

Postgraduate Diploma in Teacher Librarianship

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.

1. These By-Laws may be cited as the Postgraduate Diploma in Teacher Librarianship By-Laws. NO - 13 of 2007

Part I - General

2. General

Subject to these By-Laws a person may be awarded the Postgraduate Diploma in Teacher Librarianship (hereinafter referred to as PGTL), if s/he has:

- Been a registered student of the Institute for the period prescribed by these By-Laws;
- Thereafter pursued the programme of study in the Institute to the satisfaction of the Director as prescribed by these By-Laws, and other Regulations and Rules of the University;
- Satisfied the Examiners at the prescribed written Examinations, Class Room Tests, Practical Assignments, Term Papers and any other forms of examination as prescribed under these By-Laws and at the extended essay embodying research on a subject approved by the Institute;
- Paid such registration, tuition, library, supervision and examination fees and other dues as may be payable by her/him to the Institute; and.
- Fulfilled all other requirements prescribed by these By-Laws and the Regulations and Rules of the Institute and the university.

3. Application

- 3.1 Application for registration shall be invited by notice in the newspaper.
 - 3.2 A person who wishes to become a candidate for the PGTL programme shall make an application to the Assistant Registrar / Senior Assistant Registrar or Deputy Registrar as the case may be when the said programme is advertised.
 - 3.3 The application shall be 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.
4. There shall be a Co-ordinator for the programme and s/he shall be appointed by the Board of Management on the recommendation of the Director of the Institute.
5. Applications received by the Assistant Registrar / Senior Assistant Registrar or Deputy Registrar shall be referred to the Co-ordinator. The Co-ordinator will refer them to a Selection Committee appointed by the Board of Management. The Selection Committee having examined the applications for necessary initial qualifications shall call the qualified candidates for an admission test whenever it is deemed necessary. The pass mark in the test shall be determined on the basis of the performance in the admission test. Candidates may be initially short listed for selection or for an interview. The Selection Committee appointed by the Board of Management will hold such interviews. The final list of candidates to be enrolled shall be recommended by the Selection Committee in consultation with the Co-ordinator and the Director to the Academic Committee.

6.No person shall be considered for admission to the course leading to the PGTL, unless s/he has the requirements mentioned in (A) & (B) below.

A). A candidate must have one of the following qualifications:

A Bachelors Degree in any discipline awarded by a recognized higher educational institution

AND

B). Appointment as a School Teacher or Teacher Librarian with work experience in a school library.

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7.1 Once an applicant is selected and informed of her/his selection by the Institute the person shall forthwith register as a student of the Institute upon payment of the prescribed registration and other fees.

7.2 The minimum period of registration for the PGTL programme shall be one year for the full time students and two years for the part time students. The period of validity of registration shall be one year in the case of full time students and two years in the case of part time students. The period of registration shall be counted from the date of commencement of the course (hereinafter referred to as the first period of registration). Any registration after the lapse of the first period of registration shall be for a period of one year, at a time.

7.3 The registration for the PGTL Programme shall be deemed to have lapsed at the expiry of its period of validity. A candidate whose registration has so lapsed may apply for renewal of his/her registration for a further period; provided that the Institute considers him/her eligible for such registration. However, no registration shall be renewed after the expiry of two years from the end of the first period of registration. Any such candidate shall be required to seek registration, in competition with new applicants, under the rules in force at the time of seeking such fresh registration.

7.4 If the number of persons who have applied and or who are registered for the course in any given year is not sufficient, in the opinion of the Institute, to make the conducting of the course financially viable, the Board of Management reserves the right not to conduct the course, subject to the University, notwithstanding the provisions of section 24.1 refunding any fees that may have been received.

7.5 Notwithstanding anything stated to the contrary, the Institute shall have the right to cancel, at any time the registration of a candidate for cause shown.

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8.1 A postgraduate student who is registered, as a candidate for the PGTL shall devote her/his time to her/his studies at this Institute on a full time or part time basis.

8.2 No such student shall keep away from classes or to leave the country, or withdraw from examinations or a classroom test without prior approval from the Institute.

Part II - Course Details

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9.1 The programme of study leading to the PGTL unless otherwise decided by the Senate for special reasons shall be of one academic year on a full time basis and two academic years on a part time basis.

9.2 Academic year shall consist of two semesters. Four subjects out of the nine given in the schedule will be completed in the first semester and balance five subjects will be completed in the second semester by the full time students. An examination shall be

conducted at the end of each semester after completing the teaching allocated for that semester, unless the Senate otherwise decides on the recommendation of the Institute.

9.3 Two subjects will be completed in each semester up to four semesters by the part time students. Ninth subject also will be completed in the fourth semester. An examination shall be conducted at the end of each semester after completing the teaching allocated for that semester, unless the Senate otherwise decides on the recommendation of the Institute.

9.4 The titles of subjects taught shall be those set out in Schedule 1 and the Senate shall have power, on the recommendation of the Institute, to amend the schedule, the syllabi and the number of question papers to be set in respect of each subject.

