



The Open University of Sri Lanka
Faculty of Management Studies

PROSPECTUS

2020/2021

BMS Hons

BACHELOR OF
MANAGEMENT STUDIES
HONOURS DEGREE

HDip(Mgmt)

HIGHER DIPLOMA IN MANAGEMENT

Apply Online <https://payment.ou.ac.lk>

2020

11th
October

-

10th
November

<http://www.ou.ac.lk>

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MESSAGE FROM THE DEAN

Welcome to the Faculty of Management Studies (FMS), the youngest and sixth Faculty of the Open University of Sri Lanka.

We take pride at all times in maintaining a high level of commitment to delivering world class management education with an innovative pedagogy, organizing industrial training, and combining academic programs with co-curricular events. We also, focus meticulously on research to keep abreast with changes taking place in the modern business world.

All our programmes are aligned with the Sri Lanka Qualification Framework (SLQF) and the subject bench- marks. Further, the Faculty has taken every necessary step to maintain the standard and the quality through the Quality Assurance Cell (QAC) which is aligned with the quality practices of the Internal Quality Assurance Unit (IQAU) of the university and the Quality Assurance Council (QAC) of the University Grants Commission (UGC).

FMS is a dynamic, forward looking and modern faculty. Irrespective of whether one intends to study at under graduate level or postgraduate level, at the FMS you will find intellectual challenge and stimulation in a highly competitive environment. The FMS is committed to realize the vision and mission of the University whilst furthering the management education of the country. We look forward to nurturing our graduates who will have the knowledge, skills, attitudes, values, and commitment required to make a better world for everyone.

General Information

The Open University of Sri Lanka

The Open University of Sri Lanka (OUSL) was established in 1980 under the University Act No. 16 of 1978 and the OUSL Ordinance No 01 of 1990. Therefore, it has the same legal and academic status as any other national university in Sri Lanka. The OUSL is the only recognized university in Sri Lanka, where one can pursue higher education solely by distance education techniques in keeping with the philosophy of OPEN & DISTANCE LEARNING (ODL). The OUSL is an attractive choice of study, especially for those employed. The current student population is around 35,000. The OUSL offers courses/programmes from the Foundation and Certificate level through Bachelors to Masters and PhD degrees. The structure of study programmes provides opportunities for those who complete one programme to progress up the ladder and further improve their educational qualifications. Education at OUSL is thus a life-long experience. The OUSL functions through a network of centres spread throughout the island. The Central Campus and the Colombo Regional Centre of the Open University are located in Nawala-Colombo and are easily accessible by road and railway. The academic departments of the University are grouped into six Faculties: Education, Engineering Technology, Health Sciences, Humanities & Social Sciences, Natural Sciences and Management Studies.

The Study System

The study system of the OUSL is based on distance learning methodologies. It is different to the conventional study system, most of you are familiar with. Regular attendance at the University is not required and is therefore well suited for those of you who are employed or engaged with other commitments. Student learning is facilitated through carefully prepared printed course materials suitable for self-learning. Printed course material is supplemented with audio visual and online learning material. Student progress in courses is evaluated at different time intervals using a variety of assessment methods such as assignment tests and final examinations. Students should get registered online for final examinations.

The Faculty

The Faculty of Management Studies, as the 6th Faculty of the OUSL, formally commenced its operations on 08th May 2019. It consists of the four Academic Departments; Accounting & Finance, Human Resources Management, Marketing Management & Organizational Studies. The Faculty is administered under the leadership of the Dean of the Faculty. Each Department is under a Head and all Departments are collectively responsible for all academic activities of the Faculty. The Faculty Board of Management Studies regulates all academic activities in the Faculty, under the guidance of the Senate of the University.

Academic Departments

Department of Accounting & Finance

The Department of Accounting & Finance at the OUSL strives to be the prime academic unit in disseminate knowledge and explore insights to bridge the knowledge gaps in the field of accounting and finance. This is with the purpose to equip our learners with the required knowledge base and skill set to excel in their chosen careers. Thus, the department performs varied functions such as, course development, course delivery, coordination and research.

