The Open University of Sri Lanka
Department of Management Studies

BACHELOR OF
MANAGEMENT STUDIES
DEGREE
DIPLOMA IN MANAGEMENT

2016 / 2017

The Open University of Sri Lanka

Diploma in Management /Bachelor of Management Studies Degree Programme

Academic Year 2016/2017

A description of the Open University and the Courses available for the Diploma in Management/ Bachelor of Management Studies Degree Programme during the academic year 2016/2017 is set out in this brochure.

While every effort is made to ensure accuracy, the contents in this brochure are subject to alteration/amendment according to changes in regulations or policy changes of the Open University of Sri Lanka.

Nawala

Nugegoda.

Tele: (Public Information Officer)

011-2881327

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Part I

The University

The Open University of Sri Lanka (OUSL) was established in 1980, and is a national university constituted under the University Act No 16 of 1978 and has the same legal and academic status as any other national university in Sri Lanka. It is the only recognized university in Sri Lanka where students pursue further education through distance education methodology.

As such, the academic programmes of the OUSL are well suited for employed persons and adults. These programmes have been specifically designed to enable persons aged 18 and above to follow Foundation Courses or Programmes leading to Certificates, Diplomas, Degrees and Post Graduate Degrees/ Diplomas at their own leisure and in their own homes.

The Central Campus of the Open University is in Nawala, Nugegoda. There are nine Regional Centres in Colombo, Jaffna, Kandy, Matara, Anuradhapura, Batticaloa, Badulla, Kurunegala and Rathnapura several Study Centres located throughout the island.

The OUSL currently consists of five faculties' viz. the Faculty of Education, the Faculty of Humanities and Social Sciences, the Faculty of Natural Sciences the Faculty of Engineering Technology and the Faculty of Health Sciences.

The Courses and the Academic Programmes

According to Open University vocabulary, a COURSE is a basic unit of study, normally completed over a period of an academic year.

A combination of compulsory and elective courses makes up a PROGRAMME OF STUDY. The successful completion of the programme of study leads to the award of a Certificate, a Diploma or a Degree. Students must complete COMPULSORY COURSES in order to fulfil the requirements of a particular programme of study.

The different kinds of academic programmes of study in the OUSL are as follows.

(1) Foundation
(2) Certificate
(3) Diploma
(4) Bachelors' Degree
(5) Postgraduate Diploma
(6) Masters' Degree
(7) M.Phils'
(8) Ph.Ds'
(9) Continuing Education Programmes

For example, foundation programmes are the gateway to most other academic programmes and appear at two levels-First Level (Fl) and Second Level (F2).

A student who successfully completes the Foundation Programmes of the Open University in a particular area of study attains an educational level equivalent to what is necessary to seek admission to conventional universities.

The Study System of the OUSL

The Open University of Sri Lanka imparts knowledge to its students through distance mode of education. Within this system, students and academics remain physically separated most of the time. Printed course material, audio-video material and face to face academic counselling sessions establish a dialogue where necessary.

Printed Material

The central element in this teaching system is a series of printed texts that every student receives. These fulfil several purposes. They provide the student with a primary study material. The print materials are equivalent to face-to-face lectures and motivate questions and activities are interspersed throughout the text. The intention of these questions is to help the students in thinking independently while developing analytical skills

Audio - visual Devices

Audio – visual devices enliven studies by enabling the student to watch video films and relevant material and provide an opportunity to listen to audio cassette presentations by Open University staff and other experts in the specific fields. Audio visuals are thus an important teaching aid for the self-learner.

Day Schools

While printed course materials and audio visuals form the main components of the study packs in the distance education system of the OUSL, day schools are conducted from time to time at Regional and Study Centres. These day schools are primarily for discussions, clarification of problems, and are often conducted by academic staff of the OUSL as well as visiting academics from other Universities, academic institutions and the like.

