

Postgraduate Diploma in Gender and Health (PgDipGH)

By-Laws made by the Council of the University of Colombo under section 135 of the Universities Act No.16 of 1978 and its subsequent amendments.

By-Laws

1. These By-laws may be cited as the Postgraduate Diploma in Gender and Health (PgDipGH), By-Laws No. 10 of 2014.

Part 1-General

2. Award of the Postgraduate Diploma

- 2.1 Subject to these By-Laws a candidate may be awarded the Postgraduate Diploma in Gender and Health (here-in referred to as PgDipGH) provided the candidate;
 - a. has satisfied all the programme requirements and passed the examinations prescribed by these By-Laws
 - b. has paid fees and any other dues as may be payable to the University
 - c. has fulfilled all other conditions and requirements as may be prescribed by these By-Laws and other regulations and rules of the University of Colombo
- 2.2 Subject to these By-Laws the minimum period of training for the PgDipGH shall be one year. A candidate shall complete the Diploma within 4 yrs from the date of registration to the PgDipGH, unless the Senate has permitted extension for valid reasons.
- 2.3 The formulation of the components of the programme leading to the PgDipGH, the number of papers, assignments and other forms of assessment, and the marks allocated to each component shall be as specified by these By-Laws.
- 2.4 The Senate shall have power, on the recommendation of the Faculty Board of the Faculty of Medicine, University of Colombo (FMUC), to change or amend or add or delete the course of study or module, examinations, number of papers etc. and recommend amendments or deletions of these By-Laws to the Council relating to the Diploma where it is deemed necessary. Due notice shall be given to the candidates of any such amendments, changes, additions or deletions.
- 2.5 The PgDipGH programme delivery methods shall consist of the following
 - 2.5.1 Online video lectures on core topics
 - 2.5.2 Online power point presentations
 - 2.5.3 Computer assisted learning material
 - 2.5.4 Online tutorials

- 2.5.5 Interactive discussion boards
- 2.5.6 Printed course material
- 2.5.7 Field activities
- 2.5.8 Workshops

2.6 The student assessment leading to the PgDipGH shall take the form of assignments and end of course examination. The award of the PgDipGH shall be based on the satisfactory completion of the assignments and marks obtained at the end of course examination.

2.7 Each of the examinations prescribed by these By-Laws thereunder shall be conducted by a Board of Examiners constituted for the conduct of that examination and approved by the Faculty Board, Senate and Council.

2.8 A candidate shall not be permitted to take an examination unless the course coordinator has certified that the candidate has satisfactorily completed the programme for that examination, which may include fulfillment of the attendance requirements at online tutorials, completion of assignments and any other requirements as may be prescribed.

2.9 A candidate who is **eligible** to take an examination shall appear for each examination leading to the PgDipGH at the first scheduled examination after completion of training programme for that 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; and when a candidate does not take an examination on the first occasion on which the examination is held after the completion of the study programme relevant to that examination, 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. Similarly if a candidate does not appear for subsequent scheduled examinations for reasons not acceptable to the senate, each of the scheduled examinations will be counted as an attempt.

2.10 A candidate who does not successfully **pass** an examination after the completion of the programme for that examination shall take that examination on the next occasions in which the examination is held, and where a candidate does not take that examination (or the components) on that occasion the candidate shall be deemed unless the senate determines otherwise, to have taken the examination (or the component) on that occasion, which shall be taken in to account when computing the total number of attempts on which an examination may be taken by a candidate.

3. Administration of the PgDipGH programme

- 3.1 The FMUC shall be in charge of the administration of the programme.
- 3.2 The Dean of FMUC shall function, *ex officio*, as the Director of the programme.
- 3.3 There shall be a course coordinator for the PgDipGH programme and he/she shall be appointed by the Dean, FMUC. He/she shall be responsible for the academic and administrative affairs of the programme under the direction of the Dean, FMUC.

