

Postgraduate Diploma in Education
PG Dip (Ed)
(SLQF 8)

By-Laws made by the Council of the University of Colombo under Section 135 of the University Act, No. 16 of 1978.

BY-LAWS

These By-laws may be cited as the Postgraduate Diploma in Education revised By-laws No. 28 of 2020 and shall be deemed to have come into operation with effect from 9th January 2020.

PART I – GENERAL

1. Subject to these By-laws, the Postgraduate Diploma in Education [hereinafter referred to as ‘PG Dip (Ed)’] may be awarded to any person if such person has -
 - (a) been duly registered as a student of the University for the period as prescribed by these By-laws;
 - (b) pursued the PG Dip (Ed) Programme of study of the University to the satisfaction of the Senate as prescribed by these By-laws and other Regulations and Rules of the University;
 - (c) performed the assignments, lab/field tests, teaching practicum, course work and end of semester/year examination in respect of the prescribed courses approved by the Senate, to the satisfaction of the examiners of the PG Dip (Ed) Programme.
 - (d) paid to the University, such registration, tuition, supervision, examination and other relevant fees and dues as may be payable by such person; and
 - (e) fulfilled all other conditions and requirements as may be prescribed by these By-laws and the Regulations and Rules of the University of Colombo.

PART II – ADMISSION AND REGISTRATION

2. No person shall be eligible to be admitted to the Programme leading to the PG Dip (Ed), unless such person possesses the following qualifications and/or requirements:
 - (a) A Bachelor's degree from a recognized University/Institution by the UGC;
 - (b) Completion of NVQ level 7 (equivalent to Bachelor's degree in SLQF) with relevant work experience as determined by the Faculty Board of the Faculty of Education and Senate of the University of Colombo.

3.
 - (a) Application for registration for the PG Dip (Ed) Programme shall be invited by the Faculty of Education, University of Colombo and/or other relevant authorities by notice in the newspapers, gazette notification, circulars or letters and the Faculty website with the relevant course and other related information.
 - (b) Any person who wishes to apply for the PG Dip (Ed) Programme shall submit an application on the prescribed form and send it by registered post or online, to the Deputy Registrar/Senior Assistant Registrar, Faculty of Education, University of Colombo.
 - (c) A person who has been admitted to the PG Dip (Ed) Programme under these By-Laws and relevant Regulations in force shall register himself with the University of Colombo by submitting/returning the duly perfected registration form.

4.
 - (a) Any person, whose application has been accepted by the University shall register himself for the PG Dip (Ed) Programme by making the prescribed payment to the University including the registration fee, course fee, library fee, examination fee, and any other fees as may be specified by any relevant Board of the University on the recommendation by the Faculty Board of the Faculty of Education.
 - (b) On completion of the registration procedure, an applicant shall be registered as a student of the PG Dip (Ed) Programme and such registration shall be valid for one Academic Year of the respective Programme.
 - (c) If for any reason, any student, decides to follow or sit for the Examination in a subsequent year or part thereof, such person shall renew his registration for that Academic Year.
 - (d) Where any unforeseen circumstances arise, the Faculty Board of the Faculty of Education with the approval of the Senate of the University of Colombo has the right to extend the duration of the PG Dip (Ed) programme. In the event, the student shall maintain the registration valid so as to cover such extended period of time.

(e) Any student registered with the Faculty of Education as provided for in these Regulations shall pay the prescribed fees on due dates until he completes the PG Dip (Ed) programme to maintain such registration valid. The initial registration shall be valid for one year counted from the date of commencement of the PG Dip (Ed) programme. However, the maximum number of registrations shall be limited to three consecutive academic years excluding the first registration.

(f) Subject to these By-Laws, the minimum period of study for which a student shall be registered in respect of Full Time PG Dip (Ed) Programme shall be of one year and for those registered for the Part Time PG Dip (Ed) programme shall be of 18 months.

