



**UNIVERSITY OF COLOMBO, SRI LANKA**  
**FACULTY OF GRADUATE STUDIES**

**Postgraduate Diploma in Public Administration**  
**PGDip(Pub Admin)**

**By-Laws**

**2020**

Approved by the Council  
Meeting No ..... 567<sup>th</sup> .....  
Date ..... 13/05/2020 .....

*Mr. Chaminda Perera*

**UNIVERSITY OF COLOMBO, SRI LANKA**

**FACULTY OF GRADUATE STUDIES**

**Postgraduate Diploma in Public Administration  
PGDip(Pub Admin)**

*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 program leading to the Postgraduate Diploma in Public Administration since 2012 under its By-Laws made in that year;

Whereas the said By- Laws have been subsequently amended by the University and the said program has been conducted in terms of the said amended By- Laws as amended in 2015 and that students have been registered under the said By- Laws whose registration is still in operation;

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

Whereas it has become necessary to revise and revamp the program leading to the Postgraduate Diploma in Public Administration 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 present revisions of the curriculum which have already been approved by the Faculty Board of the Faculty of Graduate Studies (FGS), the Senate and the Council of the University of Colombo in terms of which approval the students have been following the said revamped and revised program leading to the Postgraduate Diploma in Public Administration; 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 program.

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 enacts the following By-Laws.



## By- Laws

1. (1) These By-Laws may be cited as the Postgraduate Diploma in Public Administration By-Laws No. 7. of 2020.
- (2) These By-Laws shall be deemed to have come into operation with effect from 01<sup>st</sup> October 2017.

### PART I - GENERAL

2. Subject to these By-Laws a person may be awarded the Postgraduate Diploma in Public Administration (hereinafter referred to as the “ PGDip (Pub Admin)” if she / he has:
  - (a) been duly registered for the PGDip (Pub Admin) program for the period prescribed by these By-Laws;
  - (b) pursued the program 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 of assignments, semester-end examinations conducted under the prescribed courses;
  - (d) paid for registration, tuition, supervision, examination, library and other fees and deposits as may be payable by the candidate 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 Rules and Regulations of the University.
3.
  - (1) Applications for registration for the program leading to the PGDip (Pub Admin) shall be invited by notice in the newspapers and/or on the University notice board and/or on-line through the website/internet.
  - (2) A person who wishes to follow the program leading to the PGDip (Pub Admin) shall make an application through the conventional and/or on-line mode to the Registrar when the said program is advertised.
  - (3) The application shall be on the prescribed form providing the information as the candidate shall be required to submit, including the candidate’s qualifications for undertaking the program of study.
4. There shall be a Coordinator for the program and she/he shall be appointed by the Dean of the Faculty of Graduate Studies (FGS).

5. The relevant Registrar in charge of the subject shall refer to the Coordinator of the program 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 or her/his nominee, and the Program Coordinator on which selections may be made. The list of candidates so selected shall be recommended by the Board of Studies of Professional Studies (BSPS) and the Faculty Board of the FGS to the Senate for its approval.
6. No candidate shall be eligible for admission to the program leading to the PGDip (Pub Admin) , unless she/he has the following qualifications as per the SLQF 2015.
  - (i) A Bachelor's degree from a recognized University/Institution in Public Administration  
OR
  - (ii) Any other Bachelor's degree, with prior learning/work experience in Public Administration  
OR
  - (iii) Professional qualification in Public Administration from a recognized professional body with prior learning/ work experience in Public Administration acceptable to the Faculty Board of the FGS and the Senate of the University of Colombo  
OR
  - (iv) Completion of NVQ level 7 (equivalent to Bachelors degree in SLQF) with relevant work experience in Public Administration as determined by the Faculty Board and the Senate  
And

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

Each application under clause (iii) and (iv) shall be considered on its merit.

7. If the number of persons who have applied and/or who are registered for the study program in any given academic year is not sufficient, in the opinion of the Faculty Board, to make the conducting of the study program financially viable, the Faculty Board reserves the right not to conduct the program, subject to the University refunding any fees except the application fees, that may have been received from candidates.
8.
  - (1) On acceptance of the candidature by the Faculty Board and the Senate, a person shall forthwith register as a postgraduate candidate for PGDip (Pub Admin) of the University upon payment of the prescribed registration, tuition, examination, library and other fees and/or deposits.

