

Higher Diploma in English By-Law No.

University of Ruhuna

The By-Law enacted by the Council of the University of Ruhuna under Section 135 of the Universities Act No. 16 of 1978 and its subsequent amendments thereof.

By-Law

This By-Law shall be cited as Higher Diploma in English By-Law No. ... of the University of Ruhuna and shall come into effect on 31.12.2023

1. General Requirements for Award of Higher Diploma in English

1.1 The Higher Diploma in English shall be awarded by the University of Ruhuna to a student who:

- (a) has been duly registered for the Higher Diploma in English as prescribed by this By-Law, and Rules and Regulations made thereunder, and
- (b) has completed the courses of study to the satisfaction of the Senate, as prescribed by this By-Law, and Rules and Regulations made thereunder, and
- (c) has passed examinations as prescribed by this By-Law, and Rules and Regulations made thereunder, and
- (d) has paid such fees as prescribed by the University for his/her case, according to the Rules and Regulations of the University, and
- (e) has fulfilled all the above requirements within three academic years from the date of enrollment, provided that it shall be within the power of the Senate to declare for some specified reason/s that a student is eligible for the award of the Higher Diploma in English at a subsequent occasion, and
- (f) has no on-going disciplinary inquiry conducted by the University, and
- (g) has no on-going inquiry conducted by the University on examination offences.

1.2 The qualifications descriptors shall be as given in the following table:

	Qualification	Abbreviation	SLQF Level	Equivalent NVQ Level	Duration	Credits
1	Higher Diploma in English	HDip (English)	SLQF Level 4	NVQL6	1500 hours	30

2. Eligibility for Admission

Successful Completion of SLQF Level 3 (Diploma in English)

OR

Completion of NVQ Level 5 (Diploma in English)

OR

English Trained Teachers' Certificate

OR

National Diploma in Teaching (English) obtained from Colleges of Education

OR

Diploma in English for Employment (University of Ruhuna)

3. Eligibility for registration

3.1 Applications are invited for registration of students at the beginning of an academic year through advertisements.

3.2 Applicants shall send duly filled forms by registered post to the Senior Assistant Registrar of Distance and Continuing Education Unit (DCEU), University of Ruhuna, on or before the stipulated date.

3.3 The number of students enrolled for the course in a given academic year shall be determined by the Department of English Language Teaching (DELT).

3.4 Candidates selected to pursue the Higher Diploma in English shall pay the prescribed course fees. Any fee paid to the University of Ruhuna will not be refunded.

3.5 If any registered student is found guilty of any disciplinary or criminal activity, he/she shall be subjected to the decisions of the Senate and the Council regarding the continuation of the studentship and the award of the Higher Diploma.

3.6 In case a student is unable to follow the course due to a reason acceptable to the Senate, he/she shall be allowed to follow the course with the next batch of students after paying the relevant fees as specified in the regulations.

3.7 All students must register for each academic year and maintain their registration until this Higher Diploma is completed as prescribed by the Regulation of this By-Law.

4. Program of study

This is an advanced English course with an academic and professional focus. This course contains eight modules on Structure of English, Introduction to Literature, Reading, Writing, Speaking and Listening skills.

4.1 Duration of the course

This course is conducted for a duration of one year.

4.2 Number of credits

The course consists of 30 credits, and each lesson includes both theory and practical sessions.

4.3 Mode of delivery

The course is conducted physically.

5. Evaluation and Grading

5.1 Evaluation shall consist of Continuous Assessments (40%) and Final Examination (60%), and all are mandatory. The methods of assessment, distribution of weightage between assessments and examination of each course unit of the course shall be prescribed by the Regulation under this By-Law.

5.2 In order to be eligible to sit for the final examination of each course unit, the student must have completed all required assessments. Those who do not complete the required assessments shall be considered ineligible to sit the final examination.

