

**University Grants Commission- Sri Lanka**  
**Application for Approval of Revision of Undergraduate Degree Programmes**  
**(Effective from September 15, 2025)**

<b>Checklist for the Proponent</b>									
	Date	Month	Year						
<b>Original Application Submission to QAC</b>									
Printed copy									
Electronic copy									
<b>Revised Version of the Application Submission to QAC (Electronic copy)</b>									
First Revision									
Second Revision									
.....									
.....									
.....									
<b>Final Version of the Application Submission to QAC</b>									
Printed copy									
Electronic copy									

<b>Revisions made</b> (Please refer to the notes on pages 12 & 13 and mark [v] accordingly)		
a.	Changes to the total number of academic years required for the degree programme	
b.	Changes to the total number of credits required for the degree programme	
c.	Changes to the name of the degree programme	
d.	Changes to SLQF qualification type with designators and qualifiers	
e.	Changes to SLQF exit level	
f.	Addition or Removal of lateral entry / early exit options / fall-back options	
g.	Changes to admission criteria	
h.	Addition or Deletion or Substitution of one or more specialization(s)/major(s) in an existing degree programme	
i.	Changes to the subject combinations of a degree programme	
j.	Others (specify)	

Note: Please specify the revisions made under (a) to (j) in Annex X

Application Form				
1.	1.1.a.	Name of the existing approved degree programme in all three languages	English	
			Sinhala	
			Tamil	
	1.1.b.	Name proposed for the revised degree programme in all three languages (if applicable)	English	
			Sinhala	
			Tamil	
	1.2.a	Name of the existing approved qualification in all three languages, in accordance with SLQF (2015)	English	
			Sinhala	
			Tamil	
	1.2.b	Abbreviated qualification of the existing approved degree programme	English	
	1.2.c.	Name of the proposed revised qualification in all three languages, in accordance with SLQF (2015) (if applicable)	English	
			Sinhala	
Tamil				
1.2.d.	Abbreviated qualification of the proposed revised degree programme (if applicable)	English		
2.	Details of the Programme offering Entity			
	2.1.	University		
	2.2.	Faculty / Campus / Institute		

	<b>2.3.</b>	Department(s) (if applicable)										
<b>3.</b>	<b>Details of the Revised Degree Programme</b>											
	<b>3.1.a.</b>	<b>Background to the Programme</b> (Please complete Annex I and attach as a separate document.)  <p>Note: Evidence must be presented to show that the University / Campus / Faculty / Department proposing the revision to the degree programme possesses the capacity to offer the revised degree programme</p> <p>This section should describe the following:</p> <ul style="list-style-type: none"> <li>➤ Mandate of the Faculty / Department for offering the existing degree programme</li> <li>➤ Information on the current status of the Faculty with respect to the existing department(s) and degree programme(s) offered <ul style="list-style-type: none"> <li>❖ Duration of the degree programme(s) being offered</li> <li>❖ Students intake</li> <li>❖ Staff cadres</li> <li>❖ Teaching-Learning and student support facilities</li> <li>❖ Approval of the UGC with a copy of the final version of the application for the existing degree programme (related to this application), submitted to the UGC</li> </ul> </li> <li>➤ Proposal must provide a general description of the benefits that will be accrued, through this revision, by the students who will pursue the revised degree programme and the sector(s) where the graduate(s) may find employment opportunities.</li> </ul>										
	<b>3.1.b</b>	<b>Grades received at the External Programme Reviews conducted for the existing degree programmes of the Faculty</b> <table border="1" style="margin: 10px auto; width: 60%;"> <thead> <tr> <th>Name of the Existing Degree Programme</th> <th>Year of the Programme Review</th> <th>Grade</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>Note: If the existing degree programmes have not been reviewed, please state so.</p>		Name of the Existing Degree Programme	Year of the Programme Review	Grade						
	Name of the Existing Degree Programme	Year of the Programme Review	Grade									
<b>3.1.c</b>	<b>Recommendations in the programme review reports and the actions taken</b>											
	<b>3.2</b>	<b>Justification for the Revision(s)</b> (Please complete Annex II and attach as a separate document.) <ul style="list-style-type: none"> <li>➤ This section should clearly indicate the reasons for the revision(s), including information regarding the manpower requirement of the country/sector with degree level training through the revised degree programme. The justification should be evidence-based and always be supported by data derived through a survey or tracer study or results derived from any other suitable instrument or a published report or a research article in a peer-reviewed journal.</li> <li>➤ Availability of evidence for stakeholder consultation is required. Evidence can be in the form of written request from existing students and graduates, directions from Government Agencies, Ministries and/or policy statements that are of current applicability, etc.</li> <li>➤ Sources shall be primary or secondary. If a survey was conducted, minimum of 30 questionnaires should have been administered. The documents regarding the conducted</li> </ul>										

