

UGC/QAC/.....

University Grants Commission
Application for Approval of New Postgraduate Degree programs
(Revised December 2021)

Check List for Proponent									
	Date	Month	Year						
New/Revised Proposal									
Submission of a new Proposal									
Submission of the Revised Proposal									
Complete original application submission to UGC									
Hard copy									
Soft copy									

Type of Proposal (Please mark ✓ accordingly) – by Proponent

Postgraduate (PG) Proposals		
a	Proposal to introduce a new PG Programme	
b	Others (Specify)	

Please email the completed application with all signatures and required annexures to 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

After receiving clearance from the QAC by email, the university will be required to submit the final version of the amended proposal, in hard copy, to the Director QAC, at the above address, so that it can be forwarded to the Academic Affairs division of the UGC, with a hard copy of the final summary report granting clearance.

Application form					
1	1.1	Name of degree of PG programme in all three languages	(English)		
			(Sinhala)		
			(Tamil)		
	1.2	Name of PG qualification in all three languages, in accordance with SLQF 2015	(English)		
			(Sinhala)		
			(Tamil)		
	1.3	Abbreviated PG qualification	(English)		
	2		PG Programme Offering Entity		
		2.1	University		
2.2		Faculty/PG Institute/ Institutewith name of affiliated University			
2.3		Department/ Division/ Board of Study/ Specialty Board/ Academic Committee/ Any other			
2.4		Mandate Availability Please attach all documents of evidence to the final page of this proposal (after annex VIII) -certified by the Registrar with the rubber stamp			
3		Details of the PG Degree Programme			
	3.1	Background to the PG programme (Attach as a separate document – Please refer Annex I format) Evidence must be presented to show that the University/ Faculty /Department/PG Institute/Institute proposing new PG degree programme has the capacity to offer the proposed PG programme. This section should describe the following: ☐ Mandate of the Faculty/Department/PG Institute/Institute in offering the degree PG programme			

		☐ Details as regard to the current status of Faculty/PGI/Institute and PG degree programmes offered ❖ Student intake (Full-time and Part-time) ❖ Staff cadres (Academic. Administrative and Support) ❖ Educational facilities ❖ Common facilities ☐ Proposal must give general description of the benefits that will be accrued by the students who will pursue PG degree level training and the sector (s)/employment markets to which the graduate(s) could look for gainful employment.												
	3.2	Justification (Attach as a separate document – Please refer Annex II format) This section should include details of PG degree level trained manpower requirement of the country/sector in the proposed fields of study. The justification should be evidenced-based and always be supported by data derived through a survey or tracer study or results derived from any other suitable instrument or published report. Availability of Stakeholder Evidence is a must. Evidence can be in the form of written request from students (existing & past), directions from Ministries etc. Sources - Primary (if a Survey was conducted, at least 100-200 questionnaires should have been administered) - Secondary (from publications etc.) If the proposed PG programme is offered by another university(s) / Institute (s), the rationale for duplicating a similar programme in the proposed faculty/department must also be given. 3.2. a Major stakeholder groups from whom views were obtained (give in annex II) ☐ ☐ ☐ 3.2. b Survey/Questionnaire/Interview (Give details) – When conducted, Number of persons in sample (give in annex II) 3.2. c Results of Survey/ Questionnaire/Interview (give in annex II)												
	3.3	Objectives of the Degree Programme/Attributes of Qualification Holders/Programme Learning Outcomes Include study programme/subject specific qualification descriptors. Programme Learning Outcomes should be elaborated stating how the Graduate Attributes can be applied in practical scenarios/ relevant community. 3.3a Objectives of the Degree Programme 3.3b Attributes of Qualification Holders 3.3c List of Programme Learning Outcomes (PLOs)/ PLO1, PLO2, etc. 3.3d Programme Learning Outcomes (PLOs) are mapped to SLQF Learning Outcomes <table border="1" data-bbox="303 1742 1460 2027"> <thead> <tr> <th>Categories of Learning Outcomes according to the SLQF</th> <th>Relevant 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> </tbody> </table>	Categories of Learning Outcomes according to the SLQF	Relevant PLO(s)	1. Subject / Theoretical Knowledge		2. Practical Knowledge and Application		3. Communication		4. Teamwork and Leadership		5. Creativity and Problem Solving	
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		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	
3.4	Eligibility requirements and criteria for enrolment	i. List the GCE'A/L subject basket and Grades of each subject): ii. Undergraduate Qualification and Grades iii. Duration of service in the relevant employment	
3.5	Admission process	i. Selection Examination ☐ ii. Aptitude Test ☐ iii. Interview ☐ iv. Any other ☐ Please provide details, including minimum requirements of above (Example 50% at interview):	
3.6	Proposed student intake	Intake (Full-time) : student/year Intake (Part-time) : student/year	
3.7	PG Programme summary : PhD/MD/MPhil/MSc/PGD/Any other		
	3.7 a	PhD	Duration: yrs. Course work: credits Thesis Research: credits/yrs. Total Credits:.....
	3.7 b	MD Board Certification	Duration: yrs. Course work: credits Practical/Skill training.....credits Research: credits/yrs. Total Credits:.....
	3.7 c	MPhil	Duration: yrs. Course work: credits Thesis Research: credits/yrs. Total Credits:.....
	3.7 d	Masters with course work and a research component	Duration: yrs. Course work: credits Thesis Research: credits Total Credits:.....
	3.7 e	Masters by course work	Duration: yrs. Course work: credits Total Credits:.....
	3.7 f	Postgraduate diploma	Duration: yrs. Course work: credits

