



Wayamba University of Sri Lanka

# **Diploma in Personal Financial Management**

Students Handbook

Department of Accountancy  
Faculty of Business Studies and Finance  
Wayamba University of Sri Lanka  
Kuliyapitiya  
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## **Preface**

Welcome to study the Diploma in Personal Financial Management Programme and be a student of the Wayamba University of Sri Lanka. This Handbook is intended to provide you with useful information and guidance relating to the University and the Diploma in Personal Financial Management.

Department of Accountancy of the Faculty of Business Studies and Finance is one of the biggest departments in the faculty in terms of the students' population. From its inception, Department is maintaining proper standards in teaching and learning methods for producing high quality Accountancy and Business Finance graduates.

The key objective of teaching Accounting and Finance disciplines at the tertiary level is to make undergraduates academically sound and facilitate them to become good practitioners in the Accounting and Finance professions. As part of the outreaching objective of the Department, it is building-up some linkages with the industry through the extension programmes.

In addition to the information provided in this Handbook, you may also obtain some information from the University Web Site.

### **Department of Accountancy**

Faculty of Business Studies and Finance

Wayamba University of Sri Lanka

Kuliyapitiya

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### **Contact details**

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## **1. WAYAMBA UNIVERSITY OF SRI LANKA**

The Wayamba Campus of the Rajarata University of Sri Lanka (RUSL) was established on the recommendations of a Committee consisting of Hon. Prof Wishva Warnapala, Deputy Minister of Education and Higher Education as Chairman. This Committee was appointed by the Hon. Minister of Education and Higher Education (Mr. Richard Pathiranna) on 22nd December, 1994 to report on the Affiliated University Colleges. On the recommendations of the above Committee, nine Affiliated University Colleges spread out in various provinces of the country were merged to form two National Universities, the Rajarata and Sabaragamuwa Universities of Sri Lanka on 07th November 1996.

The Affiliated University College of the North Western province which consisted of two academic sections namely; Home Science and Nutrition and the Agriculture, originally affiliated to the Universities of Kelaniya and Peradeniya respectively, were merged to form the Wayamba Campus and established in terms of the provision of the Sections 18 and 47 (1) of the University Act No. 16 of 1978 and Campus Board Ordinance No 3 of 1995. As provided in the Act referred to above, two Faculties were set up to form the Wayamba Campus namely, the Faculty of Agricultural Sciences and the Faculty of Applied Sciences.

The Faculty of Agricultural Sciences constituted the Departments of Plantation Management, Horticultural Sciences and Food Technology and Agricultural Engineering, while the Faculty of Applied Sciences consisted of the Departments of Mathematical Sciences, Industrial Management and Computer Studies, Nutrition and Community Resources Management.

A committee appointed in 1999 made recommendations to upgrade the Wayamba Campus to a fully-fledged University. Based on the recommendations of this committee, the Wayamba University was established in August 1999 by upgrading the Wayamba Campus of Rajarata University and adding two new Faculties (i.e. with four Faculties) namely Faculty of Applied Sciences, Faculty of Business Studies and Finance, Faculty of Agriculture and Plantation Management and Faculty of Livestock, Fisheries and Nutrition.

Wayamba University of Sri Lanka is the thirteenth national university in Sri Lanka. The university is located in two separate premises, each consists of two faculties. Two faculties, Faculty of Business studies and finance, and Faculty of Applied Sciences, are located at Kuliypitiya premises. Other two faculties, Faculty of Agriculture and Plantation Management, and Faculty of Livestock, Fisheries and Nutrition, are established in Makandura premises of the university. The university is headquartered at Kuliypitiya. The library, a well-equipped computer unit, and student accommodation facilities which

are constantly being updated and upgraded, ensure a sound academic environment for the students to pursue their studies.

#### **University Vision**

Achieving excellence in higher education, research and technology and training for developing human resources to meet national and global needs.

#### **University Mission**

Develop innovative, skilled, trained manpower and their capabilities to fulfill national and global needs through undergraduate and postgraduate education, research and outreach programmes.

## **2. FACULTY OF BUSINESS STUDIES AND FINANCE**

The Faculty of Business Studies and Finance of the Wayamba University of Sri Lanka was established with effect from 01 October 1999 by The Government notification in the Extraordinary Gazette No.1093/8 of Tuesday, 17 August 1999. Faculty of Business Studies and Finance consist of four departments; Department of Accountancy, Department of Banking and Finance, Department of Business Management, and Department of Insurance and Valuation.

