**UNIVERSITY OF RUHUNA**

**Application for the introduction of the**

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| --- | --- | --- | --- | --- |
| **1** | **Type of qualification** (Certificate/ Advanced Certificate/Diploma) | |  | |
| **2.1** | **SLQ level** (SLQL 1, 2 or 3) | |  | |
| **2.2** | **NVQ level** (if relevant) | |  | |
| **3.1** | **Mode of delivery –** please state whether online(100%), blended (??% online & ??% in person), or in person (100%) | |  | |
| **3.2** | **Name of qualification** | |  | |
| **3.3** | **Abbreviated name of the Qualification** | |  | |
| **4.1** | **Faculty** (proposer’s) | |  | |
| **4.2** | **Department** (proposer’s) | |  | |
| **4.3** | Other entities involved | |  | |
| **4.4** | **To be offered by** (whether DCEU or proposer’s faculty/department) | |  | |
| **4.5** | **Language(s) of delivery** | |  | |
|  |  | | | |
| **5.** | Background, need and justification (any supporting documents can be given as annexes) | | | |
|  |  | | | |
| **6.1** | **Entry requirements** | | | |
|  |  | | | |
| **6.2** | **Selection procedure** | | | |
|  |  | | | |
| **7.** | **Qualification attributes** (Please refer to K-SAM model in SLQF handbook and state which attributes you expect students to achieve at the completion of the course) | | | |
|  |  | | | |
| **8.1** | **Volume of learning in terms of credits** (certificate – 10, Adv. Certificate – 15, Diploma – 30) | | |  |
|  | | | | |
| 8.2 | **Course structure** (please fill the tabular format given below) | | | |
|  | Indicate core (C)/optional or elective (O) course units/modules appropriately.  Indicate course units/modules that are conducted jointly with other programmes.   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **No.** | **Semester/ (Months or**  **Weeks)** | **Module Code** | **Module name** | **Credit**  **Value** | **Core (C)/ Optional (O)** | **Hour allocation**  **(T/P/IL)** | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | | Total | | | |  |  |  | | | | |
| **8.3** | **Teaching panel** | | | |
|  | |  |  |  | | --- | --- | --- | | **Name** | **Qualification** | **Affiliation (Department/university)** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | | | |
| **8.4** | **Evaluation procedures (**Please indicate Assessment components, range of weightages, grading schemes, equations applicable – may change the table format as required) | | | |
|  | |  |  |  | | --- | --- | --- | | Assessment components | Percentage of each component | Time allocation (as applicable) | | Theory |  |  | | Practical |  |  | | Continuous assessment |  |  | | Presentation/viva |  |  | | Any other |  |  | | | | |
| **8.5** | **Conditions for the award of qualification and academic concessions.** | | | |
|  |  | | | |
| **8.6** | **Progression opportunities** | | | |
|  |  | | | |
| **8.7** | **Physical facilities available** | | | |
|  |  | | | |
| **8.8** | **Module information sheets (please use following table format to give necessary details for each course unit/module – not as annexes)** | | | |
|  | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Module/Course unit code** |  | **Module/course unit Name** |  | | | | **Credits** |  | | **GPA/NGPA** |  | **Theory (hr) (total)** |  | **Practical (hr) (total)** |  | | **Theory (Hours/week)** |  | **Practical (Hours/week)** |  | | **Prerequisites** |  | **Assignments (hr)**  **(total)** |  | **Independent Learning (hr) (total)** |  | | **Module Aim** | |  | | | | | **Module Learning Outcomes** | |  | | | | | **Module Outline** | |  | | | | | **Marks Allocation (% values for each component)** | |  | | | | | **Eligibility requirements to Appear for End Semester Evaluation, if applicable** | |  | | | | | **Necessary Conditions to pass the Module** | |  | | | | | **Recommended Readings** | |  | | | | | | | |
| **10.** | **Financial analysis** | | | |
|  | Present a budget indicating all income, applicable fees, and expected cost items.  **Expected minimum number of students for the study program: .………..**  (please fill the following table using the minimum number of students – add/delete items as necessary)   |  |  |  |  | | --- | --- | --- | --- | | **Item** | **Cost per student (Rs)** | **Minimum number of students** | **Income (Rs)** | | **Income**  Registration Fee  Course Fee  Examination Fee  Library-Non refundable  Any other (please specify) |  |  |  | | **Total income** |  |  |  | |  |  |  |  | | **Direct costs (**Ex.**)** Teaching 1. Preparation of Course material  2. Conduct lectures, labs, etc.  3. Hiring charges, if any  4. Consumables  5. Any other (specify) Examination 1. Supervision  2. Invigilation  3. Other assistances  4. Marking answer scripts  5. Any other (specify)  Coordinator fee  Other costs (specify)  **Total direct cost** Indirect costs 1. University funds, etc.  2. Administrative costs |  |  |  | | **Total Cost** |  |  |  | | **Net Income**  (Total income – Total Costs) |  |  |  | | | | |
| 11 | **Observations and recommendations as applicable** | | | |
| 11.1 | Chairperson/IQAC |  | | |
| 11.2 | Chairperson/BOS |  | | |
| 11.3 | Dean/Faculty |  | | |
| 11.4 | Director/DCEU |  | | |

**Annex: (Any additional/supporting documents)**