

**HIGHER/EXECUTIVE DIPLOMA PROGRAMME**  
**(Institute of Human Resource Advancement, University of Colombo)**



By Laws made by the Council of the University of Colombo under Section 135 of the Universities Act No. 16 of 1978 as subsequently amended and under Section (a) of 2 of 13 of the Institute of Human Resource Advancement Ordinance No. 11 of 1979 as subsequently amended.

1. These By-Laws may be cited as the IHRA Higher/Executive (Model) By-Laws, No. <sup>01</sup> 2018. <sub>^</sub>

**PART I – GENERAL**

**Award of Higher/Executive Diploma**

2. Subject to these By-Laws, a person may be awarded the Higher/Executive Diploma in a specific discipline, if s/he has:
- (i) been a registered student of the specific programme of study at the Institute of Human Resource Advancement (hereafter referred to as “the Institute”) for the period prescribed by these By-Laws;
  - (ii) thereafter pursued the relevant programme of study as prescribed by these By-Laws and other regulations and rules of the University of Colombo (hereafter referred to as “the University”) and the Institute;
  - (iii) satisfied the examiners at the prescribed forms of assessment including continuous assessments, end-of-semester examinations, practical assignments and project/executive reports;
  - (iv) paid all the prescribed fees including registration fee, course fee, examination fee and all other dues as may be payable by her/his to the Institute and the library deposit, lab deposit, etc.; and
  - (v) fulfilled all other conditions and requirements prescribed by these By-Laws and other relevant Regulations and Rules of the Institute and the University.

**Administration of the Programme**

3. (1) There shall be a Coordinator for each specific programme of study appointed by the Director on the recommendation of the relevant Board of Study (hereafter referred to as the “Board”) and the Academic Syndicate of the Institute (hereafter referred to as the “Syndicate”).
- (2) It shall be the duty of the Coordinator to ensure the smooth conduct of the Higher/Executive Diploma programme (hereafter referred to as the “programme”). The Coordinator shall discharge her/his functions under the direct and immediate supervision of the Director and the overall control of the relevant Board of Study and the Academic Syndicate. S/he shall be responsible to the Director for the due discharge of the functions and shall get the approval of the Director relating to the academic and administrative matters relevant to the programme.

- (3) The Board of Study on Extension Programmes is the relevant Board of Study for the Higher/Executive Diploma programmes offered by IHRA under these By-Laws.
- (4) Each programme of study offered under these By-Laws and regulations shall be administered as an independent programme.

#### Eligibility for Admission to the Programme

4. No person shall be eligible to be admitted to a relevant programme of study leading to the Higher/Executive Diploma, unless s/he satisfies the requirements in paragraph (1), (2) and (3):
  - (1) (a) S/he has passed GCE (A/L) Examination with accredited work experience  
OR  
(b) Accredited prior learning following a relevant programme of minimum of 30 credits with accredited work experience  
AND
  - (2) S/he demonstrated competence in the relevant field and potential for future career development;  
AND
  - (3) S/he has a good working knowledge of the language of instruction of the Higher/Executive Diploma programme.

#### Application for Admission

5. (1) Applications for admission to the Programme shall be called by an open advertisement in the newspaper and/or on the Website of the Institute and/or through circular notices by the Deputy Registrar of the Institute.
- (2) Prospective applicants shall be required to pay to the Institute the application fee for making an application in the prescribed form issued by the Institute.
- (3) Applications received shall be referred to the Coordinator of the Programme. Having gone through the applications for eligibility requirements, the Coordinator may shortlist the eligible applicants and depending on the number shortlisted and call them to sit for an aptitude test and/or face an interview. On the basis of the performance at the aptitude test and/or interview the Coordinator shall forward the final list of candidates to be enrolled to the Director through the Board of Study. Having gone through the propriety of the final list, the Director shall make her/his recommendation to the Syndicate through the relevant Board of Study for its approval and necessary follow up action.
- (4) The Academic Syndicate, on the recommendation of the Board, will appoint the Chief Examiner for the Aptitude Test and the Interview.

