

BY-LAWS
OF
HIGHER DIPLOMA IN SOFTWARE ENGINEERING



This report is prepared and presented by,

Department of Computing and Information Systems

Faculty of Applied Sciences

Wayamba University of Sri Lanka

Kuliyapitiya

August, 2018

HIGHER DIPLOMA IN SOFTWARE ENGINEERING

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By-laws of

Higher Diploma in Software Engineering

By-laws made by the Council of Wayamba University of Sri Lanka (herein after referred to as University) in accordance with the Universities Act No. 16 of 1978, read with ordinance No. 1 of 1990 as amended and subsequent amendments.

These by-laws may be cited as the “Higher Diploma in Software Engineering By-laws No.1 of 2019” and be effective from 01st January 2019.

These by-laws shall be read in conjugation with the General By-laws of the University for the Award of Certificates, Diplomas, Degrees, Postgraduate Diplomas and Higher Degrees, referred to herein after as the general By-laws.

01	The Higher Diploma in Software Engineering (herein after referred to as Higher Diploma or HDSE) will be conducted over a period of two academic years approximately eight (08) hours per week in successive weekends. One academic year consists of two terms (each term consists of approximately six months). The examinations shall be held at the end of each term.	<i>Structure of HDSE</i>
02	Subject to these by-laws a person may be awarded the “Higher Diploma in Software Engineering” if he/she has: <ul style="list-style-type: none">i. fulfilled all the requirements for admission to the programme of study as set out in Section No 05 of the By-laws of Higher Diploma in Software Engineering;ii. been a registered student of the University for the period prescribed by these by-laws;iii. pursued the programme of study in the University to the satisfaction of the University Senate prescribed by these by-laws and other rules and regulations of the University;iv. satisfied the examiners at the prescribed written examinations, class room tests, assignments, presentations etc. and the project report of a satisfactory standard;v. paid such registration fees, tuition fees and other dues as may be payable by him/her to the University;vi. obtained the required attendance prescribed;vii. successfully completed the course works and the project component and submit the project report within a period of four academic years after the registration.	<i>Awarding “Higher Diploma in Software Engineering”</i>
3	<ul style="list-style-type: none">i. Application for registration for the Higher Diploma programme shall be invited by notice in the newspapers by the Registrar of the University or the Administrative Coordinator of the programme and a call for applications published in the university web site.ii. The application shall be on the prescribed form providing the information as he/she may be required to submit, including his/her qualification for undertaking the course of study.	<i>Calling for Applications</i>

4	The application received by the Registrar (or the Administrative Coordinator) shall be referred to the Course Director of the Higher Diploma. The Course Director, having examined the applications for necessary basic qualifications, shall call the qualified candidates for a written examination and/or interview. The list of candidates selected will be submitted to the Senate through the Board of Study and the Faculty Board.	<i>Selecting candidate for HDSE</i>
5	<p>No person shall be considered for admission to the Higher Diploma unless he/she has any one of the following qualifications.</p> <ul style="list-style-type: none"> i. Achieved the SLQF Level 2 (i.e.: Passed in G.C.E. (Advanced Level) 2 subjects (3 subjects for the applicants who did four subjects) in any Stream in a single attempt AND, ii. Passed the Diploma level of the same programme or any similar Diploma programme (equivalent to SLQF Level 3 or NVQ Level 5) acceptable to the Board of Study and the Senate of WUSL for the Higher Diploma level OR, iii. Any other qualification not listed above, but may be considered case by case and acceptable to the Board of Study and the Senate of WUSL for both the Diploma and Higher Diploma levels 	<i>Entry requirements</i>
6	On acceptance of the Board of Study/Faculty Board, a person shall forthwith register as a Diploma Student of the University upon payment of prescribed registration and other fees.	<i>Registrations</i>
7	i. The minimum period of registration for the Higher Diploma shall be one academic year and the maximum period shall not exceed four (04) academic years. The period of registration shall be reckoned from the date of commencement of the programme. Any registration after the lapse of the first period of registration shall be for a period of two academic years at a time.	<i>Period of Registration</i>
	ii. The registration for Diploma shall be deemed to have lapsed at lapse of the expiry of its validity period. A candidate whose registration has lapsed may renew his/her registration for a further period, provided that he/she is considered eligible for such registration by the Board of Study and the Senate. However no registration shall be renewed after the expiry of two academic years from the end of the first period of registration.	<i>Lapse of Registration</i>
	iii. Notwithstanding anything stated contrary to these, the University shall have the right to cancel the registration of a candidate at any time.	<i>Cancellation of Registration</i>
	iv. If the number of candidates who have applied or who are registered for the Higher Diploma in any given year/term is not sufficient and if the Faculty feels that it is financially not viable to run the programme, the Faculty Board reserves the right not to conduct the course, subject to refunding any fees that may have been received by the University. Students should be informed of cancellation of any programme prior to the commencement of the programme.	<i>Insufficient Registrations</i>

