

UNIVERSITY OF MORATUWA, SRI LANKA



**ISSUE OF
CERTIFICATE OF COMPLETION
FOR
SHORT COURSES**

**CONDUCTED BY
THE UNIVERSITY OF MORATUWA, SRI LANKA**

UNIVERSITY OF MORATUWA
BY - LAW FOR THE ISSUE OF CERTIFICATE OF COMPLETION FOR
SHORT COURSES

This By-law may be cited as By-law No. 44 and shall come into force on 08.10.2008.

1. **Issue of the Certificate of Completion**

- 1.1 The Certificate of Completion, may be issued by the Senior Assistant Registrar/ Examinations (hereinafter referred to as the SAR/ Examinations) of the University of Moratuwa, Sri Lanka (hereinafter referred to as the University) to a participant of a Short Course who has:
- a. fulfilled the eligibility requirements set out in Section 2; and
 - b. been accepted by a Department of study of the relevant Faculty hereinafter referred to as the Department and the Faculty respectively; and
 - c. thereafter been registered as a student of the Short Course in the University with the approval of the Senate of the University (hereinafter referred to as the Senate) in accordance with Section 3, for the required duration as set out in Section 4; and
 - d. followed the prescribed course as outlined in Section 5; and
 - e. passed the assessment as set out in Section 6.
- 1.2 The certificate will conform to the format approved by the Senate and may contain a grading according to the approved Performance Criteria as specified in Section 6.2.

2. **Eligibility Requirements**

- 2.1 The eligibility requirements to follow a Short Course, for which a Certificate of Completion is issued, shall be decided by the Department subject to the minimum eligibility requirements specified in Section 2.2 and approved by the Faculty and the Senate.
- 2.2 An applicant fulfils the minimum eligibility requirements to follow the prescribed Short Course, if he/she has:
- a. attained the minimum standard at GCE A/L Examination as prescribed by the Faculty and approved by the Senate

OR

- b. attained other minimum standards at such examinations, the level of which shall normally be comparable to (a) above, as prescribed by the Faculty and approved by the Senate

AND

- c. obtained practical experience in the relevant field where appropriate and/or any other qualifications as prescribed by the Faculty and approved by the Senate.

3. **Registration**

- 3.1 An applicant selected for a Short Course may register with the University having paid the prescribed fees. The registration procedure shall be as determined by the Senate. The effective date of registration will be the date of commencement of the course.

- 3.2 A person registered as set out in Section 3.1 above falls into the category of Participant for all practical purposes, and is not entitled for any rights or University services enjoyed by the undergraduate or postgraduate students who are registered under any other By-Law of the University unless specified by the Department of Study, recommended by the Faculty and approved by the Senate.

4. **Duration of Course**

- 4.1 The normal duration of a Short Course should not be longer than one calendar year and is usually specified in number of days, weeks or months by the Department.
- 4.2 A participant shall be present at the University for a minimum period of time prescribed by the Faculty and approved by the Senate.

5. **Course Structure**

- 5.1 The Short Course shall consist of the following:

- a. attending regular lecture and/or practical sessions at the University as prescribed in the syllabus approved by the Faculty and the Senate.
- b. any other assignments such as presentations, coursework, practical work, laboratory work, tutorials, field trips and field camps as prescribed in the syllabus approved by the Faculty and the Senate.

- 5.2 The Head of the Department shall obtain the approval of the Faculty and the consent of the Senate prior to the conduct of the course. The proposal submitted for this purpose shall provide the following minimum information of the course Structure:

- a. Title of the course
- b. Course Objectives
- c. Target Group with Eligibility Requirements
- d. Course Outline
- e. Resource persons (with their designations and qualifications if required for obtaining approval)
- f. Duration (with tentative dates) and Location
- g. Whether New or Repeat Course
- h. Performance Criteria for the Course including minimum attendance required and whether or not a grade is awarded in the Certificate of participation.
- i. Course Coordinator

6. **Scheme of Assessment**

- 6.1 The performance of a participant shall be assessed on the basis of the following:

- a) Written examination(s) and /or
- b) Assignments

- 6.2 The Performance Criteria of the course shall be as determined by the Head of the Department concerned and approved by the Council of the University on the recommendation of the Faculty and the Senate.

6.3 If the performance of a participant is below pass mark in any part(s) mentioned in Section 6.1, he/ she may be re- examined in that part(s) as specified by the Head of the Department. Only one such re-examination shall be allowed unless decided otherwise by the Senate for exceptional reasons.

6.4 Performance records of the participants shall be maintained by the SAR/ Examinations.

7. **Schedule of Fees**

The schedule of fees shall be as determined by the University.

8. **Revision**

This By – Law is subject to revision from time to time