**Application to Obtain Approval of University Senate for the Programs below SLQF Level 5**

**University of Sri Jayewardenepura**

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| --- | --- | --- | --- | --- |
| **1** | **Name of Qualification** | | | |
| **1.1** | Full name in English |  | |
| **1.2** | Full name in Sinhala |  | |
| **1.3** | Full name in Tamil |  | |
| **1.4** | Abbreviation in English |  | |
| **2** | **Targeted SLQF 2015 Level** | |  | |
| **3** | **Awarding Entity** | | | |
| **3.1** | Faculty/Institute |  | |
| **3.2** | Department(s) (if applicable) |  | |
| **4** | **Mandate Availability**   |  |  |  | | --- | --- | --- | | **Faculty Board Approval** | **Date**  **……/……/……** | **Evidence**  **(Please tick)** | | **Senate Approval** | **Date**  **……/……/……** | **Evidence**  **(Please tick)** | | **Council Approval** | **Date**  **……/……/……** | **Evidence**  **(Please tick)** |   **(Please attach all documents of evidence to the final page of this proposal)** | | | |
| **5** | **Background to the Program**   * Evidence should be presented to show that the Faculty/Department proposing new study program has the capacity to offer the proposed program. * Proposal should provide a general description of the benefits that will be accrued by the students who will pursue certificate/diploma/higher diploma level training | | | |
| **6** | **Objectives of the Program:** | | | |
| **7** | **Program Learning Outcomes (PLOs):**  *(Please refer Annex I for the format)* | | | |
| **8** | **Details of Program of Study** | | | |
|  | **8.1** | **Entry requirements**: | | |
| **8.2** | **Duration of study**: …… semesters /...…. Year | | |
| **8.3** | **Mode of delivery:** Conventional face-to-face  Open and distance learning  External | | |
|  | **8.4** | **Proposed student intake:** | | |
| **9** | **Program structure: Provide the details as below.**  Insert as many rows as required. | | | |
|  | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Year of study / semester | Course / Subject / Module Name | Credit Value | Hours of Teaching | Notional Hours | Status  (Compulsory /Optional) | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  |   **Note: Provide course code description indicating what aspect is denoted by each digit.**  *(Please refer Annex II for the format)* | | | |
| **10** | **Purpose and Scope of Qualification**  *(Please refer Table 3 of SLQF 2015 for guidance)* | | | |
| **11** | **Attributes of Qualification Holders**  *(Please refer Table 3 of SLQF 2015 for guidance)* | | | |
| **12** | **Program Assessment Procedure/Rules**  *(Please refer Annex III for the format)* | | | |
| **13** | **Panel of Teachers**  *(Please refer Annex IV for the format)* | | | |
| **14** | **Any other relevant information not Stated above** | | |  |
| **15** | **Signature of the Coordinator of the study program** | | |  |
| **16** | **Signature of the Dean of the Faculty/ Director of the Institute and Official Stamp** | | |  |
| **17** | **Recommendation and Signature of CQA Director of the University** | | |  |
| **18** | **Signature of Vice Chancellor and Official Stamp** | | |  |
| **19** | **Date of Vice Chancellor’s Signature** | | | **…………./………../……….** |

* **Please submit a completed original application and a soft copy (in a CD in PDF word format) with annexures to Centre for Quality Assurance (CQA), USJ.**

**Annexures**

**Annex I: Map of Program Learning Outcomes (PLOs) with SLQF**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Programme Learning Outcomes | Categories of Learning Outcomes | | | | | | | | | | | |
| 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 |
| PLO 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| PLO 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| PLO 3 |  |  |  |  |  |  |  |  |  |  |  |  |
| PLO 4 |  |  |  |  |  |  |  |  |  |  |  |  |
| PLO 5 |  |  |  |  |  |  |  |  |  |  |  |  |
| PLO 6 |  |  |  |  |  |  |  |  |  |  |  |  |

**Annex II: Map of Program Structure with SLQF**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Semester | Course Code | Categories of Learning Outcomes | | | | | | | | | | | |
| 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 |
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**Annex III: Program Assessment Procedure/Rules**

(The following should be given in detail)

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| 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  Award of Classes |

**Annex IV: Panel of Teachers/Internal Resource Persons**

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