

Diploma in Human Resource Management By-Law No. 112 -2020

University of Ruhuna

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

BY - LAW

This By-Law may be cited as Diploma in Human Resource Management By-Law No. 112 - 2020 of the University of Ruhuna and shall come into effect on

The Diploma shall be abbreviated as Dip (Human Resource Management) which is a Level 3 qualification according to the Sri Lanka Qualification Framework (SLQF).

1. General Requirements for Award of the Diploma

The Diploma in Human Resource Management, hereafter referred to as “Diploma”, 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 Diploma as prescribed by this By-Law, and Rules and Regulations made thereunder,
- (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 Diploma 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.

2. Eligibility for Registration

A student seeking admission for the Diploma shall have the following minimum qualifications:

- (a) Passed GCE (Advanced Level) Examination in any stream, or any other equivalent educational qualification acceptable to the Senate.

or

(b) Passed GCE (Ordinary Level) Examination and with two-year work experience and passing the aptitude test.

or

(c) A foundation course equivalent to SLQF level 2 and passing the aptitude test.

or

(d) Completion of NVQF level 4 and passing the aptitude test.

3. Registration for the Diploma Programme/ Semesters

- 3.1 Final selection of candidates, who have submitted applications following the guidelines given in Regulation No. 112.01.2020, 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 Diploma Programme after making the relevant payments as specified in the Regulation.
- 3.3 All students must register for each semester and continue their registration until the Diploma 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 prescribed in the regulations.
- 3.5 All students must register for end-semester examinations as prescribed by the Regulation.

4. Programme of Study

- 4.1 The duration of the Diploma is one academic year with two semesters.
- 4.2 All Students shall complete 30 credits to qualify for the Diploma as prescribed in the Regulation.
- 4.3 The Programme shall be conducted either in English medium or in Sinhala medium based on the interest of the applicants. Students shall select the medium of instruction at the time of registration.

5. Evaluation and Grading

- 5.1 The evaluation shall consist of continuous assessments and end-semester examinations. The method of assessments, distribution of weightage between continuous assessment components and end-semester examination of each Course Unit shall be prescribed by the Regulation.

- 5.2 Continuous assessments shall consist of minimum of two assessments per Course Unit. The types of assessment shall be mid-semester examinations, presentations, quizzes, assignments, writing short papers, in-class tests, and reports.
- 5.3 In order to be eligible to sit for the end-semester examination of each course unit, students shall complete all the continuous assessments relevant to that course unit.
- 5.4 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 given zero marks for that assessment unless he/she provides valid reasons acceptable to the Board of Study and completes the given assessment within the period specified by the Course Unit Coordinator.
- 5.5 The final evaluation of a course unit shall be graded and be assigned a Grade Point Value (GPV) as follows:

Marks (%)	Grade	GPV
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

- 5.6 A student who obtains a grade “C” or better for a Course Unit shall be considered to have passed in that Course Unit.

- 5.7 A Student who obtains grade “C-” or lower for a course unit shall re-sit for the examination in a subsequent attempt within three academic years from the date of enrollment.
- 5.8 The maximum grade awarded for a repeat attempt shall be “C” (Grade Point Value is 2.0).
- 5.9 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 the continuous assessment marks by repeating all components of continuous assessments within a given semester.
- 5.10 If a student fails to complete any component of the continuous assessment of a particular Course Unit due to medical or other acceptable reason, he/she may appeal with supporting documents to the Board of Study of the Faculty at DCEU through its SAR / AR (??) 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.
- 5.11 The results shall be released semester-wise. Results of the course units and final results of the Diploma Programme shall be determined by Board of Examiners comprising following members.
- a. Dean of the Faculty (Chairman)
 - b. The Chairperson of the Board of Study
 - c. The Head of the Department of Human Resources Management
 - d. The Coordinator of the Diploma Programme
 - e. The Examiners
 - f. The SAR/AR (?) of the DCEU (Secretary to the Board of Examiners)
- 5.12 The final results of the Diploma Programme shall be approved by the Senate.

