Student Guide

Institute of Chartered Corporate Secretaries of Sri Lanka
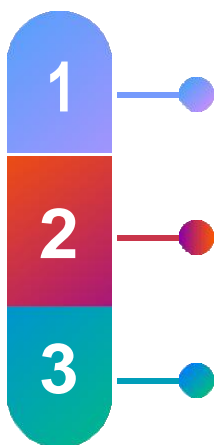
Empowering Excellence in Governance

Contents

1. Introduction

The Institute of Chartered Corporate Secretaries of Sri Lanka (ICCSSL) has been the cornerstone of governance excellence in Sri Lanka for over seven decades. With a legacy rooted in the promotion of corporate governance, ICCSSL equips professionals with the expertise to navigate the dynamic landscape of corporate management and governance. As a trusted institution, ICCSSL remains committed to fostering transparency, ethical practices, and sustainable growth across all sectors.

ICCSSL Course Programs and Qualifications

ICCSSL's comprehensive suite of programs and workshops equips Governance Professionals to excel in their roles. Key offerings include:

1

Professional Qualifications
Tailored to meet the governance challenges of diverse sectors including
private enterprises, public institutions, and not-for-profits organizations.

2

Workshops and Seminars
Covering topics such as corporate governance, ESG (Environment, Social, and Governance), risk management, and IT governance.

3

Continuous Professional Development (CPD)
Ensuring members stay updated on the latest industry trends and regulatory changes.

2. ICCSSL Qualifications

ICCSSL currently provides three professional qualifications in the specialized field of Corporate Secretarial practice.

1. **Postgraduate Diploma in Chartered Corporate Secretarial Practice**

3. **Foundation in Corporate Secretarial Practice**

2. **Diploma in Applied Corporate Secretarial Practice**

3.Postgraduate Diploma in Chartered Corporate Secretarial Practice

The Postgraduate Diploma in Chartered Corporate Secretarial Practice, awarded by the ICCSSL, is a prestigious qualification that stands as a hallmark of excellence in the field of corporate governance and secretarial practice. The program is developed to improve specialized knowledge and practical skills essential for a successful career as a corporate secretary/ company secretary.

This qualification is recognized as a postgraduate-level qualification equivalent to Level 7 of the Framework for Higher Education Qualifications (FHEQ) of UK Degree-Awarding Bodies.

To provide an understanding of the multiple facets of good governance, ICCSSL's qualifications for Corporate Secretaries encompass a broad spectrum of subjects, including accounting and finance, Law, business management and communication, compliance and risk management, Corporate Governance, Capital Market Regulations, and Company Secretarial Practices.

The program consists of four comprehensive levels, each comprising a set of tailored modules to develop essential competencies for Corporate Secretarial Professionals.

Credit calculation for the qualification is based on the Sri Lanka Qualification Framework (SLQF), which considers 50 notional hours per credit for taught modules and 100 notional hours for project work. Guided learning hours comprise classroom teaching, with 15 hours of one-to-one guided learning required to earn 1 credit.

As described in the table below, the programme encompasses 3450 notional hours of study, distributed across various learning modalities with a total of 60 credits according to the SLQF.

The duration to complete the qualification offers a flexible timeline of 18 to 36 months, with classes conducted through a hybrid model that combines online and physical sessions.

Upon successful completion, diplomates are eligible to apply for the esteemed "Certificate of Practice" and can seek recognition as Corporate/ Company Secretary through the Registrar of Companies (ROC) of Sri Lanka.

The qualification not only opens doors to diverse career opportunities but also empowers individuals to make significant contributions to the corporate landscape of Sri Lanka, ensuring adherence to best practices in governance and compliance.

Curriculum Pillars

Qualifying Level	Work Related Learning/Research Project				
Strategic Level	Advanced Company Secretarial Practices				
	Capital Markets	Corporate Law	Taxation		
Management Level	Boardroom Dynamics	Business Law	Financial Accounting Applications	English for Specific Purpose	
			Management Accounting & Corporate Finance Management		
Operational Level	Development of Business strategy				
	Compliance & Risk Management				
	Corporate Governance				
	Company Secretarial Applications				Corporate Communication
	Secretarial & Governance	Legal	Management Accounting, Finance & Taxation	Communication	Assessments, Application & Training
Pillars of the Curriculum					

Modules, Credits and Notional Hours

Level	Module code	Module	Credits	GLH	SS	VLE	PRW	Notional Hours
Operational Level 18	1601	Corporate Secretarial Applications (CSA)	6	90	180	30		300
	1302	Corporate Governance (CG)	3	45	90	15		150
	1303	Compliance & Risk Management (CRM)	3	45	90	15		150
	1304	Corporate Communications (CC)	3	45	90	15		150
	1305	Development of Business Strategy (DBS)	3	45	90	15		150
Management Level 18	2306	Business Law (BL)	3	45	90	15		150
	2607	Board Room Dynamics (BRD)	6	90	180	30		300
	2408	Financial Accounting Applications(FAA)	3	45	90	15		150
	2309	Management Accounting & Corporate Finance Management (MA&CFM)	4	60	120	20		200
	2210	English for Specific Purpose (ESP)	2	30	60	10		100
Strategic Level 15	3311	Taxation (TXN)	3	45	90	15		150
	3312	Capital Markets (CM)	3	45	90	15		150
	3313	Corporate Law (CLS)	3	45	90	15		150
	3614	Advanced Corporate Secretarial Practices (ACSP)	6	90	180	30		300
Qualifying Level	4415	Work Related(WRL)	4	5	150	25	220	400
	4516	Research project	5	10	100	50	340	500
		Total (in hours)	60	780	1780	330	560	3450

GLH	Guided Learning Hours
SS	Self-Study
VLE	Virtual Learning Environment
PRW	Project/ Research Work

Credit Calculation: according to the Sri Lanka Qualification Framework [SLQF], Teaching Modules: 1 Credit = 50 Notional Hours/Classroom teaching GLH = 1 Credit = 50 Notional Hours.

Entry Requirement for the Postgraduate Diploma in Chartered Corporate Secretarial Practice

A graduate-level qualification in any discipline

Successful completion of the Diploma in Chartered Corporate Secretarial Practice awarded by ICCSSL with a minimum of one and a half years of industry experience in the related discipline.

Those who are qualified from the following institutions may also register.

- Attorneys - at – law (AAL)

- Institute of Chartered Accountants of Sri Lanka (CASL)

- Chartered Institute of Management Accountants (CIMA)

- Certified Management Accountants (CMA)

- Association of Certified Accountants (ACCA)

- Chartered Governance Institute of the United Kingdom and Ireland (CGIUKI)

4. Diploma in Applied Company Secretarial Practices

A Micro Credential designed to up skill knowledge of Corporate Secretaries, Accountants, and Legal Practitioners, Members of CA Sri Lanka, CIMA, ACCA, delivering the most extensive knowledge in Company Secretarial applications with an integrated learning solution.

The program includes two Modules, each comprising specialized topics aimed at building core competencies essential for professionals in the Corporate Secretarial field.

The total duration of the program is six months.