## Registration for the Programme

6. A person whose application for admission to the Programme is accepted by the Board of Study shall take steps to register for the relevant Programme subject to the approval of the Academic Syndicate not later than the prescribed date and shall pay to the Institute, the library deposits and any other deposits and the prescribed fees including the registration fee, course fee, examination fee and any other fees as specified by the Syndicate on the recommendation of the Board of Study. However, the approval of the list of candidates should be obtained from the Syndicate before commencing instruction/teaching of the programme.
7. (1) On completion of the registration procedure, the applicant shall be a registered student of the relevant programme.  
 (2) Such registration shall be valid for **One Academic Year**. If a student, for any reason, decides, subject to the approval of the Syndicate, to follow the programme in a subsequent year or take the examination or part thereof in a subsequent year, then s/he shall renew the registration for that Academic Year.  
 (3) It shall be the duty of a student to ensure that her/his registration remains in force throughout the duration of the programme, even in the event that the programme extends beyond the period of validity of the registration.
8. The registration shall be deemed to have lapsed at the end of its period of validity. A student whose registration has so lapsed may renew such registration for a further period by paying the prescribed fees as specified in the Regulations and/or Rules relevant to these By-Laws provided that s/he is still eligible to be registered for the programme. Any registration after the lapse of first period of registration shall be for a period, at a time, of one Academic Year.
9. The maximum period for which a student can be a registered student of the programme shall be **four (04)** academic years, including the first period of registration.
10. No person shall be entitled to a refund of any fee paid to the Institute on any ground whatsoever, provided that, if the number of students who have so registered for the Programme is not sufficient for the Programme to be financially viable, the Institute shall refund to such students the deposits and fees, other than the application fee, already received by it on account of the completion of the registration procedure.
11. Notwithstanding anything stated to the contrary, the Institute shall have the right, subject to due process, to cancel at any time the registration of a candidate for cause shown.

### Part II - Programme Structure

12. (1) The duration of the programme of study leading to the award of the Higher/Executive Diploma shall be one (01) Academic Year.  
 (2) The programme of study may consist of, among others, taught courses, practical components, field studies, seminar participation & presentation, oral presentation and submission of project/executive report on an approved topic as prescribed by Regulations and/or Rules of the Institute and the University.
13. The duration of an Academic Year shall, under normal circumstances, be a continuous period of 52 weeks from its beginning. The Academic Year shall consist of Two Semesters i.e. the First Semester and the Second Semester.
14. The minimum total credit value of the Higher/Executive Diploma programme shall be thirty (30) and the programme shall meet the requirements of Level 04 of Sri Lanka Qualification Framework

- (SLQF). For this purpose, one credit shall be equivalent to fifty (50) notional hours which include direct contact hours, field works, laboratory works, self-learning, preparation and carrying out of assignments, assessments, etc.
15. The Senate shall, on the recommendation of the Board of Study and the Academic Syndicate, prescribe, through Regulations, the courses/modules, their course/module Codes, syllabuses, the number of question papers in each course/module, their rubric and structure, the duration of examination, etc. of specific programme of study for the Higher/Executive Diploma from time to time. The Senate shall have the authority to amend, vary, add to and/or delete from such list on the recommendation of the Board of Study and the Academic Syndicate prospectively.
  16. The Project/Executive Report of the Programme, where it is applicable, shall consist of a study and a fieldwork towards the preparation and submission of a Project/Executive Report based on an approved topic relevant to the programme.
    - (i) Before a student commences her/his Project/Executive Report on a selected issue/phenomenon in the relevant area of study, s/he shall submit a proposal for a Project Report/Executive Report to the approval of relevant Board of Study and the appointment of supervisor.
    - (ii) A student shall not proceed with the Fieldwork towards the preparation of the Project Report/Executive Report until the relevant Board of Study approves the proposal.
  17. The Higher/Executive Diploma programme may be offered in multi-mode or blended learning format (combination of online and face-to-face interaction). If the face-to-face interaction (i.e. direct contact hours) is less than 30% out of the total notional hours of a programme that programme shall be deemed to be on-line programme and may be indicated as On-line Programme on the transcript and in other communication about the programme.
  18. The medium of instruction shall be English, Sinhalese and/or Tamil. However, the medium of instruction for each academic year shall be approved by the relevant Board of Study and the Academic Syndicate, on the recommendation of the Coordinator, before calling of applications in that academic year.

