

GUIDELINES FOR EXTENSION COURSES

CENTRE FOR OPEN AND DISTANCE LEARNING (CODL)
UVA WELLASSA UNIVERSITY
SRI LANKA

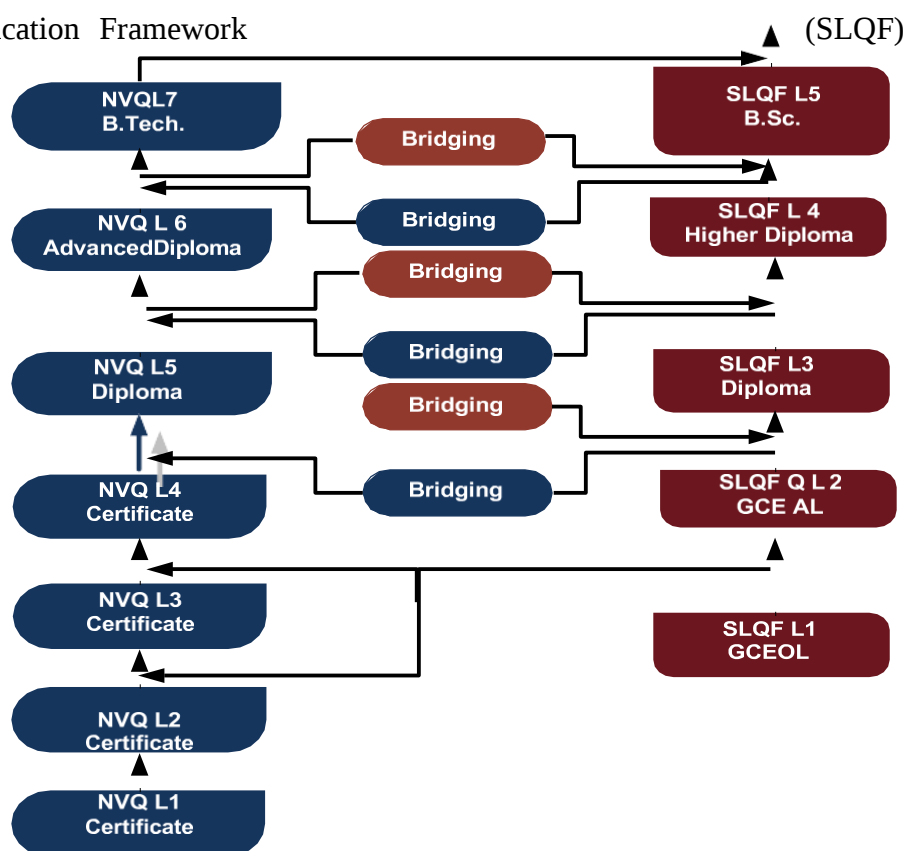
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1. Introduction

The Uva Wellassa University of Sri Lanka (UWU) consists of 4 (four) faculties and offered 15 study programmes. In addition to the programmes offered for internal students, most of the faculties/departments offer certificate and diploma courses for external students as a social obligation. This book of guidelines for extension courses provides information on certificate and diploma courses offered by the UWU. Deans of Faculties, Director of Centre for Open and Distance Learning (COD), Heads of Departments, Coordinators of the programmes, other members of the academic and administrative staff and students may use this booklet as a reference guide when making decisions on their study programmes.

The following diagram shows the possible progression pathways within the Sri Lankan Qualification Framework



2. Volume of Learning (Workload)

Extension courses	The volume of learning (Credits)	Notional Hours
Short Courses	15	750
Certificate Course	15	750
Advanced Certificate	20	1000
Diploma	30 (as per SLQF 2015)	1500
Higher Diploma	60 (as per SLQF 2015)	3000

3. Diploma and Certificate Programmes Offered by the Uva Wellassa University

The programmes offered by Faculties through CODL are classified into Certificate, Advanced Certificate, Diploma and Higher Diploma.

4. Entry Requirements

The following requirements need to be fulfilled by the candidates for admission into their respective programme:

Certificate

- Minimum of six passes (in any subjects) at the General Certificate of Education (Ordinary Level) in one sitting
and
- Any other qualification specified by each Department and approved by the Senate.

