



**Rajarata University of Sri Lanka**  
**Faculty of Management Studies**

**Bachelor of Business Administration (BBA) (General) External Degree Programme**  
**Mode: Distance Learning**

**By – Laws for the Bachelor of Business Administration**  
**(BBA) (General) External Degree Programme**

**Part I**

**1.0**

**Introduction**

- 1.1 The Faculty of Management Studies was established in the Rajarata University of Sri Lanka, Mihintale from its inception in 1996. The Faculty of Management Studies conducts six undergraduate special degree programs; namely Bachelor of Science (Honors) in Accountancy and Finance, Bachelor of Science Honors in Business Management, Bachelor of Science Honors in Human Resource Management, Bachelor of Science Honors in Information Systems, Bachelor of Science (Honors) in Marketing Management and Bachelor of Science (Honors) in Tourism and Hospitality Management. The duration of each of these degree programs is four years. In addition, the Faculty offers a Master of Business Administration (MBA – Two Year).
- 1.2 The Bachelor of Business Administration (General) External Degree programme (BBA) commenced in the year 2013 and this is the first external degree programme introduced by the Faculty of Management Studies. The objective of this BBA programme is to make available opportunities to develop knowledge, skills, and attitudes of labor force in the country and

THE FACULTY OF  
MANAGEMENT STUDIES

THE BACHELOR OF  
BUSINESS  
ADMINISTRATION

provide the opportunity for anyone who wished to pursue higher studies. This will subsequently enhance the capacity of human ability, skills, knowledge, and behavior and improve the productivity of organizations efficiently and effectively.

## **2.0**

### **Aims and Objectives of the BBA Programme**

- 2.1 To provide quality education in management studies and leadership with practical skills giving due consideration to the changing environment
- 2.2 To widen the higher education opportunities for the prospective learners in the field of management
- 2.3 To develop a strong foundation among the learners to continue further studies in the field of management and business administration
- 2.4 To develop entrepreneurial capacities among the prospective learners to explore and engage in new business opportunities.
- 2.5 To equip managers with the required knowledge, skills, and attitudes to identify and solve problems effectively in organizational settings ensuring greater productivity.
- 2.6 To make opportunities to develop societal values, and corporate social responsibilities and act accordingly ensuring institutional and societal growth and development.

## **Part II**

### **Bachelor of Business Administration (BBA) (General) External Degree**

By – Laws made by the council of the Universities Act No. 16 of 1978, read with Ordinance No. 1 of 1990 as amended and subsequent amendments.

### **3.0 By – laws**

- 3.1 These By – laws shall be cited as the Bachelor of Business Administration (BBA) General Degree By – laws No 1 of 2022. These laws will be effective from 01.01.2023.
- 3.2 These Bylaws are made by the Council of the Rajarata University of Sri Lanka under the provisions of University Act. No. 16 of 1978, read with Ordinance

BYLAWS

No. 1 of 1990 as amended by subsequent amendments.

- 3.3 These By-Laws shall be read in conjugation with the “General By-Laws for the award of Certificates, Diplomas, Degrees, Post Graduate Diplomas, and Higher Degrees referred to herein after as the General By-laws.

- 4.0 Subject to these By-laws, a person be awarded the Bachelor of Business Administration s/he has:
- AWARD OF BACHELOR OF  
BUSINESS  
ADMINISTRATION

- 4.1 Fulfilled all the requirements for admission to the program of study as set out in section 9.
- 4.2 Being a registered student of the University for the period prescribed by these By-laws.
- 4.3 Pursued the program of study in the University to the satisfaction of the University Senate prescribed by these By-laws and other rules and regulations of the University.
- 4.4 Satisfied the examiners at the End Semester Examinations, Continuous Assessments, and any other requirement stipulated by the Faculty Board on the recommendation of the Board of Studies.
- 4.5 Paid such registration, tuition, supervision and examination fees, and other dues as may be payable by her/him to the University.

