



# COURSE/ STUDY PROGRAMME APPROVAL POLICY 2018

On the recommendation of the Senate, the Council of the Wayamba University of Sri Lanka, as the governing authority of the Wayamba University of Sri Lanka, by resolution adopts the following policy.

Dated: 28.06.2018

Last amended: Not applicable

Signature: Signed

Position: Vice Chancellor / Wayamba University of Sri Lanka

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## PART 1 - PRILIMINARY

### 1 Name of the Policy

This is the Course / Study Programme Approval Policy 2018.

### 2 Commencement

This policy commences on 01.10.2018

### 3 Policy is binding

This policy binds the University, staff, students and affiliates.



This policy applies to all new programmes delivered by Wayamba University of Sri Lanka.

This policy applies to existing programmes undergoing significant curriculum review such as structural changes resulting in a new programme strand.

This policy applies to new stand-alone modules delivered for credit.

## 4 Overview

The courses / study programmes of the University are the primary means through which the students engage with the University and through which the University builds its reputation for the quality of its graduates. The quality of a course is critical to the University and Senate. As the key academic quality assurance body of the University, the Senate must be able to assess the quality through the approval process and by monitoring course performance.

This policy facilitates the development and approval of new courses, specialisations and units of study and changes to existing curricula, taking into account the University's strategic plans for academic development, the academic quality enhancement framework (AQEF) and the quality control measures adopted by the faculties and external regulatory authorities (eg. UGC).

## 5 Application

This policy applies to the academic units of the WUSL for the purpose of introducing new curricular or making changes to the existing curricular of any academic program beyond SLQF 5. The approval process for courses to be taught at SLQL 4 or below is the same as for the approval of other programs, except for obtaining UGC approval.

## 6 Definitions and Abbreviations

Term	means
<b>Award</b>	An academic qualification such as degree, diploma or certificate conferred in recognition of the successful completion of a higher education programme of study, either at undergraduate or postgraduate level, and issued by a recognized awarding body.
<b>Academic units</b>	An academic unit is a unit whose primary mission is teaching and/or research related to a nationally recognized academic discipline. It is affiliated with academic faculty.
<b>Course</b>	A complete set of modules with an approved curriculum and assessment lasting one or more academic years
<b>Curricula</b>	All the courses given in a particular course of study in one subject
<b>New curricula</b>	Curricula which will be offered for the first time to the students
<b>Changes in curricula</b>	Any changes done in a curricula in terms of title of the qualification offered, intended learning outcomes of the study programme, structure of the study programme, credit values of the courses and significant changes in delivery mode.



<b>Major changes</b>	Changes to any of the following are considered major changes. Name of the programme; overall content of the programme; overall approach to the assessment of the programme; structure of the programme; mode, place and period of study
<b>Minor changes</b>	Any other changes mentioned under major changes are minor changes
<b>Module / Unit</b>	A building block of a course. Modules are independent units of teaching, learning and assessment on particular topics with defined academic credit values, learning outcomes, modes of delivery and assessment schemes. Students are required to pass a defined number of module credits in order to progress and to attain an award.
<b>Academic Programme</b>	A set of modules, courses or course options that lead to an academic award
<b>Repeaters</b>	Those who cannot fulfil the minimum requirement grade to successfully complete the module at one sitting
<b>Senate ADPSEC</b>	A senate sub- committee on Academic Development, Planning , Scholarship & Ethics
<b>Termination</b>	The process of making a programme unavailable to commencing students for a defined period of time
<b>AQEF</b>	Academic Quality Enhancement Framework Assurance & Accreditation Council
<b>IQAU</b>	Internal Quality Assurance Unit
<b>SLQF</b>	Sri Lanka Qualifications Framework
<b>UGC</b>	University Grants Commission

## PART 2 - POLICY

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### 7 Policy statement

- (1) The faculties have the authority of offering the courses and specialisations, and provide the content and teaching, whereas, some courses and specialisations may be comprised of units offered by more than one faculty and that there are a small number of units not attributed to a faculty.
- (2) Courses must:
  - (i) align with the University's academic strategic plans;
  - (ii) satisfy the requirements of the national Higher Education Policy;
  - (iii) provide access to students with a variety of educational backgrounds and provide educational opportunities that support transition and the acquisition of skills necessary for the student's successful participation in the course;



