

## **Annexure 02: Proposed By-Laws**

### **By-Laws Effective for Curriculum 2023/2024**

#### **By-Laws made by the Council of the University of Kelaniya under section 135 of the University Act No.16 of 1978.**

1. Subject to these By-Laws, a student may be a Bachelor of Business Management Honours in Accounting Information Systems, 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 Bachelor of Business Management Honours in Accounting Information Systems and his/her registration continues to be in force;
- (c) has completed, to the satisfaction of the Vice-Chancellor, the courses of study leading to the Bachelor of Business Management Honours in Accounting Information Systems; Prescribed by these By-Laws, and the regulations and rules made by the University in respect of examinations/assessments pertaining to each course unit counted towards the said Degree;
- (d) has satisfied the following requirements
  - i. pursued the relevant programme of study for a minimum period of four academic years,
  - ii. accumulated 30 credits for each level totaling to 120 credits of which 117 credits should be from the compulsory course units, 3 credits from the optional course units,
  - iii. obtained, in respect of the course units taken into consideration in the computation of the GPA, grades of C or better in course units aggregating to at least 104 credits, and grades of D or better in the remaining course units, with grades of C-/D+/D in course units aggregating to not more than 6 credits from each level,
  - iv. in the computation of the GPA for Bachelor of Business Management Honours in Accounting Information Systems, the grades obtained in respect of the Core course units aggregating to 117 credits, and the best grades obtained in respect of optional course units aggregating to 3 credits in level III and IV should be considered.
  - v. obtained a minimum GPA of 2.00,

- vi. obtained a C or better for the following course units which units are not counted for the GPA

- Business Communication I
- Business Communication II
- Professional Skills I
- Professional Skills II

and,

- vii. completed the relevant requirements within a period of six academic years.

(e) obtained a C or better for Dissertation in Accounting Information Systems and Internship in Accounting Information Systems course units.

(f) has paid such fees as may have been prescribed by the University and any other dues payable by him/her to the University;

(g) has fulfilled all other conditions and requirements as may have been prescribed by these By-Laws and the Rules and Regulations of the University.

2. The structure of each programme of study and syllabuses in each course unit counted towards the degree programme shall be prescribed by Regulations.

3. The Senate shall have power, on the recommendation of the Faculty Board, to change, to amend 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 the degree programme 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 degree programme 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 the degree programme 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. Award of Class;
- (a) A candidate who has satisfied the requirements in 1(a), 1(b), 1(c), 1(e), 1(f) and 1(g) above may be awarded First Class, Second Class (Upper Division) or Second Class (Lower Division), as the case may be, on the overall performance in the course units counted towards the said Degree.
- (b) A candidate shall be eligible for the award of Classes if he/she satisfies the criteria as laid down in section (8) below unless the Senate decides otherwise.
8. Eligibility for the Award of Bachelor of Business Management Honours in Accounting Information Systems
- (a) **For the award of Bachelor of Business Management Honours in Accounting Information Systems with a First Class a candidate must;**
- i. obtain in respect of the course units taken into consideration in the computation of the GPA, grades of A or better in course units aggregating to at least 60 credits, provided that a portion of the said grades are from third year and/or fourth-year course units aggregating to at least 20 credits, and grades of C or better in the remaining course units,
  - ii. obtain a minimum GPA of 3.70,
  - iii. obtain a C or better for the following course units which units are not counted for the GPA
    - Business Communication I
    - Business Communication II
    - Professional Skills I
    - Professional Skills II
- and,



- iv. complete the relevant requirements within four academic years

**(b) For the award of Bachelor of Business Management Honours in Accounting Information Systems with a Second Class (Upper Division) a candidate must;**

- i. obtain in respect of the course units taken into consideration in the computation of the GPA, grades of C or better in course units aggregating to at least 112 credits with grades of B or better in course units aggregating to at least 60 credits, provided that a portion of the latter grades are from the third year and/ or fourth-year course units aggregating to at least 20 credits, and grades of D or better for eight (08) credits in the remaining course units with grades of C-/D+/D in course units aggregating to not more than five (05) credits from each level,
- ii. obtain a minimum GPA of 3.30,
- iii. obtain a C or better for the following course units which units are not counted for the GPA
  - Business Communication I
  - Business Communication II
  - Professional Skills I
  - Professional Skills II

and,

- iv. Complete the relevant requirements within four consecutive academic years.

**(c) For the award of Bachelor of Business Management Honours in Accounting Information Systems with a Second Class (Lower Division) a candidate must;**

- i. obtain in respect of the course units taken into consideration in the computation of the GPA, grades of C or better in course units aggregating to at least 112 credits with grades of B or better in course units aggregating to at least 60 credits, provided that a portion of the latter grades are from third year and/ or fourth year course units aggregating to at least 20 credits, and grades of D or better for eight (08) credits in the remaining course units with grades of C-/D+/D in course units aggregating to not more than five (05) credits from each year,
- ii. obtain a minimum GPA of 3.0,

iii. obtain a C or better for the following course units which units are not counted for the GPA

- Business Communication I
- Business Communication II
- Professional Skills I
- Professional Skills II

and,

iv. complete the relevant requirements within four consecutive academic years.

