



Minor Revisions for the Bachelor of Commerce Degree

**By Laws for the Fallback Award for Diploma in Business and Higher
Diploma in Business**

DEPARTMENT OF COMMERCE & FINANCIAL MANAGEMENT

FACULTY OF COMMERCE AND MANAGEMENT STUDIES

UNIVERSITY OF KELANIYA

SRI LANKA

2020

Fallback Option: Department of Commerce and Financial Management

1. Fallback Award

An undergraduate who has registered for Bachelor of Commerce Degree at Department of Commerce and Financial Management, Faculty of Commerce and Management Studies and his/her registration continues to be in force; and fails to complete his/her degree within 6 years from his/her registration date, they are eligible to terminate their higher studies with what they have already completed by the time their period is over. As such, the students who have not completed the relevant requirements to an award within a period of 6 academic years, can request for the fallback option.

1.1. Award of Diploma in Business (DB) - SLQF level 3

The following requirements should be completed by the candidate to be eligible for fall back award of Diploma in Business (DB) - SLQF level 3.

1. A written request by the student must be made on accepting the fallback award
2. The student is required to complete 30 credits from all course modules. This should be decided by the special committee at each department level.
3. The student is required to hold at least "C" grade for course unit.
4. The student is required to re-sit the course unit, if he/she has obtained a grade less than a "C" grade for the same.
5. Department needs to produce the module mapping for each student and this is a case by case process.

1.2. Award of Higher Diploma in Business (HDB) - SLQF level 4

The following requirements should be completed by the candidate to be eligible for fallback award of Higher Diploma in Business (HDB) - SLQF level 4.

1. A written request by the student must be made on accepting the fallback award
2. The student is required to complete 60 credits, out of which 30 credits should be covered from second year, third year or final year course modules and out of total credits more than

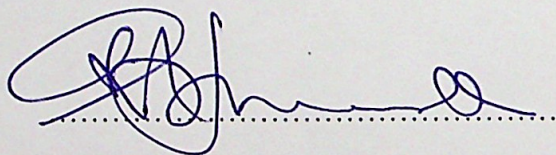
50% should be covered from Business Technology, entrepreneurship or Financial Management, specialized course units, to be awarded with Higher Diploma in Business (Business Technology), Higher Diploma in Business (Entrepreneurship) and Higher Diploma in Business (Financial Management). This should be decided by the special committee at each department level.

3. The student is required to hold at least "C" grade for course unit.
4. The student is required to re-sit the course unit, if he/she has obtained a grade less than a "C" grade for the same.
5. Department needs to produce the module mapping for each student and this is a case by case process.

Application procedure

Students should submit their applications through the Head of the Department (Commerce and Financial Management) along with the certified copies of the documentary evidence in support of the application to the selection committee.

The Department and the assigned Special Committee possess the power to make the decision for awarding the qualifications to the applicants after considering each as a separate case.



Dr. C. N. Wickramasinghe
Head
Department of Commerce and Financial Management
Faculty of Commerce and Management Studies
University of Kelaniya



**Minor Revisions to the Bachelor of Business Management Special Degree in
Accountancy**

**By Laws to the Fallback Award for the Diploma in Accounting and Higher Diploma in
Accounting**

Department of Accountancy
Faculty of Commerce and Management Studies
University of Kelaniya
Sri Lanka
2020.

Fallback option - Department of Accountancy (DoA)

1. Background

The Quality Assurance framework of UGC required that Fallback Awards should be available for all undergraduate degree programmes. One of the common recommendations of reviewers for the Self Evaluation Reports (SER) of the degree programmes of the Faculty of Commerce and Management Studies (FCMS) was to provide a Fallback Award, where those programmes should provide a method of producing programme specifications for Fallback Award.

An undergraduate who has registered for the Bachelor of Business Management (Special) Degree in Accountancy at the Department of Accountancy, Faculty of Commerce and Management Studies and his/her registration continues to be in force; and fails to complete his/her degree within 06 years from the first registration date, he/she is eligible to terminate his/her higher studies with what he/she has already completed by the time his/her 06 years' period is over. As such, the student who has not completed the relevant requirements to an award within a period of 06 academic years, can request for the fallback option.

2. Rational

DoA strongly encourages students to obtain the degree for which they registered. However, a few percentage of students who enroll in the Bachelor of Business Management (Special) Degree in Accountancy is unable to complete the degree within the specified time due to various reasons. Some of these reasons can be considered as genuine reasons. Therefore, DoA introduces this fall back option for students to obtain acceptable educational qualification based on the level they have completed in their programme.