		<p>survey, such as sample questionnaire employed in interviews and / or administered questionnaire; time period(s) or date(s) of survey(s); names and designations of stakeholders consulted; signature sheets of attendees of onsite meetings and / or online presence verifications (do not attach photographs); summary report of the findings with data analysis; and a key set of recommendations from the survey relevant to the application should be stated.</p> <p>➤ If the proposed revised programme is offered by another department/faculty of the same university or by another university(universities) / Institute(s), the rationale for duplicating a similar programme revision in the Faculty/Department must also be provided (if applicable).</p>																										
	<b>3.3</b>	<p><b>Objectives of the Revised Degree Programme, Programme Learning Outcomes and Graduate Profile</b></p> <p>Note: Include study programme/subject specific qualification descriptors. Programme Learning Outcomes should be elaborated stating how the Graduate's Profile can be applied in practical scenarios / to the relevant community.</p>																										
	<b>3.3.a</b>	<b>Objectives of the Revised Degree Programme</b>																										
	<b>3.3.b</b>	<b>List of Revised Programme Learning Outcomes (PLO1, PLO2, etc.)</b>																										
	<b>3.3.c</b>	<b>Graduate Profile / Attributes of Qualification Holder</b>																										
	<b>3.3.d</b>	<p><b>Mapping of the Revised Programme Learning Outcomes (PLOs) against the SLQF Learning Outcomes</b></p> <table border="1"> <thead> <tr> <th><b>Categories of Learning Outcomes according to the SLQF</b></th><th><b>Relevant revised PLO(s)</b></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> <tr><td>8. Networking and Social Skills</td><td></td></tr> <tr><td>9. Adaptability and Flexibility</td><td></td></tr> <tr><td>10. Attitudes, Values and Professionalism</td><td></td></tr> <tr><td>11. Vision for Life</td><td></td></tr> <tr><td>12. Updating Self / Lifelong Learning</td><td></td></tr> </tbody> </table>	<b>Categories of Learning Outcomes according to the SLQF</b>	<b>Relevant revised PLO(s)</b>	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		8. Networking and Social Skills		9. Adaptability and Flexibility		10. Attitudes, Values and Professionalism		11. Vision for Life		12. Updating Self / Lifelong Learning	
<b>Categories of Learning Outcomes according to the SLQF</b>	<b>Relevant revised PLO(s)</b>																											
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																												
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.a</b>	<p><b>Eligibility Requirements</b> (State qualifications required for admission. Please refer to the latest University Admissions Handbook.)</p> <p>List the required subjects and grades from G.C.E.(A/L) examination</p>																										
	<b>3.4.b</b>	<p>Indicate under which course of study / window this revised programme should be included in the University Admissions Handbook</p>																										
	<b>3.5</b>	<p><b>Admission Process</b></p> <p>i. UGC 'Z' score based selection <input type="checkbox"/></p> <p>ii. Any other Criteria (please specify) .....</p>																										

