

Faculty of Management Studies and Commerce
University of Sri Jayewardenepura

Prospectus for External degrees 2022



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Faculty of Management Studies and Commerce
Prospectus for external Degrees – 2022

University of Sri Jayewardenepura

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Vision

Prosper lives through learning

Mission

To create and disseminate knowledge for the prosperity of the nation, drawing inspiration from our cultural heritage

Message from the Dean Faculty of Management Studies and Commerce

It gives me great pleasure, as the Dean of the Faculty of Management Studies and Commerce (FMSC), to issue this message for publication in the Student Handbook of the External Degree Programmes conducted by the University of Sri Jayewardenepura. Being the pioneering Management Faculty in the country, the FMSC takes pride in introducing management education to the entire university system and the nation, and therefore earning the name as the Centre of Excellence in Management Education in Sri Lanka. Our Faculty is also the first and foremost choice of the students who aspire to pursue their higher education in the discipline of management after the Advanced Level examination. However, due to a limited number of internal placements, only a few students are fortunate to realize their dream of continuing their education at the premier management faculty in Sri Lanka.



However, in order to accommodate you who have been deprived of pursuing your higher education as an internal student due to limited opportunities, the university has opened up the faculty to you to realize the dream of obtaining a highly recognized degree and thus becoming a truly qualified management graduate. Our External Degree Programmes are open not only to students who have studied in the Commerce stream but also to students from other streams such as Bioscience, Mathematics, Arts etc. Moreover, it is with immense pleasure that I would like to mention that our faculty consists of the best academic staff with the highest qualifications in the field of management studies among all the universities in Sri Lanka and as students you are fortunate to acquire the knowledge from them.

It is my sincere wish that you will be able to successfully complete your higher education with us and walk away as a graduate of this prestigious Faculty that has rendered an unparalleled service to the country for over 50 years in generating knowledge and scholarship in a multitude of disciplines in the field of management. Therefore, I sincerely hope that you, as a future graduate of this faculty, will uphold your duty to uplift the lives of the people of this country who have made sacrifices to support your education and I shall wish you strength and courage towards this end.

Prof. P. D. Nimal

Dean

Faculty of Management Studies and Commerce

Message of the Acting Vice-Chancellor

I take great pleasure in conveying this message to the prospectus of the faculty of Management Studies and Commerce (General) External Degree Programs offered by the External Degrees and Extension Courses Unit (EDECU) of the University of Sri Jayewardenepura. First and foremost, I would like to congratulate you on gaining admission to one of the most prestigious state universities in Sri Lanka. I hope that you will take this opportunity to widen your horizons and go up the ladder in your respective careers. The knowledge and the experience that you will gain from the degree programme will greatly benefit you in your future aspirations.



The Faculty of Management Studies and Commerce (FMSC) is one of the largest faculties in the University system and is recognized as the pioneer in management education in Sri Lanka. FMSC is renowned for producing well rounded graduates with ample knowledge, skills and experience equipped with the ability of taking up challenges to excel in the fast paced world of work. The Faculty of Management Studies and Commerce External Degree programmes offered by EDECU is designed taking into consideration the newest trends in the business sector and provides the students with the relevant knowledge and skills to succeed in a challenging environment. Although this degree may seem like a massive undertaking, rest assured that the EDECU and the academic staff will support you to successfully complete your undergraduate studies.

On a final note, I would like to wish you the best of luck for all your academic endeavours and I hope that you will have a fruitful experience at the University of Sri Jayewardenepura.

Prof. Upul Subasinghe

Acting Vice-Chancellor

Message of the Director

On behalf of the External Degrees and Extension Courses Unit (EDECUC), I warmly welcome all of you as the 2022 batch of students of external degrees offered by the Faculty of Management Studies and Commerce (FMSC), University of Sri Jayewardenepura. All disciples of the Vidyodaya tradition become experts in various fields and raise the nation's pride is the sole anticipation of the founder of the University of Sri Jayewardenepura; Most Venerable Weliwitiye Sri Soratha. Congratulations` for those of you who join in achieving that ambition. External degree programmes were introduced by the University of Sri Jayewardenepura more than half a century ago for those who were unable to get university admissions like you. It is with great pleasure that the University has been able to produce thousands of external graduates who have mastered the field of Management and Commerce. In this great juncture, the service rendered by the FMSC along with three service departments; the Department of Public Administration, the Department of Business Administration and the Department of Commerce should be highly appreciated. As a graduate student of the University of Sri Jayewardenepura; the largest national university in Sri Lanka in terms of student population, having the opportunity to receive knowledge from the highly experienced senior lecturers in the faculty will be an indelible memory of your educational journey. FMSC has offered three different degree courses that are updated from time to time with the aim of producing a graduate who is well adapted to the modern competitive world of work and perfect in knowledge and skills. The structure and teaching methods of the degree programmes have been designed to suit the modern world with the aim of producing a graduate who would be able to meet labour market demands at local and global levels as well as who is nourished with subject knowledge and ability to overcome current economic challenges.



Dear students,

In another way, you have received the opportunity that you had lost in the past due to a least gap for the University admission. We strongly believe that you have skills, dedication, interest and perseverance to overcome any challenge in this academic journey. I would like to emphasize that EDECUC will always be with you by fulfilling all teaching and evaluation requirements through online and offline methods, hand in hand with the new technology. We wish you continued encouragement and strength to become a forward-moving graduate in the field of management and commerce who can make a more effective contribution to solving the severe economic crisis that our country is currently facing.

I wish you all success in your future endeavours.

Ven. Prof. Pinnawala Sangasumana

Message of the Registrar

It is with great pleasure that I send a message to the prospectus of the External Degree Courses, which is prepared for new undergraduates enrolled in the faculty of Management studies & commerce for the year 2022.

On behalf of the university administration, I would like to appreciate your decision to pursue higher education, enrolled as an External Degree Candidate at the University of Sri Jayewardenepura which is one of the top state universities in the country. We view it as your confidence towards our university's high quality study programmes and excellent management.

You will be provided with quality education through seminars conducted by our own academic staff in order to provide same level of education which is given to our internal students.

