



SDC Friday Sessions

By-Laws & Regulations of Study Programmes

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What is a By-Law?

- Spell out detailed rules for appropriate function
- Comes into force on the day it approves/published or on any later day as specified in the By-law
- Once approved it becomes a 'law'
- May amend by-laws as and when necessary, need to go through the proper approval process

What is a Regulation?

- Regulations are written to implement the specifics of a particular By-Law
- All procedures that require to apply a by-law must be stated in the relevant regulation
- Both a by-law and its regulation should be approved together
- May amend as and when necessary

Similarities and Differences in By-Laws and Regulations

What are similarities?

- By-Laws and regulations are similar in that they both try to specify, organize, and give directions to what is appropriate

What are differences?

- By-Law is a 'law' and always supersedes a regulation
- Regulations provide specific administrative procedures for application and implementation of the by-law

Requirement of By-Laws and Regulations

For all Undergraduate & Postgraduate programmes and all other courses offered through DCEU, By-laws and Regulations are needed to offer the Degrees/Diplomas/etc.

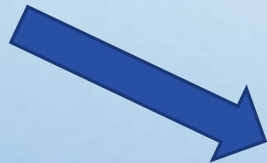
Approval by council is a must before programmes/courses are offered to students.

It is necessary that the By-Law and the Regulation are prepared parallel to the development/initiation of a new degree programme or development of any other study programme

Faculty Curriculum
Development Committee



Development of a new
Programme/Course



Send to FB for recommendation



CQA/Senate/Council

Faculty By-Law Committee



Development of the new By-
Law/Regulation



By-Law Committee/Senate/Council

All degree programmes offered by the faculty and other courses developed by faculty but offered under DCEU

Procedure to get the approval of By-Laws/Regulations at University of Ruhuna

Faculty By-law committee with consultation of programme coordinators prepares the By-Law and the Regulation



Send to Faculty board for recommendation



Send MS Word document to DR/Examinations to be tabled at the By-Law committee for recommendation to the Senate



Send to Council for approval with the Senate recommendation

If further improvements or clarifications are required



No need to send the By-Law to CQA for recommendation

By-Law committee meets every 2nd Tuesday of the month – documents need to be sent by 1st Tuesday of the month to be tabled at the meeting of that particular month

Approved By-Law and the relevant Regulation are required to offer any Degree (internal/external, undergraduate/postgraduate), any Postgraduate Diploma, Higher Diploma, Diploma, Advanced Certificate, Certificate, etc.

→ i.e. any study programme with 10 credits or more

For a series of courses with credits less than 10 (cannot be identified as a Certificate Course) you may issue a participation certificate with the approval of the Faculty Board /Senate/Council using some guidelines as required

– not necessary to send to By-Law committee

When a By-Law is amended

- The amendments can be applied to those students who register to the university after the date of approval of the amendment
- The amendment becomes a rule of law only **from the date of approval and the laws cannot be made applicable from the past**

When a Regulation is amended

- Such amendments can be applied to those students who already registered to the university, if it does no harm to the student when it is applied – because regulation is only a procedure
- However, the changes need to be communicated to relevant batch of students properly, and they should understand the changes thoroughly, before it is made applicable

The need of amendment of a By-Law/Regulation – some examples

- If the degree name is changed – eg. with SLQF guidelines all 4 year degrees are called Honours degrees now, all faculties need to adhere to that (but a few faculties haven't done it yet)
- If a selection process, student evaluation process, grading system, etc. are changed

When the By-Law is amended it should be applied to those students register after the date of approval

What to be included in an undergraduate By-Law?

1. General Requirements for Award of the Degree
2. Programme of Study
3. Registration for Course Units
4. Evaluation
5. Eligibility to sit for examinations
6. Allocation of Grades
7. Requirements for Graduation
8. Award of Classes
9. Award of the Degree
10. Effective Date of the Degree
11. Revision of By-Law/Rules and Regulations (it is important to state from which batch of students that the By-law shall be applicable)
12. Interpretations

What to be included in an undergraduate Regulation of a By-Law?

1. Admission Requirements
2. Registration for the Degree Programme
3. Registration for Semesters and Course Units
4. Course Structure
5. Evaluation and Grading
6. Selection Criteria For the Degree (only if students are admitted through a selection process)
7. Guidelines for evaluation of courses in formative/summative examinations
8. Restriction for the period for completion of the degree
9. Fallback Options
10. Absence at examination

11. Scheme of awarding the degree
12. Effective date of the Degree
13. Academic Dishonesty
14. Medical certificates for failure to attend examinations
15. Revision of Rules and Regulations
16. General Conditions
17. Interpretations

Please adhere to these sub sections/topics as much as possible. Include other specific requirements under these sections or under a new section as necessary .

Some points to remember

- By-Law is a 'law' – better not put unnecessary statements there
- Need to adhere to all what is stated in the By-Law/Regulation

Some issues surfaced at the By-Law committee during the last few months

- Certificate/Adv. Certificate/Diploma courses
 - if stated in the By-law to be offered in both English and Sinhala languages (need to offer courses in both languages separately, examinations in both languages, etc. – students register for English medium get certificates stating medium as English)
 - if stated as English/Sinhala (then you may mix both languages during delivery, classes can be held together, papers should be given in both languages, Cannot mention medium as English in the certificate, even if students answer scripts are in English.)

- **GPA (Grade Point Average) and GPV (Grade Point Value)**
 - Only for degrees/diplomas offered with 30 credits or more
- **Raw marks and Grades**
 - For all courses with credits less than 30 we use raw marks/grades
- **Full time/Part time courses**
 - If 30 credits offered in one year – a fulltime course
 - Certificate (10 credits), Advanced Certificate (15 credits), usually offered during weekends (can be offered throughout the year – no need to specify whether fulltime or part time)

- **Fall back Option (many By-Laws do not include this)**

SLQF requires to introduce these options to undergraduate programmes that we offer

- Diploma only if **first year of the study programme is completed** by a student (30 credits after SLQF level 2), but courses in other years have not been completed and degree cannot be offered
- Higher Diploma, **if courses in first and second years are completed** (30 credits after SLQF level 2 and 30 credits after SLQF level 3), but other years are not and degree cannot be offered

Diploma or Higher Diploma Can be offered only after the total stipulated time of 6 or 8 years has been elapsed and if the student requested of it

If a student registers for a Four year Bachelors Honours degree but he/she only completes 1st three years for some reason, then we can offer the Bachelors degree to such a student as a fall back option

We are planning to introduce a template for undergraduate By-Laws and Regulations – a very difficult task

What is necessary to be in a By-law?

What should be removed from the By-Law?

What is necessary to be in a Regulation?

Students with disabilities

– Is it necessary to have a statement in the Regulation?

Submission of Medical Certificates

– this is in the Regulation, but the effect of a medical certificate is not in the Regulation

– What is the student's right after submitting a medical certificate?
How university should handle it?

How to include information in the Handbook, from the By-Law and Regulation, which are relevant to students

It is necessary to include information from the By-Law and Regulation separately – **do not mix**

Inserting information from the By-Law and Regulation

- State proper citing of the By-Law or regulation with the number and effective date
- Take and insert only the information relevant to students
- Use the same section numbers/section topics as in the By-Law/Regulation when inserting information

Thank you !!