



**POSTGRADUATE INSTITUTE OF MEDICINE
UNIVERSITY OF COLOMBO**

By-Laws

**POSTGRADUATE DIPLOMAS & POSTGRADUATE
CERTIFICATES**

2016

By – Laws for Postgraduate Diplomas and Postgraduate Certificates

By-Laws made by the Council of the University of Colombo under Section 135 of the Universities Act No. 16 of 1978 as amended and read with the Postgraduate Institute of Medicine Ordinance No. 1 of 1980 and its subsequent amendments.

BY-LAWS

1. These By-Laws may be cited as the PGIM Postgraduate Diplomas and Postgraduate Certificates By-Laws No. 4 of 2016.
2. These By-Laws shall come into operation on a date to be determined by the Council of the University of Colombo.
3. These By-Laws shall supersede any other By-Laws that may have been in operation in respect of the Postgraduate Diploma and Postgraduate Certificate programmes earlier, without prejudice to anything which has already been done under them.

Introduction

- a) The Postgraduate Institute of Medicine of the University of Colombo (hereinafter referred to as the PGIM) shall have authority to conduct programmes leading to Postgraduate Diplomas and Postgraduate Certificates.
- b) The PGIM may, in consultation with the relevant Boards of Study (BOS) in different disciplines issue prospectuses detailing the curricula of the training programmes in different disciplines.
- c) Subject to the conditions laid down in these By-Laws, and the General Regulations and Guidelines (hereinafter referred to as the “Regulations”) enacted by the PGIM, the prospectuses shall detail the methodology of conducting the training programme. The Senate may, based on the recommendations of the PGIM, amend and/or alter the prospectuses.
- d) Any registered student of a training programme, upon successful completion of the relevant training programme, may become eligible for the award of Postgraduate Diplomas and Postgraduate Certificates in the relevant discipline. PGIM may recommend such a person/ trainee to the Senate of the University of Colombo (hereinafter referred to as the Senate) for award of Postgraduate Diplomas and Postgraduate Certificates in the relevant discipline.
- e) The Council of the University of Colombo shall have the authority to confer the Postgraduate Diplomas and Postgraduate Certificates on the recommendation of the Senate and the Board of Management of the PGIM.
- f) The Senate shall not make such recommendation unless the person/ trainee has successfully completed all the requirements, including those relating to the training program, as laid down in the relevant prospectuses and circulars and has complied with all other rules and regulations of the PGIM.
- g) Trainees are expected to maintain the highest standards of personal, professional and ethical conduct. Any reports of misconduct shall be dealt with subject to the Regulations of the PGIM.

- h) In the event of any discrepancy between the provisions laid down in these By-Laws, and Regulations or the prospectuses, the provisions contained in these By-Laws shall prevail.
- i) These By-Laws shall form the common basis of the Postgraduate Diploma or Postgraduate Certificate Programmes under which different specific discipline oriented programmes will be conducted, subject to appropriate modifications and amendments through Regulations or the prospectuses.

PART 1: GENERAL

4. Award of the Postgraduate Diplomas/Certificates

Subject to these By-Laws, a person/ trainee may be awarded Postgraduate Diploma and Postgraduate Certificate of the University of Colombo (hereinafter referred to as “University”) provided a person/ trainee has:

- a) been a registered student of Postgraduate Diploma or Postgraduate Certificate programme of the PGIM for the period prescribed by these By-Laws, Regulations and prospectuses;
- b) completed the training programme leading to Postgraduate Diploma or Postgraduate Certificate to the satisfaction of the PGIM or as prescribed by these By-Laws and Regulations or as prescribed in the prospectuses in training unit/s in a hospital or other institution to which the trainee is allocated to undergo the prescribed training;
- c) fulfilled attendance requirements in specified teaching activities, completed a portfolio and research project and any other requirement/s as prescribed by these By-Laws and Regulations or as prescribed in the prospectuses approved by the BOS, Senate and the Council and formulation of other components of the programme leading Postgraduate Diploma or Postgraduate Certificate.
- d) satisfied all the programme requirements to the satisfaction of the PGIM and passed all in-course examinations and assessments as prescribed by these By-Laws and Regulations or as prescribed in the prospectuses;
- e) passed all assessments as prescribed by these By-Laws, Regulations and prospectuses within the number of attempts a candidate is allowed to sit for Postgraduate Diploma or Postgraduate Certificate examinations;
- f) obtained the minimum pass marks/grades as prescribed by these By-Laws, Regulations and prospectuses for the required components of such examinations, and assessments;
- g) paid such fees and any other dues as may be payable to the PGIM or the University;

And

- h) fulfilled all other conditions and requirements as may be prescribed by these By-Laws and Regulations or as prescribed in the prospectuses and rules of the PGIM and that of the University.

5. Administration of the Programme

- 5.1 The PGIM shall be in charge of the administration and general direction of the training programmes of Postgraduate Diplomas and Postgraduate Certificates.
- 5.2 The Director of the PGIM shall function, ex officio, as the Director of the programme.
- 5.3 The relevant BOS which consists of a Chairperson and a Secretary and members shall be responsible for the academic and administrative affairs of the programme under the direction of the Director/PGIM.
- 5.4 The Senate shall have power, on the recommendation of the relevant BOS and the BOM of the PGIM, to change or amend or to add or delete the programme of study or curricula, examinations, and to change or amend or add to or delete any rules and regulations relating to the programme, where it is deemed necessary. Due notice shall be given to the candidates of any such amendments, changes, additions or deletions.
- 5.5 The programme will be conducted as per the instructions and guidelines referred to in the relevant prospectuses and Regulations of the PGIM.

6. Eligibility criteria for admission to the programmes(Postgraduate Diploma and Postgraduate Certificate Selection Examinations)

- 6.1 No person shall be eligible to be admitted to the programme unless he/she possesses the following:
 - a) Medical /Dental degree registered with the Sri Lanka Medical Council, or any other relevant qualifications stipulated by the BOS relevant to the programme that has/have been approved by the BOM and Senate.
 - b) Satisfactory completion of internship acceptable to the Sri Lanka Medical Council, where applicable.
 - c) Satisfactory completion of one year of post internship work experience acceptable to the PGIM as described in the Regulations, where applicable.
 - d) Not currently registered in a PGIM training programme or Board Certified in any specialty.
 - e) Any other requirement/s stipulated by the BOS relevant to the programme that has/have been approved by the BOM and Senate.
- 6.2 Candidates from the non-state sector who wish to enter the programmes of Postgraduate Diplomas and Postgraduate Certificates should also possess other conditions laid down in the Regulations of the PGIM.
- 6.3 Foreign nationals should fulfill criteria equivalent to those stipulated in paragraph 6.1 at the time of application, subject to provision laid down in the prospectuses.
- 6.4 A candidate/trainee shall fulfill the eligibility criteria stated in paragraph 6.1-6.3 above and shall be successful at Postgraduate Diploma or Postgraduate Certificate Selection Examinations and fulfill any other stipulated criteria mentioned in any relevant prospectuses and/or any other valid instruments.