- 5.0 **Applications**
- APPLICATION  
PROCEDURE

- 5.1 Application for registration for the BBA Programme shall be invited through a notice published in the printed and/or digital media.
- 5.2 A person who wishes to become a candidate for the BBA shall make an application to the Registrar when the said program is notified.
- 5.3 The application shall be on the prescribed form providing the information as She/he may be required to submit, including her/his qualification for

		undertaking the courses of study.	
6.0	6.1	There shall be a unit established under the Faculty of Management Studies for the purpose of managing the program other than the undergraduate internal degree programs conducted by the university.	OFFICERS
		Administrative Officers and other appointments	
		a. There shall be a Chairman for the Board of studies and she/ he shall be appointed by the Faculty Board among the senior academics. The tenure of the Chairman, Board of studies, is three (03) academic years.	CHAIRMAN
		b. There shall be an Academic Coordinator for each year and they shall be appointed by the Vice-Chancellor on the recommendation of the Faculty Board. The tenure of the office of Academic Coordinators shall be for one calendar year (Minimum 12 Months).	COORDINATORS
		c. There shall be a student affairs coordinator for the Degree Programme. The tenure of the office of Academic Coordinators shall be for one academic year (Minimum 12 Months).	STUDENT AFFAIRS COORDINATOR
	6.2	d. Course Directors/Resource Persons for each course will be appointed by the Vice Chancellor on the recommendation of the Board of Studies and Faculty Board.	COURSE DIRECTORS
		The general administration of the centre shall be governed by the approved management and financial regulations applicable to the state university system. Both the non-academic staff on permanent and temporary staff on contract/assignment basis are placed under the direction and supervision of the Director/CDCE.	GENERAL ADMINISTRATION
7.0		<b>Board of Studies</b>	
	7.1	The Board of Studies is an Advisory Committee, which shall make recommendations for the improvement of the Bachelor of Business Administration Programme	BOARD OF STUDIES

in the following aspects.

- a. Consider and report on any matter referred to it by the Management Committee (MC)
- b. Present recommendations and reports of the MC on all matters concerned with the courses of study, teaching programme/s, and examinations.
- c. Recommend to the MC the criteria and methods of selection of students for the approved courses and then submit the list of names of students admitted to prescribed study programmes/courses and examinations.
- d. Design curricular and regulations relating to courses of study and examinations and submit such documents to the respective Faculty Boards for approval and then to the Management Committee for submission to the Senate and Council of the University for review and approval.
- e. Recommend to the MC persons who, having passed the prescribed examinations and satisfied other conditions are eligible for the award of degree, diploma or certificate/s and other academic distinctions.
- f. Recommend to the MC the mode and the conditions of scholarships, medals, and other prizes.
- g. Recommend to the MC of schemes for the reorganization or restructuring of the existing Board of Study.

7.2 The composition of the Board of Studies will be as follows:

Senior Academic Member appointed by the Faculty Board (Chairperson)

Director, CDCE

Deputy Director (CDCE)Examinations

Three internal academic members nominated by the Faculty (one will become the Chairperson of the BOS)

Two external members nominated by the Faculty

Academic Coordinators of degree (Ex-officio)

Coordinator, Student Affairs

**Appointed members:**

One nominee from the University Senate.

**In attendance:**

Senior Assistant Registrar (Examinations)/  
Assistant Registrar

**Observer**

Dean, Faculty of Management Studies

7.3

Each Board of Study shall meet at least once a month or a minimum of ten times a year, whenever necessary.

7.4

Each Board of Study shall have control and general direction over the academic programme and the examinations.

7.5

The appointing authority of the members of the Board of Studies shall be the Dean of the faculty with the recommendation of the Faculty Board. The Senate Member shall be nominated by the University Senate.

7.6

The tenure of outside members and Senate member of the board of studies shall be for a period of 01 year appointed by the Vice chancellor of the university. However, the said members may be appointed for another term on the recommendation of the Faculty Board and the Senate.

7.7

In the event, a person so appointed fails to complete his tenure, a new person shall be appointed to the balance period of the term of office.

7.8

The quorum for a meeting of any Board of Study shall be four members.

