

UNIVERSITY OF COLOMBO, SRI LANKA

Postgraduate Diploma in Child Protection and Rights By-Laws

By-Laws made by the Council of the University of Colombo under section 135 of the Universities Act, No. 16 of 1978 as amended subsequently.

1. These By-Laws may be cited as the Postgraduate Diploma in Child Protection and Rights By-Laws, No.²⁷of 2020. Short Title

PART I – GENERAL

2. Subject to these By-Laws a person may be awarded the Postgraduate Diploma in Child Protection and Rights (hereinafter sometimes referred to as the “Postgraduate Diploma”) if he/she has – Award of PG Diploma
 - (a) been a registered student of the programme leading to the Postgraduate Diploma at the University for the period prescribed by these By-Laws;
 - (b) thereafter pursued the programme of study 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 the University in the different forms of assessment and examination as prescribed by or under these By-Laws;
 - (d) paid the registration, tuition, library, supervision, examination, assessment and other fees to be payable by him/her as prescribed by or under these By-Laws; and
 - (e) fulfilled all the requirements prescribed by or under these By-Laws, and other Regulations and Rules of the University.
3. (1) The programme leading to the Postgraduate Diploma will be administered by the Centre for the Study of Human Rights (hereinafter sometimes referred to as the “Centre”) under the immediate supervision of the Faculty Board of the Faculty of Law (hereinafter sometimes referred to as the “Faculty Board”) and the Senate of the University. Administration

(2) The Centre shall engage the services of an Academic Coordinator

who shall ensure the day to day administration and management of the programme.

(3) The services of the Academic Coordinator shall be engaged on a time-bound and/or task-bound basis by the Director of the Centre with the concurrence of the Academic Committee of the Centre.

PART II – APPLICATION & REGISTRATION

4. (1) Application for admission to the programme leading to the Postgraduate Diploma may be invited by notice published in the newspaper/s and/or on the web site of the Centre and/or the University and/or via internal communications sent out to relevant institutional stake-holders who are actively engaged in matters connected to the subject area of the programme.

Eligibility
Requirements

(2) A person who wishes to be admitted to the programme shall make an application in response to the advertisement and/or communication referred to in sub-section (1) above to the Director of the Centre.

(3) The application shall be on the prescribed form providing the information as he/she may be required to submit, including his/her qualifications for undertaking the programme of study.

5. No person shall be considered for admission to the programme leading to the Postgraduate Diploma unless he/she has the following qualifications and/or requirements as prescribed in sub-section (1) and (2):

(1) **Any one or more** of the following qualifications and/or requirements:

(a) A Degree from a recognized University/Institution in a field of or relevant to child protection and/or child rights;

(b) Any other Degree with one year's post-Degree work experience in a field of or relevant to child protection and/or child rights;

(c) A Professional qualification from a recognized professional body acceptable to the University of Colombo with one year's post-qualification work experience in a field of or relevant to child protection and/or child rights;

- (d) A Diploma of one year's duration from a recognized University /Institution or an equivalent qualification recognized by the University of Colombo with a minimum of three years' work experience in a field of or relevant to child protection and/or child rights gained after obtaining the Diploma or the equivalent qualification;
- (e) Minimum of eight years of sustained work experience in a field of or relevant to child protection and/or child rights obtained in a recognized institution or work place with strong recommendation given by the Head of the institution where the candidate works on the capacity of the candidate to undertake the programme [Application of candidates applying under this eligibility requirement will be considered on a case by case basis by the Academic Committee and may be accepted subject to the approval of the Faculty Board and the Senate.];

AND

(2) **Both** of the following requirements (a) and (b):

- (a) Satisfactory performance at the Admission Test and/or the Interview conducted by the Centre; **and**
- (b) A good working knowledge of English.

- 6. (1) Applications received by the Director shall be referred to the Academic Coordinator for examining the applications for necessary initial qualifications.
 - (2) The Centre may call the eligible candidates for an interview and/or for an Admission Test. The Admission Test may be held prior to the interview if the number of applicants is very much in excess of the number of candidates that can be accommodated in the given year.
 - (3) The final list of candidates to be enrolled in the programme shall be recommended by the Academic Committee to the Faculty Board and by the Faculty Board to the Senate for their approval.
- 7. (1) On acceptance by the University, a person shall pay the prescribed fees such as registration fees, tuition fees, library fees, examination fees and other fees, to the University in order to register in the programme. The prescribed fees have been given in Schedule 3 of these By-Laws.

