

**PROCEDURAL GUIDELINES FOR INTRODUCING NEW DEGREE
PROGRAMS/NEW MODULE FOR UNDERGRADUATES
SABARAGAMUWA UNIVERSITY OF SRI LANKA**



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**CENTRE FOR QUALITY ASSURANCE
SABARAGAMUWA UNIVERSITY OF SRI LANKA**

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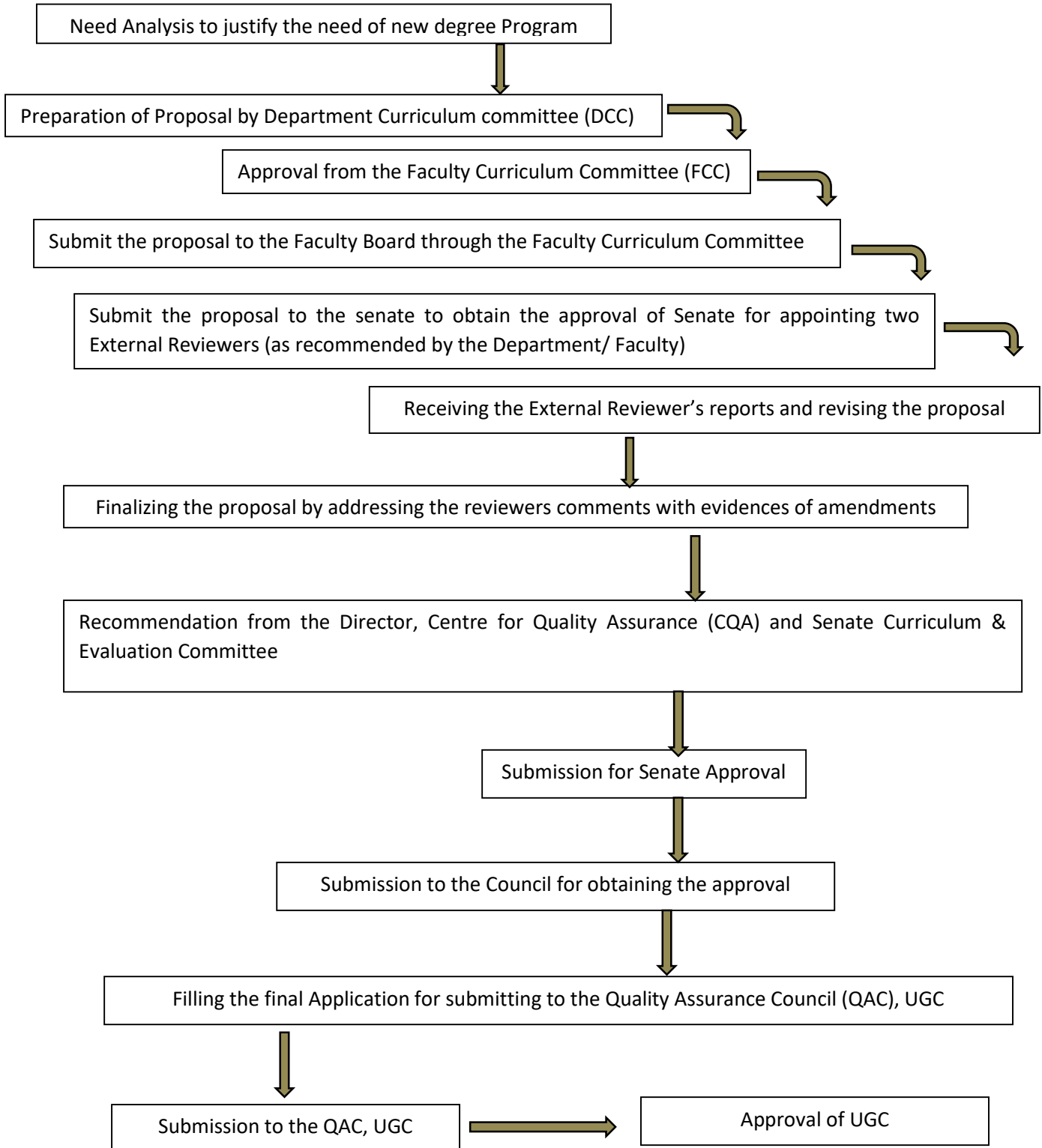
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INTRODUCTION

This Procedural Guideline developed by the Centre for Quality Assurance, Sabaragamuwa University of Sri Lanka outline the steps that are necessary for developing a new proposal and to obtain the approvals. This document is in line with the policy and code of practice for programme approval and monitoring of Sabaragamuwa University of Sri Lanka, approved at 236th Senate held on 2019.12.31 and 257th Council held on 24.02.2020.