8.0

The application received by the Registrar shall be referred to the Director, CDCE of the programme. The

SELECTION  
PROCEDURE

CDCE Director having examined the application for necessary basic qualifications shall call the qualified candidates for registration. The list of candidates selected shall be approved by the senate on the recommendation of the Faculty Board and Board of Studies.

- |      |  |                            |    |
|------|--|----------------------------|----|
| 9.0  | No person shall be considered for admission to the Bachelor of Business Administration unless s/he has any one of the following qualification  | ENTRY<br>QUALIFICATIONS    |    |
| 9.1  | Passes in three approved subjects in one sitting at the G.C.E. (Advanced Level) Examination in any discipline<br><b>OR,</b>  |                            |    |
| 9.2  | Completion of NVQF level 4 or equivalent in the field of management <b>OR</b>  |                            |    |
| 9.3  | Any other qualifications, which can be approved by the senate.   |                            |    |
| 10.0 | On acceptance by the Senate, a person shall forthwith register in the degree programme upon payment of prescribed registration and other fees.   | REGISTRATION               |    |
| 11.0 | The minimum period of registration for the BBA programme shall be one academic year. Registration shall be renewed each academic year. Maximum period shall not exceed five years. The period of registration shall be reckoned from the date of commencement of the programme. Any registration after the lapse of the first period of registration shall be for a period of one year at a time. An academic year will consist of two levels of study and one level of study will be of 06 months duration. | VALIDITY<br>REGISTRATION   | OF |
| 12.0 | The registration for BBA shall be deemed to have lapsed at the expiry of its period of validity. A candidate whose registration has so lapsed may renew his/her registration for a further period; provide that s/he is considered eligible for such registration by the faculty. However, no registration shall be renewed after the expiry of five academic years from the end of the first period of registration.  | RENEWAL<br>OF REGISTRATION |    |

13.0	Notwithstanding anything stated to these contraries, the University should have the right to cancel at any time the registration of a candidate.	CANCELLATION OF REGISTRATION	
14.0	If the number of persons who have applied and or who are registered for the programme in any given year is not sufficient and financially not viable in the opinion of the faculty, the Faculty Board reserves the right not to conduct the programme subject to the University refunding any fees that may have been received.	SUSPENSION OF THE PROGRAMME	
15.0	An undergraduate student who is accepted as a candidate for the BBA shall devote her/his time to her/his studies at this University on a full time.	RESPONSIBILITIES OF STUDENTS	
16.0	Any student who continues to leave the Island or withdraw from examination or any other aspect of evaluation without prior approval of the Board of Studies /Faculty Board will not be considered as a proper student.	RESPONSIBILITIES OF STUDENTS	
17.0	Faculty shall have the right to set the programme structure and detail syllabi by getting expert opinions of internal and external reviewers, with recommendations of faculty curriculum development committee and university curriculum committee. The Senate shall have the right, on the recommendation of the Board of Studies/ Faculty Board to amend the courses, the syllabi, and the methods of evaluation thereof.	PROGRAMME STRUCTURE	
18.0	University shall have the right to revise the curriculum of the program every five (05) years by considering the stakeholder analysis. Revised programme structure and detail syllabi set by getting expert opinions of internal and external reviewers, with recommendations of faculty curriculum development committee and university curriculum committee.	CURRICULUM REVISION	
19.0	The Senate shall have the discretion on the recommendation of the Board of Studies of the BBA and the Faculty Board to amend the curriculum, teaching and assessment of the programme.		
20.0	The medium of instructions and examinations shall be	MEDIUM INSTRUCTIONS	OF



Sinhala/English.

