



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 (d) 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 Diploma (Model) By-Laws, No. of 2018.

PART I – GENERAL

Award of Diploma

2. Subject to these By-Laws, a person may be awarded the 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 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 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 Diploma, unless s/he satisfies the requirements in paragraph (1), (2) and (3):
 - (1) (a) S/he has passed GCE (A/L) Examination in four (4) subjects under the old syllabus
OR
(b) S/he has passed GCE (A/L) Examination in three (3) subjects under the new syllabus
OR
(c) S/he has passed a Foundation Programme equivalent to the GCE (A/L)
OR
(d) S/he has passed GCE (O/L) Examination with accredited work experience or accredited prior learning followed by a relevant programme of study equivalent to a minimum of 30 credits
 - (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 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 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 Diploma programme shall be thirty (30) and the programme shall meet the requirements of Level 03 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 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 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 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

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Marks	Grade	Grade Point (GP)
85-100	A+	4.00
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 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 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 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 | - 40% |
| End-of- Semester Examination | - 60% |
- (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 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 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 CA shall be decided by the Syndicate on the recommendation of the Coordinator and the Director.

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- (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 2.7), 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 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 2.7) 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 Diploma

26. No Student shall qualify for the award of the Diploma, unless s/he has:
- (i) earned 30 credits from courses and/or Project/Executive Report;
 - (ii) earned not less than Grade B- GP 2.7 for all the courses;
 - (iii) earned not less than Grade B- GP 2.7 for the Project/Executive Report if such component is offered in the programme.

(iv) earned a GPA of not less than 2.7 for the entire programme.

27. A student may qualify to be awarded Diploma with Merit, if s/he secures a cumulative GPA of not less than 4.00 (A) and qualifies for the award of 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 Diploma By-Laws, No of shall continue their programme under and subject to those provisions. To that extent the provisions of the Diploma By-Laws ofshall 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 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.

“the Diploma Programme” means the Diploma in Management, Diploma in Service Management, Diploma in Drug Abuse Management, Diploma in Counselling Psychology, Diploma in Tamil as an Additional Language, and

Diploma in English or any other Diploma Programme that shall be offered under these By-Laws.

“Programme” means the Programme of study leading to the award of the Diploma in Management, Diploma in Service Management, Diploma in Drug Abuse Management, Diploma in Counselling Psychology, Diploma in Tamil as an Additional Language, Diploma in English 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.