Department of Human Resources Management

The Department of Human Resources Management strives to be the center for higher education relating to management of human resources. The department aim to create ethical and empathetic human resource professionals and great business partners, who are sensitive and proactive in handling the issues relating to human resource management and development. Thus, the department facilitates the knowledge propagation and creation, relating to the field of human resource management, to provides awareness on the theories, strategies and practices to create best work place.

Department of Marketing Management

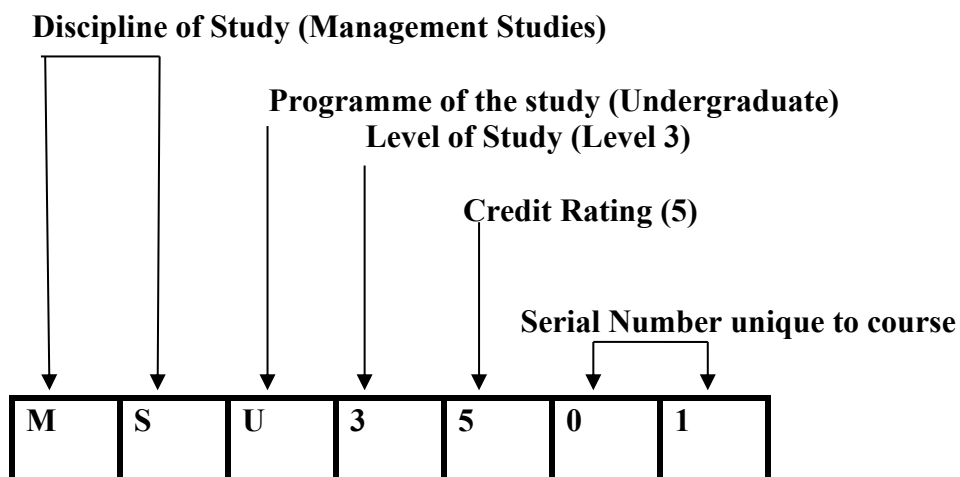
The Department of Marketing Management aims to create responsible citizens who strive to achieve and sustain the satisfaction of customers and the organization, where by understanding the needs of customers, creating innovative offerings and delivering the needs to sustain value for organization. In this endeavour, the Department, teach the knowledge, skills and attitudes required for effective and responsible marketing and marketing research. Thus, the undergraduate who peruse can excel in crafting strategies in relation 7 P's to produced optimized results for the any related stakeholders and succeed in their career.

Department of Organizational Studies

The Department of organizational studies undertake efforts to create awareness in relation to management discipline and inculcate appropriate skills and attitudes to create excellent productive business leaders. In today's business world, high performing business leaders or management professionals are in demand. Thus, the department is contributing to cater the felt need of productive and proactive business management leaders. In this endeavor, the department strongly emphasis on theory driven empirical research and teaching rooted in the social, cultural, legal, environmental, economic and behavioral sciences.

Courses, Course Codes, Credit Rating

Faculty of Management Studies (FMS) offers courses at different levels. Certificate level courses are at Levels 1 and 2, Diploma level courses are at Levels 3 and 4, Degree level courses are at Levels 5 and 6, Postgraduate course are at Levels 7 and 8. These courses are offered in Sinhala, Tamil and English media. The credit rating is the expression used to denote the 'academic value' of the course/programme. The time you will have to allocate for studying a course depends on its credit rating. The minimum credit rating for courses offered by the Faculty of FMS is 5 credits; such a course will require a minimum allocation of around 250 hours of study time. Each course offered by the Faculty is assigned a course code. A course code will reflect the particular subject area, level of study and the academic value of the course. In assigning the course code, the programme of study is identified by the letter and level of study is identified by the digit. Incorporating all of the above components, each course is assigned a course code consisting 7 alphanumeric characters as shown in the example of a course code of the BMS (Hons) Degree programme.



The Bachelor of Management Studies Honours Degree Programme

Students who get registered for the programme at level 3 can obtain the BMS Honours Degree by completing levels 3,4,5 and 6, acquiring 30 credits at each level and by completing Continuing Education courses (Start@OUSL programme).