Course levels/Credits and Notional Hours

Module code	Module	Credits	GLH	SS	VLE	PRW	Notional Hours
1601	Corporate Secretarial Applications (CSA)	6	90	180	30		300
3614	Advanced Corporate Secretarial Practices (ACSP)	6	90	180	30		300
	Total (in hours)	12	180	360	60	0	600

5. Foundation in Corporate Secretarial Practices

The journey toward becoming a Chartered professional begins with the ICCSSL Foundation to Corporate Secretarial Practice Programme your entry point into a career in governance or company secretarial practice.

This programme offers a comprehensive introduction to business operations, governance structures, financial management, and the legal frameworks that businesses must follow. The knowledge and skills acquired through this foundation will equip you to successfully progress to the next level of the ICCCSSL programme, the next milestone on the path to Chartered Corporate Secretarial status.

Course levels/Credits and Notional Hours

Module code	Module	Credits	GLH	SS	VLE	PRW	Notional Hours
1601	Corporate Secretarial Applications (CSA)	6	90	180	30		300
1304	Corporate Communications (CC)	3	45	90	15		150
1305	Development of Business Strategy (DBS)	3	45	90	15		150
2306	Business Law (BL)	3	45	90	15		150
2408	Financial Accounting Applications (FAA)	3	45	90	15		150
	Total (in hours)	18	270	540	90	0	900

6. ICCSSL qualifications - Entry requirement policy

	Qualification	Academic/ professional		Experience/ Memberships
1.	Postgraduate Diploma in Chartered Corporate Secretarial Practice [24- 30 Months]	Undergraduate level qualification, **OR** Successful completion of the Foundation in Company Secretarial Practices awarded by ICCSSL	AND	Minimum of one year of industry experience in the related discipline.
2.	Diploma In Applied Company Secretarial Practices [6 Months]	Professionals having a license to practice as a Company Secretary from the Registrar of Companies (ROC).	AND	Attorney-at-Law/ CA Sri Lanka members/ CMA Sri Lanka members/CIMA /members/ACCA/CGI-UKI
3.	Foundation in Corporate Secretarial Practices [6 Months]	Successful completion of the General Certificate of Education (O/L) in any discipline and having an A grade for the English language at GCE O/L.	AND	Currently employed at a corporate firm.
4.	AAT-ICCSSL Diploma in Corporate Secretarial Practices [6 Months]	AAT-ICCSSL DIPLOMA IN CORPORATE SECRETARIAL PRACTICES - Jointly conducted with the Association of Accounting Technicians of Sri Lanka (AAT-SL), having an A grade for the English language at GCE O/L.	AND	AAT Passed Finalist / AAT Member
5.	CMA-ICCSSL Diploma in Corporate Secretarial Practices [6 Months]	ICMA (AUSTRALIA) members and passed finalists who successfully completed the Diploma in Corporate Secretarial Practices Course Level 1 delivered at the Academy of Finance (Pvt) Limited.	AND	ICMA (Australia) members and past finalists.

7. Training and Development Partnership Programs and Workshops

ICCSSL's regular workshops include, but are not limited to, subjects on Governance and Decision Making, Board Secretary's Role, Effective Meetings and Minute Taking, Boardroom Dynamics, Shareholders & other Stakeholders, Strategy & Risk Management Framework, Building Ethical Culture, and Negotiation/Conflict Resolution and Personal Branding. The objective of our workshops is to uplift Corporate Secretaries and business leaders in Sri Lanka to world-class standards.

In line with the regulations outlined in the Gazette Notification dated 17th March 2023, ICCSSL conducts regulated Continuing Professional Development (CPD) programs in partnership with the Department of the Registrar of Companies. These CPD programs are designed to guide and empower practicing Company Secretaries by ensuring they stay abreast of evolving industry standards and regulatory requirements.

As much as with the Department of Registrar of Companies, the ICCSSL has also collaborated with other key regulators, namely, the Securities and Exchange Commission of Sri Lanka, and the Colombo Stock Exchange, as well as with the Sri Lanka Institute of Directors, to organize a variety of programs, seminars, and workshops. These initiatives aim to enhance the professional expertise and knowledge of corporate governance practitioners.

ICCSSL collaborations

The ICCSSL successfully entered into two Memoranda of Understanding during 2024 with:

1. **Association of Accounting Technicians of Sri Lanka (AAT-SL)**

2. **The Institute of Certified Management Accountants of Australia & New Zealand {CMA (ANZ)}.**

The strategic collaboration with AAT Sri Lanka will help expedite the pathway for the AAT passed finalists and members to become qualified Chartered Corporate Secretaries and pursue in that field, or otherwise, to excel in their careers with a deeper understanding of governance and boardroom dynamics.

The main objective of the strategic collaboration with CMA (ANZ) is to provide an opportunity for CMA members to become qualified Chartered Corporate Secretaries with a deeper understanding of governance and boardroom dynamics, and pursue that field if they wish to. The collaboration also offers a reciprocal opportunity for ICCSSL Members to become Members of CMA (ANZ), subject to an evaluation by CMA (ANZ).

8. Becoming an ICCSSL Member

Following the successful completion of all four modules, including a research project of the Postgraduate Diploma in Chartered Corporate Secretarial Practice, students can apply for membership. Applications are reviewed by the Membership Affairs and Nomination Committee (MANC) and the Board of Management (BOM) of ICCSSL for approval.

ICCSSL Membership Progression

Graduate Membership (Grad-ICCSSL)

Graduate membership is a non-corporate Chartered Secretary membership and is awarded upon fulfilling any of the following criteria:

1. Successfully passing all modules of the course prescribed by the Institute, subject to Applicable exemptions on modules. Completion of a research project (or a thesis, in lieu of the research project during, or before, the transition period of the past syllabus.

2. Appointed as a Graduate Member by the Chartered Governance Institute of the United Kingdom and Ireland (CGIUKI), or the Institute of Chartered Secretaries and Administrators of the UK (previous name of CGIUKI), upon completion of its qualifying programs, or prescribed course qualifications.

3. Completion of courses under the ICCSSL's current collaborative arrangements with AAT (Sri Lanka), and CMA (Australia), or any future collaborations established by the Institute.

4. On the joint recommendation of the Education Affairs Committee and the Membership Affairs and Nomination Committee (MANC), the Board of Management (BOM) may exercise discretion to grant graduate membership to individuals holding other professional qualifications, or possessing university degrees, provided they complete the courses aligned with pathways similar to the current collaborative arrangements.

Associate Membership (ACCS)

Applicants for Associate membership, which is a corporate Chartered membership Secretary membership must fulfill the following criteria:

Academic Qualifications

Passed finalists or Graduates of the ICCSSL.

Work Experience

A minimum of five (5) years of executive-level work experience, of which:

- At least two (2) years must be in an executive role in Company Secretarial practice (CSP).
- At least two (2) years must be in an executive position within a reputed public sector, or private sector entity.

Alternative Qualifications

For applicants holding recognized professional qualifications, or degrees in addition to the Institute's qualifications:

The BOM may waive the CSP experience requirement if the applicant has at least five (5) years of executive-level work experience in governance, finance, risk management, compliance, legal consultancy, human resource management, managerial administration, or similar fields, within reputed entities.

Fellow Membership (FCCS)

Fellow Membership is the topmost category of corporate Chartered Secretary membership and it recognizes experienced Company Secretaries and Governance Professionals who demonstrate excellence and commitment to the profession. Applicants must meet the following criteria:

Must hold Associate Membership of the Institute.

