



Faculty of Business Studies & Finance  
Wayamba University of Sri Lanka

# STUDENT HANDBOOK

## 2020 - 2021



**Faculty of Business Studies and Finance**  
**Wayamba University of Sri Lanka**  
**Kuliyapitiya**

**HANDBOOK**  
**FOR**  
**ACADEMIC YEAR 2020/2021**

The Handbook provides information about the University, services, Faculties, policies, performance evaluation criteria and by-laws, etc. The information, statements and guidelines contained herein are subject to continued review and evaluation by the relevant officials of the University and its contents are subject to change without prior notice. The University reserves the right to modify, amend or revoke such policies, procedures, statements and guidelines without prior obligation. In addition to the handbook, you are strongly advised to continuously refer to any updated circulars and other notices for updates and clarifications.

Note that this handbook is published subject to the approval of the Senate of the University.

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# Table of Contents

1.	Wayamba University of Sri Lanka.....	1
1.1	Introduction .....	1
1.2	Vision and Mission of the University .....	1
2.	Faculty of Business Studies and Finance (FBSF).....	2
2.1	Introduction .....	2
2.2	Vision and Mission of the Faculty.....	2
2.3	Structure of the Faculty .....	2
2.3.1	Degree Programmes offered by the Faculty .....	3
2.3.2	Organogram of the Faculty .....	3
2.4	Common Programme .....	3
2.5	Faculty Staff .....	5
2.6	Selection Criteria for Specialized Degree Programmes .....	5
2.6.1	Department Quota.....	5
2.6.2	Selection Criteria.....	5
2.6.3	Students' Preference for the Degree Programme .....	6
2.6.4	Exceptions for Student Selection .....	7
3.	Departments and Specialized Degree Programmes.....	7
3.1	Department of Accountancy.....	7
3.1.1	Vision and Mission of the Department.....	7
3.1.2	Bachelor of Science Honours in Accountancy & Business Finance ....	7
3.1.3	Structure of the Degree Programme .....	9
3.1.4	Cluster Selection .....	14
3.1.5	Academic Staff of the Department .....	14
3.2	Department of Banking & Finance .....	16
3.2.1	Vision and Mission of the Department.....	16
3.2.2	Bachelor of Science Honours in Banking and Finance .....	16
3.2.3	Structure of the Degree Programme .....	17
3.2.4	Academic Staff of the Department .....	19
3.3	Department of Business Management .....	20

3.3.1	Vision and Mission of the Department.....	20
3.3.2	Bachelor of Science Honours in Business Management.....	20
3.3.3	Structure of the Degree Programme .....	22
3.3.4	Academic Staff of the Department .....	23
3.4	Department of Insurance & Valuation .....	24
3.4.1	Vision and Mission of the Department.....	25
3.4.2	Bachelor of Science Honours in Insurance & Finance .....	25
3.4.3	Structure of the Degree Programme .....	26
3.4.4	Academic Staff of the Department .....	28
3.5	Department of English Language Teaching .....	28
3.5.1	Vision and Mission of the Department.....	29
3.5.2	Courses offered by the Department to the Faculty of Business Studies and Finance .....	29
3.5.3	Academic Staff of the Department .....	29
4.	Examination Regulations and Evaluation Criteria.....	30
4.1	Introduction .....	30
4.2	Academic Years and Semester System.....	30
4.3	Credits.....	31
4.4	Eligibility for Sitting the End Semester Examination.....	31
4.5	Absence from Academic Activities and Examinations .....	32
4.6	Repeating a Course Unit .....	33
4.7	Absence at the End-semester Examinations .....	33
4.8	Method of Evaluation .....	33
4.8.1	End-semester Examinations.....	34
4.8.2	Continuous Assessments.....	34
4.8.3	Assessment of Internship/Industrial Training and Research Project .....	35
4.9	Grading System .....	36
4.10	Calculation of Grade Point Average (GPA).....	36
4.11	Release of Results of the Semester Examinations .....	37
4.12	Provision for Re-scrutinizing of Marks and Grades of Undergraduates...37	

4.12.1	Policy Guidelines.....	37
4.12.2	Re-Scrutinising Procedures .....	38
4.13	Award of Degrees and Classes.....	38
4.13.1	Award of degrees .....	38
4.13.2	Award of Classes .....	39
4.13.3	Effective Date of the Degree.....	40
4.14	Medals and Prizes awarded at the Convocation .....	40
4.14.1	Gold Medals for the Best Performance in the Faculty .....	40
4.14.2	Awards for the best performance in each Degree programmes .....	40
5.	General Information .....	41
5.1	Student Counselors and Academic Advisors.....	41
5.2	Student Discipline .....	42
5.3	Teaching and Learning Support.....	42
5.3.1	Faculty Computer Labs .....	43
5.3.2	Library Facility .....	43
5.3.3	Career Guidance Unit .....	43
5.4	Social and Welfare Activities .....	44
5.4.1	Sports Facilities .....	44
5.4.2	Medical Facilities .....	44
5.5	Important Phone Numbers .....	44

# **1. Wayamba University of Sri Lanka**

## **1.1 Introduction**

The expansion of available educational opportunities within a country is a long-term investment. It enables the country to escalate the quality and availability of human capital required for economic development. To serve the purpose of providing, promoting and developing higher education, on the recommendation of the University Grant Commission, Wayamba University of Sri Lanka was established in terms of the provisions of the Universities Act No. 16 of 1978 and the Campus Board Ordinance No. 3 of 1995. The Wayamba University of Sri Lanka operates with the aim of providing quality academic experience to its students while expanding the available opportunities for prospective students.

The Wayamba University of Sri Lanka is the 13<sup>th</sup> University in the Sri Lankan university system and is located in the North Western Province. Initially, the University had four faculties, namely; the Faculty of Business Studies & Finance, the Faculty of Applied Sciences, the Faculty of Agriculture & Plantation Management and the Faculty of Livestock, Fisheries & Nutrition. With the initiatives taken to expand the scope of service provided by the University, the Faculty of Medicine and Faculty of Technology were added in 2019.

The Wayamba University of Sri Lanka operates on three premises. The Faculty of Business Studies & Finance, Faculty of Applied Sciences and Faculty of Technology are located at Kuliyapitiya premises, the Faculty of Agriculture & Plantation Management and Faculty of Livestock, Fisheries & Nutrition are located at Makandura premises, and the Faculty of Medicine is located at Labuyaya premises.

## **1.2 Vision and Mission of the University**

### **Vision of the University**

*"To be a leading higher education institute in Sri Lanka recognised for its outstanding academic programmes, innovative research, scholarship and outreach with the ultimate target of serving the mankind."*

### **Mission of the University**

*"To develop highly qualified and responsible citizens who contribute to the improvement of society and sustainable development of the country."*

## **2. Faculty of Business Studies and Finance (FBSF)**

### **2.1 Introduction**

The Faculty of Business Studies and Finance was established on 01<sup>st</sup> October 1999 by Extraordinary Gazette No.1093/8, and its academic programmes commenced on 13<sup>th</sup> November 2001. The Faculty comprises four degree offering departments; the Department of Accountancy, the Department of Banking & Finance, the Department of Business Management and the Department of Insurance & Valuation. The Department of English Language Teaching, attached to the Faculty, serves as a supporting department for all the faculties of the University. Further, the Faculty of Business Studies & Finance offers Post Graduate Degree Programmes and many Higher Diploma, Diploma & Certificate Programmes for external students.

With the expectation of extending the Faculty's dedication towards escalating the quality and opportunities for learning, the Faculty is expecting to launch five new post-graduate degree programmes. The Faculty of Business Studies & Finance is committed to pursuing excellence in teaching management programmes, conducting management research and offering community services in the region, making all efforts to be the center of excellence for management education.

### **2.2 Vision and Mission of the Faculty**

#### **Vision of the Faculty**

*"To be the center of excellence in management education."*

#### **Mission of the Faculty**

*"To develop intellectual, ethical and socially responsible human capital through management education, innovative research and outreach programmes to the sustainable development and wellbeing of the society."*

### **2.3 Structure of the Faculty**

The Faculty of Business Studies and Finance is headed by the Dean of the Faculty, followed by the Heads of Departments and Academic Coordinator of the Faculty. The Faculty office coordinates all academic and administrative activities within the Faculty. The supporting staff is headed by the Assistant Registrar of the Faculty under the Dean, and they are responsible for the smooth functioning of the Faculty.

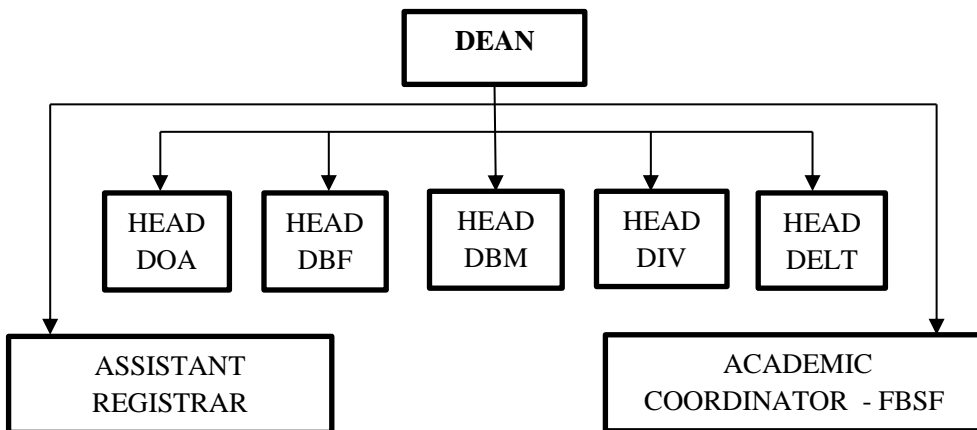
The degree programmes offered by the Faculty and organisational structure are depicted below.



