



## Department of Accountancy

University of Kelaniya, Sri Lanka

# Higher Diploma in Business Accounting

Student Handbook - 2024/2025

Department of Accountancy  
Faculty of Commerce and Management Studies  
University of Kelaniya

# HDDBA



**Kelaniya**

## **DEPARTMENT OF ACCOUNTANCY**

The Department of Accountancy (DoA), Faculty of Commerce and Management Studies (FCMS) is one of the leading providers of quality higher education in Sri Lanka. It contributes to the higher education and economy of the country via innovations and research. The DoA was established in 1999 with the objective of producing high-quality accounting graduates who are globally employable and marketable. The mission of the DoA is to develop students with academic and professional competencies to meet the demands of the competitive global environment through its sustainable excellence in accounting education and research, and to enhance the position as the leading center of knowledge by fostering intellectual collaborations while taking strategic initiatives. Thus, the DoA delivers advanced accounting education through Bachelor of Business Management (Honors) in Accountancy, Bachelor of Business Management (Honors) in Auditing and Forensic Accounting and Bachelor of Business Management (Honors) in Accounting Information Systems. Further, DoA expands its horizons through the Higher Diploma in Business Accounting (HDBA) and Master of Business (MBA). The DoA has strived to accomplish excellence in accounting education and research in the mainstream areas of accounting and related disciplines.

### **HIGHER DIPLOMA IN BUSINESS ACCOUNTING (HDBA) PROGRAMME**

The Department of Accountancy (DoA) offers the Higher Diploma in Business Accounting (HDBA) with the guiding philosophy of producing employable quality diploma holders who satisfy the requirements of the dynamic global business environment. The DoA revises its HDBA curriculum continuously to comply with the rapidly changing business environment requirements by ensuring the industry requirements and stakeholders' expectations. Further, the curriculum is designed by keeping in view the increased regulatory requirements and to raise standards of its governance in a rapidly changing technological environment.

The HDBA programme is commenced in the year 2015. HDBA is a two (02) year program which provides an exit point at the end of year 01. It has designed in a way to develop students' knowledge, skills, attitudes and mind-set to match with the rapidly changing technological, economical and societal requirements. Accordingly, students who successfully complete the first-year course units are eligible to obtain the Diploma in Business Accounting. Further, most importantly, the HDBA provides the following pathways to students who wish to pursue a Bachelor's Degree to sustain their future.

- Bachelor of Business Management (External) Degree, University of Kelaniya
- BSc. (Hons) Accounting and Finance, Northumbria University, United Kingdom
- Bachelor of Business (Accountancy), Unitec Institute of Technology, New Zealand
- Bachelor of Science in Applied Accounting (General/Honours) Degree, SAB Campus of CA Sri Lanka

HDBA programme is identified as a level 04 programme according to the Sri Lanka Qualifications Framework (SLQF). It qualifies HDBA holders to follow Sri Lanka Qualifications Framework Level (SLQL) 05 programme which is indicated as a Bachelor's Degree of 90 credits. Therefore, students who complete SLQF Level 04 needs additional 30 credits to obtain a Bachelor's Degree in line with Sri Lanka Qualifications Framework. The focus of outcome of the programme is not only giving knowledge but to develop skills and transform the student as a professional by encouraging professionalism and personal development in related areas. The learning outcomes, content and assessments of the course units are aligned well with the programme learning outcomes (PLOs).

## PROGRAMME LEARNING OUTCOMES (PLOs)

Upon the successful completion of the Higher Diploma in Business Accounting programme, students will be able to:

- PLO 01:** Demonstrate a sound technical and practical knowledge in Accounting, Information Technology and related fields.
- PLO 02:** Analyze and interpret financial and non-financial information and integrate in decision making in cognitive and digitally driven business contexts.
- PLO 03:** Comply with laws and regulations applicable to the business.
- PLO 04:** Develop professional skills to handle the issues pertaining to the Small and Medium Size Enterprises in the field of Accounting.
- PLO 05:** Communicate all financial and non-financial information effectively to the relevant stakeholders.
- PLO 06:** Exercise teamwork, innovations, and leadership skills in uncertain and dynamic business environment.
- PLO 07:** Protect the public interest and act ethically in all form of professional activities.
- PLO 08:** Recognize the need to have a vision for life and undertake further training and develop additional skills through independent and life-long learning.