3.6	Student Intake		Intake: ..... students/academic year Note: the minimum number for a revised degree programme is 50 students per academic year																																																																									
3.7	<table border="1"> <tr> <td colspan="5" data-bbox="416 277 1114 322">Programme Duration and Credit Load</td> <td colspan="2" data-bbox="1114 277 1565 322"></td> </tr> <tr> <td colspan="5" data-bbox="416 322 1114 680">Bachelor Degree/ Bachelor Honours Degree/ Professional Degree</td> <td colspan="2" data-bbox="1114 322 1565 680">           Duration: ..... yrs.            Course work: ..... credits            Student research (if applicable): ..... credits            Industrial training (if applicable): ..... credits            Internship (if applicable): ..... credits            Total Credits: .....         </td> </tr> </table>						Programme Duration and Credit Load							Bachelor Degree/ Bachelor Honours Degree/ Professional Degree					Duration: ..... yrs. Course work: ..... credits Student research (if applicable): ..... credits Industrial training (if applicable): ..... credits Internship (if applicable): ..... credits Total Credits: .....																																																									
Programme Duration and Credit Load																																																																												
Bachelor Degree/ Bachelor Honours Degree/ Professional Degree					Duration: ..... yrs. Course work: ..... credits Student research (if applicable): ..... credits Industrial training (if applicable): ..... credits Internship (if applicable): ..... credits Total Credits: .....																																																																							
3.8	Name(s) of the Subject Benchmark(s) used  Note: ➤ Please use suitable SBS(s) from the QAC, UGC website and/or internationally recognized QA Agencies / Universities. ➤ If you have used SBSs other than those published by QAC, UGC, please attach a copy of the same.				(Please complete Annex III and attach it as a separate document.)																																																																							
3.9	Medium of Instruction				I. English <input type="checkbox"/> II. Sinhala <input type="checkbox"/> III. Tamil <input type="checkbox"/>																																																																							
3.10.a	<table border="1"> <tr> <th colspan="7">Structure of the Revised Degree Programme</th> </tr> <tr> <th>Semester</th> <th>Course Code</th> <th>Course Name</th> <th>Credit Value</th> <th>Status (Compulsory or Optional)</th> <th>Modules/Courses related to Qualifier 1 (Please tick v)</th> <th>Modules/Courses related to Qualifier 2 (Please tick v)</th> </tr> <tr><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>6</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>7</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>8</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>						Structure of the Revised Degree Programme							Semester	Course Code	Course Name	Credit Value	Status (Compulsory or Optional)	Modules/Courses related to Qualifier 1 (Please tick v)	Modules/Courses related to Qualifier 2 (Please tick v)	1							2							3							4							5							6							7							8						
Structure of the Revised Degree Programme																																																																												
Semester	Course Code	Course Name	Credit Value	Status (Compulsory or Optional)	Modules/Courses related to Qualifier 1 (Please tick v)	Modules/Courses related to Qualifier 2 (Please tick v)																																																																						
1																																																																												
2																																																																												
3																																																																												
4																																																																												
5																																																																												
6																																																																												
7																																																																												
8																																																																												
3.10.b	<table border="1"> <tr> <th colspan="7">Structure of the Existing Degree Programme</th> </tr> <tr> <th>Semester</th> <th>Course Code</th> <th>Course Name</th> <th>Credit Value</th> <th>Status (Compulsory or Optional)</th> <th>Modules/Courses related to Qualifier 1 (Please tick v)</th> <th>Modules/Courses related to Qualifier 2 (Please tick v)</th> </tr> <tr><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>						Structure of the Existing Degree Programme							Semester	Course Code	Course Name	Credit Value	Status (Compulsory or Optional)	Modules/Courses related to Qualifier 1 (Please tick v)	Modules/Courses related to Qualifier 2 (Please tick v)	1							2							3							4																																		
Structure of the Existing Degree Programme																																																																												
Semester	Course Code	Course Name	Credit Value	Status (Compulsory or Optional)	Modules/Courses related to Qualifier 1 (Please tick v)	Modules/Courses related to Qualifier 2 (Please tick v)																																																																						
1																																																																												
2																																																																												
3																																																																												
4																																																																												