8	<ul style="list-style-type: none"> i. No candidate shall keep away from classes or leave the island or withdraw from examination or from any other aspect of evaluation without the prior approval of the Board of Study ii. Excuses will be granted only if the absence is due to a grave cause such as the student's serious ill health, or death of a member of the immediate family or any other cause which is accepted by the Board of Study and approved by the Senate. Even though excuse is granted to a student, he/she can sit for the examination only in the current occasion or next immediate occasion as a proper candidate. iii. If student fails to attend academic activities or examinations due to a medical reason, such absence should be reported to the Academic Coordinator by a valid medical certificate immediately. All medical certificates should conform to the format of a medical certificate issued by a Government hospital and should necessarily be obtained from one of the following medical officers. <ul style="list-style-type: none"> a. University Medical Officer (UMO) b. District Medical Officer c. Consultant Specialist in the relevant field d. Head of a Government Base Hospital e. Medical Superintendent of a Provincial Ayurvedic Government Hospital f. Ayurvedic Physician registered in the Ayurvedic Medical Council iv. Board of Study will accept medical certificates which are certified by the University Medical Officer. However, if acceptable to the Board of Study, special requests can be considered. v. Under exceptional circumstance, medical certificates issued by private hospitals or registered private practitioners could be considered by the University Medical Officer or the Medical Board. vi. When students fall ill during an examination session, such illness should immediately be reported to the University Medical Officer at the University Medical Centre. vii. Absence of a candidate from an examination in the event of death of an immediate family member will be excused if approval is obtained from the Board of Study and the senate by submission of death certificate and appropriate proof of relationship. In that event, the student will receive a symbol of "DFR" (Deferred) for that course. 	
9	The Higher Diploma in Software Engineering shall include courses (modules) as prescribed in the course structure. These courses are conducted during the two academic years.	<i>Course Modules</i>
10	The title of courses taught shall be as those set out in the schedule and the Senate shall have the discretion on the recommendation of the Board of Study of the Higher Diploma and the Faculty Board to amend or change the course, the syllabi, and the number of the question papers thereof.	<i>Changing the Syllabus</i>

11	The learning materials required for the studies are provided to the participants. However, those students may have the access to the University library only for reference.	<i>Library Facilities</i>
12	The Board of Study will decide on obtaining the service of qualified lecturers to conduct the respective courses.	<i>Teaching panel</i>
13	The medium of instruction shall be English	<i>Medium</i>
14	Regulations relating to examinations in the Wayamba University of Sri Lanka are applicable for the Higher Diploma in Software Engineering. Any interpretations of these regulations shall be submitted to the Senate and the decision of the Senate shall be the final.	<i>Examination Regulations</i>
15	<ul style="list-style-type: none"> i. Evaluation will be done at the end of each course module ii. Evaluation consists of a term end examination AND continuous evaluation component comprised of assignments, reports, presentations and classroom tests, etc. <ul style="list-style-type: none"> a. End of term examination carries a weight of minimum 50% of the final marks assigned to a subject. b. Continuous evaluation component carries a weight of maximum 50% of the final mark assigned to a subject. This may comprise marks from one or more of the continuous evaluation modes. c. Project Report shall be evaluated according to the guidelines prepared by the Higher Diploma in Software Engineering. iii. To pass a subject, participant must obtain 40 percent from both the continuous assessments and the final examination. iv. With the consent of the Board of Study, the percentages assigned to the continuous assignments and the end-semester examination can be altered. <p>NOTE: Medical certificates will not be taken in to account for continuous assessments. Students will not receive marks for such components if he/she fails to attend the regular continuous assessments or to meet the requirements due to any reason.</p>	<i>Evaluation criteria</i>
16	Candidate shall be evaluated in respect of course work through continuous assessment by the teachers concerned. The examination script at the end of term examination shall be assessed by two independent examiners per examination paper appointed by the University Senate, on the recommendation of the Board of Study / Faculty Board. Project report shall be assessed by the supervisor also appointed by the University Senate, on the recommendation of the Board of Study / Faculty Board.	<i>Correcting answer scripts</i>

