

UNIVERSITY OF COLOMBO

BY-LAWS FOR POSTGRADUATE DIPLOMA IN COUNSELLING PG Dip (Coun) (SLQF 8)

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

1.1 These By-Laws may be cited as the Postgraduate Diploma in Counselling By-Laws No. **05 of 2021**.

1.2 These By-Laws shall come into operation on its receiving approval by the Council or on such other date as decided by the Council.

PART I – GENERAL

Award of Postgraduate Diploma

2. Subject to these By-Laws a student may be awarded the Postgraduate Diploma in Counselling if he/she:

- (a) has been a registered student of the University for the period prescribed by these By-laws,
- (b) has completed to the satisfaction of the Vice-Chancellor the course of study prescribed by these By-laws and the Regulations and Rules of the University,
- (c) has passed the required no. of Course Units of the Postgraduate Diploma in Counselling Examination,
- (d) has paid such fees and other dues as may be payable by him/her to the University, and
- (e) has fulfilled any other requirements prescribed by these By-laws and the Regulations and Rules of the University.

Administration of the Program

3. (i) The program leading to the Postgraduate Diploma in Counselling (hereinafter referred to as the “Program”) will be administered by the Department of Educational Psychology (hereinafter referred to as the “Department”) under the immediate supervision of the Faculty Board (hereinafter referred to as the “Board”) of the Faculty of Education (hereinafter referred to as the “Faculty”) and the Senate of the University of Colombo.

(ii) There shall be a Coordinator appointed by the Board on the recommendation of the Head of the Department. It shall be the duty of the Coordinator to discharge his/her functions related to academic and administrative matters relevant to the Program under the direction and supervision of the Dean.

PART II – ADMISSION AND REGISTRATION

4. No person shall be eligible to be admitted to the Programme leading to Postgraduate Diploma, unless he/she possesses the following qualifications and/or requirements:

(i) A bachelor's degree from a recognized university/institution with relevant subject area of the Postgraduate Diploma in Counselling Programme;

Or

(ii) Any other Bachelor's degree, with prior learning/work experience equivalent to 30 credits in the relevant subject area of the Postgraduate Diploma in Counselling Programme;

Or

(iii) Professional qualification in the relevant subject area of the Postgraduate Diploma in Counselling Programme from a recognized professional body acceptable to the Faculty Board of the Faculty of Education and Senate of University of Colombo with prior learning/work experience in relevant subject area;

Or

(iv) Completion of NVQ level 7 (equivalent to Bachelors 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.

Application procedure

5. (i) Application for admission to the Program shall be called for by an open advertisement/s in a newspaper/s and/or published on the website of the Faculty and/or University.

(ii) Prospective candidates shall be required to apply to the Program using the prescribed application form issued by the Department.

(iii) Applications received shall be referred to the Coordinator of the Program by the SAR of the Faculty. The Coordinator shall have the duty to shortlist the applications and the applicants who have been shortlisted shall be called for an interview and/or a placement test. The test may be held prior to the interview if the number of applications is excess which cannot be accommodated in a given year. The final list of candidates to be enrolled

shall be recommended by the Academic Committee of the Department to the Board and by the Board to the Senate for the approval.

Registration for the Programme

6. A student, whose application for admission to the Program is accepted by the University, shall register himself/herself for the Program by make payments to the University the prescribed fees including the registration fee, course fee, library fee, examination fee, and any other fees as specified by the Board on the recommendation by the Academic Committee of the Department.

7. (i) On completion of the registration procedure, an applicant shall be registered as a student of the Program.

(ii) Such registration shall be valid for One Academic Year of the respective Programme. If a student, for any reason, decides to follow or sit for Examination in a subsequent year or part thereof, then he/she shall renew the registration for that Academic Year.

(iii) It shall be the duty of a student to ensure that his/her 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. Subject to these By-Laws, the minimum period of study for which a person shall be registered student for the Postgraduate Diploma in Education course shall be one (01) year.

9. A person who has been admitted to the course under the By-Laws or relevant Regulation in force shall register himself/herself with the University of Colombo by submitting/returning the duly perfected registration form.

10. It shall be the duty and responsibility of the student who is registered with the Faculty of Education to keep his/her registration valid by paying the prescribed fees in time until he/she completes the course.

11. A student who is accepted as a candidate for the Programme shall devote her/his time to her/his studies at this University.

12. No such 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 STRUCTURE

13. The Programme shall be conducted on a Semester basis and shall consist of two Semesters. Each Semester shall generally be of 14 week's duration. However, the Senate on the recommendation of the Faculty Board may shorten or extend the number of Semesters and/or the number of weeks per Semester in exceptional situations.

14. The Programme shall be one- academic year programme unless otherwise decided by the Senate on the recommendation of the Faculty Board of the Faculty of Education.