		5																																		
		6																																		
		7																																		
		8																																		
	<b>3.11</b>	<b>Targeted Sri Lanka Qualifications Framework (SLQF) Level</b> (Please tick ✓) <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><b>SLQF Level 5</b> (Bachelor of 3 years duration)</td> <td style="text-align: center;"><b>SLQF Level 6</b> (Bachelor Honours of ≥ 4 years duration)</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>							<b>SLQF Level 5</b> (Bachelor of 3 years duration)	<b>SLQF Level 6</b> (Bachelor Honours of ≥ 4 years duration)																										
<b>SLQF Level 5</b> (Bachelor of 3 years duration)	<b>SLQF Level 6</b> (Bachelor Honours of ≥ 4 years duration)																																			
	<b>3.12</b>	<b>Course Content of the Revised Degree Programme</b> (Please complete Annex IV and attach as a separate document.)  This section should describe the following for each module/course in all semesters: <ul style="list-style-type: none"> <li>➤ Semester</li> <li>➤ Course Code</li> <li>➤ Course Title</li> <li>➤ Credit Value</li> <li>➤ Hourly Breakdown (Theory / Practical / Independent Learning)</li> <li>➤ Course Aim/Intended Learning Outcomes</li> <li>➤ Course Content (Main and Sub Topics)</li> <li>➤ Teaching-Learning Methods</li> <li>➤ Assessment Strategy             <ul style="list-style-type: none"> <li>❖ Continuous Assessment</li> <li>❖ Final Assessment (Theory, Practical, Other)</li> </ul> </li> <li>➤ Recommended Reading</li> </ul>																																		
<b>4</b>		<b>Programme Delivery and Learner Support System</b> (Please complete Annex V and attach as a separate document.)  Note: Blended, student centered teaching with judicious use of ICT teaching and learning tools is a requirement. Describe in detail the teaching and training methods in-built into the revised degree programme.																																		
<b>5</b>		<b>Programme Assessment Procedure / Rules &amp; Regulations</b> (Please complete Annex VI and attach as a separate document.)				Describe in detail the assessment procedure/rules & regulations of the revised degree programme.																														
<b>6</b>	<b>6.1</b>	<b>Resource Availability</b> Note: If the existing resources are adequate to conduct the revised degree programme, please state so and complete the existing resources column only in the following Table. The Additional Requirement columns need not be filled. <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <th rowspan="2">Resources</th><th rowspan="2">Existing Resources</th><th colspan="4">Additional Requirement (Estimated)</th></tr> <tr> <th>Year 1</th><th>Year 2</th><th>Year 3</th><th>Year 4</th></tr> <tr> <td><b>Physical Resources</b></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Land area (Acre/Hectare)</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Office Space</td><td></td><td></td><td></td><td></td><td></td></tr> </table>							Resources	Existing Resources	Additional Requirement (Estimated)				Year 1	Year 2	Year 3	Year 4	<b>Physical Resources</b>						Land area (Acre/Hectare)						Office Space					
Resources	Existing Resources	Additional Requirement (Estimated)																																		
		Year 1	Year 2	Year 3	Year 4																															
<b>Physical Resources</b>																																				
Land area (Acre/Hectare)																																				
Office Space																																				

		Lecture Theatres					
		Laboratories					
		Computers with Internet Facilities					
		Reading Rooms/Halls					
		Staff Common Rooms/Amenities					
		Student Common Rooms/Amenities					
		Others					
		<b>Financial Resources</b>					
		Capital Expenditure					
		Recurrent Expenditure					
		<b>Human Resources</b>					
		No. of Academic Staff					
		No. of Temporary Academic Staff					
		No. of Executive Staff					
		No. of Academic Support Staff					
		No. of Technical Staff					
		No. of Management Assistants					
		No. of Primary Level Staff					
	<b>6.2</b>	Does the Faculty possess adequate resources to commence operation of the revised degree programme pending approval for allocation of additional resources?			Yes <input type="checkbox"/> No <input type="checkbox"/>  Please respond, if additional resources are requested only.		
<b>7</b>		<b>Panel of Teachers (Internal / External Resource Persons)</b> (Please complete Annexes VII-A and VII-B and attach as separate documents.)  Note: Please state the specialization area of each resource person under the internal and external categories					
<b>8</b>	<b>8.1</b>	Does the revised degree programme have early exit / fall-back option at different levels as per the Commission Circular No. 02/2024 and subsequent amendments therein (if any)?			Yes <input type="checkbox"/> No <input type="checkbox"/>		
	<b>8.2</b>	If yes, state the qualifications at exit points Note 1: ➤ The UGC approval is required for early exit/fall-back qualifications at SLQF Level 5. (Please complete Annex VIII and attach as a separate document.) ➤ The UGC approval is not needed for early exit/fall-back qualifications below SLQF Level 5; but they should be specified here. Note 2: ➤ Ensure the Senate and Council approvals are obtained for early exit/fall-back qualifications clearly indicating the titles of the said qualifications.			Diploma (SLQF 3) <input type="checkbox"/>  Higher Diploma (SLQF 4) <input type="checkbox"/>  Bachelor Degree (SLQF 5) <input type="checkbox"/>		