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- (2) Unless otherwise decided by the Faculty Board, the minimum period of registration for the PGDip (Pub Admin) program shall be one academic year, and the maximum period shall not exceed three academic years counted from the date of commencement of the programme. The initial registration (herein after referred to as first period of registration) shall be valid for an academic year from the date of commencement of the program.
  - (3) The registration for PGDip (Pub Admin) program 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 subject to clause 17 (3), provided the BSPS and the Faculty Board consider her/him eligible for such registration. However, no registration shall be renewed after the expiry of two academic years from the end of the first period of registration. Any such candidate may seek registration for the PGDip (Pub Admin) program as a fresh candidate if she/he failed to obtain the PGDip (Pub Admin) after the expiry of the maximum period of registration (i.e. three years), in competition with new applicants under the regulations and rules in force at the time of seeking such fresh registration.
  - (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 program after due process and for cause assigned.
  - (5) A person who is registered as a candidate for the program shall devote her/his time to her/his studies at the University.
9. No student shall abstain from participating at classes (lectures, discussions, seminars etc.) 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 – STRUCTURE OF THE PROGRAM

10. (1) The program of study leading to the PGDip (Pub Admin), unless otherwise decided by the Senate on the recommendation of the Faculty Board for special reasons shall be one academic year with nine (09) courses of 26 total credits, offered in two semesters as prescribed in the Schedule.
  - (2) The titles of the courses, course codes, credit values 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 values and other details of the program. Such amendments shall come into effect after due notice in accordance with these By-Laws.
11. The Program of Study and Examinations leading to the PGDip (Pub Admin) 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 program 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 examinations and assess the performance of candidates.

### **PART III**

#### **SCHEME OF EVALUATION AND**

#### **CRITERIA FOR PASS, DISTINCTION, MERIT / NOT COMPLETE**

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 form of continuous assessments and End-of-Semester written Examinations. In each of the taught courses 50 percent of the maximum mark shall be based on continuous assessments which shall assess the performance of the candidate at assignments, classroom tests, quizzes, reports, discussions, seminars, oral presentations. The balance 50 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 The candidates may be evaluated in respect of continuous assessments by the teachers concerned. The end of semester written question papers of the courses will be prepared by the relevant teachers as far as possible and moderated by an expert of the subject. The examination of written answer scripts of the End of Semester Examinations shall be assessed by two independent examiners appointed by the University Senate, on the recommendation of the Faculty Board of the FGS.
- 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. (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.
  - (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 recommendation of the Faculty Board of the FGS, 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.

- (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 (2) above shall also be taken into account.
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 PGDip(Pub Admin) 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 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 sit; and
  - (v) duly applied for the examination in accordance with the prescribed manner.
- (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 the Sub-Clause (1) above.
- (3) All the 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 PGDip(Pub Admin) examinations as well.
- (4) Without prejudice to the generality of the Regulation No. 1 of 1986, rules relating to the different forms of on-line assessment and Class Room Tests shall be formulated and implemented by the Coordinator and the relevant course teacher. Any matters relating to such rules shall be decided by the Faculty Board on the recommendation of the Coordinator and the Board of Studies of 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. No change of these rules can take place without giving adequate notice to the candidates of the program.

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19. (1) Rules relating to assignments, presentations, class-room tests and other examinations shall be announced, from time to time, by the program Coordinator in consultation with the teachers concerned and the Dean – FGS with the approval of the Board Studies of Professional Studies and Faculty Board and such rules shall not be changed or revoked unless otherwise decided by the Faculty Board.
- (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. (1) Each of the nine (09) taught courses shall carry a maximum Grade Point Value of 4.00.
- (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 courses and credits allocated accordingly.

#### Scheme of Assessment

Range of Marks	Grade	Grade Point Value	Pass/ Not completed
90-100	A <sup>+</sup>	4.00	Distinction
80-89	A	4.00	
75-79	A-	3.70	
70-74	B <sup>+</sup>	3.30	Merit
65-69	B	3.00	Pass
60-64	B <sup>-</sup>	2.70	
55-59	C <sup>+</sup>	2.30	Not Completed
50-54	C	2.00	
45-49	C <sup>-</sup>	1.70	
40-44	D <sup>+</sup>	1.30	
30-39	D	1.00	
00-29	E	0.00	

