**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)** |
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| Total |  |  |  |

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| **8.3** | **Teaching panel**  |
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| --- | --- | --- |
| **Name** | **Qualification** | **Affiliation (Department/university)** |
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| **8.4** | **Evaluation procedures (**Please indicate Assessment components, range of weightages, grading schemes, equations applicable – may change the table format as required) |
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|  |  |  |
| --- | --- | --- |
| Assessment components  | Percentage of each component | Time allocation (as applicable) |
| Theory |  |  |
| Practical |  |  |
| Continuous assessment |  |  |
| Presentation/viva |  |  |
| Any other |  |  |

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| **8.5** | **Conditions for the award of qualification and academic concessions.** |
|  |  |
| **8.6** | **Progression opportunities**  |
|  |  |
| **8.7** | **Physical facilities available** |
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| **8.8** | **Module information sheets (please use following table format to give necessary details for each course unit/module – not as annexes)** |
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| --- | --- | --- | --- |
| **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** |  |

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| **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 FeeCourse FeeExamination FeeLibrary-Non refundableAny other (please specify) |  |  |  |
| **Total income**  |  |  |  |
|  |  |  |  |
| **Direct costs (**Ex.**)**Teaching1. Preparation of Course material2. Conduct lectures, labs, etc.3. Hiring charges, if any4. Consumables5. Any other (specify)Examination1. Supervision2. Invigilation3. Other assistances4. Marking answer scripts5. Any other (specify)Coordinator feeOther costs (specify)**Total direct cost**Indirect costs1. University funds, etc.2. Administrative costs |  |  |  |
| **Total Cost** |  |  |  |
| **Net Income** (Total income – Total Costs) |  |  |  |

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| 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)**