

# **By-Laws of the Executive Diploma in Business Administration (EDBA) Programme**

## **Faculty of Management and Finance**

By-Laws made by the Council of the University of Colombo under Section 135 of the Universities Act No. 16 of 1978 and the subsequent amendments. These By-Laws may be cited as the Executive Diploma in Business Administration By-Laws No. 24 of 2014 and should come to effect from 2014.11.11

### **Part I – General**

1. Subject to these By-Laws, a person may be awarded the Executive Diploma in Business Administration, if s/he has:
  - (a) been a registered student of the University for the period prescribed by these By-Laws;
  - (b) thereafter pursued the Programme of study in the University as prescribed by these By-laws, Regulations and Rules of the University;
  - (c) satisfied the Examiners at the prescribed Written Examinations, Class-room Tests, Practical Assignments, Term Papers and at the Executive Report embodying research on a subject approved by the Faculty;
  - (d) paid such Registration, tuition, supervision and Examination fees and other dues as may be payable by her/him to the University; and
  - (e) fulfilled all other requirements prescribed by these By-Laws and the Regulations and Rules of the University.
  
2. 2.1 Application for Registration for the Executive Diploma in Business Administration (hereafter referred to as EDBA) shall be invited by notice in the Newspapers.  
2.2 A person who wishes to become a candidate for the EDBA shall make an application to the Registrar when the said Programme is advertised.  
2.3 The application has to be on the prescribed form providing the information as s/he may be required to submit, including her/his qualifications for undertaking the course of study.
  
3. There shall be a Coordinator for the Programme and s/he shall be appointed by the Dean of the Faculty on the recommendation of the Faculty Board.
  
4. Applications received by the Registrar shall be referred to the Coordinator of the Programme. The Coordinator, having examined the applications for necessary initial qualifications, shall call the qualified candidates for a selecting test and/or interview. The pass mark in this test shall be determined on the basis of the number of candidates that can be accommodated in a given year. The candidates to be enrolled shall be recommended to the Senate for the approval through the Faculty Board.

5. No person shall be considered for admission to the course leading to the EDDBA, unless s/he has good working knowledge of English and a qualification and experience specified in anyone of the following categories.

**Category I**

A degree from a recognized university or an equivalent qualification or a full professional qualification of a professional body acceptable to the Senate of the University of Colombo.

**Category II**

(a) G.C.E. (A/L) examination with three (03) passes (in one sitting) and two (02) years post-qualifying work experience acceptable to the Senate of the University of Colombo.

**OR**

(b) G.C.E. (A/L) examination with three (03) passes (in one sitting) and any other Certificate or Diploma of more than one (01) years duration acceptable to the Senate of the University of Colombo.

**Category III**

(a) G.C.E. (O/L) examination with six (06) passes including a minimum of four (04) credit passes (in one sitting) and four (04) year post-qualifying work experience acceptable to the Senate of the University of Colombo.

**OR**

(b) G.C.E. (O/L) examination with six (06) passes including a minimum of four (04) credit passes (in one sitting) and any other Certificate or Diploma of more than one (01) years duration acceptable to the Senate of the University of Colombo with two (02) years post-qualifying work experience in a recognized organization.

**OR**

(c) G.C.E. (O/L) examination with six (06) passes (in one sitting) and any other Certificate or Diploma of more than one (01) years duration acceptable to the Senate of the University of Colombo with four (04) year post-qualifying work experience in a recognized organization.

6. 6.1 On acceptance by the Faculty/Senate, a person shall forthwith register as a student of the University upon payment of the prescribed registration and other fees.
- 6.2 The minimum period of registration for the EDDBA Programme shall be one year. The period of registration shall be counted from the date of commencement of the course.
- 6.3 The registration for an examination shall be deemed to have lapsed at the expiry of its period of validity. The candidate whose registration has so lapsed may renew his/her registration for a further period, provided that s/he is considered eligible for such registration by the Faculty. However, no registration shall be renewed after the expiry of two academic years from the end of the first year of registration. Any such candidate shall be required to seek registration in the EDDBA as a fresh candidate if s/he failed to obtain the qualification even after the expiry of the third period of registration, in competition with new applicants, under the rules in force at the time of seeking such fresh registration.
- 6.4 Notwithstanding anything stated to the contrary, the University shall have the right to cancel at any time the registration of a candidate for course assured.