7. Application for admission to Postgraduate Diploma and Postgraduate Certificate programmes

- 7.1 Candidates shall refer to PGIM documents, Regulations and relevant prospectuses which deal with details of the admission requirements for the relevant Postgraduate Diploma and Postgraduate Certificate programmes. It is the responsibility of the candidate to obtain updated information.
- 7.2 The PGIM shall publish circular letters and advertisements in its website announcing the calendar of courses and examinations.
- 7.3 Prospective applicants need to respond to such advertisements/circulars. The website shall be the main site carrying the details of the advertisements. The application procedure, fees payable according to the PGIM Fee Structure, dates and other relevant details shall be prescribed by the Regulations and /or rules / circulars of the PGIM.
- 7.4 No person shall be considered for admission to the programmes of Postgraduate Diploma and Postgraduate Certificate unless that person satisfies the minimum requirements specified in the By-Laws, prospectuses and Regulations relevant to the Postgraduate Diploma and Postgraduate Certificate programmes.
- 7.5 Admission to Postgraduate Diploma and Postgraduate Certificate programmes shall be based on a selection process prescribed in the relevant prospectus and subject to terms and conditions stipulated in the relevant advertisement and circular. A prospective trainee will be accepted to the training programme following the fulfillment of such criteria.
- 7.6 Candidates shall be permitted to follow Postgraduate Diploma or Postgraduate Certificate programmes only in one discipline.
- 7.7 Admission of candidates for Postgraduate Diploma and Postgraduate Certificate training programmes shall be subject to the Regulations prevailing as at the date of admission.

8. Exemptions

- 8.1 Candidates who possess postgraduate qualifications awarded by a foreign university or professional body recognized by the BOS may apply to the Director/PGIM with supporting documentation seeking exemption from the selection criteria.

The recognition of a foreign postgraduate qualification, and the grant of exemption from the training programme, shall be decided by the PGIM at its discretion on the recommendation of the BOS on a case by case basis. The PGIM reserves its right to alter and/or amend its decision to recognize a foreign postgraduate qualification of an institution at any time and its decision/s on such shall be contained in relevant prospectuses and Regulations.

- 8.2 The BOM may grant such exemption on the recommendation of the relevant BOS for such applicants to be enrolled for training, subject to the Regulations of the PGIM governing lateral entry to training programmes.

9. Number of attempts/ Allocation of training units/Award of Medals

- 9.1 The number of attempts at Postgraduate Diploma and Postgraduate Certificate Selection Examinations will be as stated in the relevant circulars and prospectuses.
- 9.2 The content areas for Postgraduate Diploma and Postgraduate Certificate selection examinations, the examination formats and marking schemes and criteria for pass/fail will be as described in the relevant prospectuses.
- 9.3 Ranking of candidates for enrollment to Postgraduate Diploma and Postgraduate Certificate training programmes shall be as described in the Regulations.
- 9.4 Allocation of trainees to training units shall be made by the allocation sub-committee appointed by the BOS considering the order of merit at the Postgraduate Diploma and Postgraduate Certificate selection examinations, service needs and availability of training placements.
- 9.5 Award of Gold Medals or any other award if available for Postgraduate Diploma and Postgraduate Certificate selection examinations shall be based on the criteria stated in the relevant prospectuses.

10. Registration for the Programme

- 10.1 A candidate who qualifies at the Postgraduate Diploma or Postgraduate Certificate selection examination and fulfills other requirements as per advertisement, relevant prospectuses and approved by the BOS and BOM of the PGIM shall be registered as a trainee of the PGIM upon payment of the prescribed registration fee and/or other fees.
- 10.2 The period of registration shall commence on the date of commencement of the programme.
- 10.3 The period of registration as a trainee of the PGIM shall be as prescribed in the relevant prospectus.

PART II: PROGRAMME STRUCTURE

11. Postgraduate Diploma and Postgraduate Certificate training Programmes

11.1 Details of programmes of Postgraduate Diplomas and Postgraduate Certificates shall be as prescribed in the relevant prospectus.

11.2 The programme structure of Postgraduate Diplomas and Postgraduate Certificates shall consist of a series of sessions/ activities under the direct supervision of one or more designated trainers for a minimum period as stated in the relevant prospectus. This may include clinical, practical and other attachments prescribed in the relevant prospectus.

11.3 Compilation of the portfolio and formulation of other components of the programme of Postgraduate Diplomas and Postgraduate Certificates shall be as specified in the relevant prospectus.