The university administration is dedicated to provide a quick service to you from the time of your registration till you complete your degree, with the help of new technology and friendly service.

On behalf of the University administration, I wish you all the best for your academic endeavours.

A. B. Weliwita

Registrar



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1. UNIVERSITY OF SRI JAYEWARDENEPURA

In 1883, the Venerable Hikkaduwe Sri Sumangala Thero established the Vidyodaya Pirivena at Maligakanda. The Pirivena was given university status by the Universities Act No. 45 of 1958 in 1959 and named Vidyodaya University of Ceylon. With this transformation, it was geographically shifted from Maligakanda to its present location at Gangodawila, Nugegoda. At the inception, the student population of the University was a mere 466. In 1978, the name was changed to the University of Sri Jayewardenepura (USJP) with the establishment of Sri Jayewardenepura as the administrative capital of Sri Lanka. Today, USJP is one of the leading universities of the nation. It spreads over approximately 55 acres of land with an internal student population of about 8,000 and consisting of five faculties, namely, Humanities and Social Sciences, Applied Sciences, Management Studies and Commerce, Medical Sciences and Graduate Studies. Further, the university has already taken steps to establish a Faculty of Engineering and Technology in order to be align with the contemporary socio-economic requirements of the country.

Registration for the External Degree Programs

1. Calling Applications for Enrolments

The annual Enrolments for the External Degrees of the University of Sri Jayewardenapura commence by calling Applications through Newspaper advertisements, electronic media and the official website of the External Degrees and Extension Courses Unit (EDECU) of the University of Sri Jayewardenapura. Applicants should submit their online applications through the official website of the External Degrees and Extension Courses Unit of the University of Sri Jayewardenapura.

2. Selection for Registration

A limited number of applicants are registered for the respective academic year per the circulars issued by the University Grants Commission. In a case where the number of candidates submitting the applications exceeds the limit, the selection criteria will be determined by the respective Department.

3. Issuing the Student Registration numbers and the Record Books

It is mandatory to produce the student record book and the Registration Number for all academic activities carried out with the University. The student Record book is owned by the University until conferring the External Degree, and the ownership of the record book is vested with the student after Graduation.

If the registration of the external student is cancelled, his student record book must be handed over to the University. In case of a misplaced record book, a complaint must be made to the police. In such cases, a copy of the Student Record Book can be obtained after submitting a Police report, a certified copy of the Birth Certificate, respective payment and an additional photograph.

As per the provisions of the Circular Number 09/2021 of the University Grants Commission, the Student Record Book is prepared according to the Name of the Birth Certificate and the Name of the Degree Certificate will be the same. Any legal amendments to the Name of the External Degree candidate On their Birth Certificate should inform EDECU before the Part 3 Examination with relevant documents. Any amendments to the Name of the External Degree candidate after the effective date of the Degree will be rejected.

4. Registration Period

First-time registration of the External Degree programme will be valid for 3 Academic years. If any candidate fails to complete the degree programme within the first 3 academic years should renew his/her registration period annually. Payment for the annual renewal is Rs. 7000.00. Accordingly, a student can renew his/her registration for another consecutive 4 academic years, and the total registration period is 07 academic years. Applications, Account Number details for the payments of the Registration renewal can be obtained by the www.external.sjp.ac.lk

5. Academic Year

The academic year is defined as the time period which consists maximum of 12 months of the Calendar year from the Registration Date of a Degree programme. The relevant final Examination should be conducted within that Academic year.

If it is unable to conduct relevant examinations within an academic year, the following working definition can be used. (A working definition is a definition that is chosen for an occasion and may not fully conform to established or authoritative definitions) Accordingly, the First Academic year of the External Degree programme will be the time period from first registration to last date of the part 1 Examination. Subsequently, the Second Academic year will be commenced and end at the last date of the part 2 Examination. Subsequently, the Third Academic year will be commenced and end at the last date of the part 3 Examination.

The first-time registration is valid until the Third Academic year. A candidate can sit three (03) times for part 1 Examinations, two (02) times for part 2 Examinations and one (01) time for part 3 Examination during the First Registration period without renewals. Those who are unable to complete the Degree Programme within the first registration must renew their registration for the Fourth Academic year. A candidate will be eligible to sit one of each Part 1,2,3 Examinations after the Fourth Renewal of the Registration.

Accordingly, a candidate will have four renewal chances and a maximum of 07 academic years to complete his/her External Degree Programme. As a result of that a candidate is eligible to sit seven (07) times of part 1 Examination, six (06) times of part 2 Examination and five (05) times of part 3 Examination within 07 academic years as below mentioned.

Maximum 07 Academic Years	Part of the Degree	Number of Examinations
	Part 1	07
	Part 2	06
	Part 3	05

6. Cancellation of the Registration

The accuracy of the documents which have been submitted for registration will be checked in due course. If it is proved that false information or fictitious documents have been submitted, your registration will be cancelled without any refund.

If you need to cancel your registration after registering for the degree program, a request letter must be sent to the External Degrees and Extension Courses Unit via registered post, along with your student record book.

7. Refunding of fees on Cancellation of Registration

Registration fee of Rs. 15,000/- will not be refunded.

The following conditions will apply for the Cancellation of the Registration

1. If a request is made within two weeks from the date of registration for registration cancellation, 10% of the course fee will be retained and the balance will be refunded.
2. Requests for refunding course fees made after two weeks from the registration date will be rejected.

