

UGC/QAC/.....

**University Grants Commission**  
**Application for Approval of New Undergraduate Degree programs**  
**(Revised October 2021)**

Check List for Proponent									
	Date	Month	Year						
<b>New/Revised Proposal</b>									
Submission of a new Proposal									
Submission of the Revised Proposal									
<b>Complete original application submission to UGC</b>									
Hard copy									
Soft copy									

**Type of Proposal (Please mark ✓ accordingly) – by Proponent**

Undergraduate Proposals	
a	Type of Degree
	➤ Internal Degree
	➤ External Degree
b	Proposal to introduce a new Undergraduate Programme
c	Others (Specify)

*Please email the completed application with all signatures and required annexures to [dgac@ugc.ac.lk](mailto:dgac@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 above 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.*

<b>Application form</b>				
<b>1</b>	<b>1.1</b>	Name of degree programme in all three languages	(English)	
			(Sinhala)	
			(Tamil)	
	<b>1.2</b>	Name of qualification in all three languages, in accordance with SLQF 2015	(English)	
			(Sinhala)	
			(Tamil)	
	<b>1.3</b>	Abbreviated qualification	(English)	
<b>2</b>	Programme Offering Entity			
	<b>2.1</b>	University		
	<b>2.2</b>	Faculty/ Institute		
	<b>2.3</b>	Department(s) (if applicable)		
	<b>2.4</b>	Mandate Availability  <b>Please attach all documents of evidence to the final page of this proposal (after annex XI) -certified by the Registrar with the rubber stamp</b>		
<b>3</b>	<b>Details of the Degree Programme</b>			
	<b>3.1</b>	<p>Background to the programme(Attach as a separate document – Please refer Annex I format)</p> <p>Evidence must be presented to show that the University/ Faculty /Department proposing new degree programme has the capacity to offer the proposed programme.</p> <p>This section should describe the following:</p> <ul style="list-style-type: none"> <li>➤ Mandate of the Faculty/Department in offering the degree programme</li> <li>➤ Details as regard to the current status of faculty – existing departments and degree programmes offered <ul style="list-style-type: none"> <li>❖ Student intake</li> <li>❖ Staff cadres</li> <li>❖ Educational facilities</li> </ul> </li> </ul>		

	<ul style="list-style-type: none"> <li>❖ Common facilities</li> <li>➤ Proposal must give general description of the benefits that will be accrued by the students who will pursue degree level training and the sector (s)/employment markets to which the graduate(s) could look for gainful employment</li> </ul>																
<b>3.2</b>	<p><b>Justification (Attach as a separate document – Please refer Annex II format)</b></p> <p>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 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 &amp; past), directions from Ministries etc.</p> <p>Sources - Primary (if a Survey was conducted, at least 100-200 questionnaires should have been administered)</p> <ul style="list-style-type: none"> <li>- Secondary (from publications etc.)</li> </ul> <p>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.</p>																
	<p><b>3.2. a Major stakeholder groups from whom views were obtained (give in annex II)</b></p> <ul style="list-style-type: none"> <li>➤</li> <li>➤</li> <li>➤</li> </ul>																
	<p><b>3.2. b Survey/Questionnaire/Interview</b> (Give details) – When conducted, Number of persons in sample (give in annex II)</p>																
	<p><b>3.2. c Results of Survey/ Questionnaire/Interview (give in annex II)</b></p>																
<b>3.3</b>	<p><b>Objectives of the Degree Programme/Attributes of Qualification Holders/Programme Learning Outcomes</b></p> <p>Include study programme/subject specific qualification descriptors. Programme Learning Outcomes should be elaborated stating how the Graduate Attributes can be applied in practical scenarios/ relevant community.</p>																
	<p><b>3.3a Objectives of the Degree Programme</b></p>																
	<p><b>3.3b Attributes of Qualification Holders</b></p>																
	<p><b>3.3c List of Programme Learning Outcomes (PLOs)</b> PLO1, PLO2, etc.</p>																
	<p><b>3.3d Programme Learning Outcomes (PLOs) are mapped to SLQF Learning Outcomes</b></p> <table border="1"> <thead> <tr> <th>Categories of Learning Outcomes according to the SLQF</th> <th>Relevant PLO(s)</th> </tr> </thead> <tbody> <tr> <td>1. Subject / Theoretical Knowledge</td> <td></td> </tr> <tr> <td>2. Practical Knowledge and Application</td> <td></td> </tr> <tr> <td>3. Communication</td> <td></td> </tr> <tr> <td>4. Teamwork and Leadership</td> <td></td> </tr> <tr> <td>5. Creativity and Problem Solving</td> <td></td> </tr> <tr> <td>6. Managerial and Entrepreneurship</td> <td></td> </tr> <tr> <td>7. Information Usage and Management</td> <td></td> </tr> </tbody> </table>	Categories of Learning Outcomes according to the SLQF	Relevant PLO(s)	1. Subject / Theoretical Knowledge		2. Practical Knowledge and Application		3. Communication		4. Teamwork and Leadership		5. Creativity and Problem Solving		6. Managerial and Entrepreneurship		7. Information Usage and Management	
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1. Subject / Theoretical Knowledge																	
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7. Information Usage and Management																	