<b>9</b>	Does the revised degree programme have any collaboration with another Department/Faculty within the University or any external Institute?  Note: Attach a certified copy of the relevant Memorandum of Understanding (MoU) or an official agreement as evidence.	Yes <input type="checkbox"/> No <input type="checkbox"/>  If yes, give details: ..... ..... .....
<b>10</b>	Access to facilities outside the University If yes, a certified copy of the relevant agreement/MoU with the appropriate authority should be attached.	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>11</b>	Do the graduates need membership in a specific professional body after completing the degree programme? If yes, a certified copy of the document on recognition / provisional recognition of the said degree programme by the professional body, mentioned above, should be attached.	Yes <input type="checkbox"/> No <input type="checkbox"/>  If yes, give details: ..... ..... .....
<b>12</b>	<b>Reviewers' Reports</b>	
<b>12.1</b>	Name, qualification, designation and affiliation of the two Reviewers nominated by the University Senate  <u>Reviewer 1</u> ..... ..... ..... <u>Reviewer 2</u> ..... ..... .....	
<b>12.2</b>	Nomination of Reviewers by the University Senate	Date: ...../...../..... Evidence: Yes <input type="checkbox"/> No <input type="checkbox"/> (Extract of the relevant meeting minutes, certified by the Registrar along with the original official seal, should be attached.)
<b>12.3</b>	Reports of the Reviewers are attached	Yes <input type="checkbox"/> No <input type="checkbox"/> (Please complete Annex IX and attach as a separate document.)
<b>12.4</b>	Recommendations of Reviewers are incorporated and their comments are addressed	Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please highlight the specific changes made within the document itself or attach a response to reviewers as a separate document)
<b>13</b>	Any other relevant information not stated above	
<b>14</b>	Availability of the University's mandate	Please attach all relevant documentary evidence to the final page of this application, certified by the Registrar along with the original official seal
	Faculty Recommendation	Reference Number: ..... Date: ...../...../..... Evidence <input type="checkbox"/> (Please put a tick (v). Extract of the relevant



	<p>➤ The recommendation should clearly state the name of the degree programme and the recommendation for the proposed revision.</p> <p>➤ Names of the early exit / fall-back qualifications and the respective SLQF levels should be stated in the minutes if such qualifications are proposed.</p>			meeting minutes should be attached.)
	<p><b>Senate Recommendation</b></p> <p>➤ The recommendation should clearly state the name of the degree programme and the recommendation for the proposed revision.</p> <p>➤ Names of the early exit / fall-back qualifications and the respective SLQF levels should be stated in the minutes if such qualifications are proposed.</p>	<p>Reference Number:</p> <p>.....</p>	<p>Date:</p> <p>...../...../.....</p>	<p>Evidence <input type="checkbox"/></p> <p>(Please put a tick (V). Extract of the relevant meeting minutes should be attached.)</p>
	<p><b>Council Approval</b></p> <p>➤ The approval should clearly state the name of the degree programme and the approval for the proposed revision.</p> <p>➤ Names of the early exit / fall-back qualifications and the respective SLQF levels should be stated in the minutes if such qualifications are proposed.</p>	<p>Reference Number:</p> <p>.....</p>	<p>Date:</p> <p>...../...../.....</p>	<p>Evidence <input type="checkbox"/></p> <p>(Please put a tick (V). Extract of the relevant meeting minutes should be attached.)</p>
<p><b><u>Authorization</u></b></p>				

<b>Dean of Faculty / Director of Institute</b>	Signature:	Date:	Official Stamp
<b>Director of CQA</b>	Signature:	Date:	Official Stamp
<b>Vice Chancellor</b>	Signature:	Date:	Official Stamp

An electronic copy of the completed application along with the required signatures and annexures should be emailed to the Director, QAC (dqac@ugc.ac.lk) with a copy to the Deputy Secretary, QAC (dsqac@ugc.ac.lk) by the Director of CQA of the respective University or an officer of the CQA office and a printed copy of the same should be either posted to or hand delivered at the following address:

Director,  
Quality Assurance Council of the UGC  
94/10, Ananda Rajakaruna Mawatha,  
Colombo 08

On receipt of the clearance from the QAC of UGC *via* email, the proponent should submit, through the Director of CQA of the respective University, a printed copy of the final version of the amended application with original signatures and all annexures to the above address. A scanned copy of the same (PDF version), should be emailed to the Director, QAC (dqac@ugc.ac.lk) with a copy to the Deputy Secretary, QAC (dsqac@ugc.ac.lk), so that it can be forwarded to the Academic Affairs Department of the UGC, along with a printed copy of the final evaluation summary report granting clearance.

