

1. By-Laws

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.

Part I – General

1. These By-Laws shall be cited as the Diploma in Computer-based Accounting and Information Systems By-Laws No. 06 of 2018 of the Faculty of Management and Finance.

Award of Diploma

2. Subject to these By-Laws, a person may be awarded the Diploma in Computer-based Accounting and Information Systems (hereinafter referred to as DCAIS), if s/he has:
 - (a) been a registered student of the University for the period prescribed by these By-Laws;
 - (b) pursued the program of study at the University as prescribed by these By-Laws, and other Regulations and Rules of the University;
 - (c) satisfied the examiners at the prescribed written examinations, classroom tests, practical assignments, individual project, etc. approved by the Faculty Board;
 - (d) paid all prescribed fees including registration fee, course fee, supervision fee, examination fee, library deposit and other dues as may be payable by him/her to the University; and
 - (e) fulfilled all other requirements prescribed by these By-Laws and the other relevant Regulations and Rules of the University.

Administration of the Program

- 3.1 The DCAIS Program will be conducted by the Department of Accounting (hereinafter referred to as the Department)
- 3.2 The Dean of the Faculty of Management & Finance shall appoint a Coordinator for the DCAIS Program on the recommendation of the Head of the Department.

Eligibility and Admission to the Program

4. No person shall be eligible to be admitted to the DCAIS Program, unless s/he possesses the following requirements:
 - (a) minimum of three (03) passes in G.C.E A/L examination in one sitting (new syllabus)/ minimum of four (04) passes in one sitting (old syllabus) in Commerce Stream;

or

 - (b) passed Level 2 Examination of Association of Accounting Technicians (AAT) of Sri Lanka/ Executive Level of Chartered Accountancy Sri Lanka (CASL)/ Foundation Level of Chartered Institute of Management Accountants (CIMA-UK) or Foundation

Level of Institute of Certified Management Accountants of Sri Lanka (CMA)/
Knowledge Module of Association of Chartered Certified Accountants (ACCA-UK);

or

(c) minimum of three (03) passes in G.C.E A/L examination in one sitting (new syllabus)/ minimum of four (04) passes in one sitting (old syllabus) in any other stream and one (01) year post-qualifying working experience in relevant field;

or

(d) any Advanced Certificate (equivalent to SLQF Level 2 or NVQF Level 4) or any other equivalent qualification approved by the Qualification Evaluation Committee;

or

(e) any other academic or professional qualification on the approval of the Senate by the recommendation of Faculty Board;

and

(f) working knowledge of English language and basic computer literacy.

Application for Admission

5. (a) Applications for admission shall be invited by notice in the newspapers or on the website/internet and/or through circular notices.
- (b) A person who wishes to follow the DCAIS Program shall pay to the University the application fee and make an application to the Registrar when applications are called for the program.
- (c) The application shall be made on the prescribed form providing the information as s/he may be required to submit, including her/his qualifications for undertaking the course of study.
- (d) Applications received shall be referred to the Coordinator of the Program. The Coordinator, in consultation with the Head of the Department and the Qualification Evaluation Committee having examined the applications for necessary initial qualifications, shall, call the qualified candidates for an interview. The candidates who obtain 40% or more marks at the interview shall be admitted according to the order of merit on the basis of the number of candidates that can be accommodated in the Program in a given academic year.
- (e) The list of candidates to be enrolled shall be recommended to the Senate through the Faculty Board.

Registration for the Program

6. (a) A person who is selected for admission to the program shall take steps to register for the DCAIS Program not later than the prescribed date and shall pay to the University prescribed registration and other fees as specified in Section 2(d) in these By-Laws.
 - (b) The minimum period of registration for the DCAIS Program shall be one (01) academic year and maximum period shall not exceed three (03) academic years. The period of registration shall be counted from the date of commencement of the program.
7. The registration for DCAIS Program shall be deemed to have lapsed at the expiry of its period of validity. A candidate whose registration has so lapsed may renew his/her

registration for a further period, provided that s/he is considered eligible for such registration by the Faculty. However, no registration shall be renewed after the expiry of two (02) academic years from the end of the first academic year of registration.