The four Departments of the Faculty of Business Studies and Finance offer degree programmes leading to B.Sc. (Special) degree in Accountancy and Business Finance, B.Sc. (Special) degree in Banking and Finance, B.Sc. (Special) degree in Business Management, and B.Sc. (Special) degree in Insurance and Valuation respectively. The duration of the course is 4 years including one year in-plant training. All the degree programmes are conducted only in English Medium.

The Faculty of Business Studies and Finance is committed to pursue excellence in teaching in Management subjects, conducting management researches and community services in the region while making all efforts to be the center of excellence in Business Studies and Finance education in Sri Lanka.

#### **Faculty Vision**

To be the centre of excellence in the arena of Management Education

#### **Faculty Mission**

We are committed to the development of Human Resources Competencies through Management education, Research, and Outreach programmes to meet the challenges in the Business World.

## 2.1. Postgraduate Programmes

In addition to the undergraduate programmes, the Faculty offers

- Post Graduate Diploma in Business Management (PGDBM)
- Master of Business Administration (MBA)

As a result of the passionate response from the private and public sectors, the Faculty launched PGDBM and MBA programmes in 2005 with the noble purpose of expansion of indigenous knowledge to promote the sustainable development of Sri Lanka. This programme is designed for those who are interested in developing conceptual and analytical skills in modern theory and practice in each of the key areas of Business Administration.

### Contact Details

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## 3. DEPARTMENT OF ACCOUNTANCY

Department of Accountancy offers B.Sc. (Special) Degree in Accountancy and Business Finance. This course of undergraduate study would be a key to the professional courses in Accountancy, with a more in depth background in Management, Economics, Statistics, Information Technology, Communication Skills and Human Resource Management.

The first two years would give a good foundation in these fields, while the next two years would concentrate on Decision Sciences, Finance and Law, Management Accounting, Strategic Management, Accounting Information Systems, Taxation, Financial Statement Analysis, Financial Reporting and Disclosure, Auditing, Computer Based Accounting, and other related disciplines in Accountancy and Business Finance. The students would spend their last year at an appropriate business enterprise and undergo a research study in a field related to Accounting and Finance.

### Department Vision

An assured future for all Sri Lankans and a prosperous society through learning.

### Department Mission

The department will ensure the provision of high-quality accountancy education and training towards optimum utilization, control and development of resource that raises achievement, reduces disparity, and leads to opportunities.

### 3.1. B.Sc. (Special) Degree in Accountancy

The Department of Accountancy offers B.Sc. (Special) Degree in Accountancy and Business Finance. This course extensively covers key aspects of Accounting and Finance, and produces approximately 100 graduates each year.

The objectives of the B.Sc. (Special) Degree in Accountancy is to provide the students a sound academic background in Accounting and Finance enabling them to commence productive business organizations in Sri Lanka or elsewhere in the world. It would also concentrate on producing outstanding graduates for public and private sectors.

### 3.2. The curriculum of B.Sc. (Special) Degree in Accountancy and Business Finance

(Common courses in first two years<sup>1</sup>)

Code	Course Name	Credits
<b>Year I Semester I</b>		
MGT 1114	Principles of Management & Organizational Theory	04
BNF 1113	Microeconomics	03
MGT 1113	Business Mathematics I	03
MGT 1123	Business Environment	03
ACT 1114	Financial Accounting	04
ELT 1110	English I - Grammatical Foundation	00
<b>Credits for Year I Semester I</b>		<b>17</b>
<b>Year I Semester II</b>		
MGT 1224	Organizational Behavior	04
BNF 1224	Macroeconomics	04
MGT 1233	Business Mathematics II	03
MGT 1243	Information Technology	03
ACT 1224	Cost and Management Accounting	04
ELT 1210	English II Composition	00
<b>Credits for Year I Semester II</b>		<b>18</b>
<b>Total Credit for Year I</b>		<b>35</b>

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<sup>1</sup> Course codes consist of the Department codes and Unit code i.e. Dept of Accountancy – ACT, Dept of Banking and Finance – BNF, Dept of Business Management – MGT, English Language Teaching (ELT) Unit.

