



**POSTGRADUATE INSTITUTE OF MEDICINE
UNIVERSITY OF COLOMBO**

By-Laws

**DOCTOR OF MEDICINE (MD) DEGREE
&
BOARD CERTIFICATION AS A SPECIALIST**

2016

By – Laws for Doctor of Medicine (MD) Degree and Board Certification

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

BY-LAWS

1. These By-Laws may be cited as the Degree of Doctor of Medicine (MD) and Board Certification By-Laws, No. 2 of 2016.
2. (1) These By-Laws shall come into operation on the date determined by the Council of the University of Colombo.

(2) These By-Laws shall supersede any other By-Laws that may have been in operation in respect of the MD programmes earlier without prejudice to anything which has already been under them.

Introduction

3. (1) The Postgraduate Institute of Medicine of the University of Colombo (hereinafter referred to as the PGIM) shall have authority to conduct programmes leading to the Degree of Doctor of Medicine and to the Board Certification of Specialists.

(2) 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.

(3) 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.

(4) Any registered student of a training programme, upon successful completion of the relevant training programme, may become eligible for the award of MD in the relevant discipline and upon completion of the stipulated post MD training and other requirements prescribed in the relevant prospectuses and Regulations may be eligible for Board Certification as Specialists in relevant disciplines. PGIM may recommend such a person/trainee to the Senate of the University of Colombo (hereinafter referred to as the Senate) for award of MD in the relevant discipline and Board Certification.

(5) The Council of the University of Colombo shall have the authority to confer the MD Degree and the Board of Management of the PGIM shall have the authority to confer the Board Certification as a Specialist in relevant discipline on a person/trainee who has been recommended for conferment of the MD and Board Certification by the Senate.

(6) 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.

- (7) Trainees and Board Certified Specialists shall 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.
- (8) These By-Laws shall form the common basis of the M.D Programme and Board Certification of Specialists under which different specific discipline oriented Programmes will be conducted, subject appropriate modifications and amendments through Regulations or the prospectuses.
- (9) 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.

PART 1: GENERAL

4. Award of the degree

Subject to these By-Laws, a person/trainee may be awarded the Degree of Doctor of Medicine (hereinafter referred to as “MD”) of the University of Colombo (hereinafter referred to as the “University”) provided a person/trainee has:

- a) been a registered student of the MD programme of the PGIM for the period prescribed by these By-Laws, Regulations and prospectuses;
- b) completed the training programme leading to the MD 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) completed a portfolio, research project, fulfilment of attendance requirements in specified teaching activities 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 to the MD;
- 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 and Regulations and the prospectuses within the number of attempts a candidate is allowed to sit for the MD examination;
- f) obtained at least 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 programme leading to the MD and Board Certification as a Specialist.
- 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 programmes 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 programme (MD Selection Examination)

- 6.1 No person shall be eligible to be admitted to the MD Programme unless he/she possesses the following:
 - a) Medical /Dental degree registered with the Sri Lanka Medical Council.
 - 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.
 - d) Not currently registered in a PGIM MD 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 programme leading to the MD should also possess other conditions laid down in the Regulations of the PGIM.
- 6.3 Foreign nationals should possess a degree registrable with the Sri Lanka Medical Council at the time of application, subject to provision laid down in the prospectuses.
- 6.4 A candidate/trainee should fulfill the eligibility criteria stated in paragraph 6.1-6.3 above and should be successful at the MD Selection Examination and fulfill any other

stipulated criteria mentioned in any relevant prospectuses and/or other valid instruments.

7 Application for admission to the MD training programme

- 7.1 Candidates shall refer to PGIM By-Laws, Regulations and relevant prospectuses which deal with details of the admission requirements for the relevant MD programme. 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 programme leading to the MD unless that person satisfies the minimum requirements specified in the By-Laws, prospectuses and Regulations relevant to the degree programme.
- 7.5 Admission to the MD programme 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 fulfillment of such criteria.
- 7.6 Candidates shall be permitted to follow a MD programme only in one discipline.
- 7.7 Admission of candidates for MD 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 with Certification to Practice as a specialist or equivalent by the relevant regulatory council or professional body may apply to the Director/ PGIM with supporting documentation seeking exemption from the selection criteria.
The recognition of 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 the 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 the MD Selection Examination will be as stated in the relevant circular and prospectuses.
- 9.2 The content areas for the MD selection examination, the examination format and marking scheme and criteria for pass/fail will be as described in the relevant prospectuses.
- 9.3 Ranking of candidates for enrollment to the MD training programme shall be as prescribed 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 MD selection examination, service needs and availability of training placements.
- 9.5 Award of Gold Medals or any other award if available for the MD selection examination shall be based on the criteria stated in the relevant prospectuses.

10. Registration for the Programme

- 10.1 A candidate who qualifies at the MD 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 pre- MD training 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. Pre – MD training Programme

- 11.1 Details of each training component leading to the MD shall be as prescribed in the relevant prospectus.
- 11.2 The training programme leading to the MD shall consist of a period of in-service training under the direct supervision of one or more designated trainers for a minimum period as stated in the relevant prospectus.
- 11.3 Compilation of the portfolio and formulation of other components of the programme leading to the MD 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.

11.6 Exemptions from pre-MD training programme

- 11.6.1 Exemptions from components of the pre MD training programme shall be granted by the relevant BOS based on the conditions stated in the relevant prospectus.
- 11.6.2 Candidates who are exempted from the selection examination on the basis of qualification described in paragraph 8.1, may be exempted from components of the pre-MD training programmes as determined by the BOS in order to be considered eligible to sit the MD examination.

