



# Student Handbook Higher Diploma in Business Finance

Department of Finance

Faculty of Commerce and Management Studies

University of Kelaniya



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## **01. Introduction**

### **1.1 University of Kelaniya**

The University of Kelaniya has its origin in the historic Vidyalkara Pirivena which was founded in 1875. Since then, it had been recognized as one of the two great national centers of traditional higher learning of the country. Then, in 1959, the Vidyalkara Pirivena became the Vidyalkara University. Later with the University reforms and transformations, it was converted to a university named the Vidyalkara Campus of University of Sri Lanka and ultimately in 1978, it was named as the University of Kelaniya. This knowledge creating arm of the nation began with the aim of producing versatile graduates of high caliber in Sri Lanka and the vision of the University of Kelaniya is “to become a center of excellence in the creation and dissemination of knowledge for sustainable development”.

Now, the University of Kelaniya is well recognized as one of the greatest avenues for Higher Studies in the South Asian region. Currently, the University consist of 07 Faculties, namely, Commerce and Management Studies, Humanities, Social Science, Science, Medicine, Graduate Studies and Computing and Technology. There are 55 academic departments under the above-mentioned faculties.

### **1.2 The Faculty of Commerce and Management Studies**

The Faculty of Commerce and Management Studies (FCMS) traces back to its origin under the Faculty of Social Sciences as Department of Commerce in 1976. And later with the high degree of commitment and untiring efforts of the academic staff, students, and other stakeholders, it was able to achieve Faculty status in 1995. And now it is operating as a dynamic faculty with unique features of fast development strengthened by five academic departments: namely Department of Commerce and Financial Management, Department of Human Resource Management, Department of Accountancy, Department of Marketing Management, and Department of Finance. At present the FCMS offers globally competitive degree programmes in the broad areas of Commerce and Business Management.

The FCMS offers fourteen undergraduate degree programmes and so far it has produced more than ten thousand (10,000) graduates and most of them are in the forefront of managerial ranks in public and private sector organizations both nationally and internationally. Further, some of the graduates of FCMS are eminent entrepreneurs in the country. FCMS always considers the quality as the key force of higher education. Thus, FCMS constantly tries to improve the quality and relevance of the degree programmes, and also the quality of the teaching faculty and the infrastructure facilities of the faculty. Winning three quality relevance grants by the world bank, obtaining the AACSB membership; receiving ISO 9001:2015 quality management certification and acceptance by CFA under the University Recognition programme proves the success of FCMS in terms of Quality.

### **1.3 The Department of Finance**

Department of Finance (hereafter referred as “DFin”) is the youngest department belonging to the Faculty of Commerce and Management Studies, University of Kelaniya. DFin was

established in 2011. Today, DFin is a fast-growing dynamic department achieving various milestones. The acceptance of B.B.Mgt. (Special) Degree in Finance programme by Chartered Financial Analysts Institute - USA as a CFA recognized degree programme is one of such milestones. Being the first-degree programme in Sri Lanka with CFA recognition has enabled DFin to develop and maintain a healthy partnership with key industry partners which has opened the gateway for students to local and international job markets. In the academic year 2016/17, the department received an “A” Grading in Self Evaluation Report. Further, in the academic year 2019/20, the department is awarded with the ISO 9001:2015/SLS ISO 9001:2015” Quality Management System Certification. At present, the Department of Finance offers four-degree programmes in the areas of Finance, Banking, Insurance, and Financial Engineering.

#### **1.4 Department of Finance accredited by ISO 9001:2015/SLS ISO 9001:2015 quality management system certification.**

The gradual increase of the complexity and the size of the Department of Finance led to inspire the Department to recognize and implement an international quality management system. Out of the numerous standardizations available, the department initiated working with the latest edition of ISO 9001; ISO 9001:2015, the flagship Quality Management Standard of ISO in the academic year 2019/2020.

#### **1.5 Our Vision**

To be a powerhouse of financial expertise that can push the boundaries of business thinking by providing internationally competitive human capital and to serve expectations of stakeholders.

