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Bachelor of Business Management
By-laws for Granting Lateral Entry to the students who completed
Diploma and Higher Diploma Courses from Faculty of Commerce and
Management Studies, University of Kelaniya

Department of Human Resource Management
Faculty of Commerce and Management Studies
University of Kelaniya

1. Lateral Entry Requirements

Candidates who wish to register for the Bachelor of Business Management programme as lateral entrants should fulfil the following requirements.

- Passed a minimum of three approved subjects at the General Certificate of Education (Advanced Level) Examination conducted by the Department of Examinations, Sri Lanka, in one sitting.
- Successfully completed the following diploma and higher diploma courses offered by the Faculty of Commerce and Management Studies, University of Kelaniya, by fulfilling a volume of learning of sixty (60) credits.
 - Diploma and Higher Diploma in Business Accounting
 - Diploma and Higher Diploma in Business
 - Diploma and Higher Diploma in Business Finance
 - Diploma and Higher Diploma in Human Resource Management
 - Diploma and Higher Diploma in Marketing

The lateral entrants need to register for the Bachelor of Business Management (B.B. Mgt) within two (02) years after completing the respective higher diploma programme

2. Evaluation

2.1. Evaluation of a Course Unit

- A course unit is evaluated by the final examination and/or continuous assignments.
- The examinations of all course units will be held at the end of the academic year.

2.2. Grading System

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Marks obtained in respect of a course unit will be graded according to the twelve (12) grading category system as follows:

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

Students should complete all course units of the degree for the award of the qualification. In the case of failure to produce valid reasons for not completing a particular course unit a grade of 'E' will be given.

2.3. Grade Point Average (GPA)

GPA is the credit-weighted arithmetic mean of the Grade Point Values. That is, the GPA 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.

For an example, a student who has completed six course units with grades A, C, B+, D, C+, A+ would have the GPA of 2.77 calculated as below.

$$\begin{aligned}
&= \frac{(5 \times 4.0) + (5 \times 2.0) + (5 \times 3.30) + (5 \times 1.0) + (5 \times 2.3) + (5 \times 4.0)}{5 + 5 + 5 + 5 + 5 + 5} \\
&= \frac{20.0 + 10.0 + 16.5 + 5.0 + 11.5 + 20.0}{30} \\
&= \frac{83}{30} \\
&= 2.766666 \\
&= 2.77
\end{aligned}$$

All course units that a student has registered for shall be taken into account in calculating the GPA for the award of the degree.

2.4. Criteria for the Award of Bachelor of Business Management For Lateral Entrants

- **Pass**

A lateral entry candidate shall be awarded the Bachelor of Business Management if he/she has satisfied the following requirements,

- i. Obtained, in respect of the course units taken into consideration in the computation of the GPA,
 - grades of 'C' or better in course units covering 30 credits in the Diploma programme
 - grades of 'C' or better in course units covering 30 credits in the Higher Diploma programme
 - grades of 'C' or better in course units covering 25 credits in the subjects offered in the Level 03 of the B.B. Mgt. programme, and
 - grades of 'D', D+, or C- in course units aggregating to not more than 05 credits in the third level,
- ii. Obtained a minimum GPA of 2.0,
- iii. Completed the relevant requirements within three (03) consecutive academic years after registering with the Centre for Distance and Continuing Education (CDCE).

- **Award of Classes**

- a) ***First Class***

A lateral entry candidate shall be awarded a First Class, if he/she has satisfied the following requirements,

- i. Obtained, in respect of the course units taken into consideration in the computation of the GPA,
 - grades of 'A' or better in course units in diploma, higher diploma, and the Level 03 of the B. B. Mgt. programme, aggregating to at least 45 credits, and
 - grades of 'C' or better in the remaining course units,
- ii. Obtained a minimum GPA of 3.7,
- iii. Completed the relevant requirements within one (01) academic year after registering with CDCE.

- b) ***Second Class (Upper Division)***

A lateral entry candidate shall be awarded a Second Class (Upper Division) if he/she has satisfied the following requirements,

- i. Obtained in respect of the course units taken into consideration in the computation of GPA,
 - grades of 'C' or better in course units in diploma, higher diploma, and Level 03 of the B. B. Mgt. programme, aggregating to at least 85 credits,
 - grades of 'B' or better in course units in diploma, higher diploma, and Level 03 of the B. B. Mgt. programme, aggregating to at least 45 credits, and
 - grades of 'D', 'D+', or 'C-' in the remaining course units aggregating to not more than 05 credits for the level 03 of B. B. Mgt. Programme,
- ii. Obtained a minimum GPA of 3.3,

- iii. Completed the relevant requirements within one (01) academic year after registering with CDCE.

c) Second Class (Lower Division)

A candidate shall be awarded Second Class (Lower Division) if he/she has satisfied the following requirements,

- i. Obtained in respect of the course units taken into consideration in the computation of GPA,
 - grades of 'C' or better in course units in diploma, higher diploma, and Level 03 of the B. B. Mgt. programme aggregating to at least 85 credits,
 - grade of 'B' or better in course units in diploma, higher diploma, and Level 03 of the B. B. Mgt. programme, aggregating to at least 45 credits, and
 - grades of 'D', 'D+' or 'C-' in the remaining course units aggregating to not more than 05 credits for the Level 03 of the B. B. Mgt. programme,
- ii. Obtained a minimum GPA of 3.0,
- iii. Completed the relevant requirements within one (01) academic year after registering with CDCE.

2.5 Repeat Examination

A student who obtains either a 'C-', 'D+', 'D', or an 'E' in a particular course unit in Level 03 may re-sit the examination for that particular course unit to improve the grade. However, the best grade obtainable in this instance is a 'C'.

In the event a student obtains a lower grade while attempting to obtain a better grade, he/she will be entitled to the previous best grade. Continuous assessment marks for a repeat student will not be carried forward; instead, the student will be evaluated solely based on the marks obtained at the year-end examination.

3. Medical Grounds

Students who do not sit for the final (year end) examination on valid medical reasons will be allowed to carry forward their continuous assessment marks for the next sitting. If he/she has not earned marks for continuous assessments previously, he/she will be entitled only for the marks allocated for the final examination. Students who are sitting the examination on medical grounds will be considered as his/her first attempt.

4. Special Requirements

When requesting the degree certificate, the lateral entrants should hand over the original diploma and higher diploma certificates approved by the University Senate to the Examinations Division of the University of Kelaniya. Students who successfully completed the Bachelor of Business Management Degree can obtain a transcript with a list of course units and their respective grades earned in diploma, higher diploma, and Level 03 of the B.B. Mgt. programme.