### Part III – Evaluation/Examination

- 19 (1) The Evaluation leading to the award of the Higher/Executive Diploma shall consist of Continuous Assessment (In-Course Assessment) and End-of-Semester Examinations as prescribed by Regulations and/or Rules of the Institute and/or the University.
  - (2) The Continuous Assessment component of evaluation may take different forms, including class room quiz, class room presentations, class room tests, take-home assignments, field studies, seminar presentation, production of exhibits, participation in learning activities etc. A student shall be subjected to a minimum of two assessments in the Academic Year.
  - (3) The End-of-Semester Examination shall consist of one or more than one written paper and/or oral presentation. The written paper examination can be closed book, open book, on-line or a combination of them, submission of End-of-Semester Paper, etc. The duration of the open-book, closed-book examination (i.e. written paper) shall be maximum of three (03) hours

20. Performance of students in each course shall be graded and assigned Grade Point Value as given in Table 1.

Table 1: Grade and Grade Point Value

Marks	Grade	Grade Point (GP)
85-100	A+	4.0
70-84	A	4.0
65-69	A-	3.7
60-64	B+	3.3
55-59	B	3.0
50-54	B-	2.7
45-49	C+	2.3
40-44	C	2.0
35-39	C-	1.7
30-34	D+	1.3
25-29	D	1.0
00-24	E	0.0

Transcript shall include GPA and the Formula for GPA calculation shall be:

$$\frac{\sum_{i=1}^n C_i \times (GP)_i}{\sum_{i=1}^n C_i}$$

Where,  $i = i^{\text{th}}$  course,  $n =$  Number of courses completed during the period considered for the GPA calculation,  $C =$  Number of credits for the relevant course, and  $GP =$  Grade Point for the  $i^{\text{th}}$  course.

Note: The Cumulative GPA is calculated for the courses completed and GPA for each Semester is calculated separately.

21. (i) The performance of a candidate at the Higher/Executive Diploma programme shall be evaluated through a combined system of Continuous Assessment, End-of-Semester Examinations and Field/Executive Report where applicable.
- (ii) For the final grading of the Programme, the Continuous Assessment and the End-of-Semester Examination of each Course/Module shall be marked out of a maximum mark as given below:
- Continuous Assessment - 50%
- End-of- Semester Examination - 50%
- (iii) The End-of-Semester Examinations and the Examination of Project/Executive Report, where it is applicable, prescribed by these By-Laws shall be conducted by a Board of Examiners appointed by the Senate on the recommendation of the relevant Board of Study and the Syndicate of the Institute.
- (iv) The Board of Examiners may test any candidate in writing and/or orally and adopt any other forms of evaluation.
- (v) The Board of Examiners may also take into consideration the tutorials, assignments, class presentations, reports, practical engagements, industrial training, field work, case studies, any

other learning activities or any form of on-line examinations undertaken during any course prescribed for any of the examination in grading the students.

- (vi) Subject to the above provisions, the scheme of evaluation of a course/module shall be described in detail in the course/module outline and shall be made available to the students at the beginning of the Semester in which the course/module is offered and shall not be changed without the approval of the Board of Study.
- (vii) The scheme of evaluation of each course shall be designed to meet the learning outcomes of the course/module and the Higher/Executive Diploma-holders profile of the respective programme that are recommended as part of Curriculum of the programme by the Academic Syndicate and the approved by the Senate of the University.
22. A candidate shall not be permitted to take the examination unless,
- (i) s/he has registered with the Examinations Branch of the Institute for the examination s/he intends to sit;
  - (ii) s/he has attended/followed/taken part in, at least 80 per cent of the classes allotted or learning activities set down;
  - (iii) the Coordinator has certified that s/he has completed the courses/modules of study leading to the examination by attending the required percentage of lectures, tutorial classes and other forms of instructions in each course;
  - (iv) s/he has paid the prescribed fees;
  - (v) is not subject to any disciplinary action or debarment from taking the examination;
  - (vi) her/his student registration continues to be in force; and
  - (vii) her/his application for entry to the examination has been accepted.
23. (i) A student registered for particular courses/modules of a Semester shall take the Examination for that Semester on the first occasion on which the Examination is held after the completion of instruction/teaching for that Semester.
- (ii) Where a student does not apply for, take the Examination, and/or does not become eligible to take the examination due to one or more reasons stated in Section 22 of these By-Laws on the first occasion s/he shall be deemed, unless the Senate determines otherwise on the recommendation of the Syndicate, to have taken the Examination on that occasion which shall be taken into account in computing the total number of attempts on which an Examination may be taken by the student.
- (iii) A student who is excused by the Senate on the recommendation of the Syndicate from taking the Examination on the first occasion shall take the Examination on the very next occasion when it is held and if s/he fails to apply for and/or take the Examination on that occasion s/he shall be deemed, unless the Senate determines otherwise on the recommendation of the Syndicate, to have taken the Examination on that occasion which shall be taken into account in computing the total number of occasions on which an Examination may be taken by a student.
- (iv) A student shall not take any Examination on more than three (03) occasions and in computing the total number of occasions it shall be taken into account any occasion on which s/he is deemed to have taken the examination in terms of these By-Laws.