3. Fall back awards

3.1 Award of Diploma in Accounting - SLQF level 3

The requirements below should be completed by the candidate to be eligible for fall back award of Diploma in Accounting - SLQF level 3;

1. A written request must be made by the student to offer the fall back option,
2. Accumulated 30 credits should have earned by the student,
3. At least a 'C' grade should be obtained for each course unit.

3.2 Award of Higher Diploma in Accounting - SLQF level 4

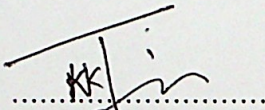
The requirements below should be completed by the candidate to be eligible for fall back award of Higher Diploma in Accounting - SLQF level 4;

1. A written request must be made by the student to offer the fall back option
2. Accumulated 60 credits (30 credits from years 2, 3 and 4 and 50 % of credits should be from Accounting related subjects)
3. At least a 'C' grade should be obtained for each course unit.
4. The Department needs to produce a module mapping for each student and this is a case by case process.

4. Application Procedure

The student should submit his/her application through the Head of the Department (Accountancy) along with the certified copies of the documentary evidence in support of the application to the selection committee.

The Department and the assigned Special Committee possess the power to make the decision for awarding the qualification to the applicant upon considering each case as a separate case.



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Dr.K.K.Thilakasiri

Head

Department of Accountancy

Faculty of Commerce and Management Studies

University of Kelaniya.



Minor Revisions for the Bachelor of Business Management

Special Degree in Human Resource

By Laws for the fallback award for Diploma in Human Resource and Higher

Diploma in Human Resource

**DEPARTMENT OF HUMAN RESOURCE MANAGEMENT
FACULTY OF COMMERCE AND MANAGEMENT STUDIES
UNIVERSITY OF KELANIYA
SRI LANKA**

2020

16th December 2020

1. Background

The Department of Human Resource Management has been offering the Bachelor of Business Management (Special) Degree in Human Resource Management since 1995. The dropout rates from the degree is very low when calculated on an annual basis. But there are special cases where even after exceeding six years, some students are complete the degree with the approval of relevant authorities. But there are some students who fail to complete his/her degree within the specified six (06) years from the date of registration and they have to terminate their higher studies with what they have already completed either due to poor academic performance by the student or due to various personal circumstances. There are several such circumstances under which it might be necessary to create a fallback award for these students. As such, the students who have not completed the relevant requirements to obtain the degree will be able to request for the fallback option as proposed by Quality Assurance Framework of the University Grants Commission (UGC).

2. Fallback Award

3.1 Award of the Diploma in Human Resource

Students who have registered for the Bachelor of Business Management (Special) Degree in Human Resource of the Faculty of Commerce and Management Studies (FCMS) and have not completed the relevant requirements for the award of the degree within the specified six academic years, can request for the award of this fallback option.

The following requirements should be fulfilled by the candidate to be eligible for the fallback award.

1. A written request must be made by the student requesting for the fallback award.
2. He/ She has been admitted to the university as a student under section 15 (vii) of the Universities Act No.16 of 1978.
3. He/ She has been registered for the Bachelor of Business Management (Special) Degree in Human Resource of the FCMS and pursued the relevant program of study for a period not exceeding six academic years.
4. The student is required to accumulate 30 credits from the Level 1, Level 2, Level 3 and Level 4 and hold at least C grades for the courses listed in the programme.

5. The undergraduate should request to cancel his registration as an internal student (if he/she is still a registered student) There should be an acceptable reason (for instance, severe illness) to cancel the registration and his/her request should go through a special committee.
6. He/ She has paid such fees as may have been prescribed by the University and any other dues payable by him/her to the university.
7. He/ She has fulfilled all the other conditions and requirements as may have been prescribed by these By-laws and the Rules & regulations of the university.
8. Each of the examinations/assessments totaled to the Bachelor of Business Management (Special) Degree in Human Resource and the fallback option of the Diploma in Human Resource shall be held at the end of the relevant semester. A student shall not be permitted to sit an examination in a course unit unless the Head/Heads of the relevant Departments have certified that he/she has completed the relevant course unit by attending such proportions of tutorial and practical classes and other forms of instructions in the course as may be approved by the senate.

3.2 Award of the Higher Diploma in Human Resource

Students who have registered for the Bachelor of Business Management (Special) Degree in Human Resource of the Faculty of Commerce and Management Studies (FCMS) and have not completed the relevant requirements for the award of the degree within the specified six academic years, can request for the award of this fallback option.

