

SOP number : UoP SOP-CQA-002

Faculty/Department/Division/Centre/Unit/Other: Centre for Quality Assurance

Effective Date : 29th January 2022

Maximum time required for the procedure: (D/W/M)

1. Title: Procedure for Developing/Revising Curricula and Obtaining Approval

2. Purpose: To describe the procedure to be followed in developing/revising curricula and obtaining approval from appropriate authorities

3. Scope: This SOP outlines the procedure to be followed in developing/revising curricula and obtaining approval from appropriate authorities under the University policies on Curriculum Planning, Development and Revision (UoP-P-009), Assessments and Award of Qualifications (UoP-P-005), Requirement to Align with National Policies and Frameworks (UoP-P-006) and Teaching & Learning (UoP-P-015). Under the Policy on Requirement to Align with National Policies and Frameworks (UoP-P 006), this SOP includes necessary steps to align programs with SLQF, other national requirements, and requirements stipulated by the UGC.

4. Overall Responsibility – Monitoring the SOP:.....ADPC & Senate.....

5. Overall Responsibility – Implementing the SOP:

a. **Name:** N/A.....

Contact No:...Ext No: Dean’s/Director’s Office

b. **Designation:** Dean of faculties/Directors of PGIs

6. The Procedure:

**Part 1: Planning for Designing and Development of the Curriculum/Course(s)
(New/Revised)**

Step	Responsibility
1. Expression of interest in the Strategic Plan of the faculty in line with the University	<i>The Strategic Planning Committee, The Dean of the Faculty/Director of the PGI</i>
2. Expression of interest in the Annual Action Plan of the faculty/institute	<i>The Dean of the Faculty/Director of the Institute & The Chairman-BoS</i>
3. Nominating two external reviewers (subject experts) by the faculty/institute and getting them approved by the Senate	<i>The Dean of the Faculty/Director of the Institute & the Chairman-BoS & Senate</i>

4. Evaluation of the mandate of the department/faculty/institute in relation to the intended proposal/revision	<i>Dean/Director, Curriculum Committee/ BoS</i>
5. Evaluation of the capacity of the department/faculty/institute in terms of the existing student intake, staff cadre, educational & shared facilities, and the planned new intake (if relevant)	<i>Dean/Director, Curriculum Committee/ BoS</i>
6. Need analysis: Conducting the stakeholder workshops/brainstorming sessions/focus group discussions/surveys on relevant target groups. Conducting SWOT/PEST/PESTEL analyses as appropriate	<i>Dean/Director, Curriculum Committee/ BoS</i>
7. Justification of intended new proposal/revision in terms of the requirements of the industry/country/field of study with evidence/data from tracer studies/surveys/stakeholder expectations and availability of similar programs in the same or other universities	<i>Dean/Director, Curriculum Committee/ BoS</i>
8. Staying clear on the objectives of the intended new/existing study program & the faculty/institute	<i>Dean/Director, Curriculum Committee/ BoS</i>

Part 2: Designing and Development of the Curriculum/Course(s) (New/Revised)

Step	Responsibility
9. Identifying Program Learning outcomes (and Graduate Profile)/revising the existing ones accordingly if it is a revision	<i>Curriculum Committee/ BoS</i>
10. Designing the content (Courses) based on PLOs in a design-down approach in an OBE model <ul style="list-style-type: none"> • Mapping the Graduate Profile & PLOs to attributes of the qualification holder as per SLQF • Mapping Course ILOs against PLOs • Mapping PLOs against Level-Descriptors of SLQF • Mapping the courses against Level-Descriptors of SLQF • Mapping the program against requirements of relevant Subject Benchmark Statements 	<i>Curriculum Committee/ BoS</i>
11. Planning teaching-learning methods <ul style="list-style-type: none"> • Use of appropriate Teaching-Learning methods which are learner-centred and promote outcome-based learning <i>Annexure 1; SLQF 2015 page 15</i> 	<i>Curriculum Committee/ BoS</i>
12. Designing and & constructively aligning the assessment system of the program based on Course ILOs and PLOs <i>Annexure 1</i>	<i>Curriculum Committee/ BoS</i>
13. Initial approval of the curriculum	<i>Curriculum Committee/Board of Study</i>
14. Sending the curriculum to the two Senate-approved external reviewers	<i>Dean/Director</i>
15. Addressing the concerns of the reviewers by the Curriculum Committee/BoS, keeping a record of changes introduced	<i>Curriculum Committee/Board of Study</i>
16. IQAC Coordinator & ADPC representative of the faculty/institute ensure completeness and meeting all requirements and the ADPC representative place his/her signature confirming the same	<i>IQAC Coordinator & ADPC Representative</i>

Part 3: Obtaining the Approval of the Senate & Council

(Please see Annexure 3)

