



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

**Post Graduate Diploma in Japanese Studies (PgDJS)**

**By-Laws**

2019

**UNIVERSITY OF COLOMBO  
FACULTY OF GRADUATE STUDIES**

Page 1 of 12

Approved by the Council  
559th

Meeting No. 14/11/2019

Date

## **Post Graduate Diploma in Japanese Studies (PgDJS)**

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 Post Graduate Diploma in Japanese Studies since 1997 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 as amended subsequently 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 Post Graduate Diploma in Japanese Studies 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 Post Graduate Diploma in Japanese Studies;

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**

Approved by the Council  
Meeting No ..... 559<sup>th</sup> .....  
Date ..... 14/11/2019 .....  
Page 2 of 12



1. (1) These By-Laws may be cited as the Post Graduate Diploma in Japanese Studies (PgDJS) No. ~~001~~<sup>40</sup> of 2019.  
(2) These By-Laws shall be deemed to have come into operation with effect from 01<sup>st</sup> August 2018.

## PART 1- GENERAL

2. Subject to these By-Laws a person may be awarded the Post Graduate Diploma in Japanese Studies (hereinafter some time referred to as the "PgDJS") if he/she has:
  - a. duly registered for the PgDJS 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 and independent study component;
  - d. paid for registration, tuition, supervision and 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 PgDJS shall be invited by notice in the newspapers and/or on the University notice board and/or on-line through the website/internet.
  - a. A person who wishes to follow the program leading to the PgDJS shall make an application through the conventional and/or on-line mode to the Registrar when the said program is advertised.
  - b. The application shall be on the prescribed form providing the information the candidate shall be required to submit, including 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 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, and the program coordinator on which selections may be made. The list of candidates so selected shall be recommended to the Senate by the Board of Studies of Development Studies(BSDS) and the Faculty Board of the FGS.

Approved by the Council 3 of 12  
Meeting No. 559th  
Date 14/11/2019

6. No candidate shall be considered for the admission to the program leading to the PgDJS, unless the candidate has the following requirements as per the SLQF 2015.

- (i) A Bachelor's degree from a recognized University / Institution in Japanese Studies; or
- (ii) Any other Bachelor's Degree, with prior learning / work experience in Japanese Studies; or
- (iii) Postgraduate Diploma (SLQF 8) from a recognized University / Institution or an equal qualification acceptable to the Faculty Board of the FGS and the Senate of the University of Colombo with prior learning / work experience in Japanese Studies; or
- (iv) Professional qualification in Japanese Studies from a recognized professional body acceptable to the Faculty Board of the FGS and the Senate of University of Colombo with prior learning / work experience in Japanese Studies; or
- (v) Completion of NVQ level 7 (Equivalent to Bachelor's degree in SLQF) with relevant work in Japanese Studies as determined 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 test and / or an interview.

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 PgDJS program in any given academic year is not sufficient, in the opinion of the Faculty Board of the FGS, to make the conducting of the 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 of the FGS and the Senate, a person shall forthwith register as a postgraduate candidate for PgDJS of the University of Colombo upon payment of the prescribed registration, tuition, examination, library and other fees and/or deposits.

(2) Unless otherwise decided by the Faculty Board of FGS, the minimum period of registration for the PgDJS program shall be one academic year, and the maximum period shall not exceed three academic years counted from the date of commencement of the program. The initial registration (herein after referred to as the first period of registration) shall be valid for an academic year from the date of commencement of the program.



- (3) The registration for the PgDJS 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 BSDS and the Faculty Board of the FGS 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 shall be required to seek registration for the PgDJS program as a fresh candidate if she/he failed to obtain the PgDJS 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 of the FGS.

## PART II – STRUCTURE OF THE PROGRAM

10. (1) The program leading to the PgDJS, unless otherwise decided by the Senate on the recommendation of the Faculty Board of the FGS for special reasons, as prescribed in the schedule shall be one academic year with five (06) courses of 20 total credit values, and an independent study component of 7000- 8000 words which carry 05 credits, offered in two semesters.
- (2) The titles of the courses, syllabi, 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 of the FGS 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.
11. The Program of Study and Examinations leading to the PgDJS may 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 of the FGS shall appoint a Board of Examiners to conduct examinations and assess the performance of candidates.

