

**Advanced Certificate in Information and Communication Technology  
By-Law No. 122 - 2023**

**University of Ruhuna**

By-Law made by the Council of the University of Ruhuna, on 01.01.2024 under section 135 of Universities Act No. 16 of 1978, and amendments thereof.

**BY - LAW**

This By-Law may be cited as Advanced Certificate in Information and Communication Technology By-Law No. 122 - 2023 of the University of Ruhuna and shall come into effect on 01.01.2024.

**1. General Requirements for Award of the Advanced Certificate**

1.1 The Advanced Certificate in Information and Communication Technology, hereafter referred to as “Advanced Certificate”, shall be awarded by the University of Ruhuna, hereafter referred to as “the University”, to a student who:

- (a) has been duly registered for the Advanced Certificate programme 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 to the Advanced Certificate Course of the University except special cases, 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 Advanced Certificate 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 abbreviation of the name of the Advanced Certificate Course shall be AdvCert (ICT) and it shall be placed at Level 2 qualification according to the Sri Lanka Qualification Framework (SLQF).

## **2. Eligibility for Registration**

A student seeking admission to the Advanced Certificate Course shall have the following minimum qualifications:

- (a) General Certificate of Education (Ordinary Level) examination with ordinary pass for English and Mathematics.  
or
- (b) Passed the General Certificate of Education (A/L) examination in any subject stream.  
or
- (c) Completion of NVQF level 3 in the relevant field acceptable to the Senate.  
or
- (d) Comparable professional qualifications acceptable to the Senate, University of Ruhuna.

***Note:** Those who are registered in any University as internal students are also eligible to apply*

## **3. Registration for the Advanced Certificate Course**

- 3.1 Final selection of candidates, who have submitted applications following the guidelines given in Regulation No 01.122-2023, hereafter referred to as the “Regulation”, shall be made by an interview with the recommendation of the relevant Board of Study of the Distance and Continuing Education Unit and the approval of the Faculty Board.
- 3.2 Selected candidates shall be registered for the Advanced Certificate Course after relevant payments are made as specified in the Regulation.
- 3.3 All students must register for the academic programme and maintain their registration until the Advanced Certificate Course is completed as prescribed by the Regulation.
- 3.4 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.
- 3.5 All students must register for final examinations as prescribed by the Regulation.

#### 4. Programme of Study

- 4.1 The duration of the Advanced Certificate Course is six months.
- 4.2 All Students shall complete 15 credits to qualify for the Advanced Certificate as specified in the Regulation.
- 4.3 Lectures and practical components of the course shall be conducted in Sinhala/English medium and the course material shall be provided in English or Sinhala medium. Examination papers shall be provided in both languages.

#### 5. Evaluation and Grading

- 5.1 The evaluation shall consist of continuous assessments and examinations. The method of assessments, distribution of weightage between continuous assessment components and final examination of each course unit shall be prescribed by the Regulation.
- 5.2 Continuous assessments shall consist of a minimum of two assessments. The types of assessment shall be quizzes, assignments, in-class tests, practical reports, and presentations.
- 5.3 There shall be a deadline as decided by the course unit coordinator for the submission of each continuous assessment. Any student who fails to submit a continuous assessment on time shall be considered as absent for that assessment unless he/she provides valid reasons acceptable to the course unit coordinator and submit the given assessment within the period specified by the Course Unit Coordinator.
- 5.4 To be eligible to sit for final examination of each course unit, students shall submit all the continuous assessments relevant to that course unit.
- 5.5 The final evaluation of a course unit shall be marked and be assigned a grade as illustrated in Table 1.