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				Total Credits:.....																																																																										
		3.7 g	Postgraduate Certificate	Duration: yrs. Course work: credits Total Credits:.....																																																																										
	3.8	Medium of Instruction		I. English ☐ II. Sinhala ☐ III. Tamil ☐																																																																										
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3.11	Programme Content (Attach as a separate document for 6/ 8 semesters – Please refer Annex III format) Semester 1/Term 1/Year 1 Course Unit/Module/Any other Name: Course Unit/Module/Any other Code: Total Notional Hours: Credit Value: Hourly Breakdown: Theory/Practical/Research/Independent Learning Course Aim/Intended Learning Outcomes: (how to write ILOs: At the completion of this course student will be able to - in action verbs)																																																																													

		? Course Content: i. Main topics, Sub topics ii. Thesis Title and key specialty/subject/research area) Teaching /Learning Methods: Assessment Strategy: Continuous Assessment:% Final Exam –i. Theory:% Viva:% Practical/Clinical:% Any other (such as OSCE, OSPE, Spots etc): % ii. Thesis Evaluation: % Thesis Viva: % Recommended reading: i. Text Books: ii. Journals iii. Magazines: iv. E books: v. Educational web sites and addresses: vi. Any other:						
4		Programme Delivery and Learner Support System <i>Note: Blended, student centered teaching with judicious use of interactive/practical/skills/ICT teaching and learning tools are requirements.</i>	Describe in detail the teaching and training methods in-built into the study programme: (Provide as a separate document – Please refer Annex IV format)					
5		PG Programme Assessment Procedure/Rules or By-Laws	Describe in detail the Programme Assessment Procedure and Rules or By-Laws: (Provide as a separate document – Please refer Annex V format)					
6		Resource Requirement						
			Existing	Additional Requirement (Estimated)				
				Year 1	Year 2	Year 3	Year 4	Year 5
		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						
		Others such as hospitals, factories etc.						