FACULTY OF MANAGEMENT STUDIES AND COMMERCE

2. Faculty of Management Studies and Commerce

For over 40,000 students, the Faculty of Management Studies and Commerce (FMSC) of the University of Sri Jayewardenepura (SJP) has been the gateway to success. In its illustrious history of 55 years of academic excellence, we have spearheaded the development of management education in Sri Lanka through its programmes designed to meet the socio and economic needs of the globe. In all spheres, the University's work is closely linked to that of industrial, commercial and academic establishments locally and internationally. In this expanding environment, quality is of paramount importance. We offer nearly 12-degree programmes with more than 60 subjects. Our research activities are a strong indication of innovation and intellectual challenge that demonstrates leadership in management education in the country. Therefore, the FMSC offers learning heightened by advanced research and innovation with a rare combination of relevant theoretical and practical knowledge and transferable skills, which are essential for creating high quality intellectuals. In addition, the FMSC continuously encourages its students to enhance their skills viz. communication skills, team work skills, leadership skills and other soft skills required to build a high-quality citizen. The FMSC is a dynamic, forward looking and modern(leading) faculty. Irrespective of whether one intends to study at undergraduate level (internal or external) or postgraduate level, at the FMSC you will find intellectual challenge and stimulation in a highly competitive environment. The FMSC offers following three (03) degree programmes for external students.

1. B.Sc. Business Administration (General) External Degree
2. B.Sc. Management (Public) General (External) Degree Programme
3. Bachelor of Commerce (General) External Degree Programme

3.Rules and Regulations of Examinations

These rules and regulations provide the criteria and conditions relating to the Degree. Any interpretations of the regulations shall be submitted to the Senate and the decision of the Senate shall be the final.

3.1 Credits

The unit of measure for academic purposes is the credit. One credit is normally equivalent to fifteen (15) study hours. On that basis, the number of credits given for a particular course is indicated in

Table 3.1: Relationship between the Study Hours and Credit Hours

Number of Credits	Number of Study Hours
1	15
2	30
3	45
4	60
5	75

3.2 Student course load

The total of the credits for an academic year shall not exceed 30. The total number of credits for an entire Degree Programme

is 90.

3.3 Grading scale

Student performance is graded on a 12-point scale, which ranges from A+ (Exceptional) to E (Fail). The grading scale is shown in Table 3.2. The letter 'MC' is given for medical withdrawals.

Table 3.2: Grading Scale

Range of Marks	Letter Grade	Grade Points Per Credit Hour
85 – 100	A+	4.00
70 – 84	A	4.00
65 – 69	A-	3.70
60 – 64	B +	3.30
55 - 59	B	3.00
50 – 54	B -	2.70
45 – 49	C+	2.30
40 – 44	C	2.00
35 – 39	C-	1.70
30 – 34	D +	1.30
25 – 29	D	1.00
00 – 24	E	0.00

3.4 Guidelines for the calculation of Grade Point Average

The Grade Point Average (GPA) is a numerical representation of a student's overall academic achievement. The GPA is the quotient obtained by dividing the total number of grade points earned by the total number of credit hours of which a student receives a 'letter' grade. Decimals beyond two places are truncated, not rounded, in computing the GPA.

The formula for GPA calculation is given below.

$$\text{GPA} = \frac{\sum_{i=1}^N (\text{Credits})_i \times (\text{Grade points Per Hour})_i}{\sum_{i=1}^N (\text{Credits})_i}$$

Where, i = course number, and N = the total number of courses considered.

The maximum possible GPA is 4.00 while the minimum is 0. Table 3.3 illustrates the calculation of the GPA of a hypothetical student at the end of the first semester of the Degree Programme

Course Code	Letter Grade Earned	Credits	Grade Points per Hour	Number of Grade Point Values Earned = Credit Hours X Grade Points Per
BME 1501	A+	5	4.00	20.00
BME 1502	A-	5	3.70	18.50
BME 1503	B +	5	3.30	16.50
BME 1504	C +	5	2.30	11.50
BME 1505	D	5	1.00	05.00
BME 1506	A	5	4.00	20.00
Total		30		91.50

$$\text{GPA} = \frac{\text{Total number of Grade Point Values Earned} = 91.5}{\text{Total number of Credit Hours} = 30} = 3.05^*$$

★ Decimals beyond two places are truncated, not rounded, in computing the GPA.

Table 3.3: Illustration of GPA Calculation

3.5 Evaluation

For each course a final examination will be held at the end of the academic year. The duration of the examination can vary depending on the requirements of each course. Generally, they are of three-hour duration.

3.6 Maximum period allowed for completing the Degree

The maximum time period allowed to complete the Degree Programme is seven (07) consecutive academic years from the year of registration. Extensions should not be granted under any circumstances after this period. If any candidate was unable to complete the

Degree Programme within this period he or she shall re-sit for the selection test and if succeeds shall reregister for the Programme as a new candidate where the examination results earned during the previous attempts shall be considered null and void.

3.7 Number of attempts per course

A candidate shall be given any number of attempts within the time period stipulated in Section 3.6 above to complete a course.

3.8 Passing or failing a credit course

A candidate shall be deemed to have passed in a credit course if he/she obtains an overall average of 40% or above for that course.

3.9 Passing or failing a non-credit course

A candidate shall be deemed to have passed in a non-credit course if he/she obtains the grade 'Pass' for that course.

3.10 Repeating a credit course

3.10.1 A student who obtains a grade of 'D' or 'E' shall repeat that course by registering in that course during a subsequent academic year to complete the degree.

3.10.2 A student who obtains a grade of 'C-' or 'D+' may repeat that course by registering in that course in a subsequent academic year.

3.10.3 A candidate who repeats course/s of an examination shall not be eligible to obtain more than 40% (minimum mark given for a 'C' grade) for each of the course/s, irrespective of the actual marks obtained. The maximum grade given for a repeat course is 'C'.

3.10.4 If the student obtains a lower grade at a repeat attempt than a grade received in earlier attempts, the better grade shall be retained.

3.10.5 A student who fails to sit for the examination in relevant academic year without a valid reason will be considered as a repeat student.

3.11 Repeating a non-credit course

A student who failed a non-credit course shall repeat that course by registering for that during a subsequent academic year.

3.12 Passing an examination

A candidate shall be deemed to have passed any of the examinations, if he/she has earned a minimum GPA of not less than 2.00 for the academic year, and has no more than one poor grade ('C-' or 'D+') for the academic year and has no fail grades ('D' or 'E') and pass the non-credit course. The total number of poor grades should not exceed three for the entire Degree Programme.

3.13 The examination results

The GPA will be notified to the candidates with the grade earned for each course as indicated in the Grading Scale given in Table 3.3. The Examination Results Sheet will be issued to each candidate after the release of results of each academic year.

