

**By –Laws of the Higher Diploma in Entrepreneurship and Small Business Management (HDESM)
Programme**

Department of Management & Organization Studies

University of Colombo

1. These By-Laws may be cited as the Higher Diploma in Entrepreneurship and Small Business Management By-Laws No.....of

Part I - General

2. Subject to these By-Laws, a student may be awarded the Higher Diploma in Entrepreneurship and Small Business Management (here-in-after referred as “HDESBM”), of the University of Colombo (here-in-after referred as “University”), 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, Case Studies and at the Project Report embodying research on a subject approved by the Faculty Board;
 - (d) paid such registration, tuition, supervision and examination fees and other dues as may be payable by her/him to the University;
 - (e) the fees for application, registration, tuition, examination, and library facilities shall be determined from time to time by the Council of the University. The fees paid shall under no circumstances be refunded; and
 - (f) fulfilled all other requirements prescribed by these By-Laws and the Regulations and Rules of the University.
3. 3.1 Application for registration for HDESBM shall be invited by notice in the Newspapers, University web site etc.
3.2 A person who wishes to become a candidate for the HDESBM shall make an application to the Registrar when the said Programme is advertised.
3.3 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.
4. 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 Department of Management & Organization Studies.
5. 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 eligible candidates for a selection 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.

6. 6.1 No person shall be considered for admission to the courses leading to the HDESBM, unless s/he has the qualification specified in anyone of the following categories.

Category I

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

Category II

Diploma in Small Business Management (DSBM) offered by the University of Colombo (one year) or any other equivalent qualification acceptable to the Senate of the University of Colombo

Category III

Completion of NVQ level 5

Category IV

Minimum of five years' experience in managing a self-business

6.2 On acceptance by the Faculty Board/Senate, a person shall forthwith register as a student of the University upon payment of the prescribed registration and other fees.

6.3 The minimum period of registration for the HDESBM Programme shall be one year. The period of registration shall be counted from the date of commencement of the Programme.

6.4 The registration for the programme shall be deemed to have lapsed at the expiry of its period of validity. The candidate whose registration has so lapsed may renew her/his registration for a further period, provided that s/he is considered eligible for such registration by the Faculty Board. However, no registration shall be renewed after the expiry of two academic years from the end of the first year of registration.

6.5 Notwithstanding anything stated to the contrary, the University shall have the right to cancel at any time the registration of a candidate for course units assured.

7. A student who is accepted as a candidate for the HDESBM shall devote her/his time to her/his studies at this University on a full 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 Board.

Part II – Course Details

8. 8.1 The Programme of study leading to the HDESBM shall include, as prescribed in the schedule under the course structure.

(a) Twelve (12) taught course units in two semesters with class-room activities.

(b) A Project Report, which shall have the weightage of 06 credits. The Project Report shall be of about 15,000 words based on a field study, case study, or desk research on a subject approved by the Faculty Board. The students are facilitated with thirty (30) hours of lectures on Research Methods through which they may be more comfortable to carry out their research and writing the Executive Report in high quality. The tentative titles of each Project Report should be approved by the Faculty Board and the Project 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 and or Sinhala/Tamil.
10. In each of the taught course units, as laid down in paragraph 8.1 (a) above, 50 percent of the aggregate marks will be carried forward through a system of continuous assessment based on the performance of the candidate at take-home assignments, term papers and/or class-room tests. The balance 50 percent shall be used to evaluate awarded on the performance of the candidate at the end of semester written examination.
11. Candidates shall be evaluated in respect of course work generally by the teachers concerned. The examination scripts at the end of semester examination and the Project Report shall be assessed by two independent examiners per examination paper and per project 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 HDESBM candidate from the commencement of the academic year in which that examination is held;
 - (b) S/he has registered with the Examinations Branch of the University for the Examination s/he intends to sit;
 - (c) 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;
 - (d) Her/his student registration continues to be in force; and
 - (e) Her/his application for entry to the examination has been accepted

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

12.3 Without prejudice to the generality of the Regulation No. 1 of 1986, rules relating to the continuous assessment 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 Project 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 in the course of the HDESBM Programme shall be evaluated through a combined system of Continuous Assessments and End-of- Semester 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 obtained by a candidate for a course.

13.2 A student’s performance in each course unit and Project Report shall be graded according to the following grading system;

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
20-29	D -	0.00
00-19	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 HDESBM 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 D Grade at the each semester examinations. Further, it shall be required to obtain a minimum of C grade for the Project 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 $3.00 \leq \text{GPA} \leq 3.30$ (including 3.00 and 3.30).

14.3 A Distinction 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 $\text{GPA} > 3.70$ (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 and lower than the particular GPA 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 Project Report should re-submit the Project Report within the two (02) subsequent attempts of submission given immediately following their first attempt of submitting the particular Project Report as recommended by the Faculty Board.
18. The university shall announce through public notification the names of candidates who have passed the HDESBM. 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)**

Semester	Course Code	Course Title	No of Credits

Semester I	HDESM 501	Creativity and Innovation	02
	HDESM 502	Commercial Law and Business Ethics	02
	HDESM 503	Business Statistics	02
	HDESM 504	Financial and Management Accounting	02
	HDESM 505	Managing People in Small Businesses	02
	HDESM 506	Business Economics	02
Semester II	HDESM 507	Managing Quality	02
	HDESM 508	Operations Management for Small Businesses	02
	HDESM 509	Entrepreneurship Development and Case Analysis	02
	HDESM 510	Business Strategy and Sustainability	02
	HDESM 511	Contemporary Concepts and Issues in Small Businesses	02
	HDESM 512	Business Research Methods	02
	HDESM 513	Project Report	06
Total			30

19. “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.

20. The Vice Chancellor of the University shall have the authority, in consultation with the Dean of the Faculty of Management and Finance, to take such actions or give such directions not inconsistent with the spirit and principles underlying the provisions of these By-Laws as appears to him/her to be necessary or expedient for the purpose of removing any difficulties that may arise in the interpretation of the provisions or for which there is no provision in these By-Laws or in the case of students who had followed or have been following the Higher Diploma in Entrepreneurship and Small Business Management (HDESBM) under the earlier arrangements and/or by-laws.