Work Experience

A total of at least ten (10) years of relevant work experience, including:

● A minimum of five (5) years in Company Secretarial practice (mandatory).
● At least five (5) years in senior-level or managerial positions within reputed public or private sector entities.

Relevant Senior Roles

Work experience in senior-level/managerial positions may include responsibilities in governance, finance, risk management, compliance, legal consultancy, human resource management, managerial administration, or executive board positions. Other governance-related roles may also qualify, subject to MANC and BOM approval.

Reciprocal Membership

Applicants holding a Fellow Membership of the CGIUKI or ICSA UK are eligible for admission as per the provisions of the Articles of Association of ICCSSL.

Note: Determination of a "reputed entity" is at the sole discretion of the MANC and the BOM.

The above outlines the pathways to membership, in alignment with the Institute's mission of promoting excellence in governance and company secretarial practice. Further details can be obtained from the Chief Executive Officer of ICCSSL (ceo@iccslk.org).

9. Enrollments

Contact for information; study@iccslk.org

Selecting subjects at different levels

Supporting students in selecting subjects at different levels for uninterrupted continuation of the PGD program

• Students can select Management Level [Level-2] subjects while doing Operational-level [Level-1] subjects. Students also can join and study Management-level subjects, even if they do not achieve pass marks in all Operational-level subjects during the previous semester's final assignments. If a student does not achieve pass marks in any Subject/s at the operational level final assignment, he/she can still join the Management level and continue studying Management level subjects while repeating the failed operational level subjects at the Re-sit assignments [in 3 months] conducted during the middle of each

semester. This does not permit students to skip Operational level subjects and enroll in subjects in the Management Level

• Students can select Strategic levels [Level-3] subjects while doing Management level [Level-2] subjects. However, Students need to complete all subjects of the Operational levels to enroll in the Strategic level. Students can join and study Strategic-level subjects, even if they do not achieve pass marks in all Management-level subjects during the previous semester's final assignments. If a student does not achieve pass marks in any Subject/s at the Management level final assignment, he/she can still join the Strategic level and continue studying Strategic level subjects while repeating the failed Management level subjects at the Re-sit assignments [in 3 months] conducted during the middle of each semester. This does not permit students to skip the Operational level and Management level subjects and enroll in subjects in the Strategic Level.

• The timetable of Operational and Management Level classes does not overlap, allowing students to complete subjects of both levels concurrently. However, students who enroll in the Strategic level and the Operational/Management concurrently need to check the timetable when selecting subjects.

• Students need to complete all subjects of the Operational/Management and Strategic levels to start the Research Project.

LMS and Join Lectures

Delivery of Lectures and all other materials is through the ICCSSL Learner Management System [LMS]. Once registration is completed, the student receives an email message from Moodle LMS platform to their registered email address with; User Name and a Login Password. Please check your spam folder if you cannot see the details in your email inbox.

Once you receive the links, log in to Moodle and familiarize yourself with the process to avoid any mishaps during the class. if you do not receive a username and password two days before the class, please contact ICCSSL Enrollments.

Download/save the Zoom app on your Desktop.

The first step to logging in to LMS is to browse the link https://moodle.iccslk.org; enter your username and password, and go to the following sections;

- Site Home

- Select your course category;

Company Secretarial Practices (New Syllabus) (3)

Diploma in Applied Company Secretarial Practices (6 Months), Foundation in Company Secretarial Practices (6 Months)

Post Graduate Diploma in Chartered Corporate Secretarial Practice (2 Years)

- Select your Level: Operational Level/Management Level/Strategic Level/Qualifying Level

- Select your Subject;

- Click the attendance bar and enter the required details

- Click the Zoom link to join the class

While you are in the class, it is mandatory to follow the below steps and guidelines to have smooth conversations in Zoom and promote a positive Teaching/learning environment for the Lecturer and all students. It is very important to maintain the role of professionalism/respect in your course and discipline, etc.

1. Attendance in every class is mandatory. Attendance will be assessed, and marks will be given to the student at the final evaluation. A System installed in the LMS will automatically capture the time you join the class, your presence, and the time you leave the class.

2. KEEP THE CAMERA ON ALL THE TIME. Interaction with Lectures is a MUST for a productive learning environment. Adjust your camera and lighting so the Lecturer can see you and interact with you.

3. Reprogram your Zoom login identification number as your student registration number. As system will capture attendance using your student number [Log in to Zoom; click to MORE, go to PARTICIPANT, click on the right-hand side 3 dots, Rename the login id number].

4. Mute your microphone when you aren't speaking.

5. Be mindful of background noise and distractions around you as much as possible.

6. Add a profile photo to your Zoom account.

7. Dress like you are coming to the classroom, please.

8. Avoid multitasking.Focus your attention on the class. You might want to minimize/close all other windows so you aren't distracted by email or other applications. Turn off your phone or put it away; just like in class, please use it only if there is an emergency.

9. Remember that you are always on camera.

10. All comments and discussions should be respectful of the instructor and fellow students; disagreements are fine, but personal attacks are not.

11. Raise your hand: by adding a brief note in the chat window [for a Question or a comment].

12. The chat window should be used only for class subject related discussions, comments or sharing resources etc.

10. Exemption

Exemptions refer to the recognition of prior learning, allowing individuals to bypass certain subjects or modules of the ICCSSL curriculum exams based on their existing qualifications. This recognition is typically granted when the prior learning is deemed to cover the same subject matter and achieve the same level of competency as the exempted module or exam. Exemptions are subject to a payment of a fee equal to the subject exam fee.

Exemptions Process: ICCSSL Professional Programme

The Institute of Chartered Corporate Secretaries of Sri Lanka (ICCSSL) offers exemptions from parts of its professional programme based on prior academic or professional qualifications. Exemptions are granted at the discretion of ICCSSL following a formal review process. Exemptions approved will be valid only for 4 years.

Step-by-Step Exemptions Approval Process

1. Eligibility

Exemptions are considered for individuals who hold relevant qualifications such as academic degrees, recognized professional qualifications, or equivalent certifications.

Exemptions can only be awarded on the basis of qualifications that are less than **five years** old at the time of award.

2. Online Application: New students need to apply for exemptions and submit exemption application alone with the students registration. Students who obtain additional

qualifications while enrolled in ICCSSL programs are required to submit an exemption application during their period of study and before the completion of their studies at ICCSSL.

3. Document Submission: Applicants must upload scanned copies of all required documents, certificates, transcripts, and proof of qualifications in PDF or JPG format to the designated sections in the Google form application. A declaration from the applicant confirming the authenticity of the document is a **must,** and submitted documents will not be considered without the declaration.

4. Assessment: ICCSSL evaluates the submitted documentation to determine whether the prior qualification aligns with the professional programme requirements and qualifies for exemption.

5. Notification of Exemptions: Once processed, approved exemptions will be notified through email or W/app.

6. Official confirmation of Exemptions: ICCSSL does not issue separate confirmation letters or transcripts for exemptions. After completing a Module [Operational, Management, Strategic, qualifying] and the due exemption fee is paid, a results sheet will be issued, which will include the exemptions granted based on your prior qualifications. The original results sheet will be sent to your postal address and also updated in your student profile account once all levels are completed.

Important Considerations to follow in applying Exemptions

1. **Complete vs. Partial Qualifications**

Exemptions are granted for full qualifications. However, part qualifications may be considered for recognized professional programmes.