3.14 Withdrawal for medical reasons

A student may withdraw from a course at the examination of the Degree Programme on valid medical grounds with documentary proof. In that event, the student will receive a symbol of “MC”. The student is required to follow the University guidelines in requesting a medical withdrawal and the student has to sit for that course/s in the subsequent year.

3.15 To be referred in examinations

A candidate who has failed to fulfil the requirements given in Section 3.12 above shall be referred in that examination. A referred candidate shall sit for failed credit course/s (all 'D' and 'E' grades) and non-credit course/s ('Fail') and pass those courses subjected to relevant restrictions given in Sections 3.10 and 3.11 above.

3.16 Completion of the Degree: requirements for graduation

In order "to obtain the Degree, a student should have:

- Completed 90 credits, and
- Earned a minimum GPA of not less than 2.00 for each academic year, and
- A minimum overall GPA of 2.00 for the entire Degree Programme, and
- No fail grades ('D' or 'E'), and

- No more than one poor grade ('C'- or 'D+') per academic year, and
- The total number of poor grades should not exceed 03 for the entire Degree Programme, and
- Earned 'Pass' grade for the non-credit course, and
- Fulfilled all the requirements given above, within a maximum of seven (07) academic years from the academic year of the original enrolment in the University.

4. Award of Classes

4.1 First Class Standing

A student shall meet all the following requirements in order to be awarded a Degree with First Class Standing:

- The student shall have earned an overall GPA in the 3.7 - 4.00 range in the entire Degree Programme.
- The student shall have earned grades of 'A+' or 'A' in at least half the courses in the Degree Programme.
- The student shall have earned no grades below 'C'.
- The student shall have earned 'Pass' grade for the non-credit course.
- The student shall have fulfilled these requirements within three (03) academic years from the first academic year of registration except for approved valid reasons.

4.2 Second Class (Upper Division) Standing

A student shall meet all the following requirements in order to be awarded a Degree with Second Class (Upper Division)

Standing:

- The student shall have earned an overall GPA of 3.30 or above in the entire Degree Programme.
- The student shall have earned grades of 'A-' or better in at least half the courses in the Degree Programme.
- The student shall have earned no more than two poor grades ('C'- or 'D +') for entire Degree Programme.
- The student shall have earned 'Pass' grade for the non-credit course.
- The student shall have fulfilled these requirements within three (03) academic years from the first academic year of registration except for approved valid reasons.

4.3 Second Class (Lower Division) Standing

A student shall meet all the following requirements in order to be awarded a Degree with a Second Class (Lower Division)

Standing:

- The student shall have earned an overall GPA of 3.00 or above in the entire Degree Programme.
- The student shall have earned grades of 'B+' or better in at least half the courses in the Degree Programme.
- The student shall have earned no more than two poor grades ('C-' or 'D+') for entire Degree Programme.
- The student shall have earned 'Pass' grade for the non-credit course.
- The student shall have fulfilled these requirements within three (03) academic years from the
- first academic year of registration except for approved valid reasons.

05. Effective Date of the Degree

The effective date of the Degree shall be the last date of the stipulated examination period in which the Year III examination concludes.

06. Academic Support Services

The Department in collaboration with the Faculty and the External Degrees and Extension Courses of the University will conduct a series of seminars and academic guidance will be provided for the Degree Programme.

BACHELOR OF COMMERCE (GENERAL) EXTERNAL DEGREE PROGRAMME

1. INTRODUCTION

Department of Commerce was established in 1972 at the very outset of the Faculty of Management Studies and Commerce. It offered the prestigious B. Com (special) degree in English medium. The department commenced an external degree program in Commerce for externally registered students and offered a four-year B. Com (special) external degree program in 1975. Later in 1996, B. Com (special) external degree program was replaced by a three-year general external degree programme in Commerce including fifteen (15) subjects.

With the emerging requirements of the society particularly in higher education sector, the department identified that the programme needed to shape and align with the emerging realities in wider society. The department revised existing degree programme in 2012 and the revised curriculum consists of eighteen (18) compulsory courses and one (01) non-credit course. The department provides a highly reputed and successful B. Com (General) external degree program in Sinhala and English mediums.

2. Requirements for Registration as External Candidates

Those who possess the following requirements on 1 January of the respective academic year are eligible to apply for registration as an external candidate for the B.Com. (General) External Degree Programme.

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

OR

(B) Obtained any of the professional or other qualifications recognized by the Department of Commerce of the University of Sri Jayewardenepura as indicated by Annex 1.

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 (Refer annex 1).

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 Senior Assistant Registrar (External Examinations) of the University of Sri Jayewardenepura.

All external candidates must be 18 years of age or over on 1st January of the respective academic year.

2.1 Duration

The minimum period of time a candidate requires to complete all the examinations leading to the Degree of Bachelor of Commerce (General) is three academic years. However, there is no necessity for external candidates to complete all the examinations continuously within three-year period. They have the liberty to take and complete the relevant examinations within the maximum period of seven years from the date of his/her first registration. But it should be noted that a candidate who fails to complete all the parts of the Degree Examination within three academic years from the effective date of his/her first registration will not be eligible for a degree with a class.

2.3 Annual Intake and the Selection Process

Annual intake will be limited to 500 students. If the number of applicants exceeds 500, the Department of Commerce will decide criteria to select candidates for the programme.

2.4 Medium

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.

2.5 Programme Fees

Registration fee	First Installment	Second Installment	Third Installment
Rs. 15,000/-	Rs. 35,000/-	Rs. 20,000/-	Rs. 20,000/-

First Instalment and the registration fee should be paid at the Registration. Details of the second and third instalment will be informed via www.external.sjp.ac.lk

Examination fee

Candidate should apply for part 1, 2 and 3 Examinations. Details of the Examination applications will be informed via www.external.sjp.ac.lk
It is compulsory to complete all payment instalments before part 1 Examination. Candidates who failed to complete all payment instalments before part 1 Examination will not be able to sit for the Examinations.