5. Any student who is registered for the PG Dip (Ed) programme is not permitted to be registered for any other programmes in any higher education institution during the academic year relating to the PG Dip (Ed) programme.
6. No student shall keep away from classes or leave the Island or withdraw from the examinations or a classroom test or other forms of evaluation/assessments without prior approval from the Faculty Board.

PART III – Programme Details

7. The course of study for the PG Dip (Ed) shall be a full-time/part-time programme unless otherwise decided by the Senate on the recommendation of the Faculty Board of the Faculty of Education. The programme shall be one academic year with 13 courses of 28 total credits offered in two semesters as prescribed in the schedule, unless otherwise decided by the Senate on the recommendation of the Faculty Board.
8. The Programme meets all requirements to consider it as a Postgraduate Diploma Programme at Level Eight as prescribed in Sri Lanka Qualification Framework (SLQF).
9. The Programme shall comprise nine Taught course units consisting of Theory and Practical Components and Continuous Assessments, an Extended Essay on an approved topic and Teaching Practicum as prescribed by these By-Laws, Rules and Regulations.
10. The programme of Study and Examinations shall be conducted in the conventional mode and/or through the information communication technology driven on-line mode or a combination of multi-modes and these By-Laws, and other relevant By-Laws, Rules and Regulations passed by the University of Colombo shall be applied and interpreted in order to facilitate the effective conduct of the study programme without compromising its integrity and quality.

- 11 The titles of courses, syllabi, course codes, credit point and other details shall be as set out in the Schedule and the Senate shall have the power, on the recommendation of the Faculty Board to amend, add to, delete from or vary the courses, their titles, syllabi, course codes, credit points and other details of the programme. Such amendments shall come into effect after due notice.
- 12 The titles and syllabi of Course Units, number of question papers, duration of the papers, the nature of individual systems of evaluation, and other relevant requirements leading to the PG Dip (Ed) shall be prescribed by Regulations made by the Senate on the recommendation of the Faculty Board of the Faculty of Education and shall be contained in the Programme Handbook.
- 13 The programme shall be conducted in Sinhala, Tamil and English media.

PART IV – SCHEME OF EVALUATION

- 14 Each course unit shall carry a maximum of 100 marks. The evaluation of a candidate's performance at each of the courses shall take the form of continuous assessments and/or end-of-semester examinations unless otherwise decided by the Senate on the recommendation of the Faculty Board.
- 15 In each of the course units, (except for Teaching Practicum and the Extended Essay) fifty *percent (50%)* of the maximum mark shall be based on continuous assessments which shall assess the performance of the candidate at assignments, classroom tests, presentations, discussions, field studies, case studies, projects etc. The balance fifty *percent (50%)* of marks shall be used for assessing the performance of the candidates at the end of semester examination.
- 16 Any candidates may be evaluated in respect of continuous assessments by the teachers concerned.
- 17 The End-of Semester written question papers of the courses shall be prepared by the relevant teachers and moderated by an expert in the subject unless otherwise decided by the Senate, on the recommendation of the Faculty Board.
- 18 Written answer scripts of the end of semester examinations shall be assessed by two independent examiners appointed by the Senate, on the recommendation of the Faculty Board.
- 19 The End-of Semester Examination of each Semester shall be held at the end of the relevant Semester, unless otherwise decided by the Senate, on the recommendation of the Faculty Board.
- 20 A candidate shall take the End-of-Semester Examination at the very first occasion when it is held for the Semester after the completion of lectures and other forms of instruction.