PART III: EVALUATION/EXAMINATIONS

12. Periodic Appraisals - pre MD Training Programme

- 12.1 Periodic Appraisals of trainees mean and include progress reports, peer team rating forms (PTR), log books, case books, RITA forms, in-course assessment, assessment of the dissertation and portfolio as prescribed in the By-Laws and Regulations or prospectuses approved by the BOS, Senate and Council.
- 12.2 At the conclusion of each placement including placements in the subspecialties, the designated trainer shall complete the relevant reports of above for the trainee, indicating whether the trainee has satisfactorily completed that appraisal.
- 12.3 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.
- 12.4 Relevant reports from all training placements should be sent to the PGIM within the stipulated period of completion of each placement. All such reports of all placements must be submitted to the PGIM prior to be eligible to sit for the MD examination.
- 12.5 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.

- 12.6 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. MD Examination

- 13.1 The examinations leading to the MD shall take the form of an end-of-course MD examination and any other assessments as given in the relevant prospectus. The award of the MD 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 the MD 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 the MD examination unless the Chairperson of the relevant BOS and the Director/PGIM have certified that the candidate/trainee has satisfactorily completed the prescribed training leading to the MD examination, which includes Periodic Appraisals in section 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 the MD examination:
- 13.5.1 Satisfactory completion of the pre-MD training 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.
- 13.5.3 The above criteria must be satisfied before the date of closure of applications for the MD examination.
- 13.6 The maximum number of attempts allowed to a trainee at the MD examination shall be six(6) attempts within a period of eight (8) years from the first scheduled attempt unless the Senate has permitted extension on valid reasons.
- 13.6.1 A candidate who is eligible to sit for the MD examination shall, on satisfactory completion of the training programme prescribed for that examination, appear for the final examination leading to the MD at the first scheduled attempt, 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 training 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 DEGREE

- 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 the MD and be eligible to commence post MD training.
 - 14.1 Requirements to pass the MD examination shall be as specified in the relevant prospectus approved by the Senate and Council. The minimum marks for passing the examination shall vary depending on the discipline of study and details will be prescribed in the relevant prospectuses.
 - 14.2 Candidates who pass the MD examination shall be eligible to be awarded the MD.
 - 14.3 Award of Gold Medals for the MD examination shall be based on the criteria stated in the relevant prospectus approved by the Senate and Council.

PART V: BOARD CERTIFICATION

15. Post MD Training Programme

- 15.1 The post-MD training programme shall comprise of further structured, supervised higher specialty training which will be provided through Senior Registrar placements under the direct supervision of designated trainers in training centres in Sri Lanka and overseas approved by the BOS. The Senate on the recommendation of the Board of Management of PGIM and the relevant BOS shall have authority to vary, add to or modify this requirement.
- 15.2 The minimum period of local/overseas training shall be stipulated in the relevant prospectuses.
- 15.3 The training requirements and the details of each post MD training component shall be as described in the relevant prospectus and Regulations.

- 15.4 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 MD examination, service needs and the availability of training placements.
- 15.5 A trainee shall be considered to have successfully completed each post MD training placement when he/she submits progress reports from the designated trainer certifying satisfactory performance, fulfilling the 80% attendance requirement, completion of the post-MD portfolio and any other requirements set out in the relevant prospectus approved by the Senate and Council.
- 15.6 Trainees who wish to avail themselves of an extended period of leave, including sick, maternity or other leave, are required to inform the BOS and obtain approval for such leave at the earliest available opportunity.
- 15.7 Trainees availing themselves of such leave will still be required to fulfill the PGIM requirement of 80% attendance in each major component of training, as determined by the BOS, to be considered as having successfully completed the post - MD training programme.

15.8 Periodic Appraisals – post - MD Training Programme

15.8.1 Progress Reports.

- 15.8.1.1 The designated trainer shall submit Progress Reports at intervals specified in the relevant prospectus, indicating satisfactory progress/completion of training in that placement.
- 15.8.1.2 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.
- 15.8.1.3 Progress Reports from all training placements shall be sent to the PGIM within two weeks of completion of each placement. Progress reports of all placements shall be submitted to the PGIM prior to submitting the application for Board Certification as a specialist.
- 15.8.1.4 In the event that one or more progress reports are not satisfactory, the trainer shall bring this to the attention of the BOS with suggestions for remedial action. The BOS shall decide on the course of action subject to the Regulations of the PGIM.

15.9 Eligibility for Pre Board Certification Assessment

Prospective applicants for Board certification as a specialist shall satisfy the following requirements: that he/she

- 15.9.1 has been awarded the Doctor of Medicine degree
- 15.9.2 has completed the post MD-training requirements set out in Section 15
- 15.9.3 has submitted Progress Reports for all post MD training placements

15.9.4 has submitted the post MD Portfolio and

15.9.5 has completed any other requirements as set out in the relevant prospectus/Regulations approved by the Senate and Council.

16. Board Certification as a Specialist

16.1 A trainee who has fulfilled all criteria listed in Section 15.9 above shall apply in writing to the relevant BOS seeking Board Certification as a specialist.

16.2 Upon receiving such an application the BOS shall appoint a panel of examiners who shall schedule a Pre-Board Certification Assessment (PBCA).

16.3 The structure and format of the PBCA shall be as stated in the relevant prospectus approved by the Senate and Council.

16.4 Upon successful completion of the PBCA the BOS shall recommend to the BOM that the trainee be Board Certified as a Specialist in the relevant specialty.

16.5 Board Certification shall be subject to any other requirement prescribed in the relevant prospectus and applicable Regulations.

PART VI: INTERPRETATION

17. 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.

“MD” means the Degree of Doctor of Medicine.

“Programme” means the Programme of Study leading to the award of the Degree of Doctor of Medicine.

- 18.** 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.
- 19.** 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.