## Notes:

The types of revisions applicable to obtain the approval of the UGC are briefly described below:

**a. Changes to the total number of academic years required for the degree programme**

The duration of the existing degree programme has been changed (reduced or increased) from the previously approved duration.

**b. Changes to the total number of credits required for the degree programme**

The total number of credits of the degree programme has been changed (reduced or increased) from the previously approved number of total credits

**c. Changes to the name of the degree programme**

A change in the name of the qualification should comply with the SLQF requirements.

**d. Changes to SLQF qualification type with designators and qualifiers**

**Qualification Type** is the first name given to a qualification (e.g. Bachelor and Bachelor Honours).

**Designator** is the second name given to a qualification. This indicates the broad area of study or discipline (e.g. Bachelor of Arts, Bachelor of Science, Bachelor of Commerce, etc.).

**Qualifier** is the third name given to a qualification. This is used to indicate the field of specialization of a qualification (e.g. Bachelor of Science Honours in Chemistry, Bachelor of Arts Honours in Economics, etc.).

**e. Changes to SLQF exit level**

**SLQF exit qualification** is awarded at a specific level of the degree programme (e.g. SLQF Level 5). Exit qualifications will have specific programme learning outcomes defined in the programme specification for the relevant SLQF level of the qualification. All programme learning outcomes must be achieved before a qualification can be conferred.

**f. Addition or Removal of lateral entry / early exit options / fall-back options**

**Lateral entry** is a mode of admission to a matching level of a degree programme through recognition of prior learning such as professional qualification and experience.

**Early exit** award refers to the option provided to the student to choose to leave with a lower qualification before completion of the maximum period of study required to complete the degree programme. Please refer the relevant UGC Circulars.

**Fall-back** award refers to granting a lower qualification than the enrolled degree qualification, if a student failed to complete the entire degree programme during the maximum period of study that has been given for the student to complete the degree programme provided that he/she may have completed a sufficient number of credits required for the award of a lower qualification.

**g. Changes to admission criteria**

A change in the eligibility criteria for admission for a Bachelor or Bachelor Honours degree programme should comply with the minimum entry requirements specified in the SLQF.

**h. Addition or Deletion or Substitution of one or more specialization(s)/major(s) in an existing degree programme**

A specialization/major is a focused area of study in the selected discipline and is usually denoted by the qualifier. Introduction or removal or substitution of a specialization/majoring area in an existing degree programme should comply with the SLQF requirements.

**i. Changes to the subject combinations of a degree programme**

Introduction or removal or substitution of subject combinations to the existing degree programme must be submitted to the UGC for approval.

**j. Others (specify)**

Any other changes to the existing degree programme that the University determines will impact its quality and are deemed necessary must be submitted to the UGC for approval, accompanied by appropriate justification.

## Annex I: Background to the Programme

- Mandate of the Faculty/Department for offering the existing degree programme
  
- Information on the current status of the Faculty with respect to the existing department(s) and degree programme(s) offered

<b>Faculty:</b>							
<b>No.</b>	<b>Department</b>	<b>Offered Degree Programme</b>	<b>Abbreviation</b>	<b>Students Intake</b>	<b>Staff Cadres</b>	<b>Teaching-Learning Facilities</b>	<b>Common Student Support Facilities</b>

Proposal must provide a general description of the benefits that will be accrued, through this revision, by the students who will pursue the revised degree programme and the sector(s) where the graduate(s) may find gainful employment.

