University of Kelaniya
Format for submission of proposals to offer programmes of study leading to award of sub-degree level qualifications

This format should be used to prepare proposals for any new programmes to be offered by the University / Institute, at any level of study from SLQF Levels 2 to 4, i.e. Advanced Certificates, Diplomas and Higher Diplomas.

1 Proposed programme of study
1.1 Full name of qualification in all three languages (as per SLQF 2015)
> English:
> Sinhala:
> Tamil:

1.2 Abbreviated qualification (as per SLQF 2015)
> English:

1.3 Medium of Instruction of the programme

2 Entity offering programme of study
2.1 Faculty/Institute:

2.2 Department/ Unit(s):

3 Background
This section should describe the following(s):
- *Mandate of the Faculty / Department in offering the proposed programme of study*
- *The current status with regard to:*
    - *Departments in the Faculty / Institute*
    - *Degree programmes offered by the relevant Department / Unit(s)*
    - *Student intake for degree programmes offered by relevant Dept / Unit(s)*
    - *Staff cadres in the relevant Department / Unit(s)*
    - *Infrastructure Facilities available (Lecture halls, equipment etc.)*
    - *Common facilities*
- *General description of the benefits to the students who will pursue the proposed programme of study and the sector /employment market(s) in which the qualification holder could obtain gainful employment*

4 Justification
The justification should be evidenced-based and supported by data from a stakeholder survey or any other suitable method. Evidence can be in the form of written requests from students (existing & past), directives from government Ministries etc.

Mention if the proposed programme is offered by another department/faculty of the same university or by another university(s) / Institute (s). If so, explain the rationale for commencing a similar programme in the proposed faculty/department.

4.1 Type of evidence on which justification is based:

Paper-based questionnaire ☐
online survey ☐
interviews with key persons ☐
directions from Ministry ☐
published reports ☐
other (specify) ☐

4.2 Analysis of results

4.3 I**s** a similar programme of study offered by any other university / institute or any other faculty in the University?

Yes ☐
No ☐
Don't know ☐

If yes, provide rationale for duplication:

5 Programme objectives and profile of qualification holder

5.1 Objectives of the programme of study
State in terms of subject specific qualification descriptors (as in SLQF 2015)

5.2 Learning outcomes and profile of qualification holder
State how the learning outcomes can be applied in practical scenarios in relevant work settings

6 Admission procedure of students

6.1 Required entry qualifications:
List the relevant GCE OL / AL subject basket and minimum required grades

6.2 Admission process
Describe the process of selection and admission to proposed programme   E.g. OL/AL grades / Written Exam / Interview

6.3 Proposed intake: maximum number of students / year: …………..

7 Type of the programme, duration and credit load:

7.1 Targeted SLQF Level *(tick appropriate level)*:
Advanced Certificate (Level 2) ☐
Diploma (Level 3) ☐
Higher Diploma (Level 4) ☐

7.2 Duration of the proposed programme of study (in months):

7.3 Conduct of programme:
Full time ☐
Part time ☐

7.4 Credit load: ....
(One credit is equivalent to 50 notional hours of learning, inclusive of face-to-face classroom activities and self-study)

8 Programme structure:

Provide details in the following format, adding as many rows as necessary

Semester	Course code	Course name	Credit value	Status*

* Compulsory/ Optional

9 Programme content:

Provide the following details for **each** course unit as **Annex 1**

Semester			
Course Code:			
Course Name:			
Credit Value:			
Compulsory/ Optional			
Hourly breakdown	Theory hours	Practical hours	Hours of independent Learning
Course Aims/Intended Learning Outcomes: ➢ ➢			
Course Content: (Main topics, Sub topics)			
Teaching /Learning Activities:			
Assessment Strategy:			
Recommended Reading: ➢ ➢			

10 Programme Delivery and Learner Support System

Describe in detail the teaching and training activities that will be adopted for the proposed programme of study and the facilities that will be made available to students to support such activities:

11 Programme Assessment Procedures/Rules

Provide details of the following (s)