## PROFILE OF THE HDBA HOLDER AND LEARNING OUTCOMES

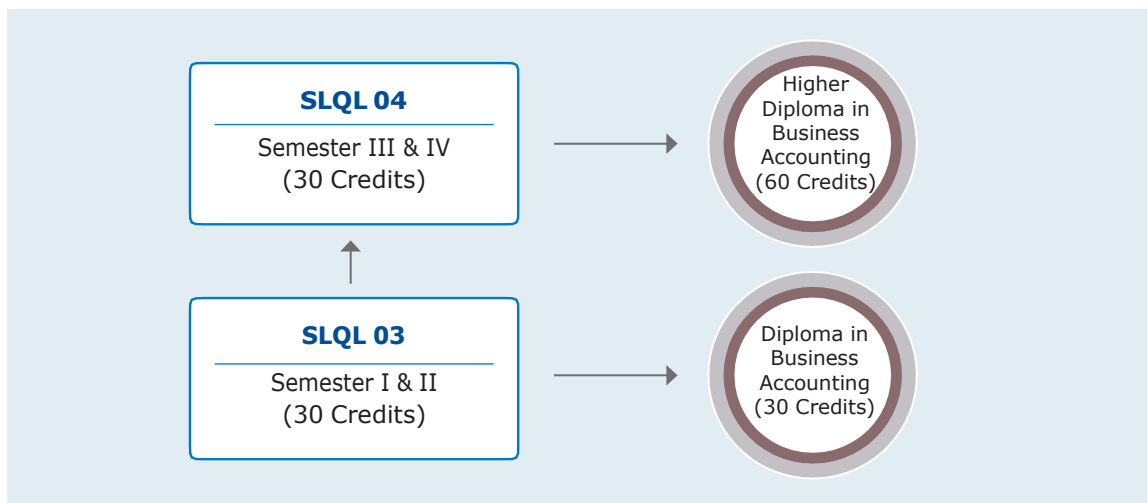
The profile of the HDBA Holder and intended programme learning outcomes are designed in line with Sri Lanka Qualification Framework (SLQF) and industry requirements.

Profile Attributes	Learning Outcomes
1. Theoretical Knowledge	Demonstrate knowledge and understanding of concepts and principles in Accountancy. Analyze and interpret qualitative and quantitative information in business.
2. Practical Knowledge and Application	Develop appropriate arguments and make judgments in accordance with basic theories and concepts in Accountancy. Apply knowledge and understanding of concepts and principles in Accountancy.
3. Communication	Present information and ideas efficiently and effectively in business.
4. Teamwork and Leadership	Exercise personal responsibility and leadership in performing professional duties as an Entry Level Accountant.
5. Creativity and Problem Solving	Develop appropriate arguments and make relevant judgments in accordance with basic theories and concepts in Accountancy.
6. Managerial and Entrepreneurship	Exercise personal and managerial responsibilities in performing professional duties as an Entry Level Accountant.
7. Information Usage and Management	Demonstrate application of transferable skills related to ICT in performing professional duties as an Entry Level Accountant.

8. Networking and Social Skills	Demonstrate positive attitudes and social responsibility in performing professional duties as an Entry Level Accountant.
9. Adaptability and Flexibility	Identify the strategies for adapting to changing environments in performing professional duties as an Entry Level Accountant and conduct activities under changing health, technical, and environmental circumstances.
10. Attitudes, Values and Professionalism	Exercise personal responsibility in performing professional duties as an Entry Level Accountant. Demonstrate positive attitudes and recognize the need for social responsibility.
11. Vision for Life	Identify where one wants to be and develop long-term goals accordingly. Acquire competencies that help to assume predetermined responsibilities in performing duties as an Entry Level Accountant.
12. Updating Self/ Lifelong Learning	Undertake further training and develop new skills within a controlled environment in business. Identify the new developments in the area of Accountancy. Identify the need for independent learning and lifelong learning in the area of Accountancy.