The following requirements should be fulfilled by the candidate to be eligible for the fallback award.

1. A written request must be made by the student requesting for the fallback award.
2. He/ She has been admitted to the university as a student under section 15 (vii) of the Universities Act No.16 of 1978.
3. He/ She has been registered for the Bachelor of Business Management (Special) Degree in Human Resource of the FCMS and pursued the relevant program of study for a period not exceeding six academic years.
4. The student is required to accumulate 60 credits from the Level 1, Level 2, Level 3, and Level 4 and hold at least C grades for the courses listed in the programme.

5. The undergraduate should request to cancel his registration as an internal student (if he/she is still a registered student) There should be an acceptable reason (for instance, severe illness) to cancel the registration and his/her request should go through a special committee.
6. He/ She has paid such fees as may have been prescribed by the University and any other dues payable by him/her to the university.
7. He/ She has fulfilled all the other conditions and requirements as may have been prescribed by these By-laws and the Rules & regulations of the university.
8. Each of the examinations/assessments totaled to the Bachelor of Business Management (Special) Degree in Human Resource and the fallback option of the Higher Diploma in Human Resource shall be held at the end of the relevant semester. A student shall not be permitted to sit an examination in a course unit unless the Head/Heads of the relevant Departments have certified that he/she has completed the relevant course unit by attending such proportions of tutorial and practical classes and other forms of instructions in the course as may be approved by the senate.

3. Application procedure

Students should submit their applications for the award of the fallback award through the relevant Head of the Department (i.e., HOD of the Department of HRM) along with the certified copies of the documentary evidence in support of the application to the relevant committee. Furthermore, the student shall be required to participate for a discussion conducted by the special committee if required.

4. Special Committee

The special committee at the department level shall be chaired by the Dean of the FCMS and comprise of,

1. Dean of the Faculty (Chair)
2. SAR/AR of the Faculty (Secretary)
3. Coordinator/Head of the FCMS QA Cell
4. Heads of the Department
5. A Senior academic representing each department

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SAR/FCMS
Next Faculty Board
mld
03/12/2020

2nd December 2020

Dean
Faculty of Commerce and Management Studies

Forwarding the Fallback Awards Proposal of the Bachelor of Business Management Special in Marketing for the Approval of Faculty Board

I hereby wish to forward the proposal for the fallback options related to the Bachelor of Business Special in Marketing which is attached herewith for your perusal. Please take necessary actions to forward the proposal to the Faculty Board of December month.

Dr. D.M.R. Dissanayake
Head
Department of Marketing Management

② FCMS. 02.
Next Faculty Board. pls.
03/12/2020



**Minor Revisions for the Bachelor of Business Management Special
in Marketing**

**By Laws for the Fallback Award for Diploma in Marketing and Higher
Diploma in Marketing**

DEPARTMENT OF MARKETING MANAGEMENT

FACULTY OF COMMERCE AND MANAGEMENT STUDIES

UNIVERSITY OF KELANIYA

SRI LANKA

2020

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Dr. D.M.R. Dissanayake
Head
Department of Marketing Management
Faculty of Commerce and Management Studies
University of Kelaniya

1. Background

The Department of Marketing Management has been offering Bachelor of Business Management (Special) in Marketing degree more than two decades and produced graduates who are employed in public and private sector organisations around the globe. While the dropout rates from the degree annually is very low, in many occasions it was observed that the students complete the course even after exceeding six years, after receiving special approval from the relevant authorities. However as per the suggestions received from the Quality Assurance framework of UGC, the Department decided to develop fallback options in order to facilitate future undergraduates to receive a qualification if he/she require quitting from the middle of the degree programme. Therefore, throughout this report, the requirement underlying offering a Diploma and a Higher Diploma will be highlighted.

2. Objectives

There are a number of circumstances under which it might be necessary to create a fallback award. A student who, either through academic failure or various personal circumstances is not eligible to receive the degree for which they were originally registered. This proposal compelled to avoid such unfortunate situations where a student leave a degree programme without any qualification despite several years of study and some significant level of achievement and to assure some pathways for the future career or academic developments.