1. Examination fees for the candidates who sit the Examination first time as fresher

Degree Part I	Rs.10,000/-
Degree Part II	Rs.12,000/-
Degree Part III	Rs.15,000/-

2.For Repeaters

Part I	Part II	Degree Part III
For one subject Rs.5,000/-	For one subject Rs.5,000/-	For one subject Rs.5,000/-
For two subjects Rs7,000/-	For two subjects Rs7,000/-	For two subjects Rs7,000/-
For three subjects Rs.9,000/-	For three subjects Rs.9,000/-	For three subjects Rs.9,000/-
For four subjects Rs.11,000/-	For four subjects Rs.11,000/-	For four subjects Rs.11,000/-
For more than four subjects Rs.13,000/-	For five subjects Rs.13,000/-	For five subjects Rs.13,000/-
	For six subjects Rs.15,000/-	For six subjects Rs.15,000/-

3. Programme Structure

Degree - Part I

Course Code	Course Title	Credit Hours	Credit
COM 1501	Microeconomics	75	5
COM 1502	Financial Accounting	75	5
COM 1503	Business Mathematics	75	5
COM 1504	Introduction to Management	75	5
COM 1505	Commercial Law	75	5
COM 1506	Introduction to Information Technology	75	5
COM 1507	Business Communication	-	Non-credit
			30

Degree - Part II

Course Code	Course Title	Credit Hours	Credit
COM 2501	Macroeconomics	75	5
COM 2502	Cost and Management Accounting	75	5
COM 2503	Business Statistics	75	5
COM 2504	Organizational Behavior & Human Resource Management	75	5
COM 2505	Marketing Management	75	5
COM 2506	Operations Management	75	5
			30

Degree - Part III

Course Code	Course Title	Credit Hours	Credit
COM 3501	International Trade & Finance	75	5
COM 3502	Advanced Financial Accounting	75	5
COM 3503	Financial Management	75	5
COM 504	Management Science	75	5
COM 3505	Management Information Systems	75	5
COM 3506	Theory and Practice of Banking	75	5
			30

Annex – 01

Other recognized qualifications for registration

- a) Specialist Trained Teachers' Certificate in Commerce of the Department of Education.
- b) Associate Membership of the Chartered Institute of Secretaries, UK.
- c) Passed at the Final Examination of the Institute of Bankers, Sri Lanka.
- d) National Certificate in Business Studies (two-year course) of the Sri Lanka Technical College.
- e) An officer of the Government Accountants Service who has passed the Final Examination of Government Accountants of Sri Lanka.
- f) Higher National Diploma in Management of the Open University of Sri Lanka.
- g) Passed in all parts of Association of Accounting Technicians (AAT) of Sri Lanka or UK.
- h) Passed finalist of Chartered Institute of Marketing (United Kingdom) or Sri Lanka Institute of Marketing.
- i) Passed second level examination of Chartered Institute of Management Accountants (CIMA), UK.
- j) Passed second level examination of Association of Chartered Certified Accountants (ACCA), UK

Description of Courses

COM 1501 – Microeconomics

This course is designed for the students to introduce economic theories, tools and methods of analysis that are useful in the study of various economic issues and in the business decision-making. It covers intermediate theory of demand and supply, theories of consumer behavior and production, various types of market structures and factor market. At the end of this course unit, students will be encouraged to develop their skills in analyzing and evaluating current economic problems and issues.

COM 1502 – Financial Accounting

Financial accounting is the field of accountancy concerned with the preparation of financial statements for decision makers, such as stockholders, suppliers, banks, employees, government agencies, owners, and other stakeholders. Financial accounting is used to prepare accounting information for people outside the organization or not involved in the day-to-day running of the company. The topics covered include: Introduction, Accounting process, financial statements of a Sole-trader, Accounts of non-profit organizations, Partnership accounts, Single entry system, Control account, Accounting for consignments and joint ventures.

COM 1503 – Business Mathematics

This course, introduces students to basic mathematical principles, laws and rules that are necessary to develop an overview of application capabilities of the subject matter in the field of business and economics. Business Mathematics course begins with brief review of arithmetic and algebra. It also covers functions, differentiation, partial derivatives, integration, and mathematics of finance. The course also includes the applications of differentiation and integration in business and economics.

COM 1504 – Introduction to Management

This is an introductory course on basic concepts and theoretical foundations of Management. This is very diverse field, which integrate knowledge and techniques from varies other disciplines like sociology, psychology, anthropology, mathematics, and engineering. Therefore, understanding Management requires an interdisciplinary thought process. Management with its own set of knowledge and line of thinking. It is fundamental theorem of learning that “one will understand something new on the basis of what he knows at the moment” hence it is necessary to understand basic concepts of any subject if one is to learn advanced theories and concepts. The major areas include Introduction to management, Evolution of Management thought, Decision making, Planning, Organizing, Leading and Controlling.

COM 1505 – Commercial Law

The course is designed to provide students with the knowledge and understanding of the fundamental principles of Commercial law relating to commercial sector including the company, Law. The basic principles of commercial law which are vital for day today commercial transactions are incorporated in the syllabus. Along with an introduction to legal system and court system in Sri Lanka this preliminary level course includes Contract law, Property law, Delict law, Laboure law, Intellectual property law and Company law.

COM 1506 – Introduction to Information Technology

This is an introductory level course consisting of both basic theory and practice relating to information and Communication Technologies (ICT). This course emphasis on ICT principles, use of ICT and role of ICT in knowledge economy. The module includes: Introduction, Computer hardware and software, Computer network and Internet, Information systems, E-business and, social and ethical issues in information systems.

COM 1007 – Business Communication

The course on Business Communication is designed to elevate the knowledge of English of the participants and to enhance their ability to use it effectively and respond to it confidently in their professional and / or personal life. This course seeks to develop language

competencies in the areas of reading, writing and speaking skills in relation to business communication. In addition, grammar and vocabulary are also extensively discussed.