5.3 Examination shall be conducted in accordance with the Examination Manual of the DCEU, University of Ruhuna.

5.4 If a student fails to complete any part of the assessment of the course due to medical or other acceptable reason, he/she may appeal within one week from the date of assessment with supporting documents to the coordinator of the course for an academic concession. If such concession is granted, the student shall be offered a makeup assessment.

5.5 A student who maintains a minimum of 60% of attendance to lectures, but fail to complete assessment requirements in the relevant academic year shall complete the due assessments and sit the examination in the immediate academic year.

5.6 The final evaluation of Higher Diploma in English shall be graded and be assigned Grades as follows.

Marks (%)	Grade	GPA
85- 100	A+	4.00
70-84	A	4.00
65-69	A-	3.70
60-64	B+	3.30
55-59	B	3.00
50-54	B-	2.70
45-49	C+	2.30
40-44	C	2.00
35-39	C-	1.70
30-34	D+	1.30
25-29	D	1.00

0-24	E	0.00
-	E*	
Not applied/Absent without accepted reason(s)/Not Eligible		E*
Accepted Medical Certificate		MC
Results withheld		WH

5.7 A student who obtains a grade “C” (40%) or better for the final examination of a course unit shall be considered to have passed that course unit.

5.8 If a student obtains grade “C-” or lower for any Course Unit at the Final Examination, he or she shall re-sit for the examination in a subsequent attempt within three academic years from the date of enrollment.

5.9 The maximum grade awarded for a repeat attempt shall be “C”.

5.10 When a student has received a Grade C- or lower for a Course Unit, the continuous assessment marks of the first attempt shall be carried forward up to maximum of two consecutive academic years. Such a student may improve a continuous assessment mark by repeating the continuous assessments within a given academic year upon a written request by the student to the coordinator.

5.11 If a student fails to complete any continuous assessment due to medical or other acceptable reason, he/she may appeal with supporting documents as stated in the Regulation of this By-Law to the Board of Study of the Faculty at DCEU through its Registrar for an academic concession within one week from the date of assessment. If such a concession is granted, the student will be offered a make-up assessment.

5.12 All results shall be released with the approval of the Board of Examiners. The Board of Examiners consists of the following members:

- a) Director / DCEU (Chairperson)
- b) The Chairperson of the Board of Study
- c) The Coordinator of the Higher Diploma Programme
- d) The Examiners
- e) Coordinator – Examination and Registration (DCEU)
- f) AR/SAR of the DCEU (Secretary to the Board of Examiners)

5.13 The final results of the Higher Diploma in English shall be approved by the Senate.

6. Requirements for Award of the Higher Diploma in English

6.1 The Average mark of all course units shall be calculated as described below at the end of the Higher Diploma to determine the overall performance of a student. It is the arithmetic mean of the credit-weighted marks obtained for all course units and it is determined by dividing the total credit-weighted marks by the total number of credits.

$$\text{Average Mark of all course units} = \frac{\sum_i C_i \times (\text{Marks obtained for course unit } i)}{\sum_i C_i}$$

Where, C_i is the credit value of i^{th} course unit.

6.2 Final overall evaluation of the course shall be graded as illustrated in the following table.

Level of Achievement	Range of Avg. Mark
Distinction	Avg. Mark \geq 80%
Merit pass	$70\% \leq$ Avg. Mark $<$ 80%
Pass	$40\% \leq$ Avg. Mark $<$ 70%
Fail	Avg. Mark $<$ 40%

6.3 A student shall be eligible for the award of the Higher Diploma if he/she has obtained;

- (a) a minimum of 30 credits for Higher Diploma from the course units as prescribed by the Regulation within the time period stipulated therein, and
- (b) Average Mark \geq 40%

6.4 A student shall be deemed to have obtained grades “C” or better for all course units to obtain a Distinction or Merit pass for the Higher Diploma. If a student obtains an Average Mark \geq 70%, but has obtained a grade less than “C” for a course unit, he/she shall be offered only a Pass as the final grade for the Higher Diploma.