## STRUCTURE AND DESIGN OF THE CURRICULUM

Higher Diploma in Business Accounting (HDip (BAcc)) structure consists of 4 semesters. Under the Qualifications and Credit Framework, HDip (BAcc) has two specific pathways as shown in the figure below. The first stage of the qualification can be considered as Diploma in Business Accounting (Dip (BAcc)) for which student must earn a minimum of 30 credits. However, a student can work straight through to earn the Higher Diploma in Business Accounting by acquiring a total minimum of 60 credits. A student can earn the qualification of Higher Diploma in Business Accounting (HDip (BAcc)) by successfully completing all course units under four semesters.



\*After successful completion of the HDBA Programme of the University of Kelaniya, students will be eligible to progress into

- The Third Year of the Bachelor of Business Management (External) Degree, University of Kelaniya
- The Final Year of the BSc. (Hons) Accounting and Finance, Northumbria University, United Kingdom
- Bachelor of Business (Accountancy), Unitech Institute of Technology, New Zealand or
- Bachelor of Science in Applied Accounting (General/Honours) Degree, SAB Campus of CA Sri Lanka

## MEDIUM OF INSTRUCTIONS & MODE OF EVALUATION

The HDBA program is conducted in English medium, with paper-based examinations for evaluations. Lectures will be conducted online.

## CREDIT DISTRIBUTION OF THE HIGHER DIPLOMA IN BUSINESS ACCOUNTING PROGRAMME

Level	Semester	Course Units Status		Total Credits	
		Core	Number of Course Units	Semester Total	Year
Level 1	I	15	05	15	30
	II	15	04	15	
Level 2	I	15	05	15	30
	II	15	05	15	
<b>Total Credits</b>		<b>60</b>	<b>19</b>	<b>60</b>	<b>60</b>

## CURRICULUM STRUCTURE OF THE HIGHER DIPLOMA IN BUSINESS ACCOUNTING PROGRAMME

Level	Semester	Course Code	Title of the Course Unit	Course Status	Credits
I	I	HDAC 11014	Financial Accounting	Core	4
		HDAC 11023	Business Management	Core	3
		HDAC 11033	Business Mathematics	Core	3
		HDAC 11043	Information Technology	Core	3
		HDAC 11052	Business Communication	Core	2
<b>Total Credits – Semester I</b>					<b>15</b>
I	II	HDAC 12064	Computerized Accounting	Core	4
		HDAC 12074	Corporate and Business Law	Core	4
		HDAC 12084	Business Economics	Core	4
		HDAC 12093	Business Statistics	Core	3
<b>Total Credits – Semester II</b>					<b>15</b>
II	I	HDAC 21013	Financial Reporting	Core	3
		HDAC 21023	Management Accounting	Core	3
		HDAC 21032	Information Management	Core	2
		HDAC 21044	Auditing and Assurance Services	Core	4
		HDAC 21053	Internship in Accounting (Part I)	Core	3
<b>Total Credits – Semester III</b>					<b>15</b>

II	II	HDAC 22063	Advanced Business Reporting	Core	3
		HDAC 22073	People and Strategy	Core	3
		HDAC 22083	Taxation	Core	3
		HDAC 22093	Business Finance	Core	3
		HDAC 22103	Internship in Accounting (Part II)	Core	3
<b>Total Credits – Semester IV</b>					<b>15</b>

## **RULES AND REGULATIONS RELATING TO THE DIPLOMA PROGRAMS OFFERED BY THE FACULTY OF COMMERCE AND MANAGEMENT STUDIES, UNIVERSITY OF KELANIYA**

### **1. MINIMUM ADMISSION REQUIREMENT**

Minimum admission requirement is to obtain at least “S” Grade for all three approved subjects at the General Certificate of Education (Advanced Level) examinations in one sitting or an equivalent qualification decided by the University Senate.

### **2. ADMISSION PROCESS**

Through Aptitude Test/Interview students will be selected. However, the number of selected students for each program should not exceed the number of students following the undergraduate programs.