(2) The Council of the University shall prescribe the registration fees, tuition fees, library fees, examination fees and other fees and it shall have authority to increase or decrease such fees from time to time.

(3) The minimum period of registration for the programme shall be one year. Once a person is registered in the programme, the registration shall be valid for one year from the effective date of registration.

(4) The registration for the programme shall be deemed to have lapsed at the expiry of its period of validity. A candidate, whose registration has so lapsed may renew the registration for a further period, provided the Academic Committee considers him/her eligible for such renewal of registration.

(5) No registration shall be renewed after two years from the end of the first period of registration.

(6) If the number of persons who have applied and/or who are registered for the programme in any given year is not sufficient, in the opinion of the Centre, to make the conducting of the programme academically and financially viable, the Academic Committee reserves the right not to conduct the programme, subject to the University refunding any fees except the application fees, that may have been received.

(7) Notwithstanding anything stated to the contrary, the University shall have the right to cancel at any time the registration of a candidate for cause assigned.

(8) No person shall be entitled to a refund of any fees paid to the University on any ground whatsoever, except in the circumstance referred to in sub-section (6) of these By-Law.

8. No student shall keep away from lectures, discussion classes and other academic activities or withdraw from any examination or classroom test without prior approval from the Academic Committee unless on medical ground or other exceptional ground.

PART III – THE CURRICULUM : LEARNING & ASSESSMENT

9. (1) The programme of study leading to the Postgraduate Diploma will span over a period of twelve months having two Semesters.

Duration &
Structure

(2) The programme will offer eight Course Modules including Field Work Placement & Reporting and an Independent Study (Word

limit 6000). These will make up for a minimum of 30 Credit Values to be earned by a candidate.

(3) The title, syllabus, course code and credit values of each of these Course Modules, Field Work Placement Report and the Independent Study are those prescribed in Schedule I of these By-Laws.

(4) The Senate on the recommendation of the Faculty Board and the Academic Committee has the authority to vary, amend, repeal, add to or reduce the title, syllabus, course code, credit values of the Course Modules and the Independent Study from time to time.

(5) The learning and instructional activities of the programme will take different forms such as lectures, discussions, seminars, workshops, role-plays, simulations, debates, oral-presentations, guided self-readings, field work, report writing, interviews, etc.

(6) The learning and instructional activities will focus on acquisition of knowledge, training on skills, inculcation of values, attitude and behaviour.

10. (1) Each participant shall take a minimum of eight Course Modules. These Course Modules include a Field Work Placement and Report as well as an Independent Study.

Course
Modules
Details

(2) The Field Work Placement shall be followed by a Report. The date of submission of the report shall be decided by the Academic Committee.

(3) The Independent Study shall be submitted within one month from the last date of the last examination of the Second Semester in accordance with the guidelines approved by the Academic Committee.

(4) The medium of instruction will be English, Sinhala and Tamil. The Academic Committee, with the concurrence of the Faculty Board and the Senate, may decide to conduct the programme in English only in any given year.

(5) If the Academic Committee decides to conduct the programme in any one of the national languages in any given year, the programme shall be offered in the other national language as well. The Academic Committee may decide to conduct the programme in English medium also in any given year in addition to national languages.

11. (1) Each student shall take the components of Continuous Assessment of each Course Module as they are conducted during the

Course and the End-of-Semester Written Examination immediately after the completion of the instructional and learning activities of the respective Course Modules.

(2) No student shall keep away from the components of Continuous Assessment and the End-of-Semester Written Examination without any valid reason accepted by the Senate on the recommendation of the Academic Committee and the Faculty Board. Any student who keeps away from the components of Continuous Assessment and/or the End-of-Semester Written Examination without a valid excuse accepted by the Senate shall be deemed to have taken the components and/or the written examination.

(3) A student will be permitted to sit for any components of the Continuous Assessment and any End-of-Semester Written Examination a maximum of three times. A student who fails to complete the programme within the maximum number of times shall cease to be a registered student of the programme.

(4) In computing the number of occasions a student took the components of the Continuous Assessment and/or the End-of-Semester Written Examination, there shall be taken into account the occasions on which the student would have deemed to have taken the Continuous Assessment component and/or End-of-Semester Written Examination.

(5) Every student shall have to satisfy the attendance requirement of at least that percentage of all forms of learning and instructional activities in the Semester, as prescribed by the Academic Committee with the concurrence of the Faculty Board, to be eligible to apply for taking the End-of-Semester Written Examination.