COM 2501 – Macroeconomics

This course unit is prepared to provide the students a theoretical framework of understanding and analyzing major macroeconomic problems, economic policies and issues of an economy. Further this course is focused to analyze the behavior of aggregate economic variables such as; employment, output, interest rate and inflation. After completing this course unit, the students should be able to explain macroeconomic issues in a significant way and apply the knowledge on decision making process.

COM 2502 – Cost and Management Accounting

Cost accounting is a type of accounting process that aims to capture a company's costs of production by assessing the input costs of each step of production as well as fixed costs such as depreciation of capital equipment. Cost accounting will first measure and record these costs individually, then compare input results to output or actual results to aid company management in measuring financial performance. Management accounting is concerned with the provisions and use of accounting information to managers within organizations, to provide them with the basis to make informed business decisions that will allow them to be better equipped in their management and control functions. This course covers an introduction to Cost accounting, cost terms and concepts, Accounting for Material, Accounting for Labour, Accounting for Overheads, Job costing and Process Costing, Joint and by-product costing, Introduction to Management Accounting, Cost-volume-Profit analysis, Measuring relevant costs and revenues for decision-making, Capital investment decisions, The budgeting process, standard costing and variance analysis.

COM 2503 – Business Statistics

This course introduces students to the collection, analysis, and graphic presentation of data and the application of statistical methods to the solution of practical business problems. The course covers descriptive statistics, probability Theory, and statistical inference. The major topics cover under descriptive statistics includes, collection, organization and presentation of data, and statistical summary measures. Probability theory includes topics such as approaches to probability theory, basic probability rules, Bayes' theorem and theoretical

distributions. Statistical inference covers sampling distributions, estimation, confidence intervals and hypothesis testing. Two important data analysis techniques regression analysis and time series forecasting are also included in the course.

COM 2504 –Organizational Behavior and Human Resource Management

This course subject includes major two courses which evaluated on equal manner. Human resource Management is aim to provide the students with basic understanding of Human Resource Management functions from a general managerial point of view. The other major part is Organizational Behavior which basically, deals with understanding human behavior in organization. It deals involves individuals, groups, and organizational processes. It recognizes the fact that human beings are complex. Therefore, it requires a systematic approach to understanding human behavior. It covers Introduction to HRM, Development and evaluation, Compensation and employee relation, Introduction to organizational behavior its origin and the theoretical perspective of OB, Individual differences in behavior, Management of job stress, managing organizational careers and individual development, Managing organizational conflicts, Interpersonal and group behavior, Leadership, culture, power and politics and organizational change and development.

COM 2505 –Marketing Management

This course is designed to serve as an introduction to the theory and practice of marketing. The major areas include introduction to marketing, developing marketing strategies and plans the marketing environment, managing marketing information, consumer markets and consumer buyer behavior, creating value for target customers, product, services and branding strategy, new product development and product-life-cycle strategies, pricing products, marketing channels and supply chain management, designing and managing integrated marketing communications, managing mass communications and managing personal communications.

COM 2506 – Operations Management

This course, an introductory course in Operations Management, introduces the students to key concepts, principles and design techniques that are essential to develop an appreciation of the uses of the field, its interactions and relationships with parallel management activities in order to cultivate it general understanding of the field as a totality. Major topics covered include operations strategy and competitiveness, product design and process selection, total quality management, capacity management, layout planning, job design, work measurements, supply chain management, inventory control and JIT.

COM 3501 International Trade and Finance

This course focuses on international trade and international finance. International trade consists of international trade theory and policy. International trade theory deals with basis and the gains from trade, the modern theory of international trade, offer curves, Heckscher-Ohlin theory, commercial policies, economic integration, international trade and economic development. International trade policy examines the reasons for and the effects of trade restrictions and trade protectionism. Further International finance will enhance the students' knowledge on international financial environment that affects giant multinationals and other firms that involved in international trade and transactions. This encompasses the study of foreign exchange markets, foreign exchange rate determination, international parity conditions, managing foreign exchange risk and exposure and optimal policy tools to manage international financial environment.

COM 3502 – Advanced Financial Accounting

Advanced financial accounting is an extension course of the financial accounting course that was offered in the first year of the degree programme. This course deals with advanced concepts and techniques of financial accounting. This course imparts students with knowledge in financial reporting concepts and practices and makes them appraise the issues and constructively criticize current practices. The topics covered include: Company accounts, Group accounts, financial statement analysis, Branch accounts, Accounting for leases, Sri Lanka Accounting Standards (SLFRSs and LKASs), Corporate governance and Corporate social responsibility, Current trends and developments in accounting.

COM 3503 – Financial Management

This subject provides an introductory level understanding of major concepts and techniques in Financial Management while mainly focusing on the investment and financing decisions of firms. To clearly explore the basic tools and concepts necessary for handling

financial decision-making situations, the course is organized into three modules as; Financial Environment, Market and Analysis, Risk, Return and valuation, and Corporate Finance.

COM 3504 – Management Science

This course provides an overview of the nature and applications of Management Science/ Operations Research (MS/OR). Solving a variety of practical problems using management science techniques and models will enable students to formulate mathematical models to solve practical problems, find solutions and to interpret the results as they may be required to do so in decision making as managers and business executives of enterprises. Topics such as introduction to management science linear programming (LP), model formulations, the graphical method, simplex method, duality and sensitivity analysis, transportation and assignment problems, project scheduling PERT / CPM network, decision theory and dynamic programming are covered.

COM 3505 – Management Information Systems and Operations Management

This course provides comprehensive and integrative coverage of essential new technologies, information system applications, and their impact on business models and managerial decision- making in an exciting and interactive manner. While the importance of information systems for organizations is emphasized, the course identifies different types of information systems used in organizations. It examines the role of information systems in supporting administrative operations, decision-making, and overall strategic initiatives. It also focuses on the development of information systems and challenges faced by organizations in managing and using information systems.

COM 3506 – Theory and Practice of Banking

This is an intermediate level course that provides the student with knowledge of the theory and practice of the banking operation especially in the context of banking system in Sri Lanka. The major areas include different banking systems, the banker-customer relationship, negotiable instruments, duties and responsibilities of collecting banker as well as paying banker, ancillary banking services, types of advances, principles of lending and international banking operations.