9.5 The results of the performance of the candidates shall be determined by the Board of Examiners appointed for that purpose, and shall be submitted to the Senate for ratification.

10. The medium of instruction shall be Sinhala/Tamil/English.

11. In each of the taught subjects, 50 percent of the aggregate mark shall be allocated through a system of continuous assessment based on the performance at take-home assignments, term papers and/or classroom tests. The balance 50 percent shall be awarded on the performance at the written examination held after the period of teaching.

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12.1 Candidates shall be evaluated in respect of course work by the teachers concerned. The answer scripts of semester examinations and the extended essay of not less than 6000 words shall be assessed by two examiners appointed by the University Senate upon the recommendation of the Board of Management.

12.2 A candidate may obtain one of the following three results after the examination process of the extended essay.

- ♦ A pass with no modification to the extended essay or subject to minor modifications to the extended essay to be carried out before the acceptance of the extended essay. In the latter case, the examiner will certify that the recommended minor modifications have been carried out before the extended essay is finally accepted.
- ♦ Reference; major revisions to be carried out within six months and be submitted for re-examination.
- ♦ Failure; Candidates whose extended essays cannot be brought to a sufficient standard even after substantial revision shall be deemed to have failed in the extended essays. Such candidates will be required to submit a new extended essay within a period of one year.

12.3 Any extended essay obtaining a pass at the first attempt will be evaluated in the mark range between 50 and 100. Any extended essay obtaining a pass at a repeat attempt will be awarded a mark of 50.

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13.1 A person shall not be permitted to sit examination unless:

- (a) s/he has been duly registered as a PGTL candidate as from the commencement of the academic year for which that examination is held;
Provided that in the event of the results of the examination being published only after the commencement of the academic year following that in which the

examination was held, any unsuccessful candidate intending to renew the registration that year may do so within two weeks of the release of the results.

- (b) S/he has registered for the examinations with the Institute for the examination s/he intends to sit;
- (c) The co-ordinator has certified that s/he has completed the course of studies leading to the examination by attending the required proportion of lectures, tutorial classes and other forms of instruction in the subject matter of each subject;
- (d) Her/his student registration continues to be in force; and
- (e) He/she has paid examination fees and other dues and
- (f) Her/his application for entry to the examination has been accepted.

13.2 All rules relating to the Examination Procedure, Offences and Punishment Regulation No 1 of 1986 shall **mutatis mutandis** apply to or in relation to, the PGTL examination.

13.3 Without prejudice to the generality of the Regulation No.1 of 1986 rules relating to the classroom tests viva or any other form of evaluation shall be formulated and implemented by the coordinator and any matters relating to such test shall be decided by the Board of Management on the recommendation of the Coordinator and the Director of the Institute.

13.4 Rules relating to Assignment term papers, and the extended essay shall be announced from time to time by the coordinator in consultation with the teachers and such rules shall not be changed or revoked unless otherwise decided by the Board of Management.

Part III - Criteria for Merit/Distinction/Pass/ Reference / Failure

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14.1 All students shall study a core of seven subjects. Each subject will be of 40 hours duration. The students will also complete a research project on a selected topic and produce a extended essay, which will be of equal weight of a core subject.

14.2 The pass mark in each subject of the examination leading to the PGTL shall be 50% or over of the maximum mark that could have been awarded for that subject and a mark of 49 percent or below of the maximum mark that could have been awarded for that subject shall be treated as failure in the subject;
The pass mark of the extended essay shall be 50 percent out of the maximum mark of 100.

A candidate's performance in each subject shall be graded according to the following scheme:

Grade A	-	75% to 100%
Grade B		60% to 74%
Grade C	-	50% to 59%
Grade D		40% to 49%
Grade E	-	00% to 39%

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15.1 No candidate can qualify to obtain the degree of PGTL unless s/he has passed in all the subjects and the extended essay;

15.2 A candidate who fails in more than 50% of the number of subjects of a semester has to repeat all the subjects in the semester.

