

UNIVERSITY OF SRI JAYEWARDENEPURA

PROSPECTUS FOR EXTERNAL DEGREES IN MANAGEMENT STUDIES AND COMMERCE



FACULTY OF MANAGEMENT STUDIES AND COMMERCE

University of Sri Jayewardenepura



Prospectus for external Degrees in

Management Studies and Commerce

2023

Faculty of Management Studies and Commerce

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Vision

Prosper lives through education

Mission

Develop globally competent citizens through our education for a sustainable future, drawing inspirations from our cultural heritage and wisdom

Message of the Vice-Chancellor

As the Vice Chancellor of the University of Sri Jayewardenepura, I would like to first of all offer my congratulations to all of you who join as an external undergraduate for the Faculty of Management Studies and Commerce of the University of Sri Jayewardenepura, which has a history of more than 60 years.

You should be truly proud of choosing the University of Sri Jayewardenepura, which has a proud history, to overcome the most important educational milestone of your life. University of Sri Jayewardenepura is at the forefront of the state universities due to its continued existence with great achievements in the current competitive education system. The University of Sri Jayewardenepura will fulfill its responsibility by producing brilliant intellectuals with perfect knowledge. The Faculty of Management Studies and Commerce constantly strives to produce graduates who can meet the goals of the competitive job market in today's world. To produce perfect intellectuals with high self-confidence and knowledge who can overcome any challenge to represent various sectors in the current management field is one of the foremost objectives of the Faculty of Management Studies and Commerce of the University of Sri Jayewardenepura. You have the great opportunity to study the triple degree of Bachelor of Commerce (General) External Degree, Bachelor of Science Management (Public) General (External) Degree and Bachelor of Science in Business Studies (General) External Degree.



Senior Professor M. M. Pathmalal Vice - Chancellor

Even if it is really a challenging task for you to realize your dream and become a graduate, the External

Degree and Extended Course Unit of the University of Sri Jayewardenepura will take responsibility to fulfill that burdensome task. The expert academic staff in the faculty will provide you with the support and guidance you need for your studies.

Quality is very important in the journey to excellence. It is also mandatory to be a graduate with high standard knowledge, a disciplined person with the most useful qualities for the society. For this purpose, you will have the necessary space in the university for the mental development as well as the development of your own castes.

May you be born as an excellent graduate and have the strength to overcome all the challenges of life. My best wishes are added and I hope that one day you will contribute to the development of the country with high efficiency through the knowledge and experience you have gained.

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 convey 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 Faculty of Management Studies and Commerce has opened up the opportunity 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 skillful graduate of this prestigious faculty that has rendered an unparallel service to the country for over 60 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.



Dr. Dushan Jayawickrama Dean Faculty of Management Studies and Commerce

Message of the Director

On behalf of the External Degrees and Extension Courses Unit (EDECU), 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.



Ven. Prof. Pinnawala Sangasumana Director External Degrees and Extension Courses Unit

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 EDECU 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.

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 Bachelor of Commerce (General) External Degree, Bachelor of Science Management (Public) General (External) Degree and Bachelor of Science in Business Studies (General) External Degree Courses for the year 2023.

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 in our university's high quality study programmes and excellent management.

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.

You are free contact administrative officers or the Director of the External Degree and Extension Course Unit, or Registrar of the University for any kind of administrative matter with regard to your studies.



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. 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 16,000 and consisting of eleven faculties, namely, Humanities and Social Sciences, Applied Sciences, Management Studies and Commerce, Medical Sciences, Graduate Studies, Technology, Engineering, Allied Health Sciences, Dental Sciences, Urban and Aquatic Bioresources and Faculty of Computing.

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 Parts 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 (3) degree programmes for external students.

- 1. B.Sc. Management (Public) General (External) Degree Programme
- 2. B.Com (General) External Degree Programme
- 3. B.Sc. Business Studies (General) External Degree

3. Registration for the External Degree Programs

3.1. Calling Applications for Enrolments

The annual Enrolments for the External Degrees of the University of Sri Jayewardenepura 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 Jayewardenepura. Applicants should submit their online applications through the official website of the External Degrees and Extension Courses Unit of the University of Sri Jayewardenepura.

