



UNIVERSITY OF COLOMBO

FACULTY OF LAW

Department of Private and Comparative Law

Advanced Certificate in Human Resource Management Law (ACHRML)

GUIDELINES

2019

UNIVERSITY OF COLOMBO
FACULTY OF LAW
DEPARTMENT OF PRIVATE AND COMPARATIVE LAW

Advanced Certificate in Human Resource Management Law (ACHRML)
Guidelines

PART I – GENERAL

1. There shall be a Coordinator for the study Program (Hereinafter referred to as ‘Coordinator’) and she/he shall be appointed by the Head of the Department of Private and Comparative Law.
2. No Candidate shall be considered for admission to the program leading to ACHRML unless he/she has the following requirements as per the Sri Lanka Qualifications Framework (SLQF) - Level 2;

(i) Six passes at the General Certificate of Education (Ordinary Level) (G.C.E. O/L) Examination with Four Credits in one and the same sitting;

OR

(ii) Completion of the National Vocational Qualification (NVQ) Level-3 or any other academic qualification which is equivalent to the G.C.E. O/L Examination, as acceptable to the Faculty Board of the Faculty of Law and the Senate of the University of Colombo;

OR

(iii) Successful completion of any other relevant Certificate / Advanced Certificate / Diploma / Higher Diploma Course offered by the University of Colombo or any other University or Institute, recognized by the University Grants Commission of Sri Lanka.

And

Possesses at least an ordinary pass (S) for English at the G.C.E. O/L Examination **or** ordinary pass for General English at the G.C.E. A/L Examination, and satisfactory performance at the selection test and/or interview.

PART II – COURSE DETAILS

3. The program of study leading to ACHRML which is, unless otherwise decided by the Department of Private and Comparative Law (Hereinafter referred to as ‘Department’) for special reasons, as prescribed in the schedule shall be for one academic year, with one (01) course module of **06 total credit values**.
4. The medium of instruction and assessment shall be in **English**.
5. The Department shall appoint an Examiner/ a Board of Examiners to conduct and assess the Assessments at the end of Academic Year leading to the conferment of ACHRML.

PART III

SCHEME OF EVALUATION AND CRITERIA FOR PASS, DISTINCTION, MERIT, REFERENCE, FAILURES

6. The Course Module shall carry a maximum of 100 marks. The evaluation of a candidate’s performance for the Course Module shall be by allocation of marks for attendance to the lectures, and End-Course Assessment in the form of a Research Report/Paper.
7. In the Assessment for the Course Module, **40 percent of the maximum mark** will be for attendance of the candidates to the lectures. The 40 percent of marks for the attendance will be allocated as follows:

100% - 70% attendance : 40 Marks
69% - 50% attendance : 30 Marks
49% - 30 % attendance : 20 Marks
29% - 00% attendance : 00 Marks
8. The balance **60 percent of of the total marks** will be for End-Course Assessment in the form of a Research Report/ Research Paper.
9. End-Course Research Report/Paper shall be evaluated by a teacher appointed by the Department.
10. 10.1 A Candidate shall submit the End-Course Research Report/Paper at the end of the Academic Year after the completion of lectures and other forms of instructions.

- 10.2 Any candidate who fails to submit the End-Course Research Report/Paper at the end of the Academic Year, unless excused on medical grounds or any other valid grounds acceptable to the Faculty Board of the Faculty of Law (Hereinafter referred to as 'Faculty Board') on the consultation with the Department, be deemed to have exhausted an attempt at taking the Assessment when calculating the total number of attempts.
- 10.3 No candidate shall be eligible to submit the End - Course Research Report/Paper on more than three occasions (attempts). In calculating the number of occasions (attempts) to submit the End - Course Research Report/Paper, the deemed attempt as referred to in sub-section 10.2 above shall also be taken into account.
11. 11.1 A person shall not be permitted to submit the End - Course Research Report/Paper unless he/she has:
- (i) duly registered as a ACHRML Candidate from the commencement of the academic term; and
 - (ii) ensured that he/she has paid the necessary Course Fees, Assessment Fees and other payments to the University as the case may be;
- 11.2 All rules relating to the examinations and assessments as contained in the Examination Procedure, Offences and Punishment Regulation No. 1 of 1986, and its subsequent amendments shall *mutatis mutandis* apply to ACHRML Assessments as well.
- 11.3 Any matters relating to the Assessments shall be decided by the Department on the recommendation of the Coordinator.
12. A Candidate shall be deemed to have been **Successful** at the Assessment leading to the award of ACHRML if he/she obtains a **minimum of 50%** of the total marks.
13. A Candidate who has been successful at the Assessment leading to the award of ACHRML may be awarded a **Distinction Pass** if she/he obtains **75% or above** of the total marks during the first period of registration.
14. A Candidate who has been successful at the Assessment leading to the award of ACHRML may be awarded a **Merit Pass** if he/she obtains **65% - 74%** of the total marks during the first period of registration.