A student who wishes to obtain the Higher Diploma in Management can do so by acquiring 60 credits in core courses completing level 3 and 4 without completing Continuing Education courses (Start@OUSL programme). A student who wishes to enrol for the BMS Honours Degree after obtaining the Higher Diploma in Management can do so by registering to level 5.

Programme Structure

The BMS Honours Degree Programme is structured to include the following components:

- * Core Courses
- * Optional Courses
- * Courses under Continuing Education (Start@OUSL)

Entry requirements to HDip in Mgt/ BMS Honours Degree (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. Successful completion of the Advanced / Certificate Programme in Entrepreneurship and Small Business Management (ESBM) conducted by the OUSL.
- iv. Successful completion of the Higher Diploma in Management conducted by the Department of Management Studies.
- v. Any other equivalent qualification acceptable to the Senate of the OUSL.

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

Programme Duration

The minimum duration to complete the Higher Diploma in Management will be two (02) academic years. The minimum duration to complete the Bachelor of Management Studies (Honours) Degree Programme will be four (04) academic years. A student may complete his/her studies (degree) in 12 academic years.

Medium of Instruction

This programme is offered in Sinhala, Tamil and English medium in Levels 3 and 4, and Levels 5 and 6 are offered only in the English medium. However, the study materials at all levels will only be provided in English medium.

Core Courses of Degree Programme

Core Courses	Course Code	Course Title
Start@OUSL	LEE3410 CSE3213	English for General Academic Purposes ICT Skills
Level 3	MSU3501 MSU3503 MSU3504 MSU3505 MSU3506 MSU3507	Management Theory and Practice Marketing Social Psychology in Organizations Microeconomics Financial and Cost Accounting Quantitative Techniques for Management-1
Level 4	MSU4504 MSU4505 MSU4506 MSU4507 MSU4508 MSU4509	Legal Environment in Business Operations Management Human Resource Management Macro-Economics Money and Capital Markets Computer and Information Systems in Business
Level 5	MSU5504 MSU5505 MSU5506 MSU5507 MSU5508 MSU5509	Project Appraisal Research Methodology Organizational behaviour Managerial Economics Financial Management and Managerial Accounting Quantitative Techniques - 2
Level 6	MSU6501 MSU6502 MSU6503 MSU6704	Strategic Management Operations Research New Dimensions in Management Research Project
	Optional Course <u>Marketing Management</u> MSU6405 Advertising MSU6406 International Marketing OR	

	<p><u>Human Resources Management</u> MSU6411 Motivation and Performance Appraisal in Organizations MSU6412 Human Resource Training & Development</p> <p>OR</p> <p><u>Accounting & Finance</u> MSU6421 Advanced Financial Accounting MSU6422 Investment & Portfolio Management</p>
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Fees

1. Non Tuition Fee

Registration Fee	Rs. 400.00
Facility Fee	Rs. 1,500.00
Library Facility Fee	Rs. 100.00

2. Tuition Fee

Level 03 /04 Per Subject (Rs.1320.00*5Credits)	Rs.6,600.00
Level 05 /06 Per Subject (Rs.1650.00*5Credits)	Rs.8,250.00

**Exemption fee for Certified Management Accounting (CMA)

Qualified students Rs.300.00 Per Credit

** Foreign Students should be charged as follows.

Level 03 /04 Per Subject

Developed Countries – US\$ 70 per credit

Developing Countries – US\$ 35 per credit

Level 05 /06 Per Subject

Developed Countries – US\$ 80 per credit

Developing Countries – US\$ 45 per credit

**Those who fail examinations are required to re-register and pay for courses which they have to repeat.

The fees stated in the prospectus are applicable for the academic year 2020/2021. They may be subject to change in subsequent years.

How to Apply

Instructions for filling the on-line application form

APPLICATIONS for Programmes have to be submitted online. First you need to create an online login account. Then only you can proceed to submit your application online.

1. In the internet browser type: <https://reginfo.ou.ac.lk/applyonline/>
2. Register ONCE by creating a new account. In order to do this click on create new account as per the instructions given in the page.