3.2. Selection for Registration

A limited number of applicants are registered for the respective academic Part 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.

3.3. 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.

3.4. Registration Period

First-time registration of the External Degree programme will be valid for 3 Academic Parts. If any candidate fails to complete the degree programme within the first 3 academic Parts 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 Parts, and the total registration period is 07 academic Parts. Applications and account number details for the payments of the Registration renewal can be obtained by the <u>www.external.sjp.ac.lk</u>

3.5. 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. 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.

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

3.6. 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.

3.7. 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.

4.1. 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-Part B. Com (special) external degree program in 1975. Later in 1996, B. Com (special) external degree program was replaced by a three-Part 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 pragramme in 2012 and the revised curriculum consists of eighteen (18) compulsory courses and one (01) non-credit course. Then considering the developments within and outside the University over the past decade, the study program was revised again in 2022 and is scheduled to take effect in 2023, encompassing a total of 20 compulsory courses. The department provides a highly reputed and successful B. Com (General) external degree program in Sinhala and English mediums.

4.2. Requirements for Registration as External Candidates

(A) Pass in any three subjects at once sitting at the Sri Lanka General Certificates 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 recognized by the External Examinations Committee of the Department of Commerce, and subsequently, approved by the senate of the University of Sri Jayewardenepura, to be equivalent to any of the aforementioned qualifications or requirements.
- An applicant shall not be less than 18 years of age at the time of closing applications.

a) 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 Parts. However, there is no necessity for external candidates to complete all the examinations continuously within three-Part period. They have the liberty to take and complete the relevant examinations within the maximum period of seven Parts 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 Parts from the effective date of his/her first registration will not be eligible for a degree with a class. **Registration will not be extended after completion of seven academic Parts.**

b) Annual Intake and the Selection Process

Annual intake and the selection process will be determined by the Department of Commerce.

c) 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.

d) Programme Fees

Registration fee	First Installment	Second Installment	Third Installment
Rs. 15,000/-	Rs. 50,000/-	Rs. 45,000/-	Rs. 40,000/-

First Instalment and the registration fee should be paid at the Registration. It is compulsory to complete second and third instalments before Part 1 Examination. Details of the second and third instalments will be informed via <u>www.external.sjp.ac.lk</u>

e) Examination fee

Candidate should apply for Part 1, 2 and 3 Examinations. Details of the Examination applications will be informed via <u>www.external.sjp.ac.lk</u> 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.

(A.) Examination fees for the candidates who sit the Examination first time as fresher

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

(B.) For Repeaters

Part I examination fee	Part II examination fee	Degree Part III examination fee
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 or above	For six subjects Rs.15,000/-
	Rs.15,000/-	

Registration Renewal Fee Rs.7

Rs.7,000/-

4.3. Programme Structure

Degree - Part I

Course Code	Course Title	Credit Hours	Credit
COM 1511	Economics for Business	75	5
COM 1512	Principles of Management	75	5
COM 1513	Quantitative Techniques for Business	75	5
COM 1514	Financial Accounting	75	5
COM 1515	Information Technology for Business	75	5
COM 1316	Business Communication	45	3
COM 1317	Developing Managerial Skills	45	3
			31

Degree - Part II

Course Code	Course Title	Credit Hours	Credit
COM 2511	Financial Management	75	5
COM 2512	Marketing Management	75	5
COM 2513	Operations Management	75	5
COM 2514	Cost and Management Accounting	75	5
COM 2515	Business Law	75	5
COM 2316	Organisational Behaviour	45	3
COM 2317	Human Resource Management	45	3
			31

Degree - Part III

Course Code	Course Title	Credit Hours	Credit
COM 3511	International Trade and Development	75	5
COM 3512	Strategic Management	75	5
COM 3513	Auditing and Taxation	75	5
COM 3514	Advanced Financial Accounting and Reporting	75	5
COM 3515	Digital Business Management	75	5
COM 3516	Banking and Insurance	75	5
	- ·		30