Step	Responsibility
17. Dean/Director submitting the curriculum to 2 appropriate members of the ADPC to seek feedback /observations	Dean/Director
18. Final amendments and final approval of the Faculty Board/BoM.	Curriculum Committee/Board of Study
19. Submitting the curriculum to Council & Academic (C&A) Division to be tabled at ADPC using the template given in Annexure 2 as the cover page	Dean/Director
20. Obtaining ADPC approval	Dean/Director
21. C&A Division tabling the curriculum for the approval of the Senate	DR/SAR/AR of the C&A Division
22. Obtaining the approval of the Senate	Dean/Director
23. Obtaining the approval of the Council (with Senate Minutes)	DR/SAR/AR of the C&A Division

Part 4: Obtaining the Approval of the UGC

(Please see Annexure 3)

Step	Responsibility
24. Submission of the approved proposal (one hard copy and the soft copy in a CD) to the Director QAC: signed by the Dean, Director, CQA and the Vice-Chancellor following the approval of the Council with a cover letter signed by the Dean/Director <ul style="list-style-type: none"> A payment of Rs 10000/= to be made to the UGC for each study program 	Dean/Director PGI; Director, CQA
25. Following review, QAC requests amendments, if needed, via the Director, CQA of the University. The Faculty/Institute is required to resubmit with necessary amendments to the proposal <ul style="list-style-type: none"> A payment of Rs 10000/= to be made to the UGC for each resubmission of proposals relating to Postgraduate or UG-external degree programs 	Dean/Director PGI; Director, CQA
26. QAC requests for necessary recommendations from the relevant subject Standing Committees (SC/s) of the UGC if required	QAC-UGC
27. QAC requests amended soft copy via email from the University (sent back and forth until all the sections of the application comply with the QAC and other relevant SC requirements) <ul style="list-style-type: none"> A payment of Rs 10000/= to be made to the UGC for each resubmission of proposals relating to Postgraduate or UG-external degree programs 	QAC-UGC; Dean/Director PGI; Director/CQA
28. QAC requests the final hard copy of the proposal and the soft copy of the same in a CD via Director/CQA	QAC-UGC
29. Submission of the final hard copy and a soft copy of the same in a CD via Director/CQA to the QAC-UGC	Dean/Director
30. Submission of the final hard copy of the proposal and the QAC summary report to Secretary/UGC	QAC-UGC

31. The proposal is submitted to the Management Committee by the Academic Affairs Division/UGC	<i>Academic Affairs Division/UGC</i>
32. The proposal is submitted to the Commission for approval	<i>Academic Affairs Division/UGC Management Committee, UGC</i>
33. The recommendation and the approval of the Commission is conveyed to the University	<i>UGC</i>

Abbreviations: *SOP, Standard Operating Procedures; PGI, Postgraduate Institute; UGC, University Grants Commission; QAC, Quality Assurance Council; CQA, Centre for Quality Assurance; ADPC, Academic Development and Planning Committee; IQAC, Internal Quality Assurance Cell; BoS, Board of Study; AR, Assistant Registrar, SAR, Senior Assistant Registrar; DR, Deputy Registrar;*

7. A note on Special Circumstances (by the officer responsible for implementing the SOP):

Name of the SOP:
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Notes for further enhancing the efficiency (by the officer responsible):

Any additional template/SOPs to be developed under/in relation to this for further enhancing the efficiency:
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.....
.....

Difficulties experienced and suggested solutions:
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Declaration by the Monitoring Responsibility

This SOP was reviewed on and observed to be adequate and acceptable/ or following revisions are suggested

- a.
- b.
- c.

Date:..... **Signature:**

Designation:

**, The SOP shall be reviewed using the information on this page every two years, and for that, this page shall be returned to CMD, UoP*

<p>Annexure 1: Revised template approved by the Senate at its 463rd meeting held on 22.09.2021</p>
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Format & Guidelines for Submitting New Courses to the ADPC & Senate

Semester:						
Course Code:						
Course Name:						
Credit Value:	# (Notional hours: ###)					
Pre-requisites:						
Core/Optional						
Hourly Breakdown <i>This should be provided as hours assigned for lectures, practical classes or independent learning etc., such that a total of 50 or 100 notional hours of learning are required for each credit (see guidelines attached)</i>	Lecture hrs	Tutorial hrs	Practical class hrs	Etc.		Independent Learning & Assessment hrs
Course Aim: Intended Learning Outcomes: ➤ ➤ ➤						
Course Content: <i>(Only main topics & subtopics)</i> 						
Teaching /Learning Methods: 						
Assessment Strategy:						
Continuous Assessment%			Final Assessment%			
Details: quizzes %,% mid-term %,% other % (specify)%			Theory (%)	Practical (%)	Other (%) (specify)	
Recommended Reading: ➤ ➤ ➤ ➤						

Guidelines for preparing the course specifications

1. Aim of the course:

The aim of a course is what the teacher intends to do. It is the primary purpose of conducting the course as seen from the perspective of the teacher

Examples

- (i) This course aims to introduce the students to the basic principles of scientific research.
- (ii) This course deals with an in-depth analysis of the causes of the Second World War.

2. Intended Learning Outcomes:

The Intended Learning Outcomes (ILOs) of a course are the primary abilities, attributes, competencies or advantages the students may expect to gain and be able to demonstrate from following the course/by the end of the course.

