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UNIVERSITY OF COLOMBO

FACULTY OF GRADUATE STUDIES

**Masters in Information Systems Management
(MISM)**

By-Laws

2018

Approved by the Council
Meeting No. 541
Date 12/09/2018

University of Colombo
Faculty of Graduate Studies

Masters in Information Systems Management (MISM)

By-Laws made by the Council of the University of Colombo under section 135 of the Universities Act No. 16 of 1978 and its subsequent amendments.

Whereas the University of Colombo has been conducting the programme leading to the Degree of Masters in Information Systems Management since 2008 under its By-Laws made in that year;

Whereas the said By-Laws have been subsequently amended by the University and the said programme has been conducted in terms of the said amended By-Laws and that the students have been registered under the said By-Laws whose registration is still in operation;

Whereas the University Grants Commission has published Qualifications Framework norms, duration, credit points, etc., of the different levels of academic qualifications and has impressed upon the University to revise the existing programmes to bring them in line with the requirements in the published Qualifications Framework;

Whereas it has become necessary to revise and revamp the programme leading to the Masters in Information Systems Management to bring it on par with the requirements laid down in the Sri Lanka Qualifications Framework as updated and published by the University Grants Commission in 2015;

Whereas a new batch of students has been admitted to the University under the newly revised curriculum which has already been approved by the Faculty Board of the Faculty of Graduate Studies, the Senate and the Council of the University of Colombo in terms of which approval students have been following the said revamped and revised programme leading to the Masters of Information Systems Management, and;

Whereas it has become necessary to enact By-Laws to prescribe the revised and revamped curriculum and other provisions including those relating to procedural and substantive aspects of the programme,

The Council of the University of Colombo on the recommendation of the Senate and the Faculty Board of the Faculty of Graduate Studies of the University of Colombo makes the following By-Laws.

By-Laws

1.

1.1 These By-Laws may be cited as the Masters in Information Systems Management (MISM) By-Laws No ¹⁶ of 2018.

1.2 These By-Laws shall be deemed to have come into operation with effect from 01st October 2017.

Part I- General

2. Subject to these By-Laws a person may be awarded the degree of Masters in Information Systems Management if she/he has:

- (a) been duly registered for MISM programme for the period prescribed by these By-Laws;
- (b) pursued the programme of study of the University to the satisfaction of the Vice-Chancellor as prescribed by these By-Laws, and other Regulations and Rules of the University;
- (c) satisfied the examiners on all forms of assessment including continuous assessment such as assignments, etc., and, end-of-semester examinations, as well as in the dissertation;
- (d) paid the registration, tuition, supervision, examination, library and other fees and deposits as may be payable by her/him to the University;
- (e) ensured that the registration continues to be in force; and
- (f) fulfilled all other requirements prescribed by these By-Laws and the Regulations and Rules of the University

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- 3.1. Applications for registration for the MISM programme shall be invited by notice published in the newspapers and/or on the University notice board and/or on-line through website/internet.
- 3.2. A person who wishes to become a candidate for the MISM programme shall make an application through the conventional mode and/or the on-line mode to the Registrar when the said programme is advertised.
- 3.3. The application shall be on the prescribed form providing the information as she/he shall be required to submit, including her/his qualifications for undertaking the programme of study.

4. There shall be a Coordinator for the programme who shall be appointed by the Dean, Faculty of Graduate Studies (FGS).
5. The Registrar of the FGS shall refer to the Coordinator of the programme the applications received. The Coordinator, having examined the applications for necessary minimum qualifications, shall call the eligible candidates for a selection test and/or an interview to be conducted by a panel including the Dean/FGS, and the Programme Coordinator on which selections may be made. The list of candidates so selected shall be recommended to the Senate through Board of Studies for Professional Studies (BSPS) and the Faculty Board of the FGS.
6. No candidate shall be eligible for admission to the programme leading to the MISM, unless she/he has the following requirements as per the SLQF 2015.
 - i. A Bachelor's degree from a recognized university/institution in Information Systems Management
 - ii. Any other Bachelor's degree, with prior learning/work experience in Information Systems Management
 - iii. Postgraduate Diploma (SLQF 8) from a recognized university/institution or an equivalent Qualification acceptable to the Faculty Board of the FGS and the Senate of University of Colombo with prior learning/work experience in Information Systems Management
 - iv. Professional qualification in Information Systems Management from a recognized professional body acceptable to the Faculty Board of the FGS and the Senate of the University of Colombo with prior learning/work experience in Information Systems Management
 - v. Completion of NVQ level 7 (equivalent to Bachelors degree in SLQF) with relevant work experience in Information Systems Management determined to be acceptable by the Faculty Board of the FGS and the Senate of the University of Colombo

And

A good knowledge of English language and satisfactory performance at a selection interview and/or selection test.