New programs that are introduced to a higher education institute maximize the use of physical and human resources. Addition of new programs are utmost important to cater the market demand and the country needs, thereby the contribution to the country's economy, in other words the development of the country. Emergence of new disciplines, monitoring of existing programs periodically for strengths & weaknesses and alterations / revisions in the existing disciplines are three main aspects in the process of quality enhancement in the University Education. Regardless of the faculty, department or the module who initiate the development of proposal for a new degree program, it should go through a sequence of events to obtain the approval prior to the implementation. This Procedural guideline will briefly explain the process of introducing of new degree program to the university.

PROCEDURAL GUIDELINE AT A GLANCE



1.0 PROPOSAL PREPARATION, FACULTY BOARD APPROVAL AND APPOINTING EXTERNAL REVIEWERS BY THE SENATE

Programmes should be subject to explicit and systematic scrutiny before they are approved by the Faculty Board and the Senate. Such scrutiny is often aimed at validating programme's aims, curriculum and arrangements for teaching and assessment with reference to clear criteria and subject benchmarks. Programme validation and recommendations for approval should be undertaken by an authoritative and expert panel, drawing on appropriate expertise within and outside the university. Programme approval panel should include external peer from outside the institution, selected to provide an independent view of the proposed programme, and informed by academic and (where appropriate) professional standards as recognized nationally in Sri Lanka and as appropriate Internationally.

Followings should be thoroughly considered when planning to introduce new degree program.

a. Any new program proposed should be included in the University corporate plan and the action plan.

b. The proposals should be prepared by the Department of Study.

c. The proposal should be submitted to the Faculty Board through the Faculty Curriculum Committee with the recommendation of the Faculty Curriculum Committee.

d. Subsequent to the approval of the Faculty Board, the proposals shall be submitted to the Senate for appointing two external reviewers.

e. The Faculties should adopt a participatory approach inclusive of academic staff, nonacademic/ technical staff, students, alumni and external stakeholders (e.g., industry and professional bodies) at key stages of the design and approval of programme and courses.

f. Proposal should be prepared focusing on all the information required to fill the UGC application (See the UGC application, <https://www.eugc.ac.lk/qac/downloads.html>)

g. Background to the programme should be given in the proposal by using the format given in the **Annex I**.

h. Justification statement should be included based on the Stakeholder need analysis survey. This survey should be done by using significantly sufficient number of participants (**Annex II**).

The proposal should contain the objectives of the degree programme, programme outcomes, graduate profile. Also the proposal should focus on points such as eligibility requirements (Qualifications for

university admission), admission process, proposed student intake, programme duration and credit load, the type of degree, programme structure and the content (**Annex III**), targeted SLQF level, Mapping of Course Learning Outcomes with SLQF Learning Outcomes, programme content, Programme Delivery and Learner Support System, Programme Assessment Procedure / Rules, Resource Requirement (**Annex IV**), Panel of Teachers/Internal Resource Persons/External Resource Persons (**Annexes V a and b**).

1.1 BRIEF GUIDELINE FOR PREPARATION OF PROPOSAL.

1.1.1 STUDY PROGRAMME DETAILS

1.1.1a Background information of the proposed study programme

Follow the Annex I for preparing this section. It should provide the evidence that the University/ Faculty/ Department has enough capacity and potential to offer the programme proposed. Evidence must be presented to show that the University/ Faculty /Department proposing new degree programme has the capacity to offer the proposed programme. This area should cover the mandate of the faculty / Department, the current status of faculty giving emphasis to the student intake, staff cadres, and facilities (educational and common) available. Additionally the proposal should indicate the benefits that will gain by the student. It is better to provide Faculty Board and Senate minute Nos. related to the approval of the Preliminary Proposal.