### 2.3.1 Degree Programmes offered by the Faculty

Academic Department	Degree
Department of Accountancy (DOA)	BSc Honours in Accountancy & Business Finance
Department of Banking & Finance (DBF)	BSc Honours in Banking & Finance
Department of Business Management (DBM)	BSc Honours in Business Management
Department of Insurance & Valuation (DIV)	BSc Honours in Insurance & Finance

### 2.3.2 Organogram of the Faculty



### 2.4 Common Programme

All undergraduate students enrolled in the FBSF are required to follow a common programme during Level 1 (first year). The common programme intends to provide core business knowledge by teaching basic concepts in all functional areas of business studies and finance. The structure of the common programme is depicted below.

## The Structure of the Common Programme

<b>Level 1 - Semester I</b>				
<b>Ser. No</b>	<b>Course Code</b>	<b>Course Unit</b>	<b>Course Status</b>	<b>Credits</b>
01	MGT 1113	Management Theory and Practice	Core	03
02	INS 1113	Business Mathematics	Core	03
03	BNF 1113	Microeconomics	Core	03
04	ACT 1113	Financial Accounting	Core	03
05	INS 1123	Principles of Risk & Insurance	Core	03
06	ELT 1111	English for Business Communication I	Core	01
<b>Total No of Credits - Semester I</b>				<b>16</b>
<b>Level 1 - Semester II</b>				
01	BNF 1213	Macroeconomics	Core	03
02	ACT 1213	Cost & Management Accounting	Core	03
03	ACT 1223	Computer Software & Application	Core	03
04	BNF 1223	Business Statistics	Core	03
05	MGT 1212	Business Context Analysis	Core	02
06	MGT 1222	Principles of Sociology	Core	02
07	ELT 1211	English for Business Communication II	Core	01
<b>Total No of Credits - Semester II</b>				<b>17</b>
<b>Level 1 - Total Number of Credits</b>				<b>33</b>

### **Note: The Course Code**

Every course offered during the degree programme has a unique code. Three letters of the subject code indicate the facilitating department of the subject.

- ACT Department of Accountancy
- BNF Department of Banking & Finance
- MGT Department of Business Management
- INS Department of Insurance & Valuation
- ELT Department of English Language Teaching

The other four digits indicate the Level, Semester, Serial Number of the Subject and Number of Credits, respectively.

Example: MGT 1113 - Management Theory and Practice.

<b>Subject Code</b>				
<b>MGT</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>3</b>
<i>Facilitating Department</i>	<i>Level</i>	<i>Semester</i>	<i>Serial number of the subject</i>	<i>Number of Credits</i>

## 2.5 Faculty Staff

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## 2.6 Selection Criteria for Specialized Degree Programmes

After completion of the Level 1 coursework, students are selected for four specialised degree programmes, where the subjects relating to the specialised areas will be the key focus. Therefore, subjects coming under specialised areas will mostly be offered by the respective Department. With the implementation of the 1+3 programme structure (Level 1 common + 3 Levels specialised), a selection criterion has been introduced. This is to ensure that students reap the advantage of the unique specialising areas offered by the Faculty.

The selection for the specialised degree programmes will be made according to the selection criteria given below.

### 2.6.1 Department Quota

The enrollment of students to each degree programme will be done according to the given student quota of each department. Each department shall absorb a minimum of 10% and a maximum of 40% of a given batch of students to follow each specialised programme.

### 2.6.2 Selection Criteria

**Selection Criterion 1:** Student preference will be considered in selecting a student for a specialised degree programme.

**Selection Criterion 2:** Total raw marks obtained for the specified subject combination prescribed by the respective department of study will be considered in selecting a student for a specialised degree programme. The subject combinations are given below.

## Subject Combinations for Selection Criterion 2

Degree Programme	Subject Combination
BSc Honours in Accountancy & Business Finance	BNF 1113- Microeconomics INS 1113 - Business Mathematics ACT 1113 - Financial Accounting
BSc Honours in Banking & Finance	BNF 1113- Microeconomics INS 1113 - Business Mathematics ACT 1113 - Financial Accounting
BSc Honours in Business Management	BNF 1113 -Microeconomics INS 1113 -Business Mathematics MGT 1113 -Management Theory & Practices
BSc Honours in Insurance & Finance	INS 1123 - Principles of Risk and Insurance INS 1113 - Business Mathematics ACT 1113 - Financial Accounting

### 2.6.3 Students' Preference for the Degree Programme

At the end of Level 1, students are required to rank the four degree programmes according to their preference. The first preference indicates the highest preferred degree programme, and the fourth preference indicates the least preferred degree programme.

According to the above selection criteria, students shall be selected for a specialised degree programme based on the following process:

- a) The sequential order of students' 1st preference to the last preference.
- b) The sequential order of the highest total raw marks to the lowest raw marks obtained for a specified subject combination prescribed by the respective department.
- c) The provision in the above sections (a) and (b) will be repeated until the particular student is enrolled for a particular specialised degree programme.

If multiple applicants who have the same total raw marks with the same preference for a specialised degree programme are available, the GPA of Level I Semester I of them will be considered as the decision criterion in the selection in addition to the above-described selection criteria 1 and 2.

## **2.6.4 Exceptions for Student Selection**

If a sufficient number of applicants are not available for a specialised degree programme that requires a minimum quota of 10%,

- a) Only the students' preference for a specialised degree programme will be considered, irrespective of meeting Selection Criterion 2, until the 10% minimum quota is filled.
- b) If a further shortage is available for a specialised degree programme, even after considering the provision in above 2.6.4.1, students who have scored minimum total raw marks and already listed out to a particular specialised degree programme will be redirected to the degree programme, which has an inadequate number of students to meet the minimum quota of 10%.

## **3. Departments and Specialized Degree Programmes**

### **3.1 Department of Accountancy**

The Department is one of the largest departments in the Faculty in terms of the number of students. The Department is resourceful; hence have a well-qualified panel of lecturers with expertise in different branches of accountancy and business finance.

#### **3.1.1 Vision and Mission of the Department**

##### **Vision of the Department**

*"An Assured Future for All Sri Lankans and a Prosperous Society through Learning"*

##### **Mission of the Department**

*"The Department will ensure the provision of high-quality accountancy education and training towards optimum utilisation, control and development of resources that; raises achievement, reduces disparity, leads to opportunities."*

#### **3.1.2 Bachelor of Science Honours in Accountancy & Business Finance**

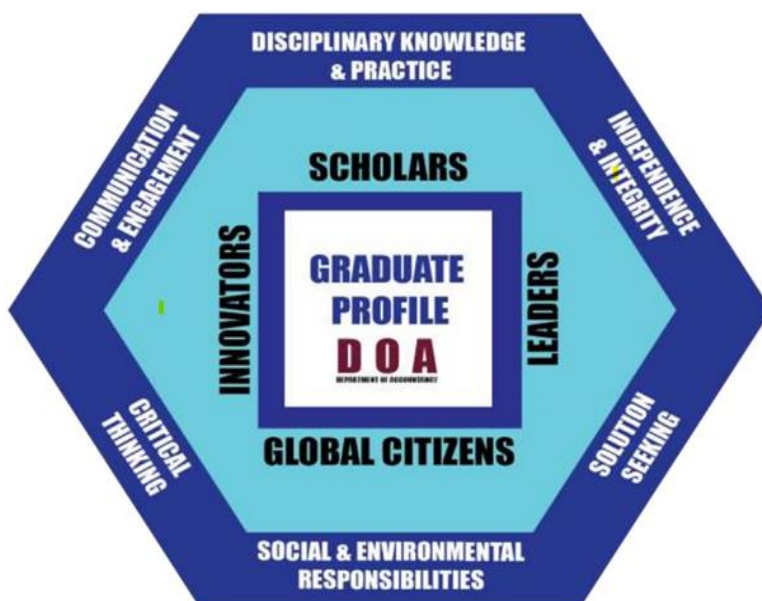
The Bachelor of Science Honours in Accountancy and Business Finance is a four-year degree programme. Accountancy and finance are highly demanded areas of knowledge in the management context. Hence, the programme is designed to comply with the demand.

During Level 1 of the degree programme, all students must follow the common programme. It lays a solid foundation for undergraduates by offering advanced philosophical, theoretical, and practical knowledge within the scope of accountancy, business finance, economics, and insurance. This enables students to specialise in accountancy, business finance or accounting

information systems based on their own interests subject to the selection method.

The speciality of the Degree is that it allows the students to select among three clusters, namely Accountancy Cluster, Business Finance Cluster and Accounting Information Systems Cluster. The Accountancy Cluster has more focus on accounting, taxation and auditing. Business Finance Cluster aims to develop students' knowledge in finance operations and decision-making within organisations. The accounting Information Systems Cluster focuses on producing the required information for business decision-making. The students are required to select one cluster according to the selection criteria given after the programme structure. This allows students to study broadly and acquire deeper knowledge in their speciality.

In addition to the theoretical foundation offered, a dissertation is compulsory for all final-year students of the Department, where they are required to engage in an independent research study. Moreover, with the aim of providing practical exposure, every student is required to undergo compulsory in-plant training for six months at a reputed organisation as a separate module of the degree programme.