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Financial Resources								
Capital Expenditure								
Recurrent Expenditure								
Course fee structure and details of fees (Once Only, Annual, Monthly, Registration, Examination, etc)								
Government grant if any								
Donations (local or overseas) if any								
Human Resources								
No. of Academic Staff	Academic Staff							
	Subject specialists							
	Instructors							
	Coordinators							
	Trainers							
	Research project/Thesis supervisors							
	Others							
No. of Academic Support Staff								
No. of Non-Academic Staff	Executive Grades							
	Technical Grades							
	Management Assistants							
	Works Aid							
	Others							

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7		- Panel of Teachers/Trainers/Specialists/Supervisor/Others - Internal Resource Persons/External Resource Persons with their affiliations (Attach as a separate document – Please refer Annex VI format)							
		Teacher/ Trainer/ Specialist/ Supervisor Other	D e s i g n a t i o n	Average No. of Teaching Hours/Week				Total Hours (i)+(ii)+(iii)	
				Internal Programmes (i)		External Programmes (ii)			Proposed Programme (iii)
				Und ergr adua te	Post grad uate	Und ergr adua te	Postg radu ate		
8		Does the Faculty/Institute have resources to commence operation of new PG degree programme, pending allocation of resources requested?				Yes ☐ No ☐			
9		a. i. Does the programme have exit at other postgraduate qualification levels (nested qualifications)				Yes ☐ No ☐			
		a. ii. If yes, state the exit qualification/s				Postgraduate Certificate (SLQF 7) ☐ Postgraduate Diploma (SLQF 8) ☐ Masters (SLQF 9) ☐ (Fill the annexure VIII)			
		b. Does the exit point/s are awarded as separate degree programs also				Yes ☐ No ☐ (If yes, please provide separate full application/s with all annexures)			
10		Does the PG programme have any collaboration with another Department/Faculty/Institute/Private or State organization or Ministry or any other universities in Sri Lanka or Overseas?				Yes ☐ No ☐ If yes, give details:			
11		Access to facilities outside the university/faculty/institute (Example Hospitals, Factories, Industry etc). If yes, copy of the relevant agreement /MOU with the appropriate authority should be attached.				Yes ☐ No ☐			

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12		i. Do the PG graduates following graduation need mandatory membership for employment in the relevant professional body after completion of the Degree (Example: Medicine SLMC)? If yes, copy of the document on recognition/provisional recognition of the degree by the professional body should be attached. ii. Do the PG graduates following graduation need to fulfill the stipulated requirements in Government Circulars or Public Service Commission requirements at the point of employment (Examples: MD Ayurveda Kayachikitsa and PSC Gazette Notification, PG Diploma and Ministry Circular) If yes, copy of the Circular/PSC Gazette.	Yes ☐ No ☐
13		Fee structure	(Attach as a separate document – Please refer Annex VIII format)
	13.1	Tuition fees	
	13.2	Other fees if any (specify)	
14		Reviewers Report	(Attach as a separate document – Please refer Annex VIII format)
	14.1	Names of the two Reviewers with Qualifications and Affiliations	
	14.2	Nomination by Senate	Date:/...../..... Evidence: Yes ☐ No ☐ (Date of Senate meeting and evidence) (Evidence – Please attach as Annex IX)
	14.3	Report of Reviewers attached	Yes ☐ No ☐
	14.4	Recommendation of Reviewers comments incorporated	Yes ☐ No ☐ (If yes please highlight such in the whole document)
15		Any other relevant information not stated above	
16	Mandate Availability		<i>Please attach all documents of evidence to the final page of this proposal</i>

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(after annex IX) -certified by the Registrar with the rubber stamp.