Assignments and Examinations

Student performance is evaluated through a system of Continuous Assessment (CA) and Final Examinations. During the course of an academic year, students are required to submit a number of assignments, which are graded and returned to them, together with the tutors' comments. This is termed "Continuous Assessment". The form, structure and the number of assignments per course will be decided by the department and may vary from course to course. They could take the form of closed book tests; take home assignments, project proposals and the like.

Students should read counselling materials given to them after admission and understand the importance of continuous study and Continuous Assessment. No student will be permitted to sit the final examination unless he/she obtains a pass in the Continuous Assessment component and thus gains eligibility to sit for the final examination. At the end of the academic year a final examination is held.

The final grade and award are determined by the overall result obtained for Continuous Assessment and Final Examinations. Students who do not obtain the required marks (eligibility) to sit Final Examination will need to re-register for the respective course in the next academic year.

Students who obtained eligibility but are unsuccessful at the Final Examination will have to re-sit the Final Examination. They have to obtain studentship at the Registration in the next academic year.

The Overall Assessment marks (Z %) of a student in respect of any course shall be based on the Continuous Assessment Marks (X %) and the marks obtained at the Final Examination (Y%) and shall be computed as follows;

When,   Y < 40, then Z=Y
**   Y ≥ 40, Then Z = 30%X + 70%Y**

Marks Range	Grade	Grade Point Value
85-100	A+	4.00
75-84	A	4.00
70-74	A-	3.70
63-69	B+	3.30
55-62	B	3.00
50-54	B-	2.70
45-49	C+	2.30
40-44	C	2.00
35-39	C-	1.70
30-34	D+	1.30
20-29	D	1.00
0-19	E	0.00

Regional Services

OUSL has a network of Regional and Study Centres throughout Sri Lanka. These centres provide limited facilities for face-to-face teaching, library audio-visual aids, distribution of course material, conducting examinations, counselling and the like. A list of Regional and Study Centres are mentioned in the page No. 08.

Library Facilities

Library facilities are available at the Central Campus at Nawala and several other Regional/Study Centres. Reference facilities are mainly provided at the Colombo Regional Centre of the Open University. Students are advised to use library facilities as it is an important aspect of the study system. The University has made every effort to provide some library facilities in the Regional Centres. However the Central Library in Nawala provides better facilities and students are encouraged to use it.

The OUSL Library system is different to conventional libraries. It caters to needs of a large body of students throughout the country. Registered students at level 3 or above are entitled to borrow books. A student to obtain tickets will have to pay a refundable deposit to the shroff and submit the receipt at the library counter to obtain tickets. You would have to deposit Rs.500/= for 2 tickets.

Fees and other costs

In principle, fees are due on demand and you must pay the fees promptly. The University reserves the right to revise fees and all other charges at any time without prior notice. Fees once paid will not be refunded.

Fees do not include residential or day school fees, if any and do not cover the cost of set books, or incidental expenses a student may incur in the course of her/his studies.

An applicant, who receives an offer for a place in the Open University for a programme of study, will receive an invoice for registration and tuition fees giving due dates for payment. Failure to pay fees in time means the withdrawal of a place from the Open University.

The method of payment of fees will be described in the invoice. However, tuition fee is payable in two instalments, first instalment must be made on or before the day of registration.

Tuition Fees for a particular year will normally be increased by a ten- percent (10%) annually.

Fee Structure

1. Non Tuition Fee

Course fee for level 3 of the Diploma/Degree Programme for the academic year 2016/2017 is as follows:

Registration fee   Rs.   400.00
Facility fee   Rs.   1500.00
Library Facility fee   Rs.   100.00

2. Tuition fee

 Core Courses, Areas of specialization, Research Project   Rs. 4200.00 (Per Course)

** Exemption fees for Certified Management Accountant (CMA)
        Qualified Students   Rs. 250.00 (Per Credit)

** Foreign Students should be charged four (4) times tuition fees of local Students.

The various types of fees given above are applicable for the academic year 2016/2017.
They may be subject to change in subsequent years.

Registration

Students who wish to follow the programmes or courses of study at OUSL must register themselves during respective period for such registration by paying the required fees.

It is recommended that students should present themselves for registration as counselling and academic advices with regard to their chosen field of study or programme are available during registration.

