



BY LAWS
OF
THE DIPLOMA IN ENGLISH

Department of English Language Teaching
Wayamba University of Sri Lanka
Kuliyapitiya

1.0. Introduction

The Department of English Language Teaching of Wayamba University of Sri Lanka offers the Diploma in English Course to cater to the needs of the general public. This course is designed to promote academic and professional skills of the participants.

1.1. The aims of the course

- 1.1.1. To assist employees both in public and private sector organizations to enhance their prospects, clarity in the use of English language and to improve themselves and their performance level in their organizations
- 1.1.2. To assist school leavers to develop their prospects at the job market

1.2. The objectives of the course

- 1.2.1. To develop general communication skills in English
- 1.2.2. To promote career prospects
- 1.2.3. To extend the community service of the Wayamba University
- 1.2.4. To improve the quality of lives of the people concerned

1.3. Target groups

- 1.3.1. Public and private sector personnel preferably from the North Western Province
- 1.3.2. Non-English teachers preferably from the North Western Province
- 1.3.3. Members of the non - academic staff of the university
- 1.3.4. School leavers depending on the number of vacancies

2.0. The structure and content of the course

2.1. Duration of the course

12 months - weekends (48 weeks - Saturdays from 8.00 a.m. to 5.00 p.m.)
(Classes are not held on public holidays).

2.2. Number of contact hours

Total number of contact hours: 384 (8 hrs x 48 weeks)

2.3. Core subject areas and contact hours

Subject	Code	Contact Hours
English Grammar	DE 01	96
Comprehension and Composition	DE 02	96
English Literature	DE 03	96
Communication Skills	DE 04	96

3.0. Entry Qualifications

3.1. Educational Qualifications

3.1.1. Candidates should have passed the G.C.E. (O/L) examination with a simple pass for English.

3.1.2. Preference will be given to those who have a credit pass or above for English in the G.C.E. (O/L) examination.

3.1.3. Passing General English in the G.C.E. (A/L) examination will be an added advantage.

3.1.4. Any other Qualification accepted by the Board of Study.

3.2. Age

18-55 Years

4.0. Selection criterion

4.1. Eligible candidates have to sit for a language proficiency test and are expected to obtain the required minimum score. Selection will strictly be based on the marks obtained at the selection test and the applicants are grouped based on their performance at the above test.

4.2. The candidate will be selected by using the following criterion.

Category	Percentage
Employees (public, private sector)	60%
Others (School leavers)	40%

(if the required the proportion of candidates are not available for the registration the priority will be given to the other category)

**Approved by the Senate (Memo S/70/35)*

5.0. Evaluation

The evaluation system comprises of the following two components.

5.1. In course evaluation - 30% of the total mark

In course evaluation consists of 10 continuous assessments for each subject. Presentations, classroom tests, practical tests, group work, etc. are utilized for in course evaluation. Medical certificates will not be entertained for continuous assessments.

5.2. End course evaluation - 70% of the total mark

End course evaluation consists of a written test of not less than two hour duration for each subject except for the subject "communication skills", which consists of listening and speaking tests. The duration of these tests is decided by the Academic Coordinator.

5.4. Breakdown of marks in respect of evaluation

Subject	Code	Continuous assessment marks	Final Evaluation marks	Total marks
English Grammar	DE 01	30	70	100
Comprehension and Composition	DE 02	30	70	100
English Literature	DE 03	30	70	100
Communication Skills	DE 04	30	70	100

6.0. Final grades and mark ranges

Benchmark percentage	Grade
80 and above	Distinction pass A
70 to 79	Merit pass B
60 to 69	Credit pass C
50 to 59	Ordinary pass S
49 & below	Fail F

7.0. Awarding of the Diploma

- 7.1 Candidates are expected to sit for all the 04 subjects in one sitting.
- 7.2 A candidate shall be deemed to have **passed** the Diploma in English examination if he/she passes in all subjects obtaining a minimum of 50% in each paper.
- 7.3 A candidate shall be eligible for the award of a **merit** or **distinction** pass only when he/she has taken the examination at the first attempt.
- 7.4 A "DIPLOMA IN ENGLISH" will be awarded for those who secure a minimum of 50% average at the final evaluation. Grading will be included in the detailed certificate.
- 7.5 If a candidate fails to obtain a minimum 50% marks only for a single subject, he/she is considered as a referred candidate.
- 7.6 The candidates, **who fail to score 50% in more than one subject** is deemed to have **failed** the exam. They must sit for all the four subjects in the repeat examination. An immediate repeat exam will be held after releasing the results. Applicants are expected to pay the whole exam fee. The failures of the repeat exam will have to sit for the proper exam in the following year. The exam fee should be paid for every attempt.

- 7.7 A candidate can repeat the exam only twice. The highest grade obtainable in such an attempt will be grade "C". The Grace attempt will be subject to the approval of the Board of Study. The candidate should complete exam within two consecutive attempts.

