

University of Peradeniya Faculty of Dental Sciences

Title: Curriculum Development Policy and Key Guidelines of the Faculty of Dental Sciences
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This document relates to the curriculum development policy of the Faculty of Dental Sciences, University of Peradeniya and describes the procedure to be followed when study programs and courses are, added, deleted or amended. The curriculum development policy shall ensure that the Faculty develops curricula to meet national and international standards. By-laws, guidelines and practices shall be formulated based on this policy. In addition, the policy outlines the roles of administrators and key committees in the curriculum development process. This policy on curriculum development of the Faculty shall be referred to as the *Curriculum Development Policy of the Faculty of Dental Sciences of the University of Peradeniya-2019 (CDP/FDS/2019)*. CDP-FDS-2019 is guided by the policies and procedures established by the Senate of the University of Peradeniya.

Abbreviations used throughout this policy document include the following:

ADPC: Academic Development and Planning Committee
BFDS: Board of the Faculty of Dental Sciences
CCom: Curriculum Committee
CD&R: Curriculum Development and Revision
CDP: Curriculum Development Policy
CRC: Curriculum Review Committee
ER&R: Examination rules and regulations
EU: Examination Unit
FDS: Faculty of Dental Sciences
PGD: Post Graduate Division of the Faculty
QAC: Quality Assurance Cell
SLQF: Sri Lanka Qualification Framework
UDDE: Unit for Development of Dental Education
UGC: University Grants Commission
UGD: Undergraduate Division of the Faculty
UoP: University of Peradeniya

1. The FDS shall be responsible for program design, development and deletion
2. Faculty members shall be key drivers of the CD&R process.
3. Being a state university, CD&R shall be done in the best interest of the socioeconomic development of the country through enhancing the quality of dental education.

4. The curricula developed by the Faculty shall give due consideration to ensure social justice, ethical values and gender equity
5. The programs shall be periodically reviewed and developed as and when necessary with a minimum of a 6-year gap between two review cycles.
6. A careful and meticulous review on the appropriateness of the graduate profile for the next decade shall be the starting point of any major review.
7. Curriculum development or revision may be required for the following reasons
 - Changes in academic and/or community needs;
 - Changes in pedagogy or instructional methodology;
 - Changing needs of students;
 - Changing international, national, provincial and professional association standards;
 - New directives and initiatives from relevant statutory bodies.
 - Or any other
8. Maximum transparency shall be maintained in the process of CD& R.
9. The CCom of the Faculty shall be responsible and accountable for the development of undergraduate curricula and the PGD is responsible and accountable for the development of curricula for postgraduate study programs of the Faculty.
10. The CCom shall be a standing committee of the BFDS and meet at least ten times per year.
 - a. The CCom shall be chaired by a permanent academic staff member; Senior Lecturer Grade I or above of the Faculty.
 - b. CCom shall include the following members:
 - i. All semester coordinators
 - ii. Director of the UDDE
 - iii. Coordinators of the UGD
 - iv. Coordinator of the EU
 - v. Two student members.
 - c. Members including outside experts shall be co-opted if and when necessary.
11. Stakeholders of the curricula of the FDS shall be students of respective study programs, members of students' unions, administrative bodies of the university, relevant state and non-state agencies, parents of students, patients, relevant professional bodies and practitioners and the public.
12. Views of all internal and external stakeholders shall be entertained in the process
13. Suggestions for curriculum/course amendments/new courses/programs shall be originated by any stakeholder. The CCom and the BFDS shall give due consideration to such suggestions and document the course of action to be taken in relation to such suggestions.
14. The Faculty shall uphold the following in relation to CD&R
 - a. Adoption of an outcome-based approach as the philosophy of the process.
 - b. Be consistent with the mission and vision of the Faculty and conforms to the mission and vision of UoP.
 - c. Adoption of national guidelines stipulated in SLQF.
 - d. Teaching and the learning process (T&LP) are learner centered.
 - e. Course Intended Learning Outcomes (ILOs) are constructively aligned to the Program Learning Outcomes (PLO) and the graduate profile (GP).
 - f. Learning outcomes define skills, knowledge, and attitudes that a student is expected to demonstrate following completion of a course or a program of study.

- g. Multiple summative and formative approaches shall be used for assessments and student grading.
 - h. Modern IT based technology shall be incorporated in delivery, assessment and program management.
15. The CRC shall review the output of the CCom and the PGU in relation to CD&R for acceptability.
16. Course and program approval process shall follow guidelines stipulated by the UoP.
17. The Faculty shall ensure that members and all parties involved in the curriculum development process are thoroughly educated on the task and materials, instructions and guidelines are provided to those involved in the curriculum development process.
18. The Dean and the Assistant Registrar/Senior Assistant Registrar shall provide finance, infrastructure and physical facilities to carry out the process.
19. Members of the UDDE, PGD, UGD, CCom, CRC and members of any related committees shall be appointed by the Dean with the consent of the BFDS
20. Amendments to the curriculum and the process to be followed:
- a. Amendments to the duration of study programs or proposals to establish new study programs
 - i. Be based on national needs and shall require feedback from all stakeholders
 - ii. Following approval of the BFDS, the Office of the Dean shall submit such amendments to course specifications to the Senate for approval
 - iii. Following the approval of the Senate, the University shall submit the proposal for approval of the UGC.
 - b. Amendments to existing study programs that do not require a change in the duration of the study program
 - i. Shall be proposed to the Dean of the Faculty in writing by any stakeholder or expressed at the meeting of BFDS. The Dean shall instruct the CCom and/or the PGD to take appropriate actions.
 - ii. Shall be compiled by the CCom or the PGD and following approval of the BFDS, the Office of the Dean shall submit such amendments to the Senate for approval.
 - iii. Such proposals shall be submitted to the Senate only once a year unless otherwise mandatory.
 - c. Amendments to curricula that do not require changes to already approved course specifications or the program structure by the Senate **but** require only the approval of the BFDS
 - i. Such amendments shall be
 - 1. Changes to assessment structure without changing the breakdown of percentage marks listed in the course specifications
 - 2. Changes to the type/ number of questions and time durations of assessment components
 - 3. Changes to the distribution of lectures, practical classes, in-class assignments and clinical sessions.

4. Any other changes to the curriculum documented in the student handbook and program manual which have already been approved by the BFDS
 - ii. Shall be proposed to the Dean of the Faculty in writing by any stakeholder or expressed at the meeting of BFDS. The Dean shall instruct the CCom and/or the PGD to take appropriate action.
 - iii. Shall be compiled by the CCom or the PGD following a thorough discussion at the committee and obtain the approval of the BFDS.
21. Examination rules and regulations (ER&R) pertinent to different study programs shall be compiled separately.
22. CCom shall compile new ER&R or introduce amendments to existing ER&R and following approval of the BFDS, submit it to the Senate for approval.
23. Concurrent with every revision of the curriculum at the levels of 20a and 20b, the ER&R shall be reviewed, and congruency be established.
24. All revisions to the curriculum and ER&R shall be communicated to students and staff promptly through faculty web-page.
25. Following implementation of the curriculum cohesion, efficiency and effectiveness shall be reviewed periodically with wider stakeholder participation.
26. The Faculty shall cancel a program after considering all aspects including national needs based on feedback obtained from all stakeholders.
27. CDP-FDS-2019 shall be reviewed and confirmed by BFDS with necessary amendments every ten years.