Corporate Plan of the University	Reference Number:	Date:/...../.....	Evidence ☐ (Please tick ✓)
Action Plan of the Faculty/Institute	Reference Number:	Date:/...../.....	Evidence ☐ (Please tick ✓)
Faculty/Institute Approval	Reference Number:	Date:/...../.....	Evidence ☐ (Please tick ✓)
Senate Approval(Extracts of the minute) (names of the fallback qualifications should be included if fallback qualifications are allowed)	Reference Number:	Date:/...../.....	Evidence ☐ (Please tick ✓)
Council Approval (Extracts of the minute) (names of the fallback qualifications should be included if fallback qualifications are allowed)	Reference Number:	Date:/...../.....	Evidence ☐ (Please tick ✓)

Authorization

Dean of the Faculty / Director of PG Institute/ Institute	Signature:	Date:	Official Stamp
Director/CQA	Signature:	Date:	Official Stamp
Vice Chancellor	Signature:	Date:	Official Stamp

☐ Mandate of the Faculty/PG Institute/Institute in offering the degree programme

- 2 Details as regard to the current status of Faculty/PG Institute/Institute – Existing departments/Boards of Study/Specialty Boards/Education Committees etc. and PG degree programmes offered
- ❖ Student intake
 - ❖ Staff cadres
 - ❖ Educational facilities
 - ❖ Common facilities

[illegible]

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- ☐ Proposal must give a general description of the benefits that will be accrued by the students who will pursue degree level training and the sector (s)/employment markets to which the postgraduate(s) could look for gainful employment

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Annex II: 3.2 Justification

3.2 a Major stakeholder groups from whom views were obtained (Ministry, Departments, Associations, Professional Bodies, Alumni etc)

- ?
- ?
- ?
- ?
- ?

b. If not taken whether the decision to introduce the PG Programme was based on a directive from the Cabinet, UGC, Ministry etc. (Please attach a copy of the directive)

3.2 b Survey/Questionnaire/Interview if relevant as per (a) above

When Conducted	Number of persons in sample

3.2c Result of Survey/Questionnaire/Interview if relevant as per (b) above

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Annex III: 3.10 Programme Content*Each course unit in the proposed programme should be described in the format given below*

Semester 1					
Course Unit/Module/OtherCode:					
Course Unit/Module/OtherName:					
Credit Value:					
Core/Optional					
Hourly Breakdown <i>This should be provided as hours assigned for lectures, practical classes, thesis etc 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	Research	Others	Independent Learning
Course Aim/Intended Learning Outcomes: (how to write ILOs: At the completion of this course student will be able to - in action verbs) ☐ ☐ ☐ ☐					
Course Content: (Main Subjects, Topics, Units, Modules, Sub topics) 					
Teaching /Learning Methods: 					
Assessment Strategy:					
Continuous(summative) Assessment %		Final Formative) Assessment %			
Details: quizzes %, mid-term %, end course unit %, end term/year % ,other % (specify) %%%		Theory (%)	Practical (%)	Thesis (%)	Viva (%) Other (%)
Any other details of Assessments (give details): 					

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Recommended Reading – Mandatory and Optional**(Books, E Books, Journals, Magazines, Web Based teaching material and sites):**

❑

❑

❑

❑

Annex IV: 4. 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.

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Annex V: 5. Programme Assessment Procedure/Rules-By Laws

(The following should be given in detail)

Formative and summative examinations in the program

Scheme of Grading (Grades/Grade Points/ Marks ranges)

Calculation of Grade Point Average (GPA) or Final numeric % Mark

Contribution by each semester to final GPA or numeric mark if any

Contribution by in-plant training etc. to final GPA

Any other methods used for Grading with details: (In Medical Faculties no GPA)

Repeat or Second examinations

Requirements for award of the degree

Requirements for award of classes

Requirements for award of distinctions

[illegible]

Annex VI: 7. Panel of Teachers/Trainers/Supervisors or any Other External Resource Persons

[illegible]

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Annex VII: Form for Nested Qualification

Form for Nested Qualification					
1	1.1	Name of the nested qualification in all three languages	(English)		
			(Sinhala)		
			(Tamil)		
	1.2	Name of qualification in all three languages, in accordance with SLQF 2015 (nested qualification)	(English)		
			(Sinhala)		
			(Tamil)		
	1.3	Abbreviated qualification (nested qualification)	(English)		
	2	Programme Offering Entity			
		2.1	University		
2.2		Faculty/ Institute			
2.3		Department(s) (if applicable)			
3	Objectives of the Degree Programme of the nested qualification				
4	Programme Outcomes/ Graduate Profile of the nested qualification				
5	Programme Duration and Credit Load of the Nested Qualification				
	Masters with course work and a research component		Duration: yrs. Course work: credits Thesis Research: credits Total Credits:.....		