- (v) All rules contained in the Examination Procedure, Offences and Punishment Regulation No. 1 of 1986 shall *mutatis mutandis* apply to, or in relation to, the Higher/Executive Diploma Examination.
- (vi) Without prejudice to the generality of the Regulation No. 1 of 1986 rules relating to the Continuous Assessment components including Classroom Tests, etc., shall be formulated and implemented by the Coordinator in consultation with the Director and any matters relating to Continuous Assessment shall be decided by the Syndicate on the recommendation of the Coordinator and the Director.
- (vii) Rules relating to the Project/Executive Report shall be announced, from time to time, by the Coordinator in consultation with teacher/s and the Board, and such rules shall not be changed or revoked unless otherwise decided by the Board.
24. (i) A student who obtains a mark which is less than the required Grade B (GP value 3.00) for a course, as prescribed under these By-Laws and Regulations shall re-sit such course as a repeat candidate on the first occasion at which that examination is held for such course. In such case the marks obtained for the continuous assessment will be carried forward to the repeating Semester. In those cases, the score of marks for the End-of-Semester examination in the repeating semester and the continuous assessment carried forward shall be taken into consideration for the computation of results of the Higher/Executive Diploma Examination.
- (ii) If a student earned less than 50% out of maximum marks assigned to Continuous Assessment, s/he may decide to re-take the Continuous Assessment in the repeating Semester. If so decided, s/he shall be given the opportunity to undertake the Continuous Assessment given for the regular student of her/his repeating Semester without attending classes. Such student shall make a formal request to the Coordinator to re-take the Continuous Assessment. Such request should be made within the first three weeks of Semester. In the case of marks allotted for participation in learning activities, marks shall be carried forward to repeating Semester, if marks are allotted to participation in learning activities for the regular student of her/his repeating Semester.
- (iii) (a) Project/Executive Report, where applicable, shall be subjected to the evaluation by two examiners independently.
- (b) If a student obtains a mark which is less than the required Grade B (GP value 3.0) for the Project/Executive Report, s/he shall fail in the Project Report/Executive Report. Such student shall resubmit Project Report/Executive Report, with additional work, if required, once on or before the date that does not exceed the submission date of Project Report/Executive Report for the next immediate batch of students as a repeat candidate. The Programme Coordinator shall provide instructions for resubmission once the results are released.
25. It shall be lawful for the Senate to cancel the registration of any student after one warning and due notice in writing, if the application to work by such student is unsatisfactory. No refund of any fees shall be payable if and when the registration of such a student is cancelled.

#### Part IV: Award of the Higher/Executive Diploma

26. No Student shall qualify for the award of the Higher/Executive Diploma, unless s/he has:
- (i) earned 30 credits from courses and/or Project/Executive Report;

- (ii) earned not less than Grade B GP 3.0 for all the courses;
  - (iii) earned not less than Grade B GP 3.0 for the Project/Executive Report if such component is offered in the programme
  - (iv) earned a GPA of not less than B 3.0 for the entire programme.
27. A student may qualify to be awarded Higher/Executive Diploma with Merit, if s/he secures a cumulative GPA of not less than 3.7 (A-) and qualifies for the award of Higher/Executive Diploma as stated in Sub-section 28 of these By-Laws at first attempt or deemed to be the first attempt.

#### Part V- Transitional Provisions

28. (1) Notwithstanding anything contained in these By-Laws, the candidates who have already been registered under the provisions of the Higher/Executive Diploma listed in the schedule 01 of the By-Laws shall continue their programme under and subject to those provisions. To that extent the provisions of the Higher/Executive Diploma listed in the schedule 01 of the By-Laws shall be operative temporarily.
- (2) The candidates who have already been registered under the ....programme shall enjoy a sun-set period of 3 years within which they shall be governed by those provisions to complete their Higher/Executive Diploma according to the requirements of the .... programme.

#### Interpretation

29. Unless the context otherwise requires, in these By Laws.

“The Act” means the Universities Act No. 16 of 1978 and its subsequent amendments.

“The University” means the University of Colombo

“The Senate” means the Senate of the University of Colombo.

“The Institute” means the Institute of Human Resource Advancement of the University of Colombo.

“The Syndicate” means the Academic Syndicate of the Institute of Human Resource Advancement of University of Colombo.