**Annex II: Justification for the Revision(s)**

Major stakeholder groups from whom views were obtained

- 
- 
- 
- 
- 

Date of Survey/Tracer Study/Interview	Sample Size (no. of persons)

Results of Survey/Tracer Study/Interview

Recommendation of the Survey/Tracer Study/Interview
---



### Annex III: Subject Benchmark Statement Mapping

[illegible]

#### Annex IV: Programme Content

Each module/course in the revised degree programme should be described in the format given below:

Semester:						
Course Code:						
Course Title:						
Credit Value:						
Core/Optional:						
Hourly Breakdown: <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		
Course Aim/Intended Learning Outcomes: <i>(Write ILOs in action verbs)</i> At the completion of this course, student will be able to ➤ ➤ ➤						
Course Content: (Main and Sub Topics)						
Teaching-Learning Methods:						
Assessment Strategy: <i>Indicate how marks will be allocated for each assessment component</i>						
Continuous Assessment .....%			Final Assessment .....%			
Quiz (%) .....	Mid-Term (%) .....	Other (%) (specify) .....	Theory (%) .....	Practical (%) .....	Other (%) (specify) .....	
Recommended Reading: ➤ ➤ ➤						

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

Describe the teaching-learning methods those will be used when delivering the revised degree programme, and the learning resources which 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.

## **Annex VI: Programme Assessment Procedure/Rules & Regulations**

The following information should be given in detail for the revised degree programme.

Formative and Summative Examinations

Scheme of Grading (Grades / Grade Point Values / Marks Ranges)

Calculation of Grade Point Average (GPA)

Contribution by each Semester to the final GPA

Contribution by in-plant training, research, etc. to the final GPA

Repeat Examinations

Requirements for Award of Degree

Requirements for Award of Class

### Annex VII-A: Panel of Teachers (Internal Resource Persons)

[illegible]

## Annex VII-B: Panel of Teachers (External Resource Persons)

[illegible]

## Annex VIII: An Early Exit or Fall-back Qualification

This application form is meant to be used when an early exit pathway or a fall-back option is to be introduced for an existing degree programme previously approved by the UGC.

<b>1</b>	<b>Previously approved qualification</b>				
	<b>1.1</b>	Name of degree programme			
	<b>1.2</b>	SLQF Level			
	<b>1.3</b>	Dates of approval by Senate, Council and UGC (attach evidence as Annex 1)			
<b>2</b>	<b>Proposed early exit or fall-back qualification</b>				
	<b>2.1</b>	Name	English		
			Sinhala		
			Tamil		
	<b>2.2</b>	SLQF Level			
<b>2.3</b>	Abbreviation				
<b>3</b>	<b>Entity offering the proposed qualification</b>				
	<b>3.1</b>	University			
	<b>3.2</b>	Faculty/Institute			
	<b>3.3</b>	Department(s) (if applicable)			
<b>4</b>	<b>Mandate for award of the proposed qualification</b>				
	Attach all supporting evidence as Annex 2, certified by the Registrar along with the original official seal				
	<b>4.1</b>	Senate recommendation for proposed qualification	Reference Number: .....	Date: .../.../.....	Evidence attached (please tick) <input type="checkbox"/>
	<b>4.2</b>	Council approval for proposed qualification	Reference Number: .....	Date: .../.../.....	Evidence attached (please tick) <input type="checkbox"/>
<b>5</b>	<b>Details of the qualifications</b>				
	<b>5.1.a</b>	Programme outcomes / Graduate profile for the <u>previously approved</u> qualification ➤ ..... ➤ ..... ➤ .....			

5.1.b	<p>Programme outcomes / Graduate profile for the <u>proposed</u> qualification</p> <p>This should be stated in terms of the desired competencies / characteristics of a graduate of the proposed programme, using the 12 characteristics described in SLQF as a guide for the appropriate level.</p> <table border="1" data-bbox="399 349 1481 954"> <thead> <tr> <th>Categories of Learning Outcomes according to the SLQF</th><th>Relevant revised 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> <tr><td>8. Networking and Social Skills</td><td></td></tr> <tr><td>9. Adaptability and Flexibility</td><td></td></tr> <tr><td>10. Attitudes, Values and Professionalism</td><td></td></tr> <tr><td>11. Vision for Life</td><td></td></tr> <tr><td>12. Updating Self / Lifelong Learning</td><td></td></tr> </tbody> </table>	Categories of Learning Outcomes according to the SLQF	Relevant revised 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		8. Networking and Social Skills		9. Adaptability and Flexibility		10. Attitudes, Values and Professionalism		11. Vision for Life		12. Updating Self / Lifelong Learning	
Categories of Learning Outcomes according to the SLQF	Relevant revised 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																											
8. Networking and Social Skills																											
9. Adaptability and Flexibility																											
10. Attitudes, Values and Professionalism																											
11. Vision for Life																											
12. Updating Self / Lifelong Learning																											
5.2	<p>Is this qualification to be offered as an early exit or a fall-back qualification or both? (Tick only one box)</p> <p>Early exit qualification <input type="checkbox"/></p> <p>Fall-back qualification <input type="checkbox"/></p> <p>Both early exit and fall-back qualifications <input type="checkbox"/></p>																										
5.3	<p>Total number of credits required for the award of the proposed qualification</p> <p>SLQF Level of the proposed qualification:</p>																										
5.4	<p>Duration of the proposed degree programme:</p> <p>for an early exit qualification: minimum of ..... academic years</p> <p>for a fall-back qualification: at the end of ..... academic years</p>																										