21.0	In each of offered courses, percentage of the total mark of each course unit shall be allocated through a system of continuous assessment based on the performance as specified in the course detailed syllabi. The balance shall be awarded on the performance at the written examination held at the end of each semester. University shall have the right to revise the assessment criteria based on curriculum revisions.	CONTINUOUS ASSESSMENT & FINAL EXAMINATION
22.0	The answer scripts of the level and examinations shall be evaluated by two independent examiners appointed by the University senate, on the recommendation of the Faculty Board and Board of Study.	STUDENT PERFORMANCE EVALUATION
23.0	A candidate shall not be permitted to take the semester and examination/s unless,	ELIGIBILITY FOR EXAMINATION
23.1	S/he has been duly registered as a BBA student as from the commencement of the academic year/term in which that examination is held.	
23.2	S/he has registered with the Examinations Branch of the University for the examinations s/he intends to sit, provided that in the event of the results of the examinations being released only after the commencement of the academic year/level following that in which the examinations was held. Any unsuccessful candidate intending to register as a BBA student so that s/he would repeat the examinations that year may do so within two weeks the announcement of the results; (see 23.8, repeat candidates).	
23.3	Her/his students registration continues to be in force; and	
23.4	Her/his application for entry to the Examinations has been accepted.	
23.5	All rules relating to the Examinations Procedure, Offences and punishment, Rajarata University of Sri Lanka Regulations No. 01 of 1998 apply to, or in relations to, the BBA examinations.	EXAMINATION OFFENCES AND PUNISHMENTS

23.6 Without prejudice to the generality of Regulation No. 01, rules relating to the continuous assessment shall be formulated and implemented by the Course Director and matters relating to such tests shall be decided by the BOS and Faculty Board on the recommendation.

23.7 Rules relating to the assignment, semester papers shall be announced from time to time, by the Director, examination/ Academic Coordinator and such rules shall not be changed or revoked unless otherwise decided by the Faculty Board.

**23.8 Repeat Candidate**

REPEAT CANDIDATE

Repeat candidates shall be passed by the programme along with the immediate next level/levels of study proper examination and the candidates who have failed from one or more course units at the immediate past level examination shall sit these examinations.

These candidates will be charged examination fees and other fee subject by the approved by the Faculty Board. If the candidate fails from one more course units from the first attempt he shall repeat the examination to secure a pass from the same course(s) from which he failed by facing the proper examinations along with the next batch of students.

**23.9 Board of Examiners**

RESULT BOARD

The board of examination is a result board committee, which shall recommend the results of the Bachelor of Business administration. The composition of the Board of Examiners will be as follows;

- i. Dean, Faculty of Management Studies (chair)
- ii. Chairman, BOS
- iii. Director, CDCE
- iv. Deputy Director, Examinations
- v. Academic Coordinators
- vi. Respective examiners (first and second);
- vii.Registrar or a representative.

### Part III

24.0

#### EVALUATION PROCEDURE

Students will be evaluated by two means; continuous assessments end semester examination.

- a. In each of courses in the programme, continuous assessment (CA) and marks allocation (percentage) are as specified in the detailed syllabi. The balance percentage shall be allocated for the end semester examination. Continuous Assessment for each course shall be formulated and implemented by the Course Director(s) as per the detailed course syllabi and any special matters relating to the assessments shall be decided by the Board of Studies on the recommendation of the Course Director(s).

CONTINUOUS  
ASSESSMENT

- b. The final examination will be conducted in the formal method adapted for other examinations in the universities. There shall be a question paper for each course with a minimum duration of three hours for which all candidates should appear. The question paper(s) will be set by the Course Director(s)/academic member (s) and moderated by a suitable academic member(s) appointed by the University Senate, on the recommendation of the Board of Studies and the Faculty Board.

END SEMESTER  
EXAMINATION

24.1

Appointing of examiners, scrutinizing of questions, conducting of examinations, handling examination offences, scrutinizing answer scripts, tabulating marks, and conduct of result boards shall be conducted according to the prescribed procedures as outlined in the University Calendar/University Handbook or similar official document.

25.0 **Grading System.**

GRADING SYSTEM

- 25.1 Marks obtained in respect of a course prescribed for BBA shall be graded as follows;

Marks Range	Grade	Grade Point Value
85-100	A+	4.0
75 - 84	A	4.0
70 – 74	A-	3.7
65 - 69	B+	3.3
60 - 64	B	3.0
55 - 59	B-	2.7
50 - 54	C+	2.3
40 - 49	C	2.0
36 – 39	C-	1.7
31 - 35	D+	1.3
25 – 30	D	1.0
00 - 24	E	0.0

- 25.2 The student should complete all course units for which they have registered.