“The Board” means the Extension Board of Study of the Institute of Human Resources Advancement of University of Colombo.

“The Director” means the Director of Institute of Human Resource Advancement of University of Colombo.

“The Deputy Registrar” means Deputy Registrar, Acting Deputy Registrar, Senior Assistant Registrar, Assistant Registrar or any other Officer authorized to sign for and on behalf of the Deputy Registrar of the Institute of Human Resource Management.

Approved by the Council  
Meeting No. 537<sup>th</sup>  
Date 09/05/2018



“the Higher/Executive Diploma Programme” means the Executive Diploma in Human Resource Management, Executive Diploma in Service Management, Executive Diploma in Disaster Analysis and Management, Executive Diploma in Event, Tourism and Hospitality Management, Higher Diploma in Counselling Psychology, or any other Higher/Executive Programme that shall be offered under these By-Laws.

“Programme” means the Programme of study leading to the award of the Executive Diploma in Human Resource Management, Executive Diploma in Service Management, Executive Diploma in Disaster Analysis and Management, Executive Diploma in Event, Tourism and Hospitality Management, Higher Diploma in Counselling Psychology, that shall be offered under these By-Laws.

“The Academic Year” means a period of 52 weeks comprising two semesters.

“The Semester” means a period of twenty six (26) weeks, from the first day of the commencement of a Semester till the day prior to the commencement of the next Semester, and shall include the intervening periods of vacation, study leave, and End-of-Semester Examinations, unless the Syndicate on the recommendation of the Board decides otherwise.

- 30. Any question regarding the interpretation of these By-Laws shall be referred to the Council whose decision thereon shall be final.
- 31. The Vice-Chancellor shall have authority, in consultation with the Director of the Institute, to take such action or give such direction, not inconsistent with the principles underlying the provisions of these By-Laws, as appears to her/his to be necessary or expedient for the purpose of removing any difficulties that may arise in the interpretation of these provisions or there is no provision in these By-Laws terminated..

**Schedule 01**

- Executive Diploma in Service Management By - Laws No 10 of 2011
- Executive Diploma in Project Management .....
- Executive Diploma in Disaster Analysis and Management By - Laws No 11 of 2014
- Higher Diploma in Audio Video Production and Media Technology By - Laws No 20 of 2014
- Executive Diploma in Tourism, Event and Hospitality Management By - Laws No
- Executive Diploma in Human Resource Management By - Laws No 13 of 2010

Approved by the Council  
 Meeting No ..... 537<sup>th</sup> .....  
 Date ..... 09/05/2018 .....

**HIGHER/EXECUTIVE DIPLOMA PROGRAMME**  
(Institute of Human Resource Advancement, University of Colombo)

Regulations made by the Council of the University of Colombo under Section 135 of the Universities Act No. 16 of 1978 as subsequently amended and under Section (d) of 2 of 13 of the Institute of Human Resource Advancement Ordinance No. 11 of 1979 as subsequently amended.

01. These Regulations may be cited as the IHRA Higher/Executive Diploma (Model) Regulations, No..... of 2018

**PART 1 – STRUCTURE AND PROCESS**

02. Higher /Executive Diploma may be offered as on campus and on-line. The Senate shall have the right, on the recommendation of the Academic Syndicate of the Institute, to vary, add, decrease or merge Higher/Executive Diploma that it offers.
03. The courses offered for the Higher/Executive Diploma shall be divided into two (02) Semesters as Semester I and Semester II.
04. The titles, codes, number of credits, and number of hours allocated for lectures, syllabuses, practical classes etc. of the courses that shall be offered in respective Programme are given in Table from No 01 to No 03 of schedule 1 along with the Semester in which each Course shall be offered.
05. (i) The Project/Executive Report of the Programme where it is applicable shall consist of the study of a problem/an issue related to field of practice of the programme with the purpose of understanding the said problem/issue deeply and/or providing solution for it leading towards the preparation and submission of Project/Executive Report. The Project/Executive Report is mainly evaluated through demonstrated student capacity of applying the knowledge and skills gain in the programme to her/his professional life.
- (ii) The issue/problem that shall be the focus of the Project/Executive Report shall be in the field of study of the programme.
- (iii) Before a student commences her/his work leading towards Project /Executive Report, s/he shall submit the title for a Project/Executive Report to the Institute for approval of the relevant Board of Study. A student shall not proceed with the Project/Executive report until the relevant Board of Study approves the proposed title.
- (iv) A student whose Proposal for the Project/Executive Report is approved by the Board of Study shall be assigned a supervisor by the relevant Board of Study with the recommendation of the Coordinator.