**Table 1: Range of Marks and Corresponding Grades**

| Marks (%) (Out of 100) | Grade |
|------------------------|-------|
| $\geq 85$              | A+    |
| 80 – 84                | A     |
| 75 – 79                | A-    |
| 70 – 74                | B+    |
| 65 – 69                | B     |
| 60 – 64                | B-    |

|         |    |
|---------|----|
| 55 – 59 | C+ |
| 50 – 54 | C  |
| 45 – 49 | C- |
| 40 – 44 | D+ |
| 35 - 39 | D  |
| 0 - 35  | F  |

In addition to the above grades, the following symbols are used as grades due to different reasons.

| Reason  | Grade |
|---|-------|
| Not applied/ Absent without accepted reason(s)/<br>Not Eligible | E*    |
| Accepted Medical Certificate                                    | MC    |
| Accepted non-medical academic concession                        | AC    |
| Results withheld  | WH    |

- 5.6 If the student has obtained C-, D+, D or E\* grades for a course unit, the student has alternatives either to repeat the course unit and/or to keep the grade as it is if the student can maintain the minimum requirement to complete the Advanced Certificate as stated in the Table 2.
- 5.7 A student who obtains a grade “C” or better for a course unit shall be considered to have passed in that course unit.
- 5.8 The maximum grade awarded for a repeat attempt shall be “C” (Pass).
- 5.9 When a student has received a grade “F” for a course unit, the continuous assessment marks of the first attempt shall be carried forward up to a maximum of three consecutive academic years from the date of enrollment. Such a student may improve the continuous assessment marks by repeating all components of continuous assessments within a prescribed period. If the program will not be conducted in a particular year due to an unavoidable reason that year shall not be considered as an academic year.
- 5.10 If a student fails to complete any component of the continuous assessment of a particular course unit, he/she may appeal as stated in the Regulations of this By-Law.

5.11 Results of the course units and final results of the Advanced Certificate Course shall be determined by the Board of Examiners comprising following members.

- a. Director/DCEU (Chairman)
- b. The Chairperson of the Board of Study
- c. The Head of the Department of Information Technology
- d. The Coordinator of the Advanced Certificate Course
- e. The Examiners
- f. The Registrar of the DCEU (Secretary to the Board of Examiners)

5.12 The final results of the Advanced Certificate Course shall be approved by the Senate.

## 6. Requirements for award of the Advanced Certificate

6.1 The Average mark of all course units shall be calculated as described below at the end of the Advanced Certificate Course 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.

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

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

6.2 Final overall evaluation of the course shall be graded as illustrated in Table 2.

**Table 2: Final evaluation of the Advanced Certificate Course**

| Level of Achievement | Range of Avg. Mark                  |
|----------------------|-------------------------------------|
| Distinction          | Avg. Mark $\geq 75\%$               |
| Merit pass           | $60\% \leq \text{Avg. Mark} < 75\%$ |
| Pass                 | $50\% \leq \text{Avg. Mark} < 60\%$ |
| Fail                 | Avg. Mark $< 50\%$                  |

6.3 A student shall be eligible for the award of the Advanced Certificate Course if he/she has obtained;

- (a) a minimum of 15 credits for Advanced Certificate Course from the course units as prescribed by the Regulation within the time period stipulated therein, and
- (b) Average Mark  $\geq 50\%$

- 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 Advanced Certificate Course, in addition to having required avg. marks as stated in Table 2.

## **7. Effective Date of the Advanced Certificate**

- 7.1 The effective date of the Advanced Certificate shall be the date following the last day of the final examination conducted for the Advanced Certificate Course in which the student fulfills the requirements to receive the Advanced Certificate.
- 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 Advanced Certificate shall be determined by the Senate and the Council.

## **8. Rules and Regulations**

- 8.1 This By-Law may be revised or amended as and when necessary.
- 8.2 Regulations made under this By-Law may be amended and approved by the Senate and the Council independently of the By-Law.
- 8.3 All other common rules and regulations applicable to universities in Sri Lanka and to the University of Ruhuna are also applicable to students registered for the Advanced Certificate Course.

## **9. Interpretations**

- 9.1 In this By-Law unless the context otherwise requires

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

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

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

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

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

“BOS” means the Board of Study for the Faculty of Humanities and Social Sciences at Distance and Continuing Education Unit, University of Ruhuna

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

“Dean” means the Dean of the Faculty of Humanities and Social Sciences, University of Ruhuna.