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	8. Networking and Social Skills					
	9. Adaptability and Flexibility					
	10. Attitudes, Values and Professionalism					
	11. Vision for Life					
	12. Updating Self / Lifelong Learning					
<b>3.4</b>	Eligibility requirements (Qualifications for university admission)	List the GCE'A/L subject basket:				
<b>3.5</b>	Admission process	i. UGC 'Z' score based selection <input type="checkbox"/> ii. 'Z' score & Aptitude Test <input type="checkbox"/> iii. 'Z' score + Aptitude Test + Interview <input type="checkbox"/>				
<b>3.6</b>	Proposed student intake	Intake: ..... student/year (Pl. note, the minimum number for a new degree programme is 50 students year)				
<b>3.7</b>	Programme Duration and Credit Load					
	Bachelor/ Bachelor Honours Degree/ Professional Degree	Duration: ..... yrs. Course work: ..... credits Student Thesis Research: ..... credits Total Credits:.....				
<b>3.8</b>	Name/s of the Subject Benchmark/s used (If you have used SBM out of the QAC formulated, please indicate that)	..... (Please fill the Annexure III )				
<b>3.9</b>	Medium of Instruction	I. English <input type="checkbox"/> II. Sinhala <input type="checkbox"/> III. Tamil <input type="checkbox"/>				
<b>3.10</b>	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					
	5					
	6					
	7					
	8					
	9					
	10					

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<b>3.11</b>	<b>a Targeted Sri Lanka Qualification Framework (SLQF) Level (Please tick v)</b> <table border="1" data-bbox="395 201 1252 340"> <tr> <td data-bbox="395 201 683 297">Level 5 (Bachelors)</td> <td data-bbox="683 201 970 297">Level 6 (Bachelors Honours, 4 year programme)</td> <td data-bbox="970 201 1252 297">Level 7 (Bachelors Honours, 5 year programme)</td> </tr> <tr> <td data-bbox="395 297 683 340"></td> <td data-bbox="683 297 970 340"></td> <td data-bbox="970 297 1252 340"></td> </tr> </table> <p data-bbox="300 380 1037 414"><b>b</b> Minimum requirements of SLQF fulfilled Yes <input type="checkbox"/> No <input type="checkbox"/></p>		Level 5 (Bachelors)	Level 6 (Bachelors Honours, 4 year programme)	Level 7 (Bachelors Honours, 5 year programme)			
Level 5 (Bachelors)	Level 6 (Bachelors Honours, 4 year programme)	Level 7 (Bachelors Honours, 5 year programme)						
<b>3.12</b>	<b>Programme Content (Attach as a separate document for 6/ 8 semesters – Please refer Annex IV format)</b> <b>Semester 1</b> Course Code: Course Name: Credit Value: 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 Methods: Assessment Strategy: Continuous Assessment: .....% Final Exam - Theory: .....% Practical: .....% Recommended reading:							
<b>4</b>	<b>Programme Delivery and Learner Support System</b> <i>Note: Blended, student centered teaching with judicious use of ICT teaching and learning tools is a requirement.</i>	Describe in detail the teaching and training methods in-built into the study programme: <b>(Provide as a separate document – Please refer Annex V format)</b>						
<b>5</b>	<b>Programme Assessment Procedure/Rules</b>	Describe in detail the Programme Assessment Procedure/Rules: <b>(Provide as a separate document – Please refer Annex VI format)</b>						