4.4. Description of Courses

Degree - Part I

(i) COM 1511 – Economics for Business

The aim of the course is to introduce students to the field of Economics and particularly enhance the knowledge in relations to the Micro and Macro sectors of the economy and their application. Microeconomics is the study of how individual economic entities, such as individual consumers, producers and resource owners find solution to the problem of maximizing their gains from their limited resources and how their decisions affect market conditions, prices, and production. Subject matters of Microeconomics include the theory of consumer behaviour, theories of production and cost, market structures. Furthermore, this course explores the Macroeconomic trends and issues observed in the contemporary economic systems by providing students a theoretical framework of understanding and analyzing major Macroeconomic variables, problems, issues and economic policies of an economy. After completion of the course students should be able to analyze the behavior of an economy in relations to the Micro and Macro sectors.

(ii) COM 1512 – Principles of Management

Contemporary world of work is chaotic more than ever, hence the organisations are required to utilize their scarce resources productively to achieve their end goals and solve the societal issues, Consequently, understanding 'Management' and its role in organisations and society is indispensable. In this context, this introductory course aims to provide the students -the prospective managers with a comprehensive understanding on fundamental management concepts, theories and functions of management, which are essential to shape and drive contemporary business organisations for superior performance while ensuring corporate social responsibility. Thereby, the Course enables students to equip themselves with a profound knowledge and management skills vis-à-vis planning, organizing, leading, controlling, organizational decision making and managing the intricate relationship between business and its environment.

(iii) COM 1513 – Quantitative Techniques for Business

This course introduces the students to the mathematical and statistical tools required to develop an overview of application capabilities of quantitative methods in the field of Business and Economics. The first half of the course focuses on the applications of equations, functions, calculus, and financial mathematics. The second half of the course focuses on developing quantitative data analysis skills through descriptive statistics, probability distributions, correlation, and linear regression.

(iv) COM 1514 - Financial Accounting

This course aims to develop students' conceptual and technical proficiency in financial accounting and reporting. It emphasizes the development of a fundamental understanding of financial accounting and the process behind preparing financial statements for corporate entities while fostering the development of fundamental skills and competencies related to financial reporting. The areas covered are; an overview of financial accounting, the use of double-entry and accounting systems, books of prime entry and journals, recording transactions and events in ledger accounts, error identification and correction, financial statements for a single entity, manufacturing accounts and financial statements for non-profit making organizations.

(v) COM 1515 – Information Technology for Business

The course "Information Technology for Business" provides students with a comprehensive understanding of the use of technology in the modern business context. It explores how information technology and information systems applications can be leveraged to improve organizational efficiency, productivity, and competitiveness.

(vi) COM 1316 – Business Communication

This is a credit course on professional communication in English, commencing at a fairly basic level and touching upon the fundamentals of language. A pre-intermediate level of language proficiency would be adequate for a student to enroll in the course. This course seeks to develop all four language competencies in the areas of reading, writing, listening and speaking skills in relation to business communication. In addition, grammar and vocabulary are also extensively discussed.

(vii) COM 1317 – Developing Managerial Skills

Students acquires an advanced level of education - subject specific knowledge, related to managerial skills and general aptitude and intellect - that equip him/her for employment, social responsibility, personal development and for lifetime continuous learning.

Degree - Part II

(i) COM 2511 – 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.

(ii) COM 2512 – Marketing Management

This is an intermediary-level course, which facilitates a deeper understanding of marketing concepts, theories, principles, and applications in a dynamic business environment. Students will also learn the contemporary issues and practices in marketing while taking ethical aspects into consideration. Areas covered are: capturing marketing insights, appraising marketing philosophies, connecting with customers, crafting the brand positioning, managing competitive dynamics, shaping the market offerings, delivering value, communicating value, and creating successful long-term growth.

(iii) COM 2513 – Operations Management

The aim of this course is to provide students with an understanding of concepts, tools, and techniques used in operations management in manufacturing and service organizations. The course includes the study of topics related to operations management concepts, approaches, design and implementation of operations management related functions. This course introduces key concepts, principles and design techniques of the uses of the field of Operations Management (OM). Interactions and relationships with parallel management activities are also demonstrated in order to cultivate a 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, and Inventory Management.