2. **One Application Per Qualification**

Only one exemption application per qualification will be entertained.

3. **Document Authentication**

All submitted documents must be authenticated and bear the official seal of the issuing institution.

4.**No Email or Fax Submissions**

Exemption applications submitted via email or fax will not be accepted under any circumstances.

5. ICCSSL reserves the right to approve or deny any exemption request.

6. Students' Declaration

Students need to send the following signed declaration and NIC copy along with the other certificates and transcripts.

[Format]

Declaration of Submission of True Certificates and Transcripts

I, [Your Full Name], holder of National Identity Card/Passport No. [ID/Passport Number], hereby declare that all academic, professional, and other supporting documents, including certificates and transcripts, submitted to the Institute of Chartered Corporate Secretaries of Sri Lanka are true, genuine, and accurate copies of the original documents in my possession.

I understand that submission of false, forged, or misleading documents may result in disqualification, cancellation of admission, and subject to legal action under Sections 457, 459, 456, and 102 dealing with forgery and its related offenses, and other disciplinary action deemed appropriate by the Institute.

I further undertake to provide the original documents for verification upon request and agree to abide by the rules and regulations set forth by the Institute.

Name of Applicant: _____

NIC number of Applicant: _____

Signature: _____

Date: _____

11. Fees and Payments
ICCSSL Fees Structure [Effective; 1st January 2025]
Class Fees

Postgraduate Diploma in Chartered Corporate Secretarial Practices

Student Registration: Rs. 10,000.00

Operational Level; Lecture Fee: Rs. 25,000.00/Subject

- 1601 Corporate Secretarial Applications (CSA)

- 1302 Corporate Governance (CG)

- 1303 Compliance & Risk Management (CRM)

- 1304 Corporate Communications (CC)

- 1305 Development of Business Strategy (DBS)

Management Level: Lecture Fee: Rs. 25,000.00/Subject

- 2306 Business Law (BL)

- 2607 Board Room Dynamics (BRD)

- 2408 Financial Accounting Applications (FAA)

- 2309 Management Accounting & Corporate Finance Management (MA&CFM)

- 2210 English for Specific Purpose (ESP)

Strategic Level; Lecture Fee: Rs. 30,000.00/Subject

- 3311 Taxation (TXN)

- 3312 Capital Markets (CM)

- 3313 Corporate Law (CL)

- 3614 Advanced Corporate Secretarial Practices (ACSP)

Qualifying Level

- 4415 Work-Related Learning (WRL)

  4516 Research project: Rs. 30,000.00

Students shall enrolled in ICCSSL LMS to join classes after paying the registration fee and class fees for the subjects selected.

The research project fee is due at the time of starting the Research project.

Diploma in Applied Corporate Secretarial Practices

- Course Fees: Rs. 100,000.00

Foundation in Corporate Secretarial Practices

- Course Fees: Rs. 150,000.00

AAT-ICCSSL Diploma in Corporate Secretarial Practices

- Course Fee; Rs. 66,000/- (Per Subject 22,000.00)

- Exam Fee; Rs. 33,000/- (Per Subject 11,000.00)

- Research Project: Rs. 30,000/-

- Exemption Fee: N/A

- Total: Rs. 129,000/-

CMA-ICCSSL Diploma in Corporate Secretarial Practices

- Course Fee: Rs. 66,000/- [Rs. 22,000 per subject]

- Exam Fee: Rs. 33,000/- [Rs. 11,000 per subject]

- Research Project: Rs. 30,000.00

- Exemption Fee; N/A

- Total: Rs. 129,000/-

Discontinuation due to Non-Payment of the Second Installment

Students are required to pay Class and Exam fees in two installments, with payment deadlines specified in the Academic Calendar at the beginning of each semester. Adhering to these deadlines is mandatory to avoid disconnection of the LMS for non-payment.

Failure to settle the second installment will result in restrictions on registration for midterm exams and assignments. If the payment is not made within 14 days from the due date, the student's enrollment status for the semester will be automatically discontinued.

Class fees paid are valid only for the specific semester in which they are paid.

Exam registration conditions and Exam Fees

Conditions & eligibility to Sit for the Exam/Assignment

To register for the **Final** Assignment/Exam, students must complete the **Midterm** Assignment/Exam. For Corporate Secretarial Applications and Advanced Corporate Secretarial Applications subjects, the **Group Project** as well.

Students are required to sit for the exam or submit the assignment during the mid term and at the end of each semester.

Students who are unable to register for or attend the exam/assignment during the mid term and at the end of the semester must inform the Institute at least 14 days prior to the scheduled date.

To be eligible to register for the Final Assignments or Examinations (Final Examinations for FAA/MA&CFM/TAX only), students must complete both the Group Presentation (Group presentation for CSA/ACSP only) and the Midterm Assignment.

Students who complete these requirements but either fail to attend the Final Assignment/Examination for any reason or do not achieve a passing grade are eligible to sit for a **Re-sit Assignment/Examination** conducted three months after the Final.

Additionally, students who fulfill the Group Presentation and Midterm Assignment requirements but do not attend the Final in their enrolled semester are allowed to use the lecture materials and recordings from that semester and may attempt the Re-sit Exam/Assignment at the end of that semester, the Final Exam/Assignment in the immediate next semester, and the Re-sit Exam/Assignment at the end of the next semester.

However, if a student fails to sit for any of these **four assessments,**will be required to pay the class fees again, attend the classes, and complete the Group Presentation (for

CSA/ACSP) and Midterm Assignment again to be eligible to register for the Final Assignment/Examination.

Please note that the first installment of Class fees and Exam/Assignment fees is strictly **non-transferable** to a future semester or exam and **non-refundable.**

[We encourage all students to complete their final assignments and exams each semester, as relying on old notes may lead to outdated information or missed updates due to changes in regulations.]

Exam Fees

[Postgraduate Diploma in Chartered Corporate Secretarial Practices]

Operational Level; Lecture Fee: Rs. 11,000.00/Subject

- 1601 Corporate Secretarial Applications (CSA)
- 1302 Corporate Governance (CG)
- 1303 Compliance & Risk Management (CRM)
- 1304 Corporate Communications (CC)
- 1305 Development of Business Strategy (DBS)

Management Level: Lecture Fee: Rs. 11,000.00/Subject

- 2306 Business Law (BL)
- 2607 Board Room Dynamics (BRD)
- 2408 Financial Accounting Applications (FAA)
- 2309 Management Accounting & Corporate Finance Management (MA&CFM)
- 2210 English for Specific Purpose (ESP)

Strategic Level; Lecture Fee: Rs. 12,500.00/Subject

- 3311 Taxation (TXN)
- 3312 Capital Markets (CM)
- 3313 Corporate Law (CL)
- 3614 Advanced Corporate Secretarial Practices (ACSP)

Students will be registered for exams after receipt of the exam fees for the subjects selected and studentship fees [if any].

Exemption Fees

Exemptions are subject to a payment of a fee equal to the subject exam fee.