6. Requirements for award of the Diploma

- 6.1 The Grade Point Average (GPA) shall be calculated as described below at the end of the Diploma Programme to determine the overall performance of a student. GPA is the arithmetic mean of the credit-weighted grade point values. The GPA is determined by dividing the total credit-weighted Grade Point Value by the total number of credits.

$$\text{GPA} = \frac{\sum C_i \text{GaV}_{in}}{\sum C_i}$$

where C_i and V_{iv} are the number of credits and the Grade Point Values of i^{th} Course Unit, respectively. GPA shall be reported to the second decimal point.

- 6.2 A student shall be eligible for the award of the Diploma if he/she has obtained;
- (a) a minimum of 30 credits for Diploma from the course units as prescribed by the Regulation within the time period stipulated therein, and
 - (b) a minimum of Grade Point Average of 2.00, and
 - (c) no grades lower than C grades.

7. Award of the Diploma with a Merit Pass

A student, who has fulfilled all the stipulated conditions in section 6 shall be awarded a Merit pass if he/she obtains a GPA of 3.70 or above within the first attempt of the Diploma Programme.

8. Effective Date of the Diploma

- 8.1 The effective date of the Diploma shall be the date following the last day of the Semester examination conducted for the Diploma Programme in the relevant semester in which the student fulfils the requirements to receive the Diploma.
- 8.2 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 Diploma shall be determined by the Senate and the Council.

9. Rules and Regulations

- 9.1 This By-Law may be revised or amended from time to time when necessary.
- 9.2 Regulations made under this By-Law may be amended and approved by the Senate and the Council independently from the By-Law.
- 9.3 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 Diploma Programme.

10. Interpretations

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

“Board of Study” means the Board of Study for the Faculty of Management and Finance at Distance and Continuing Education Unit, University of Ruhuna,

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

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

“Dean” means the Dean of the Faculty of Management and Finance, University of Ruhuna,

“Faculty Board” means the Faculty Board of the Faculty of Management and Finance, University of Ruhuna,

“Faculty” means the Faculty of Management and Finance of the University of Ruhuna,

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

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

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

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

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

Regulation No: 112.01-2020 made under By-Law 112 - 2020.

Diploma in Human Resource Management

University of Ruhuna

These Regulations may be cited as the University of Ruhuna, Sri Lanka, Regulations No.112.01.-2020 for the Diploma in Human Resource Management shall come into effect on

01. Admission Guidelines

- (a) The application form obtained by paying a prescribed fee has to be on the prescribed form providing the information as she/he may be required to submit including her/his qualifications for undertaking the course of study.
- (b) Duly filled applications shall be received by Registrar of Distance Learning and Continuing Education Unit (DCEU), University of Ruhuna, from potential candidates following open advertisements published by the Registrar of the University.
- (c) The Selection Committee appointed by the Board of Study comprising the Programme Coordinator, two academic staff members 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 for Management and Finance.
- (d) Those who have applied for the Diploma under 2 (b), (c), (d) category of the By-Law shall pass an aptitude test conducted by DCEU to be eligible to participate in the selection interview.
- (e) The list of candidates fulfilling the criterion 2 (a) of the By-Law and the list of candidates eligible under the Regulation 1 (C) shall be forwarded to the Board of Study for the purpose of calling for the interview.
- (f) 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
- (g) The selection interview panel shall consist of three members appointed by the Board of Study comprising:

Head of the Department of Human Resources Management or representative,

The Coordinator of the Programme or representative, and

One member appointed by the Board of Study.

The Registrar of the DCEU shall convene the selection panel

(h) The aptitude test shall administrate by Registrar of the DCEU

02 Registration

- (a) After the approval of the Senate, the DCEU shall inform the selected applicants of their selection.
- (b) The selected students shall pay the entire course fee within the first semester either at once or as up to three installments. [Any prior approval for instalment payments?]
- (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 year, reckoning from the date of first registration.
- (d) Fees paid shall not be refunded. However, if the Senate approves the continuation of the Programme for a case as described under By-Law 3.4, the student shall not pay course fee again, but the relevant annual registration and other fees shall be paid.
- (e) All fees applicable to the program are subject to change with the approval of the relevant authorities of the University.

