



UNIVERSITY OF COLOMBO, SRI LANKA

FACULTY OF GRADUATE STUDIES

Master of Arts in Japanese Studies

MA (Japanese Studies)

By-Laws

2023

Approved by the Council

Meeting No. 615

Date 20.12.2023

UNIVERSITY OF COLOMBO, SRI LANKA

FACULTY OF GRADUATE STUDIES

**Master of Arts in Japanese Studies
MA (Japanese Studies)**

*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*

By- Laws

1.
 - 1.1 These By-Laws may be cited as the Master of Arts in Japanese Studies [MA (Japanese Studies)] No ~~39~~ of 2023.
 - 1.2 These By-Laws shall come into operation with effect from on its receiving approval by the Council or on such other date as decided by the Council.

Part I - GENERAL

2. Subject to these By-Laws a person may be awarded the degree of Master of Arts in Japanese Studies [hereinafter referred to as the "MA (JS)"] if she/he has:
 - (a) duly registered for the MA (JS) 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 of assignments and semester-end examinations conducted under the prescribed course and independent study component;
 - (d) paid for all the prescribed fees including 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 Rules and Regulations of the University
3.
 - 3.1 Applications for registration for the MA (JS) programme shall be invited by notice in the newspapers and/or on the University notice board and/or on-line through the website/internet.
 - 3.2 A person who wishes to follow the programme leading to the MA (JS) shall make an application through the conventional and/or on-line mode to the Registrar when the said programme is advertised.

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- 3.3 The application shall be on the prescribed form providing the information as the candidate shall be required to submit, including her/his qualifications for undertaking the programme of study.
4. There shall be a Coordinator for the study programme and she/he shall be appointed by the Dean of the 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 by the Senate through Board of Studies of Development Studies (BSDS) and Faculty Board of the FGS.
6. No candidate shall be considered for admission to the MA (JS) programme, unless she/he has the following requirements as per the Sri Lanka Qualifications Framework (SLQF) 2015 approved by the University Grants Commission.
- 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. A professional qualification from a recognized professional body acceptable to the Faculty Board of the FGS and Senate of University of Colombo with prior learning/ work experience in Japanese Studies; or
 - iv. Completion of NVQ level 7 (equivalent to Bachelors degree or above) with relevant work experience in Japanese Studies as determined by the Faculty Board of the FGS and Senate of the University of Colombo

And

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

Each application under clause (iv) 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 FGS, 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.

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8.

- 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 MA (JS) 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 of FGS, the minimum period of registration for the MA (JS) 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 MJS 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 three academic years from the end of the first period of registration. Any such candidate shall be required to seek registration for the MA (JS) programme as a fresh candidate if she/he failed to obtain the MA (JS) after the expiry of the maximum period of registration (i.e. five academic years), in competition with new applicants under the regulations and 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 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 Faculty of Graduate Studies.

PART II - STRUCTURE OF THE PROGRAMME

10.

- 10.1 The programme of study leading to the MA (JS) degree, which is 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 two academic years with thirteen (13) courses of 45 total credit values, and a Dissertation of 15 credits offered in the fourth semester as prescribed in the Schedule.
- 10.2 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

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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 programme. Such amendments shall come into effect after due notice in accordance with these By-Laws.

11. The Programme of Study and Examinations leading to the MA (JS) will 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 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. 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. Each course shall carry a maximum of 100 marks. In each of the courses 50 percent of the maximum mark shall be based on continuous assessments which assess the performance of the candidate at assignments, class-room tests, quizzes, reports, discussions, seminars, and oral presentations. The balance of 50 percent of marks shall be used for assessing the performance of the candidates at the End-of-Semester examination.
15. Candidates may be evaluated in respect of continuous assessments by the teachers concerned. The End-of-Semester written question papers of the course 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 Dissertation 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.

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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 recommendation of the Faculty Board of 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.
- 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) duly registered as an MA (JS) 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 he/she 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.
- (vi) not subject to any disciplinary action or debarment from taking the examination

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 the Sub-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 MA (JS) examinations as well.

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18.4 Without prejudice to the generality of the Regulation No. 1 of 1986 as amended, 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 of the FGS on the recommendation of the Coordinator and the Board of Study relevant to the programme. 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 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 Dean of the Faculty 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 FGS.