Studentship fee

At the Admission; Rs. 11,000.00
Subsequent years; Rs. 5,000.00

- Students joining the January Semester: Second-year fee is due on the 1st of January next year

- Students joining the July Semester: Second-year fee is due on the 1st of July next year

Membership fee [Once become a Member]

At Admission; Fellow; Rs.21,000.00/ Associate; Rs.16,000.00/Graduate; Rs.11,000.00

Subsequent years; Fellow; Rs.20,000.00/ Associate; Rs.15,000.00/Graduate; Rs.10,000.00

How to Pay Your Fees

Payments shall be accepted only through Myfees.lk payment gateway. Please do not use any other method of payment. Direct deposits shall not be accepted.

Please effect payments through the payment gateway using the link below;

http://bit.ly/Institutesofcooperatesecretaries

Students shall be enrolled in ICCSSL LMS to join classes after receipt of the registration fee and class fees for the subjects selected.

Students shall be registered for exams after paying the exam fees for the subjects selected and studentship fees [if any].

The research project fee is due at the time of starting the Research project.

Payment due dates;

Payment deadlines specified in the Academic Calendar available in Moodle LMS at the beginning of each semester.Payments need to be settled on or before the due date to avoid disconnection of LMS due to nonpayment of relevant fees.

12. Refund Policy

Students should study the ICCSSL syllabus and the Student Guide to understand the program prior to paying their course fees.

A. Registration fees paid at enrollment to ICCSSL will not be refunded.

B. Fees will not be refunded if:

1. A student withdraws after the program has commenced.

2. The student's access to online course materials has been activated.

13. Assessments and Examinations:

ICCSSL assessments are assignment-based. It allows for a deeper understanding and practical application of knowledge, fostering critical thinking, problem-solving, and research skills, all vital for success in SEC practices. It also provides a more personalized and transparent learning experience, aligning educational outcomes with the demands of modern industries' needs.

During the learning cycle, students' performance will be assessed at different levels. The majority of subjects will be assessed in two levels: the Midterm and Final assessment levels. Group assignments/presentations will be conducted for a few subjects to develop and assess the collaborative skills and individual contributions of the group members. It aims to measure how well the group can communicate information, work together, and achieve specific learning objectives.

Postgraduate assessments structure:

Subjects		Written assignment	Written assignment	Final examinations
	Group Projects	Mid Term	Final	
Corporate Secretarial Applications (CSA)	30%	30%	40%	0
Corporate Governance (CG)	0	40%	60%	0
Compliance & Risk Management (CRM)	0	40%	60%	0
Corporate Communications (CC)	0	40%	60%	0
Development of Business Strategy (DBS)	0	40%	60%	0
Business Law (BL)	0	40%	60%	0
Board Room Dynamics (BRD)	0	40%	60%	0
Financial Accounting Applications (FAA)	0	40%	0	60%
Management Accounting & Corporate Finance Management (MA&CFM)	0	40%	0	60%
English for Specific Purpose (ESP)	0	40%	60%	0
Taxation (TXN)	0	40%	0	60%
Capital Markets (CM)	0	40%	60%	0
Corporate Law (CL)	0	40%	60%	0
Advanced Corporate Secretarial Practices (ACSP)	30%	30%	40%	0

Diploma in Applied Corporate Secretarial Practices

For the Diploma in Applied Corporate Secretarial Practices Program, completion of the Midterm and Final examinations is not compulsory to complete the program.

It is highly recommended that you complete both the Midterm and Final assignments, as they provide an opportunity to review your overall learning outcomes. These assignments are an important means of assessing your knowledge and practical application, and they will add significant value to your professional development.

Please note that if you wish to enroll in the Postgraduate Diploma in Chartered Corporate Secretaries program and apply for exemptions for subjects completed under the Diploma in Applied Corporate Secretarial Practices Program, you have to successfully complete the Midterm and Final assignments and will be awarded the **Diploma Certificate.**

Participation Certificate: Applied Corporate Secretarial Practices

Students who successfully complete both subjects in the *Diploma in Applied Corporate Secretarial Practices (DACSP)* program, but do not sit for the Final Assessments, will be awarded a **Participation Certificate**.

Please note that a **Formative Assessment** is a regulatory requirement for awarding a Diploma qualification in Sri Lanka.

Foundation in Corporate Secretarial Practices

For the Foundation in Corporate Secretarial Practices Program, completion of the Final examinations is compulsory to complete the program. There will be no midterm assignment for the Foundation Program.

However, students can sit the Midterm assignments if they wish to, as topic revision and practice. Marks obtained for these assignments will not be counted towards your final grade. However, we encourage you to complete them, as they are designed to help strengthen your understanding of the subject material and prepare you for the final examination.

How to write your Assignment

Importance of an Assignment

Whilst writing an assignment, your knowledge about a subject or a topic will be broadened, gain experience in the process of doing research, and your ability to formulate and write will improve immensely.

The ability to write a good assignment is not something that happens automatically. This is a skill that is inculcated through regular practice and a deliberate effort to keep on evaluating your work against the stated criteria and to improve what was done incorrectly. An open-book assessment test is focused on higher-level learning skills and tests your understanding of a subject matter or its application to a real-world problem, rather than recalling knowledge.

It requires students to compare, analyze, and apply or evaluate information, rather than simply remember it to formulate the answers.

You will be given a problem or scenario and asked to apply concepts from different parts of the module to develop your answer.

This manual helps you to develop and improve your assignment writing skills to the standard acceptable to the Board of Examiners of ICCSSL.

Planning

An assignment can only be good if your sources of information that you have used to write it are good sources.

You can start once you have ensured that you have collected the best and most recent sources by means of a systematic literature review. If you know how to integrate this source material into a logical unit and to present your paper neatly, you can write a good assignment. This skill will have to be practiced right through your academic career.

The planning of the assignment is very important - allow enough time and attention to this phase. In the first place, you have to think carefully about the topic. Very often, this is where the battle is lost or won. Questions which should be considered include:

- What is the aim of the assignment?

- What is the core issue?

- What is the extent of the assignment?

In this phase, you have to give attention to a number of issues.

- Carefully read the examiner's instructions since he/she might include a suggested outline for the assignment.

- Determine where the topic fits in with the material already discussed in class.

- Read the relevant sections in the lecture notes to orient yourself.

- Make sure you understand the aims of the assignment and the core issue, and then go on to the next step.

Outline of an assignment

Formulate a framework or scheme. ALWAYS KEEP THE CENTRAL THEME IN MIND. Take care not to digress from the topic. Keep a balance between sections. If one section tends to become too long, consider dividing it into more than one section. Divide the information into subsections. In the subsections, the different components of the topic should be dealt with separately, but integrally as part of the logical whole. The method to be used for organizing the material will differ from assignment to assignment.

Regardless of what method is used, the presentation always has to be logical. It should be clear what the thread of the argument is, and the one argument must logically lead to the next one. Take care that there is a balance between the different sections. Do not only concentrate on the sections that you find interesting. When writing a long assignment, it is better to use connecting sentences at the ends of concluding paragraphs. A useful hint is that one word in the final sentence of a section links to the following heading.

Example of a logical framework for an assignment

The assignment should have a proper order. The following is the general arrangement of an assignment. It may vary depending on each course unit's assignment requirements.

- Title page

- Cover page

- Declaration

- Acknowledgment

- Executive Summary

- Table of Contents

- Introduction

- Body of the Assignment

- Conclusion and Recommendation

- References

- Appendices

Headings

Keep headings as short as possible and consistent with the style that you have chosen.