Advanced Certificate

- Minimum of six passes with three credit passes at the General Certificate of Education (Ordinary Level) in one sitting.
or
- Successful completion of Certificate course in the relevant discipline
and
- Any other qualification specified by each Department and approved by the Senate.

Diploma

- General Certificate of Education (Advanced level) with a minimum of 2 subjects or an equivalent qualification.
or
- General Certificate of Education (Ordinary Level) with a minimum of 6 subjects in a single attempt with 4 credits and certified work experience with a minimum period of three years in the relevant field.
or
- Successful completion of SLQF Level 2 or NVQ Level 3/4 in the relevant field
and
- Any other qualification specified by each programme and approved by the Senate.

Higher Diploma/Advanced Diploma

- Completion of a minimum of 30 credits at SLQF Level 3 or NVQ Level 5 in the relevant field.
- or
- Three passes at General Certificate of Education Advanced level
- or
- Any other qualification specified by each programme and approved by the Senate.

5. Application Procedure

The Deputy Registrar/CODL makes arrangements to advertise for the commencement of each course on 1st of June or 1st of December every year for every new intake. Application form can be downloaded from the website of Centre for Distance Learning obtained from the relevant Faculty. The completed application forms (hard copy) along with the following supporting documents should be sent via registered post to the Deputy Registrar of the CODL, Uva Wellassa University

- Certified copies of all the relevant educational certificates issued by the Department of Examinations or relevant authorities.
- In the case of the applicants who are employed, a letter of recommendation should be obtained from the employer/authorized person/superior officer of the relevant establishment.
- Evidence of satisfactory knowledge of English language (G.C.E. (O/L) or/and A/L), TOEFL etc.) if required.
- Certified copies of other relevant certificates/documents.
- Certified copy of the ID (National ID, Driving license, Passport)
- Certified copy of the birth certificate (if required by the respective programme)
- A copy of the sponsorship letter (if required)
- Mention the programme applied on the top left-hand corner of the envelope

6. Selection Procedure

- All applicants are required to appear for an interview/sit for a selection test and produce original certificates and/or documents of educational and professional qualifications.

Composition of the interview panel:

- Dean of the Faculty (If required)

- Director/CODL
- Chair of the board of studies
- Coordinator/Co-coordinator of the programme
- Two Senior Academic of the relevant department or specified area
- DR of the CODL
- Assistant Bursar (AB)/Senior Assistant Bursar (SAB) (If required)

7. Registration

The applicants will be notified of their selection by way of an official letter.

If selected, the candidates are required to fulfill the following:

- All selected applicants are required to provide two copies of 2x2” recent color photographs
- The full course fee should be paid at the registration
- The course fee can be paid in installments if decided by the programme.

The payment should be made to the following account:

Name: Uva Wellassa University,

Account No: This will be issued at the registration

Bank:

Branch: Badulla

- Self-addressed stamped (Normal Post) envelope of size 100mm x 225mm.
- In addition, a soft copy of the completed application (without supporting documents) should be e-mailed to the Deputy Registrar/CODL.

8. Examination

- Lectures and Practicals of the Certificate/Diploma courses should be completed within the period specified by the relevant department or the Faculty. The final examination of the course commences after the completion of lectures/practicals. .
- 80% attendance in lectures and practicals is a mandatory requirement to sit for the final examination.

Assessment of Credit Courses

For each course unit, there are two types of assessments. The assessments conducted during the course are 'Continuous Assessments' (CAs), and the Final Assessment (FA) or final evaluation of the students will be conducted at the end of the semester or year as decided by each programme.

Continuous Assessments (CAs)

- The In-course Assessment may include individual take home assignments, group assignments, case analysis, critical spatial phenomenon analysis, term papers, mid-term examinations, quizzes, practicals, field engagements, oral presentations, etc.
- All continuous assessments should be completed before the end of the semester.
- In order to be evaluated and offered a grade, a student must have completed both the continuous component and the end semester examination.
- The marks allocated for Continuous Assessments are limited to a maximum of 40% of the total marks, and the maximum marks allocated for one continuous assessment is 20%. The total assessment marks of a particular course unit will be determined accordingly.

$$\text{E.g. } 20\% (\text{CA}) + 80\%(\text{FA}) = 100\%$$

or

$$40\% (\text{CA}) + 60\%(\text{FA}) = 100\%$$

- A candidate who is unable to complete an 'In-course Assessment' or 'Final Assessment' in any course due to Medical Reasons has to make a written request together with a medical certificate issued by a registered Medical Officer within 14 days after the examination to the Coordinator of the programme. If the medicals are accepted by the Medical Board of the Faculty, he/she can appear for the assessment with privileges.
- If a candidate fails to take a continuous assessment due to valid reasons, he/she can request an alternative assessment in order to complete the continuous assessment component. Nevertheless, the candidate will be awarded a maximum of 40% of the total mark allocated for the continuous assessment. Moreover, this opportunity will be available only **once** in the course.