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<b>6</b>	Resource Requirement							
			<b>Existing</b>		<b>Additional Requirement (Estimated)</b>			
					Year 1	Year 2	Year 3	Year 4
	<b>Physical Resources</b>							
	Land extent (Acre/Hectare)							
	Office Space							
	No. of Lecture Theatres							
	No. of Laboratories							
	No. of Computers with Internet Facilities							
	Reading Rooms/Halls							
	Staff Common Rooms/Amenities							
	Student Common Rooms/Amenities							
	Other							
	<b>Financial Resources</b>							
	Capital Expenditure							
	Recurrent Expenditure							
	<b>Human Resources</b>							
	No. of Academic Staff		Lecturers					
			Instructors/					
	No. of Academic Support Staff							
No. of Non Academic Staff		Executive Grades						
		Technical Grades						
		Management Assistants						
		Minor Staff						
<b>7</b>								
Panel of Teachers/ Internal Resource Persons/External Resource Persons (Attach as a separate document – Please refer Annex VII format)								
<b>Name of the Lecturer</b>	<b>Designation</b>	<b>Average No. of Teaching Hours/Week</b>				<b>Proposed Programme (iii)</b>	<b>Total Hours (i)+(ii)+(iii)</b>	
		<b>Internal Programmes (i)</b>		<b>External Programmes (ii)</b>				
		Undergraduate	Postgraduate	Undergraduate	Postgraduate			

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8		Does the Faculty have resources to commence operation of new degree programme, pending allocation of resources requested?	Yes <input type="checkbox"/> No <input type="checkbox"/>
9	a.	Does the programme have fallback options/s at different levels	Yes <input type="checkbox"/> No <input type="checkbox"/>
	b.	a. If yes, state the fallback qualification/s	Diploma (SLQF 3) <input type="checkbox"/> Higher Diploma (SLQF 4) <input type="checkbox"/> Bachelors Degree (SLQF 5) <input type="checkbox"/>  <b>(Fill the annexure VIII)</b>
10		Does the programme have any collaboration with another Department/Faculty or Institute outside universities?	Yes <input type="checkbox"/> No <input type="checkbox"/>  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 <input type="checkbox"/> No <input type="checkbox"/>
12		Do the graduates need membership in the professional body after completion of the Degree? If yes, copy of the document on recognition/provisional recognition of the degree by the professional body should be attached.	Yes <input type="checkbox"/> No <input type="checkbox"/>
13		Reviewers Report	<b>(Attach as a separate document – Please refer Annex IX format)</b>
	13.1	Names of the two Reviewers	
	13.2	Nomination by Senate	Date: ...../...../..... Evidence: Yes <input type="checkbox"/> No <input type="checkbox"/> (Date of Senate meeting and evidence) <b>(Evidence – Please attach as Annex X)</b>
	13.3	Report of Reviewers attached	Yes <input type="checkbox"/> No <input type="checkbox"/>
	13.4	Recommendation of Reviewers comments incorporated	Yes <input type="checkbox"/> No <input type="checkbox"/>  (If yes please highlight such in the whole document)
14		Any other relevant information not stated above	