1.1.1b Justification

Follow the Annex II for preparing this section. It is necessary to justify strongly the need of proposed degree level trained manpower for the country. This justification should be evidenced based and the data can be collected through a survey or tracer study or may be from any other suitable instrument or from already published reports. It is very important and must to have evidences on availability of stakeholder. If the need analysis is by means of a survey, there should be enough number of questionnaires have been administered and evidence should be provided whenever asked.

1.1.1c Objectives of the Degree Programme /Programme Learning Outcomes (PLOs) /Graduate Profile

This should include the programme / subject specific qualification descriptors. Programme Educational Objectives (graduate profile) and Programme Learning Outcomes (PLOs) should be clearly described. This should be line with the learning outcomes specified in SLQF.

1.1. 1d Eligibility requirements

Qualification for the University admission must be included under this section in line with the SLQF. List the GCE Advanced Level subject basket.

1.1.1e Admission process

In this section the selection criteria must be indicated, whether it is solely based on the UGC 'Z' score or 'Z' score & Aptitude Test or otherwise Z' score + Aptitude Test + Interview.

1.1.1f Proposed student intake

This should give the number of students per the academic year and please be aware that the minimum number of students for a new degree programme is 50.

1.1.1g Programme Duration and Credit Load

This section must include the type of degree (General Degree/ Honors Degree/ professional Degree) and also the duration, credits allocated for course work and credits allocated for thesis research and finally the total credit allocated should be included.

1.1.1h Programme Structure

The study programme structure should be included in the following format. Provide Year/Semester wise list of courses according to the following format.

Programme Structure					
Semesters	Course Code	Course Name	Credit Value	Status (Compulsory /Optional)	Existing/ New
1					
2					

1.1.1i Targeted Sri Lanka Qualification Framework (SLQF) Level

The exact titles of awards with abbreviations according to SLQF Mention the Qualification type, the Designator and the Qualifier/s should be mentioned.

1.1.1j Programme content.

This should be completed by using the format given in the annex III.

1.1.1k Mapping of Course Learning Outcomes

Mapping of Course Learning Outcomes should be done.

1.1.2 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.

1.1.3 PROGRAMME ASSESSMENT PROCEDURE

This section should consists of details (given in the table) of the Programme Assessment.

1. Requirements for award of classes
2. Formative and summative examinations in the program
3. Scheme of Grading (Grades/Grade Points/ Marks ranges)
4. Calculation of Grade Point Average (GPA)
5. Contribution by each semester to final GPA
6. Contribution by in-plant training etc. to final GPA
7. Repeat examinations
8. Requirements for award of the degree

1.1.4 RESOURCE REQUIREMENT

This section should be filled in line with the Annex IV including the areas of (1) Physical (2) Human and (3) Financial resources and proposed methods of acquisition of such resources.

1.1.5. PANEL OF TEACHERS

Refer to the format given in the Annexes V -a and V -b for completing the panel of teachers.

1.1.6 EXIT POINTS AT DIFFERENT LEVELS

If the programme is with the provision for exit points at different levels, indicate the qualification that should be full filled in order to exit. It is necessary to get the approval for each and every exit point qualification separately

1.1.7. COLLABORATION WITH OTHER ORGANIZATIONS

If the study programme is to be developed and delivered with a collaboration with other institutes, a copy of MoU or similar document confirming such collaboration should be produced.

1.1.8. PROFESSIONAL ACCREDITATION

If the degree/ programme is leading to a professional carrier and if it is required to have a registration or membership of a professional body it should be mentioned in this section.

2. EXTERNAL REVIEW OF THE PROPOSAL

After obtaining the approval from the Faculty Curriculum Development Committee and the Faculty board, it shall obtain the approval of the Senate to appoint two external reviewers. This should be done by submitting a memo to the senate with two Faculty Board recommended external reviewers with their details on designations and affiliations. Consequently the proposal should be sent to the external reviewers with the format for external review (**Annex VI**). Reviewer's comments should be obtained without much delay, within a previously decided time period.

3. SENATE AND COUNCIL APPROVAL

Following receiving the comments from the reviewers, comments should be addressed with evidences of revising it (highlight such in the whole document or provide separate report for incorporating the suggestions). Response to the reviewer's comments can be given in the format in the **Annex VII**.