*Graduate Profile of Bachelor of Science Honours in Accountancy & Business Finance*

Upon the completion of the Degree Programme, the Department expects Bachelor of Science Honours in Accountancy & Business Finance degree holders will have acquired a higher level of education, including both specialist knowledge and general intellectual and life skills that prepare them for gainful employment and effective citizenship with a firm foundation for

continuous learning and personal development as shown in the graduate profile.

### 3.1.3 Structure of the Degree Programme

The Bachelor of Science Honours in Accountancy & Business Finance follows the one plus three programme structure. However, the students who follow the Degree will be divided into three clusters namely, Accountancy, Business Finance and Accounting Information Systems. The cluster selection will be guided by the selection criteria prescribed by the Department. (See Section 3.1.4).

#### **Structure of the Degree Programme for Level 2, Level 3 and Level 4 of Bachelor of Science Honours in Accountancy and Business Finance Accountancy Cluster**

<b>Level 2 - Semester I</b>				
<b>Ser. No</b>	<b>Course Code</b>	<b>Course Unit</b>	<b>Course Status</b>	<b>Credits</b>
01	ACF 2113	Financial Management	Core	03
02	MGT 2113	Human Resource Management	Core	03
03	ACT 2113	Advanced Financial Accounting	Core	03
04	ACT 2123	Management Science	Core	03
05	ACT 2133	Business Law	Core	03
06	ELT 2111	Professional English I	Core	01
<b>Total No of Credits - Semester I</b>				<b>16</b>
<b>Level 2 - Semester II</b>				
01	MGT 2223	Organisational Behaviour	Core	03
02	MGT 2214	Marketing Management	Core	04
03	BNF 2213	Managerial Economics	Core	03
04	ACT 2214	Taxation and Auditing	Core	04
05	ACF 2213	Financial Markets	Core	03
06	ACT 2220*	Cultural and Heritage Studies	Core	00
07	ELT 2211	Professional English II	Core	01
<b>Total No of Credits - Semester II</b>				<b>18</b>
<b>Level 2 - Total Number of Credits</b>				<b>34</b>

<b>Level 3 - Semester I</b>				
<b>Ser. No</b>	<b>Course Code</b>	<b>Course Unit</b>	<b>Course Status</b>	<b>Credits</b>
01	ACT 3113	Financial Reporting	Core	03
02	ACT 3123	Corporate Law	Core	03
03	ACT 3133	Advanced Management Accounting	Core	03
04	ACF 3113	Investment Management	Core	03
05	ACT 3142	Computerised Accounting	Core	02
06	ACT 3153	Accounting Information Systems	Core	03
07	ACT 3160*	Health Education	Core	00
<b>Total No of Credits - Semester I</b>				<b>17</b>
<b>Level 3- Semester II</b>				
01	ACT 3213	Research Methodology	Core	03
02	ACF 3213	Corporate Finance	Core	03
03	ACF 3223	Corporate Governance	Core	03
04	ACT 3222	Enterprise Resource Planning (ERP) Systems	Core	02
05	ACT 3233	Advanced Auditing and Assurance	Core	03
06	ACT 3240*	Environment Reservation	Core	00
<b>Total No of Credits - Semester II</b>				<b>14</b>
<b>Level 3 - Total Number of Credits</b>				<b>31</b>

<b>Level 4</b>				
<b>Ser. No</b>	<b>Course Code</b>	<b>Course Unit</b>	<b>Course Status</b>	<b>Credits</b>
01	ACT 4116	Research Project	Core	<b>06</b>
<b>Level 4 - Semester I</b>				
01	ACT 4113	Data Analytics	Core	03
02	ACT 4123	Corporate Reporting	Core	03
03	ACT 4133	Strategic Management Accounting	Core	03
04	ACT 4143	Advanced Taxation and Tax Planning	Core	03
05	ACT 4153	Advanced Accounting Theory	Core	03
06	ACT 4163	Forensic Accounting	Core	03
07	ACT 4173	Financial Statement Analysis	Core	03
<b>Total No of Credits - Semester I</b>				<b>21</b>
<b>Level 4 - Semester II</b>				
01	ACT 4214	Internship	Core	04
<b>Total No of Credits - Semester II</b>				<b>04</b>
<b>Level 4 - Total Number of Credits (06+21+04)</b>				<b>31</b>
<b>Total Number of Credits for the Degree (33+34+31+31)</b>				<b>129</b>



Structure of the Degree Programme for Level 2, Level 3 and Level 4 of  
**Bachelor of Science Honours in Accountancy and Business Finance**

**Accounting Information Systems Cluster**

<b>Level 2 - Semester I</b>				
<b>Ser. No</b>	<b>Course Code</b>	<b>Course Unit</b>	<b>Course Status</b>	<b>Credits</b>
01	ACF 2113	Financial Management	Core	03
02	MGT 2113	Human Resource Management	Core	03
03	ACT 2113	Advanced Financial Accounting	Core	03
04	ACI 2113	Introduction to Programming	Core	03
05	ACT 2133	Business Law	Core	03
06	ELT 2111	Professional English I	Core	01
<b>Total No of Credits - Semester I</b>				<b>16</b>
<b>Level 2 - Semester II</b>				
01	MGT 2223	Organisational Behaviour	Core	03
02	MGT 2214	Marketing Management	Core	04
03	ACI 2213	Advanced Spreadsheet Modelling	Core	03
04	ACT 2214	Taxation and Auditing	Core	04
05	ACI 2223	Mathematics for Computing	Core	03
06	ACT 2220*	Cultural and Heritage Studies	Core	00
07	ELT 2211	Professional English II	Core	01
<b>Total No of Credits - Semester II</b>				<b>18</b>
<b>Level 2 - Total Number of Credits</b>				<b>34</b>

<b>Level 3 - Semester I</b>				
<b>Ser. No</b>	<b>Course Code</b>	<b>Course Unit</b>	<b>Course Status</b>	<b>Credits</b>
01	ACT 3113	Financial Reporting	Core	03
02	ACT 3123	Corporate Law	Core	03
03	ACT 3133	Advanced Management Accounting	Core	03
04	ACI 3113	Object-Oriented Programming	Core	03
05	ACF 3113	Investment Management	Core	03
06	ACI 3122	Database Management Systems	Core	02
07	ACT 3160*	Health Education	Core	00
<b>Total No of Credits - Semester I</b>				<b>17</b>
<b>Level 3 - Semester II</b>				
01	ACT 3213	Research Methodology	Core	03
02	ACF 3213	Corporate Finance	Core	03
03	ACI 3213	Internet and Web Technologies	Core	03
04	ACI 3222	Software Process Modelling	Core	02
05	ACT 3233	Advanced Auditing and Assurance	Core	03
06	ACT 3240*	Environment Reservation	Core	00
<b>Total No of Credits - Semester II</b>				<b>14</b>
<b>Level 3 - Total Number of Credits</b>				<b>31</b>

<b>Level 4</b>				
<b>Ser. No</b>	<b>Course Code</b>	<b>Course Unit</b>	<b>Course Status</b>	<b>Credits</b>
01	ACT 4†16	Research Project	Core	06
<b>Level 4 - Semester I</b>				
01	ACT 4123	Corporate Reporting	Core	03
02	ACT 4143	Advanced Taxation and Tax Planning	Core	03
03	ACI 4113	Data Science	Core	03
04	ACI 4123	Advanced Accounting Information Systems	Core	03
05	ACI 4133	Systems Design and Development	Core	03
06	ACI 4143	Cyber Forensics in Accounting and Information Security	Core	03
07	ACI 4153	Information Systems and Data Modelling	Core	03
<b>Total No of Credits - Semester I</b>				<b>21</b>
<b>Level 4 - Semester II</b>				
01	ACT 4214	Internship	Core	04
<b>Total No of Credits - Semester II</b>				<b>04</b>
<b>Level 4 - Total Number of Credits (06+21+04)</b>				<b>31</b>
<b>Total Number of Credits for the Degree (33+34+31+31)</b>				<b>129</b>

Structure of the Degree Programme for Level 2, Level 3 and Level 4 of  
**Bachelor of Science Honours in Accountancy and Business Finance**

**Business Finance Cluster**

<b>Level 2 - Semester I</b>				
<b>Ser. No</b>	<b>Course Code</b>	<b>Course Unit</b>	<b>Course Status</b>	<b>Credits</b>
01	ACF 2113	Financial Management	Core	03
02	MGT 2113	Human Resource Management	Core	03
03	ACT 2113	Advanced Financial Accounting	Core	03
04	ACT 2123	Management Science	Core	03
05	ACT 2133	Business Law	Core	03
06	ELT 2111	Professional English I	Core	01
<b>Total No of Credits - Semester I</b>				<b>16</b>
<b>Level 2 - Semester II</b>				
01	MGT 2223	Organisational Behaviour	Core	03
02	MGT 2214	Marketing Management	Core	04
03	BNF 2213	Managerial Economics	Core	03
04	ACT 2214	Taxation and Auditing	Core	04
05	ACF 2213	Financial Markets	Core	03
06	ACT 2220*	Cultural and Heritage Studies	Core	00
07	ELT 2211	Professional English II	Core	01
<b>Total No of Credits - Semester II</b>				<b>18</b>
<b>Level 2 - Total Number of Credits</b>				<b>34</b>

