



University of Sri Jayewardenepura

External Degrees and Extension Courses Unit Enrollment for the External Degree Programs-2022

Bachelor of Commerce (General) External Degree

Eligibility to apply for the Registration:

(A) Pass in any three subjects at one sitting at the Sri Lanka General Certificate of Education (Advanced Level) Examination.

OR

(B) Satisfying the following qualifications accepted by the Senate of the University of Sri Jayewardenepura for registration as undergraduate candidates for Bachelor of Commerce (General) External Degree Examinations.

- i. Specialist Trained Teachers' Certificate in Commerce of the Department of Education.
- ii. Associate Membership of the Chartered Institute of Secretaries, UK.
- iii. Passed at the Final Examination of the Institute of Bankers, Sri Lanka.
- iv. National Certificate in Business Studies (two year course) of the Sri Lanka Technical College.
- v. An officer of the Government Accountants Service who has passed the Final Examination of Government Accountants of Sri Lanka.
- vi. Higher National Diploma in Management of the Open University of Sri Lanka.
- vii. Passed in all parts of Association of Accounting Technicians (AAT) of Sri Lanka or UK.
- viii. Passed finalist of Chartered Institute of Marketing (United Kingdom) or Sri Lanka Institute of Marketing.

ix. Passed second level examination of Chartered Institute of Management Accountants (CIMA), UK.

x. Passed second level examination of Association of Chartered Certified Accountants (ACCA), UK

OR

(C) A Degree of a recognized University.

OR

(D) Possess qualifications which the External Examinations Committee of the Department of Commerce of the University of Sri Jayewardenepura recognizes to be equivalent to any of the above qualifications or requirements.

Candidates seeking registration under provision (D), before submitting applications on the prescribed form, should in the first instance make a formal written request, indicating qualifications, (with copies of all certificates) to the External Examinations Committee of the department of Commerce through the Deputy Registrar/ External Degrees and Extension Courses Unit of the University of Sri Jayewardenepura.

Course Fees

Fees of the Bachelor of Commerce (General) External Degree Programme:

Charges	Amount (Rs)	Due date
Registration Fee	15,000.00	Both Registration fee and first installment fee payable at the time of registration.
First installment of the course fee	35,000.00	
2 nd installment of the course fee	20,000.00	Payable within two (02) months from the last date of registration.
3 rd installment of the course fee	20,000.00	Payable within five (05) months from the last date of registration.

Course fees must be paid for all parts (Part I, II and III) of the degree program and examination fees are to be paid in addition to the above payments. All above fees should be paid before applying for the Part I Examination is mandatory.

Selection for the Registration

- Eligible applicants will be registered according to a selection procedure carried out by the Department of Commerce.

Medium of the Degree

Bachelor of Commerce (General) External Degree Programme can be studied Sinhala or English medium. You have to select the medium at the time of submit online application. After that, you will not be allowed to change the medium for any reason.

Conducting Seminars

Seminars of the Bachelor of Commerce (General) External Programme will be conducted by the academic staff of the University via online to cover the entire curriculum for the Part I, II and III of the Degree Programme.

Examinations

After the seminars, applications will be called for the examinations only through the website. Admission Card for the examination will be issued only to those who have applied for the examination having paid the examination fees and all the installments of the course fee.

****Seminar Timetables, Course Fee Applications, Examination Timetables, Examination Applications, Examination Admission Cards and all the details will be made available only through the website and therefore, regular visits to the website is mandatory**

(Letters will not be sent by post).

Cancellation of the Registration

If registration needs to be cancelled after registering for the degree program, a request letter, along with the student record book issued to you, must be sent to the External Degrees and Extension Courses Unit via registered post. Registration fees are non-refundable in case of cancellation of registration. **However, if a request is made within two weeks from the date of registration for cancellation**, the course fee **(except registration fee)** will be refunded with **10% of it** withheld. Requests for refunding of course fees made after this period will not be entertained.

Important details for the submission of the applications

1. Applications can only be submitted online. Accordingly, the duly filled applications should be submitted by visiting external.sjp.ac.lk website. After applying for a certain degree program, changing it thereafter is not allowed.

**** For your convenience, an instructional video will be available on the official website of EDECU (www.external.sjp.ac.lk) from 25th of September 2022. Refer the video and fill the application accordingly.**

2. To apply for the Bachelor Commerce (General) External Degree Programme, the **application fees Rs. 3,000/-** must be paid to this account number - **072010007036** and payment could be made through any branch of the People's Bank island wide. **It is mandatory to make the payment to the specified account number.** (Retain the slip of the payment to be attached to the application) **** ATM Deposits and Online Payments are not allowed.**
3. The following documents should be scanned and uploaded in forwarding with the applications.
 - I. A certified copy of the **Birth Certificate**.
 - II. Certified copies of certificates related to **Educational Qualifications**.
 - III. A certified copy of the **National Identity Card (NIC)**.
 - IV. The **Customer's Copy of Bank Slip**.
4. The hard copy of the completed application along with the copies of the documents mentioned under 3 above, should be posted via registered post to the address given below **on or before 30.10.2022.**

(Note: Please mention "Bachelor of Commerce (General) External Degree" on the top left hand corner of the envelope.)

Postal Address - Deputy Registrar

**External Degrees and Extension Courses Unit
University of Sri Jayewardenepura
P.O. Box No: 10
Gangodawila
Nugegoda**

5. All copies of the documents sent must bear the signature and the official seal of the attester who certified the documents. Copies of the documents should be attested/certified by a **Headmaster of a Government or an approved school/ a University Lecturer or an Executive Officer/ Grama Niladhari/ Justice of Peace or an Executive Officer of a Government Department or a Government Corporation.**
6. Under the education qualifications, G.C.E. (Advanced Level) certificate is accepted in the following ways.
- An attested copy of the certificate issued by the Department of Examination.
 - An attested copy of the certificate issued **with the signature of the Principal** under the letter head of the school.
 - **For School Candidates: -** A copy of the certificate obtained from the Internet attested by the Principal of the School.
 - **For Private Candidates: -** A copy of the certificate obtained from the Internet, attested by the officials mentioned in **clause 5.**

Instructions to Candidates:

**** There is no affiliated unit or institute that undertakes/ performs the duties and responsibilities of the External Degrees and Extension Courses Unit (EDECU). Therefore, it is mandatory to visit external.sjp.ac.lk and adhere to the proper procedure mentioned above in submitting the applications. EDECU does not liable for the applications sent by any third parties.**

- ❖ *Delayed and incomplete applications will be rejected.*
- ❖ *One candidate can apply for several degree programs. For that, it is required to submit separate applications for separate degree programs. Make payments separately for each degree programs.*
- ❖ *Applications with payments for incorrect account numbers will be rejected.*

Deputy Registrar
External Degrees and Extension Courses Unit
25-09-2022