3.Rules and Regulations of Examinations

These rules and regulations provide the criteria and conditions relating to the Degree. Any interpretations of the regulations shall be submitted to the Senate and the decision of the Senate shall be the final.

3.1 Credits

The unit of measure for academic purposes is the credit. One credit is normally equivalent to fifteen (15) study hours. On that basis, the number of credits given for a particular course is indicated in

Table 3.1: Relationship between the Study Hours and Credit Hours

Number of Credits	Number of Study Hours
1	15
2	30
3	45
4	60
5	75

3.2 Student course load

The total of the credits for an academic year shall not exceed 30. The total number of credits for an entire Degree Programme is 90.

3.3 Grading scale

Student performance is graded on a 12-point scale, which ranges from A+ (Exceptional) to E (Fail). The grading scale is shown in Table 3.2. The letter 'MC' is given for medical withdrawals.

Table 3.2: Grading Scale

Range of Marks	Letter Grade	Grade Points Per Credit Hour
85 – 100	A+	4.00
70 – 84	A	4.00
65 – 69	A-	3.70
60 – 64	B +	3.30
55 - 59	B	3.00
50 – 54	B -	2.70
45 – 49	C+	2.30
40 – 44	C	2.00
35 – 39	C-	1.70
30 – 34	D +	1.30
25 – 29	D	1.00
00 – 24	E	0.00

3.4 Guidelines for the calculation of Grade Point Average

The Grade Point Average (GPA) is a numerical representation of a student's overall academic achievement. The GPA is the quotient obtained by dividing the total number of grade points earned by the total number of credit hours of which a student receives a 'letter' grade. Decimals beyond two places are truncated, not rounded, in computing the GPA.

The formula for GPA calculation is given below.

$$\text{GPA} = \frac{\sum_{i=1}^N (\text{Credits})_i \times (\text{Grade points Per Hour})_i}{\sum_{i=1}^N (\text{Credits})_i}$$

Where, i = course number, and N = the total number of courses considered.

The maximum possible GPA is 4.00 while the minimum is 0. Table 3.3 illustrates the calculation of the GPA of a hypothetical student at the end of the first semester of the Degree Programme

Course Code	Letter Grade Earned	Credits	Grade Points per Hour	Number of Grade Point Values Earned = Credit Hours X Grade Points Per
BME 1501	A+	5	4.00	20.00
BME 1502	A-	5	3.70	18.50
BME 1503	B +	5	3.30	16.50
BME 1504	C +	5	2.30	11.50
BME 1505	D	5	1.00	05.00
BME 1506	A	5	4.00	20.00
Total		30		91.50

GPA = Total number of Grade Point Values Earned = 91.5 = 3.05*

Total number of Credit Hours 30

★ Decimals beyond two places are truncated, not rounded, in computing the GPA.

Table 3.3: Illustration of GPA Calculation

3.5 Evaluation

For each course a final examination will be held at the end of the academic year. The duration of the examination can vary depending on the requirements of each course. Generally, they are of three-hour duration.

3.6 Maximum period allowed for completing the Degree

The maximum time period allowed to complete the Degree Programme is seven (07) consecutive academic years from the year of registration. Extensions should not be granted under any circumstances after this period. If any candidate was unable to complete the

Degree Programme within this period he or she shall re-sit for the selection test and if succeeds shall reregister for the Programme as a new candidate where the examination results earned during the previous attempts shall be considered null and void.

3.7 Number of attempts per course

A candidate shall be given any number of attempts within the time period stipulated in Section 3.6 above to complete a course.

3.8 Passing or failing a credit course

A candidate shall be deemed to have passed in a credit course if he/she obtains an overall average of 40% or above for that course.

3.9 Passing or failing a non-credit course

A candidate shall be deemed to have passed in a non-credit course if he/she obtains the grade 'Pass' for that course.

3.10 Repeating a credit course

3.10.1 A student who obtains a grade of 'D' or 'E' shall repeat that course by registering in that course during a subsequent academic year to complete the degree.

3.10.2 A student who obtains a grade of 'C-' or 'D+' may repeat that course by registering in that course in a subsequent academic year.

3.10.3 A candidate who repeats course/s of an examination shall not be eligible to obtain more than 40% (minimum mark given for a 'C' grade) for each of the course/s, irrespective of the actual marks obtained. The maximum grade given for a repeat course is 'C'.

3.10.4 If the student obtains a lower grade at a repeat attempt than a grade received in earlier attempts, the better grade shall be retained.

3.10.5 A student who fails to sit for the examination in relevant academic year without a valid reason will be considered as a repeat student.

3.11 Repeating a non-credit course

A student who failed a non-credit course shall repeat that course by registering for that during a subsequent academic year.

3.12 Passing an examination

A candidate shall be deemed to have passed any of the examinations, if he/she has earned a minimum GPA of not less than 2.00 for the academic year, and has no more than one poor grade ('C-' or 'D+') for the academic year and has no fail grades ('D' or 'E') and pass the non-credit course. The total number of poor grades should not exceed three for the entire Degree Programme.

3.13 The examination results

The GPA will be notified to the candidates with the grade earned for each course as indicated in the Grading Scale given in Table 3.3. The Examination Results Sheet will be issued to each candidate after the release of results of each academic year.

3.14 Withdrawal for medical reasons

A student may withdraw from a course at the examination of the Degree Programme on valid medical grounds with documentary proof. In that event, the student will receive a symbol of “MC”. The student is required to follow the University guidelines in requesting a medical withdrawal and the student has to sit for that course/s in the subsequent year.

3.15 To be referred in examinations

A candidate who has failed to fulfil the requirements given in Section 3.12 above shall be referred in that examination. A referred candidate shall sit for failed credit course/s (all 'D' and 'E' grades) and non-credit course/s ('Fail') and pass those courses subjected to relevant restrictions given in Sections 3.10 and 3.11 above.