9. 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.

10. Additional rules and regulations pertaining to Bachelor of Business Management Honours in Accounting Information Systems.

(a) *Registration for optional course units: Students are required to register for optional course units and must complete their registration for selected course units within first two weeks from the commencement of each academic semester. No changes are allowed after the registration for such course units.*

(b) *Repeat Examination: A student who obtains grade below 'C' (eg. C-, D+, D or E) in a particular course unit may re-sit the examination in respect of that course unit for the purpose of improving the grade; the best grade obtainable in the 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 case of this, continuous assessment marks will not be carried forward, instead students will be evaluated solely based on the marks obtained at the end-semester examination. Students who are sitting the examination on medical grounds will not be considered as repeat candidates.*

(c) *Re-sit Examination: A final year student who obtains a grade below 'C' (eg. C-, D+, D or E) in a particular course unit at Level IV semester 2 examination may re-sit the examination in the next academic year (in semester 1) of that course unit/s for the purpose of improving the grade; the best grade obtainable in the instance is 'C'. In the event a student obtains a lower grade while attempting to have a better grade, he/she*



will be entitled to a higher grade. In case of this continuous assessment marks will not be carried forward. Instead, students will be evaluated solely based on the marks obtained at the end-semester examination. Students who are sitting the examination on medical grounds will not be considered as repeat candidates.

(d) *Medical Grounds:* Students who do not sit for the final exam for 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 the current respective batch in order to earn marks and if not he/she will be entitled only for the marks allocated for the end semester examination. Medical certificates will not be accepted unless it has been issued/certified by the Chief Medical Officer of the University, the Officer in charge of the Government Hospital, or the Medical Superintendent of an Ayurvedic Government hospital. If a student obtains a medical certificate from a private medical practitioner, it must be certified by the Medical Officer of the University of Kelaniya. The acceptance of the medical certificate is subject to the approval of the appeal board of the university.

### **Course Structure, Delivery and Evaluation**

In the SLQF credit system, the student workload of a study programme is defined as 1500 notional learning hours per academic year. The notional learning hours include direct contact hours with teachers and trainers, time spent in self-learning, preparation for assignments, and carrying out assignments and assessments. The combination of learning activities may vary from one-course unit or module to another.

A course Unit: A course unit is a subject module, and each course unit has a credit value.

<b>Types of Course Units</b>	There are two types of course units, namely Core Course Units and Optional Course Units
<b>Core Course Units</b>	The Core course units are mandatory course units that form the foundation of the degree programme.
<b>Optional Course Units</b>	Optional Course units are elective courses that students can choose to complement and enhance their understanding of the core subjects.

**A Credit:** In the SLQF credit system, a student's workload for a study programme is defined as 1500 notional learning hours per academic year. These notional hours encompass direct contact with teachers, self-learning, preparation for and completion of assignments and assessments.

One credit is equivalent to 50 notional learning hours for taught courses, laboratory work, or field studies/clinical work, for industrial training or research, including time for assessments and literature surveys, one credit is equivalent to a minimum of 100 notional learning hours.

### **Evaluation of a Course Unit**

Course units of the degree programs will be evaluated using both formative and summative assessment methods. These include numerous ways such as written examinations, assignments, reports, presentations, field surveys, interviews, role plays, case studies, and midterm examinations. The weight assigned to each component of the evaluation process relating to course units, practical training and the dissertation is outlined in each course unit and will be announced at the commencement of each course unit.

The final examinations of relevant course units are held at the end of the respective semester. To obtain a passing grade ("C" or better grade) for a course unit, the student should score a minimum of 25% on the end-semester examination.

### **Grading system**

Marks obtained in respect to a course unit will be graded according to a twelve-category system.

#### *Twelve-category Grading System*

<b>Range of Marks</b>	<b>Grade</b>	<b>Grade Point Value</b>
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 (GPA)

Grade Point Average (GPA) is the credit-weighted arithmetic mean of the grade point values, which is determined by dividing the total credit-weighted grade point value by the total number of credits. GPA shall be computed by rounding up to two decimal places. All the relevant course units for the GPA calculation stated in the course structure will be taken into account when calculating the GPA for the degree award.

For example, for a student who has completed six-course units with the specified number of credits and grades as presented in the table below, a GPA should be calculated as presented in the calculation below.

*Grades obtained for course units by the student*

<b>Course Unit Number</b>	1	2	3	4	5	6
<b>Number of Credits</b>	03	03	03	02	02	06
<b>Grade Earned</b>	A	C	B+	D	C+	B

$$\text{GPA} = \frac{3 \times 4.0 + 3 \times 2.0 + 3 \times 3.3 + 2 \times 1.0 + 2 \times 2.3 + 6 \times 3.0}{3 + 3 + 3 + 2 + 2 + 6}$$

$$= \frac{12.0 + 6.0 + 9.9 + 2.0 + 4.6 + 9}{19}$$

$$= \frac{43.5}{19}$$

$$= 2.2894$$

$$= 2.29$$