Collection of the information

Read, read, read. One should never be afraid of getting to know more than one is going to use in a specific assignment. It is only by reading extensively that one acquires the insight needed and realizes the extent of the topic. It is generally a good idea to move from the general to the more specific, and therefore to start with books and move to relevant journal articles. While you are reading, you can start making notes of details from the sources and begin to group this information

According to the assignment scheme or plan that you have already outlined. At this stage, it is very important to thoroughly and accurately keep a record of the bibliographic details of each source that you are using.

Types of information sources

A certain type of information is to be found in a certain type of source. For example, do not expect to find a theoretical outline in a newspaper!

Here is an outline of information needs and types of information sources:

- definitions, descriptions: subject-specific dictionaries

- introductions, frameworks, and brief surveys: subject-specific encyclopedias

- more complete, but still basic information: books

- the latest research data: subject-specific journals

- recent news reports: newspapers on the Internet.

Databases

To locate information sources, you can use various scientific databases. The following types of databases are available:

- To search for books and e-books on a specific topic, use the library catalogue. The shelf number of the book or the link to the e-book is indicated on the screen.

- International journals.

- Gain access to the most popular databases via the library's web page

- Newspapers:

- Despite the absence of an authoritative body and the apparent abundance of unorganized information, the Internet could also be used for up-to-date information.

Keywords

For a search on a database, you have to select appropriate keywords for your topic. You will then use these keywords in different combinations on the search screen of the database.

Reading and understanding sources

Read the relevant sections in the source (for example, a journal article) a few times. Often, the concept is not clear at first glance. Try to understand the logic of the section: first, read through the headings and then concentrate on each of the subsections. If it is a photocopy or your own book, underline the core or key

sentences, or even better, write down the main idea in your own words. In reading, it is always wise to move from the general to the specific. It is therefore a good idea to start with books or articles in encyclopedias on the particular topic. Take care not to repeat statements. This occurs mostly when you use arguments from different authors, for example: Journals contain recent information / The information in journals is not old. When you are using information from different sources, you are "talking" to your sources – you are in conversation with the authors. Do not just quote a source and let it hang there. What do you want to say with this argument or statement? What is the contribution of this quotation? What is your interpretation of the quotation? Quotations are like examples: discuss them and indicate how they complement your argumentation. In other words, explain and digest your quotations.

[Format]

Formatting the Assignment

Page 1

The Title Page:

The assignment should be covered with a title page containing all the relevant information.

Title of the assignment:

Course code:

Course Name:

Date:

ICCSSL Assignment Cover Sheet

The ICCSSL students are required to use the following cover page for their assignments.

Course Code:

Course Title:

Academic Year:

Semester   :

Year   :

Lecturer/(s):

Assignment Topic:

Student Number:

Student Name:

Please fill in the above information and then save this page as the first page of your assignment to be submitted.

Declaration

I certify that this report does not incorporate without acknowledgment any material previously submitted for a degree or diploma in any university, Institute, and to the best of my/our knowledge and belief, it does not contain any material previously published or written by another person, except where due reference is made in the text.

…………………….

Signature of Student/s

Name of the student

Student Number

Date

The Table of Contents

This should contain all the headings of the assignment as well as the page numbers on which each heading starts.

Example:

Table of Contents Page

- Appendix 1

- Appendix 2

Formatting requirements

Students are required to follow the following formatting requirements for their assignments.

1. Font and Size
   - Font type -Times New Roman
   - Font Size
   o Body of the Assignment   12'
   o Headings of the Assignment14'

2, Margins
   - Margins
   o Top 1' Bottom 1'
   o Left 1.25'   Right 1'

3. Spacing
   - Line Space- 1.5"
   - Paragraphs – Justified
   - No Gutter position
   -

4. Headings
Main headings (in the front page) are centered, while side headings in the report are typed at the side of the page.

5. Main Heading of Report

6. Use capital letters, e.g, MANAGEMENT PROCESS

7. Sub Headings
   1. Introduction
   2. Planning

8. Paragraph headings
   2.1   Nature of planning
   2.2   Benefits and drawbacks of planning
   2.2.1 Benefits

9. Word Count: Please make sure to follow and be within the word count specified by the examiner in each assignment.

10. Page numbering of the document

   - The entire report must be consecutively numbered from the Introductory Chapter to the very end, including the appendices, using Arabic numerals.

   - The pages following the Table of Contents up to Chapter 1 will be numbered with Roman numerals. Place the page numbers at the bottom of the page and centered.

● Submitting Assignment

- All assignments shall be released to students strictly in accordance with the dates specified in the Academic Calendar for the year, and only to those students who have fulfilled the eligibility requirements for examination/assignment. Eligibility criteria include meeting the required attendance, completion of examinations, and full settlement of class fees, exemption fees, and the annual studentship fee.

- Submit the Assignment through ICCSSL Moodle. For any technical difficulties in uploading, contact ICCSSL Student Coordinator for assistance.

- Submission should be made on time.

- **Later submission:** Assignments submitted after the cut-off date/time will be subject to a penalty deduction of 5% of the marks scored. Any late submission **MUST** be informed to student coordination Department by telephone immediately after uploading the assignment. Assignments submitted later than 7 days from the cutoff date/time will not be accepted.

- Proper page numbering should be in the Assignment and the PowerPoint presentation

- Reports must be free of erasures and manual corrections

- Reports must be error-free. The entire report must be carefully checked for grammar and spelling mistakes before submission.

- Assignment must be submitted in accordance with the required format and with all content to avoid rejection by the Board of Examiners.

- A student who does not attempt the Assignment during the given time without a valid reason (eg,medical reason only, with evidence backed by a medical certificate from a recognized medical practitioner), shall be considered absent for that formative assessment examination and shall not be given a second chance. Examination or Assignment fees paid will not be refunded or transferred for any future Examination or Assignment.

- Note that the successful submission of a readable document according to the given guidelines and uploading to Moodle within the given time frame is the responsibility of the candidate.

- Uploading the correct Assignment to Moodle is the sole responsibility of the student. Uploaded incorrect Assignments will not be assessed and result in receiving Zero marks.

Re submission of Assignment/Re-sitting

- Students who do not attempt the FINAL assignment during the given time without a valid reason or fail to upload the correct Assignment to Moodle can submit the **FINAL assignment/re-sit** the exam scheduled in **3 Months** after starting the next semester by paying the assignment fee.

- Those who need to submit the Final assignment/re-sit the exam should contact the student Coordinator for registration and seek access to Lecture recordings and notes of the registered semester.

- Uploaded the correct Assignment on time is the sole responsibility of the student. Uploaded incorrect Assignments will not be assessed and will result in receiving zero marks.

- Late submission of the Midterm Assignment will not be accepted for any reason, as students are given ample time to complete the assignment.

How to prepare for a Group presentation

Group Presentation Guide

Planning

- If a group presentation, let the lecturer divide the students into groups.

- Based on the total number of groups, allocate a specific time frame.

- Divide the time frame between each group and have each group divide their allocated time equally among their members.

- Leave a 15mins gap between each group presentation.

- Request each student to turn on their camera when presenting their part during the presentation.

- Record the whole Zoom meeting, share the recording with the lecturer to help with the grading.

Group Presentation and Report Writing

This document contains ideas for supporting students as they prepare group presentations and write reports of their group activity.