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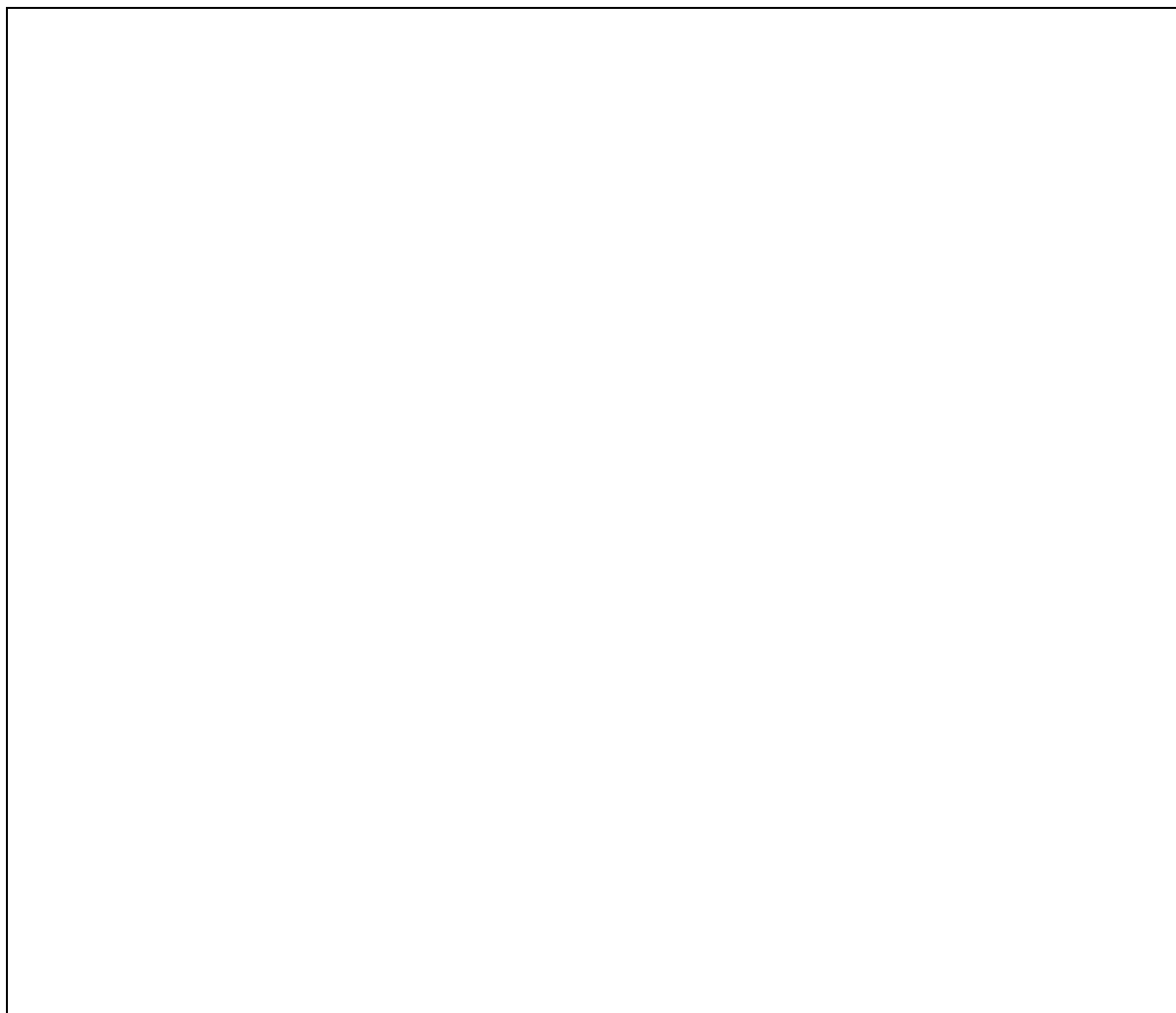
<b>15</b>	<b>Mandate Availability</b>	<i>Please attach all documents of evidence to the final page of this proposal (after annex VIII) -certified by the Registrar with the rubber stamp.</i>	
Corporate Plan of the University	Reference Number:	Date: ...../...../.....	Evidence <input type="checkbox"/> (Please tick v)
Action Plan of the Faculty/Institute	Reference Number:	Date: ...../...../.....	Evidence <input type="checkbox"/> (Please tick v)
Faculty Approval	Reference Number:	Date: ...../...../.....	Evidence <input type="checkbox"/> (Please tick v)
Senate Approval( <b>Extracts of the minute</b> ) <i>(names of the fallback qualifications should be included if fallback qualifications are allowed)</i>	Reference Number:	Date: ...../...../.....	Evidence <input type="checkbox"/> (Please tick v)
Council Approval ( <b>Extracts of the minute</b> ) <i>(names of the fallback qualifications should be included if fallback qualifications are allowed)</i>	Reference Number:	Date: ...../...../.....	Evidence <input type="checkbox"/> (Please tick v)
<b>Authorization</b>			
<b>Dean of the Faculty / Director of Institute</b>	Signature:	Date:	Official Stamp
<b>Director/CQA</b>	Signature:	Date:	Official Stamp
<b>Vice Chancellor</b>	Signature:	Date:	Official Stamp





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- Proposal must give a general description of the benefits that will be accrued by the students who will pursue degree 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****3.2 a** Major stakeholder groups from whom views were obtained

- 
- 
- 
- 
- 

**3.2 b** Survey/Questionnaire/Interview

When Conducted

Number of persons in sample


**3.2c** Result of Survey/Questionnaire/Interview

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**Annex IV: 3.10 Programme Content****Each course unit in the proposed programme should be described in the format given below**