- 21 Any candidate who fails to take the End-of Semester Examination at the very first occasion when it is held for the Semester at the completion of lectures and other forms of instruction shall, unless excused on medical grounds or any other valid grounds acceptable to the Senate, be deemed to have exhausted an attempt at taking the Examination when calculating the total number of attempts at which a candidate can take the Examination.
- 22 No candidate shall be eligible to take the End-of Semester Examination on more than four consecutive attempts and in calculating the number of attempts, the deemed attempt as referred to in the above paragraph 21 shall also be taken into account.
- 23 A candidate who fails in any Course Unit/s of the examination shall again sit the respective Course Unit in the next subsequent occasion on which the examination is held, and where a candidate does not take that opportunity on that occasion, such candidate shall be deemed, unless the Senate on the approval of the Faculty Board determines otherwise, to have taken the examination or such Course Unit on that occasion, which shall be taken into account in computing the total number of occasions on which the examination may be taken by the candidate.
- 24 No person shall be permitted to take the End-of Semester examination unless he has:
- (a) been duly registered as a PG Dip (Ed) candidate from the commencement of the academic year for which the examination is held;
 - (b) satisfied the attendance requirements at lectures, workshops, tutorials, Teaching Practicum etc. as prescribed by the Faculty Board;
 - (c) has ensured that such person has paid the necessary examination fees and registered with the Examinations Branch of the University for the Examination he intends to take and made other required payments.
 - (d) duly applied for the examination in accordance with the prescribed manner
- 25 All rules relating to the examinations and assessments as contained in the Examination Procedure, Offences and Punishment Regulation No.1 of 1986, and its subsequent amendments shall *mutatis mutandis* apply to the PG Dip (Ed) examinations as well.
- 26 Without prejudice to the generality of the Regulation No.1 of 1986, rules relating to the different forms of on-line assessment and Classroom Tests shall be formulated and implemented by the Coordinator and the relevant course teacher. Any matters relating to such rules shall be decided by the Faculty Board on the recommendation of the Coordinator.

- 27 The Senate, on the recommendation of the Faculty Board, shall have the power to set down the rules governing the conduct of examinations and assessments to deal with any situation for which rules have not been made.
- 28 Each course unit shall carry a maximum Grade Point Value of 4.00. A candidate is deemed to have failed a particular course unit if he has scored less than 2.70 GPV for that Unit.
- 29 Each candidate should obtain at least 40% of the total mark for each final written paper to be considered to have completed all course units except Teaching Practicum and Extended Essay.
- 30 A candidate's performance in each of the course units shall be graded according to the following scheme and the calculation of Grade Point Average (GPA) is carried out considering the Grade Point Value (GPV) for each such course and Credits allocated accordingly.

Range of Marks	Grade	Grade Point Value	Pass/Incomplete
90 – 100	A ⁺	4.00	Distinction
80– 89	A	4.00	
75– 79	A ⁻	3.70	
70 – 74	B ⁺	3.30	Merit
65 – 69	B	3.00	Pass
60– 64	B ⁻	2.70	
55 – 59	C ⁺	2.30	Incomplete
50–54	C	2.00	
45 – 49	C ⁻	1.70	
40 – 44	D ⁺	1.30	
30 – 39	D	1.00	
00 – 29	E	0.00	

(Source: UGC Circular No. 901)

(a) A Grade Point Average (GPA) shall be calculated for each candidate taking into account the Grade Point Value of every Course Unit for which the student has registered in his course with each such Course Unit being weighted according to its Credit Value.

(b) The GPA shall be calculated to two decimal places, using the following formula:

$$\text{GPA} = \frac{\sum \text{Grade point value} * \text{Credits}}{\sum \text{Credits}}$$