Revised proposal should be submitted to the Director/ Centre for Quality Assurance (CQA) for recommendation. Director CQA should check whether the proposal contain all the required fields as stipulated in the application of UGC.

With this recommendation from CQA the final proposal should be submitted to the Senate for approval.

The final proposal should be submitted to the Council for the final approval of the proposal.

4. FILLING THE UGC APPLICATION AND SUBMITTING THE APPLICATION TO THE QUALITY ASSURANCE COUNCIL OF THE UGC

While waiting for the council approval it is advised to fill the UGC application form for Approval of New Undergraduate Programs by the relevant Department or the Faculty. Once the Council approval is granted

the relevant Department or the Faculty should submit the application to the Quality Assurance Council of the UGC with the processing fee via email to the dqac@ugc.ac.lk, and forward one hard copy to the following postal address ; Director, Quality Assurance Council of the UGC, 94/10, Ananda Rajakaruna Mawatha, Colombo 08.

5. CLEARANCE FROM QAC, UGC

The University will receive the clearance from the QAC and then the university will be required to submit the final version of the amended proposal, in hard copy, to the Director QAC.

Afterwards the final proposal will be forwarded to the Academic Affairs division of the UGC, with a hard copy of the final summary report granting clearance.

REFERENCES

Application for Approval of New undergraduate Degree Programs, Quality Assurance Council, UGC, Sri Lanka. <https://www.eugc.ac.lk/qac/downloads.html>

Policy and code of practice for programme approval and monitoring, SUSL, approved at 236th Senate held on 2019.12.31 and 257th Council held on 24.02.2020

Procedural Guidelines for Introducing New Programmes of Study (Undergraduate and Postgraduate), The Open University of Sri Lanka, 2020.

ANNEXES

Annex I: Background to the programme

This should have details on followings,

- a. Mandate of the Faculty/Department in offering the degree programme
- b. Details as regard to the current status of faculty – existing departments and degree programmes offered (Student intake, Staff cadres, Educational facilities, Common facilities)

Faculty:							
	Department	Offered Degree Programme	Abbreviation	Student Intake	Staff cadres	Educational facilities	Common facilities

Annex II: Justification

a Major stakeholder groups from whom views were obtained	
b The mode of communication (Survey/Questionnaire/Interview)	
The date Conducted	Number of persons in sample
c Result of Survey/Questionnaire/Interview	

Annex III: Program Structure

Each course unit in the proposed programme should be described in the format given below

Semester 1			
Course Code:			
Course Name:			
Credit Value:			
Core/Optional			
Hourly Breakdown	Theory	Practical	Independent Learning
<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>			
Course Aim/Intended Learning Outcomes:			
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)
Recommended Reading:			

Annex IV: Resource Requirements

		Existing	Additional Requirement (Estimated)			
			Year 1	Year 2	Year 3	Year 4
Physical Resources						
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						
Financial Resources						
Capital Expenditure						
Recurrent Expenditure						
Human Resources						
No. of Academic Staff	Lecturers					
	Instructors/					
No. of Academic Support Staff						
No. of Non Academic Staff	Executive Grades					
	Technical Grades					
	Management					
	Minor Staff					
		Existing	Additional Requirement (Estimated)			
			Year 1	Year 2	Year 3	Year 4

Physical Resources						
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						
Financial Resources						
Capital Expenditure						
Recurrent Expenditure						
Human Resources						
No. of Academic Staff	Lecturers					
	Instructors/					
No. of Academic Support Staff						
No. of Non Academic Staff	Executive Grades					
	Technical Grades					
	Management					
	Minor Staff					

Annex V - a: Panel of Teachers/Internal Resource Persons

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

Annex V - b: Details of Panel of Teachers/External Resource Persons

Name	Qualification	Affiliation

Annex VI: External Reviewers Report

The proposal should be reviewed by at least two content / subject experts, who have been nominated by the Senate of the University. Reviewer’s comments should focus on the following aspects of the proposal.

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	
11	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	
Details of Reviewer		
1	Name	
2	Designation	
3	Signature	
4	Date	

Annex VII: Response to Reviewers Report

	Criteria evaluated	Reviewer's comment	Revisions made
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		

*There should be two reports for two reviewers