15. The Programme shall comprising nine (09) Taught course units consisting of Theory, Practical Components and Continuous Assessments, an Extended Essays on an approved topic and a Practicum as prescribed by these By-Laws, Rules and Regulations. A Course unit shall carry a time based credit value as specified in the schedule. A quantum of 15 contact hours with respect to a particular course unit is equal to one credit. One credit is equivalent to fifty (50) notional hours which consists of direct contact hours, field works, self learning, preparation and carrying out of assignments and assessments.

16. The Programme shall be deemed to be Twenty Seven credits and meets all requirements to consider it as a Postgraduate Diploma Programme at Level Eight as prescribed in Sri Lanka Qualification Framework (SLQF).

17. There shall be a course code for each Course Unit denoted by three letters of which the first two alphabets describe the name the Department that offers the Course Units, the third alphabet describes the type of qualification, followed by four digits of which the first digit describes the level of the Programme, the second digit describes the credit value assigned for the Course Unit and the last two digits are the serial numbers.

18. (i) The titles and syllabi of Course Units offered in subject area, the nature of individual systems of evaluation, and other relevant requirements leading to the Programme shall be prescribed by Regulations made by the Senate on the recommendation of the Board of the Faculty and shall be contained in the Faculty Handbook.

(ii) The Senate shall have the power, on the recommendation of the Board to change, to amend, or to add to the subject areas/courses/Syllabi and to change or amend, or add any Rules and Regulations relating to any requirements leading to the Programme. Due notice shall be given to the students of such amendments, changes or additions.

19. A taught course relevant to the Programme shall consist of lectures, practical, tutorials, assignments, reports, presentations, workshops, seminars, research, field training and/or any other forms as shall be prescribed by the Senate on the recommendation of the Board.

20. Towards the end of course work, students shall register themselves at the relevant institutions for obtaining Institutional Training on counselling not less than 30 hours.

21. The independent study of the Programme shall consists of a study and a fieldwork towards the preparation and submission of an extended essays based on an approved topic relevant to the programme.

(a) Before a student commences his/her independent study on a selected issue/phenomenon in the relevant area of study, she/he shall submit a proposal for an extended essay to the approval of academic committee of the Department and the appointment of a Supervisor.

(b) A student shall not proceed with the Fieldwork towards the preparation of the extended essay until the academic committee of the Department approves the proposal.

22. The Language of instruction and evaluation shall be Sinhala.

PART IV – EVALUATION

23. The evaluation of the performance of a candidate leading to the award of the Programme shall consists of In-course assessment and End of Semester Examinations as prescribed by Regulations and/or Rules of the Faculty. Each End of Semester Examination shall consist of one or more than one written type question papers.

24. (a) The In-Course Assessment will take different forms including but not restricted to, classroom presentations, classroom written tests, online / classroom &/or take home assignments and

(b) For the final grading, the In-Course Assessment and the End of Semester Examination shall be marked out of 100 marks as given below:

In-Course Assessment	-	30%
End of Semester Examination	-	70%

(c) For the final grading, the In-course Assessment and the practicum shall be marked as follows out of 100 marks for the institutional training.

In-Course Assessment	-	60%
Practicum	-	40%

(d) A student shall not be permitted to take a End of Semester examination unless the Head of the Department has certified that he/she has satisfied all the requirements of the relevant Course Units, including but not limited to regular attendance at lectures, Tutorials, field work and submission of assignments at the appropriate time, as prescribed by the Senate on the recommendation of the Faculty Board.

25. (i) The final examinations prescribed by these By-Laws shall be conducted by Boards of Examiners appointed by the Senate on the recommendation of the Faculty Board.

(ii) A Board of Examiners shall, if the Senate has on the recommendation of the Faculty Board so decided, test any candidate in writing and/or orally and may adopt any other forms of evaluation.

(iii) It may take into consideration the assignments, class presentations, reports and/or practical courses/field work and/or any other accepted forms of assessment shall be done during any Course Units prescribed for any of the examinations.

26. A student shall take the examination on the first occasion on which the examination is held after the completion of the instruction for the Course Units for that part of the examination, unless the Senate for some specified reason permits him/her to take the examination on the next subsequent occasion on which the examination is held and where a candidate does not take the examination on that first occasion on which the examination is held after the completion of the instruction for the Course Units for that examination he/she shall be deemed unless the Senate determines otherwise, to have taken the examination on that first occasion, which shall be taken into account in computing the total number of occasions on which the examination may be taken by the candidate.

27. A student who fails in a paper/papers of a Course Unit/s of the examination shall again sit the paper/papers in the next subsequent occasion on which the examination is held, and where a candidate does not take that examination paper/papers on that occasion, he/she shall be deemed, unless the Senate determines otherwise, to have taken the examination or the paper/papers 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.