#### **1.6 Our Mission**

To deliver first-rate finance education and contribute to the financial and economic development in Sri Lanka and other regions. In addition, the Department of Finance is looking to prepare future business leaders and scholars for success in the field of finance. Department of Finance strive to be at the forefront of knowledge through teaching, research, service, and outreach.

## 02. About Higher Diploma in Business Finance

### 2.1 Programme Aim and Background

Higher Diploma Programme has been designed with the objective of crafting knowledgeable and competent personnel for the field of business finance. Also it paves a path for the students who are willing to continue their education up to bachelor's and master's degree level in the field of Finance, Insurance and Banking.

### 2.2 Program Structure

Table 1: Program Structure

Level	Semester	Course Code	Title of the Course Unit	Course Status	Credit Value
Level 1	I	HDBF 11114	Business Economics	Core	4
		HDBF 11124	Business Mathematics	Core	4
		HDBF 11134	Financial Accounting	Core	4
		HDBF 11143	Business Communication	Core	3
	II	HDBF 12114	Management Accounting	Core	4
		HDBF 12124	Management Principles and Practices	Core	4
		HDBF 12134	Principles of Finance	Core	4
		HDBF 12143	Information Technology Application for Finance	Core	3
Level 2	III	HDBF 21134	Financial Reporting and Analysis	Core	4
		HDBF 21144	Business Statistics and Quantitative Techniques	Core	4
		HDBF 21153	Corporate and Banking Law	Core	3
		HDBF 21164	Corporate Finance	Core	4
	IV	HDBF 22114	Monetary Economics and Financial Markets	Core	4
		HDBF 22134	Business Project Development	Core	4
		HDBF 22143	Credit Management	Core	3
		HDBF 22154	Security Valuation	Core	4

**Core Course Units:** The Core course units form the minimum subject contents that students are required to follow as main subjects of a degree programme.

### 2.3 Credit structure

Every student is supposed to complete 30 credits in the first year to complete the Diploma in Business Finance and 30 credits in the second year to complete the Higher Diploma in Business Finance. Total number of credits needed to complete to offer the Higher Diploma in Business Finance is 60 credits.

Table 2: Credit Structure

Level	Semester 1	Semester II	Total	Compulsory	Optional	Total
1	15	15	30	30	-	30
2	15	15	30	30	-	30
<b>Total</b>			<b>60</b>	<b>60</b>	<b>-</b>	<b>60</b>

### 2.4 Programme Delivery and Learner Support System

The programme will be based on blended learning including online media and face-to-face learning. The duration of the Higher Diploma in Business Finance programme is two years. The course units of the programme are delivered on semester basis. The lectures are delivered in weekends. The course is organized in two levels through two academic years, and there are four semester. After each semester, a study leave period will be given followed by written examinations and vacation.

### 2.5 Student Assessments and Evaluations

Assessments and evaluations are mainly composed of continuous assessments and end semester examinations for all the course units. Continuous assessments consist of mid exams, classroom discussions and presentations, individual/group assignments, and presentations.

### 2.6 Grading System

The table below shows the twelve-tier grading system used by the Kelaniya University. “Grade” shall be awarded for a course unit by aggregating the marks obtained for continuous assessments and the final examination. Grade Point Average (GPA) of each student is calculated based on the Grade Point Value (GPA) assigned to each grade as indicated in the table (02) below. GPA is calculated by considering all the course units attempted by a student to award the degree.

Table 3: Twelve-tier grading system

Range of marks	Grade	Grade Point Value
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

### Grade Point Average

Grade Point Average (GPA) is the credit – weighted arithmetic mean of the Grade point values. GPA is calculated by dividing the total credit – weighted ‘Grade Point Value’ by the total number of credits. GPA shall be computed to the second decimal place. Example: A student who has completed one course unit two credits, three course units each of three credits and two course units each of one credit with grades A, C, B, D, C+ and A+ respectively would have a GPA of 2.46 as calculated below.