In the event of a student being unable to be present in person, he/she may request registration on his/her behalf by authorising another person to attend to registration procedures.

Registration is conducted at Regional Centres and selected Study Centres. The availability of registration facilities at a particular centre depends, however, on the number of applicants at that centre.

However to those eligible to follow the BMS Degree programme in the academic year 2016/2017, the registration has been tentatively scheduled to be held in end of April 2016, in the Colombo, Kandy, Jaffna, Batticaloa, Anuradhpura, Kurunegala, Baddula, and Matara Regional Centres and in the Vavuniya and Puttalam Study Centres.
Note: Students are not allowed to change the Study /Regional Centre after they get registered the programme.

Registration is permitted for a maximum of two programmes with a maximum of 45 credits as follows:
Maximum of 36 credits for courses in a maximum of two regular programmes and maximum of 9 credits as continuing education courses.

Students registering for two programmes concurrently may find that academic activities and examinations of the two programmes may clash. The University will not hold itself responsible for any inconvenience or disadvantage that may arise out of such a situation.

A student shall not be given mere studentship in the year in which he/she first applies for registration for any programme. He/she shall be required to take a minimum of 9 credits of courses.

The Department of Management Studies

The Department of Management Studies comes under the Faculty of Humanities & Social Sciences. At present, it conducts four academic programmes. viz.,

i. Commonwealth Executive Master of Business Administration/ Commonwealth Executive Master of Public Administration- two year duration (English medium)

ii. Master of Business Administration in Human Resource Management (MBA in HRM) - two year duration (English medium)

iii. Diploma in Management/Bachelor of Management Studies Degree – four year duration. After successful completion of the first two years of the degree candidates would be awarded with a Diploma in Management. These programmes are offered in English, Sinhala and Tamil media in the 1st and 2nd years.

iv. Certificate in Entrepreneurship and Small Business Management –one year duration (Sinhala, Tamil and English media).

The core purpose of the Department of Management Studies is to be a centre of excellence for continuous upgrading of the managerial skills through distance, open and continuing education in Sri Lanka. The Department is committed to achieve excellence in teaching, learning, training and research activities in order to meet the challenge of change.

Part II

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DIPLOMA IN MANAGEMENT STUDIES

BACHELOR OF MANAGEMENT STUDIES DEGREE PROGRAMME

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Introduction

In our rapidly changing socio-economic environment, there is a growing demand for trained personnel in management of business and other managerial fields. Conceptually equipped, trained managers are increasingly in demand. The concerted national and international thrust towards international-demand-driven economic activities generates pressure for developing relevant human resources for the conduct of complex business management in local/foreign trade and commerce. However, due to a lack of adequate institutional arrangements and economic hardships, a large number of persons, particularly in outlying districts continue to miss the opportunity for gaining an education in management especially at the Degree level. There is also the need to cater to those in employments and to those who wish to further their education in management studies. The primary purpose of introducing the DIM/BMS Degree programme is to meet these felt needs of the country. Upgrading knowledge and skills in management is likely to improve the efficiency of performance of business and other organizations thus contributing to higher national productivity.

Aims and Objectives of the Diploma/ Degree Programme

a) to provide a vision of management to face the business challenges of the 21st century.

b) to provide advanced knowledge and skills to those in need of training in management, at the degree level.

c) to inculcate professional decision making capabilities.

d) to expose students to concepts and principles of environmental, social and ethical issues and responsibilities in business.

e) to address global issues of management in a changing international environment of business and commerce.

Entry requirements to DIM/ BMS level 3

Be 18 years of age or above on the closing date of applications and possess any of the qualifications mentioned below:

i. Any three passes in one sitting at the G.C.E A/L Examination.

ii. Successful completion of any Foundation Programme conducted by the OUSL.

iii. Any other equivalent qualification acceptable to the Senate of the OUSL.

iv. Successful completion of the Diploma in Management conducted by the Department of Management Studies.

v. Successful completion of the Certificate Programme in Entrepreneurship and Small Business Management (ESBM) conducted by the OUSL.