17	<p>i. A person shall not be permitted to take the end course examination unless:</p> <ol style="list-style-type: none"> a. he/she has been duly registered as a Higher Diploma course candidate as from the commencement of the academic year/term in which that examination is held. b. he/she has obtained a mark of forty percent (40%) or more in the continuous evaluation in the respective course of study. c. he/she has followed at least eighty percent (80%) of the classes held. <p>ii. All rules relating to the Examination Procedure, Offenses and Punishment of the Wayamba University of Sri Lanka apply to the Higher Diploma examination.</p> <p>iii. Without prejudice to the generality of rule relating to the continuous assignment shall be formulated and implemented by the Course Director and matters relating to such tests shall be decided by the Board of Study on the recommendation of the Course Lecturer of the programme.</p> <p>iv. If a candidate fails to obtain the prescribed attendance in any subject he/she has to repeat it at the repeat exam.</p> <p>v. Medical leave will only be accepted for a maximum of five (5) class days per semester.</p>	<i>Eligibility for the end of course examination</i>												
18	<p>The following grading scale is used to evaluate the overall performance of the student in the Diploma considering the total average marks obtained.</p> <p style="text-align: center;">Grading Scales</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Total Average Marks</th> <th style="text-align: center;">Grade</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">70 – 100</td> <td style="text-align: center;">Distinction Pass</td> </tr> <tr> <td style="text-align: center;">60 – 69</td> <td style="text-align: center;">Merit Pass</td> </tr> <tr> <td style="text-align: center;">50 – 59</td> <td style="text-align: center;">Credit Pass</td> </tr> <tr> <td style="text-align: center;">40 – 49</td> <td style="text-align: center;">Ordinary Pass</td> </tr> <tr> <td style="text-align: center;">0 – 39</td> <td style="text-align: center;">Fail</td> </tr> </tbody> </table>	Total Average Marks	Grade	70 – 100	Distinction Pass	60 – 69	Merit Pass	50 – 59	Credit Pass	40 – 49	Ordinary Pass	0 – 39	Fail	<i>Grading system</i>
Total Average Marks	Grade													
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19	<p>i. "HIGHER DIPLOMA IN SOFTWARE ENGINEERING" will be awarded for those who pass his/her course works and the comprehensive project. To be eligible to pass the Higher Diploma in Software Engineering, student:</p> <ul style="list-style-type: none"> a. must complete the required number of credits, i.e. 60 credits b. must have at least "C-" grade in all courses c. must obtain Ordinary Pass or above in overall average marks d. complete the relevant requirements within a period of four academic years after the registration <p>ii. If a candidate is absent from an examination of a course unit after completing continuous evaluation, the following symbol will be indicated appropriately. (*Approval given according to Section 8)</p> <ul style="list-style-type: none"> e. Absent due to medical reason, which has been approved*, will be given symbol of "MC" (Medical). f. Absent due to valid reasons, which has been approved*, will be given symbol of "DFR" (Deferred). g. Absent without valid reasons will be given symbol of "AB" (absent). 	<i>Award of Diploma</i>
20	A candidate, who fails the term end examination, shall obtain the 40 percent mark from the allocated marks for that course within 04 academic years of duration.	<i>Fails term end examination</i>
21	<p>i. The candidates, who fail to score 40 percent from allocated marks for each continuous assessment and end of term examination in any subject is deemed to have partly completed the examination. They can sit for failed subjects in the repeat examination. An immediate repeat examination will be held after the pre-releasing of the results, approved by the Board of Study. They are expected to pay the examination fee for relevant subjects. The failures of the repeat examination will have to sit for the proper examination in the following year. The examination fee is to be paid for every attempt.</p> <p>ii. A candidate can repeat an examination only within the maximum allocated period of registration. The highest grade obtainable in such an attempt will be "C" pass. The grace attempt will be subject to the approval of the Faculty Board and the Senate.</p>	<i>Repeat examination</i>
22	<p>If a candidate falls ill during the period of examination, he/ she should obtain a medical certificate and should be sent to the Course Director within a week.</p> <p>The above candidates are allowed to sit for the repeat examination as proper candidates. They are not expected to pay the examination fee in such an attempt. However, a candidate can forward a medical certificate only on two consecutive occasions.</p>	<i>Marks Certification</i>