Each application under clause (v) shall be considered on its merit.

7. If the number of persons who have applied and/or who are registered for the study programme in any given academic year is not sufficient, in the opinion of the Faculty Board of the Faculty of Graduate Studies (hereafter referred to as the Faculty Board), to make the conducting of the study programme financially

viable, the Faculty Board reserves the right not to conduct the programme, subject to the University refunding any fees except the application fees, that may have been received from applicants.

8.

- 8.1. On acceptance of the candidature by the Faculty Board and the Senate, a person shall forthwith register as a postgraduate candidate for MISM of the University of Colombo upon payment of the prescribed registration, tuition, examination, library and other fees and/or deposits.
- 8.2. Unless otherwise decided by the Faculty Board, the minimum period of registration for the MISM programme shall be two academic years, and the maximum period shall not exceed five academic years counted from the date of commencement of the programme. The initial registration (herein after referred to as the first period of registration) shall be valid for two academic years from the date of commencement of the programme.
- 8.3. The registration for MISM shall be deemed to have lapsed at the expiry of its period of validity. A candidate whose registration has so lapsed may renew her/his registration for a further period of another academic year, provided the Faculty Board considers her/him eligible for such registration. However, no registration shall be renewed after the expiry of three academic years from the end of the first period of registration. Any such candidate may seek registration for the MISM as a fresh candidate if she/he failed to obtain the MISM Degree after the expiry of the maximum period of registration (five academic years), in competition with new applicants under the rules in force at the time of seeking such fresh registration.
- 8.4. Notwithstanding anything stated to the contrary, the University shall have the right to cancel at any time the registration of a candidate for the programme after due process and for cause assigned.
- 8.5. A person who is registered as a candidate for the programme shall devote her/his time to her/his studies at the University.

9. No student shall keep away from participating at classes (lectures, discussions, seminars) or leave the island, or withdraw from examination or a classroom test whether conducted through the conventional mode and/or information communication technology driven on-line mode or a combination of multi-modes, without prior approval from the Faculty Board.

Part II – Programme Details

10.

10.1. The programme of study leading to the MISM Degree, unless otherwise decided by the Senate on the recommendation of the Faculty Board for special reasons, shall be two academic years with fifteen (15) courses of 39 total credits (inclusive of an elective course of two credits), a research seminar which carries 03 credits and a research project and dissertation of 18 credits offered in the third and four semesters as prescribed in the Schedule.

10.2. The titles of courses, syllabi, course codes, credit points and other details are those set out in the Schedule and the Senate shall have 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.

11. The Programme of Study and Examinations leading to the MISM 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 so applied and interpreted in order to facilitate the effective conduct of the study programme without compromising its integrity and quality.

12. The medium of instruction and examination shall be English.

13. The Senate, on the recommendation of the Faculty Board shall appoint a Board of Examiners to conduct and assess the examinations..

PART III SCHEME OF EVALUATION AND CRITERIA FOR PASS, MERIT, DISTINCTION OR INCOMPLETE

14.

14.1 Each course shall carry a maximum of 100 marks. The evaluation of a candidate's performance at each of the courses shall take the forms of continuous assessments and end-of-semester written examinations.