(iv) COM 2514 – Cost and Management Accounting

The primary objective of this course is to provide students with an understanding of the cost and management accounting function, including the tools, techniques, and systems cost and management accountants use to inform senior management decision-making. It builds on the student's existing cost and management accounting knowledge. Particular emphasis is placed on mastering the topics of the overview of cost and management accounting, cost classification, accounting for material costs, accounting for labour costs, accounting for overhead costs, cost accounting methods, joint products and by-products, budgeting, preparation & control, standard costing & variance analysis, short-term decision making and long-term decision making.

(v) COM 2515 – Business Law

This course provides the undergraduates an overview of the legal framework within which a business must operate in Sri Lanka. Further, it addresses a diverse area of law that could provide possible solutions for business related legal issues. For this purpose, the course is designed to cover topics such as Introduction to Business Law, Law of Contract, Law of Delict, Sale of Goods, Law of Agency, Partnership, ICT Law, International Trade Law, Principles of Taxation, Labour Law, Company Law, IP Law, and Insurance Law. The students are expected to be aware of the legal and social costs associated with non-compliance with legal rules and regulations.

(vi) COM 2316 – Organisational Behaviour

Given the complexity of human behaviour, managing it at work is a strenuous task. This complexity demanded a systematic body of knowledge to understand the nature of the behaviour, which led to the emergence of the Organisational Behvaviour (OB) discipline. OB provides a systematic approach to understand, predict and manage human behaviour to enhance individual, organisational and societal wellbeing. Exposure to the discipline of OB is meant to assist students in better examining their own, current or prospective, management behavior and applying the knowledge gained in the work setting. A fundamental feature of this course is the continuous inclusion of current and emerging developments in OB.

(vii) COM 2317 – Human Resource Management

This course aims to provide a systematic and rational understanding of basic concepts, functions, and processes of Human Resource Management (HRM) and the role of the human resource professional as a strategic partner in managing today's organizations. It also focuses on a systematic and scientific approach to the analysis and handling of issues/problems in HRM with especial reference to the Sri Lankan context.

Degree - Part III

(i) COM 3511 - International Trade and Development

The main objective of this course is to present a comprehensive, up to date and clear composition of trade theories, policies and its application that are essential for understanding the importance of free trade for the development of the world. It is aimed to provide analytical skills of evaluating trade policies and suggesting solutions to the trade problems and issues at present in Sri Lanka. This course unit is designed to provide an overall knowledge of trade theories and policies which examines the reasons for trade restrictions and effects of trade restrictions along with trade protectionism, economic integration. The course also will explore the students on contemporary issues in modern trade in regard to export instability, technological advancements, offshoring and outsourcing which will facilitate problem-solving skills of students in similar situations. After successful completion of the course unit students will be able to apply the knowledge and skills gathered to make recommendations to improve the international trade between nations.

(ii) COM 3512 – Strategic Management

Today's corporate environment is far more sophisticated and complicated than it was in the past. Organisations of all sizes are currently faced with more possibilities and challenges than ever before. Organisations must always come up with better strategies to compete in the rapidly evolving global business environment. In the current global context, organizations must prioritise survival and competition. In this regard, the primary aim of this course is to understand the process of Strategic Management and its related issues in managing organisations in today's business environment. Further, this course enables students to enhance their strategic thinking and decision-making capabilities, particularly in relation to understanding the applicability of various strategies in varying situations.

(iii) COM 3513 – Auditing and Taxation

This course aims to develop the practical and technical proficiency of students in subject category Accounting and Finance including major two areas: Corporate Taxation and Auditing. (Auditing 50% and Taxation 50%)

The student will be exposed to principles of taxation, main income sources of tax, corporate taxation and Value added Tax, tax administration and the contemporary issues.

The areas covered in Auditing include assurance engagements, Internal Controls, Audit planning, Audit evidence and Audit reporting. After successfully completing the course unit, students will be able to appreciate the updated knowledge of most vital and widely used two aspects of a finance function of an organization and be able to cope up with managing compliance requirements with relation to statutory auditing and taxation.