“Regulation” means the Regulation No. 01.122-2023 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 01.122-2023 made under By Law 122.2023**

**Advanced Certificate in Information and Communication Technology,  
University of Ruhuna**

These Regulations may be cited as the University of Ruhuna, Sri Lanka, Regulations No. 01.122-2023 for the Advanced Certificate in Information and Communication Technology shall come into effect on 01.01.2024.

**01. Admission Guidelines**

- (a) The application form shall be obtained by paying a prescribed fee, and it must be filled in providing the required information including her/his qualifications for undertaking the course of study.
- (b) Duly filled applications shall be received by Registrar of Distance and Continuing Education Unit (DCEU), University of Ruhuna, from potential candidates following open advertisements published by the Registrar of the DCEU.
- (c) The Selection Committee appointed by the Board of Study comprising the Course Coordinator, two academic staff members appointed by the head of the department and the Registrar of the DCEU shall be responsible for initial processing of applications for the purpose of the shortlisting eligible applicants and forwarding it to the Board of Study of DCEU for Humanities and Social Sciences.
- (d) The list of candidates fulfilling criterion 2 of the By-Law and the process of shortlisting as stated in (c) above, shall be forwarded to the Board of Study for the purpose of calling for the interview.
- (e) The minimum/maximum number of students accommodated in each program in a given year shall be determined by the Board of Study.
- (f) The selection panel consists of the following members,  
Head of the Department of Information Technology or representative, Course Coordinator or representative, two academic members from the faculty appointed by the board of study. The Registrar of the DCEU shall convene the selection panel.



## 02. Registration

- (a) The DCEU shall inform the selected applicants for the Advanced Certificate Course after the approval of the Senate of the University.
- (b) The selected students shall pay fifty percent of the course fee on the date of registration and pay the balance within three months from the date of registration.
- (c) All the other relevant fees (if any) should be paid at registration. To renew the registration, the relevant fee(s) should be paid at the beginning of each programme, reckoning from the date of first registration.
- (d) Fees paid shall not be refunded. However, if the Senate agrees, a candidate can get the paid course fee transferred to follow the course with the next batch.
- (e) All fees applicable to the program are subject to change with the approval of relevant authorities of the University of Ruhuna.

## 03. Course Structure

The Advanced Certificate Course shall be for a six (6) months period.

- (a) The official academic calendar of dates approved by the Senate on the recommendation of the Faculty Board shall be announced prior to the commencement of each programme.
- (b) The curriculum shall be announced by the DCEU at the commencement of the Advanced Certificate Course.
- (c) There shall be a course coordinator appointed by the Vice Chancellor. The course coordinator shall prepare a course information sheet including details of distribution of notional hours, teaching-learning methods, and assessment methods as per the format approved by the faculty.
- (d) Course Structure of the Advanced Certificate Course (SLQF Level - 2) is illustrated in Table 3.

**Table 3: Course Structure**

| No. | Module Code | Module name  | Credit Value | Hour allocation (T/P/IL) |
|-----|-------------|--|--------------|--------------------------|
| 1   | ICT1112     | Basic Computer Architecture and Computer Networks  | 02           | 30/0/70                  |
| 2   | ICT1123     | Productivity Tools for Workplace                   | 03           | 30/30/90                 |
| 3   | ICT1131     | Introduction to Hardware Basics and PC maintenance | 01           | 15/0/35                  |

|       |         |   |    |          |
|-------|---------|---|----|----------|
| 4     | ICT1141 | Internet and Email                            | 01 | 15/0/35  |
| 5     | ICT1153 | Web Applications Development                  | 03 | 30/30/90 |
| 6     | ICT1162 | Multimedia and Graphic Design                 | 02 | 15/30/55 |
| 7     | ICT1173 | Software Engineering Concepts and Programming | 03 | 30/30/90 |
| Total |         |   | 15 |          |