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 thirteen (13) courses and the 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 for each such courses and credits allocated accordingly.

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	Not Completed
50-54	C	2.00	
45-49	C ⁻	1.70	
40-44	D ⁺	1.30	
30-39	D	1.00	
00-29	E	0.00	

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(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.

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 Japanese Studies 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 Japanese Studies and be a presentation of original work incorporating analytical and/or critical review of the subject matter of the research 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 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, the 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 If a student, in the opinion of the Supervisor, the Board of Studies for Development Studies (BSDS) 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.

21.7 An MA (JS) student shall, through her /his supervisor, notify the Registrar of her/his intention to submit her /his final 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 Research Impact Statement based on the findings of the Dissertation along with the notice.

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21.8 After such notice is given, a postgraduate student shall submit to the Registrar, within one month's time, three copies of the Dissertation prepared in accordance with the rules and regulations made by the University.

21.9 The Senate, on the recommendation of the Faculty Board and the BSDS, shall appoint two examiners to examine the Dissertation.

21.10 Each examiner shall submit 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.

21.11 Except where the dissertation is rejected by both the examiners, the student 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 Director of Studies,
- (c) The Coordinator of the MA (JS) Programme and
- (d) The Two Examiners appointed to examine the Dissertation
- (e) The Supervisor/s (as an observer/s)

21.12 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 may be awarded subject to such minor amendments /corrections to the Dissertation, as may be specified by the Board of Examiners, are corrected 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.

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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 a 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 candidates, who could not proceed to the second year or could not pass the examination on Dissertation in Semester IV, could be considered for the award of a Post-Graduate Diploma in Japanese Studies provided they have satisfied requirements for a pass at the Semester I, II, and III of the programme.

Or

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

21.13 When a Dissertation is accepted for the award of the MA (JS) 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 MA (JS) if she/he obtains:

- i) GPV of 2.70 or more in each of the courses, the Credits of which total not less than 45 Credits.
- ii) GPV of 2.70 or more for the Dissertation which is of 15 credits.

23. A candidate who has been successful at the examinations leading to the award of the MA (JS) 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 MA (JS) 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 Dissertation of the MA (JS) programme if she/he obtains a GPV of less than 2.70.

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- 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 MA (JS) programme if she/he satisfies the requirements 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. The University shall announce through notification the names of candidates who have passed the MA (JS) examination and those who have incomplete results in the MA (JS) after completing the whole examination.

PART IV - MISCELLANEOUS

- 28.
- 28.1 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.
- 28.2 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 Masters' examination process.
- 28.3 The fee payable for a certificate or statement of results or transcripts shall be determined by the Council.
- 28.4 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

- 29.
- 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 the

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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.

- 29.2 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 stakeholders.
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 MA (JS) Programme 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 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
- “FB” 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 programme.
32. Any questions regarding the interpretation of the By-laws shall be referred to the Council whose decision there on shall be final.

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SCHEDULE

Master of Arts in Japanese Studies [MA (Japanese Studies)]

SLQF Level 10

The programme of study leading to the Master of Arts in Japanese Studies shall offer the subjects as given below in the two academic years (from Semester I to IV).

Academic Year	Code of Courses	Name of Courses	Number of Credits
Semester I	MAJS 6101	Japanese History	03
	MAJS 6102	Agricultural and Industrial Development in Japan	04
	MAJS 6103	Japanese Economy	03
	MAJS 6104	Basic Japanese Language*	04
Semester II	MAJS 6201	Japanese Culture and Society	03
	MAJS 6202	Management Philosophy and Practices in Japan	03
	MAJS 6203	Japanese Education	03
	MAJS 6204	Research Methods	02
	MAJS 6205	Japanese Technology	04
Semester III	MAJS 6301	Health and Population in Japan	04
	MAJS 6302	International Relations of Japan	04
	MAJS 6303	Environmental Issues in Japan	04
	MAJS 6304	Seminar on Japanese Study Research	04
Semester IV	MAJS 6401	Dissertation	15
Total Credits			60

*This course will be exempted for those who have passed Japanese Language Proficiency Test (JLPT) Level 5 (N5).

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