4. Eligibility for admission to the PgDipGH programme

- 4.1 Persons shall be considered for admission to the programme leading to the PgDipGH if that person satisfies the minimum requirements specified in the by-laws relevant to this postgraduate diploma programme.
- 4.2 The eligibility criteria to apply for the PgDipGH programme should be satisfied on or before the closing date of applications;
 - (a) Candidates should have a basic degree in any field related to health, law or social sciences and worked for at least for one year in a healthcare setting or health related setting
OR
 - (b) Professional qualification in health, law or social sciences from a recognized professional body acceptable to the Faculty Board of FMUC/Senate with three years' work experience in any sector of a healthcare setting or health related setting
OR
 - (c) Any other Diploma from a recognized University/Institution or an equivalent qualification related to health, law or social sciences and acceptable to the Faculty Board of FMUC/Senate with five years' work experience in a healthcare setting or health related setting
AND
 - (d) Should be currently employed in a healthcare institution or health related work setting
AND
 - (e) Should have passed the GCE Advanced Level Examination and should have a credit pass in English at the GCE Ordinary Level examination.

5. Admission to the PgDipGH programme

- 5.1 The FMUC will advertise in the leading newspapers, issue circulars, letters and publish in its website www.med.cmb.ac.lk the course and other related information. Prospective applicants need to respond to such advertisements. The application procedure, fees, dates etc shall be prescribed by the FMUC.
- 5.2 The selection to the programme shall be through application, review of original documents relating to educational qualifications and experience, an interview and passing by obtaining at least 50% marks at the competency assessment examination of computer literacy and English knowledge.

- 5.3 The maximum number of trainees admitted to the training programme in a given year, would be around 50.
- 5.4 The Faculty Board and Senate approval will be obtained for the selected candidates.
- 5.5 Upon being informed by the FMUC that a particular candidate has been selected to the PgDipGH programme the candidate shall register with the FMUC by payment of appropriate registration, training programme, examination, and any other fees specified by the FMUC.

Part two - The Training Programme for the PgDipGH

6. The training programme shall consist of three stages
 - Stage 1 – Admission to the training Programme
 - Stage 2 – The online, face to face taught course in Postgraduate Diploma in Gender and Health and submission of assignments
 - Stage 3 – End of course examination
- 6.1 Stage 1-Once a candidate is admitted to the training programme after successful completion of the selection procedure and the candidate has registered with the Faculty of Medicine it is considered that Stage 1 is completed
- 6.2 Stage 2-This is an online taught course in Gender and Health conducted over one year. The trainees shall participate in lectures, tutorials and computer assisted learning sessions and other types of learning/teaching activities according to the prospectus of the PgDipGH and shall complete all assignments.
- 6.3 Stage 3-The trainees shall sit for the end of course examination upon fulfilling all requirements specified by these By-Laws and other rules and regulations of Faculty of Medicine, University of Colombo, and by the Senate.
7. **Objective of the Training Programme**

To develop knowledge, skills and competencies required by those who deliver relevant services with a view to eliminating gender as a barrier to good health.
8. **Outline of the PgDipGH programme**
 - 8.1 This is an e learning postgraduate diploma offered over one year duration covering the areas related to Gender and Health
 - 8.2 This constitutes twelve modules and the content of the each module shall be specified in the PgDipGH prospectus.

- 8.3 Each student should complete all the compulsory activities in the modules including online tutorials and discussion boards with 80% attendance.

9. Credit allocation

Credits are calculated on the basis of the following formula;

1 credit=15 hours of lectures/small group discussions/tutorials/seminars or 15 hours of workshops or 50 hours of assignments/computer assisted learning sessions.

10. Training methods

The teaching /learning methods of the PgDipGH programme shall include online and face to face lectures, tutorials, discussion boards, assignments, computer assisted learning sessions, on line self-learning sessions, workshops, symposia and may include any other instructional material recommended by Faculty of Medicine.

Part 3 - Assessments and examinations of the PgDipGH programme

11. Examinations pertaining to PgDipGH programme shall consist of end of module assignments. Each module assignment will be considered as a continuous assessment and contribute marks to the final summative examination score.

11.1 Eligibility criteria to sit examinations

Candidate should fulfill all of the following criteria to sit end of course examination.

- 11.1.1 A minimum of 80% attendance at tutorials, discussion boards, workshops & Symposia.