<b>Level 3 - Semester I</b>				
<b>Ser. No</b>	<b>Course Code</b>	<b>Course Unit</b>	<b>Course Status</b>	<b>Credits</b>
01	ACT 3113	Financial Reporting	Core	03
02	ACT 3123	Corporate Law	Core	03
03	ACT 3133	Advanced Management Accounting	Core	03
04	ACF 3113	Investment Management	Core	03
05	ACT 3142	Computerised Accounting	Core	02
06	ACF 3123	Financial Mathematics	Core	03
07	ACT 3160*	Health Education	Core	00
<b>Total No of Credits - Semester I</b>				<b>17</b>
<b>Level 3 - Semester II</b>				
01	ACT 3213	Research Methodology	Core	03
02	ACF 3213	Corporate Finance	Core	03
03	ACF 3223	Corporate Governance	Core	03
04	ACF 3232	Financial Modelling	Core	02
05	ACF 3233	Financial Derivatives	Core	03
06	ACT 3240*	Environment Reservation	Core	00
<b>Total No of Credits - Semester II</b>				<b>14</b>
<b>Level 3 - Total Number of Credits</b>				<b>31</b>

<b>Level 4</b>				
<b>Ser. No</b>	<b>Course Code</b>	<b>Course Unit</b>	<b>Course Status</b>	<b>Credits</b>
01	ACT 4†16	Research Project	Core	<b>06</b>
<b>Level 4 - Semester I</b>				
01	ACT 4113	Data Analytics	Core	03
02	ACT 4123	Corporate Reporting	Core	03
03	ACF 4113	International Financial Management	Core	03
04	ACF 4123	Applied Econometrics	Core	03
05	ACF 4133	Strategic Finance	Core	03
06	ACF 4143	Entrepreneurial Finance	Core	03
07	ACT 4173	Financial Statement Analysis	Core	03
<b>Total No of Credits - Semester I</b>				<b>21</b>
<b>Level 4 - Semester II</b>				
01	ACT 4214	Internship	Core	04
<b>Total No of Credits - Semester II</b>				<b>04</b>
<b>Level 4 - Total Number of Credits (06+21+04)</b>				<b>31</b>
<b>Total Number of Credits for the Degree (33+34+31+31)</b>				<b>129</b>

\*Non-GPA Subjects required to be passed for qualifying and obtaining the Degree. The result will be issued as either Pass (P) or Fail (F). To obtain a Pass (P), a candidate should obtain a minimum final mark of 45%.

†: Throughout the year

**Abbreviation:**

ACT : Accountancy Department: Accountancy Cluster

ACF : Accountancy Department: Business Finance Cluster

ACI : Accountancy Department: Accounting Information Systems Cluster

**3.1.4 Cluster Selection**

After students are enrolled to the Department of Accountancy, students shall be selected for a cluster (Accountancy/Business Finance/Accounting Information Systems) based on the following quota and criteria

**(a) Cluster Quota**

The division of students will be done to fulfil the prescriptions given in the cluster quota. Each cluster can absorb a minimum of 15% and a maximum of 70% of students to follow each cluster specialised Degree programme.

**(b) Cluster Selection Criteria**

Students will be selected based on two major criteria mentioned below.

*Cluster Selection Criterion 1:* Students' preferences will be considered in the selection of a student for a cluster-specialised degree programme.

*Cluster Selection Criterion 2:* If the cluster selection quota is not satisfied with Cluster Selection Criterion 1, raw marks of the subjects specified below will be considered in assigning students for a cluster-specialised degree programme.

BNF 1113 - Microeconomics

INS 1113 - Business Mathematics

ACT 1113 - Financial Accounting

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## **3.2 Department of Banking & Finance**

The Department of Banking & Finance is the pioneer department in offering a degree in banking and finance in Sri Lanka with the objective of providing a sound academic and professional background in banking and finance, enabling our graduates to be innovative financiers. The Department has well-qualified academics with specialised knowledge in banking, finance and economics, enabling the Department to lay a strong foundation for its students.

### **3.2.1 Vision and Mission of the Department**

#### **Vision of the Department**

*"To be the center of excellence in banking and finance education and research in Sri Lanka"*

#### **Mission of the Department**

*"To achieve excellence in the diffusion of knowledge related to Banking and Financial services in line with the best practices for the field of Banking and Finance."*

### **3.2.2 Bachelor of Science Honours in Banking and Finance**

The Bachelor of Science Honours in Banking & Finance is a four-year degree programme, offered by the Department of Banking & Finance. The curriculum of the Degree consists of subjects covering all the major areas of finance and banking and also includes other subjects relating to the core areas of economics, business management and accountancy. The most recently revised curriculum is designed in a way that allows undergraduates to select the programme starting from Level 2 onwards. Students are selected for the degree program based on their academic performance in Level 1, Semester I of the common program in Microeconomics, Financial Accounting, and Business Mathematics. Subsequently, the students are able to get deeper knowledge in the Banking & Finance field from Level 2 onwards.

In addition to the theoretical background gained throughout the program, each student should spend at least six months in-plant training at a financial institution or a business enterprise and submit a thesis related to banking or finance as partial fulfilment of the degree programme.

The curriculum of the BSc (Hons) Banking & Finance Degree has been recognised under the Chartered Financial Analyst (CFA) Affiliation Programme by the CFA Institute, USA. Accordingly, the curriculum of the Degree covers 70% of the Candidate Body of Knowledge (CBOK) topics for all three levels of the CFA programme examinations.

The Department of Banking and Finance, having realised the qualities and skills expected by the professionals of the financial industry today, has

designed its syllabus to provide students with sound theoretical knowledge in banking and finance as well as practical exposure to the financial sector.



*Graduate Profile of B.Sc. (Hons) Banking & Finance*

Upon the completion of the BSc (Hons) in Banking & Finance, The Department expects graduates to gain knowledge, skills and competencies to enhance the human capital in the field of banking and finance and contribute to sustainable development by exploring and addressing vital issues in the national and global arena.

### 3.2.3 Structure of the Degree Programme

#### Structure of the Degree Programme for Level 2, Level 3 and Level 4 of Bachelor of Science Honours in Banking and Finance

Level 2 - Semester I				
Ser. No	Course Code	Course Unit	Course Status	Credits
01	MGT 2113	Human Resource Management	Core	03
02	BNF 2113	Monetary Economics	Core	03
03	ACT 2133	Business Law	Core	03
04	BNF 2123	Financial Mathematics	Core	03
05	BNF 2133	Principles of Banking and Finance	Core	03
06	BNF 2140*	Social Ethics, Values & Professional Skills Development	Core	00
07	ELT 2111	Professional English I	Core	01
<b>Total No of Credits - Semester I</b>				<b>16</b>
Level 2 - Semester II				
01	MGT 2213	Marketing Management	Core	03
02	BNF 2213	Managerial Economics	Core	03
03	ACT 2214	Taxation and Auditing	Core	04
04	MGT 2223	Organisational Behavior	Core	03
05	BNF 2223	Finance Essentials	Core	03
06	ELT 2211	Professional English II	Core	01
<b>Total No of Credits - Semester II</b>				<b>17</b>
<b>Level 2 - Total Number of Credits</b>				<b>33</b>

<b>Level 3 - Semester I</b>				
<b>Ser. No</b>	<b>Course Code</b>	<b>Course Unit</b>	<b>Course Status</b>	<b>Credits</b>
01	BNF 3113	Investment and Portfolio Management	Core	03
02	BNF 3123	Financial Markets	Core	03
03	BNF 3133	Financial Econometrics	Core	03
04	BNF 3143	International Economics	Core	03
05	BNF 3152	Bank Management	Core	02
06	BNF 3162	Management Information Systems	Core	02
07	BNF 3170*	Public Relations and Networking	Core	00
<b>Total No of Credits - Semester I</b>				<b>16</b>
<b>Level 3 - Semester II</b>				
01	BNF 3213	Corporate Finance	Core	03
02	BNF 3223	Research Methodology	Core	03
03	BNF 3233	Project Management and Financing	Core	03
04	BNF 3242	Credit Management	Core	02
05	BNF 3252	Exponential Technologies in Banking	Core	02
06	BNF 3262	International Banking	Core	02
07	BNF 3272	Corporate Governance	Core	02
<b>Total No of Credits - Semester II</b>				<b>17</b>
<b>Level 3 - Total Number of Credits</b>				<b>33</b>

<b>Level 4 - Semester I</b>				
<b>Ser. No</b>	<b>Course Code</b>	<b>Course Unit</b>	<b>Course Status</b>	<b>Credits</b>
01	MGT 4113	Strategic Management	Core	03
02	BNF 4113	Financial Modeling & Forecasting	Core	03
03	BNF 4123	Financial Derivatives	Core	03
04	BNF 4133	Banking Law	Core	03
05	BNF 4143	Risk & Treasury Management	Core	03
06	BNF 4153	Entrepreneurship and Financing	Core	03
07	BNF 4162	Fixed Income Securities	Core	02
<b>Total No of Credits - Semester I</b>				<b>20</b>
<b>Level 4 - Semester II</b>				
01	BNF 4214	Internship	Core	04
02	BNF 4226	Research Project	Core	06
<b>Total No of Credits - Semester II</b>				<b>10</b>
<b>Level 4 - Total Number of Credits</b>				<b>30</b>
<b>Total Number of Credits for the Degree (33+33+33+30)</b>				<b>129</b>

\*Non-credit compulsory course bearing non-credit assessment



### 3.2.4 Academic Staff of the Department

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### **3.3 Department of Business Management**

The Department of Business Management, as one of the prime departments of the Faculty, offers students sound academic and professional knowledge in Business Management, enabling them to develop productive business organisations and management disciplines in Sri Lanka and around the globe. It will also concentrate on producing outstanding graduates who are employable in any organisational set-up.