(Source: UGC Circular No. 901)

$$GPA = \frac{\sum_{i=1}^n GPV_i C_i}{\sum_{i=1}^n C_i}$$

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



- 21 A candidate shall be deemed to have been successful at the examination leading to the award of the PGDip (Pub Admin) if she/he obtains a GPV of 2.70 or more for each of the courses totaling up to 26 credits.
- 22 A candidate who has been successful at the examination leading to the award of the PGDip(Pub Admin) may be awarded a Distinction Pass at the examination if she/he obtains a minimum Grade Point Average (GPA) of 3.70 or more during the first period of registration.
- 23 A candidate who has been successful at the examination leading to the award of the PGDip(Pub Admin) may be awarded a Merit Pass at the examination if she/he obtains GPA score between 3.30 and 3.69 during the first period of registration.
24. (1) A candidate shall be deemed to have an incomplete result in one or more taught course/s of the PGDip (Pub Admin) if she/he obtains a GPV less than 2.70 in the taught course/s.
- (2) A candidate who has incomplete result having obtained a GPV of less than 2.70 in any course/s during a particular semester shall repeat the written examinations 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.
- (3) A candidate who has an incomplete result may successfully complete the examinations leading to the PGDip (Pub Admin) programme if she/he satisfies the requirements of prescribed in section 21 above.
- 25 A candidate with incomplete results shall be eligible for two further attempts provided she/he has a valid registration. She/he shall take the courses in which she/he has incomplete result/s on the very next occasion when the examination is held provided that she/he is eligible to take the examination under these By-laws.
- 26 The University shall announce through notification the names of candidates who have passed the PGDip (Pub Admin) examination and those who have incomplete results in the PGDip(Pub Admin) after completing the whole examination.

#### **PART IV - MISCELLANEOUS**

27. (1) The fees for application, tuition, examination, repeat examination and library facilities shall be determined from time to time by the Council of the University. The fees paid shall under no circumstances be refunded except under section 7 of these By-laws.
- (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.

- (3) The fee payable for a certificate or statement of results or transcripts shall be determined by the Council.
- (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**

28. (1) Notwithstanding anything contained in these By-Laws, the candidates who have already been registered under the provisions of the By-Laws of Pg dip(PA&M) No.01 of 2012 as amended in 2015 (hereinafter referred to as the 2015 By-Laws) shall be entitled to continue their program under and subject to those provisions. To that extent the provisions of the Pg dip(PA&M) By-Laws of 2015 as amended subsequently shall be operative temporarily.
- (2) Any candidate who has already been registered for the Pg dip(PA&M) program under the 2015 By-Laws shall enjoy a transition period of 3 years within which they shall be governed by those provisions to complete their program according to the requirements of the Pg dip(PA&M) program.
- (3) The candidates who have been registered the Pg dip(PA &M) program under the 2015 By-Laws and who have not successfully completed the requirements for the award of the Pg dip(PA &M) under those provisions (the Pg dip(PA&M) program) may within a period of one year from these By-Laws come into effect apply to the University that they be considered for transfer to the program under the present By-Laws.

Provided that 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.

29. (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 a course/courses 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.
- (2) The Council retains the discretion to deny any request made under sub-Clause 29(1) above if it thinks that granting the facility will be prejudicial to the interests of any stake holders.



30. 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 Pgdp(PA&M) Program under the earlier arrangements and/or By-Laws.

#### PART IV- INTERPRETATIONS

- 31 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).

“Senate” means the Senate of the University of Colombo constituted by the University Act. No. 16 of 1978 (as amended).

“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.

“Application” means an application for registration or for entry to an examination.

“Board of Studies” and “BSPS” means the Board of Study of Professional Studies of the FGS relevant to the above degree course.

- 32 Any question regarding the interpretation of these By-Laws shall be referred to the Council of the University of Colombo and whose decision thereon shall be final.

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**SCHEDULE**  
**Postgraduate Public Administration**  
**PGDip (Pub Admin)**  
**SLQF level 8**

The program of study leading to the PGDip (Pub Admin) shall offer the subjects as given below in the academic year (Semester I & II).

Academic year	Code of Courses	Name of Course	Number of credits
<b>Semester I</b>	PGDPA 5101	Introduction to Public Administration	03
	PGDPA 5102	Public Sector Accounting and Finance	03
	PGDPA 5103	Public Policy	03
	PGDPA 5104	Seminar on Management	03
<b>Semester II</b>	PGDPA 5205	Research Methods	02
	PGDPA 5206	Human Security and Disaster Management	03
	PGDPA 5207	Human Resource Management	03
	PGDPA 5208	Public Sector Auditing	03
	PGDPA 5209	Legal Aspects of Public Administration	03
<b>Total Credits</b>			<b>26</b>

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