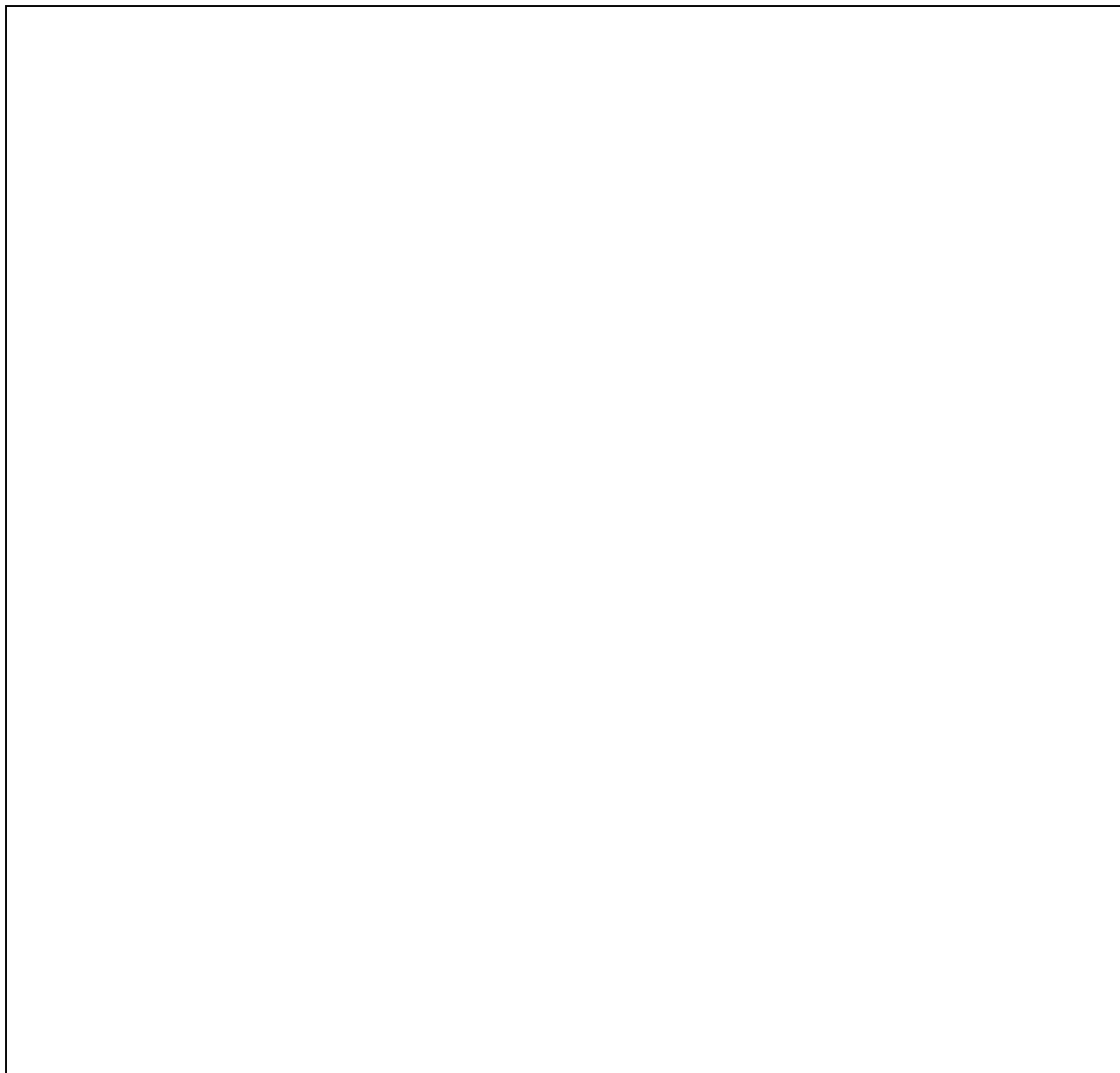
<b>Semester 1</b>			
Course Code:			
Course Name:			
Credit Value:			
Core/Optional			
<b>Hourly Breakdown</b> <i>This should be provided as hours assigned for lectures, practical classes or independent learning, such that a total of 50 notional hours of learning are required for each credit. For industrial training and research projects, one credit requires 100 notional hours of learning.</i>	Theory	Practical	Independent Learning
<b>Course Aim/Intended Learning Outcomes:</b> (how to write ILOs: At the completion of this course student will be able to - in action verbs) <ul style="list-style-type: none"> <li>➤</li> <li>➤</li> <li>➤</li> <li>➤</li> </ul>			
Course Content: (Main topics, Sub topics)			
Teaching /Learning Methods:			
Assessment Strategy:			
<b>Continuous Assessment</b>  .....%		<b>Final Assessment</b>  .....%	
Details: quizzes %, mid-term %, other % (specify)  ..... % .....% .....%		<b>Theory (%)</b>  .....	<b>Practical (%)</b>  .....
		<b>Other (%) (specify)</b>  .....	
<b>Recommended Reading:</b> <ul style="list-style-type: none"> <li>➤</li> <li>➤</li> <li>➤</li> <li>➤</li> </ul>			

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#### **Annex V: 4. Programme Delivery and Learner Support System**

Describe the teaching learning methods that will be used for delivery of the programme of study, and the learning resources that will be available to support student learning.