28. A student shall not take the End-of-semester Examinations on more than three occasions and in computing the total number of occasions there shall be taken into account any occasion on which he/she is deemed to have taken the examination in terms of section 27 and any occasion on which he/she sat for a paper/papers in which he/she had failed earlier.

29. A student shall be deemed to have an incomplete result in one or more papers of the program if he/she obtained a GPV less than 2.00 in the paper.

30. A student who fails the examination or does not take the examination shall not be allowed to repeat the instruction for the Course Units for the examination unless the Senate for some specified reasons determines otherwise.

31. A candidate who has not fulfilled the requirements of the examination by non-performance of the Practicum caused by illness or other physical condition evidenced by a medical certificate or any other condition acceptable to the Senate shall not be considered to have failed the examination and shall be permitted to complete the requirements of the examination on a subsequent occasion subject to the provisions of section 7 of these By-laws. The results of such a candidate will, however, be withheld until all the requirements of the examination have been fulfilled, provided that the results of individual Course Units may be released.

PART V – AWARD OF THE DEGREE

32. The total marks obtained for each Course Unit shall result in a grade being assigned according to schemes approved by the Faculty Board. Each such grade shall carry a corresponding Grade Point Value (GPV) as set forth in the table below, eg: a grade of A carrying a GPV of 4.00, a grade of B a GPV of 3.00 etc.

Marks range	Grade	Grade Point Value
80 – 100	A+	4.00
75 - 79	A	4.00
70 - 74	A ⁻	3.70
65 - 69	B+	3.30
60 - 64	B	3.00
55 - 59	B ⁻	2.70
50 - 54	C+	2.30
45 - 49	C*	2.00
40 - 44	C ⁻	1.70
35 - 39	D+	1.30
30 - 34	D	1.00
0 - 29	E	0.00

- Note:
- i. * - minimum performance for a pass
 - ii. Course units for which the relevant GPV is 0.00 will not be considered in calculating the GPA although the relevant course units carry some scores.
 - iii. Awarding Distinctions, Merits and passes will be on the basis of the Grade Point Average (GPA) and other conditions stipulated.

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

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

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

(iii) When a “fail” course unit is successfully completed at a subsequent attempt by a student, the course unit will be identified in the transcript by a special symbol (RC). The actual grade earned by the student for the repeat course unit will be shown in the transcript. However, when computing the GPA the grade point value assigned to that course unit will be 2.00 only.

34. A student will be awarded a Distinction pass,

If he/she

- i. Obtains Grades not lower than C+ in each Course Unit at the End of Semester Examinations; and
- ii. Passes in all course units in the first attempt (or deemed first attempt) with a minimum GPA of 3.70; and
- iii. Has a minimum GPV of 3.30 for Practicum

A student will be awarded a Merit pass,

If he/she

- i. Obtains Grades not lower than C+ in each Course Unit at the End of Semester examinations; and

- ii. Passes in all course units in the first attempt 9 (or deemed first attempt) with a minimum GPA of 3.30; and
- iii. Has a minimum GPV of 3.00 for Practicum

A student will be awarded for the pass,

If he/she

- i. Obtains a GPV of a minimum of 2.00 for each course module and an overall GPA of a minimum of 2.00 at the End of Semester examinations
35. The Vice-Chancellor shall have the authority, in consultation with the Dean of the Faculty, to take such action or give such direction not inconsistent with the principles underlying the provisions of these By-Laws, as appears to him/her to be necessary or expedient for the purpose of removing any difficulties that may arise in the implementation of these By-Laws.

PART VI – INTERPRETATION

36. In these By-Laws, unless it is specifically states otherwise, the “University” means the University of Colombo, established in terms of the Universities Act No. 16 of 1978, as amended subsequently.

The “Senate” means the Senate of the University of Colombo constituted under the Universities Act No. 16 of 1978, as amended subsequently.

The “Faculty Board” means the Faculty Board of the Faculty of Education of the University of Colombo constituted under the Universities Act No. 16 of 1978, as amended subsequently.

37. 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.

SCHEDULE

Guidelines for Volume of Learning (based on SLQF)

The Volume of Learning at each Level of the Degree Programme is described in terms of Credits. A Course Unit shall carry a time based Academic Credit Value as specified below. The minimum number of Credits per Course Unit is one.

Course Unit Description	Credit Value (Minimum)	Direct Student Contact Hours	Notional Hours (direct contact hours plus independent learning)
Taught Course	1	15	50
Laboratory studies Course	1	50	50
Field Studies/Clinical Work	1	50	50
Research Project	2	Variable	200
Practicum	3	Variable	300

*One Credit is considered equivalent to 50 Notional Learning Hours for a taught course, laboratory course or field studies course.

In the case of Teaching Practicum and Research Project One Credit is considered equivalent to a minimum of 100 Notional Learning Hours.