Method of Final Assessment

- Method of Assessment can differ from one-course unit to another. For each course unit, a course description including the topics, course objectives, learning outcomes, method of evaluation and a tentative schedule for assessments will be given by the coordinator/ lecturer in charge at the beginning of the course unit.
- The allocated **Pass Mark** for each credit course is 40% (Minimum C Grade)
- A candidate who repeats a course unit will be awarded a **maximum of 40 marks** for the repeated course unit.
- Notification of Assessment Results: The results of all the assessments (CAs and FA) will be notified to the candidates.

Admission for Examinations

- Admission will be issued to all registered candidates by the Deputy Director/Examination at CODL.
- For repeaters - The candidates are allowed to repeat the final examination only upon the payment of the examination fee.
- No extra payment will be charged to sit for the exam if absenteeism is due to medical reasons.

Total Number of Attempts at Final Assessments

A repeat student will be given a maximum of two repeat opportunities to complete a final assessment in the succeeding (two) years. Accordingly, the student is expected to complete the course within three years after registration. However, the student will have to fulfil the financial obligations when repeating the end-semester examination.

Make-up Assessment

If a candidate fails to take an assessment, he/she may request a Make-up Assessment. The candidate can make a written request within one week of the day of the assessment. The reasons for not being able to take the assessment must be forwarded along with authentic documents and certificates. However, the candidate will be given a Make-up Assessment, only if the coordinator of the relevant programme approves the request. Such requests are considered only under unavoidable circumstances. However, there is

no guarantee that a request will be granted with a make-up Assessment always. Therefore, students are strongly advised to make every possible effort to take the assessments at the first instance.

If a candidate is absent for an assessment and if a request for a Make-up Assessment is not made within one week of the day of the assessment, then his/her GP for that assessment will be zero.

If a candidate is absent for an assessment and the request for the Make-up Assessment is rejected, then his/her GP for that assessment will be zero.

Make-up Assessments are conducted outside the usual lecture hours. The time of such assessments will be decided by the lecturer in charge or the principal coordinator.

If the candidate is absent for the Make-up Assessment (at the scheduled time), then his/her GP for that assessment will be zero. No other opportunity will be given to the candidate for another Make-up Assessment.

Grading System

Range of Marks (%)	Grade	GPA	Interpretation	Standing of the Pass
85-100	A+	4.00	Excellent	Merit
70-84	A	4.00		
65-69	A-	3.70	Very Good	
60-64	B+	3.30	Good	
55-59	B	3.00	Fairly Good	Pass
50-54	B-	2.70	Fair	
45-49	C+	2.30	Fairly Satisfactory	
40-44	C	2.00	Satisfactory	
35-39	C-	1.70	Weak Pass	Referred Pass
30-34	D+	1.30	Very Weak Pass	
25-29	D	1.00	Fail	Fail
0-24	E	0.00		

A candidate needs to obtain an overall GPA of two or above in order to be eligible for the award of the diploma or certificate.

A candidate is allowed to keep a C- or D+ and be eligible for the award of the diploma or certificate if the candidate obtains an overall GPA of two or above. However, this opportunity might not be available in all the diploma and certificate programmes.

9. Effective Date of the Certificate/ Diploma

- If the candidate has fulfilled the requirements for Certificate/ Diploma by the end of final examination in one attempt, then the effective date of the certificate/ diploma shall be the following day after the final day of the final examination.
- If the candidate has fulfilled the requirements for the Certificate/Diploma in two or more attempts, then the effective date shall be the following day of the last attempt/submission of the project report.

10.Academic Calendar

Commencement of the Certificate, Advanced Certificate, Diploma and Higher Diploma courses (Preliminary procedures such as calling for applications, and registration of candidates) shall be made according to the Faculty requirements and the calendar of each course should be submitted to the CODL. It is the responsibility of coordinators to complete the course during the specified time frame.