**Note:** T/P/IL stands for Theory/Practical/Independent Learning

#### **04. Evaluation and Grading**

- 4.1 The evaluation of each course unit shall consist minimum of two continuous assessments such as take-home assignments, quizzes, term papers, classroom tests, mid-term tests, presentations, laboratory tests, dissertations, case study presentations, viva-voce, and end semester examination. Marks allocated for the evaluation of continuous assessment shall be 40% and end semester examinations shall be 60%. Relevant weightage of different components of assessments to the final grade shall be announced by the course coordinator at the beginning of the program.
- 4.2 If a student fails to complete continuous assessment due to a reason acceptable to the course coordinator, he/she may be given an alternative continuous assessment upon request.

## **05. Academic Concessions**

- 5.1 If a student fails to complete any part of in course- assessments for a particular Course Unit due to a medical or other acceptable reason, he/she may appeal within two weeks from the date of assessment with the supporting documents to the Board of Study for an academic concession. Such requests for academic concessions require the recommendation of the Board of Study and approval of the Senate. Documents supporting his/her claim should be in accordance with the rules and regulations of the University of Ruhuna. If such concession is granted, the student can take the next available in course- assessment for the relevant course unit/s.
- 5.2 If a student fails to sit the final examination of a particular Course Unit(s) due to medical or other acceptable reason, he/she may appeal within two weeks from the date of examination with supporting documents to the Board of Study for an academic concession. Such requests for academic concessions require the recommendation of the Board of Study. Documents supporting his/her claim should be in accordance with the rules and regulations of the University of Ruhuna. If such concession is granted, the student may take the same examination(s) as a first timer in the next immediate attempt.
- 5.3 The students seeking academic concession on medical reasons should submit a medical certificate as prescribed by the examination rules and regulations of the University. Students are requested to support the absence from course work or examinations due to an illness by a valid medical certificate conforming to the format of a medical certificate issued by a Government Hospital. Such medical certificate should be obtained from the following persons:
- (i) University Medical Officer
  - (ii) District Medical Officer
  - (iii) Consultant Specialist in the relevant field
  - (iv) Head of a Government Hospital
  - (v) Medical Superintendent of a Provincial Ayurvedic Government Hospital
  - (vi) Ayurvedic Physician registered in the Ayurvedic Medical Council

5.4 Students who fall ill during sessions of examination time should contact the University Medical Officer at the University Health Center immediately. If a student falls sick at home or elsewhere during the session of an examination time he/she or his/her guardian should inform the Director/DCEU within seven days by telegram followed by a letter indicating the nature of the illness and the name of the attending doctor and other relevant information. A medical certificate supporting the illness of the student should be sent to the Director/DCEU.

## **06. Academic Dishonesty**

- 6.1 Students are expected to act with full integrity in all academic endeavors: any use of words, formulae or ideas that are not one's own must be duly acknowledged. Providing or receiving any sort of unauthorized help on papers, examinations or other academic work is a violation of the University's policies on academic integrity.
- 6.2 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. Administration of the Course**

- 7.1 There shall be a coordinator for the Course, and he/she shall be appointed by the Vice-Chancellor on the recommendation of the Board of Study.
- 7.2 The Course Coordinator shall perform his/her administrative duties related to the Advanced Certificate Course in collaboration with the BOS of DCEU.

## **08. Revision of Rules and Regulations**

- 8.1 Rules and Regulations may be revised or amended from time to time by the Senate with the approval of the Council when necessary.
- 8.2 All other common Rules and Regulations applicable to the state Universities in Sri Lanka and to the University of Ruhuna are also applicable to students registered for the Advanced Certificate Course.
- 8.3 In case of any ambiguity in the rules and regulations, the interpretation of the Faculty Board endorsed by the Senate with the approval of the Council shall be final.

## **09. General Conditions**

This By-Law will be effective starting from the batch of students who shall be admitted in January 2024.

## **10. Interpretations**

10.1 In these Regulations unless the context otherwise requires:

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