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**பல்கலைக்கழக மாணியங்கள் ஆணைக்குழு**  
**UNIVERSITY GRANTS COMMISSION**

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 My Number }

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 20, வாட்டு இடம், கொழும்பு 7, இலங்கை.  
 20, Ward Place, Colombo 07, Sri Lanka.

22 April 2021

Vice Chancellors of Universities  
 Rectors of Campuses  
 Directors of Institutes

**Guidelines and Application Form for Termination of Undergraduate/ Postgraduate Programmes**

Having perused the recommendations of the Standing Committee on Quality Assurance and the recommendations of the Management Committee, the University Grants Commission at its 1051<sup>st</sup> meeting held on 25<sup>th</sup> March 2021 approved the annexed draft guidelines and the application form for Termination of Undergraduate/ Postgraduate degree programs as given in Annex I.

Application form guidelines will be available in the University Grants Commission website for easy reference.

This decision of the Commission is conveyed for your information and necessary actions.

Dr. Priyantha Premakumara  
 Secretary

Deans of faculties  
 Director/QAC  
 DR/AC.  
 FNA PI.

Copies: Registrars of Universities  
 Director/QAC

Muditha  
 31/5/2021  
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## Termination of Undergraduate / Postgraduate Programmes

### Guidelines and Application

#### Purpose:

The purpose of this guideline is to establish consistent procedures for the termination or reinstatement of Academic Programmes. Programme termination is defined as: complete discontinuation of a programme that remains an approved programme. After termination, a **reinstatement** of the programme must be submitted for approval as a new programme proposal.

No programme leading to a degree or certification in any faculty or institute of the University should be discontinued or reorganized without the involvement of the Senate of that University in reaching the decision. When discontinuance or reinstatement of a particular programme is proposed due to justifiable reasons, the entire matter is to be considered by Faculty Board/Management Committee and the Senate of the University concerned.

Academic units such as Departments, Faculties, Centers or Institutes have primary responsibility for initiating the termination of programmes, including undergraduate or postgraduate, major, minor, specialization, honours programmes.

The deactivation of programme should be prospective. In order to allow adequate time for implementation, the memo along with the relevant application must be submitted well in advance to the University and subsequently to the UGC.

The Universities may **deactivate** the study programmes (temporary suspension of a programme that remains an approved programme but does not admit new students) for justifiable reasons, and such programmes could be **reactivated** if necessary, within a period of **5 years** from the date of deactivation. If a programme is not reactivated within 5 years, such programmes **will be deemed as terminated**, and any termination of a study programme the UGC should be informed.

#### Application contents:

The applicant (Dean of Faculty or relevant academic authority) must submit the prescribed application to the UGC. The application seeks following information.

- Confirmation that faculty in the unit have approved termination of the programme or its options leading to qualification and have approved the associated implementation plan.
- Confirmation that the unit has communicated with the faculty staff, dean, senate or the council and has followed any process required by the University.
- Specific programme code(s) and transcript titles affected, where relevant.
- Background and rationale for terminating the programme concerned.
- Impact on the overall curriculum of the faculty, University or campus.
- Impact on the stated mission of the faculty, University or campus.
- Impact on faculty staff (teaching duties and faculty appointments).
- Description of the completed study programme review and approval process (faculty approval at unit/college/school/campus level).
- Whether students are admitted directly to the programme concerned.
- Implementation plan, including transition plan for students currently pursuing the programme concerned and timeline for termination that considers admission deadlines, if applicable.



- Impact on the curriculum and students of other options within the overarching graduate programme, as well as on other graduate programmes offered by the faculty or faculties.