### **3. ASSESSMENT PROCEDURE OF THE PROGRAMME**

The Diploma Programs will be evaluated by both formative and summative methods of evaluations and weight assigned to each component of the evaluation relating to course units, will be announced at the commencement of each course module. The final examinations of all course units are held at the end of the respective semester.

#### **3.1 Final Grading**

A grading will be awarded (as per the table below) by aggregating the marks obtained for continuous assessments and the final examination. A grade point value as indicated below is assigned to each grade.

<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

### 3.2 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 to the second decimal place.

Example:

A student who has completed one course unit with two credits, three course units each of three credits and two course each of 1 credit with grades A,C,B,D,C+ and A+ respectively would have the GPA of 2.48 as calculated below;

$$\frac{(2 \times 4.00) + (3 \times 2.00) + (3 \times 3.00) + (3 \times 1.00) + (1 \times 2.30) + (1 \times 4.00)}{2+3+3+3+1+1} = 2.4846$$

$$\text{GPA} = 2.48$$

All the prescribed course units for the program will be taken into account in calculating the GPA for the award of the Diploma.

### 3.3 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 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 assessments marks will not be carried forward, instead students will be evaluated solely based the marks obtained end semester examination. Students who are sitting the examination on valid medical grounds or any other acceptable reasons subject to the approval of the faculty board will not be considered as repeat candidates.

### 3.4 Medical Grounds/ Any Other Acceptable Reasons

Students who are sitting for the examination on valid medical grounds or any other acceptable reasons will be considered as first sitting candidates subject to the approval of the faculty board. Students who do not sit for the final examination on medical reasons/any other accepted reasons will be allowed to carry forward their continuous assessments 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 to only for the marks allocated for the end semester examination.

## 4. MINIMUM ELIGIBILITY CRITERIA FOR THE AWARD OF A QUALIFICATION

- i. For the award of a Diploma, a Student must
  - a) Accumulate grades of C or better in course units aggregating to at least 30 credits of SLQL 3,
  - 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 a Diploma with Merit, a student must
  - a) Accumulate grades of C or better in course units aggregating to at least 30 credits of SLQL 3,
  - b) Obtain a GPA of 3.70 or greater, and
  - c) Complete the relevant requirements within one academic year at SLQL3.

- iii. For the award of a Diploma with Distinction, a student must
- Accumulate grades of A or better in course units aggregating to at least 30 credits of SLQL3,
  - Obtain a GPA of 4.00, and
  - Complete the relevant requirements within one academic year at SLQL3.

**Note 1:** A student who has not completed the relevant requirements within a period of three consecutive academic years, may appeal to the Diploma Committee and the Faculty Board to extend the time period.

**Note 2:** The valid date for the awarding of any qualification will be the 1st day of the next month from the month where the requirements were fulfilled to award such qualification.

## **RULES AND REGULATIONS RELATING TO THE HIGHER DIPLOMA PROGRAMS OFFERED BY THE FACULTY OF COMMERCE AND MANAGEMENT STUDIES, UNIVERSITY OF KELANIYA.**

### **1. MINIMUM ADMISSION REQUIREMENT**

Minimum admission requirement is to obtain at least 'S' Grades for all three approved subjects at the General Certificate of Education (Advanced Level) examinations in one sitting or an equivalent qualification and completion of minimum of 30 credits at Sri Lanka Qualification Framework Level 3 (SLQL 3). The equivalent qualifications will be decided by the University Senate.

### **2. ADMISSION PROCESS**

Through Aptitude Test/Interview students will be selected. However, the number of selected students for each program should not exceed the number of students following the undergraduate programs.

### **3. ASSESSMENT PROCEDURE OF THE PROGRAMME**

The Diploma Programs will be evaluated by both formative and summative methods of evaluations and weight assigned to each component of the evaluation relating to course units, will be announced at the commencement of each course module. The final examinations of all course units are held at the end of the respective semester.

#### **3.1 Final Grading**

A grading will be awarded (as per the table below) by aggregating the marks obtained for continuous assessments and the final examination. A grade point value as indicated below is assigned to each grade.