**Part II-Evaluation/Examination**

06. The End-of-Semester Examination, participation in learning activities and the Continuous Assessment for any Taught Course shall take the following form:

- (i) Each End-of-Semester Examination shall consist of one or more than one written paper and such numbers of continuous assessment of each course as prescribed by the Regulations and/or Rules relevant to this Programme. The End-of-Semester Examination shall be in the form of open-book, closed-book, take-home or on-line and the duration of the open-book, closed-book examination (i.e. written paper) shall be maximum of three (03) hours.
- (ii) There shall also be a Continuous Assessment which may include individual and/or group assignments, mid-semester tests, quizzes, term papers, executive reports, presentations and etc. The Continuous Assessment of each Course shall be specified in the Course Outline which shall be distributed among the students at the beginning of the Course and shall not be changed without consulting the Coordinator. The Continuous Assessment shall carry a maximum of 100 marks.
- (iii) For the final grading of the course, the End-of-Course Examination, participation in learning activities and the Continuous Assessment are evaluated as follows:

Participation in lectures, other learning activities, and Continuous Assessment	50%
End-of-Semester Examination	50%

- (iv) There may be a course to provide guidance to develop a Proposal for the Project/Executive Report where applicable. The performance of students of such Course may be evaluated through the Proposal for Project/Executive Report.
- (v) The Proposal for Project/Executive Report shall provide the background of the study, problem/issue that the focus of the proposed Proposal for Project/Executive Report objectives, significance and the study design.
- (vi) The Proposal of the Project/Executive Report shall be subjected to the assessment by two independent examiners. The average of marks awarded by the two examiners shall be considered as the marks earned for the proposal.
07. With regard to the Examination of the Project/Executive Report, the following shall be applicable:
- (i) The date for the submission of the Project/Executive Report shall be announced by the Coordinator with the approval of the Board of Study at the beginning of the Second Semester and shall not exceed more than one month after the completion of the Second Semester save in exceptional cases which may be considered by the Syndicate on a case by case basis.
- (ii) The students shall submit, with the recommendation of the Project Supervisor, two copies of the Project/Executive Report in hard binding on

or before the date of submission informed by the Coordinator. The student shall follow schedule 2 in preparation of the Project/Executive Report.

- (iii) The students those who so fail and provide reason acceptable to the Syndicate shall be allowed to submit the Project/Executive Report once on or before the date specified by the Programme Coordinator. This date of submission of Project/Executive Report shall be a date before the date of submission of the Project/Executive Report for the next immediate batch of students. This submission shall be considered as the first attempt and first day of the first month coming after this submission shall be considered for the completion of the Executive/Higher Diploma.
- (iii) The Project/Executive Report shall not exceed 10,000 words excluding Tables, Annexes, and Figures etc. and shall be submitted in accordance with the format given by the Coordinator.
- (iv) The Project/Executive Report shall carry a maximum mark of 100 each. The minimum mark to be obtained by a student to pass the Project/Executive Report is GP 3.0 (B) of the total marks allotted to it.
- (v) The Project/Executive Report shall be subjected to assessment by two independent examiners. Each examiner shall mark the Project/Executive Report out of 100% following marking scheme provided by the Institute.
- (a) The Project/Executive Report shall be sent to evaluation by the two examiners who would independently assess the Project/Executive Report and mark out of 100.
- (b) Each Examiner shall provide comments in sufficient detail in a format provided by the Institute and submit it to the Examination Division along with the mark sheet. The Examiners indicate whether the student is allowed to revised Project/Executive Report or need to do a new Project /Executive Report.
- (c) The Examination Division shall submit a copy of the detail comments by the examiners to the Coordinator who shall provide the same to the student.
- (d) A student who fails to secure less than 60% marks at the evaluation by the two examiners shall deem to be fail in the Project/Executive Report.
- (e) A student who fail the Project/Executive Report as stated in (b) of this sub-section shall be directed to resubmit revised the same Project /Executive Report or to submit a new Project/Executive Report as a repeat candidate once on or before the date of submission of the Project/Executive Report of the next immediate batch.