### **Degree and/or Major Termination Process**

- The process for terminating a programme (e.g., majors/specializations/honours and/or stand-alone degrees) should begin at the Faculty level. Academic programmes are reviewed by the Faculty to determine whether termination of the programme should occur immediately or in the near future.
- If a Faculty seeks the termination of an academic programme, the following information must be satisfactorily investigated to ascertain impacts on students and faculty:
  - A confirmation that no students are currently enrolling through the programme;
  - A confirmation that any remaining students in the programme have been appropriately advised and are willing to obtain an alternative degree;
  - A confirmation that termination of the programme will not have an adverse impact on faculty members or students.
  - Any reinstatement of a terminated programme, regardless of using parts or the entire former curriculum, must be handled as and requires submission of a proposal for a new programme.
- Termination of an academic programme must be approved by the Faculty Board, Senate (after reviewing by a stipulated Senate sub-committee) and subsequently by the Council of the University.
- This application must be initially submitted to the Quality Assurance Council of the University Grants Commission (UGC) and subsequently to the UGC for its final approval.

**University Grants Commission**  
**Application for Termination of Degree Programme**  
**(Effective from 01.04.2021)**

**1. Detail of the Degree Programme**

<i>Degree programme to be terminated: (Title)</i>	
<i>University:</i>	
<i>Faculty:</i>	
<i>Started on:</i>	
<i>Termination from:</i>	
<i>Delivery location:</i>	
<i>Mode/s of study:</i>	
<i>Associated degree programmes affected:</i>	

**2. Background of the degree programme** (*history; reasons for establishing the degree programme scope; enrolment criteria; SLQF Level; UGC programme code, if applicable; total no. of credits; contributory faculties / departments / disciplines*)

- 3. Rationale for termination** *(Include a confirmation and information on whether students are currently enrolling through the programme; a confirmation that any remaining students in the programme have been appropriately advised and counselled concerning degree programme options; and a confirmation that termination of the programme will not have an adverse impact on faculty staff or students)*

#### 4. Applicants or intake

Number of applicants or intake on [date]	
Arrangements for these applicants or intake to pursue studies :	
Indicate internal arrangements made to ensure the completion of the degree programme by the students and whether it would be a termination of a particular qualification or alternative qualification that will be offered.	

#### 5. Existing Students

Year/Level	Number of full-time students currently at that level	Number of part-time students

If there are student numbers listed in the table above, a programme withdrawal plan should be appended to this document for submission to UGC for approval (see appendix 1).

#### 6. Further considerations:

6.1 Have Human Resources been notified of any possible staffing implications? yes/no (not necessary)

6.2 Have staff associated with the programme been made aware of the proposal? yes/no

6.3 Will the termination of the programme have an adverse impact on faculty staff? yes/no

If yes/no, explain why:

6.4 What are the arrangements made to ensure effective academic contribution from the staff serving in the terminated programme?

**7. Student Protection Plan:**

What are the actions that the University need to implement to preserve the continuation of study for all students concerned?

8. If the proposed programme to be terminated is an **undergraduate programme**, indicate how it affects the GCE (Advanced Level) students and the intake of students to the faculty / university concerned.



## 9. Approval

Date of approval of the Faculty Board (annex evidence)	
Date of approval of the Senate (annex evidence)	
Date of approval of the Council (annex evidence)	
Recommendation and Signature of Director CQA of the University	
Signature of Dean of the Faculty/Director of Institute and official stamp	
Signature of Vice Chancellor and official stamp	
Date	...../...../.....

- Please submit **two completed original applications** and one **soft copy** (in a CD in PDF word format) with annexures and relevant other documents to [dqac@ugc.ac.lk](mailto:dqac@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



## Appendix 1

### Programme Withdrawal Plan

#### Award/s:

#### Students

Indicate deadline for notifying students	
How will the students on the Programme(s) be informed of the termination? <i>Written confirmation is required to be sent to the affected students.</i>	
Has written confirmation been received from the affected students, acknowledging the consequences of the termination? If not, when will this be received?	
Have any remaining students in the programme been appropriately advised and counselled concerning degree programme options? <i>Provide evidence</i>	
List number of students on the different stages of the Programme(s) at the date of termination, specifying which are part-time.	

#### Teaching and Assessment

What are the arrangements be put in place for teaching and assessment? If additional arrangements for the teaching and assessment of students are proposed, please provide details.	
What arrangements are in place to ensure the continuing quality of the student experience? Please provide details.	

*Note: Please provide adequate evidence for all necessary items such as justification, mandate availability etc. for the items in the Annex 1.*