26.0 **Calculation of Grade Point Average (GPA)**

CALCULATION OF GRADE  
POINT AVERAGE (GPA)

Grade Point Average (GPA) is the Credit – weighted arithmetic mean of the Grade Point Values. i.e. the GPA is determined by dividing the total credit – weighted Grade Point Value by the total number of credits.

$$GPA = \frac{\sum C_i P_i}{\sum C_i}$$

C<sub>i</sub> is the credit value of the i<sup>th</sup> course unit and P<sub>i</sub> is the Point Value corresponding to student's performance in that unit. GPA will be computed first decimal.

27.0

### **Degree awarding criteria**

DEGREE  
AWARDING  
CRITERIA

In order to obtain a bachelor degree from the Faculty of Management Studies, a student shall be required to:

- 27.1
- a. Earn a minimum GPA of not less than 2.00 for each semester, a minimum overall GPA of 2.00 for the entire degree program,
  - b. Not having any E grade,
  - c. Not having more than one either D, D+ or C- grade per semester and the total number of D, D+ or C- grades should not exceed 04 for the entire degree program,
  - d. Fulfill all the requirements, from (a) to (c) above within a maximum period of six academic years.
- ORDINARY PASS

### 27.2 **Award of Class**

AWARD OF CLASS

#### **First Class**

A student will be awarded a degree with First Class provided s/he;

- a. Earned a minimum GPA of not less than 3.70 for the entire degree program,
- b. Earned grades of A- or better for at least half of the total number of credits assigned for the entire degree program,

- c. Earned no grades below C for any course in the degree program,
- d. Completed these requirements at the first attempt.

### **Second Class (Upper Division)**

A student will be awarded a degree with Second Class (Upper Division) provided s/he;

- a. Earned a minimum GPA of not less than 3.30 for the entire degree program,
- b. Earned grades of B+ or better for at least half of the total number of credits assigned for the degree program ,
- c. Earned no grades below C and one of the C grade could be after upgrading a D, D+ or C-.
- d. Earned no any E grades at the first attempt.
- e. Completed these requirements within three academic years

### **Second Class (Lower Division)**

A student will be awarded a degree with Second Class (Lower Division) provided he/she earns and,

- a. Earned a minimum GPA of not less than 3.00 for the entire program ,
- b. Earned grades of B or better for at least half of the total number of credits assigned for the degree program ,
- c. Earned no grades below C in the degree program other than one course unit Earned no any E grades at the first attempt ,
- d. Complete the Degree Programme within a period of three academic years from the date of registration.

## **27.3**

### **Repeat Candidate**

A repeat candidate shall be passed by the end semester examination of the immediate next

semester/semesters of study program. However marks earned for the continuous examinations will be brought forward to the subsequent semester/semesters evaluation for the course unit concerned. Candidate who are not successful at the continuous examinations are required to submit assignment to reach the slandered in the next attempt. The repeat candidate will be given maximum of C grads for the repeat course units concerned.

#### **27.4 General Information**

- a. A student who earns either a grade C- and below in a particular course unit, may sit the repeat examination for the purpose of upgrading. The highest grade attainable in this instance would be C. In the event of a student earning a lower grade, the previous grade will be upheld.
- b. In case of failing a course unit(s) the candidate may sit for three repeat attempts to complete the degree. However, the Senate on the advice of the Faculty Board may allow grace chance to complete the requirement.
- c. The answer scripts of the semester examination will be evaluated by two independent examiners appointed by the University Senate, on the recommendation of the Faculty Board.

#### **27.5 Evaluation of Medical and Repeat candidates**

A student who has submitted a valid medical certificate for a particular course will be considered as a proper candidate once the certificate approved by the faculty board and the senate of the university and he/she is offered the original grade earned at the examination. A medical certificate should be submitted to the examination branch within 14 days once after the examination of the respective subject.