<b>Year II Semester I</b>			
MGT	2114	Human Resource Management	04
MGT	2124	Business Statistics	04
MGT	2123	Computer Software and Applications	03
ACT	2114	Taxation and Auditing	04
MGT	2131	Business Communication I	01
<b>Credits for Year II Semester I</b>			<b>16</b>
<b>Year II Semester II</b>			
MGT	2224	Marketing Management	04
BNF	2214	Managerial Economics	04
MGT	2244	Commercial Law and Industrial Law	04
ACT	2224	Financial Management	04
MGT	2251	Business Communication II	01
<b>Credits for Year II Semester II</b>			<b>17</b>
<b>Total Credit for Year II</b>			<b>33</b>
<b>Total Credits for Year I and II</b>			<b>68</b>

**Specialization Courses in Accountancy and Business Finance** (offered in third and fourth years)

<b>Year III Semester I</b>			
ACT	3113	Advanced Financial Accounting	03
ACT	3123	Corporate Law	03
ACT	3133	Investment Management	03
ACT	3143	Management Science	03
<b>Accountancy Cluster</b>			
ACT	3153	Accounting Information Systems	03
<b>Business Finance Cluster</b>			
ACT	3163	Financial Mathematics	03
<b>Credits for Year III Semester I</b>			<b>15</b>
<b>Year III Semester II</b>			
ACT	3214	Research Methodology in Accountancy & Finance	04
ACT	3223	Financial Reporting	03
ACT	3233	Corporate Finance	03
<b>Accountancy Cluster</b>			
ACT	3243	Advanced Taxation & Tax Planning	03
ACT	3253	Computerized Accounting & ERP Systems	03
<b>Business Finance Cluster</b>			
ACT	3263	Corporate Governance	03
ACT	3273	Financial Modeling	03
<b>Credits for Year III Semester II</b>			<b>16</b>
<b>Total Credits for Year III</b>			<b>31</b>

		<b>Year IV Semester I</b>	
ACT	4113	Corporate Reporting	03
ACT	4123	Financial Statement Analysis	03
		<b><i>Accountancy Cluster</i></b>	
ACT	4133	Advanced Auditing & Assurance	03
ACT	4143	Forensic Accounting	03
ACT	4153	Strategic Management Accounting	03
		<b><i>Business Finance Cluster</i></b>	
ACT	4163	Financial Derivatives	03
ACT	4173	Applied Econometrics	03
ACT	4183	Strategic Finance	03
		<b>Credits for Year IV Semester I</b>	<b>15</b>
		<b>Year IV Semester II</b>	
ACT	4216	Industrial Training and Dissertation	06
		<b>Credits for Year IV Semester II</b>	<b>06</b>
		<b>Total Credits for Year IV</b>	<b>21</b>
		<b>Total Credits for Year III and IV</b>	<b>52</b>
		<b>Total Credits for the Degree</b>	<b>120</b>

In addition to the theoretical background gained throughout the course, every student would spend one year for the industrial Training, and have to prepare a comprehensive dissertation on a real world issue in Accounting or Finance.

### **3.3 Industrial Training Programme**

One-year Industrial training is a major part of the B.Sc. Accountancy and Business Finance (Special) Degree offered by the Department of Accountancy. The training offers total of Six Credits, two credits for the training and four for the Dissertation. This training programme intends to make students exposed to corporate environment enabling them to apply the theoretical knowledge, skills, capabilities and value acquired during first three years in to practice.

The training also provides undergraduates with opportunities for reflective learning in practical settings and to develop competencies in work skills. Also, it will help undergraduates to develop career opportunities as students those who perform well may be absorbed to permanent cadre of the relevant organizations.

### **3.4. CMA Sri Lanka Gold Medal**

In recognition of invaluable contribution of Department of Accountancy being made to the country, Institute of Certified Management Accountants of Sri Lanka (CMASL) awards a Gold Medal to the best performed student in the B.Sc. (Special) degree in Accountancy and Business Finance at the General Convocation.

### **3.5. Journal of Accountancy and Finance**

The Journal of Accounting and Finance annually published by the Department of Accountancy is a referred Journal of scholarly works. The main objective of the Journal is to publish scientific research findings that address issues and developments related to Accounting and Finance Industry particular at both national and international level.

### **3.6. Certificate in Personal Financial Management**

The Department of Accountancy offers the “Certificate in Personal Financial Management (CPFM)” to cater the long felt need of individuals in Sri Lanka as there is not a single certificate programme in this discipline offered by any university. This half-year certificate course provides fundamentals of personal financing enabling individuals to learn how to live with financial independence. This certificate course covers only some basic aspects of Personal Financial Management with five course modules.