Applicants in categories (i), (ii) and (iii) will be subjected to a selection test administered by the Department of Management Studies if necessary.

Programme Duration

The minimum duration to complete the Diploma in Management will be two (02) academic years. The minimum duration to complete the Bachelor of Management Studies Programme will be four (04) academic years.

Medium of Instruction

These programmmes are offered in Sinhala, Tamil and English media in the 1st and 2nd years. However, the study material will only be provided in English medium. Students are not allowed to alter the medium after they get registered.

Programme Structure

The BMS Degree programme is structured to include the following components.

❑ Core Courses

❑ Areas of Specialization

❑ Research Project

❑ Continuing Education Courses

Core Courses

Level 3

MCU1201	Management Theory and Practice
MCU1203	Marketing
MCU1204	Social Psychology in Organizations
MCU1205	Micro Economics
MCU1206	Financial and Cost Accounting
MCU1207	Quantitative Techniques for Management I

Level 4

MCU2204	Legal Environment in Business
MCU2205	Operations Management
MCU2206	Human Resource Management
MCU2207	Macro Economics
MCU2208	Money and Capital Markets
MCU2209	Computer Information Systems in Business

Level 5

MCU3204	Project Appraisal
MCU3205	Research Methodology
MCU3206	Organisational Behaviour
MCU3207	Managerial Economics
MCU3208	Financial Management & Managerial Accounting
MCU3209	Quantitative Techniques for Management II

Students are required to obtain at least "C" passes for MCU1204 Social Psychology in Organizations, MCU2207 Macro Economics and MCU2208 Money and Capital Markets before registering for Level 6 of the BMS Degree.

Level 6

Core Courses

MCU4201	Strategic Management'
MCU4202	Operations Research
MCU4203	New Dimensions in Management
MCU4204	Research Project

Areas of Specialization/Majors

Marketing

i) MCU4205 Advertising

ii) MCU4206 International Marketing

or

Human Resources Management

i) MCU4211 Motivation and Performance Appraisal in Organizations

ii) MCU4212 Human Resource Training and Development

Research Project:

With respect to Research Project (MCU 4204) at level 6, a student has to use scientific method of research for the study, analysis and presentation of a research project on a management related problem from the respective area of specialization.

Start @ OUSL

Newly registered students of the Diploma in Management /Bachelor of Management Studies Degree Programme for the Academic Year 2016/2017 should follow the following compulsory programmes organized by the respective regional /study centres of the Open University of Sri Lanka. Modules of the Start@OUSL include Second National Language, EGAP, and ICT. Students must complete this programmes during their academic period of four years. However rules and regulation applicable to these programmes might change time to time based on the decisions taken by the Open University of Sri Lanka.

Method of Evaluation

The performance of a student will be evaluated on the basis of two sets of criteria:

a) Continuous Assessments

b) Final Examination

Fee Structure

Non Tuition Fee

Course fee for level 3 of the Diploma/Degree Programme for the academic year 2016/2017 is as follows:

Registration fee   Rs.   400.00

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Library Facility fee   Rs.   100.00

Tuition fee

Core Courses, Areas of specialization, Research Project   Rs. 4200.00 (Per Course)