Students plan for group presentations

Time: 10 minutes

Word Count: 1100 words.

Suggested words per minute: 120-130 words

[Do not read content from slides]

Plan your group presentation

- What are we going to present?

- What will the overall structure look like?

- How are we going to divide up the presentation, and who is going to present what?

- What audio-visual aids or handouts will we need?

- How will we introduce the presentation, link the parts together, and conclude?

- How are we going to keep the audience interested, active, and involved?

A checklist helps you develop the group presentations

In planning a presentation:

- Found ways to keep the audience interested

- Avoided including too much content

- Made it clear where we are going (at the start, linking sections etc.)

- Made sure that each presenter states how their section fits in with the rest

- Developed clear and appropriate visuals (PowerPoint slides, diagrams etc.)

- Worked out ways to involve the audience (such as inviting comments, encouraging questions, or including an activity)

- Allowed time for questions, and thought through what people might ask

- Summarized appropriately, outlining key points

- Worked out how we are going to gauge what the audience already knows

- Rehearsed our presentation and gave each other feedback (checked timing etc.)

- Prepared an outline of points to refer to (rather than reading notes in full)

When preparing presentations. include

- Basic principles of effective communication

- A checklist to help students prepare for oral presentations

- Guidelines for giving seminar presentations

- A planning tool to help students structure their presentation

- Tips for speaking to an audience

- Guidelines for producing visual aids

- Guidelines for answering questions.

Support in writing a group report

Writing a group report requires effective organization, time management, and communication skills. This allows students to experience report writing as a staged process involving several drafts, revision, rewriting, and, importantly, the giving and receiving of feedback.

The following suggestions will help students approach a collaborative group report.

Steps in writing a collaborative group report

Plan your report

- As a group, meet to discuss and agree on the overall structure of your report – that is, what sections it should have, and what the function of each section is. Roughly what should go in each section?

Create an outline

- As a group, create an outline for your report that consists of a list of contents and/or a paragraph explaining what each section will be about. Clarify how each section relates to all the others.

- Decide roughly how long (how many words, pages, or minutes) each section should be.

Who does what?

- For each section of the report, decide who is going to write it and who is going to review it (you might choose to have more than one reviewer for each section). Everyone in the group should write and review at least one section.

- The role of the reviewer is to meet with the writer and discuss the outline of the relevant section, read and provide feedback on written drafts, and review the completed section.

Other possible roles

- You might also like to select members of your group to perform the following roles:

- Editor: works on improving the grammar, overall style and consistency of the report

- Proofreader: reads the report carefully and corrects spelling errors, references etc.

- Publisher: tidies up the report (presentation, formatting and layout etc.) and looks after the technical aspects of the presentation (such as using a data projector or uploading the report to a shared space).

Towards the finished draft

- As a group, discuss the whole draft:
- Is the purpose clear?
- Are the conclusions clear?
- Do all the sections fit together well?
- Does the report address the assessment criteria?
- Are all the required components covered adequately?

- Have we kept within the required word or time limits?
- What do we like about the report?
- What could we do to make it better?

Note

Make notes during the discussion and then decide who should do what. If only small changes are required, this might be best done by the editor for your group. As a final step, it can be useful to put yourselves in the role of the marker: make comments and evaluate each section and the report as a whole against the marking criteria.

Questions to help you review your group processes and outcomes

- How did you get to know each other as a group and establish ways of working together?

- What roles did you adopt within your group?

- How did you organize group meetings?

- How did you allocate tasks?

- What other strategies did you use for dividing up the workload (e.g., working in pairs)?

- How did you improve the effectiveness of your group?

- What challenges and issues did you experience as a group?

- What process did you use to write your group report and/or develop your presentation?

- What were your strengths and weaknesses as a group?

- What were your strengths and weaknesses as a member of the group?

- How would you personally do things differently if you were to work with the same group?

- How has this experience helped you to understand the role of groups in the workplace?

- What else have you learnt about working in groups?

14. Annual Calendar

ICCSSL Lecturing Calendar for Year 2025-Jul Semester

July

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

3:   11:   18:   25:

August

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1:   9:   16:   23:   31:

September

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

7:   14:   22:   30:

October

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

| 7: 13: 21: 29: | 5: 12: 20: 28: | 5: 12: 20: 28: |

ICCSSL Academic Calendar for Year 2025

	Academic Calendar for Year 2025	
	January 2025 Semester	**January**
1	Registration closing	30th December
2	Final Date For the 1st Installment	7th January
3	Starting Lectures	18th January
4	Calling for registration: Mid-Term Assignment & Payment	5th March
5	Closing mid-term registrations	15th March
6	Mid-term assignment ready	15th March
7	**Midterm Assignment released to students**	**25th March**
8	Closing date for Mid-term Assignment	25th April
9	Calling for registration: Final Assignment & Payment	10th May
10	Closing registrations	20th May
11	Final Assignment ready	20th May
12	**Final Class**	**15th May**
13	Study time	15th - 25th May
14	**Final Assignment released to students who registered and paid**	**25th May**
15	Closing date - Final assignment	25th June
16	Results release	**5th July**
17	**July Semester starting**	**19th July**

	July 2025 Semester	July
18	January 2025 Semester	July
19	Registration closing	30th June
20	Final Date For the 1st Installment	7th July
21	Starting Lectures	19th July
22	Calling for registration: Mid-Term Assignment & Payment	5th September
23	Group Project: Group member nomination	5th September
24	Group Project: Topics ready	5th September
25	Group project topic to be issued to Students [CSA & ACSP]	6th September
26	Group Project [CSA & ACSP]	6th October
27	Closing mid-term registrations	20th September
28	Midterm assignment ready	20th September
29	Group Project: division of groups	5th September
30	Midterm Assignment released to students[Subjects except bellow 26]	25th September
31	Midterm Assignment released to students; CC/BL/FAA/MA&CFM/ESP/CM	10th October
32	Closing date for Mid-term Assignment	25th October
33	Closing date for Mid-term Assignment;CC/BL/FAA/MA&CFM/ESP/CM	10th November
34	Calling for registration: Final Assignment & Payment	10th November
35	Closing registrations	20th November
36	Final Assignment ready	20th November
37	Final Class	15th November
38	Study time	15-25th November

40	Final Assignment released to students who registered and paid	25th November
41	Closing date - Final assignment	25th December
42	Results release	5th January
43	January semester starting	17th January 2026

	Academic Calendar for Year 2026	
	January 2026 Semester	**Jan-26**
1	Registration closing	30-Dec
2	Final Date For the 1st Installment	5-Jan
3	Starting Lectures	10-Jan
4	Calling for registration: Mid-Term Assignment & Payment	1-Mar
5	Closing mid-term registrations	15-Mar
6	Mid-term assignment ready	15-Mar
7	**Midterm Assignment released to students**	20-Mar
8	**Group project released to students**	20-Mar
9	Closing date for Mid-term Assignment	20-Apr
10	Group Project Presentation; CSA [Online]	2-May
11	Group Project Presentation;ACSP [Online]	3-May
12	Calling for registration: Final Assignment & Payment	5-May
13	Closing registrations	15-May
14	Final Assignment ready	15-May
15	**Final Class**	**9-May**
16	**Final Assignment released to students who registered and paid**	**20-May**