### **3.7. Curriculum of Certificate in Personal Financial Management**

<b>Code</b>	<b>Course Name</b>	<b>Credits</b>
CPFM 1113	Personal Financial Management	03
CPFM 1123	Personal Taxation	03
CPFM 1134	Risk Management	04
CPFM 1144	Time Value of Money	04
CPFM 1154	Investment and Retirement Planning	04
	<b>Total Credits</b>	<b>18</b>

### **3.8. Diploma in Personal Financial Management**

The Diploma in Personal Financial Management (DPFM) has been designed for people who are, or who will shortly be, in the age levels where they no longer depend on others for their financial provision.

The DPFM develops core technical knowledge and understanding across a broad range of key advisory areas with over 08 units in total. Participants will gain knowledge about the practical and legal constraints on the sources and uses of money, the methods of organizing their money through personal budgeting, bank dealings, building society accounts and the concepts, and consequences of overspending or payment default.

Modular in structure, with compulsory units, the Diploma allows candidates to develop a learning programme that reflects their personal circumstances or career aspirations. Upon completion candidates will be awarded the Diploma in Personal Financial Management. Members who are successfully complete the Diploma entitled to use the designation DPFM.

### **3.8.1. Aims and Objectives of the course**

This programme aims to develop students' professional competence in personal financial management and equip them with the essential knowledge and skills to perform financial planning and management services for clients. Upon completion of the programme, students should be able to

- i. Master and apply the core elements of personal financial management as well as other supporting knowledge such as insurance, investments, tax planning, estate planning and employee benefits; and
- ii. Provide a firm grounding in Personal Financial Management core philosophies and to advance the understanding in concepts of Financial Management, its uses and restrictions.

### **3.8.2. Target Group**

The Diploma in Personal Financial Management (DPFM) has been designed for people who are, or who will shortly be, in the age levels where they no longer depend on others for their financial provision.

### **3.8.3. Admission for the DPFM**

No person shall be considered for admission to the Diploma in Personal Financial Management unless he/she has any one of the following qualifications.

- i. Certificate in Personal Financial Management which offers by the Wayamba University Sri Lanka *or*
- ii. Certificate of Personal Finance Planning / Certificate in Personal Financial Management which offers by any reputed institution

Qualifications other than those listed above may be acceptable case by case to the Board of Study & the Senate. On acceptance of the Board of Study /

Faculty Board, a person shall forthwith register as a DPFM Student of the University upon payment of prescribed registration and other fees.

- i. Those who are registered in any University as an internal student are **NOT ELIGIBLE** to apply for DPFM.
- ii. No credits will be transferred from CPFM to DPFM. The credits allocated for the Diploma is given below;

### 3.8.4. The Structure of the Course

The following guiding rules are adopted as fundamental requirements.

- i. The duration of DPFM is one (01) academic year consisting of two semesters
- ii. This programme is a part-time taught programme with a total number of 30 credits. Course duration of 1500 notional hours (consisting of 450 hours of teaching and 1050 hours for self studies). The programme structure is shown below.

Course Code , Title and Course Content		Credits	Contact Hours	Notional Hours
<b>Semester I</b>				
DPFM 1113	<b>Financial Analysis</b> Corporate overview, Financial environment, Financial statements, Quantitative financial analysis, multi period quantitative financial analysis , Accounting analysis, Comprehensive analysis, Equity investment analysis, Analysis of Fixed Income Securities, Business combinations	03	45	150
DPFM 1124	<b>Financial Management</b> Fundamental of financial services, Money and capital markets, Management of working capital, Cost of capital, investment in capital assets, Risk and return, Valuation of Long-Term Securities	04	60	200
DPFM 1134	<b>Principles of Management</b> Management principles,	04	60	200