- 14.2 In each of the taught courses, 40 percent of the maximum marks shall be based on continuous assessments which shall assess the performance of the candidate at assignments, class-room tests, quizzes, reports, discussions, seminars, oral presentations, etc..
- 14.3 The balance 60 percent of marks shall be used for assessing the performance of the candidates at the end-of-semester closed book written examination in an examination hall setting.
- 15.
- 15.1 Candidates may be evaluated in respect of continuous assessments by the teachers concerned.
- 15.2 Late submissions of continuous assessments may be accepted, but they are subject to a 10% deduction of marks per each delayed day as penalty.
- 15.3 The end-of-semester written question papers of the course shall be prepared, as far as possible, by the relevant teachers and moderated by an expert of the subject.
- 15.4 The examination of 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.
16. The end-of-semester examination of each Semester shall be held as far as possible at the end of the relevant Semester, unless the Senate on the recommendation of the Faculty Board, decides otherwise.
- 17.
- 17.1. 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.
- 17.2. Any candidate who fails to 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 shall, unless excused on medical grounds or any other valid grounds approved by the Senate on the recommendation of the Faculty Board, 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.
- 17.3. No candidate shall be eligible to take the end-of-semester examination on more than three occasions (attempts) and in calculating the number of

occasions (attempts) a candidate is eligible to take the examination, the deemed attempt as referred to in sub-clause (17.2) above shall also be taken into account.

18.

18.1. A person shall not be permitted to take the end-of-semester examination unless she/he has:

- (i) been duly registered as a MISM candidate from the commencement of the academic year for which the examination is held;
- (ii) satisfied the attendance requirements at lectures, seminars etc. as prescribed by the Faculty Board;
- (iii) has ensured that she/he has paid the total tuition fee, necessary examination fees and made other payments to the University duly in respect of the entire Examination or those courses which she/he has been required to take, as the case may be;
- (iv) registered with the Examinations Branch of the University for the Examination she/he intends to take; and
- (v) duly applied for the examination in accordance with the prescribed manner.

18.2. A candidate shall be issued the relevant admission card by the University to enter the Examination Hall where the end-of-semester examination is held once she/he satisfies the requirements mentioned in Clause 18.1 above.

18.3. 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 MISM examinations as well.

18.4. Without prejudice to the generality of the Regulation No. 1 of 1986, rules relating to different forms of on-line assessment and class room tests shall be formulated and implemented by the Coordinator and the relevant course teacher.

18.5. Any matters relating to such rules shall be decided by the Faculty Board on the recommendation of the Coordinator and the Board of Studies for Professional Studies. Such rules may vary from course to course as well as from year to year. Such rules shall be tabled at the Faculty Board as soon as possible.

18.6. No change of these rules can take place without giving adequate notice to the candidates of the programme.

19.

19.1. Rules relating to assignments, presentations, class-room tests and other examinations shall be announced, from time to time, by the programme Coordinator in consultation with the teachers and the Dean of the Faculty with the approval of the BSPS and Faculty Board and such rules shall not be changed or revoked unless otherwise decided by the Faculty Board.

19.2. 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 as well as to deal with any situation for which rules have already not been made.

20.

20.1. Each of the fifteen (15) courses, research seminar, research project and dissertation shall carry a maximum Grade Point Value of 4.00.

20.2. A candidate's performance in each of the courses 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 the Credits allocated accordingly.

Scheme of Assessment

Range of Marks	Grade	Grade Point Value	Pass/ Not completed
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	
50-54	C	2.00	Not Completed
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)

$$GPA = \frac{\sum_1^n GPV_i C_i}{\sum_1^n C_i}$$

Where GPV_i and C_i are the Grade Point Value earned and credit values allocated respectively for the i^{th} courses. Any calculated GPA shall be rounded to the second decimal place.

21.

21.1 After completion of the first academic year of the study (First and Second semesters) or from the beginning of the Third semester, a candidate shall work on original research study in the field of Information Systems Management under a supervisor/s appointed by the Senate on the recommendation of the Faculty Board.

21.2 She/He shall submit a Dissertation containing a minimum of 25,000 words and a maximum of 30,000 words based on the research.

21.3 The Dissertation shall represent sustained research carried out in the field of Information Systems Management and be a presentation of original work incorporating analytical and/or critical review of the subject matter of research and study.

21.4 The Senate, on the recommendation of the Faculty Board, shall appoint a supervisor/s to guide each student in research work and writing of Dissertation. The title of the Research Project and Dissertation shall be approved by the Faculty Board and the Senate of the University. The title shall not be changed except with the specific approval of the Senate on recommendation of the Faculty Board.