11.Awarding Ceremony

- One Awarding Ceremony is held by the CODL for all diploma and certificate courses of each faculty, and this ceremony is held once a year.
- The best performance can be awarded (Proposed by the Department/Faculty through CODL and approved by the Senate)
- Participants (as decided by the CODL)

12.Short Courses

A Short course, also known as Short Learning Programmes, is a course that varies in length between a few hours and a few months. These programmes are normally open to the general public, as well as developing courses for organizations that meet their specific training requirements. Programms may consist of one or more modules that focus on a specific specialization in a field. Entry qualification for such programmes is not required. Workload (volume of learning) is below 15 credits (750

notional hours). Such programmes may not require participants to undertake exams or hand in assignments in order to complete the requirements. At the end of the course, a certificate of participation is awarded.

13.University Regulations and Code of Ethics

All students enrolled for extension courses conducted by each faculty of Uva Wellassa University, need to adhere to the following:

- All students are strongly advised to maintain **80%** attendance in lectures.
- Violation of examination rules can lead to severe consequences. **Existing rules and regulations related to the examinations in the university are applicable to the candidates of all extension courses.**
- All students need to follow the code of ethics practiced within the Uva Wellassa University
- Complete both continuous assessments and final examinations
- Complete reading assignments prior to lectures as specified by the course
- Avoid tardiness and leaving class early (without a valid reason)
- Do not make disturbance or speak disrespectfully to your fellow students or academic and assisting staff, during lectures/tutorials/ examinations etc.
- Turn all the noise-making devices on silent mode before entering the lecture room
- All non-study related activities are discouraged in the lecture room
- Threatening, intimidating, or harassing fellow students, academics and assisting staff in any way is strongly discouraged
- Do not make comments or actions that are insensitive to anyone's social status, race, ethnicity, gender, social class, sexual orientation, age, religion, ability, etc.
- Students are supposed to accept constructive criticisms from lecturers for improvements
- Do not demean, devalue, or in any way "put down" people for their experiences, and
- Avoid any other forms of disruptive, socially unacceptable behavior.
- If a student is found guilty of any of the above, no certificate/ diploma shall be awarded

14. Annexures (Application)

Application form

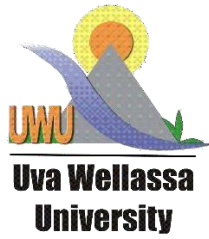


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FOR OFFICE USE

UVA WELASSA UNIVERSITY

Application for

Certificate/ Advanced Certificate/ Diploma/ Higher Diploma Course in

..... (20.... – 20....)

Offered by the the Centre for Open and Distance Learning (CODL)

Course Name

PART A – PERSONAL INFORMATION

[illegible][illegible]

Address for Communication																				

Permanent Address (If different from above)																				

Official Address (If, employed)																				

E-Mail Address	
-----------------------	--

Employment/Position	
----------------------------	--

Telephone	Home												
	Office												
	Mobile												

Married	
Single	

Gender	M	F

Date of Birth	DD		MM		YYYY			
Age at the closing date								

NIC No.														
Passport No: (If relevant)														

PART B – EDUCATIONAL QUALIFICATIONS

1. EDUCATIONAL QUALIFICATIONS *(Attach Copies of Certificates)*

1.1 GCE (O/L)

GCE (O/L) YEAR:	
Subjects	Grade
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

1.2 GCE A/L

GCE (A/L) YEAR:	
Subjects	Grade
1.	
2.	
3.	
4.	

2. OTHER QUALIFICATIONS *(Attach Copies of Certificates and Relevant Documents)*

Institution	Course Duration	Field of Study/ Training	Qualification
1.			
2.			
3.			

3. WORKEXPERIENCE

Organization	From	To	Position	Nature of Work
1.				
2.				
3.				
4.				