	Manager's skills & roles, Basic managerial functions: planning, organizing, staffing, directing, & controlling. Leadership styles, Motivation, Manager vs. entrepreneur, Entrepreneurship development			
DPFM 1144	<b>Business Economics</b> Laws of demand and supply, Equilibrium, Cost classification, Short-term decision making, Market types, Utility theory, Behavior of Costs, National income, Unemployment, Interest rate, inflation, Exchange rate, Money supply	04	60	200
<b>Semester II</b>				
DPFM 1214	<b>Project Management</b> Project life cycle, Project manager, Work breakdown structure, Estimating project times and costs, Developing a project plan, Project network, project risk, Scheduling resources, Software application in project management	04	60	200
DPFM 1223	<b>Business Law</b> Contract law, Agency law, Companies Act, Partnership Ordinance, Negotiable Instruments, Business Registration, Regulatory bodies for businesses	03	45	150
DPFM 1232	<b>Seminar – Professional &amp; Personal Development</b> Personality traits, attitudes, values, ethics and business communication	02	30	100
DPFM 1246	<b>Project Report</b> Writing a project report on a selected topic in Personnel Financial Management	06	90	300
<b>Total</b>		<b>30</b>	<b>450</b>	<b>1500</b>

## **4. EXAMINATION REGULATIONS**

### **4.1. Introduction**

Regulations relating to examinations of B.Sc. (Special) Degrees conducted by the Faculty of Business Studies and Finance are applicable for the Diploma in Personal Financial Management. Any interpretations of these regulations shall be submitted to the Senate and the decision of the Senate shall be the final.

### **4.2. Structure of the Diploma in Personal Financial Management Programme**

The Diploma in Personal Financial Management is organized on the semester basis over a period of one Academic Year. An academic year consists of two semesters, and each semester consists of six months. The examinations shall be held at end of each semester.

### **4.3. Method of Evaluation**

- i. The performance of students for each subject is evaluated by means of examinations, assignments, reports, presentations, classroom tests, and researches. The following guiding rules are adopted as fundamental requirements.
  - End- term examination carries a weight of minimum 60% of the final marks assigned to a subject.
  - Continuous assessments component carries a weight of maximum 40% of the final mark assigned to a subject. This may comprise marks from one or more of the continuous evaluation modes.
  - Project report shall be evaluated according to the guidelines prepared by the Department of Accountancy
- ii. With the consent of the Board of Study, the percentages assigned to the continuous assessments and the end-term examination can be altered.
- iii. To pass a subject participant must obtain 40 percent from both the continuous assessments and the final examination.

NOTE: Medical Certificates will not be taken into account for continuous assessments. Students will not receive marks for such components if he/she fails to attend the regular continuous assessments or to meet the requirements due to any reason.

### **4.4. Grading System**

All Results of assessment are subject to the approval of the Senate of the university. The assessment of the courses in the Programme is graded according to the following scale:

<b>Marks</b>	<b>Grade</b>	<b>Grade Point Value (GPA)</b>
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

#### **4.5. Calculation of Grade Point Average (GPA)**

The Grade Point Average (GPA) is the credit weight arithmetic mean of the Grade Points. Its really a numerical representation of a student's overall academic achievement .The Grade Point Average is the quotient obtain by dividing the Credit Weighted Grade Point Value by the total number of credit values in which a student receives a Grade. For the purpose of GPA calculation, grade point values are taken up to two decimal places and finally, the GPA value is also taken with two decimal places and not rounded. The maximum possible GPA is 4.00 while the minimum is 1.00.

#### **4.6. Eligibility for Sitting the End - Term Examination**

- i. A person shall not be permitted to take the term end examination unless;
  - a. He / she has been duly registered as a DPFM course candidate as from the commencement of the academic term in which that examination is held
  - b. He / she has obtained mark 40 percent or more in the continuous assessments in each course of study
  - c. He / she has followed at least eighty percent (80%) of the classes held
- ii. All rules relating to the Examination Procedure, Offenses and Punishment of the Wayamba University of Sri Lanka apply to the DPFM examination.
- iii. Without prejudice to the generality of rule relating to the continuous assignment shall be formulated and implemented by the Course Director and matters relating to such tests shall be decided by the Board of Study on the recommendation of the Course Lecturer of the Faculty
- iv. If a candidate fails to obtain 80% attendance in any subject he/she has to repeat it at the repeat exam.
- v. Medical leave will only be accepted for maximum of 10 class days during the year. Only D.M.O. certified medical certificates are accepted.