** Exemption fees for Certified Management Accountant (CMA)
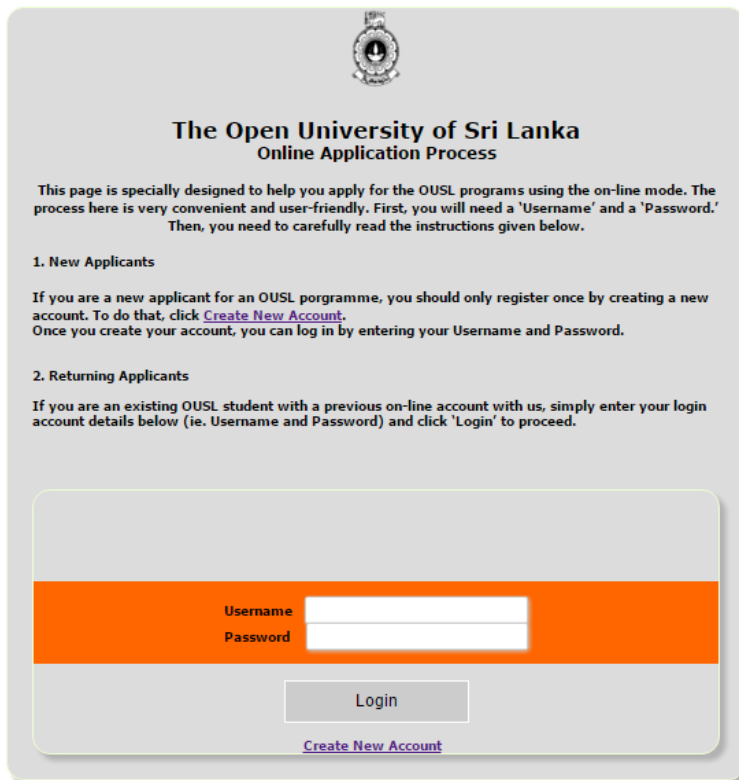
     Qualified Students   Rs. 250.00 (Per Credit)

** Foreign Students should be charged four (4) times tuition fees of local Students.

The various types of fees given above are applicable for the academic year 2016/2017. They may be subject to change in subsequent years.

HOW TO APPLY
Instructions to fill online application

In the academic year 2016/2017 applications are available only through the online mode. Therefore students should log on to the Open University Web site through www.ou.ac.lk and apply online. So you are kindly requested to track following steps.

1) Log on www.ou.ac.lk

2) Click Online Application on the left hand side of the menu bar. Then you will see the following windows of the online application process.

The Open University of Sri Lanka
Online Application Process

This page is specially designed to help you apply for the OUSL programs using the on-line mode. The process here is very convenient and user-friendly. First, you will need a 'Username' and a 'Password.' Then, you need to carefully read the instructions given below.

1. New Applicants

If you are a new applicant for an OUSL porgramme, you should only register once by creating a new account. To do that, click Create New Account.
Once you create your account, you can log in by entering your Username and Password.

2. Returning Applicants

If you are an existing OUSL student with a previous on-line account with us, simply enter your login account details below (ie. Username and Password) and click 'Login' to proceed.

Username
Password

Login

Create New Account

3) Click on Create New Account, then following window will appear.

New User Creation

*Mandatory fields , මේම දක්න දහිවාර්යයි., கட்டாய தரவு

Account Details

You can use your own user name and password ,password must have at least six characters.

Username*
Password*
Confirm Password*

Personal Details

Title *   Select ▼
Initial*
Last Name*
Name Denoted by Initials*
Address line 1*   1st line of your address,ඔබගේ ලිපිනයේ පළමු ජේ්ලිය , உங்கள் (முகவரி 1st வரி
Address line 2*   2nd line of your address,ඔබගේ ලිපිනයේ දෙවන ජේ්ලිය ,உங்கள் (முகவரி 2 வது வரி
Address line 3   3rd line of your address,ඔබගේ ලිපිනයේ තුන්වන ජේ්ලිය ,உங்கள் (முகவரி 3 வது வரி
NIC/Passport No*
Date Of Birth*   Day ▼ Month   ▼ Year ▼ 🗓
Gender*   I am... ▼
E mail*   Your Email or any other
Telephone -Mobile* Your Mobile or any other
Telephone -Fixed
Country   Sri Lanka   ▼

☐ I have double checked the above mentioned details and they are correct according to my knowledge(ඉහත සඳහන් කෙරවුරු මා දන්නා පරිදි නිවැරදි බව සඳහන් කරමි .)

Create Account   Reset

4) Fill the relevant details and create a new user account for you. Then following window will appear.

5) Click on Add New Application, Then following window will appear.

6) Programme* - Please select one of the following categories whichever applicable to you.

    i. **Bachelor of Management Studies Degree with A/L**

Students who are applying for Bachelor of Management Studies Degree with Advanced Level Qualification.