3. Fallback Award

3.1. Award of Diploma in Marketing – SLQF 03

A student may be awarded the of Diploma in Marketing if he/ she,

- a) Has been admitted to the University as a student under section 15(vii) of the Universities Act No.16 of 1978;
 - b) Has been a duly registered student of the University for the period prescribed for courses of study leading to the Bachelor of Business Management (Special) in Marketing and his/her registration continues to be in force;
 - c) Has completed, prescribed courses with in the curriculum for the award of Bachelor of Business Management (Special) in Marketing Degree as specified in the fallback options regulations to award the Diploma in Marketing and he/she wishes to abandon the studies to receive such qualification;
 - d) Has satisfied the following requirements-
 - i. Pursued the relevant program of study for a period not exceeding six academic years,
 - ii. Accumulated 30 credits from the level 1, Level 2, Level 3 and Level 4 and at least a C pass should be obtained from the courses listed in the Marketing Pillar of the Level 1.
 - iii. Obtained a minimum GPA of 2.00,
 - e) has paid such fees as may have been prescribed by the University and any other dues payable by him/her to the University;
 - f) has fulfilled all other conditions and requirements as may have been prescribed by these By-Laws and the Regulations and Rules of the University.
2. The structure of each Programme of study and syllabuses in each course unit counted towards the Bachelor of Business Management Special in Marketing and the relevant course units related to the fallback options of the Diploma in Marketing shall be prescribed by Regulations.

3. The Senate shall have power, on the recommendation of the Faculty Board, to change, to amend or to add to or delete from the list of subjects, course units and their content pertaining to each subject and programmes of study and to change or amend or add or delete any Rules and Regulations relating to any of the examinations/assessments counted towards Bachelor of Business Management Special in Marketing and the fallback options of the Diploma in Marketing, due notice shall be given to the students of any such amendments, changes, additions or deletions.

4. Each of the examinations/assessments counted towards the Bachelor of Business Management Special in Marketing and the fallback options of the Diploma in Marketing shall be held at the end of the relevant semester. The University reserves the right to hold the examinations at any time during an academic year. A student shall not be permitted to sit an examination in a course unit unless the Head/Heads of the relevant departments shall have certified that he/she has completed the relevant course unit by attending such proportions of tutorial and practical classes and other forms of instruction in the subject matter of that course unit as may be prescribed by the Senate.

5. The Examinations prescribed by these By-Laws shall be, conducted by a Board of Examiners appointed by the Senate on the recommendation of the Faculty Board. Such a Board;
 - a) shall, if the Senate has on the recommendation of the Faculty Board so decided, test any candidate in writing and/or orally and may adopt any other forms of evaluation, and
 - b) may take into consideration the tutorials, practical courses, field work, seminars, dissertations/project reports done in respect of any course unit.

6. A candidate shall present himself/herself for examination/ assessment in respect of each course unit counted towards Bachelor of Business Management Special in Marketing and the fallback options of the Diploma in Marketing on the first occasion on which the examination is held up on the completion of studies pertaining to the course unit, unless the Senate decides otherwise.

7. A candidate shall be deemed to have appeared for any examination/assessment in respect of the course units that he/ she had registered for at the beginning of a semester/year irrespective of whether the candidate appears or not for the examination/assessment unless the Senate decides otherwise.

3.2.Award of Higher Diploma in Marketing – SLQF 04

A student may be awarded the of Higher Diploma in Marketing if he/ she,

- a) Has been admitted to the University as a student under section 15(vii) of the Universities Act No.16 of 1978;
- b) Has been a duly registered student of the University for the period prescribed for courses of study leading to the Bachelor of Business Management (Special) in Marketing and his/her registration continues to be in force;
- c) Has completed, prescribed courses with in the curriculum for the award of Bachelor of Business Management (Special) in Marketing Degree as specified in the fallback options regulations to award the Higher Diploma in Marketing and he/she wishes to abandon the studies to receive such qualification;
- d) Has satisfied the following requirements-
 - i. Pursued the relevant program of study for a period not exceeding six academic years,
 - ii. Accumulated 60 credits in the level 1, Level 2, Level 3 and Level 4, and at least a C pass should be obtained from the courses listed in the Marketing Pillar of the Level 1 and Level 2.
 - iii. Obtained a minimum GPA of 2.00,
- e) has paid such fees as may have been prescribed by the University and any other dues payable by him/her to the University;
- f) has fulfilled all other conditions and requirements as may have been prescribed by these By-Laws and the Regulations and Rules of the University.