$$\frac{(2 \times 4.00) + (3 \times 2.00) + (3 \times 3.00) + (3 \times 1.00) + (3 \times 2.30) + (1 \times 4.00)}{(2 + 3 + 3 + 3 + 3 + 1)}$$

$$\frac{36.9}{15}$$

$$GPA = 2.46$$

### 2.7 Re-sit Examination

A student who obtains a grade below “C” (eg. C-, D+, D or E) in a particular course unit may re-sit the examination of that course unit/s in the next available attempt for the purpose of improving the grades; the best grade obtained in this instance is “C”. In the event a student who obtains a lower grade while attempting to have a better grade, he/she will be entitled to the higher grade. In this case, continuous assessment marks will not be carried forward, instead students will be evaluated solely based on the marks obtained for the end semester examination. Students who are sitting the examination on valid medical grounds or any other acceptable reason subject to the approval of the faculty board will not be considered as repeat candidates.

### 2.8 Medical Grounds

Students who are sitting the examination on valid medical grounds or any other acceptable reasons will be considered first sitting candidates subject to the approval of the faculty board. Students who do not sit for final exam on medical reasons will be allowed to carry forward their continuous assessment marks for the next sitting. If he/she has not earned marks for the

continuous assessments, then he/she will be allowed to attend the classes with current respective batch in order to earn marks and if not he/she will be entitled to only for the marks allocated for the end semester examination.

## **2.9 Award of the Diploma in Business Finance**

Minimum Eligibility Criteria for the Award of a Qualification.

- (i) **For the award of Diploma**, students must
  - a. Accumulate grades of C or better in course units aggregating to at least 30 credits of SLQF3,
  - b. Obtain a GPA of 2.00 or greater, and
  - c. Complete the relevant requirements within a period of three consecutive academic years.
  
- (ii) **For the award of Diploma with Merit**, a student must obtain.
  - a. Accumulate grades of C or better in course units aggregating to at least 30 credits of SLQF3,
  - b. a GPA of 3.70 or greater, and
  - c. Complete the relevant requirements within one academic year at SLQF3.
  
- (iii) **For the award of Diploma with Distinction**, a student must
  - a. Accumulate grades of A or better in course units aggregating to at least 30 credits of SLQF3,
  - b. Obtain a GPA of 4.00, and
  - c. Complete the relevant requirements within one academic year at SLQF3.

Note 01: A student who has not completed the relevant requirements within a period of three consecutive academic years, may appeal to Diploma Committee and Faculty board to extend the time period and students must pay 20% of the course fee for a valid extension.

Note 02: The valid date for the awarding any qualification will be the 1<sup>st</sup> day of the next month from the month where the requirements were fulfilled to award such qualification.

## **2.10 Award of the Higher Diploma in Business Finance**

Minimum Eligibility Criteria for the Award of a Qualification.

- (iv) **For the award of Higher Diploma**, students must
  - a. Accumulate grades of C or better in course units aggregating to at least 60 credits of SLQF3 and 4, of which at least 30 credits must be from SLQF 4.
  - b. Obtain a GPA of 2.00 or greater, and
  - c. Complete the relevant requirements within a period of four consecutive academic years.



- (v) **For the award of Higher Diploma with Merit**, a student must obtain.
- Accumulate grades of C or better in course units aggregating to at least 60 credits of SLQF3 and 4, of which at least 30 credits must be from SLQF 4.
  - a GPA of 3.70 or greater, and
  - Complete the relevant requirements within two consecutive academic year at SLQF3 and 4.
- (vi) **For the award of Diploma with Distinction**, a student must
- Accumulate grades of A or better in course units aggregating to at least 60 credits of SLQF3 and 4, of which at least 30 credits must be from SLQF 4.
  - Obtain a GPA of 4.00, and
  - Complete the relevant requirements within two consecutive academic year at SLQF3 and 4.

Note 01: A student who has not completed the relevant requirements within a period of four consecutive academic years, may appeal to Higher Diploma Committee and Faculty board to extend the time period and students must pay 20% of the course fee for a valid extension.

Note 02: The valid date for the awarding any qualification will be the 1<sup>st</sup> day of the next month from the month where the requirements were fulfilled to award such qualification.

## **2.11 Exit Route**

Students who satisfies following conditions has the option of exiting the Higher Diploma Programme by earning Diploma.