8.0. Eligibility to sit for the final examination.

- 8.1. 80% attendance throughout the year for all four subjects is required as the pre requisite for sitting for each subject of the final examination. If a candidate fails to obtain 80% attendance in one subject, he/she has to repeat it at the repeat exam. If a candidate fails to obtain 80% attendance in more than one subject, he/she has to repeat all the four subjects at the repeat exam.
- 8.2 Medical leave will only be accepted for maximum of 10 class days during the year. Only the medical certificates from a government or private medical officer (MBBS qualified) are accepted.

9.0. Medical leave during the final examination

- 9.1. If a candidate falls ill during the period of examination, he/she should immediately obtain a medical certificate from a government or private medical officer (MBBS qualified) with the statement "Not fit to sit for the examination" and should be sent to the Programme Director within three working days.
- 9.2. The above candidates are allowed to sit for the repeat exam as proper candidates. They are not expected to pay the exam fee in such an attempt. However, a candidate can forward a medical certificate only on two consecutive occasions (**final exam and repeat exam only**).

10.0. Refund of the course fee

The course fee is not refundable under any circumstances.

11.0. Postponement of the academic year

- 11.1. If a candidate who has been registered for the course applies for a postponement of the academic year, he / she may be given an opportunity to follow the next immediate course. The application fee and the course fee paid, are transferable only if the candidate has not attended a single lecture. Such candidates are required to pay the registration fee for the new academic year. However, if the course fee of the next course has been increased, he/she has to pay the balance of the course fee to get registered for the new intake.
- 11.2. If a candidate applies for a postponement after attending lectures, he/ she is not allowed to postpone the academic year.
- 11.3. The requests for postponement should be made to the Programme Director within a month after the registration.
- 11.4. The selected candidates are not allowed to transfer their registration to any other candidates.

12.0. Teaching panel

The teaching staff of Department of English Language Teaching conducts lectures and the Board of Study will decide on obtaining the service of qualified outside lecturers, if such need arises.

13.0. ELTU Development Fund/Programme Fund- Diploma in English

An ELTU Development fund shall be created for the Diploma in English Programme as suggested in the Budget proposal .

The ELTU Development Fund/Programme Fund of Diploma in English can be used, with the approval of the Board of Study, for the following purposes:

- a. To upgrade the quality of the DIE Programme.
- b. To purchase necessary equipment to the ELTU/ DELT.
- c. Award partial research grants to the academic staff members of the ELTU/DELT.
- d. Award travel grants (airfare) to staff members of the ELTU/DELT to present papers in international conferences or local symposiums, teacher training programmes, printing reading materials, books, journal or any other documents.
- e. Any other purposes recommend by the Board of Study with the consent of the Course Director and the members of the permanent academic staff of the ELTU/DELT.

14.0 The Board of Study

14.1. The Board of Study is the advisory committee which makes recommendations for the improvement and smooth function of the Diploma in English course in the following aspects.

- Designing and improvement of the syllabus.
- Improving the quality of teaching.
- Examinations.

14.2. The composition of the Board of Study

- The Vice-Chancellor (Chairperson)
- A member nominated by the Senate
- Course Director
- Academic Coordinator
- Administrative Coordinator
- Two members of the teaching panel (Nominated by the Senate)

14.2.1. Amendment to the By-laws Diploma in English

The Chairmen of the Page 7 of 7 Board of Study will be the Chairman of the English Language Teaching Committee. (05th BOS Diploma in English)

14.2.2. An addendum to the By-laws Diploma in English

The Vice-Chancellor shall appoint the Course Director in consultation with the Coordinator of the English Language Teaching Unit of the Kuliyaipitiya Premises. (Head Department of English Language Teaching)

The Course Director Shall be appointed from among permanent academic staff members of the Kuliyaipitiya English Language Teaching unit (Department of English Language Teaching -Kuliyaipitiya Premises) and the appointee shall hold the position for a period of three years (three consecutive intakes). The position may be rotated among staff members based on their seniority. (11th BOS Diploma in English)

14.2.3. Amendment to the By-laws on appointment of a Chairman

The Chairman for the Board of Study of the Diploma in English course will be appointed from the members of the Senate for a period of three years. (15th BOS Diploma I English)

14.3. The term of office of the senate nominees will be for 3 years.

14.4. Amendment to the By-laws on composition of the Board of Study

The composition of the Board of Study

- The Dean, Faculty of Business Studies & Finance (Chairperson)
- Head, Department of English Language Teaching
- Heads of Departments, Faculty of Business Studies & Finance
- A member nominated by the Senate
- Course Director
- Academic Coordinator
- Administrative Coordinator (Secretary)
- Two members of the teaching panel (Nominated by the Senate)

(The document was tabled at the 136th Faculty board held on 5th December 2018 and received the approval of the membership)