#### **3.3.1 Vision and Mission of the Department**

##### **Vision of the Department**

*"To be the best and the most preferred Academic Department for Business Management."*

##### **Mission of the Department**

*"We are committed to produce excellent graduates well equipped with thorough knowledge of Business Management, while continuously engaged in Business Management Research and Management Development."*

#### **3.3.2 Bachelor of Science Honours in Business Management**

Bachelor of Science Honours in Business Management is offered by the Department of Business Management. The prime aim of the Degree is to offer the students sound academic and professional knowledge in business management, enabling them to develop productive business organisations and management disciplines in Sri Lanka and elsewhere in the world.

The programme duration is four years. After a one-year common programme, the Department of Business Management provides sound knowledge to the undergraduates in philosophical, theoretical and practical knowledge in the field of business management.

The specialisation in Business Management programme would concentrate on Human Resource Management, Marketing Management, Entrepreneurship Development, Operations Management, Management Information Systems, Management Science Applications, Supply Chain Management, Research Methodology, Advanced Statistical Applications, Organizational Change and Development, Professional Skills in Management, Knowledge Management, Project Management, Strategic Management, Electronic Business and International Business.

In addition to the theoretical background students gained throughout the course, students are required to prepare a comprehensive dissertation based on the issues of business management enterprises in Sri Lanka.

Through the compulsory internship component, it is expected that every undergraduate is provided with a great opportunity to develop their own competencies in connection with real business enterprises in one academic semester.



. Graduate Profile of BSc (Hons) Business Management

The curriculum of the degree programme is enriched with well-blended multidisciplinary course units that promote the most needed intellectualism coupled with a practice extending its coverage to provide academic excellence in the domain of the Management discipline.

Upon the completion of the BSc (Hons) Business Management, the Department expects its graduates to be equipped with modern academic knowledge, skills, and abilities for career opportunities in academia and industry, such as managers, business consultants, business analytics, academics, entrepreneurs, researchers, and many more in such caliber suited for local and global contexts.

### 3.3.3 Structure of the Degree Programme

#### Structure of the Degree Programme for Level 2, Level 3 and Level 4 of Bachelor of Science Honours in Business Management

<b>Level 2 – Semester I</b>				
<b>Ser. No</b>	<b>Course Code</b>	<b>Course Unit</b>	<b>Course Status</b>	<b>Credits</b>
01	MGT 2113	Human Resource Management	Core	03
02	ACF 2113	Financial Management	Core	03
03	MGT 2123	Entrepreneurship Development	Core	03
04	ACT 2133	Business Law	Core	03
05	MGT 2131	Corporate Social Responsibility (CSR) & Ethics	Core	01
06	MGT 2143	Database Management	Core	03
07	ELT 2111	Professional English I	Core	01
<b>Total No of Credits – Semester I</b>				<b>17</b>
<b>Level 2 – Semester II</b>				
01	MGT 2214	Marketing Management	Core	04
02	BNF 2213	Managerial Economics	Core	03
03	ACT 2213	Taxation & Auditing	Core	03
04	MGT 2223	Organisational Behavior	Core	03
05	MGT 2233	Managerial Science Application	Core	03
06	ELT 2211	Professional English II	Core	01
<b>Total No of Credits – Semester II</b>				<b>17</b>
<b>Level 2 – Total No of Credits</b>				<b>34</b>

<b>Level 3 – Semester I</b>				
<b>Ser. No</b>	<b>Course Code</b>	<b>Course Unit</b>	<b>Course Status</b>	<b>Credits</b>
01	MGT 3113	Operations Management	Core	03
02	MGT 3123	Organizational Culture & Leadership	Core	03
03	MGT 3133	Electronic Business	Core	03
04	MGT 3143	Management Information Systems	Core	03
05	MGT 3153	Managing Quality & Productivity	Core	03
06	MGT 3162	Advanced English for Business Management	Core	02
<b>Total No of Credits – Semester I</b>				<b>17</b>
<b>Level 3 – Semester II</b>				
01	MGT 3213	Supply Chain Management	Core	03
02	MGT 3223	Organizational Change & Development	Core	03
03	MGT 3233	Professional Skills in Management	Core	03
04	MGT 3243	Knowledge Management	Core	03
05	MGT 3253	Research Methodology	Core	03
06	MGT 3263	Project Management	Core	03
<b>Total No of Credits – Semester II</b>				<b>18</b>
<b>Level 3 – Total No of Credits</b>				<b>35</b>

Level 4 - Semester I				
Ser. No	Course Code	Course Unit	Course Status	Credits
01	MGT 4†16	Research Project	Core	06 <sup>1</sup>
02	MGT 4124	Strategic Management	Core	04
03	MGT 4134	International Business	Core	04
04	MGT 4142	Academic Writing	Core	02
05	MGT 4154	Advanced Statistical Applications	Core	04
06	MGT 4163	Integrative Studies in Business Management	Core	03
<b>Total No of Credits - Semester I</b>				<b>20</b>
Level 4 - Semester I				
01	MGT 4214	Internship	Core	04
<b>Total No of Credits - Semester II</b>				<b>07<sup>2</sup></b>
<b>Level 4 - Total No of Credits</b>				<b>27</b>
<b>Total no of Credits of the Degree Programme</b>				<b>129</b>

<sup>1</sup> MGT 4†16 Research Project progresses throughout the year, and the credits are dispersed as 03 credits in Semester I and 03 credits in Semester II.

<sup>2</sup> This total credit per the second semester includes 03 credits from the Research Project.

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### **3.4 Department of Insurance & Valuation**

The Department of Insurance and Valuation is committed to enhancing education in the field of Insurance and Finance by introducing undergraduate, diploma and higher diploma programmes with skills, capabilities and competencies to meet the real-world requirement through interaction with public and private sector organisations. It is also committed to pursuing excellence in teaching and learning in Insurance and Finance by conducting research and community service while making all efforts to contribute to the vision of the Faculty of Business Studies and Finance.

### **3.4.1 Vision and Mission of the Department**

#### **Vision of the Department**

*"To be the Centre of Excellence in the Arena of Risk and Insurance Education"*

#### **Mission of the Department**

*"Department of Insurance and Valuation is committed to develop its stakeholders' competencies through education, training, research, and other outreach programmes to more effectively manage the challenges in the field of Risk, Insurance and Finance"*

### **3.4.2 Bachelor of Science Honours in Insurance & Finance**

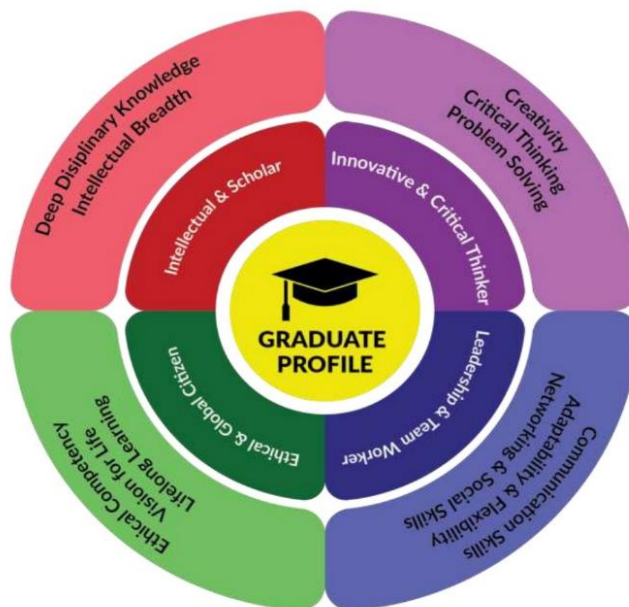
Bachelor of Science Honours in Insurance and Finance is offered by the Department of Insurance and Valuation. The Department was established in 2001 as the first Insurance and Valuation related academic department of the university system in Sri Lanka to offer a specialised Degree in the field of insurance with the intention of providing a quality graduate to fulfil the needs of the insurance Industry in Sri Lanka.

The Department of Insurance and Valuation has offered the Bachelor of Science (Special) Degree in Insurance and Valuation from the commencement of the Department in 2001, and with effect from 07th December 2017, the title of the Degree was changed to "BSc (Hons) Insurance & Finance".

BSc (Hons) Insurance & Finance is a four-year degree programme. During Level 1 of the degree programme, students are required to follow the common programme to provide core management knowledge by giving them in all functional areas in business studies and finance. During Levels 2, 3, and 4, the courses specialise in Insurance and Finance, including a dissertation and six months industrial training component. This course extensively covers all aspects of insurance and business finance while developing the areas of technical skills, creative skills, communication skills, cross-functional skills, ethical and people skills and innovative capabilities of the students.

To accommodate the growing need for qualified professionals in the field of insurance, the Department has designed and offers subjects relating to key areas of insurance, risk and finance.

Upon the completion of the BSc (Hons) in Insurance and Finance, The graduates will have acquired a higher level of education in the fields of Risk, Insurance and Finance. Further, they are well equipped with intellectual and life skills to become successful professionals in the industry with lifelong learning and personal development.