(iv) COM 3514 – Advanced Financial Accounting and Reporting

Advanced financial accounting is an extension course of the financial accounting course that was offered in the first Part 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 provide rationale to sort them constructively.

(v) COM 3515 – Digital Business Management

The course first introduces what digital transformation exactly is and the imperative it creates for organisations. It highlights the influencing forces for digital transformation and the barriers and challenges faced by the organisations in digital transformation. The course explains the strategies for successful digital transformation and how to manage this process. The course will also provide the necessary knowledge on different applications of digital technologies to be used by organizations to succeed in today's dynamic and competitive environment.

(vi) COM 3516 – Banking and Insurance

This is an intermediate level course that provides the student with knowledge of the theory and practice of the banking and Insurance operations especially in the context of Sri Lanka.

5. Feedback Seminars

Feedback seminars on all the course units of the external degree programmes will be conducted by academic members of the University of Sri Jayewardenepura. 30-40 hour seminars will be conducted for each course unit. Seminars will be conducted in online mode or as recorded video sessions. In addition to that, 150 notional hours will be allocated for student self-learning. This will be notified by the relevant academic teacher during seminars.

Following methods are used for delivering feedback seminars:

- Uploading recorded seminar sessions to the LMS
- Conducting online seminar sessions using Zoom technology

Details of seminars, and seminar timetables will be notified via the www.external.sjp.ac.lk website.

6. 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. The hand book for the examination rules and regulations is published in <u>www.external.sjp.ac.lk.</u>

6.1 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 as follows.

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

Table 01: Relationship between the Study Hours and Credit Hours

6.2 Student course load

31, 31 & 30 Credits are included Part I, Part II & Part III – 30 respectively. The total number of credits for an entire Degree Programme is 92.

6.3 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 02. The letter 'MC' is given for medical withdrawals.

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

Table 02: Grading Scale

6.4 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.

$$GPA = \frac{\sum_{i=1}^{N} (Credits)_{I} X (Grade \ points \ Per \ Hour)_{i}}{\sum_{i=1}^{N} (Credits)_{i}}$$

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 03 illustrates the calculation of the GPA of a hypothetical student at the end of the first semester of the Degree Programme

4.00 3.70	20.00
3.70	10.50
	18.50
3.30	16.50
2.30	11.50
1.00	05.00
4.00	20.00
	91.50
	1.00

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

Table 03: Illustration of GPA Calculation

6.5 Evaluation

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

6.6 Maximum period allowed for completing the Degree

The maximum time period allowed to complete the Degree Programme is seven (07) consecutive academic Parts from the Part 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.

6.7 Number of attempts per course

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 course, six (06) times of part 2 course and five (05) times of part 3 course within 07 academic years

6.8 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 (Grade C or above) for that course.

6.9 Repeating a credit course

- **6.9.1** A student who obtains a grade of 'D' or 'E' shall repeat that course by registering in that course during a subsequent academic Part to complete the degree.
- **6.9.2** A student who obtains a grade of 'C-' or 'D+' with less than 2.00 GPA should repeat that course by registering in that course in a subsequent academic year.
- **6.9.3** 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'.
- **6.9.4** If the student obtains a lower grade at a repeat attempt than a grade received in earlier attempts, the better grade shall be retained.
- **6.9.5** A student who fails to sit for the examination in relevant academic year without a valid reason will be considered as a repeat student.

6.10 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'). The total number of poor grades should not exceed three for the entire Degree Programme.

6.11 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 6.3. The Examination Results Sheet will be issued to each candidate after the release of results of each academic year.

6.12 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 published in <u>www.external.sjp.ac.lk</u> when requesting a medical withdrawal and the student has to sit for that course/s in the subsequent year.

6.13 To be referred in examinations

A candidate who has failed to fulfil the requirements given in Section 6.10 above shall be referred in that examination. A referred candidate shall sit for failed credit course/s (all 'D' and 'E' grades) and pass those courses subjected to relevant restrictions given in Section 6.9 above.

