**APPLICATION FOR APPROVAL FOR CONDUCTING EXTERNAL DEGREE PROGRAMMES AND EXTENSION COURSES BY UNIVERSITIES/HIGHER EDUCATIONAL INSTITUTIONS/INSTITUTES**

**(*Prepared according to the UGC Circular No.932 of 15th October 2010*)**

**A. INFORMATION OF THE DEGREE/DIPLOMA/CERTIFICATE AWARDING UNIVERSITY/INSTITUTE**

1. **University/Institute:**

**Brief Description of the University/Institute:**

*This should include information as regard to number of Faculties /Departments /Study Programmes / UGC approved Intake for the respective degree programmes and actual number enrolled over the past 3 years (Summary to be given in the Box below and details to be given by Annexing relevant Pages of University Calendar/Year Book)*

**Summary:**

**B. INFORMATION OF THE CENTRE/UNIT THAT CORDINATE EXTERNAL DEGREE PROGRAMME/EXTENSION COURSES (EDECU)**

**2. Current Name of the Unit/Centre:**

**………………………………………………………………………………………………**

**3. Proposed Name of the Unit/Centre: ………………………………………………………………………………………………………………………………………………………………………………………………**

**4. Proposed / Approved Organizational Structure**

**(***Please adhere to the guidelines in the Annexure 01 of the UGC Circular No. 932of 15th October 2010. This section should include a) Institutional organizational Arrangement that includes administrative structure of EDECU, academic administrative procedures, general and financial management procedures, existing cadre, new cadre requested, etc. Summary to be in the Box given below and details description of the organizational structure approved by the Governing Council must be attached***.)**

**Summary:**

**C. INFORMATION OF THE DEGREE/DIPLOMA/CERTIFICATE PROGRAMME – APPLICABLE FOR THE EXISTING /NEW**

**5.** Names of the degree programmes/extension courses offered at **present** by the Unit/Centre

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree/Extension Course** | **Faculty/Institute//School/ Board of Study** | **Number of students enrolled per year (2009)** | **Type – Diploma/Degree – special or general** |
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**6.** Names of the proposed degree programmes/extension courses for which approval is sought.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree Programme/ Extension Course** | **Faculty/Institute/ Board of Study** | **Number of students admitted to the internal Programme in the year 2010** | **Number of students admitted to the internal Programme in the year 2010** | **Type – Diploma/**  **Degree – Special or General** |
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**7. Details of the Faculty/s listed in 6B:**

**7.1 Degree Programmes offered by the Faculty (for internal students)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of the Degree/s** | **2008** | | **2009** | | **2010** | |
| **P** | **A** | **P** | **A** | **P** | **A** |
| **1** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

***P- Proposed Annual Intake A- Student Number Admitted***

**7.2 Staff already available for the existing/proposed programme (s) at the Faculty including department – wise breakdown**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Category** | Staff number in each category in each department | | | | | | | | | | | | | |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** |
| Senior Professor/Professor |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Associate Professor |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Senior Lecture |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Lecture (Probationary) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Instructure/Demonstrator |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Non-Academic Staff |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Note: if necessary, add more columns**

**7.3 List the names of departments**

|  |  |
| --- | --- |
| **Number** | **Name of Department** |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| **6** |  |
| **7** |  |
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| **12** |  |
| **13** |  |
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| **15** |  |
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| **17** |  |
| **18** |  |
| **19** |  |
| **20** |  |

**8. Justification for the continuation of the existing degree programmes(s) /extension course(s) for which approval is sought or for the new degree programmes proposed**

**(***Please adhere to the guidelines given in the UGC Circular No. 932 of15th October 2010. This section should include the quantitative and qualitative data derived from a labour market survey (s) conducted. The current and future demand for the degree programme proposed must be clearly indicated. In making assumptions, with respect to the current and projected labour market demand and supply, the output from internal and external degree programmes offered by the proposed university/institute as well as by other universities/institutes must be taken into consideration. Summary of the report shall be given in the Box below and detailed report must be annexed)*

**Summary:**

**9. Details of Study Programme(s)**

*Please adhere to the guidelines in the UGC Circular No. 932 of 15thOctober 2010. The details of study programme should include.*

*a) Admission Criteria and Methods of Selection and Registration,*

*b) Programme Structure – Types, Structure and Design of Curriculum. (Including foundation, core and supplementary courses and course synopses, intended learning outcomes or objective, modules and lecture topics and list of resource material)*

*c) Programme Delivery and Learner Support System, and*

*d) Assessment Procedure.*

*e) List of internal and external resource persons including their affiliation, specialty and qualification(s)*

*All curricular must be developed by adhering to the guidelines prescribed by the UGC Circular No. 932 of 15th October 2010 and the* ***Handbook on Qualification Framework, Quality Assurance and Codes of Practice for External Degrees and Extension Courses*** *issued by the UGC. The detailed curriculum of each study programme should be provided as separate documents labeled appropriately.*

**Documents attached (**please list the documents and label the documents appropriately)

|  |  |
| --- | --- |
| **Name of the Degree/extension Course** | **Number assigned to annexure** |
| **1** |  |
| **2** |  |
| **3** |  |
|  |  |

**D. FORMAL APPROVAL OF THE UNIVERSITY/INSITUTE/CENTRE/FACULTY**

**10. Approval of the Faculty Board**

**Name of the Dean:**

**Signature of the Dean: ………………………………………**

**Date: ……………….**

**11. Approval of the EDEC Unit or Centre /Management Committee**

**Name of the Coordinator/Director: …………………………………………..**

**Signature of the Coordinator/Director : ………………………………………**

**Date: ……………….**

**12. Approval of the Senate**

**Date of Approval of the Senate: …………………………………………..**

**Signature of the SAR/Academic: ………………………………………**

**Date: ……………….**

*Note: Please attach copies of the relevant minutes of the Senate Minutes with Official Seal of the SAR/Academic or the Registrar*

**13. Approval of the Council**

**Date of Approval of the Council: …………………………………………..**

**Signature of the SAR/Academic: ………………………………………**

**Date: ……………….**

*Note: Please attach copies of the relevant minutes of the Council Minutes with Official Seal of the SAR/Academic or the Registrar*

**14. Approval of the Vice Chancellor**

**Name of the Vice Chancellor:**

**Signature of the Vice Chancellor: ………………………………………**

**Date: ……………….**

15 Does the proposed study programmeinclude a compulsory industrial/clinical training in an organization/industrial establishment/department coming under thepurview of a Ministry/Authority?

Yes/No

If yes, please indicate in the Box below, the name of the organization/industrial establishment/department coming under a Ministry/Authority and the consent of the relevant organization/industrial establishment/department as well as the approval of the relevant Ministry/Authority.

*Note: Pl. annex supporting documents*.

16. Does the person graduating with the new degree qualification require registration at an authorized professional body (eg. Sri Lanka Medical Council, Institute of Engineers, Institute of Architects, etc.)to practice as a professional?

Yes/No

If yes, please indicate in the Box below, the name of the authorized professional body and the consent/approval such body to issue registration/license/charter.

*Note: Pl. annex the supporting documents*

Please send the completed form with a covering letter signed by the Vice Chancellor to:

The Chairman

University rants Commission

20, Ward Place

Colombo 7

*Date of Issue: 01st November 2010*