23	<ul style="list-style-type: none"> <li data-bbox="240 134 1262 481">i. 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 within the next two years of 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 or any other relevant fees determined by the board of study, to get registered for the new intake. <li data-bbox="240 481 1262 582">ii. If a candidate applies for a postponement after attending lectures, he/she is not allowed to postpone the academic year. <li data-bbox="240 582 1262 683">iii. The request for postponement should be made to the Course Director within a month after the registration. <li data-bbox="240 683 1262 824">iv. The selected candidates are not allowed to transfer their registration to any other candidates. 	<p style="text-align: center;"><i>Postponement of the Academic year</i></p>
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24	<p>i. The University shall display on the notice board the names of candidates who have obtained the Higher Diploma. In addition, all candidates shall be informed individually of the results of the examinations.</p> <p>ii. The results of each term will be reported to the candidates at the end of each term with the grades earned by the candidate for each course as indicated in grading scale (see below). The results sheet will be issued to each candidate after the release of results of each term by the Examination Branch of the university.</p> <p style="text-align: center;">Grading System</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Marks</th> <th>Grade</th> </tr> </thead> <tbody> <tr> <td>85 - 100</td> <td>A+</td> </tr> <tr> <td>70 - 84</td> <td>A</td> </tr> <tr> <td>65 - 69</td> <td>A-</td> </tr> <tr> <td>60 - 64</td> <td>B+</td> </tr> <tr> <td>55 - 59</td> <td>B</td> </tr> <tr> <td>50 - 54</td> <td>B-</td> </tr> <tr> <td>45 - 49</td> <td>C+</td> </tr> <tr> <td>40 - 44</td> <td>C</td> </tr> <tr> <td>35 - 39</td> <td>C-</td> </tr> <tr> <td>30 - 34</td> <td>D+</td> </tr> <tr> <td>25 - 29</td> <td>D</td> </tr> <tr> <td>0 - 24</td> <td>E</td> </tr> <tr> <td>0</td> <td>I (MC/DFR/AB)*</td> </tr> </tbody> </table> <p>* A student who fails to sit for a semester end examination or part of the semester end examination components of a course will receive a Grade of I, and the student is required to sit only for the missed component in the next attempt. The maximum grade given for the course module when the student has sat for the missed component in the next attempt is C, unless the reason for absence is accepted by the Board of Study and Faculty Board.</p>	Marks	Grade	85 - 100	A+	70 - 84	A	65 - 69	A-	60 - 64	B+	55 - 59	B	50 - 54	B-	45 - 49	C+	40 - 44	C	35 - 39	C-	30 - 34	D+	25 - 29	D	0 - 24	E	0	I (MC/DFR/AB)*	<i>Results</i>
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25	<p>i. The fees for application, registration, tuition, and examination fees shall be determined time to time by the Board of Study and the Council of the University.</p> <p>ii. The fees paid by the candidates shall under no circumstances be refunded</p>	<i>Course fees</i>																												
26	<p>There will be additional fees charged from referred and/or failed candidates as determined by the board of study, faculty board and the Senate, depending on the expenses be incurred by the University to serve their repeat attempts in the Higher Diploma examination process.</p>	<i>Fees for repeat /failed examination</i>																												

27	<ul style="list-style-type: none"> i. The fees payable for a certificate or statement of results or a transcript shall be determined by the Council of the University. ii. An addressed transcript of examination results shall only be submitted to another academic institution. 	<i>Result sheets/ transcripts</i>
28	The effective date of the diploma shall be the date of final examination for the higher diploma course.	<i>Effective Date of Diploma</i>
29	<p>The Board of Study is the advisory committee which makes recommendations for the improvement and smooth function of the Higher Diploma in Software Engineering course in the following aspects.</p> <ul style="list-style-type: none"> a. Designing and improvement of the syllabus b. Improving the quality of teaching c. Examinations d. By laws governing the HDSE with the adherence to the University by laws and policies. 	<i>Board of Study</i>
30	<ul style="list-style-type: none"> i. The Board of Study (BOS) is consisted with following members: <ul style="list-style-type: none"> a. Dean of the Faculty b. Course Director (Chairperson) c. Head of the Department of Computing and Information Systems d. A member representing the Senate from another faculty e. A member nominated by the Faculty Board f. Academic Coordinator g. Three members of the teaching panel [nominated by the Faculty Board] h. Administrative Coordinator ii. The Course Director of the program shall be appointed by the Vice Chancellor, on the recommendation/s of the Dean of the Faculty of Applied Sciences. iii. Course Director shall be an Academic Staff member of the Department of Computing and Information Systems. iv. There shall be one (01) Administrative Coordinator for the Higher Diploma and he/she shall be appointed by the Vice Chancellor on the recommendation of the Course Director of the Higher Diploma. v. Academic Coordinator shall be an Academic Staff member of the Department of Computing and Information Systems vi. The Course Director will nominate any other necessary staff members to the faculty board. The faculty board approved nominations shall be appointed by the Vice Chancellor. 	<i>Composition of the BOS</i>

31	<ul style="list-style-type: none"> <li data-bbox="252 152 1257 226">i. If the student decided to exit from the course at the end of Term-I, he/she can claim for a Certificate after successful completion of Term-I. <li data-bbox="252 253 1257 405">ii. If he/she wants to re-enter into the “Diploma Level”, the Certificate obtained for the Term I must be surrendered to the Board of Study. Such cases will be handled by the Board of Study on a case-by-case basis and the decision of the Board of Study subject to the approval of Senate would be final. 	<i>Exit at the Certificate level</i>
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