Centre for Quality Assurance,

Sabaragamuwa University of Sri Lanka.

PROCEDURAL GUIDELINE AT A GLANCE



PROCEDURAL GUIDE FOR THE PREPARATION OF STUDY GUIDE – SABARAGAMUWA UNIVERSITY OF SRI LANKA

A study guide is an aid, usually in the form of printed notes, designed to assist students with their learning. It indicates what should be learned, how it can be learned, and how students can recognize if they have learned it. The study guide facilitates the student of the course objectives being and emphasize the important concepts to be learned or competencies to be acquired during the course. Further, the study guide list the topics to be covered in the course. It can provide the information of additional study materials to improve the knowledge. With the use of study guide the learner can increase comprehension and memory of large amount of information. If the study guides are with visuals it is more effective. Study guide should accelerate the critical thinking of the student reaching to problem solving ability. It should provide consolidate information in a way that is easy to read, understand and approachable. Sometime it is the quick guide for quick look before the exam.

As the academics it is utmost important to pay your attention in preparing the study guide covering all the aspects in correct depth. As you are the experts in your subject area, it is not necessary to word on keeping the academic standard, but it is very important to understand that to what extend the subject area should be covered and what is the clear objective of preparing such guide.

University is responsible for ensuring that appropriate academic standards are being achieved and quality education is being offered to the student of the university. There should be a proper process in order to evaluate study materials where the study material is critical to providing students and teachers with a solid foundation for achievement and successful teaching and learning. With that objective, the Senate Standing Committee on Quality Assurance of Sabaragamuwa University of Sri Lanka decided on, having a procedural guide to facilitate the study guide preparation. This brief guide will help and encourage you to come up with university wide accepted study guides for students.

Following areas should be covered in the study guide and the Department Curriculum Committee / Curriculum Development Committee should check all the points before it is submitted to the Faculty Board for its approval.

1. Study guide should be prepared by the subject expert in the relevant field. It is unethical to prepare study guides beyond the expert areas. This is to avoid mal practices and also to maintain the quality and recognition of the materials prepared.

2. Before start the writing of the study guide, it is required to get the recommendation from the department curriculum development committee to see its applicability for the current curriculum and whether the author is competent to do so.
3. General information including the faculty, department, course code and the title of the course should be included in the document.
4. When preparing the study guide, it is necessary to identify the most need area for preparation of the guide.
5. Should identify the sources which are going to be used such as journal articles, text books or book chapters etc.
6. Also it is important to decide suitable mode for preparation such as audio, video, written materials or etc.
7. If the author is going to use any copy right materials such as text, figures, it is compulsory to get the permission, and it should be declared.
8. Include the glossary of symbols and abbreviations and also it is better to include the definitions.
9. There should be an introduction, objectives, intended learning outcomes.
10. Topics and sub topics should be arranged in appropriate manner that learner can understand in a sequential way.
11. Include the learning activities and further reading materials, and also other referable materials such as videos, audios also should be stated.
12. Text should include the figures, tables with the numbers and appropriate legends should be included for figures and tables, in case of figures and tables are directly taken from the copy right materials, it should be clearly indicated.
13. The content - The guide should cover the selected subject topics adequately and the content should be subjected to self-evaluation before finalizing.
14. Self-assessment exercise -The guide can contain questions in the form of multiple-choice questions or problem solving exercises that allow students to test their mastery of the subject and whether they have attained the objectives for the programme
15. The length of a study guide -There are no absolute rules as to the optimal length of a study guide or units within a study guide. In part, this must relate to the curriculum in the context of which the guide is to be used. Also, please submit course outline which is stated in the curriculum for the review process.
16. At the end there should be a concise summary of the subject covered in the study guide.

17. References should be included which were used to write the study guide.
18. It is necessary to have the acknowledgement to credit the people or the grants supported.
19. Cover page of the study guide should include the logo of the university / faculty, include the department, Faculty, indicate the course code and the title, and also it should include the title of the study guide and the name of the author / team of the authors.
20. The back side of the first page should indicate the copy right disclaimer and also the details of the content editor if any. It is needed to have year of publication, earlier publication, if there are revisions or editions.
21. After the preparation of the study guide it should be submitted to the department curriculum committee and two reviewers (at least one external member) can be suggested by the department curriculum committee to the Faculty Board / faculty curriculum committee.
22. With the recommendation of the department curriculum committee it should be submitted to the faculty curriculum committee and with the recommendation it should be submitted to the relevant faculty board by the faculty curriculum committee.
23. Two reviewers (at least one external reviewer is compulsory), should be appointed by the Faculty Board and the guide with reviewer format (Annex 1) should be sent to the relevant reviewers following confirmation of the minutes of the faculty board.
24. When the reviewer comments are received it should be communicated to the author / s and the reviewer comments should be addressed point by point. The amendments should be clearly indicated (Annex II).
25. Amended document should be resubmitted to the Faculty Board for its recommendation.
26. Following the Faculty Board recommendation, the document should be submitted to the Senate and the Council for the approval.
27. It is necessary to indicate the following details on the study guide as an **annex A**.

Annex A : Approval of Study Guide

University recommendation/ Approval of study guide							
	Date		Month	Year			
Recommendation by Department Curriculum Committee							
Recommendation by Faculty Curriculum Committee							
Recommendation by Faculty Board							
Final approval by the University Senate							
Final approval by the University Council							

**This should be annexed to the study guide prepared as Annex A*

Annex I:



Review Report for Study Guide

Please comments on the following

	Evaluation aspects	Comments
1.	Is this study guide relevant to the subject?	
2.	Does the study guide cover the contents (or part of the contents) of the subject?	
3.	Are the learning objectives (one or more) achieved?	
4.	Are the contents relevant, balanced, and accurate? Depth of the study guide is fine or not?	
5.	Does the study material present opportunities for self-learning? or guide for self-directed learning ?	
6.	Does the study material present information to improve the knowledge?	
7.	Are the references provided are adequate, relevant and accessible?	
8.	Are the formatting, figures, tables, equations <i>etc</i> clear and correct?	
9.	Layout of the study guide.	
10.	Standard of the study guide	
11.	General comments	
12.	Specific comments	
13.	Whether it is required any improvement	
14.	Whether the refereed materials are suitable	

15.	Any other comments	
16.	Recommendation (Please mark one of the following)	
	a. Recommended without amendment	
	b. Recommended subject to improvement in the following areas	
	c. Not suitable for the next stage of evaluation due to following reasons	

*There should be two reports for two reviewers

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Signature of reviewer

.....

Date

Name of reviewer:

Designation :

Annex II: Response to Reviewers Report

Please give point by point comments to reviewer's comments

	Criteria evaluated	Reviewer's comment	Revisions made
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

*There should be two reports for two reviewers