(6) A candidate may not be permitted to take the End-of-Semester Written Examination unless he/she has duly registered with the Examination Branch of the University to take the Examination leading to the Postgraduate Diploma in the year in which he/she is eligible to apply.

(7) The provisions of the Examination Procedure, Offences and Punishment Regulation No.1 of 1986 of the University shall, *mutatis mutandis*, apply to, or in relation to, all Examinations, Assessments and Minor Dissertation of the Postgraduate Diploma.

(8) Without prejudice to the generality of the Regulation No.1 of 1986, rules relating to the different components of the Continuous Assessment, Independent Study shall be formulated and implemented by the Academic Coordinator with the approval of the Academic Committee and the Faculty Board, and any issue relating to them

shall be decided by the Faculty Board having obtained the recommendation of the Academic Committee.

(9) Guidelines/rules relating to the different components of the Continuous Assessment and Independent Study may be announced by the Academic Coordinator in consultation with the relevant teachers and with the concurrence of the Academic Committee and the Faculty Board from time to time. Such guidelines/rules will not be changed or revoked unless otherwise so decided by the Academic Committee and the Faculty Board.

12. (1) The evaluation of performance of participants will be conducted through different forms and at different times: In-Course Continuous Assessment [Formative Assessment] and End-of-Semester Written Examination [Summative Assessment].

Evaluation of
Performance

(2) Each of the Course Modules, including the Field Work Placement Report and the Independent Study will carry a maximum of 100 marks each.

(3) The allocation of total marks between the Continuous Assessment and the End-of-Semester Written Examination may vary from one Course Module to another. The maximum percentage of marks allotted between the Continuous Assessment components on one hand and the End-of-Semester Written Examination on the other for each Course Module is indicated in Schedule 1 of these By-Laws.

(4) The examination scheme of grading will represent Marks Band/Range, Grades, Grade Point Values which are provided in Schedule 2 of these By-Laws. The scheme will also provide the different levels of Pass Grade and Non-Completion Grade. The formula for arriving at the Grade Point Average will also be provided in the said Schedule.

13. (1) The Senate, on the recommendation of the Academic Committee and the Faculty Board, shall appoint a Board of Examiners to conduct the examinations leading to the conferment of the Postgraduate Diploma.

Evaluation
Scheme

(2) The Pass Grade and Grade Point Value for Course Modules, Field Work Placement Report and Independent Study shall be C+ and 2.33.

(3) A candidate's performance shall be assessed and examined at each of the two Semesters.

14. (1) A candidate who obtains not less than Grade C+ [less than GPV of 2.33] for each Course Module, Field Work Placement Report and

Criteria for

Independent Study will be successful at the Examination leading to the Postgraduate Diploma.

(2) A candidate who obtains less than Grade C+ [less than GPV of 2.33] in any Course Module/s, Field Work Placement Report and/or Independent Study will be unsuccessful at such Course Module/s, Field Work Placement Report or Independent Study as the case may be.

(3) A candidate who does not take any Course Module/s, does not submit Field Work Placement Report and/or Independent Study will be deemed to be unsuccessful at such Course Module/s, Field Work Placement Report or Independent Study as the case may be.

(4) A candidate who is unsuccessful or deemed to be unsuccessful at any Course Module/s, Field Work Placement Report and/or Independent Study shall take the Course Module/s, submit Field Work Placement Report and/or Independent Study, as the case may be, at the very next academic year when it is held or within the time period granted for the submission of Field Work Placement Report and/or Independent Study, provided that he/she is eligible to take the same under these By-Laws.

(5) A candidate shall not be eligible to take the same when he/she has exhausted or deemed to have exhausted two occasions after the first occasion.

(6) A candidate who has been successful at the Examination leading to the award of the Postgraduate Diploma may be awarded a Distinction Pass if he/she obtains a Cumulative Grade Point Average of at least 3.67 at the very first occasion he/she took the Examination, including the Field Work Placement Report and Independent Study.

(7) A candidate who has been successful at the Examination leading to the award of the Postgraduate Diploma may be awarded a Merit Pass if he/she obtains a Cumulative Grade Point Average of at least 3.00 at the very first occasion he/she took the Examination, including the Field Work Placement Report and Independent Study.