21.5 The candidate, through the supervisor, shall keep the Dean and the Coordinator informed about the progress of her/his work periodically, at least every two months. The candidate shall meet the supervisor regularly as arranged with the consent of the supervisor, to report on the progress made on the research. Each time she/he meets the supervisor; candidate shall obtain a brief comment on the progress made, on a standard form issued by the Faculty and thereafter present the comments to the Coordinator.

- 21.6 In the Research Seminar, a student is required to give at least one (01) seminar presentation before she/he may submit the dissertation.
- 21.7 If a student, in the opinion of the Supervisor, the Board of Studies for Professional Studies (BSPS) and the Faculty Board, is not making satisfactory progress, the Senate may, after due process, cancel the registration of the student and such student shall thereupon cease to be a registered postgraduate student of the University.
- 21.8 A MISM student shall, through her/his supervisor, notify the Registrar of her/his intention to submit her/his dissertation for examination at least one month before such submission so as to enable the University authorities to make the required arrangements for the examination of the dissertation. The student shall submit a two-page abstract of the dissertation along with the notice.
- 21.9 After such notice is given, a postgraduate student shall submit to the Registrar, within one-month time, three copies of the dissertation prepared in accordance with the rules and regulations made by the University.
- 21.10 The Senate, on the recommendation of the Faculty Board and the BSPS, shall appoint two examiners, to examine the Dissertation.
- 21.11 Each examiner shall submit to the Registrar in charge of examinations a written report on the dissertation examined, with clear statement as to the quality of the dissertation examined with an evaluation based on grade point as per section 20.2 of these By-Laws and definite recommendations as to whether the dissertation should be accepted, rejected, revised or amended.
- 21.12 Except where the dissertation is rejected by both the examiners, the candidates shall be subjected to viva voce examination by a Board of Examiners, which shall consist of:
- (a) The Dean of the Faculty of Graduate Studies
 - (b) The Chair of the relevant Board of Study;
 - (c) The Coordinator of the MISM Programme and

- (d) The two Examiners appointed to assess the dissertation
- (e) The Supervisor/s (as an observer/s)

21.13 Subject to the provisions of sections 22 and 23 of these By-laws, the Board of Examiners shall, after consideration of the reports of the examiners on the dissertation and the performance of the candidate at the viva voce examination, recommend to the Senate whether in its view:

- (a) the degree for which the candidate has submitted herself/himself for examination shall be awarded,

Or

- (b) the degree for which the candidate has submitted herself/himself for examination maybe awarded subject to such minor amendments /corrections to the dissertation as may be specified by the Board of Examiners are effected by the candidate and the corrected dissertation submitted within a maximum period of 3 months which fact is certified by either Supervisor/Internal Examiner/Coordinator/nominee as decided by the Board of Examiners.

Or

- (c) the degree shall not be awarded, but the candidate shall be permitted to resubmit the dissertation within a maximum period of one year. The revised dissertation shall be re-evaluated by the same examiners, where possible, and the candidate shall be summoned for another viva-voce examination.

Or

- (d) the degree shall not be awarded, but the candidate shall be directed to register afresh for a new title and submit a dissertation within an year. The new dissertation shall be evaluated by the same or new examiners, and the candidate shall be summoned for a viva-voce examination.

Or

- (e) the degree shall not be awarded, and the candidate shall be deemed to have been unsuccessful at the examination.

- 21.14 When a dissertation is accepted for the award of the MISM degree, two copies shall be submitted to the University to be retained by the University.
- 22 A candidate shall be deemed to have been successful at the examination leading to the award of the MISM if she/he obtains:
- i) GPV of 2.70 or more in each of the courses, the Credits of which total not less than 39 Credits;
 - ii) GPV of 2.70 or more for the Research Seminar (Project?) which is of 3 credits; and,
 - iii) GPV of 2.70 or more for the Dissertation which is of 18 credits.
- 23 A candidate who has been successful at the examinations leading to the award of the MISM Degree may be awarded a Distinction Pass at the examination if she/he obtains a Grade Point Average (GPA) of 3.70 or more during the first period of registration.
- 24 A candidate who has been successful at the examinations leading to the award of the MISM Degree may be awarded a Merit Pass at the examination if she/he obtains a GPA score between 3.30 and 3.69 during the first period of registration.
- 25
- 25.1 A candidate shall be deemed to have an incomplete result in one or more courses including the Research Project of the MISM programme if she/he obtains a GPV of less than 2.70.
- 25.2 A candidate who has an incomplete result having obtained a GPV of less than 2.70 in any course/s during a particular semester shall repeat the written examination/s of the respective course/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.
- 25.3 A candidate who has an incomplete result may successfully complete the examinations leading to the MISM programme if she/he satisfies the requirements of prescribed in section 22 above.