7. 7.1 A student who is accepted as a candidate for the EDDBA shall devote her/his time to her/his studies at this University on a full time or a part time basis. No such student shall be allowed to keep away from classes or to leave the Island, or to withdraw from examination or a class room test without prior approval from the Faculty.

## **Part II – Course Details**

8. 8.1 The Programme of study leading to the EDDBA shall include, as prescribed in the schedule under the course structure.
- (a) Seven (07) taught course units in two semesters with classroom activities. Each course unit shall have the weight of four (04) credits.
  - (b) An Executive Report, which shall have the weight of 04 credits. The Executive Report shall be of about 15,000 words based on a field study, case study, or desk research on a topic approved by the Faculty Board. The title of the Executive Report should be approved by the Faculty Board and the Executive Report has to be prepared under the guidance of a supervisor appointed by the Faculty Board in accordance with the guidelines.
- 8.2 The title of course units taught shall be as those set out in the schedule. However, the Senate shall have power, on the recommendation of the Faculty Board to amend the list of course units, the syllabus and the number of question papers and the credit weights thereof.

9. The medium of instruction shall be English.

10. In each of the taught course units, as laid down in paragraph 8.1 (a) above, 50 percent of the aggregate marks shall be allocated through a system of continuous assessment based on the performance at take-home assignments, term papers and/or class-room tests. The balance 50 percent shall be awarded on the performance at the end of semester written examination.

11. Candidate shall be evaluated in respect of course work generally by the teachers concerned. The examination scripts at the end of semester examination and the Executive Report shall be assessed by two independent examiners per examination paper and per Executive Report, appointed by the Senate on the recommendation of the Faculty Board.

12.12.1 A person shall not be permitted to take the examination unless:

- (a) S/he has been duly registered as a EDDBA candidate from the commencement of the academic year in which that examination is held;

Provided that in the event of the results of the examination being published only after the commencement of the academic year following that in which the examination was held;

Any unsuccessful candidate intending to register as an EDDBA student so that s/he would repeat the examination that year may do so within two weeks of the announcement of the result;

(b) Followed at least 80 percent of the classes held;

(c) S/he has registered with the Examinations Branch of the University for the Examination s/he intends to sit.

(d) The Co-coordinator has certified that s/he has completed the course of studies leading to the examination by attending the required proportion of lectures; tutorial classes and other forms of instruction in the subject matter of each course unit;

(e) Her/his student registration continues to be in force: and

(f) Her/his application for entry to the examination has been accepted.

12.2 All rules relating to the Examination Procedure, Offences and Punishment Regulation No. 1 of 1986 shall mutatis mutandis apply to, or in relation to, the EDDBA Examination.

12.3 Without prejudice to the generality of the Regulation No. 1 of 1986, rules relating to the class room tests shall be formulated and implemented by the Coordinator and any matter relating to such tests shall be decided by the Faculty Board on the recommendation of the Coordinator and the Dean of the Faculty.

12.4 Rules relating to Assignments, Term Papers and the Executive Report shall be announced, from time to time, by the Coordinator in consultation with the teacher/s and such rules shall not be changed or revoked unless otherwise decided by the Faculty Board.

### **Part III –Evaluation/Examination**

13.13.1 Performance of a candidate at the EDDBA Programme shall be evaluated through a combined system of Continuous Assessments and End-of-Course Examinations held as End-of-Semester Examinations. Each component of the Assessment; Continuous Assessments and End-of-Course Examination, shall have an equal weight (50% weight) in determining the final mark and the Grade Points (GP) obtained by a candidate for a course unit.