8. No person shall be entitled to a refund of any fee paid other than the refundable library deposit to the University on any ground whatsoever. However, if the number of students who have so registered for the Program is not sufficient for the Program to be financially viable, the University shall refund the fees already received.
9. Notwithstanding anything stated to the contrary, the University shall have the right to cancel at any time the registration of a candidate for a cause shown.
10. No student shall keep away from classes or leave the Island, or withdraw from examination, a classroom test or any other form of evaluation without prior approval from the Faculty Board.

Part II- Course Structure

11. The course work leading to the award of the DCAIS shall extend over two (02) semesters of the Program, covering Theory and Practical components through formal lectures, lab sessions (face to face/ online), Workshops/Seminars, Continuous Assessments and work on an Individual Project as prescribed by Regulations and/or Rules of the University. The Program shall extend continuously over the period from the beginning of the first Semester to the end of the second Semester.
12. The program shall be structured in ten (10) courses, spanning over two (02) semesters, which carry a total of thirty (30) credits as prescribed in these Regulations. The list of course codes, courses, the credits and the syllabi in each course of the Program shall be those set out under Regulations passed by the Senate from time to time.
13. Course code for each course where the first digit denotes the relevant SLQF Level for this Program (i.e. Level 3), the second digit denotes the Semester in which the course is offered, third digit represents the number of credits allotted for the course and fourth digit symbolizes the sequential order of the particular course.
14. The medium of instructions and examinations of the Program shall be English.
15. The Senate shall have power, on the recommendation of the Faculty Board to change, amend, add or delete the list of courses, the syllabi and the structure of the DCAIS Program.

Part III - Evaluation/Examination

16. (a) Performance of a candidate at the DCAIS Program shall, if otherwise not stated in these By-Laws and Regulations, be evaluated through a combined system of Continuous Assessments and End-of-Semester Examinations. In addition, each student shall be required to submit an Individual Project.
(b) Final grading of the courses except DCAIS 3249- Individual Project, shall be evaluated based on Continuous Assessments and the End-of-Semester Examinations as given below:

End-of-Semester Examination	60%
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Continuous Assessment(s)

40%

(c) The DCAIS 3249- Individual Project shall be marked out of a maximum of 100 marks.

17. A candidate's performance in the courses and the Individual Project shall be graded according to the following scheme and the calculation of Grade Point Average (GPA) is carried out considering the grade point for each course module and credits allocated for such courses.

Table 1: Grade Point Values

Grade	Range of Marks	Grade Point Value
Grade A+	> = 85%	4.00
Grade A	80% - 84%	4.00
Grade A-	75% - 79%	3.70
Grade B+	70% - 74%	3.30
Grade B	65% - 69%	3.00
Grade B-	60% - 64%	2.70
Grade C+	55% - 59%	2.30
Grade C	50% - 54%	2.00 (pass mark)
Grade C-	45% - 49%	1.70
Grade D	40% - 44%	1.30
Grade E	00% - 39%	0.00

The transcript shall include Cumulative Grade Point Average (GPA) and the Formula for GPA calculation shall be:

$$\frac{\sum_{i=1}^n C_i \times (GP)_i}{\sum_{i=1}^n C_i}$$

Where, i = ith Course, n = number of Courses completed during the period considered for the GPA calculation, c = number of Credits for the relevant Course, and GP = Grade Point for the relevant Course.

18. A candidate shall not be permitted to take the End-of-Semester Examination unless:

- (a) s/he has attended at least 80 percent of the sessions held;
- (b) s/he has registered with the Examinations Branch of the University for the examination s/he intends to sit;