- Accumulate grades of C or better in course units aggregating to at least 30 credits of SLQF3,
- Obtain a GPA of 2.00 or greater, and
- Complete the relevant requirements within a period of four consecutive academic years.

## **2.12 Entry Qualifications**

Minimum entry requirement is to obtain at least “S” Grade for all three approved subjects at the G.C.E. (A/L) examination in One Sitting. Or an equivalent qualification decided by the University Senate.

## **2.13 Admission Process**

Besides, the minimum qualifications laid down above, DFIN would conduct a selection test and/or an interview to select the candidates suitable to follow the Higher Diploma programme. The discretion of conducting the selection test and/or an interview lies with DFin and the candidates meeting minimum eligible requirements would be notified and admitted to the proposed programme.

### **2.14 Course Investment**

The total investment of the course is LKR. 165,000. The investment in the diploma level is LKR. 80,000 and can be paid in two LKR. 40,000 installments. The investment in the higher diploma level is LKR. 85,000 and can be paid as LKR. 45,000 installment and LKR. 40,000 installment.

### **2.15 Selection Process**

- Review and assessment of application and qualification
- An interview

### **2.16 How to Apply**

A candidate seeking to apply for Higher Diploma in Business Finance should submit a completed application form together with the application processing fee through online application available at the Department website (<https://fcms.kln.ac.lk/dep/dfin/index.php>).

### 03. Frequently Asked Questions (FAQs)

#### 1) What are the minimum entry qualifications to enter Higher Diploma in Business Finance Programme?

- The applicants those who have obtained at least 3 “S” passes for each subject under any stream for G.C.E (A/L) is eligible to follow Higher Diploma in Business Finance Programme of University of Kelaniya.

#### 2) What is the duration of the Higher Diploma in Business Finance Programme?

- The Higher Diploma in Business Finance Programme is a weekend programme and runs for two years.
- The level 01 is the Diploma in Business Finance and it runs for one-year period.
- The level 02 is the Higher Diploma in Business Finance and it runs for one-year period.

#### 3) What is the level of Diploma and Higher Diploma in Business Finance according to the Sri Lanka Qualification Framework (SLQF)?

- The Diploma in Business Finance is at SLQF level 3 and it carries 30 credits. Further, Diploma in Business Finance is equivalent to the First year of an Undergraduate Programme.
- The Higher Diploma in Business Finance is at SLQF level 4 and it carries 30 credits. Further, Higher Diploma in Business Finance is equivalent to the Second year of an Undergraduate Programme.

#### 4) What is the Course Fee?

- The investment in the Diploma in Business Finance level is LKR. 80,000 and can be paid in two LKR. 40,000 installments.
- The investment in the Higher Diploma in Business Finance level is LKR. 85,000 and can be paid in LKR. 45,000 installment and LKR. 40,000 installment.
- The total course fee is LKR. 165,000.

#### 5) What are the benefits of following Higher Diploma in Business Finance Programme of University of Kelaniya?

- The programme is designed not only to provide the academic skills but also to enhance soft-skills required to excel in the industry.
- Lectures are conducted by well-qualified academic staff and industry practitioners.
- The students get the affiliation to a reputed state-owned university.
- The Higher Diploma in Business Finance Programme is ISO 9001:2015 certified

#### 6) What are the opportunities available after successfully completing Higher Diploma in Business Finance Programme of University of Kelaniya?

Upon successful completion of Higher Diploma in Business Finance Programme, the students are able to,

- Enroll to the third year of B.B.Mgt (General) Degree of University of Kelaniya and this opportunity opens the path to do a MBA Degree (For example, Master of Professional Finance Programme offered by Department of Finance, University of Kelaniya)

## 04. Contact Us

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### **Diploma/Higher Diploma in Business Finance Weblink -**

<https://fcms.kln.ac.lk/dep/dfin/index.php/academic/courses/diploma-higher-diploma-in-business-finance>

### **Diploma/Higher Diploma in Business Finance Facebook Page –**

[https://web.facebook.com/hdibf?\\_rdc=1&\\_rdr](https://web.facebook.com/hdibf?_rdc=1&_rdr)

### **Department of Finance Weblink –**

<https://fcms.kln.ac.lk/edu/mpf/index.php>