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

- i. No candidate shall keep away from classes or leave the Island or withdraw from examination or any other aspect of evaluation without the prior approval of the Board of Study.
- ii. 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 of the immediate family or any other cause, which is accepted by the Board of Study and approved by the Senate. Even though excuse is granted to a student, he/she can sit the examination only in the current occasion or next immediate occasion as a proper candidate.
- iii. If student fails to attend academic activities or examinations due to a medical reason, such absence should be reported to the Senior Assistant Registrar of the Examinations by a valid Medical Certificate immediately after the examination. All Medical Certificates 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.
  - a. University Medical Officer (UMO)
  - b. District Medical Officer
  - c. Consultant Specialist in the relevant field
  - d. Head of a Government Base Hospital
  - e. Medical Superintendent of a Provincial Ayurvedic Government Hospital
  - f. Ayurvedic Physician registered in the Ayurvedic Medical Council
- iv. Board of Study will accept medical certificates which are certified by the University Medical Officer.
- v. Under exceptional circumstance medical certificates issued by private hospitals or registered private practitioners could be considered by the University Medical Officer or the Board of Study.
- vi. Students who fall ill during an examination session, such illness should immediately be reported to the University Medical Officer at the University Medical Center. If such illness occurs at residence or elsewhere during an examination session, the student or his/her guardian should inform the SAR / Examinations within seven (7) days by a telegram followed by a letter indicating the nature of illness, doctor consulted, examination paper affected etc. together with the relevant medical certificate.
- vii. Absence of a candidate from an examination in the event of death of an immediate family member will be excused if approval is obtained from the Board of Study and the Senate by submission of death certificate and appropriate proof of relationship. In that event the student will receive a symbol of "DFR" (Deferred) for that course.

#### **4.8 Confer of Diploma**

- i. A “DIPLOMA IN PERSONAL FINANCIAL MANAGEMENT” will be awarded for those who pass his / her course works and submit the project reports. To be eligible for pass at the DPFM, student
  - a. Must complete the required number of credit
  - b. Must obtain grades of “C-” or better in course units
  - c. Complete the relevant requirements within a period of two academic years after the registration.
- ii. If a candidate is absent from an end - term examination of a course unit after completing continuous assessments, the following symbol will be indicated appropriately.
  - a. Absent due to medical reason, which has been approved, will be given symbol of “MC” (Medical).
  - b. Absent due to valid reasons, which has been approved will be given symbol of “DFR” (Deferred).

Absent without valid reasons will be given symbol of “ab” (absent).

#### **4.9 Repeating a Subject**

- i. The candidates, who fail to score 40% in any subject is deemed to have partly completed the exam. They can sit for failed subjects in the repeat examination. An immediate repeat exam will be held after releasing the results. They are expected to pay the exam fee for relevant subjects as per the university rates. The failures of the repeat exam will have to sit for the proper exam at the following year. The exam fee should be paid for every attempt.
- ii. A candidate who repeats subject/s of an examination shall not be eligible to obtain more than 40% (Minimum mark given for a “C-“ grade) for each of the course/s which he/ she has repeated irrespective of the actual marks obtained. The maximum grade given for a repeated subject is “C-“.

#### **4.10 Absence at the End Semester Examination**

- i. A candidate who has been absent from a whole end-term examination shall be treated as an attempt, unless a valid reason has been furnished by the candidate and accepted by the Study 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 courses without any restriction.
- ii. If a candidate avoids taking the whole end-term examination on the next immediate attempt without furnishing a valid reason, shall be treated as a repeat candidate.

#### **4.11 Postponement of the Academic Year**

- i. If a candidate who has been registered for the course applies for a postponement of the academic year he/she may be given an

opportunity to follow the next immediate course. The application fee and the course fee paid are transferable only if the candidate has not attended a single lecture. Such candidates are required to pay the registration fee for the new academic year. However if the course fee of the next course has been increased he/she has to pay the balance of the course fee to get registered for the new intake.

- ii. If a candidate applies for a postponement after attending lectures, he/she is not allowed to postpone the academic year.
- iii. The request for postponement should be made to the Course Director within a month after the registration.
- iv. The selected candidates are not allowed to transfer their registration to any other candidates.

#### **4.12 Release of Results**

- i. The University shall display on the notice board the names of candidates who have obtained the DPFM. In addition all candidates shall be informed individually of the results of the examinations.
- ii. The results of each term will be reported to the candidates at the end of each term. The Results Sheet will be issued to each candidate after the release of results of each term by the Examination Branch of the university.

#### **4.13 Effective Date of the Diploma**

The effective date of the DPFM shall be the date of submission of the completed Project Report

#### **Contact Details**

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