- 15.3 A candidate who obtains a pass mark in 50% or more of the subjects in a semester need not repeat the subjects in which s/he has obtained a pass mark but repeat the subjects in which s/he failed at the next occasion on which it is held.
16. Candidates who do not satisfy the minimum conditions for the award of the PGTL as laid down in paragraph 15.2 above, shall be deemed to have either referred or failed.
- 17.
- 17.1 A candidate shall be deemed to have qualified for a merit pass if s/he at one and the same examination passes in all papers securing a minimum grand average of 70% with A grade passes in at least two papers and at least B grade passes in all the remaining papers.
- 17.2 A candidate shall be deemed to have qualified for a Distinction if s/he at one and the same examination passes in all papers securing a minimum grand average of 75% with A grade passes in at least four papers and at least B grade passes in all the remaining papers.
- 17.3 A candidate shall be eligible for the award of Merit or Distinction pass only when s/he took the examination leading to the PGTL on the first occasion on which s/he was qualified to take that examination unless the Senate determines that s/he is eligible for the award although s/he took the examination on a subsequent occasion.
18. The referred candidates shall reach the 50 percent mark in the referred subjects to successfully complete the examination, by the end of the academic year immediately following the year of their 1st attempt. However the Senate on the recommendation of the Institute may allow one more additional chance to deserving candidates to re-sit the examination in the referred subject on consideration of special circumstances, which may have prevented failed candidates from completing the failed subject in the year immediately following the year of first attempt.
- 19.
- 19.1 Candidates referred in a subject shall not repeat the course work. They shall be eligible to receive a pass in the referred subject on the basis of their performance only at an assignment on an approved topic in place of course work (This assignment shall carry 50 percent of the weight in the evaluation of the subject/s concerned) and the end of course examination concerned. If the reference is in the extended essay additional supervision may be provided subject to payment of supervision fees.
- 19.2 Extended essay may be carried forward in case a candidate has been referred in the taught causes or failed the examination.
- 20 Candidates who do not satisfy the conditions for pass or a reference shall be deemed to have failed in the PGTL examination
- 21
- 21.1 The candidates who fail shall be allowed to re-sit the PGTL examinations as repeat candidates in the academic year immediately following their first sitting, unless permission of the Senate is obtained to take the repeat examination in a subsequent year. Permission shall not be granted this way to re-sit beyond a period of three years from the first year of registration.

- 21.2 A candidate, who obtains such permission to repeat in two years time, shall however be required to keep her/his student registration annually renewed until s/he takes the repeat examination. The performance of repeat candidate shall be assessed on the basis of an assignment per subject to be submitted on an approved topic (which shall carry 50% weight in the total marks to be scored in the subject) and the end of year examination (the balance 50% marks).
- 22 A candidate shall not be referred in the examination for more than twice. A candidate, who failed to complete the referred subject even in the second repeat attempt, shall have to seek re-registration for the PGTL course as a new student, in competition with fresh candidates.
- 23 The University shall announce through public notification the names of candidates who have obtained the PGTL and of those who have been referred. All candidates shall be informed individually of the results of the examination and in case of failure, they shall also be informed of the subject in which they have failed.
- 24.
- 24.1 The fees for application, registration, tuition, examination and library facilities shall be determined from time to time by the Board of Management of the Institute. The fees paid shall under no circumstances be refundable except under section 6.4.
- 24.2 There will be additional fees charged from referred and/or failed candidates as determined by the Institute, depending on the expenses to be incurred by the Institute to service their repeat attempts in PGTL examination process.
- 24.3 The fee payable for a certificate or statement of results shall be determined by the Board of Management. Academic Transcripts of examination results shall only be submitted to another academic institution.
- 24.4 Where a late application is to be accepted an additional fee of 50% of the prescribed fee shall be charged if the application is received within seven days of the due date for the receipt of applications and an additional fee of 100% of the prescribed fee shall be charged if the application is made after seven days, but within fourteen days, of the due date. No application shall be entertained save in exceptional circumstances after the lapse of fourteen days from the due date.
- 24.5 A fee for replacement of a lost student identity card or a lost library card will be charged at rates determined by the Board of Management of the Institution. In case of loss of library book, the replacement cost of the book shall be charged.

Part IV - Interpretation

25. In these By-Laws unless the context otherwise requires:
- ♦ "Academic Committee" means the academic body of the institute constituted by the National Institute of Library & Information Sciences Ordinance, No.1 of 1999 made by the minister under Universities Act No. 16 of 1978.
 - ♦ "Board of Management" means the academic and executive body of the institute constituted by the National Institute of Library & Information Sciences Ordinance, No.1 of 1999 made by the minister under Universities Act No. 16 of 1978.
 - ♦ "Council" means the Council of the University of Colombo constituted by the Universities Act. No 16 of 1978.
 - ♦ "Institute" means the National Institute of Library & Information Sciences

constituted by the National Institute of Library & Information Sciences Ordinance, No.1 of 1999 made by the minister under Universities Act No. 16 of 1978.

- ♦ "Registrar" means the Registrar, Acting Registrar, Deputy Registrar, Senior Assistant Registrar, Assistant Registrar and any other Officer authorized to sign for and on behalf of the Registrar of the University of Colombo.
- ♦ "Senate" means the senate of the University of Colombo continued by the Universities Act No 16 of 1978.

26. Any question regarding the interpretation of these By-Laws shall be referred to the Council whose decision thereon shall be final.

SCHEDULE 1

- ♦ The subjects for the PGTL examination shall be as follows;

1. Introduction to Teacher Librarianship
2. Collection Management and Organisation of Information
3. Management for Teacher Librarians
4. Information Sources and Services in Schools
5. Information Literacy
6. Information and Communications Technology for Teacher Librarians
7. Research Methods
8. Extended essay
9. Work attachment

- ♦ A candidate for the PGTL examination shall undertake in such institution for such length of time and under such conditions as are determined by the Director/NILIS.
- ♦ A candidate for the PGTL shall submit a extended essay pertaining to the field of Teacher Librarianship.
- ♦ The syllabus for the PGTL examination shall be as those, which have already been approved by the Board of Management and are in force on the day on which the Council approves of this By - Laws and the schedule.