The learning activities must be student-centred, and include opportunities for blended learning that makes judicious use of ICT based tools.



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**Annex VI: 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 examinations

Requirements for award of the degree

Requirements for award of classes





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**Annex VIII: 9.b. Form for Fallback Qualification**

<b>Form for Fallback Qualification</b>			
<b>1</b>	<b>1.1</b>	Name of Fallback Qualification in all three languages, in accordance with SLQF 2015	(English)
			(Sinhala)
			(Tamil)
	<b>1.2</b>	Abbreviated qualification (Fallback Qualification)	(English)
<b>2</b>	Programme Offering Entity		
	<b>2.1</b>	University	
	<b>2.2</b>	Faculty/ Institute	
	<b>2.3</b>	Department(s) (if applicable)	
<b>3</b>	Objectives of the Fallback Qualification		
<b>4</b>	Programme Outcomes/ Graduate Profile of the Fallback Qualification		
<b>5</b>	Programme Duration and Credit Load of the Fallback Qualification		
	Bachelors Degree		Duration: ..... yrs. Course work: ..... credits Total Credits:.....
	Higher Diploma		Duration: ..... yrs. Course work: ..... credits Total Credits:.....
	Diploma		Duration: ..... yrs. Course work: ..... credits

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		Total Credits:.....								
<b>6</b>	<b>a Targeted Sri Lanka Qualification Framework (SLQF) Level of the Fallback Qualification (Please tick v)</b> <table border="1" data-bbox="300 309 1364 421" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th data-bbox="300 309 662 376">SLQF Level 5 (Bachelors)</th> <th data-bbox="662 309 997 376">SLQF Level 4 (Higher Diploma)</th> <th data-bbox="997 309 1364 376">SLQF Level 3 (Diploma)</th> </tr> </thead> <tbody> <tr> <td data-bbox="300 376 662 421"></td> <td data-bbox="662 376 997 421"></td> <td data-bbox="997 376 1364 421"></td> </tr> </tbody> </table>				SLQF Level 5 (Bachelors)	SLQF Level 4 (Higher Diploma)	SLQF Level 3 (Diploma)			
SLQF Level 5 (Bachelors)	SLQF Level 4 (Higher Diploma)	SLQF Level 3 (Diploma)								
<b>7</b>	<b>Programme Assessment Procedure / Rules of the Fallback Qualification</b> (Describe in detail the Programme Assessment Procedure/Rules)									



**Annex X: 13. Reviewers Report**

The proposal should be reviewed by at least two content / subject experts, who have been nominated by the Senate of the University. They should be requested to comment on the following aspects of the proposal.

		<b>Main proposal</b>	<b>Fallback Qualification (If applicable)</b>
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	Recommended reading		

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11	Recommendation (Please mark one of the following)	<b>Main proposal</b>	<b>Fallback Qualification (If applicable)</b>
	<b>a.</b> Recommended without amendment		
	<b>b.</b> Recommended subject to improvement in the following areas		
	<b>c.</b> Not suitable for the next stage of evaluation due to following reasons		
		<b>Details of Reviewer 1</b>	<b>Details of Reviewer 2</b>
1	Name		
2	Designation		
3	Signature		
4	Date		

**Annex XI:13.2 Nomination of Reviewers by Senate (Evidence)**

Optional							
				Date	Month	Year	
Final Faculty Board Approval							
Concurrence of Academic Approval Committee							

Corporate Plan of the University	Reference Number:	Date: ...../...../.....	Evidence <input type="checkbox"/> (Please tick v)
Action Plan of the Faculty/Institute	Reference Number:	Date: ...../...../.....	Evidence <input type="checkbox"/> (Please tick v)
Faculty Approval	Reference Number:	Date: ...../...../.....	Evidence <input type="checkbox"/> (Please tick v)
Senate Approval	Reference Number:	Date: ...../...../.....	Evidence <input type="checkbox"/> (Please tick v)
Council Approval	Reference Number: .....	Date: ...../...../.....	Evidence <input type="checkbox"/> (Please tick v)

Mandate Availability

**Please attach all documents of evidence to the final page of this proposal (after annex XI) -certified by the Registrar with the rubber stamp**