### **PART III**

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

#### **CRITERIA FOR PASS, MERIT, DISTINCTION OR INCOMPLETE**

14. 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 assess the performance of the candidate at assignments, classroom tests, quizzes, reports, discussions, seminars exhibitions and 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 and moderated by an expert of the subject. The examination of written answer scripts of the End of Semester Examinations and the independent study 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 PgDJS 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 of the FGS;
- (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 candidate 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 the candidate 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 PgDJS 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 may 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 of the FGS on the recommendation of the Coordinator and the Board of Study relevant to the program. 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.

Approved by the Council of 12

Meeting No. 55<sup>th</sup>

Date 14/11/2019



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 BSDS and Faculty Board and such rules shall not be changed or revoked unless otherwise decided by the Faculty Board of the FGS.
- (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 Six (06) taught courses and the independent study component 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 for each such courses and credits allocated accordingly.

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 <sup>-</sup>	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  $n^{\text{th}}$  courses. Any calculated GPA shall be rounded to the second decimal place.

Approved by the Council Page 8 of 12

Meeting No. 559th

Date 14/11/2019



21. A candidate shall be deemed to have been successful at the examination leading to the award of the PgDJS if the candidate obtains 20 credits from all the taught courses and 05 credits from the independent study component.
22. A candidate who has been successful at the examination leading to the award of the PgDJS may be awarded a distinction pass at the examination if candidate 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 PgDJS may be awarded a merit pass at the examination if candidate obtains a minimum GPA of 3.30 or maximum of 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 courses and independent study of the PgDJS if the candidate obtains a GPV less than 2.70.
- (2) A candidate who has incomplete result having obtained a GPV of less than 2.70 in one or more of the taught courses during a particular semester shall repeat the written examinations of the respective course/s at the next available occasion. Such candidate shall be given the option of carrying forward the assignment marks earned for that respective course conducted during the particular semester.
- (3) A candidate who fails to obtain at least a GPV 2.70 in the independent study shall be considered being incomplete and unsuccessful and shall be required to re-submit the independent study within a period of one year.
25. A candidate with incomplete results shall be eligible for two further attempts provided candidate has a valid registration. The candidate shall take the courses for which she/he has incomplete result/s on the very next occasion when the examination is held provided that candidate is eligible to take the examination.
26. The University shall announce through notification the names of candidates who have passed the PGDJS examination and those who have incomplete results in the PgDJS after completing the whole examination.

#### PART IV - MISCELLANEOUS

27. (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 under no circumstances be refunded.
- (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 PgDJS' examination process.
- (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 PgDJS No.01 of 1997 as amended in 2017 (hereinafter referred to as the 1997 By-Laws) shall be entitled to continue their program under and subject to those provisions. To that extent the provisions of the PgDJS By-Laws of 1997 as amended subsequently shall be operative temporarily.
- (2) Any candidate who has already been registered under the PgDJS program shall enjoy a transition period of 4 years within which they shall be governed by those provisions to complete their program according to the requirements of the PgDJS program.
- (3) The candidates who have been registered under the PgGDJS program and who have not successfully completed the requirements for the award of the PgDJS under those provisions (the PgDJS 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 of registration for 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 of the FGS and the Senate of University of Colombo.

Approved by the Council  
Meeting No. 559 Page 10 of 12  
Date 14/11/2019



29. (1) The Council, on the recommendation of the Senate and the Faculty Board may consider extending an exemption from following a course and taking the examination of a course 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 28.1 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 PgDJS Program under the earlier arrangements and/or By-Laws.

#### **PART IV- INTERPRETATIONS**

30. 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” 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.

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

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

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

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**SCHEDULE**  
**Post Graduate Diploma in Japanese Studies (PgDJS)**  
**SLQF Level 8**

The program of Study leading to the Post Graduate Diploma in Japanese Studies shall offer the subjects as given below in the academic year( Semester 1 and 11)

Academic Year	Code of Courses	Name of the Course	Number of Credits
Semester 1	PgD.JS - 5101	Japanese Language- level 1	4
	PgD.JS - 5102	History of Japan	3
	PgD.JS - 5103	Economic Development of Japan	4
Semester 11	PgD.JS - 5204	Japanese Language- level 11	3
	PgD.JS - 5205	Management Practices in Japan	3
	PgD.JS - 5206	Society and Culture	3
	PgD.JS - 5207	Independent Study	5
	<b>Total Credits</b>		<b>25</b>

Approved by the Council  
Meeting No 559th  
Date 14/11/2019