- 11.1.2 Successful completion of assignments for each module by obtaining a minimum of 50% marks

- (a) Candidates who fail to submit one or more assignments will not be eligible to sit the final examination.
- (b) Candidates who fail to obtain a minimum pass mark of 50% for an assignment can resubmit the assignment within one month of release of the relevant assignment marks.
- (c) Candidates who fail to obtain a pass mark for an assignment in the second attempt or those who fail to resubmit the assignment within one month of notice shall follow the relevant module at the next available opportunity to be eligible to sit for the end of course examination with payment of an additional fee as specified by the FMUC.

11.1.3 Adherence to other rules and regulations of FMUC, in relation to examinations shall be necessary.

11.2 Format of the end of module examinations

11.2.1 Each module shall have an assignment at the end of each module. Assignment shall consist of a report to be submitted on a topic specified by the resource persons of the PgDipGH programme.

11.2.2 An assignment has to comprise 1500– 2000 words and has to be submitted within the given time period.

11.2.3 An assignment shall be corrected by two independent examiners approved by the Faculty Board of the FMUC, Senate or Council.

11.2.4 Twelve end of module assignments will be considered as continuous assessments of the PgDipGH programme and contribute 40% to the summative examination mark.

11.3 Format of end of PgDipGH programme examination

11.3.1 The end of PgDipGH programme examination shall consist of an essay paper for 3 hours and comprising six compulsory questions. These papers shall assess the content areas of the PgDipGH programme (as stated in the prospectus of PgDipGH).

11.3.2 After obtaining the mark for each module assignment, grades shall be assigned based on the following points table. The raw mark shall be used for calculation of grade points.

Range of marks	Grade	Grade point value
90-100	A+	4.00
80-89	A	4.00
75-79	A-	3.70
70-74	B+	3.30
65-69	B	3.00
60-64	B-	2.70
55-59	C+	2.30
50-54	C	2.00
45-49	C-	1.70
40-44	D+	1.30
30-39	D	1.00
20-29	F	0.00

11.3.3 Grade point average (GPA) will be computed using the following formula. GPA will be rounded to the second decimal place.

$$GPA = \frac{\sum \text{Grade points} * (\text{Credits})}{\sum \text{Credits}}$$

11.3.4 Calculation of the final mark of the PgDipGH programme

End of PgDipGH programme examination mark shall contribute to 60% of final mark of the PgDipGH programme. Continuous assessments shall contribute to 40% of final mark of the PgDipGH programme. The final computation of marks of end of PgDipGH programme assessment shall be derived from the marks obtained for continuous assessment and the essay paper and the percentage allocation for each component shall be 40% and 60% respectively.

12. Pass/fail status

A student will be required to secure a GP of a minimum of 2.0 for each course module (assignment) and an overall GPA of a minimum of 2.0 at the end of course assessment.

12.1 Merit and distinction pass of the PgDipGH programme

12.1.1 A merit pass shall be awarded to a candidate who satisfies the following minimum conditions

Passes in all course module assignments and the end of course examination in the first attempt (or deemed first attempt) with a GPA ≥ 3.00 to ≤ 3.69 (including 3.00)

12.1.2 A distinction shall be awarded to a candidate who satisfies the following minimum conditions

Passes in all course module assignments and the end of course examination in the first attempt (or deemed first attempt) with an overall GPA ≥ 3.70 (including 3.70)

13. Conditions for the completion of the Examination

- (a) A student who has not passed at the first sitting shall be allowed to repeat the end of course examination on **two** subsequent attempts within the next 4 academic years. The marks and conditions on attendance secured for the course participation and in-course evaluation will be carried forward for the repeat attempts.
- (b) A repeat student who subsequently satisfies the requirement of section 12.0 above on repeating the end of course examination and passes at a subsequent a sitting, shall be deemed to have passed the PgDipGH examination. The repeat students will not be eligible for distinctions/merits.

Part 4-Interpretation

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

The '**University**' means the University of Colombo.

The '**Council**' means the Council of the University of Colombo.

The '**Senate**' means the Senate of the University of Colombo.

The '**FMUC**' means the Faculty of Medicine, University of Colombo.

'**PgDipGHprogramme**' means the Postgraduate diploma in Gender and Health.

'**Programme**' means the training programme for the Postgraduate diploma in Gender and Health organized by the Department of Microbiology, Faculty of medicine, University of Colombo.