11.4 Attendance requirements

Trainees shall fulfill the minimum requirement of 80% attendance or such other percentage as recommended by the relevant BOS and approved by the Board of Management of the PGIM in each component of training as prescribed in the Regulations.

11.5 Leave of absence

11.5.1 Trainees who wish to avail themselves of an extended period of leave, including sick, maternity or other leave, shall inform the BOS and obtain approval for such leave at the earliest available opportunity.

11.5.2 Trainees availing themselves of such leave will be required to fulfill the minimum requirement of 80% attendance or such other percentage as recommended by the relevant BOS and approved by the Board of Management of the PGIM in each component of training, as determined by the BOS.

11.5.3 Trainees are subject to the relevant conditions laid down in the Regulations and prospectuses.

PART III: EVALUATION/EXAMINATIONS

12. Periodic Appraisals - Postgraduate Diploma and Postgraduate Certificate Training Programmes

Periodic Appraisals of trainees mean and include in-course and end- of - course assessments namely progress reports, case books, log books, assessment of the dissertation and portfolio as prescribed in the By-Laws and Regulations or prospectuses approved by the BOS, Senate and Council.

- 12.1 At the conclusion of each assessments, the designated trainer shall complete the relevant reports of above for the trainee, indicating whether the trainee has satisfactorily completed that appraisal.
- 12.2 Areas of concern regarding the trainee, if any, including any leave of absence from the training programme, shall be recorded. If the supervisor is not satisfied with the trainee's performance, the matter shall be referred to the BOS for appropriate action.
- 12.3 Relevant reports from all training placements (clinical/laboratory attachments and practical) should be sent to the PGIM within the stipulated period as prescribed in the prospectus. All such reports must be submitted to the PGIM prior to be eligible to sit for the Postgraduate Diploma and Postgraduate Certificate examinations.
- 12.4 In the event that one or more of the reports are not satisfactory, the trainer shall bring this to the attention of the BOS with suggestions for remedial action. The Board shall decide on the course of actions subject to the Regulations of the PGIM.
- 12.5 The PGIM may, in consultation with the BOS, decide to amend and/or alter the format of periodic appraisals. Any such amendments and / or alteration shall be subject to the approval of the Senate and Council.

13. Postgraduate Diploma and Postgraduate Certificate Examinations

- 13.1 The examinations of Postgraduate Diploma and Postgraduate Certificate shall take the form of an end-of-course Postgraduate Diploma and Postgraduate Certificate examinations and/or any other assessments as given in the relevant prospectus. The award of Postgraduate Diplomas and Postgraduate Certificates by the University shall be based on the standards stipulated for a pass in the prescribed component and marks obtained in that examination.
- 13.2 Each of the examinations prescribed by these By-Laws and Regulations there under shall be conducted by a Board of Examiners constituted for the conduct of that examination and approved by the Senate and Council.
- 13.3 The curricula for Postgraduate Diploma and Postgraduate Certificate examinations, the examination formats, methodology of assessment, marking schemes and criteria for pass/fail shall be as prescribed in the relevant prospectuses approved by the Senate and Council.
- 13.4 A candidate shall not be permitted to sit for Postgraduate Diploma or Postgraduate Certificate examinations unless the Chairperson/BOS and the Director/PGIM have certified that the candidate/ trainee has satisfactorily completed the prescribed training of Postgraduate Diploma
By-Laws for Postgraduate Diplomas and Postgraduate Certificates, By-Law No. 4 of 2016. Page 8

or Postgraduate Certificate examination, which includes Periodic Appraisals in 12 above, fulfillment of attendance requirements in specified teaching activities and any other requirements as may be prescribed by the BOS, prospectuses and approved by the Senate and Council.

13.5 Applicants who have satisfied the following requirements will be considered as eligible to sit Postgraduate Diploma or Postgraduate Certificate examinations:

13.5.1 Satisfactory completion of the in – course assessment of the programme with satisfactory reports of periodic appraisals and attendance acceptable to the BOS.