(8) A candidate who is unsuccessful at the Field Work Placement Report shall submit the Field Work Placement Report with minor correction within one month. A candidate with major correction shall submit the Field Work Placement Report within a maximum period of two months. The re-submitted Field Work Placement Report shall be re-evaluated by the same examiners as far as possible.

(9) A candidate who is unsuccessful in the Independent Study shall submit the Independent Study with minor correction within one month. A candidate with major correction shall submit the Independent Study within a maximum period of two months. The Independent Study shall be reevaluated by the same examiners as far as possible.

PART IV – INTERPRETATION & OTHER

14. In these By-Laws, unless the context otherwise requires –

Interpretation

“Academic Committee” means the Academic Committee constituted by the Board of Management of the Centre for the Study of Human Rights of the University of Colombo;

“Academic Coordinator” means the Academic Coordinator or an Acting Academic Coordinator whose services have been engaged by the Director of the Centre for the Study of Human Rights with the concurrence of the Academic Committee;

“Centre” means the Centre for the Study of Human Rights established by the Council of the University of Colombo;

“Council” means the Council of the University of Colombo established under the provisions of the Universities Act, No. 16 of 1978 and its subsequent amendments;

“Director” means the Director or the Acting Director of the Centre for the Study of Human Rights of the University of Colombo;

“Faculty Board” means the Faculty Board of the Faculty of Law of the University of Colombo;

“Senate” means the Senate of the University of Colombo;

“Vice-Chancellor” means the Vice-Chancellor of the University of Colombo and includes any person who acts for the Vice-Chancellor of the University of Colombo; and,

“University” means the University of Colombo.

- | | |
|--|---------------------------|
| 15. The Vice-Chancellor, on the recommendation of the Academic Committee of the Centre for the Study of Human Rights and the Faculty Board of the Faculty of Law, may take such action or give such directions, not inconsistent with the letter and spirit of these By-Laws, as appears to him/her to be necessary or expedient, for the purpose of giving effect to the provisions of these By-Laws or for smooth implementation of these provisions or for the purpose of removing any unforeseen difficulties that may have arisen due to any lacunae or contradictions in the provisions. | Avoidance of difficulties |
| 16. Any question regarding the interpretation of these By-Laws shall be referred to the Council whose decision thereon shall be final. | Construction |

SEMESTER I

Details of Course Modules

Code	Title	Credit Points	Continuous Assessment %	End-of-Semester Examination %
CSHR-CPR 51014	Child Protection and Rights: Theoretical Framework	04	40%	60%
CSHR-CPR 51024	Child Development : Conceptual Understanding	04	70%	30%
CSHR-CPR 51033	Prevention of Challenging Behaviour: Social and Legal Framework	03	60%	40%
CSHR-CPR 51043	Legal Protection and Alternative Care of the Child	03	60%	40%

SEMESTER II

Details of Course Modules

Code	Title	Credit Points	% Continuous Assessment	% of End-of-Semester Examination
CSHR-CPR 52053	Legal Proceedings and the Child	03	60%	40%
CSHR-CPR 52073	Professional Ethics and Research Methodology	03	70%	30%
CSHR-CPR 52064	Field Work Placement and Report	05	50%	50%
CSHR-CPR 52086	Independent Study (Word Limit 6000)	05	--	100%

EXAMINATION SCHEME OF GRADING

Each Course Module including Field Work Placement Report and Minor Dissertation of the Postgraduate Diploma Programme shall carry a maximum of 100 marks and be assessed and graded with a Mark, a Grade and a Grade Point Value according to the following scale:

Marks-Band	Grade	Grade Point Value
90-100	A+	4.00
80-89	A	4.00
75-79	A-	3.67
70-74	B+	3.33
65-69	B	3.00
60-64	B-	2.67
55-59	C+ [Pass]	2.33
50-54	C	2.00
45-49	C-	1.67
40-44	D+	1.33
30-39	D	1.00
00-29	E	0.00

During the study period, a candidate accumulates Grade Point Values from the Course Modules, Field Work Placement Report and Independent Study. These Course Modules carry varying Credit Points. From the Grade Point Values accumulated, a Grade Point Average (GPA) may be calculated taking the Credit Points into consideration and using the following formula

$$\text{GPA} = \frac{\sum_n c_n g_n}{\sum_n c_n}$$

where c_n and g_n are the Credit Points and the Grade Point Values obtained respectively for the n^{th} Course Module. Any calculated GPA shall be rounded to the second decimal place.