3.16 Completion of the Degree: requirements for graduation

In order "to obtain the Degree, a student should have:

- Completed 90 credits, and
- Earned a minimum GPA of not less than 2.00 for each academic year, and
- A minimum overall GPA of 2.00 for the entire Degree Programme, and
- No fail grades ('D' or 'E'), and

- No more than one poor grade ('C'- or 'D+') per academic year, and
- The total number of poor grades should not exceed 03 for the entire Degree Programme, and
- Earned 'Pass' grade for the non-credit course, and
- Fulfilled all the requirements given above, within a maximum of seven (07) academic years from the academic year of the original enrolment in the University.

4. Award of Classes

4.1 First Class Standing

A student shall meet all the following requirements in order to be awarded a Degree with First Class Standing:

- The student shall have earned an overall GPA in the 3.7 - 4.00 range in the entire Degree Programme.
- The student shall have earned grades of 'A+' or 'A' in at least half the courses in the Degree Programme.
- The student shall have earned no grades below 'C'.
- The student shall have earned 'Pass' grade for the non-credit course.
- The student shall have fulfilled these requirements within three (03) academic years from the first academic year of registration except for approved valid reasons.

4.2 Second Class (Upper Division) Standing

A student shall meet all the following requirements in order to be awarded a Degree with Second Class (Upper Division)

Standing:

- The student shall have earned an overall GPA of 3.30 or above in the entire Degree Programme.
- The student shall have earned grades of 'A-' or better in at least half the courses in the Degree Programme.
- The student shall have earned no more than two poor grades ('C'- or 'D +') for entire Degree Programme.
- The student shall have earned 'Pass' grade for the non-credit course.
- The student shall have fulfilled these requirements within three (03) academic years from the first academic year of registration except for approved valid reasons.

4.3 Second Class (Lower Division) Standing

A student shall meet all the following requirements in order to be awarded a Degree with a Second Class (Lower Division) Standing:

- The student shall have earned an overall GPA of 3.00 or above in the entire Degree Programme.
- The student shall have earned grades of 'B+' or better in at least half the courses in the Degree Programme.
- The student shall have earned no more than two poor grades ('C-' or 'D+') for entire Degree Programme.
- The student shall have earned 'Pass' grade for the non-credit course.
- The student shall have fulfilled these requirements within three (03) academic years from the
- first academic year of registration except for approved valid reasons.

05. Effective Date of the Degree

The effective date of the Degree shall be the last date of the stipulated examination period in which the Year III examination concludes.

06. Academic Support Services

The Department in collaboration with the Faculty and the External Degrees and Extension Courses of the University will conduct a series of seminars and academic guidance will be provided for the Degree Programme.

07. Re-Scrutinizing of Exam Results

Candidates can apply for the re-correction of Exam Results within 14 days after issuing the results. Details can be obtained via www.external.sjp.ac.lk

08. Rules, Regulations, Examination Irregularities and punishments

The Rules, Regulations, Examination Irregularities and Punishments pertaining to the internal candidates of the University of Sri Jayewardenepura also adhered to by the External Degree candidates. Details are mentioned below. Carrying and using cellular phones or other communication devices while writing answers

- Carrying and using cellular phones or other communication devices while writing answers
- Keeping notes on body or clothes
- Leaving the examination hall without permission or attempting to do so or helping such acts.
- Encouraging any offence related to examinations
- Behaving in a manner harmful to the self-respect of and causing mental stress of the supervisors/invigilators/hall attendants.
- To find out the contents of a question paper or answer sheet unlawfully or attempting to do so
- Other examination irregularities determined by the Senate

Punishments

- Cancellation of answer scripts and limiting the marks of the repeat examination to that of an ordinary pass mark.
- Suspension of studentship /Cancellation of studentship
- Delaying the release of final results by one academic year.
- Cancellation of results of the particular course unit and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass.

- Not inviting for the convocation /award ceremony.
- Other punishments determined by the Senate

09. Convocation

External Degree is conferred by the USJP at the External Degree Convocation annually. After issuing Final Examination Results, a degree verification letter will be issued subject to the approval of the Senate of the USJP. Details of the Convocation including applications and payments will be published on www.external.sjp.ac.lk . Invitations for the External Degree Convocation will be issued only for the graduands who applied for the Convocation. The External Degree will be conferred to the graduands (in the presence or the absence of the graduand) by the Chancellor/ Vice Chancellor of the USJP as a Ceremonial event. A copy Degree Certificate will not be issued. The Cloaks and the Sashes should be returned to the University and recorded in the Student Record Book.

Attention for the External Degree Undergraduates

1. Any Academic member of USJP who serves at any Institution which conducts lectures for External Degrees will not be engaged in the Examination paper setting, or paper marking of any Examination matter of USJP.
2. Seminars will be conducted with the supervision of the University and the recommendation and approval of the Head of the Departments, Dean of the Faculty and Board of the Study of External Degrees.
3. All rights of changing this students handbook are reserved by the USJP
4. You are required to read and understand this student handbook clearly. Its compulsory to keep this student handbook until the Graduation.

5. All the academic and administrative activities of the External Degree Programmes of USJP are conducted by the EDECU /USJP. There is no other institute related to or approved by the USJP in relation to External Degree Programmes of USJP. Therefore, USJP will not be responsible for the payment made to such institutions.

Details about Installment payments, Seminar Timetables, Examination Timetables, Examination Admissions, Registration Renewal and the Convocation will be informed via www.external.sjp.ac.lk website only. Letters will not be sent in this regard. Therefore, we advise you to visit the www.external.sjp.ac.lk website regularly.

Faculty of Management Studies and Commerce
University of Sri Jayewardenepura

Prospectus for External degree 2024



www.external.sjp.ac.lk

Inquiries

The Deputy Registrar
External Degrees and external Courses Unit
University of Sri Jayewardenepura
Gangodawila, Nugegoda, Sri Lanka
Tel: +94 0 112801481
Web: www.sjp.ac.lk
Email: info.ext@sjp.ac.lk



External Degrees and Extension Courses Unit
University of Sri Jayewardenepura
Gangodawila
Nugegoda

E.Mail: info.ext@sjp.ac.lk
Web- www.external.sjp.ac.lk
Virtual Learning Platform (LMS) - learnnext.sjp.ac.lk