*Graduate Profile of B.Sc. (Hons) Insurance and Finance*

### 3.4.3 Structure of the Degree Programme

#### Structure of the Degree Programme for Level 2, Level 3 and Level 4 of Bachelor of Science Honours in Insurance and Finance

Level 2 - Semester I				
Ser. No	Course Code	Course Unit	Course Status	Credits
01	INS 2113	Insurance Regulations and Practice	Core	03
02	INS 2124	Life Assurance	Core	04
03	INS 2133	Business Finance	Core	03
04	ACT 2133	Business Law	Core	03
05	MGT 2113	Human Resource Management	Core	03
06	ELT 2111	Professional English - I	Core	01
<b>Total No of Credits - Semester I</b>				<b>17</b>
Level 2 - Semester II				
01	INS 2213	Risk Management	Core	03
02	INS 2223	Service Marketing	Core	03
03	ACT 2214	Taxation and Auditing	Core	04
04	BNF 2213	Managerial Economics	Core	03
05	MGT 2223	Organisational Behaviour	Core	03
06	ELT 2211	Professional English - II	Core	01
<b>Total No of Credits - Semester II</b>				<b>17</b>
<b>Level 2 - Total Number of Credits</b>				<b>34</b>



<b>Level 3 - Semester I</b>				
<b>Ser. No</b>	<b>Course Code</b>	<b>Course Unit</b>	<b>Course Status</b>	<b>Credits</b>
01	INS 3113	Commercial Property Insurance	Core	03
02	INS 3122	Motor Insurance	Core	02
03	INS 3133	Liability and Miscellaneous Insurance	Core	03
04	INS 3143	Financial Market	Core	03
05	INS 3153	Investment Management and Financial Modeling	Core	03
06	INS 3161	Competency Development	Core	01
<b>Total No of Credits - Semester I</b>				<b>15</b>
<b>Level 3 - Semester II</b>				
01	INS 3212	Marine Insurance	Core	02
02	INS 3223	Reinsurance	Core	03
03	INS 3233	Research Methodology	Core	03
04	INS 3243	Decision Science for Risk and Insurance	Core	03
05	INS 3253	Financial Information Analysis and Forecasting	Core	03
06	INS 3263	Corporate Finance	Core	03
<b>Total No of Credits - Semester II</b>				<b>17</b>
<b>Level 2 - Total Number of Credits</b>				<b>32</b>

<b>Level 4 - Semester I</b>				
<b>Ser. No</b>	<b>Course Code</b>	<b>Course Unit</b>	<b>Course Status</b>	<b>Credits</b>
01	INS 4114	Underwriting and Claims Management	Core	04
02	INS 4123	International Finance	Core	03
03	INS 4133	Applied Econometrics	Core	03
04	INS 4142	Electronic Business	Core	02
05	INS 4153	Strategic Management	Core	03
<i>One Elective course unit from following</i>				
06	INS 4163	Actuarial Science	Elective	03
07	INS 4173	Financial Derivatives	Elective	03
<b>Total No of Credits - Semester I</b>				<b>18</b>
<b>Level 4 - Semester II</b>				
01	INS 4212	Business Ethics and Professional Practice	Core	02
02	INS 4224	Industrial Training	Core	04
03	INS 4236	Research Project	Core	06
<b>Total No of Credits - Semester II</b>				<b>12</b>
<b>Level 4 - Total Number of Credits</b>				<b>30</b>
<b>Total Number of Credits for the Degree (33+34+32+30)</b>				<b>129</b>

### 3.4.4 Academic Staff of the Department

**Dr. W.S. Sanjeewa, Senior Lecturer**

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### 3.5 Department of English Language Teaching

The Department of English Language Teaching offers a wide range of forward-looking courses to enhance the English language proficiency of the undergraduates, the university staff and the outside community. The Department demonstrates excellence in teaching through innovative, authentic and communicative pedagogical methods leading to mastery of listening, speaking, reading and writing skills of English as a Second Language. The students will be supported to become knowledgeable and creative graduates with greater confidence in themselves to perform as successful professionals and critical thinkers in the evolving job market.

Therefore, students are strongly encouraged to get the benefit of studying English at the Department of English Language Teaching by attending classes regularly and actively participating in interactive learning sessions.

### 3.5.1 Vision and Mission of the Department

#### Vision of the Department

*"The vision of the Department of English Language Teaching is to be a premier English language teaching center in the higher education sector of Sri Lanka."*

#### Mission of the Department

*"The Department of English Language Teaching is on the mission to enhance language proficiency of the undergraduates by providing them with a wide assortment of teaching and learning opportunities that;*

- *foster listening, speaking, reading, writing and soft skills with great dexterity through an effective modus operandi,*
- *Inspire students to become dynamic partakers in academic, social and professional communes.*
- *Facilitate to develop human resources with effective communication skills to meet the national development needs."*

### 3.5.2 Courses offered by the Department to the Faculty of Business Studies and Finance

Four compulsory courses are offered to undergraduates during the first and second levels of their degree programmes by the Department of English Language Teaching. Obtaining the required passing mark in these courses is compulsory for them to be qualified for the award of the Degree.

Level	Semester	Course Code	Course Title	Credits
Level 1	Semester - I	ELT 1111	English for Business Communication I	01
	Semester - II	ELT 1211	English for Business Communication II	01
Level 2	Semester - I	ELT 2111	Professional English I	01
	Semester - II	ELT 2211	Professional English II	01

### 3.5.3 Academic Staff of the Department

**Dr. K.M. Dissanayake , Senior Lecturer**

Head of the Department

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## **4. Examination Regulations and Evaluation Criteria**

### **4.1 Introduction**

These regulations provide the criteria and other conditions relating to the examinations leading to the Bachelor of Science Honours Degree conducted by the Faculty. Any interpretations of these regulations shall be submitted to the Senate, and the decision of the Senate shall be the final.

### **4.2 Academic Years and Semester System**

The academic programme of the Faculty is organised on a semester system over four academic years. Each academic year consists of two semesters; (each semester consists of fifteen weeks for teaching and learning, two weeks for study leave, four/five weeks for examinations and a two-week vacation). Accordingly, the degree programme shall consist of eight semesters, and the

examinations shall be held at the end of each semester after two-weeks study leave.

### **4.3 Credits**

A credit is a time-based quantitative measure assigned to each course unit. One credit is equivalent to 15 lecture hours for theory subjects, 30 hours for computer-based practical subjects, 100 hours for the dissertation and 100 hours for the internship. The total credit value for an entire degree programme is 129 credits.

### **4.4 Eligibility for Sitting the End Semester Examination**

In order to achieve the objectives of each course unit, the student should necessarily attend all lectures, tutorial classes, practical sessions etc., arranged by the respective Department or the Faculty.

Students are eligible to sit for the examinations only if they have complied with the attendance requirements and other regulations specified by the University.

An average of 80% attendance must be maintained by a Level 1 and Level 2 student in order to be eligible for sitting the relevant examination(s). The average attendance for Level 3 and Level 4 students is 70% and 60%, respectively.

Failure to fulfil the eligibility requirements shall disqualify a candidate from sitting for that examination and be treated as an attempt. Such candidate/s shall repeat the subject, and the highest grade obtainable in such an attempt will be grade "C" and shall be required to pay the examination fees as stipulated by examination regulations.

Students who fail to sit for an examination without authorisation or acceptable reason shall be given a symbol of "ab" (absent) for that examination. This symbol is equivalent to the failing grade (E).

A candidate shall be given a maximum of four (4) attempts to complete a course unit. Under any circumstances (i.e. even with acceptable medical certificates), a student shall not be permitted to sit for an examination if he/she has completed a period of eight (08) academic years from the date of admission to the University. This is subject to the consideration of other unavoidable circumstances. The approval of the Senate of the University in this regard is required.

#### **4.5 Absence from Academic Activities and Examinations**

The excuse will be granted only if the absence is due to a grave cause, such as the student's serious ill health, or death of a member/s of the immediate family or any other cause, which is accepted by the Faculty Board and approved by the Senate. Even though an excuse is granted to a student, he/she should sit for the examination only at the next immediate examination to be treated as a proper candidate.

If any student fails to attend academic activities (i.e. lectures, tutorial classes, practical sessions etc., other than mid-semester examination) or examinations due to a medical reason, the such absence should be reported to the Assistant Registrar of the Faculty with a valid medical certificate during the period of sickness or within 14 days after recovery of the illness. The medical certificate should conform to the format of a medical certificate issued by a government hospital and should necessarily be obtained from one of the following medical officers.

- University Medical Officer (UMO)
- District Medical Officer
- Consultant Specialist in the relevant field
- Head of a Government Base Hospital
- Medical Superintendent of a Provincial Ayurvedic Government Hospital
- Ayurvedic Physician registered in the Ayurvedic Medical Council

Under exceptional circumstances, medical certificates issued by private hospitals or registered private practitioners could be considered by the University Medical Officer or the Medical Board.

Faculty Board shall accept medical certificates which are certified by the University Medical Officer or the Medical Board. In case of any special circumstances, if the Faculty Board is convinced by the student that he/she was absent from the examination due to an unavoidable genuine reason, the decision may be taken by the Faculty Board accordingly.

For students who fall ill during an examination session, such illness should immediately be reported to the University Medical Officer and the Deputy Registrar of the examinations. If such illness occurs at the residence or elsewhere during an examination session, the student or his/her guardian should inform the Deputy Registrar of the examinations by an e-mail followed by a registered post letter indicating the nature of the illness, physician consulted, and examination paper affected etc., together with the relevant medical certificate within fourteen (14) days.

In the absence of a candidate from an examination in the event of the death of an immediate family member shall be excused by the Faculty Board and the Senate upon the submission of the death certificate and appropriate proof of relationship. In such event, the student shall receive a symbol of "DFR" (Deferred) for that course unit and shall be eligible to sit for the examination at the next immediate attempt as a proper candidate.

#### **4.6 Repeating a Course Unit**

A student who obtains a grade 'E' for any course unit should repeat that course unit in a subsequent relevant semester.

A student who obtains a grade 'D', 'D+' or 'C-' for any course unit may repeat that course unit in a subsequent relevant semester.

The maximum grade given for a repeated course unit is 'C'.

If the student obtains a lower grade and marks at a repeat attempt than the grade and marks received in earlier attempts, the better shall be retained.