Candidates who are applying under this category should enter relevant subjects and the results of GCE A/L Examination.

    ii. **Bachelor of Management Studies Degree with ESBM / DIM**

Students who are Applying for Bachelor of Management Studies Degree with ESBM or Diploma in Management Qualification.

Candidates who are applying under this category should type the term "ESBM" or "DIM" which ever the term applicable in the 'Other Qualifications' Box.

    iii. **Bachelor of Management Studies Degree with other qualifications**.

*Students who are applying for Bachelor of Management Studies Degree with other qualifications which are acceptable to the senate. (A **list of other qualifications acceptable to the senate is given in the following table**).*

Candidates who are applying under this category should enter the qualification applicable from the following list in the 'Other Qualifications' Box.

OTHER QUALIFICATIONS ACCEPTABLE TO THE SENATE

1. Association of Accounting Technicians –Part III
2. Institute of Chartered Accountants of Sri Lanka-Foundation or Equivalent
3. Chartered Institute of Management Accounts – Part I
4. Certificate of Teachers' Training
5. Higher National Diploma in Accountancy of Higher National Diploma in Commerce or Equivalent – First Year
6. Institute of Bankers of Sri Lanka – Intermediate Level, Advanced Certificate in Banking and Finance or Equivalent
7. Library Association of Sri Lanka – Final Examination
8. Council of Engineering Institutions – Part I
9. Chartered Secretaries and Administrators – Part I
10. National Diploma in Technology
11. A two year full time academic Programme obtained from a military institution
12. A one-year full time Diploma, in a management-related field obtained from a recognized institute.
13. A two-year full time Diploma Programme obtained from a recognized institute.
14. Successful completion of Level 02 of any OUSL Programme.

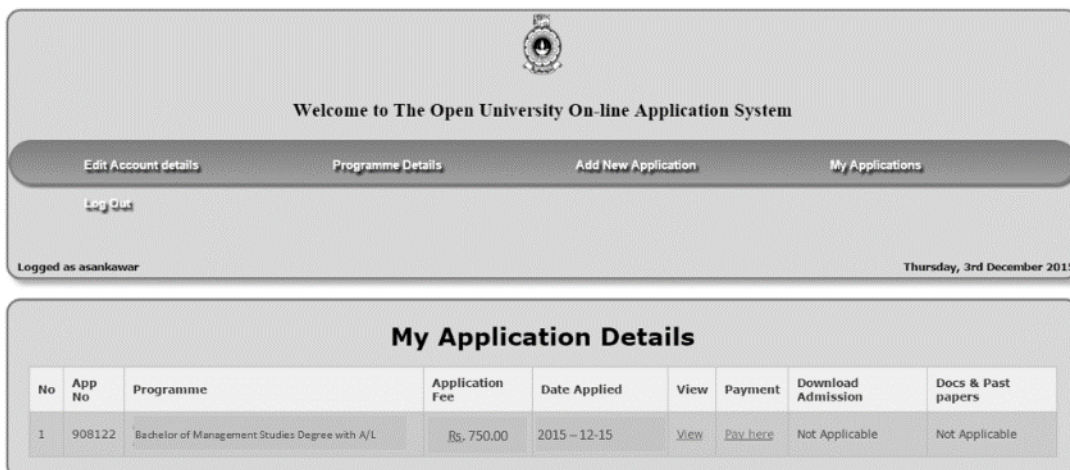**Note: No exemption will be granted on above Qualifications**

7) Select the preferable payment method and follow the instruction given in the web page itself.

8) Ones you finish the payment procedure following window will appear

Welcome to The Open University On-line Application System

| Edit Account details | Programme Details | Add New Application | My Applications |

Log Out

Logged as asankawar

Thursday, 3rd December 2015

My Application Details

No	App No	Programme	Application Fee	Date Applied	View	Payment	Download Admission	Docs & Past papers
1	908122	Bachelor of Management Studies Degree with A/L	Rs. 750.00	2015 – 12-15	View	Pay here	Not Applicable	Not Applicable

1) **Credit Cards Payment**:
   Candidates those who paid through credit cards can see their status under the Payment column as "Payment Accepted". There after they can download a system generated Admission Card by clicking 'Admission' under the '**Download Admission'** column. Once it is done their online application process is successfully completed.

