



University of Sri Jayewardenepura

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

Bachelor of Science Business Studies (General) External Degree

Eligibility to apply for Registration:

Shall have at least three “C” passes at single sitting of G.C.E. Advanced Level Examination including one of the subjects in the following list.

- Accounting
- Business Studies
- Business Statistics
- Economics
- Mathematics
- Combined Mathematics
- Higher Mathematics
- Information and Communication Technology

Only if the department decides to conduct a selection test, shall have passed the selection test conducted by the department of Business Administration and shall not be less than 18 years and not more than 35 years of age at the time of closing application.

Academic activities (seminars/examinations) are conducted in two semesters per academic year in this degree course. Accordingly, the three academic years consist of 06 semesters as follows.

Academic Years	Semesters
First Year	Semester I
	Semester II
Second Year	Semester I
	Semester II
Third Year	Semester I
	Semester II

Course Fees

Fees of the Bachelor of Science Business Studies (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	60,000.00	
2 nd installment of the course fee	60,000.00	Must be paid before the first semester examination of the first year. (Before the last date of payment of course fees offered by the University)
3 rd installment of the course fee	50,000.00	Must be paid before the second semester examination of the first year. (Before the last date of payment of course fees offered by the University)

Course fees are charged for the full degree programme including examinations and All the above fees should be paid before the first year second semester examination is mandatory.

Selection for the Registration

Eligible applicants will be registered according to a system operated by the Department of Business Administration.

Medium of Degree Programme

Bachelor of Science Business Studies (General) External Programme can be studied in Sinhala or English medium. You have to select the medium while applying online for Bachelor of Science Business Studies (General) External Programme.

Conducting Seminars

Seminars of the Bachelor of Science Business Studies (General) External Programme will be conducted by the academic staff of the University via online to cover the entire curriculum for the six semesters of the Degree Program.

Examinations

Applications will be invited through website only for examination after the seminars. Exam admission cards will be issued only to those who have paid all the installments of the course fees as per schedule and applied for the examination.

****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 (Rs. 15,000/-) 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 of Science Business Studies (General) External Degree Programme, the **application fees Rs. 3,000/-** must be paid to this account number - **072010007127** 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 Science Business Studies (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**