ILOs are similar to objectives in that they are also stated from the student's point of view but are broader than objectives. Usually, one outcome will encompass several objectives of different domains.

Examples:

On successful completion of the course, the students should be able to:

- (i) carry out
- (ii) analyze
- (iii) describe
- (iv) perform
- (v) explain

3. Course content:

Only the main & subtopics are to be included. Hourly breakdown with lecture/lesson titles should not be included in the ADPC template.

4. Prescribed Texts:

The year of publication and the edition should be given.

5. Hours for different teaching-learning activities per credit:

	Direct Contact Hours per credit	Notional hours per credit (by SLQF 2015)
Lectures	15 hours	50 hours
Tutorials	15 hours	50 hours
Demonstrations	15 hours	50 hours
Practical Classes	30 hours	50 hours
In-Class Assignments	30 hours	50 hours
Clinical work	45 hours	50 hours
Small-Group Discussions	15 hours	50 hours
Field Studies	45 hours	50 hours

	*Notional hours per credit (by SLQF 2015)
Industrial Training	100 hours

Research Project	100 hours
Clinicals (by observation)	100 hours
Work Place-Based Learning (in suitable settings)	100 hours
Internships	100 hours

- Notional learning hours include direct contact hours with teachers, time spent in self-learning, preparation for assignments, carrying out assignments and assessments.
- Refer to the FAQ on the SLQF web page under UGC for more information on notional learning hours and credits (from items 1.23 to 1.27)

<https://eugc.ac.lk/qac/slqf-faq.html>

Note: Additional details regarding delivery/assessment could be made available at the faculty level.



University of Peradeniya

Submission of Revised/New Study Programs/Courses to the ADPC and Senate for Approval

(Basic Information Required on the Front Page)

1	Proposed/revised Degree Program										
	1.1	Name of Degree programme (as per SLQF)	E.g., <i>Master of Science in Molecular Biology and Biotechnology</i>								
	1.2	Abbreviated qualification (as per SLQF)	E.g., <i>MSc (Mol Biol & Biotech)</i>								
	1.3	SLQF Level of the Program	E.g., <i>10</i>								
	1.4	Nature of the proposal (tick as appropriate)	<table border="1"> <tr> <td>1</td> <td>A new study program</td> </tr> <tr> <td>2</td> <td>Revision of the entire study program</td> </tr> <tr> <td>3</td> <td>Addition/elimination one or more courses</td> </tr> <tr> <td>4</td> <td>Revision of one/more courses (no change in the structure of the program)</td> </tr> </table>	1	A new study program	2	Revision of the entire study program	3	Addition/elimination one or more courses	4	Revision of one/more courses (no change in the structure of the program)
1	A new study program										
2	Revision of the entire study program										
3	Addition/elimination one or more courses										
4	Revision of one/more courses (no change in the structure of the program)										
2	Program Offering Entity										
	2.1	Postgraduate Institute/Faculty	E.g., <i>Postgraduate Institute of Science</i>								
	2.2	Department/s delivering the program/relevant courses									
3	Justification										
4	Contact information to seek clarifications (preferably a mobile phone number):										
<p>Note: Ensure the availability of the following information in the proposal</p> <ol style="list-style-type: none"> The complete structure of the Program The original structure of the study program, if the program structure is revised Please note that the relevant interest is expressed in the Annual Action Plan of the Institute/Faculty 											

Date of approval by the Faculty Board/Board of Management:

.....
Deputy/Senior Assistant/Assistant Registrar

University of Peradeniya

Hierarchical Levels of Approvals for Revised Curricula

1. Instances where UGC approval is required: *

**, As decided at the 118th meeting of the Standing Committee on Quality Assurance, UGC & based on information available in the UGC application forms*

- a. *Changes to the number of academic years required for the study program*
- b. *Changes to SLQF qualification type with designators and qualifiers*
- c. *Changes to SLQF exit level*
- d. *Adding or removing lateral entry and early exit possibilities*
- e. *Changes to admission criteria (changes the minimum qualification or requirements for admission)*
- f. *Introduction/deletion/substitution of one or more specialization/major in an existing study program*

Download applications through the link below.

<https://www.eugc.ac.lk/qac/downloads.html>

2. Senate Approval

Any revision to the previously Senate-approved version of the curriculum (e.g., revisions of the program aim, graduate profile, PLOs, program structure including addition or deletion of courses, rules & regulations of the study program, assessment system, or revisions of the content of already approved course specifications of one or more of courses of a study program)

Download:

Course Specification Template:

<https://www.pdn.ac.lk/centers/cqa/doc/Course%20Specification%20Template.docx>

Submission cover page template:

<https://www.pdn.ac.lk/centers/cqa/doc/Template%20to%20submit%20documents%20for%20Revision%20on%20study%20programmes.pdf>

3. Faculty Board Approval

Any revision that does not require approval of the Senate or UGC (as indicated in the above 02 categories) shall be approved by the Faculty Boards.