2) **Cash Payment:**
   Candidates those who selected the 'Cash Payment' option can see their status under the Payment column as 'Pay here'. Such candidates can down load a system generated information sheet by clicking 'View' and should visit one of The Open University Regional/Study centers with a printout of the above "Information Sheet" or "Application Number" and should make the payment. Then the particular candidate can download the Admission Card by clicking 'Admission' under the '**Download Admission'** column. Once it is done the online application process is successfully completed.

3) Once the Admission Card is downloaded you should take a printout and it should be signed and attested. (Relevant instructions are given in the Admission Card itself). And it is compulsory to carry completed Admission Card to the selection test on **31st January 2016**.

4) You can download system generated information sheet by clicking 'View'

5) If you encounter any difficulty in online registration, you are kindly requested to get the assistance through Co-ordinators from the nearest Open University Regional/Study center.

OPEN UNIVERSITY REGIONAL CENTRES AND STUDY CENTRES

Open University Regional Centres (OUSC)		
Location	**Code**	**Address and Telephone Numbers**
Colombo	WP10	Nawala, Nugegoda. (011– 2853930)
Jaffna	NP60	Browns Road, Kokuvil, Jaffna. (021-2223374)
Kandy	CP30	Polgolla, Kandy. (081-2494084 / 081-2494083)
Matara	SP50	Nupe, Matara. (041-2222943)
Anuradhapura	NP10	Jayanthi Mawatha, Anuradhapura. (025-2222871)
Batticaloa	EP70	No. 23, New Road, Batticaloa. (065-2222264)
Badulla	UP80	No.179, Kappetipola Road, Baddulla (055-2228842 / 055-3012151)
Kurunegala	NW70	Negombo Road, Nissanka Mw, Junction, Malkaduwawa, Kurunegala. (037-2223473)
Rathnapura	SG90	Hidellana, Rathnapura.(045-2228660)
Open University Study Centres (OUSC)		
Ambalangoda	SP31	Polwatta Road, Halwathura, Ambalangoda. (091-2258585)
Ambalantota	SP33	Rajasaranagama Road, Lunama South, Ambalantota (047-2225533)
Ampara	EP61	Iginiyagala Road, Samapura, Ampara. (063-2222052)
Bandarawela	UP81	St. Thomas Rd, Wewetenna, Bandarawela. (057-2222820)
Galle	SP32	Labuduwa, Galle. (091-2223784)
Hatton	CP21	Thondaman Vocational Training Centre, Hatton (051-2225139)
Kalutara	WP12	No. 66/2 Nagoda Road, Kalatura (034-3949160)
Kegalle	SG91	Kumaratunge Munidasa Mawatha, Kegalle. (035-2222501)
Kuliyapitiya	NW72	Technical College, Kuliyapitiya. (037-2281181)
Monaragala	UP82	Technical College Junction, Sirigala, Pottuvil Road, Monaragala (055-2277395)
Polonnaruwa	NC51	24 Post, Bendiwewa, Jayanthipura . (027-2225776)
Trincomalee	EP62	Vivekananda College, Orr's Hill, Trincomalee,(026-3264813)
Vavuniya	NP41	No. 366, Kanday Road, Thekkawaththai, Vavuniya. (024–2222995)
Gampaha	WP11	Gampaha Rd, Miriswatta, Mudungoda. (033-2234571/ 72)
Puttalam	NW71	1/137, Colombo Rd, Puttalam. (032-2266822)
Kilinochchi	NP42	155,Mile Post, Kandy Road, Kilinochchi
Mullative	NP43	Aathiparasakthy Ariviyal College, Word Place, Iranapalay Wadiya Pudukuduiruppu, Mulative

THANK YOU