- 31 A candidate shall be deemed to have been successful at the examination leading to the award of the PG Dip (Ed) if such candidate obtains a GPV of 2.70 or more for each of the course units totaling up to 28 credits.
- 32 Where any candidate who has been successful at the examination leading to the award of the PG Dip (Ed) obtains a Grade Point Average (GPA) of minimum 3.70 and a minimum GPV of 3.30 for Teaching Practicum during the first period of registration, such candidate may be awarded a Distinction Pass at the examination.
32. Where any candidate who has been successful at the examination leading to the award of the PG Dip (Ed) obtains GPA score of 3.30 or more and a minimum GPV of 3.00 for Teaching Practicum during the first period of registration, such candidate may be awarded a Merit Pass at the examination.
33. Any candidate who obtains a GPV less than 2.70 in the taught course/s shall be deemed to have an incomplete result in one or more taught course/s of the PG Dip (Ed). Such candidates shall repeat all incomplete course units and obtain a minimum GPV of 2.70.
34. Any candidate who has incomplete result having obtained a GPV of less than 2.70 in any course/s during a particular semester shall repeat the examination/s of the respective course unit/s at the next available occasion. Such candidates shall be given the option of carrying forward the continuous assessment marks earned for that respective course/s conducted during the particular semester.
35. Any candidate who has incomplete result may successfully complete the examinations leading to the PG Dip (Ed) programme if he satisfies the requirements prescribed in paragraph 30.
36. A candidate with incomplete results shall be eligible for three further attempts altogether in addition to the first attempt provided such candidate has a valid registration. The candidate shall take the courses in which he has incomplete result/s on the very next occasion when the examination is held provided that he is eligible to take the examination under these By-laws.
37. The University shall announce by notification the names of candidates who have passed the PG Dip (Ed) after completing the whole examination.
38. A candidate who has incomplete results at the examination or does not take the examination shall not be allowed to repeat lectures for the Course Units unless otherwise decided by the Senate on the recommendation of the Faculty Board for specific reasons.

PART V – MISCELLENEOUS

39. The fees for application, tuition, examination, repeat examination and other facilities shall be determined from time to time by the Council of the University. The fees paid shall under no circumstances be refunded unless otherwise decided by the Senate on the recommendation of the Faculty Board.
40. There shall be an additional fee charged from repeat candidates as determined by the University depending on the expenses to be incurred by the University to service their repeat attempts in the instruction and examination processes.
41. The fee payable for a certificate or statement of results or transcripts shall be determined by the University.
42. A fee shall be charged for replacement of a lost student identity card or lost library card at rates as determined by the University.

PART VI – TRANSITIONAL PROVISIONS

43. Notwithstanding anything contained in these By-Laws, the candidates who have already been registered under the provisions of the By-Laws of PG Dip (Ed) Part-Time Programme 1982, and PG Dip (Ed) Full-Time Programme 1982, as amended in 2003, shall be entitled to continue their programme under and subject to the provisions of such By-Laws which shall be operative temporarily to that extent..
44. Any candidate who has already been registered under the By-Laws of PG Dip (Edu) (Part time) programme 1982, and the By-Laws of PG Dip (Full-Time) programme 2003 shall enjoy a transitional period of 6 years within which they shall be governed by the provisions of such By-Laws_ to complete their programme according to the requirements of such By-Laws.
45. The Council, on the recommendation of the Senate and the Faculty Board may consider granting of an exemption from following a course/courses and taking the examination of the course/courses subject to such conditions as it may deem fit and proper. Such decision shall be made by the Council on a case by case basis and its decision shall be final.
46. The Vice Chancellor of the University shall have the authority, in consultation with the Dean of the Faculty of Education, to take such actions or give such directions not inconsistent with the spirit and principles underlying the provisions of these By- Laws as appears to him to be necessary or expedient for the purpose of removing any difficulties that may arise in the interpretation of the provisions or for which there is no provision in these By-Laws or in the case of students who had followed or have been following the PG Dip (Edu) programme under the earlier arrangements and/or By-Laws.

PART VI – INTERPRETATION

47. In these By-Laws unless the context otherwise requires:

“Board of Examiners” means the examiners appointed by the Senate on the recommendation of the Faculty Board;

“Council” means the Council of the University of Colombo constituted by the Universities Act, No.16 of 1978 (as amended);

“Faculty Board” means the Faculty Board of the Faculty of Education;

“Registrar” means the Registrar, Acting Registrar, Deputy Registrar, Senior Assistant Registrar, Assistant Registrar or any other officer authorized to perform the duties of the office of the Registrar of the University of Colombo;

“Senate” means the Senate of the University of Colombo constituted by the Universities Act, No.16 of 1978 (as amended);

“University” means the University of Colombo, established in terms of the University Act, No.16 of 1978, as amended, from time to time.

48. Any question regarding the interpretation of these By-Laws shall be referred to the Council of the University of Colombo, which after obtaining the views of the Senate makes a decision on such question. The decision of the Council thereon shall be final.

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