- *Formative and summative examinations in the program*
- *Scheme of Grading (Grades/Grade Points/ Mark range)*
- *Calculation of Grade Point Average (GPA)*
- *Contribution by each semester to final GPA*
- *Requirements for award of qualification*
- *Award of Distinctions / Merit passes*
- *Repeat examinations*

12 Exit points at different levels

Does the programme have provision for exit at different levels?
If yes, state qualification at exit points and ensure approval is obtained separately for all exit point qualifications

13 Panel of teachers

13.1 Internal Resource Persons *(add as many rows as required)*

Name of the Lecturer: Qualifications and the relevance to the programme	Designation (Department)	Average No. of Teaching Hours/Week				
		Internal Programmes (i)		External Programmes (ii)		Proposed Programme (iii)	Total Hours (i)+(ii)+ (iii)
		Undergraduate	Postgraduate	Undergraduate	Postgraduate		

13.2   External Resource Persons *(add as many rows as required)*

Name	Qualification (relevance to the programme)	Affiliation

14 External reviewers

14.1   Reviewer 1:   Name:
                           Affiliation:
                           Area of specialization:
                           Contact information:

14.2   Reviewer 2:   Name:
                           Affiliation:
                           Area of specialization:
                           Contact information:

14.3   Nomination of reviewers by the Faculty Board: Meeting no: ………. Date: ……………

14.4   Reviewers' reports should be in the format shown in Annex 2, and annexed to the proposal submitted for approval of Senate

14.5   Response to reviewers' comments, and details of how recommendations have been incorporated in proposal submitted for approval of Senate

15   Recommendations

15.1   Recommendation of the Head of Department:
(Consider the availability of human resources to offer at least one third of the credit load by the internal staff members)

I certified that the human and physical resource requirements are adequately available to offer the proposed programme.

Recommended for submission to the Faculty Board:

Name:

Signature

Date

15.2   Recommendation of Dean of Faculty / Director of Institute:

Recommended by Faculty Board for submission to Senate

Meeting no:.............   Date: ....
Name of Dean:
Signature:
Date:

15.3   Recommendation of Director / Center of Quality Assurance

I recommend this proposal for approval of the Senate as it meets the requirements of the relevant SLQF level

Name of Director:
Signature:
Date:

16.   Approvals

16.1   Recommended by Faculty CDC: Meeting no: .... Date: ....

16.2   Recommended by Faculty Board: Meeting no: .... Date: ....

16.3   Recommendation of CULTEC: Meeting no: .... Date: ....

16.4   Recommendation of CQA: Date: ....

16.5   Approved by Senate: Meeting no: .... Date: ....

16. 6   Approved by Council: Meeting no: .... Date: ....

Annex 1. Details of each course unit

Semester			
Course Code:			
Course Name:			
Credit Value:			
Compulsory/ Optional			
Hourly breakdown of learning activities (to add up to 50 notional hours for each credit)	Theory hours	Practical hours	Hours of independent Learning
Course Aims/Intended Learning Outcomes: (ILOs should be written with action verbs. E.g. At the completion of this course student will be able to list / explain / describe / discuss etc. ....) ➢ ➢			
Course Content: (Main topics, Sub topics)			
Teaching /Learning Activities:			
Assessment Strategy: Continuous Assessment.........% (specify form of assessment) Final Assessment ....% (specify form of assessment)			
Recommended Reading: ➢ ➢			

Annex 2: Format for Reviewer's Report

Please comment on the following:

1	Acceptability of the background and the justification	
2	Importance and relevance of the proposed programme of study	
3	Entry criteria and admission process	
4	Program Structure	
5	Program Content	
6	References/Reading Materials	
7	Teaching Learning Methods	
8	Assessment Strategy / Procedure	
9	Qualifications of Panel of Teachers (Internal & External)	
10	Recommendation (please mark one of the following)	
	a. Recommended without change	
	b. Recommended, subject to further improvement in the following areas	
	c. Do not proceed with this proposal due to following reasons	

…………………………………   ……………………..
Signature of reviewer   Date
Name of reviewer: ………………………
Designation: …………………………