15. A Candidate who fails to satisfy the conditions provided in Section 12 shall be deemed to have failed the Assessment.
16. A Candidate who is unsuccessful at the Assessment/s shall submit the End - Course Research Report/Paper with the very next batch of candidates, which is subject to section 2 of this guideline.
17. The Department shall announce through notification of the names of Candidates who have passed ACHRML and those who have incomplete results in ACHRML.

PART IV – MISCELLANEOUS

18. 18.1 The fees for application, tuition, assessment, repeat assessment and library facilities shall be determined from time to time by the Department. The fees paid will not be refunded.
- 18.2 There shall be additional fees charged from repeat candidates as determined by the Department.
- 18.3 The fee payable for a certificate or statement of results or transcript shall be determined by the Department.

Schedule

Advanced Certificate in Human Resource Management Law (ACHRML)

Qualification Awarded: Advanced Certificate (SLQF Level 2)

Comparable NVQ Level: Level 4

Total Credits: 06 (05 credits for the module and 01 credit for the research report/paper)

Course Module: Human Resource Management Law

Advanced Certificate in Human Resource Management Law (ACHRML)

Course Description

Human Resource Management Law deals with legal aspects of Human Resource Management. Advanced Certificate in Human Resource Management Law (ACHRML) Program has been designed to provide knowledge in concepts, theories and legal principles of Human Resource Management Law to the Participants, and to enhance their skills to solve complex problems in the area of Human Resource Management, and to stimulate their attitudinal change towards promotion of justice and industrial peace. The ACHRML Program also focuses on the rights and obligations of employers and employees, and settlement of industrial disputes. Thus, the ACHRML Program contributes to the economic, social and legal development of the country.

Learning Objectives

The specific objectives of this program are to;

- ❖ provide knowledge in law relating to Human Resource Management;
- ❖ enhance the skills to resolve problems in Human Resource Management;
- ❖ stimulate attitudinal change towards promotion of law and justice in the field of Human Resource Management.

Learning Outcomes

At the end of this program, the participants will be able to

- ❖ have acquired knowledge in law relating to Human Resource Management;
- ❖ enhance their skills in resolving problems in Human Resource Management;
- ❖ have attitudinal change to promote law and justice in the field of Human Resource Management

Course Contents and Aligned Learning Outcomes

Course Contents (75 hours) – 05 Credits	Aligned Learning Outcomes
1. Contract of Employment	1,2
2. Types of Employment	1,2
3. Terms and Conditions of Employment	1,2,3
4. Health and Safety at Workplace	1,2,3
5. Retirement Benefits	1,2
6. Trade Union Law	1,2,3
7. Settlement of Industrial Disputes	1,2,3
8. Termination of Employment	1,2
9. Gender and Labour	1,2,3
10. Child Labour	1,2,3
11. Emerging Issues in Human Resource Management Law	1,2,3
Methods of Teaching and Learning	
Lectures, discussions, case studies, presentations, group discussions	
Assessment Method	
Attendance to the Lectures	40%
End - Course Assessment in the form of a Research Report/Paper (01 Credit)	60%

Recommended Reading

1. Labour Code of Sri Lanka
2. Egalahewa, A General Guide to Sri Lanka Labour Law, Stamford Lake Publishers, 2018
3. Nigel Hatch, Commentary on the Industrial Disputes Act of Sri Lanka, Friedrich – Ebert – Stiftung, 1989
4. S.R.De Silva, Contract of Employment, Employers' Federation of Ceylon, 2017
5. S.R.De Silva, Law of Dismissal, Employers' Federation of Ceylon, 2012