MEDICAL AND REPEAT  
CANDIDATES

	Candidate who earns a grade less than C for a particular course also is given an opportunity to repeat the examination and upgrade it to a maximum of C.	
28.0	<p>a) A candidate who does not satisfy the conditions for a pass shall be deemed to have failed in examination.</p> <p>b) A candidate who fails to reach the required standard for passing the course unit(s) shall make all payments as may be payable by her/him.</p>	FEEES FOR REPEAT EXAMINATIONS
29.0	A candidate who fails shall be allowed re-sit the examination as a repeat candidate only on three more occasions and that shall be at the immediate level end and the academic years immediately following her/his second sitting, unless the senate permission is obtained to take the repeat examination in a subsequent year. Permission shall not be granted this way to-sit beyond a period of six academic years from the students student registration annually renewed until s/he takes the repeat examination.	REPEAT CANDIDATE AND STUDENTSHIP
30.0	A candidate who failed the examination shall not repeat the failed course/s more than thrice. A candidate, who fails to complete the failed course/s even in the third repeat attempt, shall have to seek re-registration in the programme course as a new student in competition with fresh candidates.	REPEAT ONLY THREE TIMES
31.0	The university shall be informed individual the names of candidates who have obtained the Bachelor of Business Administration (BBA) (General) and in case candidates who have failed, they shall also be informed of the subjects in which they failed. The University shall inform the results to each candidate to his/her private address or/and through a formal communication channel.	NOTIFICATION OF RESULT
32.0	a) The fees for applications, registration, tuition, and examination shall be determined from time to time by the council of the University on the recommendation of the faculty board. The fees paid shall under no circumstances be	COURSE AND OTHER



refunded.

- |  |                          |
|--|--------------------------|
| b) There will be additional fees charged from referred and/or failed candidates as determined by the Council on the recommendation of the Faculty Board, depending on the expenses to be incurred by the University to service their repeat attempts in the BBA examination process.   | ADDITIONAL<br>FEES       |
| c) The fees payable for certificate or statement of result or a transcript shall be determined by the Council of the University on the recommendation of the faculty Board. Transcript of examinations result shall only be submitted to another academic institution.   | FEES FOR<br>CERTIFICATES |
| d) If a late application is to be accepted an additional fee of 50% of the prescribed fee shall charge if the application is received within fourteen days of the due date for the receipt of applications and an additional fee of 100% of the prescribed fee shall be charged if the application is made after fourteen days, but within twenty days of the due date. No of applications shall be entertained in exceptional circumstances after the due date. | LATE<br>APPLICATION      |
| e) Fees shall be charged for the replacement of a lost student identity card or lost properties at rates determined by the Council.  | LOSS OF PROPERTIES       |

## **INTERPRETATION**

33.0 In these By-laws unless the context otherwise requires.

- i. “Council” means the Council of Rajarata University of Sri Lanka constituted by the University Act No. 16 of 1978
- ii. “Senate” means the Senate of the Rajarata University of Sri Lanka constituted by the University Act No. 16 of 1978
- iii. “Faculty” means the Faculty of Management Studies or any other faculty decided by the Senate.
- iv. “Faculty Board” means the Faculty Board of the Faculty of Management Studies of Rajarata University of Sri Lanka, Mihintale constituted by the University Act No. 16 of 1978
- v. “Board of Studies” means the Board of Studies constituted for BBA programme by the Senate as stipulated by the University Act No. 16 of 1978.
- vi. “Application” means an application for registration or for entry to an examination.
- vii. “Registrar” means the Registrar, Acgt. Registrars, Deputy Registrars, Senior Assistant Registrars, Asst. Registrars or any officer authorized to sign for on behalf of the Registrar of the Rajarata University of Sri Lanka.
- viii. “Credit” is an academic value assigned to a course taking into consideration the face-to-face classroom contact hours. i.e. 15 contact hours = 1 credit.
- ix. “Course/module” is contents included in syllabi and conducted by the programme within a time period of 45 hours.
- x. “Programme” means total BBA 3 years, consisting of 6 semesters, courses

conducted within these 6 semesters and the other related activities.

- xi. “Course Director” is the teacher/facilitator who conducts a particular course prescribed for the BBA.

34.0 Any question regarding the interpretation of By-Law shall be referred to the Council of the Rajarata University of Sri Lanka whose decision thereon shall be final.