7. Effective Date of the Higher Diploma

7.1 The effective date of the Higher Diploma in English shall be the date following the last day of the final examination, in which the student fulfils the requirements to receive the Higher Diploma.

7.2 In case a student has an ongoing inquiry for an examination or disciplinary offenses conducted against him/her by the University, results of the relevant examination/s shall not be released until the inquiry is completed. In such situations, the effective date of the Higher Diploma in English shall be determined by the Senate.

7.3 This By-Law shall be effective from the second batch of students who enrolled in the academic year 2022/2023.

8. Rules and Regulations

8.1 This By-Law may be revised or amended from time to time when necessary.

8.2 Regulations made under this By-Law may be amended and approved by the Senate and the Council independently from the By-Law.

8.3 All other common rules and regulations applicable to universities in Sri Lanka and to the University of Ruhuna in particular are also applicable to students registered for the Extension Courses in English.

9. Interpretations

9.1 In this By-Law unless the context otherwise requires

“University” is the University of Ruhuna, Sri Lanka as established by Gazette Notification no.281/07 dated 24.1.1984,

“Council” is the Council of the University of Ruhuna, constituted by University Act No.16 of 1978 and amendments thereof,

“Senate” is the Senate of the University of Ruhuna, constituted by University Act No.16 of 1978 and amendments thereof,

“Faculty” is the Faculty of Humanities and Social Sciences of the University of Ruhuna,

“DELT” is the Department of English Language Teaching.

“Faculty Board” is the Faculty Board of the Faculty of Humanities and Social Sciences, University of Ruhuna,

“DCEU” is the Distance and Continuing Education Unit, University of Ruhuna,

“Board of Study” (BoS) is the Board of Study for the Faculty of Humanities and Social Sciences at Distance and Continuing Education Unit, University of Ruhuna,

“Registrar” is the Registrar of the University of Ruhuna or a representative.

“Coordinator” is a lecturer/instructor appointed by the vice chancellor of the University of Ruhuna.

“Regulation” is the Regulation No. 112.01-2020 made under this By-Law.

9.2 Any question regarding the interpretation of this By-Law shall be referred to the Council whose decisions thereon shall be final and conclusive.

Regulation XX made under By-Law XX.

Higher Diploma in English

University of Ruhuna

These Regulations may be cited as the University of Ruhuna, Sri Lanka, Regulations No.112.01 -2022 for the Higher Diploma in English shall come into effect on 31.12.2022.

01. Admission Guidelines

- (a) Duly filled applications shall be received by Senior Assistant Registrar of Distance and Continuing Education Unit (DCEU), University of Ruhuna, from potential candidates following open advertisements published by the Registrar of the University.
- (b) The Selection Committee comprising the coordinator of the course, one permanent lecturer/instructor and the Senior Assistant Registrar of the DCEU, appointed by the Board of Study shall be responsible for initial processing of applications for the purpose of shortlisting eligible applicants based on the placement test results and forwarding it to the Board of Study for Faculty of Humanities and Social Sciences.
- (c) Certificates of the candidates who have successfully completed Diploma in English (SLQF Level 3 or NVQ Level 5), shall be verified by the board mentioned in 01.(b)
- (d) For a given year, the maximum number of students accommodated for the program shall be decided by the Board of Study prior to calling for applications.

02 Course Structure

2.1 Higher Diploma in English shall be conducted aligned with the respective syllabi during weekends of the relevant academic year.

2.2 The Syllabi of the Higher Diploma in English shall be approved by the Senate on the recommendation of the relevant Board of Study and the Faculty of Humanities and Social Sciences.

2.3 Any amendments to the syllabi shall be approved by the Senate on the recommendation of the relevant Board of Study and the Faculty of Humanities and Social Sciences.