#### **4.7 Absence at the End-semester Examinations**

A candidate's absence for a whole End-semester Examination shall be treated as an attempt unless a valid reason has been furnished by the candidate and accepted by the Faculty Board and the Senate. A candidate with an accepted valid reason shall be treated as a proper candidate in the next immediate attempt and shall get grading for course units without any restriction.

If a candidate is not sitting for the whole End-semester examination at the next immediate attempt without furnishing a valid reason, he/she shall be treated as a repeat candidate.

If a candidate is absent from an End-semester examination of a course unit, the following symbols will be indicated appropriately.

Absence due to medical reasons, which have been approved, will be given the symbol of "MC" (Medical).

Absence due to valid reasons, which have been approved, will be given the symbol of "DFR" (Deferred).

Absence without valid reasons will be given the symbol of "ab" (absent).

#### **4.8 Method of Evaluation**

All the course units are evaluated through end-semester examinations and continuous assessments. In addition, Level 4 students are required to complete the internship/industrial training and the research project (Dissertation).

#### 4.8.1 End-semester Examinations

End-semester examinations are summative assessments which comprise one or more of the following components.

- i. Final theory examination
- ii. Final practical examination
- iii. Final report/dissertation
- iv. Final presentation

#### 4.8.2 Continuous Assessments

Student continuous assessment marks may comprise at least two different assessment components selected from tests/quizzes, term papers, research papers, assignments, case studies, presentations, practical reports, mini-projects, class participation, guest lectures, workshops, field visits, role plays, etc.

The weightage of the continuous assessments must be within the range of 20% - 40% of the final marks allocated to a course module. The remaining weight will consist of the final examination. At the commencement of a course unit, the method of evaluation will be communicated formally by the departments.

Students should earn a minimum of 45% of the total weightage of the continuous evaluation component (20 - 40) in order to pass the relevant course unit. Example:  $40 \times 45\% = 18$  minimum marks. However, the following will also be applied when necessary.

- i. If any student does not earn 45% of CA but receives 40% or more (C- or more) as the final mark (grade), he/ she will receive an "I" grade (Incomplete) as the final result at the End Semester Examination. In the next attempt, he/she has to redo the CA to earn a minimum of 45%, and he/ she shall be considered a proper candidate.
- ii. If any student does not attend any of the CA components (not submitted) but receives 40% or more (C- or more) as the final mark (grade) - he/she will receive "I" Grade (Incomplete) as the final result at the End-semester Examination. In the next attempt, he/she has to complete the CA to earn a minimum of 45%, where he/ she shall be considered a proper candidate.
- iii. If any student receives more than 45% of the CA component but does not apply/sit for the End-semester Examination - he/she will be treated as "Fail" at the End-semester Examination. The respective CA marks received by the student are not valid for the



next attempts. In the next attempt, he/she has to redo the CA and sit for the examination as a repeat candidate.

- iv. If any student receives more than 45% of the CA component but receives less than 40% (C- or less) as the final mark (grade) – he/she will be treated as "Fail" at the End Semester Examination. In the next attempt, he/she has to redo the CA and sit for the examination as a repeat candidate.

All the assessments submitted are required to be free from plagiarism. The plagiarism rate accepted by the Faculty is "less than 20%.

#### ***4.8.2.1 Absenteeism from/Inability to take part in a Continuous Assessment***

In the event of a student being unable to complete continuous assessments due to prior known reasons, he/she shall inform such reason in advance to the relevant Lecturer. In case of getting absent (due to an unforeseen event), he/she shall inform the relevant Lecturer within 14 days from the date of assessment.

Such excuses must be informed to the relevant course lecturer, in writing, with evidence (E.g. a medical certificate, an examination admission etc.). This will allow the Lecturer to take remedial action.

#### **4.8.3 Assessment of Internship/Industrial Training and Research Project**

When the course content is exclusively practical (e.g. Industrial Training), the evaluation shall be conducted according to the guidelines prepared by the Department and approved by the Faculty Board and the Senate. The Research Report and Internship/Industrial Training Report shall be evaluated according to the guidelines prepared by the Faculty.

## 4.9 Grading System

Table 5.1: Grades & Grade Point Values

Raw Marks	Grade	Grade Point Value
85 -100	A+	4.00
75 - 84	A	4.00
70 - 74	A-	3.70
65 - 69	B+	3.30
60 - 64	B	3.00
55 - 59	B-	2.70
50 - 54	C+	2.30
45 - 49	C	2.00
40 - 44	C -	1.70
35 - 39	D+	1.30
30 - 34	D	1.00
00 -29	E	0.00
	I	Incomplete <sup>a</sup>

<sup>a</sup> A student who fails to sit for either the practical examination or the theory examination of a course unit will receive a grade "I", and the student is required to sit only for the missed component in the next attempt. The maximum grade given for the course unit when the student has sat for the missed component in the next attempt will be "C" unless the reason for absence is accepted by the Faculty Board.

For courses in which practicals are assessed by an examination, students obtaining less than 45% marks in either theory or practical will get a maximum 'D' grade even if the average is higher than 40.

## 4.10 Calculation of Grade Point Average (GPA)

The Grade Point Average (GPA) is the credit weight arithmetic mean of the Grade Points. It is a numerical representation of a student's overall academic achievement. The Grade Point Average is the quotient obtained by dividing the Credit Weighted Grade Point Value by the total number of credit values that a student receives. For the purpose of GPA calculation, Grade Point values are taken up to two decimal points. The maximum possible GPA is 4.00 while the minimum is 1.00. Table 5.2 illustrates the calculation of the GPA of a hypothetical student at the end of the Semester I of the Level 1 of the Degree programme.

The formula for GPA calculation is given below.

$$GPA = \frac{\sum_{i=1}^N (Credits)_i \times (Grade Points Value)_i}{\sum_{i=1}^N (Credits)_i}$$

**Table 5.2: Illustration of GPA Calculation (Level 1: Semester I)**

Course Code	Grade	Credit Value	Grade Point Value	Grade Point Values Earned = Credits X Grade Points Values
MGT 1113	C+	03	2.30	(3 × 2.30) = 6.90
INS 1113	A-	03	3.70	(3 × 3.70) = 11.10
BNF 1113	C	03	2.00	(3 × 2.00) = 6.00
ACT 1113	A+	03	4.00	(3 × 4.00) = 12.00
INS 1123	B	03	3.00	(3 × 3.00) = 9.00
ELT 1111	B-	01	2.70	(1 × 2.70) = 2.70
<b>Total</b>		<b>16</b>		<b>47.70</b>

$$GPA = \frac{\text{Credit Weighted Grade Point Value}}{\text{Total Number of Credit Values}} = \frac{47.70}{16} = 2.98$$

#### 4.11 Release of Results of the Semester Examinations

The results of each semester will be reported to the candidates at the end of each semester with the grade earned by the candidate for each course as indicated in Grading Scale given in Table 5.1.

#### 4.12 Provision for Re-scrutinizing of Marks and Grades of Undergraduates

##### 4.12.1 Policy Guidelines

All marks and grades obtained by a student at any examination (i.e. in-course assessment, assignment, semester examination, final examination, etc.) must be free of any errors of addition, computation and transcription.

Provisions shall be made for undergraduate students to submit a request for verification of their examination marks and grades if they wish to do so, particularly for the end-semester examinations and final examinations.

However, the examiners' discretion to allocate marks for the answers presented in the answer scripts for the question(s) presented in the question paper, based on the pre-determined criteria and/or model answer expected, shall not be undermined and hence the verification process will be limited only to check for accuracy of Addition, Computation and Transcription Verification (ACT Verification) and not for re-marking of scripts.

The provision for requesting re-scrutinising of marks and grades shall be limited only during the two weeks immediately following the release of results of an examination. As the cost of the re-scrutinising process must be

borne by the student, calculated on the basis of the actual cost of the re-scrutiny process shall be levied on the student.

The Dean of the Faculty, in consultation with the Chief Examiner of the Examination, shall convene Results Verification Board, constituted as prescribed by these by-laws and verification of results must be conducted in accordance with the guidelines prescribed herein.

If the marks and grades are not changed, the candidate shall be notified by the Dean through the Senior Assistant Registrar/Assistant Registrar of the Faculty after the meeting of the Results Verification Board. However, if the marks and grades are changed, the outcome of the verification shall be notified to the candidate(s) only after the ratification of results by the Special Result Board of the Faculty in the case of the End-semester Examination. Whereas in the case of the final examination, amended results should only be released after obtaining the approval of the Senate of the University.

The results issued to the student(s) following the re-scrutiny of marks and grades shall be the final, and no more requests shall be entertained thereafter.

#### **4.12.2 Re-Scrutinising Procedures**

The Assistant Registrar of the Faculty should notify the students of the relevant examination, the period during which the requests for verification of results are entertained by displaying a notice on the notice board of the Dean's Office.

A payment of Rs. 500/= (subject to revision) per course unit of an End-semester Examination shall be charged for verification of the marks and grades, and the issue of application forms must be done only upon submission of a receipt for the prescribed payment.

If there is no change in grades, the students will be notified immediately after the Results Verification Board Meeting.

If the marks and grades are changed, students will be notified after the marks are ratified by a Special Results Board of the Faculty and approved by the Senate and Council of the University.

