UNIVERSITY OF RUHUNA

Application for the introduction of the

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)