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	Masters by course work	Duration: yrs. Course work: credits Total Credits:.....																																				
	Postgraduate diploma	Duration: yrs. Course work: credits Total Credits:.....																																				
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8	Programme Assessment Procedure / Rules of the nested qualification (Describe in detail the Programme Assessment Procedure/Rules)																																					

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Annex VIII: 14. Total estimated budget per student (according to commission circular 04/2016)

University/HEI:

Programme:

	% to be allocated	Rs.	Rs.
A. Total Income			
i. Course/Consultancy Fee			xxx
ii. Research Grant			xxx
iii. Registration Fee			xxx
iv. Library Fee			xxx
v. Other (Please specify)			xxx
.....		xx	
.....		xx	xxx
Total Income = Direct Cost + Indirect Cost			xxxx
B. Direct Cost			
5.1.1 Payments to Outside Consultants/Team Members, Contract Staff		xxx	
5.1.2 Field Expenses, Academic activities, Surveys, Testing, etc.		xxx	
5.1.2 Conduct meetings, Hire lecture halls, Refreshments, etc.		xxx	
5.1.3 Travelling, Subsistence, Materials, Equipment usage etc.		xxx	
5.1.4 University/HEI/Faculty/Department/Course/Infrastructure Development/etc. Vote		xxx	
5.1.5 Government Taxes		xxx	
5.1.6 UGC – 0.01% of Income		xxx	
5.1.7 Other (Please specify)		xxx	
.....		xxx	
.....		xxx	xxxx
C. Indirect Cost			
5.2.1 University/HEI Development vote	15% - 30%	xxx	
5.2.2 VC's Vote	0% - 5%	xxx	
5.2.3 Payments to Directly and Indirectly involved Staff Members	65% - 85%	xxx	xxxx
Total Cost = Direct Cost + Indirect Cost			xxxx
D. Excess of Total Income over Total Cost/Expenditure			0.00

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5.3 Total Allocation to Development Votes (5.1.4,5.2.1,5.2.2)/ Total Income			xx %
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Annex IX: 15. Reviewers Report

Instructions for the Reviewers

Please comment on the followings

		Main proposal	Nested Qualification (exit point)
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		

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7	Assessment Strategy/Procedure		
8	Resource Availability - Physical		
9	Qualifications of Panel of Teachers (Internal & External)		
10	References/Reading Materials		
11	Recommendation (Please mark one of the following)	Main proposal	Nested Qualification (exit point)
	a. Recommended for next stage of processing		
	b. Recommended for the next stage of evaluation subject to further improvement in the following areas		
	c. Not suitable for the next stage of evaluation due to following reasons		
		Reviewer 1	Reviewer 2
1	Name		
2	Designation		
3	Signature		

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4	Date		
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Annex X:13.2 Nomination of Reviewers by Senate (Evidence)

Optional											
						Date		Month		Year	
Final Faculty Board /Board of Management Approval											
Concurrence of Academic Approval Committee or Any other Academic Committee appointed as per Ordinance											

Corporate Plan of the University	Reference Number:	Date:/...../.....	Evidence ☐ (Please tick ✓)
Action Plan of the Faculty/Institute	Reference Number:	Date:/...../.....	Evidence ☐ (Please tick ✓)
Faculty/Institute Approval	Reference Number:	Date:/...../.....	Evidence ☐ (Please tick ✓)
Senate Approval	Reference Number:	Date:/...../.....	Evidence ☐ (Please tick ✓)
Council Approval	Reference Number:	Date:/...../.....	Evidence ☐ (Please tick ✓)

Mandate Availability

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