### **4.13 Award of Degrees and Classes**

#### **4.13.1 Award of degrees**

To be eligible for the BSc Hons degree programmes, a student must accumulate a grade of "D" or better in subjects aggregating 129 credits. Furthermore, a student should,

- (a) Not have a fail grade "E" and no more than one lower grade "D", "D+", or "C-" per semester and the total number of lower grades should not exceed six (06) for the entire Degree programme.
- (b) Have a minimum Overall Grade Point Average of 2.00.
- (c) Complete the relevant requirements within a period of eight (08) academic years.
- (d) Obtain a Pass (P) for non-credit subjects

#### **4.13.2 Award of Classes**

##### ***First Class Honours***

A student shall meet all the following requirements in order to be awarded a Degree with First Class Honours.

A student shall have:

- i. Obtained a minimum GPA of 3.70.
- ii. Earned grades of A +or A in at least 50% of the total credits of the courses in the degree programme.
- iii. Earned no grades below "C".
- iv. Fulfilled these requirements within four academic years from the first academic year of registration other than approved valid reason accepted by the Senate.

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

A student shall meet all the following requirements in order to be awarded a Degree with Second Class (Upper Division) Honours:

A student shall have:

- i. Obtained a minimum GPA of 3.30.
- ii. Earned grades of B or better in at least 50% of the total credits of the courses in the degree programme.
- iii. Earned no grades below "C".
- iv. Fulfilled these requirements within four academic years from the first academic year of registration other than approved valid reason accepted by the Senate.

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

A student shall meet all the following requirements in order to be awarded a Degree with a Second Class (Lower Division) Honours:

A student shall have:

- i. Obtained a minimum GPA of 3.00.
- ii. Earned grades of B or better in at least 50% of the total credits of the courses in the Degree programme.

- iii. Earned no grades below "C."
- iv. Fulfilled these requirements within four academic years from the first academic year of registration other than approved valid reason accepted by the Senate.

#### **4.13.3 Effective Date of the Degree**

The effective date of the Degree shall be the date of submission of the completed Research Project as specified by the Faculty.

#### **4.14 Medals and Prizes awarded at the Convocation**

##### **4.14.1 Gold Medals for the Best Performance in the Faculty**

- i. Slimline Gold Medal for the best overall performance in the Faculty of Business Studies and Finance

##### **4.14.2 Awards for the best performance in each Degree programmes**

###### *Bachelor of Science Honours in Accountancy and Business Finance*

- i. CMA Gold Medal for the best performance in Bachelor of Science Honours in Accountancy and Business Finance.
- ii. CA Sri Lanka Medal for the most outstanding performance in the Accountancy cluster.
- iii. CISI Gold Medal for the most outstanding performance in the Business Finance Cluster of the Department.
- iv. Award for the Second Most Outstanding Student of the Accountancy Cluster of the Department, awarded by Mr. Shiran Karunaratne, Managing Director at Gospel House Handicrafts.

###### *Bachelor of Science Honours in Banking and Finance*

- i. Bank of Ceylon Gold Medal for the best performance in Bachelor of Science Honours in Banking and Finance.
- ii. CFA Society Sri Lanka Gold Medal and Cash Award for the best performance in the Finance Discipline.
- iii. Security Exchange Commission's Gold Medal and Cash Award for the best performance in the Money and Capital Market course unit of the Bachelor of Science Honours in Banking and Finance.

###### *Bachelor of Science Honours in Business Management*

- i. Slimtex Gold Medal for the best performance in Bachelor of Science Honours in Business Management.

### *Bachelor of Science Honours in Insurance and Finance*

- i. Janashakthi Gold Medal for the best performance in Bachelor of Science Honours in Insurance and Finance.
- ii. Janashakthi Insurance PLC Cash Award for the first three (03) best (Highest GPA Values) students who successfully completed the Bachelor of Science Honours in Insurance and Finance.
- iii. Sri Lanka Insurance Institute Gold Medal for the Best Student of the course units relates to the Insurance Discipline (The Highest GPA Value for Insurance Discipline) of the Bachelor of Science Honours in Insurance and Finance.
- iv. LB Finance PLC Gold Medal and Cash Award for the best student of the Finance Discipline (The Highest GPA Value for Finance Discipline) of the Bachelor of Science Honours in Insurance and Finance.
- v. AIA Insurance Lanka Ltd Cash Award and Internship Training for the overall best performing student of the Bachelor of Science Honours Degree in Insurance and Finance.

## **5. General Information**

### **5.1 Student Counselors and Academic Advisors**

Student Counselors are appointed by the Vice Chancellor to provide psychological assistance on an individual or group basis to students who present problems of a career, personal or interpersonal nature.

Students of the new intake of each year would be divided into groups, and each student group would be allocated to Academic Advisors of the Faculty. Problems arising during university life of the students can be discussed with the respective Academic Advisors. Students are advised to keep close contact with such Academic Advisors and take maximum advantage of this opportunity.

#### **Student Counselors**

##### **Senior Student Counselor (Kuliyapitiya Premises)**

Dr. (Ms.) WADKJ Wanigasekara -Senior Lecturer, Department of Accountancy  
Tel: 071-4461107

## **Student Counselors**

Mrs. SNRF Dias - Lecturer, Department of Banking and Finance  
Tel: 071-2687557

Ms. WJAJM Lasanthika, Lecturer, Department of Business Management  
Tel: 071-9442259

Ms. DMNB Dissanayake - Senior Lecturer, Department of Insurance  
Valuation  
Tel: 077-4106581

Ms. PDSN Dissanayake - Lecturer, Department of English Language  
Teaching  
Tel: 077-7942203

## **5.2 Student Discipline**

Proctor and Deputy Proctor have been appointed by the Vice Chancellor to attend to disciplinary matters of the students.

### **Proctor - Wayamba University of Sri Lanka**

Dr. TK Karandaketiya - Senior Lecturer, Department of Business  
Management  
Tel: 0773646812

### **Deputy Proctor - Faculty of Business Studies and Finance**

Mr. UES Kumara - Senior Lecturer Department of Accountancy  
Tel: 0714489555

## **5.3 Teaching and Learning Support**

Based on the course requirements, respective Departments design such lectures, tutorials, workshops, seminars, presentations, field visits, internship programmes etc.

The students have an opportunity to meet relevant course Lecturers personally when they need more clarifications about the subject. Two hours per week are allocated from each Lecturer's timetable for this purpose. Students are advised to get the maximum benefits from this too.

The Faculty and the particular Department always welcome and encourage students to be initiative towards organising academic activities such as guest lectures and workshops etc. Each Department of specialisation has been instructed to organise student circles /student societies to act as facilitators for the above purpose.



### **5.3.1 Faculty Computer Labs**

FBSF has well-equipped computer labs to facilitate the teaching, learning and assessment relating to Information Technology (IT) of degree programmes. In this respect, the computer labs carry out the following main activities.

- Facilitate in conducting computer-based course units of the degree programmes
- Provide assistance in conducting online and other computer-based examinations of the degree programmes
- Provide computer facilities and internet access to students to engage in learning activities

### **5.3.2 Library Facility**

The main Library of the Wayamba University of Sri Lanka has an extensive collection of books in the Business Studies & Finance discipline. Students can search for books online through the University website. In addition to the reading materials provided by the respective lecturers, students are advised to expand their reading territory independently to acquire vast knowledge in their relevant disciplines and different genres. Given the fact that formal University education is able to lay only the fundamentals and foundation needed for a student's career development, such a habit of independent reading is encouraged.

### **5.3.3 Career Guidance Unit**

The Career Guidance Unit (CGU) of the University is a service center of quality and excellence, supporting the University in its objective of helping produce capable, employable and quality graduates to become potential leaders empowered to contribute positively to their own well-being, and the economy within the context of an ever-changing environment.

The main objectives of the CGU are,

- To provide a service in career education, career guidance and career management.
- To support the students for employability skills development.
- To help the students in their job search and career projects as well as prospective employers through recruitment-related services.
- To be a partner for undergraduates preparing for their life and work.
- To enhance entrepreneurship and innovation among undergraduates.

To achieve the above objectives, CGU conducts workshops, seminars, and training on skills development in collaboration with the industry. Apart from that, it provides internship & management training opportunities and conducts annual career fairs in collaboration with the industry. All the students are encouraged to visit CGU for consultant services on career guidance and counselling.

## **5.4 Social and Welfare Activities**

The Faculty always promotes the collaboration of students and lecturers by organising social or welfare activities such as the establishment of societies, welcome & farewell functions, social & environmental projects etc. In organising such events, students are required to inform and discuss the matter in advance with the relevant members of the academic staff and get approval or consent.

### **5.4.1 Sports Facilities**

The Unit of Physical Education is the key provider and the promoter of the best possible sports and recreation environment for the university community. It also paves the way for the students to achieve university colours.

### **5.4.2 Medical Facilities**

The students have access to medical facilities at the University premises. Any student with any medical concerns can meet and get advice from the University Medical Officer.

## **5.5 Important Phone Numbers**

General Line	037-2281412 037-2281414 037-2283616
Vice Chancellor's Office	037-2281392
Registrar's Office	037-2283165
Deputy Proctor (Kuliyapitiya Premises)	037-2283618
Faculty of Business Studies and Finance	037-2284215
Department of Business Management	037-2283618
Department of Accountancy	037-2284214
Department of Banking and Finance	037-2281216
Department of Insurance and Valuation	037-2284213
Department of English Language Teaching	037-2283155
Senior Assistant Registrar/Examinations	037-2284527

Assistant Registrar/FBSF	037-2284215
Assistant Registrar/ Student Services and Welfare	037-2283167
Assistant Registrar/ General Administration	037-2281151
Library	037-2284776 037-2283169
Medical Centre	037-2284779
ICT Centre (Kuliyapitiya)	037-2284528
Career Guidance Unit	031-3314283
Physical Education Unit	037-2283974
Chief Security Officer	037-2283166

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