- 26 A candidate with incomplete results shall be eligible for two further attempts provided she/he has valid registration. She/he shall take the courses in which she/he has been unsuccessful on the very next occasion when the examination is held provided that she/he is eligible to take the examination under these by-laws.
- 27 Candidates who wish to exit from the MISM programme early may do so upon successfully completing Semester I and Semester II of MISM programme by obtaining a GPA of 2.70 or more for those two Semesters taken together. Those students may be offered the Postgraduate Diploma in Information Systems Management (PGDip (Info Sys Mgmt)) (SLQF 8).
- 28 The University shall announce through notification the names of candidates who have passed the MISM examination and those who have incomplete results in the MISM after completing the whole examination.

PART IV -MISCELLANEOUS

- 29
- 29.1 The fees for application, tuition, examination, and repeat examination, library facilities shall be determined from time to time by the Council of the University. The fees paid shall not be refunded except under section 7 of these By-laws.
- 29.2 There shall be additional fees charged from repeat candidates as determined by the Faculty Board and the Council depending on the expenses to be incurred by the University to service their repeat attempts in the instruction and examination processes.
- 29.3 The fee payable for a certificate or statement of results or transcripts shall be determined by the Council.
- 29.4 A fee shall be charged for replacement of a lost student identity card or lost library card at rates determined by the Council.

PART V- TRANSITIONAL PROVISIONS

30.

30.1 Notwithstanding anything contained in these By-Laws, the candidates who have already been registered under the provisions of the By-Laws of Masters in Information Systems Management 2007 as amended subsequently (hereinafter referred to as the MISM 2007 By-Laws) shall be entitled to continue their programme under and subject to those provisions. To that extent the provisions of the MISM 2007 By-Laws shall be operative temporarily.

30.2 Any candidate who has already been registered under the two year MISM Programme with four semesters shall enjoy a transition period of 5 years within which they shall be governed by those provisions to complete their programme according to the requirements of the MISM 2007 By-Laws. Candidates who wishes to exit after one year of study as referred to in section 27 shall enjoy a transition period of 3 years only.

30.3 The candidates who have been registered under the MISM 2007 By-Laws but who have not successfully completed the requirements for the award of the Masters in Information Systems Management Degree under those provisions (the MISM 2007 By-Laws) may, within a period of two years from these By-Laws come into effect, apply to the University that they be considered for transfer to the programme under the present By-Laws.

Provided the Council reserves the right either to decline such request or to permit such request subject to such conditions as it may deem necessary to impose on the recommendations of the Faculty Board and the Senate of the University.

31.

31.1 The Council, on the recommendation of the Senate and the Faculty Board may consider granting an exemption from following a course/courses and taking the examination of the course/s subject to such conditions as it may deem fit and proper. This decision shall be made by the Council on a case-by-case basis and its decision shall be final.

- 31.2 The Council retains the discretion to deny any request made under sub-Clause 31.1 above if it thinks that granting the facility will be prejudicial to the interests of any stakeholders.

Part VI-Removal of Difficulties

32. The Vice Chancellor of the University shall have the authority, in consultation with the Dean of the FGS, 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 her/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 MISM programme under the earlier arrangements and/or By-Laws.

Part VII-Interpretation

33. In these By-Laws unless the context otherwise requires
 "Council" means the Council of the University of Colombo constituted by the University Act. No. 16 of 1978. (as amended subsequently).
 "Senate" means the Senate of the University of Colombo constituted by the University Act. No. 16 of 1978 (as amended subsequently).
 "Faculty" means the Faculty of Graduate Studies
 "Faculty Board" means the Faculty Board of the Faculty of Graduate Studies
 "Registrar" means the Registrar, the Acting Registrar, Deputy Registrar or any other officer authorized to sign for and on behalf of the Registrar of the University of Colombo.
34. Any question regarding the interpretation of these By-Laws should be referred to the Council whose decision there on shall be final.