5.5.a	<b>Structure of the <u>previously approved</u> degree programme</b>					
	<b>Semester</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Credit Value</b>	<b>Status (Compulsory/ Optional)</b>	
5.5.b	<b>Structure of the <u>proposed</u> degree programme</b>					
	<b>Semester</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Credit Value</b>	<b>Status (Compulsory / Optional)</b>	<b>Existing/ New</b>
5.6	<b>Programme Content</b> (For <u>each new module/course unit</u> (if any) in the proposed degree programme, provide information as indicated in the format given in Annex 3.)					
5.7	<b>Programme Assessment Procedure / Rules &amp; Regulations</b> (Please complete Annex 4.)					

**Annex 1:** Evidence of University Senate and Council and UGC approvals for the existing degree programme

**Annex 2:** Evidence of mandate to offer the proposed qualification (Senate recommendation and Council approval)

**Annex 3:** Content of each new module/course unit to be offered (if any)

Each new module/course unit should be described in the format given below:

Semester:					
Course Code:					
Course Title:					
Credit Value:					
Compulsory/Optional:					
Hourly Breakdown	Theory	Practical	Independent Learning		
<p>Course Aim/Intended Learning Outcomes:  <i>(Write ILOs in action verbs)</i>            At the completion of this course, student will be able to</p> <ul style="list-style-type: none"> <li>➤</li> <li>➤</li> <li>➤</li> </ul>					
<p>Course Content:            (Main and Sub Topics)</p>					
<p>Teaching-Learning Activities:</p>					
<p>Assessment Strategy:  <i>Indicate how marks will be allocated for each assessment component</i></p>					
Continuous Assessment: .....%			Final Assessment: .....%		
Quiz (%)	Mid-Term (%)	Other (%) (specify)	Theory (%)	Practical (%)	Other (%) (specify)
.....	.....	.....	.....	.....	.....
<p>Recommended Reading:</p> <ul style="list-style-type: none"> <li>➤</li> <li>➤</li> <li>➤</li> </ul>					

#### **Annex 4: Programme Assessment Procedure / Rules & Regulations**

Formative and Summative Examinations

Scheme of Grading (Grades/Grade Point Values/ Marks Ranges)

Calculation of Grade Point Average (GPA)

Contribution by each Semester to the final GPA

Contribution by in-plant training, research, etc. to the final GPA (if relevant)

Repeat Examinations

Requirements for the Award of the previously approved Qualification

Requirements for the Award of the proposed Qualification

Requirements for the Award of Classes (if relevant)

## Annex IX: Reviewer's Report

The proposed revision to the existing degree programme should be reviewed by at least two content/subject experts, who were nominated by the Senate of the University. They should be requested to comment on the following aspects of the proposal.

1	Acceptability of the Background and the Justification	
2	Relevance of the revised degree programme to Society	
3	Entry Qualification and Admission Process	
4	Programme Structure	
5	Programme Content	
6	Teaching-Learning Methods	
7	Assessment Strategy / Procedure	
8	Availability of Physical Resources	
9	Qualifications and Competencies 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 the following reasons:	
<b>Reviewed by</b>		
1	Name	
2	Designation & Affiliation	
3	Signature	
4	Date	

**Annex X: Summary of Revisions made**

<b>No.</b>	<b>Existing Degree Programme</b>	<b>Revised Degree Programme</b>
1		
2		
3		
4		
5		
6		
7		