- (c) the Program Coordinator has certified that s/he has completed the program of study leading to the examination by attending the required proportion of lectures, lab sessions and other forms of instructions in the subject matter of each course;
 - (d) her/his student registration continues to be in force; and
 - (e) her/his application for entry to the End-of-Semester Examination has been accepted.
19. (a) Where a student does not apply for and/or take the End-of-Semester Examination on the first occasion s/he shall be deemed, unless the Senate determines otherwise on the recommendation of the Faculty, to have taken the End-of-Semester Examination on that occasion which shall be taken into account in computing the total number of occasions on which an End-of-Semester Examination may be taken by a student.
- (b) A student who is excused by the Senate on the recommendation of the Faculty Board from taking the End-of-Semester Examination on the first occasion shall take the Examination on the very next occasion when it is held and if s/he fails to apply for and/or take the End-of-Semester Examination on that occasion s/he shall be deemed, unless the Senate determines otherwise on the recommendation of the Faculty Board, to have taken the End-of-Semester Examination on that occasion which shall be taken into account in computing the total number of occasions on which an End-of-Semester Examination may be taken by a student.
- (c) A student who has not submitted all the required Continuous Assessments prescribed in the course outline of courses offered in the particular semester for evaluation shall not proceed to the next semester. The minimum marks required for Continuous Assessment is 20 marks, in order to carry forward. However, if a student has not completed end-semester-examination only, then s/he shall proceed to the next semester.
- (d) Student shall not take any of the End-of-Semester Examinations on more than three (03) attempts. In computing the total number of attempts, any attempt on which s/he is deemed to have taken the End-of-Semester Examination in terms of these By- Laws shall be taken into account.
- (e) All rules contained in the Examination Procedure, Offenses and Punishment Regulation No 1 of 1986 shall be *mutatis mutandis* apply to or in relation to the DCAIS End-of-Semester Examinations. (f) Without prejudice to the generality of the Regulation No. 1 of 1986 rules relating to the Classroom Tests shall be formulated and implemented by the Program Coordinator and any matters relating to such tests shall be decided by the Faculty Board on the recommendation of the Program Coordinator and the Head of the Department.
- (f) Rules relating to Assignments and the Individual Project shall be announced from time to time by the Program Coordinator in consultation with the teachers and such rules shall not be changed or revoked unless otherwise decided by the Faculty Board.
20. The examination answer scripts at the End-of-Semester Examination and the Individual Project shall be assessed by two independent examiners appointed by the Senate on the recommendation of the Faculty Board.
21. A student who fails in an End-of-Semester Examination may re-sit the End-of-Semester Examination without attending lectures and practical sessions, etc. The marks obtained

for the Continuous Assessments of each course of such failed courses can be carried forward, provided the student has obtained a minimum of twenty (20) marks. In those cases, the marks for the End-of-Semester Examination for the repeating course and the marks of the Continuous Assessments carried forward shall be taken into consideration for the computation of results of the candidates at the DCAIS Program.

Part IV – Award of the Diploma

22. No student shall qualify for the award of the DCAIS, unless s/he has:
 - (a) secured a cumulative GPA of not less than 2.00 for the entire Program;
 - (b) obtained a minimum of GPV of 2.00 for courses, making up at least 24 credits; and
 - (c) secured a minimum GPV not less than 1.7 for balance courses.
23. A student may qualify to be awarded the DCAIS with Merit Pass if s/he secures a cumulative GPA of not less than 3.70 at the first attempt/ deemed first attempt.

Part V – Interpretation

24. In these By-Laws as well as in its Part V unless the context requires otherwise:
 - “The Act” means the Universities Act. No 16 of 1978 and its subsequent amendments.
 - “Council” means the Council of the University of Colombo constituted by the Universities Act No. 16 of 1978.
 - “Senate” means the Senate of the University of Colombo constituted by the Universities Act No. 16 of 1978.
 - “The DCAIS Program” means the program of study leading to the award of the Diploma in Computer-based Accounting and Information Systems.
 - “The Faculty Board” means the Faculty Board of the Faculty of Management & Finance of the University of Colombo.
 - “Head” means the Head of the Department of Accounting.
 - “The Registrar” means the Registrar, Acting Registrar, Deputy Registrar, Senior Assistant Registrar, Assistant Registrar or any other Officer authorized to sign for and on behalf of the Registrar of the University of Colombo.
 - “The Semester” means a period of Twenty Six (26) weeks from the first day of the commencement of a Semester till the day prior to the commencement of the next Semester and shall include the intervening periods of vacation, study leave, written examinations, unless the Senate on the recommendation of the Faculty Board decides otherwise.
 - “The University” means the University of Colombo constituted by the Universities Act. No 16 of 1978.
 - “The Qualification Evaluation Committee” means a committee consists of three (03) members, including the Head and two other Senior Lecturers of the Department.
25. Any question regarding the interpretation of these By-Laws shall be referred to the Council of the University of Colombo whose decision shall be final.
26. The Vice-Chancellor shall have authority, in consultation with the Dean of the Faculty of Management & Finance, to take such action or give such direction, not inconsistent with the principles underlying the provisions of these By-Laws, as appears to his/her to be

necessary or expedient for the purpose of removing any difficulties that may arise in the interpretation of these provisions or for which there is no provision in these By-Laws.