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- (iv) support the achievement of the University's graduate attributes;
  - (v) incorporate the University's standards for course design, delivery and support;
  - (vi) provide quality outcomes for students.
- (3) Specific features (intended learning outcomes, structure, components, credits, core course units, compulsory and optional course units etc) of bachelor degrees, bachelor honours degrees and postgraduate coursework degrees are set out according to the Subject Benchmark Statements, Sri Lanka Qualification Framework (SLQF) and / or other requirements stipulated by accreditation agencies, where necessary.
- (4) New programmes/course development and approval;
- (i) Curriculum development and offering of a degree programme should be undertaken only at faculty level either by a single or jointly with one or more other faculties.
  - (ii) The development of a new course needs: consideration of the rationale for development; the employment opportunities for graduates (including accreditation of courses by an industry or professional body); evidence of demand by prospective students; the relationship to other courses in similar disciplinary areas and potential for both synergies with and differentiation from those courses.
  - (iii) The need analysis should be undertaken with the participation of stakeholders and course concept proposal should be initiated by the faculty based on the outcome of the stakeholder meeting.
  - (iv) The new programme should be in line with the university vision and mission, corporate plan, strategic plan and/or the graduate attributes.
  - (v) The study programmes should be aligned with the requirements of the national higher education policy, national development policy, Subject Benchmark Statements and SLQF.
  - (vi) A full Course Proposal should include the Course Concept Proposal as the first part of the documentation and identifies the structural elements in the course, such as, core, key programs, majors, sub-majors and specializations; admission requirements; course learning outcomes; contents; any identified resource requirements. The course proposal will also explain how the course delivery (learning and teaching methods) and assessment is taken place.
  - (vii) The Curriculum & Academic Development Committee (CADC) of the faculty will submit the proposal to the Faculty Board for recommendation to Senate. In case of a postgraduate taught course, it should be recommended by the Faculty Higher Degree Committee / Board of Study to the Faculty Board. Faculty Board will only forward proposals to Academic Development, Planning, Scholarship & Ethics Committee (ADPSEC) of the Senate after it has satisfied itself of the academic quality of the proposals. ADPSEC may then recommend the course in consultation with Internal Quality Assurance Unit (IQAU) to Senate for approval.
  - (viii) Study programme proposal will be submitted for review by at least two external experts (with relevant experts) suggested by the Senate and suggestions will be incorporated in to the proposal.
  - (ix) New study programme proposal will be submitted to the UGC once they are approved by the Senate and Council.



- (5) Programme revision
- (i) Proposals for major changes in the curricula must be submitted as a Full Course Proposal, approved by the Faculty Board, explaining the rationale for the change. The approval process is as same as 4 (vii) and (viii), above.
  - (ii) Minor Changes

The changes should be undertaken subject to following approvals.

1. Faculty CADC / Faculty Higher Degree Committee / Board of Study
2. Faculty Board
3. Senate

- (6) Periodic revisions
- All study programmes should be subjected to a periodic review once in every five years or at the end of one cycle of the implementation of the study programme.
- (7) Termination of a programme/ specialization/ module
- (a) Programme/ specialization/ module will be terminated with the approval of the relevant Faculty Board, Senate and the Council.
  - (b) Examinations for such terminated programs should be conducted for a period of at least three (3) years for the benefit of the repeaters.

## 8 Rescissions and replacements

Not applicable to this version

## NOTES

Course/Study Programme Approval Policy 2018

Date adopted: 28.06.2018

Date commenced: 01.10.2018

Administrator: Senate

Review date: 30.09.2023

Rescinded documents: Not applicable

Related documents: SLQF

SBS

Course approval protocol of the UGC

Teaching & Learning Policy; Student Assessment Policy;  
Academic Honesty Policy



# Wayamba University of Sri Lanka

University Procedures of Course / Study Programme Approval

AQEF

## AMENDMENT HISTORY

Provision	Amendment	Commencing
	Not applicable	