03 Course Structure

The Programme of study leading to the Diploma shall be a part-time course, consisting of two semesters organized over a duration of one academic year.

- (a) The official academic calendar of dates 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) There shall be a Unit Coordinator for each course unit appointed by the Vice Chancellor. The unit coordinator shall prepare a form (Form C1) for the respective course unit including details of distribution of notional hours, teaching-learning methods, and assessment methods as per the format approved by the Faculty.
- (c) The curriculum shall be announced by the DCEU at the commencement of the Diploma Programme. All Students shall complete 30 credits to qualify for the Diploma.

(d) Course Structure of the Diploma Programme (SLQF Level - 3)

Year	Level	Course Code	Course Unit	Credits	Hours Allocated
1	Semester 1	DHRM 11013	Organizational Management	3	45
		DHRM 11023	Introduction to Human Resource Management	3	45
		DHRM 11033	Business Economics	3	45
		DHRM 11043	Individual Behavior in Organization	3	45
		DHRM 11053	Business Mathematics and Statistics	3	45
	Semester 2	DHRM 12013	Career Management	3	45
		DHRM 12023	Human Resource Development	3	45
		DHRM 12033	Performance and Reward Management	3	45
		DHRM 12043	Personal Value Creation	3	45
		DHRM 12053	Green Human Resource Management	3	45
	Total Credits of the Program			30	450

04 Evaluation and Grading

During each semester, students are evaluated using two modes of assessments for each course unit as follows.

- (a) Two continuous assessments contributing 30% to the final grade which can be in the form of mid-semester examinations, presentations, quizzes, assignments, writing short papers, in-class tests, and reports.
- (b) End-semester examination for a given course unit shall contribute 70% to the final grade based on a three-hour written examination which can be in the form of essay or structured essay or multiple-choice questions or any combination.

- (c) If a student fails to complete continuous assessment due to a reason acceptable to the Board of Study, he/she may be given an alternative continuous assessment upon request, which is arranged by the unit coordinator on the recommendation made by the Board of Study.
- (d) If a student has received a Grade C- or lower for a course unit, he/she may re-sit end semester examination for that course unit. The maximum grade awarded for a repeat attempt shall be Grade C. Such candidates may use the continuous assessment marks of the first attempt up to a maximum of three consecutive academic years from the date of enrollment. If a student wishes to improve the continuous assessment marks, he/she shall complete all components of the continuous assessment of the relevant course unit.

05 Academic Concessions

- (a) 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 one week from the date of assessment with the supporting documents to the Board of Study for an academic concession. Documents supporting his/her claim should be in accordance with the rules and regulations of the University. If such concession is granted, the student can take the next available in-course assessment for the relevant course unit/s.
- (b) If a student fails to sit the end semester examination of a particular Course Unit(s) due to medical or other acceptable reason, he/she may appeal within one week 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 Faculty Board approval [check written style of the statement?]. If such a request is accepted, he/she shall be eligible to sit for the next immediate available relevant examination as a first attempt student [or proper student?].
- (c) The students seeking academic concession on medical grounds should submit a medical certificate as prescribed by the University.

06 Academic Dishonesty

- (a) 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.
- (b) 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 Programme

- (a) There shall be a Programme Coordinator for the Programme, and he/she shall be appointed by the Vice-Chancellor on the recommendation of the Faculty Board.
- (b) The Programme coordinator shall perform his/her administrative duties related to the Diploma Programme in collaboration with the Director, DCEU of the University.

08 Revision of Rules and Regulations

- (a) Rules and Regulations may be revised or amended from time to time by the Senate with the approval of the Council when necessary. [check these revisions made by the Board of Study or Faculty and forwarded to recommendation of Senate and approval of Council. Therefore statement should be clear like that?]
- (b) All other common Rules and Regulations applicable to the state Universities in Sri Lanka and to the University of Ruhuna in particular are also applicable to students registered for the Diploma Programme.
- (c) 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.

10. Interpretations

In these Regulations unless the context otherwise requires:

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