2.4 A study schedule for the Higher Diploma in English shall be provided at the beginning of the academic year.

2.5 The Higher Diploma in English shall be a part-time course, for a duration of one year and consists of 1500 hours.

- (a) The official academic calendar approved by the Senate on the recommendation of the Faculty Board and Board of Study shall be announced prior to the commencement of each academic year.
- (b)

<i>Course Code</i>	<i>Course Unit</i>	<i>Credits</i>	<i>Lecture hours</i>	<i>Self learning hours</i>	<i>Notional work hours</i>
HDE4114	Structure of English	4	45 (T) + 30 (P)	125	200
HDE4124	Introduction to Literature	4	45 (T) + 30 (P)	125	200
HDE4134	Advanced Critical Reading	4	45 (T) + 30 (P)	125	200
HDE4143	Advanced Academic Writing 1	3	30 (T) + 30 (P)	90	150
HDE4214	Basic Concepts in Language Teaching	4	45 (T) + 30 (P)	125	200
HDE4223	Advanced Academic Writing 2	3	30 (T) + 30 (P)	90	150
HDE4234	Business Communication	4	45 (T) + 30 (P)	125	200
HDE4244	Speaking and Listening Skills	4	15 (T) + 90 (P)	95	200
Total number of credits and hours		30	600	900	1500

03 Registration

- (a) The DCEU shall inform the applicants of their selection.
- (b) The selected candidates shall pay two third (2/3) of the course fee on the date of registration and pay the balance within two months from the date of registration.
- (c) All the other relevant fees shall be paid at the time of registration. Those who require renewal of registration shall pay the relevant fee(s) at the beginning of each academic year, reckoning from the date of first registration.
- (d) Any fee paid to the University of Ruhuna will not be refunded under any circumstance.

04 Evaluation and Grading

During the course, students are evaluated using two modes of assessments for the course as follows:

- (a) Continuous Assessments shall contribute 40% to the final grade.
- (b) Final examination for the course shall contribute 60% to the final grade.
- (c) If a student fails to complete assessments due to a reason acceptable to the Board of Study, he/she may be given an alternative assessment upon request, which is arranged by the Course Coordinator on the recommendation made by the Board of Study.

- (d) If a student has received a Grade C- or lower for the course, he/she shall re-sit final examination to pass the course. The maximum grade awarded for a repeat attempt shall be Grade C.

05 Academic Concessions

- (a) If a student fails to complete any part of the assessments due to medical or other acceptable reason, he/she may appeal within one week from the date of assessment with supporting documents to the coordinator of the course for an academic concession. If such concession is granted, the student will be offered a makeup assessment.
- (b) If a student fails to sit the final examination of the course due to medical or other acceptable reason, he/she may appeal within one week from the date of examination with supporting documents to the BoS for an academic concession. Such requests for academic concessions require the recommendation of the BoS. If such request is accepted, he/she shall be eligible to sit for the next immediate relevant examination as a first attempter.
- (c) The students seeking academic concession on medical grounds should submit a medical certificate as prescribed by the University.

06 Academic Dishonesty

The consequences of cheating, plagiarism, unauthorized collaboration, and other forms of academic dishonesty shall be dealt with in accordance with the examination rules and regulations of the University.

07 Course Administration

- a) Academic affairs of the Higher Diploma in English shall be conducted by the DELT and administrative affairs shall be carried out by the DCEU.
- b) A permanent lecturer/instructor of the Department of English Language Teaching will be appointed by the Vice Chancellor on the recommendation of the Head of the Department and the Dean of the Faculty of Humanities and Social Sciences as the Course Coordinator.
- c) The Course Coordinator shall carry out all academic administration related to the course in collaboration with the DCEU.
- d) DCEU is responsible for administration and conducting examinations.

08 Revision of Rules and Regulations

08.1 This By-Law may be revised or amended from time to time when necessary.

08.2 Regulations made under this By-Law may be amended and approved by the Senate and the Council independently from the By-Law.

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