13.5.2 Satisfactory completion of any other tasks and/or assessments as specified in the relevant prospectus.

The above criteria must be satisfied before the date of closure of applications for Postgraduate Diploma and Postgraduate Certificate examinations.

13.6 The maximum period allowed for completion of the study programme and the number of attempts at Postgraduate Diploma and Postgraduate Certificate examinations shall be as laid down in the relevant prospectus and Regulations.

13.6.1 On completion of the prescribed Postgraduate Diploma or Postgraduate Certificate programme the candidate shall appear for the first scheduled examination, unless the Senate for some specific reason, permits the candidate to take the examination on the next occasion on which the examination is held.

13.6.2 When a candidate does not sit for an examination on the first occasion on which the examination is held after completion of the programme for that examination(first scheduled attempt)the candidate shall be deemed, unless the Senate determines otherwise, to have taken the examination on the first occasion which shall be taken into account when computing the total number of attempts.

13.6.3 Similarly, if a candidate does not appear for the next scheduled examination for reasons not acceptable to the Senate, each of such scheduled examination shall be counted as an attempt.

13.6.4 Conditions prescribed under the relevant prospectuses and Regulations shall be applicable wherever necessary.

**PART IV: AWARD OF THE POSTGRADUATE DIPLOMA AND POSTGRADUATE
CERTIFICATE**

14. Candidates who have successfully completed the training requirements/programmes and assessments as specified in the relevant prospectus may be deemed eligible for award of Postgraduate Diplomas and Postgraduate Certificates.
 - 14.1 Requirements to pass Postgraduate Diploma and Postgraduate Certificate examinations shall be as specified in the relevant prospectus approved by the Senate and Council. The minimum pass marks required shall vary depending on the discipline of study and details will be prescribed in the relevant prospectuses.
 - 14.2 Candidates who pass the examination shall be eligible to be awarded the Postgraduate Diplomas and Postgraduate Certificates.
 - 14.3 Award of Gold Medals for Postgraduate Diploma and Postgraduate Certificate examinations shall be based on the criteria stated in the relevant prospectus approved by the Senate and Council.

PART V: INTERPRETATION

15. In these By-Laws, unless the context requires otherwise:

“**The Act**” means the Universities Act No. 16 of 1978 as subsequently amended.

“**The Ordinance**” means the Postgraduate Institute of Medicine Ordinance No. 1 of 1980 and its subsequent amendments.

“**The University**” means the University of Colombo established under the University Act No.16 of 1978.

“**The Council**” means the Council of the University of Colombo.

“**The Senate**” means the Senate of the University of Colombo.

“**The Postgraduate Institute of Medicine**” means the Postgraduate Institute of Medicine of the University of Colombo established by the Postgraduate Institute of Medicine Ordinance No. 1 of the 1980.

“**PGIM**” is an abbreviation used to refer to the Postgraduate Institute of Medicine of the University of Colombo.

“**Institute**” or the “**PGIM**” means the Postgraduate Institute of Medicine of the University of Colombo.

“**Board of Management**” means the Board of Management of the Postgraduate Institute of Medicine.

“**Board of Study**” means the Board of Study of the Postgraduate Institute of Medicine.

“**Regulations**” means the General Regulations and Guidelines for Trainees and Trainers of the PGIM.

“**Programme**” means the Programme of Study leading to the award Postgraduate Diplomas and Postgraduate Certificates.

16. Any question or clarification regarding the interpretation of these By-Laws shall be referred to the Council of the University of Colombo which shall receive the observations of the Senate before making its decision. The decision of the Council thereon shall be final.

17. The Vice Chancellor of the University shall have the authority, in consultation with the Director/PGIM, to take such action or give such direction not inconsistent with the principles underlying the provision of these By-Laws, as appears to him/her to be necessary, expedient for the purpose of removing any difficulties that may arise in the interpretation of these provisions or for that which there are no provision in these By -Laws.