8. The structure of each Programme of study and syllabuses in each course unit counted towards the Bachelor of Business Management Special in Marketing and the relevant course units related to the fallback options of the Higher Diploma in Marketing shall be prescribed by Regulations.
9. The Senate shall have power, on the recommendation of the Faculty Board, to change, to amend or to add to or delete from the list of subjects, course units and their content pertaining to each subject and programmes of study and to change or amend or add or delete any Rules and Regulations relating to any of the examinations/assessments counted towards Bachelor of Business Management Special in Marketing and the fallback options of the Higher Diploma in Marketing, due notice shall be given to the students of any such amendments, changes, additions or deletions.
10. Each of the examinations/assessments counted towards the Bachelor of Business Management Special in Marketing and the fallback options of the Higher Diploma in Marketing shall be held at the end of the relevant semester. The University reserves the right to hold the examinations at any time during an academic year. A student shall not be permitted to sit an examination in a course unit unless the Head/Heads of the relevant departments shall have certified that he/she has completed the relevant course unit by attending such proportions of tutorial and practical classes and other forms of instruction in the subject matter of that course unit as may be prescribed by the Senate.
11. The Examinations prescribed by these By-Laws shall be, conducted by a Board of Examiners appointed by the Senate on the recommendation of the Faculty Board. Such a Board;
 - c) shall, if the Senate has on the recommendation of the Faculty Board so decided, test any candidate in writing and/or orally and may adopt any other forms of evaluation, and
 - d) may take into consideration the tutorials, practical courses, field work, seminars, dissertations/project reports done in respect of any course unit.

12. A candidate shall present himself/herself for examination/ assessment in respect of each course unit counted towards Bachelor of Business Management Special in Marketing and the fallback options of the Higher Diploma in Marketing on the first occasion on which the examination is held up on the completion of studies pertaining to the course unit, unless the Senate decides otherwise.

13. A candidate shall be deemed to have appeared for any examination/assessment in respect of the course units that he/ she had registered for at the beginning of a semester/year irrespective of whether the candidate appears or not for the examination/assessment unless the Senate decides otherwise.

The Department and the assigned Special Committee possess the power to make the decision for awarding the qualifications to the applicants after considering each as a separate case.



**Minor Revisions for the Bachelor of Business Management Special
Degree in Finance**

**By Laws for the Fallback Award for Diploma in Finance and Higher Diploma
in Finance**

DEPARTMENT OF FINANCE

FACULTY OF COMMERCE AND MANAGEMENT STUDIES
UNIVERSITY OF KELANIYA
SRI LANKA
2020

Fallback Option: Department of Finance

1. Fallback Award

An undergraduate who has registered for Bachelor of Business Management (Special) Degree in Finance at Department of Finance, Faculty of Commerce and Management Studies and his/her registration continues to be in force; and fails to complete his/her degree within 6 years from his/her registration date, they are eligible to terminate their higher studies with what they have already completed by the time their period is over. As such, the students who have not completed the relevant requirements to an award within a period of 6 academic years, can request for the fallback option.

1.1. Award of Diploma in Finance (DF) - SLQF level 3

The following requirements should be completed by the candidate to be eligible for fall back award of Diploma in Finance (DBF) - SLQF level 3.

1. A written request by the student must be made on accepting the fallback award
2. The student is required to complete 30 credits from all course modules and out of which 50% must be from Finance course units (i.e. 15 credits). This should be decided by the special committee at each department level.
3. The student is required to hold at least "C" grade for course unit.
4. The student is required to re-sit the course unit, if he/she has obtained a grade less than a "C" grade for the same.
5. Department needs to produce the module mapping for each student and this is a case by case process.

1.2. Award of Higher Diploma in Finance (HDF) - SLQF level 4

The following requirements should be completed by the candidate to be eligible for fallback award of Higher Diploma in Finance (DBF) - SLQF level 4.

1. A written request by the student must be made on accepting the fallback award

2. The student is required to complete 60 credits, out of which 30 credits should be covered from second year, third year or final year course modules and out of total 60 credits more than 50% should be covered from finance course units. This should be decided by the special committee at each department level.
3. The student is required to hold at least "C" grade for course unit.
4. The student is required to re-sit the course unit, if he/she has obtained a grade less than a "C" grade for the same.
5. Department needs to produce the module mapping for each student and this is a case by case process.

Application procedure

Students should submit their applications through the Head of the Department (Finance) along with the certified copies of the documentary evidence in support of the application to the selection committee.

The Department and the assigned Special Committee possess the power to make the decision for awarding the qualifications to the applicants after considering each as a separate case.

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Dr. R. Abeysekera
Head
Department of Finance
Faculty of Commerce and Management Studies
University of Kelaniya