4. SELF ASSESSMENT OF LANGUAGE PROFICIENCY

4.1 Sinhala	Very good	Good	Fair	Weak
Reading				
Writing				
Conversation				

4.2 English	Very good	Good	Fair	Weak
Reading				
Writing				
Conversation				

4.3 Other	Very good	Good	Fair	Weak
.....				
Reading				
Writing				
Conversation				

5. FINANCIAL ASSISTANCE

	Self-Funded	Sponsored	Grant	Other (Specify)
How do you plan to finance your Diploma Course?				
If sponsored – by whom?				
If Grant, give Grant name, total amount				
If other – indicate				

Name/contact details of parents or any other relative

6. BRIEFLY DESCRIBE YOUR REASONS FOR WISHING TO ENROLL IN THE..... COURSE
(Include your personal/ career interests)

07. GIVE NAMES AND CONTACT DETAILS OF NON-RELATED REFEREES

1.	2.
----	----

I certify that the above information is true and correct. I understand that misrepresentation in the application will cause the rejection of the application or revoke acceptance for admission at any stage.

Date.....

.....

.....

Signature of Applicant

Post this application with relevant documents to:

**Deputy Registrar
The Centre for Open and Distance Learning (CODL)
Uva Wellassa University, Passara Road, Badulla**

15. Annexures (Templates of Certificates)

Instructions

- **Use Ice Gold White colour Board For Printing the certificate**
- **Font** – Cambria (Heading)
- **Font Size** - University Name – 21
Body Text – 12.5
Center for Open and Distance Learning – 14
- **Bold** – University Name
Program Name (Certificate/Advance Certificate/Diploma...)
Center for Open and Distance Learning Name
- **University watermark included in background**

UVA WELLASSA UNIVERSITY OF SRI LANKA

This is to certify that

has fulfilled the requirements for the award of the

Certificate in

having successfully completed
the prescribed courses of study and the examinations
conducted by the

Center for Open and Distance Learning

of the Uva Wellassa University of Sri Lanka
and reached the standard required for a

**Uva Wellassa
University**

Effective Date

Registrar

Vice Chancellor

Certificate No.

UVA WELLASSA UNIVERSITY OF SRI LANKA

This is to certify that

has fulfilled the requirements for the award of the

Advanced Certificate in

having successfully completed

the prescribed courses of study and the examinations

conducted by the

Center for Open and Distance Learning

of the Uva Wellassa University of Sri Lanka

and reached the standard required for a

**Uva Wellassa
University**

Effective Date

Registrar

Vice Chancellor

Certificate No.

UVA WELLASSA UNIVERSITY OF SRI LANKA

This is to certify that

has fulfilled the requirements for the award of the

Diploma in

having successfully completed
the prescribed courses of study and the examinations
conducted by the

Center for Open and Distance Learning

of the Uva Wellassa University of Sri Lanka
and reached the standard required for a

Effective Date

Registrar

Vice Chancellor

Certificate No.

UVA WELLASSA UNIVERSITY OF SRI LANKA

CERTIFICATE OF PARTICIPATION

This is to certify that

.....

has successfully completed the

Short Course on

.....

conducted by the

.....

on

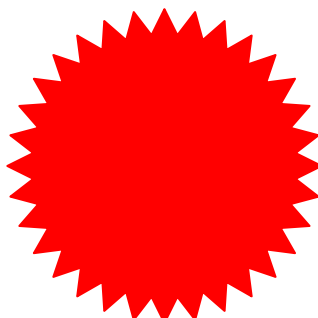
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**Uva Wellassa
University**

.....
Coordinator

.....
Dean

Certificate No.



UVA WELLASSA UNIVERSITY OF SRI LANKA

CERTIFICATE OF COMPLETION

This is to certify that

.....

on the successful completion of the training workshop on

.....

organized by the

.....

on

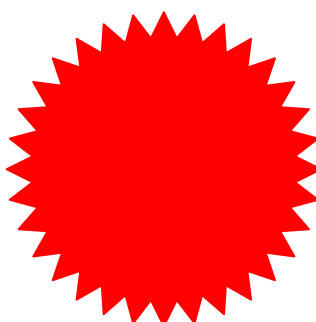
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**Uva Wellassa
University**

.....
Coordinator

.....
Dean

Certificate No.



UVA WELLASSA UNIVERSITY OF SRI LANKA

This is to certify that

.....
.....

has fulfilled the requirements for the award of the

Higher Diploma in

.....

having successfully completed

the prescribed courses of study and the examinations

conducted by the

Center for Open and Distance Learning

of the Uva Wellassa University of Sri Lanka

and reached the standard required for a

.....

**Uva Wellassa
University**

Effective Date

Registrar

Vice Chancellor

Certificate No.