17	Closing date - Final assignment	20-Jun
18	Results release	**25-Jun**
19	**July semester starting**	**11-Jul**
	July 2026 Semester	**Jul-26**
21	Registration closing	
22	Final Date For the 1st Installment	5-Jul
23	Starting Lectures	11-Jul
24	Calling for registration: Mid-Term Assignment & Payment	1-Sep
25	Closing mid-term registrations	15-Sep
26	Mid-term assignment ready	15-Sep
27	**Midterm Assignment released to students**	20-Sep
28	**Group project released to students**	20-Sep
29	Closing date for Mid-term Assignment	20-Oct
30	Group Project Presentation; CSA [Online]	2-Nov
31	Group Project Presentation;ACSP [Online]	3-Nov
32	Calling for registration: Final Assignment & Payment	5-Nov
33	Closing registrations	15-Nov
34	Final Assignment ready	15-Nov
35	**Final Class**	**14-Nov**
36	**Final Assignment released to students who registered and paid**	20-Nov
37	Closing date - Final assignment	20-Dec
38	Results release	30-Dec

15. Work Related Learning:

ICCSSL recognition of Prior Learning [RPL], where a panel assess the skills and knowledge you've achieved outside the program, through work experience. Assessment of WRL is by evaluation of work experience in the Corporate Secretarial sector.

Evidence Portfolio: Applicants are required to create and present a portfolio containing evidence of their competencies. Viva Voce: A compulsory part of the assessment, where the candidate presents their evidence portfolio to a panel of examiners to demonstrate their knowledge and skills.

16. Research Project:

The final research project aims to provide students with an opportunity to apply the theoretical knowledge and practical skills gained throughout the Postgraduate Diploma in Chartered Corporate Secretarial Practice. The project should demonstrate the student's ability to conduct independent research, analyze data, and present findings coherently.

Students should select a research topic that is relevant to the field of corporate secretarial practice, corporate governance, compliance, or related areas. The project should address a specific problem, challenge, or area of interest within these domains.

Objective

The aims of this research project are,

1. to enhance research and analytical skills.

2. to integrate knowledge from different modules covered in the program.

3. to develop expertise in a specific area of corporate secretarial practice.

to contribute to the body of knowledge in corporate governance, compliance, and related fields.

Potential research topics include, but are not limited to:

- The impact of evolving corporate governance regulations on corporate secretarial practices.
- The role of corporate secretaries in fostering ethical corporate culture.

- Digital transformation and its implications for corporate secretarial functions.
- Enhancing boardroom dynamics through effective corporate secretarial practices.
- Risk management strategies in corporate governance.
- Comparative analysis of corporate governance practices in different jurisdictions.

The effectiveness of compliance programs in preventing corporate fraud.

[Format]

The project report should be structured as follows:

Title Page

Project Title
- Student's Name
- Student ID
- Course Title
- Submission Date

Abstract

A brief summary of the research, including the research question, methodology followed, and key findings.

Table of Contents

List of all sections and sub-sections with page numbers.

Introduction
- Background and context of the project topic.
- Statement of the identified research/ project problem.
- Objective of the project

Literature
- Review of relevant published literature
- Theories/ theoretical frameworks (whichever is relevant).

Methodology
- Research project design and approach.
- Data/ information collection methods (e.g., interviews, case studies).
- Data analysis techniques.
- Ethical considerations.
- Findings and analysis
- Presentation of findings.
- Interpretation of findings
-

Discussion
- Implications of findings for theory and practice.
- Comparison with existing literature.
- Limitations of the study.
-
-

Conclusion and Recommendations

- Summary of key findings.
- Recommendations for practice and further research.

References
List of all sources cited in the research project.

Appendices

Supplementary materials such as questionnaires, interview guides, and raw data.

Assessment Criteria

The research project will be assessed based on the following criteria:

Relevance and originality: The significance and novelty of the research topic

Submission Guidelines

Support and Resources

Ethical Considerations

Grading scale:

Literature review: Depth and breadth of the literature review.

- Research methodology: Appropriateness and rigor of the research methods.

- Analysis and interpretation: Quality and depth of data analysis.

- Conclusions and Recommendations: Relevance and practicality of the conclusions and recommendations.

- Writing and presentation: Clarity, coherence, and professionalism in writing and formatting.

- Length: The research project should be between 5,000 and 8,000 words, i.e. between 10 to 16 pages single space, excluding references and appendices.

- Format: The project should be typed, double-spaced, and in a legible font (e.g., Times New Roman, 12 pt).

- Referencing style: Use a consistent referencing style (e.g., APA, Harvard) throughout the document.

- Submission deadline: The project must be submitted by the specified deadline. Late submissions will be penalized according to the institution's policy.

- Advisors: Each student will be assigned a supervisor/ advisor to provide guidance and feedback throughout the research process.

- Workshops: Workshops on research methods, data analysis, and academic writing will be offered on demand.

- Library resources: Access to academic journals, databases, and other research materials.

- Ensure that all research is conducted ethically, with respect for confidentiality and informed consent.

- Students must obtain ethical approval from the institution's ethics committee before commencing data collection.

Grades for this module will be awarded based on the following scale:

A: 80-100%

B: 70-79%

C: 60-69%

D: 50-59%

F: Below 50%

17. Results Sheets and Transcript

Assessment and exam results of each student will be available in the student's profile portal immediately after the results are finalized by the Board of Examiners.

Results Sheets: A results sheet will be issued only upon the completion of all subjects within a particular module (Operational, Management, Strategic, or Qualifying Level).

Issuing of transcript: A transcript will be issued to students upon the successful completion of all subjects/levels and the research project. The transcript will be sent to the postal address provided, via Registered Post. Any changes to the postal address must be notified immediately. A fee of Rs. 2,000.00 will be charged for obtaining a certified copy of the transcript.

Time frame for completion

You need to plan your study to finish within the maximum time limits allowed.

- Those who need to submit an assignment/exam for re sit should contact the student Coordinator for registration and seek access to Lecture recordings and notes of the registered semester.

- Postgraduate Diploma in Chartered Corporate Secretarial Practices: **48 Months.**

- Diploma in Applied Corporate Secretarial Practices: **6 Months**; No extension

- Foundation in Corporate Secretarial Practices; **6 Months**; No extension

Deferrals

Student deferral is not permitted midway through a course.

Rejoining

Students who discontinue their studies and wish to re-enroll must pay the annual studentship dues to continue at ICCSSL studies.

If rejoining after a period of 4 years, students will be considered new entrants. In such cases, previously granted subject exemptions must be re-validated upon payment of the applicable exemption fees.

Change of Contact details;

Change of details; Accepted through updating information on a Google form.

https://forms.gle/3aXKVLejuAjx8tZY8

Academic Misconduct

Avoid Plagiarism and Self-Plagiarism

You are not allowed to copy chunks of text directly from textbooks or notes. This is plagiarism. In open-book exams, the resource materials are made available to you, so you are expected to do more than just reproduce them. You must be able to find, interpret, and apply the information in your sources to the exam questions. Don't be tempted to copy any of your own words from any of your notes, or your previous assessments on any course, from any year, or even a different institution; this is self-plagiarism. Do not copy the words of others from any of these sources. Use your own words.

Candidates who violate ICCSSL regulations or commit any misconduct will be disqualified from the examination, and the studentship shall be canceled permanently.