6.14 Completion of the Degree: requirements for graduation

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

- \rightarrow Completed 92 credits, and
- \rightarrow Earned a minimum GPA of not less than 2.00 for each academic year, and
- \rightarrow A minimum overall GPA of 2.00 for the entire Degree Programme, and
- → No fail grades ('D' or 'E'), and
- \rightarrow No more than one poor grade ('C'- or 'D+') per academic year, and
- \rightarrow The total number of poor grades should not exceed 03 for the entire Degree Programme, and

→ Fulfilled all the requirements given above, within a maximum of seven (07) academic yeas from the academic year of the original enrolment in the University.

7. Award of Classes

7.1 First Class Standing

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

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

7.2 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:

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

7.3 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:

 \rightarrow The student shall have earned an overall GPA of 3.00 or above in the entire Degree Programme.

- \rightarrow The student shall have earned grades of 'B+' or better in at least half the courses in the Degree Programme.
- \rightarrow The student shall have earned no more than two poor grades ('C-' or 'D+') for entire Degree Programme.
- → The student shall have fulfilled these requirements within three (03) academic years from the first academic year of registration except for approved valid reasons.

08. Effective Date of the Degree

The effective date of the Degree shall be the next working date (other than Sunday or Public holiday) of the stipulated examination period in which the Part III examination concludes.

09. Academic Support Services

The Department in collaboration with the Faculty of Management Studies and Commerce 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.

10. 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

11. 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. The hand book for the examination rules and regulations is published in www.external.sjp.ac.lk.

Examination Irregularities

- Carrying and using cellular phones or other communication devices while writing answers
- Keeping notes on body or clothes
- Keeping in possession or attempting to use examination stationery removed in the past.
- Copying or attempting to copy in any manner
- Impersonation
- To find out the contents of a question paper or answer sheet unlawfully or attempting to do so.
- Encouraging any offence related to examinations
- Leaving the examination hall without permission or attempting to do so or helping such acts.
- Attempting or assisting to tear any paper/answer book or destroying such items.
- Behaving in a manner harmful to the self-respect of and causing mental stress of the supervisors/invigilators/hall attendants.
- Disturbing the smooth functioning and peaceful atmosphere of the examination hall.
- Other examination irregularities determined by the Senate

12. Punishments

- Cancellation of answer scripts and limiting the marks of the repeat examination to that of an ordinary pass mark.
- Delaying the release of final results by one academic year.
- Not inviting for the convocation / award ceremony.
- 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 to award classes / merit passes.

- Suspension of studentship by one year.
- Suspension of studentship by two years or three years.
- Suspension of studentship by four years or five years.
- Cancellation of studentship.
- In the case of a non-student, action will be taken according to the law of the land.
- Not recruiting to the staff of the University academic/ non academic (temporary/ permanent).

13. Convocation

External Degree is conferred by the University of Sri Jayewardenepura 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 University of Sri Jayewardenepura (USJP). Details of the Convocation including applications and payments will be published on <u>www.external.sjp.ac.lk</u>. 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.

Special Attention for the External Degree Undergraduates

- 1. Any Academic member of University of Sri Jayewardenepura 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 University of Sri Jayewardenepura (USJP).
- 2. Seminars will be conducted by the academic members of USJP 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 the academic and administrative activities of the External Degree Programmes of University of Sri Jayewardenepura 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.
- 4. Appeals submitted by student who have followed the instructions given by a third party other than the instructions given in this prospectus will not be considered. Therefore you are required to read and understand this prospectus clearly. It is compulsory to keep this prospectus until the Graduation.
- 5. The University of Sri Jayewardenepura will not allowed to establish students unions and any other organizations to External degree undergraduates. Such request will not be considered by the University. It is strictly prohibited to use the University Emblem for any purpose and it will be a punishable offence.
- 6. All rights of changing this prospectus are reserved by the University of Sri Jayewardenepura. Such amendments will be published in the www.extrrnal.ac.lk web site.

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.

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 Environment (LMS): learnext.sjp.ac.lk