13.2 A student's performance in each course unit and Executive Report shall be graded according to the following criteria and relevant GP;

Marks	Grade	Grade Point (GP)
90-100	A+	4.00
80-89	A	4.00
75-79	A-	3.70
70-74	B+	3.30
65-69	B	3.00
60-64	B-	2.70
55-59	C+	2.30
50-54	C	2.00
45-49	C-	1.70
40-44	D+	1.30
30-39	D	1.00
00-29	E	0.00

13.2.1 The minimum grade for passing a course unit is “C (GP 2.00)”

13.2.2 Given grade at a successful repeat examination, all previous unsatisfactory grades shall be eliminated. The maximum grade possible in a repeat examination is a “C (GP 2.00)” grade.

13.3 The Grade Point Average (GPA) is computed as follows.

$$\text{GPA} = \frac{\sum_{i=1}^n C_i \times (GP)_i}{\sum_{i=1}^n C_i}$$

Where: i = a course, n = number of courses completed during the period considered for the GPA calculation, C = number of credits for the relevant course, and GP = grade point for the relevant course. The GPA will be rounded to the second decimal point.

14. 14.1 The necessary minimum condition for a pass in each semester of the EDBA examination shall be: a GPA of minimum of 2.00 for each of the End-of-Semester Examinations. However, the candidate is allowed to keep one C- Grade at each semester examinations. Further, it shall be required to obtain a minimum of C Grade for the Executive Report offered in Semester II.

14.2 A Merit pass shall be awarded to a candidate who satisfies the following minimum conditions: Passes in all course units in the first attempt (or deemed first attempt) with a  $3.00 \leq \text{GPA} \leq 3.70$  (excluding 3.70).

14.3 A Distinction pass shall be awarded to a candidate who satisfies the following minimum conditions: Passes in all courses in the first attempt (or deemed first attempt) with an overall GPA  $\geq 3.70$  (including 3.70).

15. Candidates who do not satisfy the minimum conditions for a pass as laid down in paragraph 14.1 above, shall be deemed to have failed in the Examination.

16. A candidate who failed in one or more course units may repeat the examination without attending lectures, practical work, etc. in the next available examination/s. A student does not need to repeat the continuous assessments, if he/she has earned half or more than half of the allocated marks for the continuous assessments of the repeating course unit. Such marks obtained for the continuous assessments shall be carried forward to

the repeating exam. A student who has not earned half or more than half of the allocated marks for the continuous assessments of the repeating course unit has to repeat the continuous assessments accordingly.

17. The Candidates who failed in one or more course units shall be allowed to repeat the failed course units at the particular End-of-Semester Examination/s as repeat candidates within two (02) subsequent attempts immediately following their first attempt of the particular course units. A candidate who was unsuccessful at the Executive Report should re-submit the Executive Report as advised by the Board of Examiners.
18. A candidate, who failed to complete the repeat course units even in the second repeat attempt, shall have to seek re-registration in the EDDBA course as a new student, in competition with fresh candidates.
19. The university shall announce through public notification the names of candidates who have passed the EDDBA. All candidates shall be informed individually of the results of the examinations, and in case of failure, they shall also be informed of the subjects in which they failed.

**Schedule  
(The Programme Structure)**

<b>Semester</b>	<b>Course Code</b>	<b>Course Title</b>	<b>No of Credits</b>
Semester I	EDBA 101	Management Process	04
	EDBA 102	Business Economics	04
	EDBA 103	Quantitative Methods in Business	04
	EDBA 104	Accounting for Managers	04
Semester II	EDBA 105	Marketing Management	04
	EDBA 106	Human Resource Management	04
	EDBA 107	Managing Financial Resources	04
	EDBA 108	Executive Report	04
Total			32

20. "Council" means the Council of the University of Colombo constituted under the Universities Act No. 16 of 1978 and its subsequent amendments.

"Senate" means the Senate of the University of Colombo constituted under the Universities Act No. 16 of 1978 and its subsequent amendments.

"Faculty" means the Faculty of Management and Finance of the University of Colombo.