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

### 3.2 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 to the second decimal place.

Example:

A student who has completed one course unit with two credits, three course units each of three credits and two course each of 1 credit with grades A,C,B,D,C+ and A+ respectively would have the GPA of 2.48 as calculated below;

$$\frac{(2 \times 4.00) + (3 \times 2.00) + (3 \times 3.00) + (3 \times 1.00) + (1 \times 2.30) + (1 \times 4.00)}{2+3+3+3+1+1} = 2.4846$$

$$\text{GPA} = 2.48$$

All the prescribed course units for the program will be taken into account in calculating the GPA for the award of the Diploma.

### 3.3 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 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 assessments marks will not be carried forward, instead students will be evaluated solely based the marks obtained end semester examination. Students who are sitting the examination on valid medical grounds or any other acceptable reasons subject to the approval of the faculty board will not be considered as repeat candidates.

### 3.4 Medical Grounds/ Any Other Acceptable Reasons

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/any other accepted reasons will be allowed to carry forward their continuous assessments 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.

## 4. MINIMUM ELIGIBILITY CRITERIA FOR THE AWARD OF A QUALIFICATION

- i. For the award of a Higher Diploma, a Student must
  - a) Accumulate grades of C or better in course units aggregating to at least 60 credits of SLQL 3 and 4, of which at least 30 credits must be from SLQL 4.
  - b) Obtain a GPA of 2.00 or greater, and
  - c) Complete the relevant requirements within a period of four consecutive academic years.

- ii. For the award of a Higher Diploma with Merit, a student must
  - a) Accumulate grades of C or better in course units aggregating to at least 60 credits of SLQL 3 and 4, of which at least 30 credits must be from SLQL 4.
  - b) Obtain a GPA of 3.70 or greater, and
  - c) Complete the relevant requirements within two consecutive academic years at SLQL 3 and 4.
  
- iii. For the award of a Higher Diploma with Distinction, a student must
  - a) Accumulate grades of A or better in course units aggregating to at least 60 credits of SLQL 3 and 4, of which at least 30 credits must be from SLQL 4.
  - b) Obtain a GPA of 4.00, and
  - c) Complete the relevant requirements within two consecutive academic years at SLQL 3 and 4.

**Note 1:** A student who has not completed the relevant requirements within a period of four consecutive academic years, may appeal to Higher Diploma committee and the Faculty board to extend the time period.

**Note 2:** The valid date for the awarding any qualification will be the 1st day of the next month from the month where the requirements were fulfilled to award such qualification.

## **5. EXIT ROUTE**

Students who satisfy the following conditions has the option of exiting the Higher Diploma programme by earning the Diploma.

- a) Accumulate grades of C or better in course units aggregating to at least 30 credits of SLQL 3,
- b) Obtain a GPA of 2.00 or greater, and
- c) Complete the relevant requirements within a period of four consecutive academic years.

## **6. RE-ENTRY INTO THE HIGHER DIPLOMA IN BUSINESS ACCOUNTING**

Students who exit after obtaining the Diploma in Business Accounting can re-register for the Higher Diploma in Business Accounting not more than ten (10) years from the date of achieving the qualification of Diploma in Business Accounting.

## **7. LATERAL ENTRY INTO THE HIGHER DIPLOMA IN BUSINESS ACCOUNTING**

Students holding a qualification equivalent to SLQF Level 03 from a recognized university or higher educational institution are eligible for lateral entry into the Higher Diploma in Business Accounting program. However, they will not have the option to pursue the Bachelor of Business Management (External) Degree from the University of Kelaniya.

## **LEARNING MANAGEMENT SYSTEM (LMS)**

The teaching and learning activities of the Higher Diploma in Business Accounting programme is facilitated through a learning management system for which each student will have a login. The same LMS will be used for online evaluations.

URL of the LMS: <https://dplms.kln.ac.lk/login/index.php>

## TEACHING FACULTY



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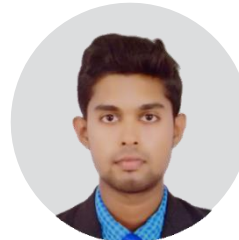
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