- (f) The coordinator shall provide the comments by the examiners to the student.
- (vi) If a student fails to submit the Project /Executive Report on or before the date of submission after corrections and provide reason acceptable to the Syndicate shall be allowed to submit the Project/Executive Report once on or before the date specified by the Programme Coordinator. This date of submission of Project/Executive Report shall be a date before the date of submission of the Project/Executive Report for the next immediate batch of students. This submission shall be considered as the first attempt and first day of the first month coming after this submission shall be considered for the completion of the Executive/Higher Diploma.
- (vii) If a student fails to submit the Project /Executive Report on or before the date of submission after corrections without providing a reason acceptable to the Board of Study in advance, s/he deems to fail the Project/Executive Report. The student so failed shall be allowed to resubmit the Project/Executive Report once only on or before the date which shall be on or before the submission date of Project/Executive Report for the next immediate batch of students. Such submission shall be considered as a repeat attempt.

### PART III- INTERPRETATION

08. Unless the context otherwise requires, in these Regulations.

“The Act” means the Universities Act No. 16 of 1978 and its subsequent amendments.

“The University” means the University of Colombo

“The Senate” means the Senate of the University of Colombo.

“The Institute” means the Institute of Human Resource Advancement of the University of Colombo.

“The Syndicate” means the Academic Syndicate of the Institute of Human Resource Advancement of University of Colombo.

“The Board” means the Extension Board of Study of the Institute of Human Resources Advancement of University of Colombo.

“The Director” means the Director of Institute of Human Resource Advancement of University of Colombo.

“The Deputy Registrar” means Deputy Registrar, Acting Deputy Registrar, Senior Assistant Registrar, Assistant Registrar or any other Officer authorized to sign for and on behalf of the Deputy Registrar of the Institute of Human Resource Management.

“the Higher/Executive Diploma Programme” means the Executive Diploma in Human Resource Management, Executive Diploma in Service Management, Executive Diploma in Disaster Analysis and Management, Executive Diploma in Event, Tourism and Hospitality Management, Higher Diploma in Counselling Psychology, or any other Higher/Executive Programme that shall be offered under these Regulations.

“Programme” means the Programme of study leading to the award of the Executive Diploma in Human Resource Management, Executive Diploma in Service Management, Executive Diploma in Disaster Analysis and Management, Executive Diploma in Event, Tourism and Hospitality Management, Higher Diploma in Counselling Psychology, that shall be offered under these Regulations.

“The Academic Year” means a period of 52 weeks comprising two semesters.

“The Semester” means a period of twenty six (26) weeks, from the first day of the commencement of a Semester till the day prior to the commencement of the next Semester, and shall include the intervening periods of vacation, study leave, and End-of-Semester Examinations, unless the Syndicate on the recommendation of the Board decides otherwise.

Any question regarding the interpretation of these Regulations shall be referred to the Council whose decision thereon shall be final.

The Vice-Chancellor shall have authority, in consultation with the Director of the Institute, to take such action or give such direction, not inconsistent with the principles underlying the provisions of these Regulations, as appears to her/his to be necessary or expedient for the purpose of removing any difficulties that may arise in the interpretation of these provisions or there is no provision in these Regulations terminated.

09. Any question regarding the interpretation of these Regulations shall be referred to the Council whose decision thereon shall be final.
10. The Vice-Chancellor shall have authority, in consultation with the Director of the Institute, to take such action or give such direction, not inconsistent with the principles underlying the provisions of these Regulations, as appears to her/his to be necessary or expedient for the purpose of removing any difficulties that may arise in the interpretation of these provisions or for which there is no provision in these Regulations or in the case of student who followed Programmes under the Regulations terminated by these Regulations.

### Schedule 01

**Table No 01 - Executive Diploma in Human Resource Management (EDHRM)**

First Semester		
Code	Course Module	Credits
EDHRM 1001	Management theory and practice	3
EDHRM 1002	Managerial Economics	3
EDHRM 1003	Managerial Accounting	3
EDHRM 1004	Business Mathematics and Statistics	3
<b>Total Credits of Semester</b>		<b>12</b>
Second Semester		
EDHRM 1005	Human Resource Management	3

EDHRM 1006	Business Communication	3
EDHRM 1007	Labour Studies theory and Practice	3
EDHRM 1008	Elementary of sociology and psychology	3
EDHRM 1009	Extended Essay	6
<b>Total Credits of Semester</b>		<b>18</b>
<b>TOTAL CREDITS OF THE PROGRAMME</b>		<b>30</b>

**Table No 02 - Higher Diploma in Counseling Psychology (HDCP)**

<b>First Semester</b>		
<b>Code</b>	<b>Course Module</b>	<b>Credits</b>
HDCP1001	Family Counseling	03
HDCP1002	Counseling Skills	03
HDCP1003	Research Methodology in Counseling	03
HDCP1004	Advance Process of Counseling	03
HDCP1005	Seminars on Current Issues	03
<b>Total Credits of Semester</b>		<b>15</b>
<b>Second Semester</b>		
HDCP1006	Techniques and Methods of counseling	03
HDCP1007	School Counseling	03
HDCP1008	Advance Counseling skills and practice	03
HDCP1009	Project Report	06
<b>Total Credits of Semester</b>		<b>15</b>
<b>TOTAL CREDITS OF SEMESTER</b>		<b>30</b>

**Table No 03 - Executive Diploma in Tourism, Events and Hospitality Management (EDTEHM)**

<b>First Semester</b>		
<b>Code</b>	<b>Course Module</b>	<b>Credits</b>
ETEHM 1001	Tourism entrepreneurship and innovative Business Development	3
ETEHM 1002	Supply Chain Management and Industry Networking	3
ETEHM 1003	Customer Survey and Market Analysis	3
ETEHM 1004	Facility Management and Event Management	3
<b>Total Credits of Semester</b>		<b>12</b>
<b>Second Semester</b>		
ETEHM 1006	MICE Tourism and Event Management	3
ETEHM 1007	Public Private Partnership for Tourism Development	3
ETEHM 1008	Financial Analysis for Tourism project operation and Market Analysis	3
ETEHM 1009	Tour Guiding and package Designing	3
ETEHM 1010	Extended Essay Writing (Including 45 Lecturer Hours )	6
<b>Total Credits of Semester</b>		<b>18</b>
<b>TOTAL CREDITS OF PROGRAMME</b>		<b>20</b>

Table No. 04 – Executive Diploma in Service Management (EDSM)<sup>1</sup>

First Semester		Credits
Course Code	Course Name	
EDSM 1001	Management Theory and Practice	03
EDSM 1002	Marketing Management	03
EDSM 1003	Business Communication	03
EDSM 1004	Micro Economics	03
EDSM 1005	Accounting	03
<b>Total Credits of Semester I</b>		<b>15</b>
Second Semester		Credits
EDSM 2001	Service Management	03
EDSM 2002	Managing Information Systems in Services	03
EDSM 2003	Management of Service Quality	03
EDSM 2004	Legal Environment of Business	03
EDSM 2005	Executive Report	03
<b>Total Credits of Semester II</b>		<b>15</b>
<b>TOTAL CREDITS OF PROGRAMME</b>		<b>30</b>

## Schedule 2

### Essential guidelines of formatting the Project/Executive Report

The format of the final version of each Project/Executive Report to be submitted as a partial fulfilment of the Higher/Executive Diploma of the Institute of Human Resource Advancement, unless otherwise required by the institute, shall be in A4 (8.27"×11.69") size paper and typewritten on one side of the paper only, double spaced and with margins of at least 1 ¼" on the left side and 1" on the right side and 1" at the top and bottom of each page.

The three copies to be submitted to the Senior Assistant Registrar/Assistant Registrar in charge of the subject of Examinations shall include original copy and clear and fair photocopies.

The Higher/Executive Diploma shall incorporate in the following order:

- a title page giving the title of the Higher/Executive Diploma, for which it is submitted, with the name of the institute and the University, the full name of the author and the date of submission for the Higher/Executive Diploma;
- a list of contents;
- a list of tables and figures;
- the following declaration, signed by the candidate:

"I certify that this Project/Executive Report does not incorporate without acknowledgement any material previously submitted for a Degree or Diploma in any University, and to the best of my knowledge and belief it does not contain any material previously published or written by another person or myself except where due reference is made in the text."

<sup>1</sup> Included Amendment



- (e) certification of the supervisor(s) to submit the Project/Executive Report to the Institute;
- (f) an acknowledgement by the candidate of assistance rendered or work done by any other person or organization;
- (g) an executive summary of Project/Executive Report;
- (h) the main text;
- (i) references;
- (j) bibliography; and
- (k) appendices, if any;

Other than these guidelines, students shall follow the American Psychological Association (APA) guidelines in the preparation of Project/Executive Report.

Wherever possible, tables shall be inserted in the proper place in the text, but comprehensive tables shall appear as appendix/appendices.

Project/Executive Report shall be sewn, trimmed, bound and covered with dark cloth, leather or Rexene, preferably black.

Approved by the Council

Meeting No. 559

Date 14/11/2019