Note: You need to provide information considered as MANDATORY including an email address and a mobile number, both of which may be your own or of a family member/friend. The university may use them to communicate with you, to acknowledge receipt of your applications and to provide you additional information as and when necessary.

3. Once your account has been created you can proceed to submit your application online. For this you need to go to “Online Application” and proceed by entering your username and password and then fill the online application form. Once you have filled all sections, submit the form (Please remember your username and password, since it is required for you to login to your account later).

Select the payment method and proceed further by following the instructions given. Application fee is Rs. 600/=. You can pay this amount by credit/debit card or eZ cash. Applicants who do not have a Credit/Debit card or eZ cash facility can make the respective payment by cash to any Regional or Study Centre of the OUSL.

4. Download the Admission Form for the Selection Test which will be generated for you after successful completion of the application process. Make a printout of the Admission Form as it is essential to produce it at the selection test.

Those who need assistance with the online application process can call over at any one of the Regional or Study Centres with the following information: Full name of applicant with address, National identity card number, E-mail address, Mobile phone number, Educational qualifications.

Step By Step Guide - Online Application

Step 1

Click on the following link: www.ou.ac.lk

Step 2

Click on “Apply Online” on the Right-side in the home page.

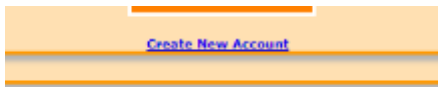


Then you will be directed to the following window of the online application process.

A screenshot of the 'The Open University of Sri Lanka Online Application Process' page. The page has a light orange background and features the university's logo at the top center. Below the logo, the title 'The Open University of Sri Lanka Online Application Process' is displayed. The page is divided into two sections: '1. New Applicants' and '2. Returning Applicants'. The 'New Applicants' section provides instructions on how to create a new account and login. The 'Returning Applicants' section provides instructions on how to login with an existing account. At the bottom of the page, there is a login form with two input fields: 'Username' and 'Password'. Below the input fields is a 'Login' button and a link to 'Create New Account'.

Step 3

Click on “Create New Account”.



You will be directed to the following window.



- Fill the required information.
- **Keep a record of your Username & Password.**
- “√” on the given box to confirm that “I have double checked the above-mentioned details and they are correct according to my knowledge”
- And click on create account (Left down corner).

Step 4

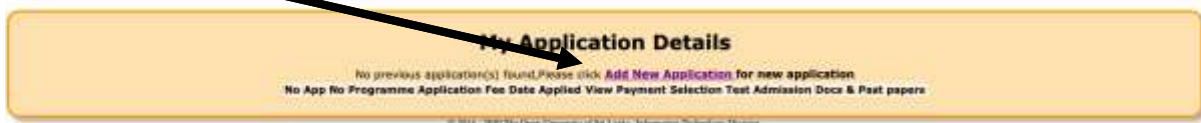
After completing Step 3, again login to the account using your user name & password.

You will be directed to the following window.



Step 5

Click on “Add New Application”.



You will be directed to the following window.

Fill the relevant information.

*** **Note:** **Program**

Bachelor of Management Studies Degree

: **Preferred Centre**

The centre you select in application will be applicable in attempting the selection test and continuing the academic activities of the programme. In addition, it **CANNOT BE CHANGED** after the submission of application.

Hence, please **select** the centre you wish to continue the academic activities of the degree programme upon entry.

: **Program/Selection Test Medium**

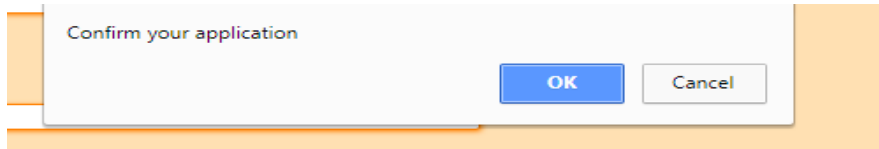
Candidates shall attempt the select test in the medium they have selected in the application process. In addition, students are permitted to change the medium at the registration of the degree programme.

Step 6

After completing Step 5, click on “Apply and Pay”.

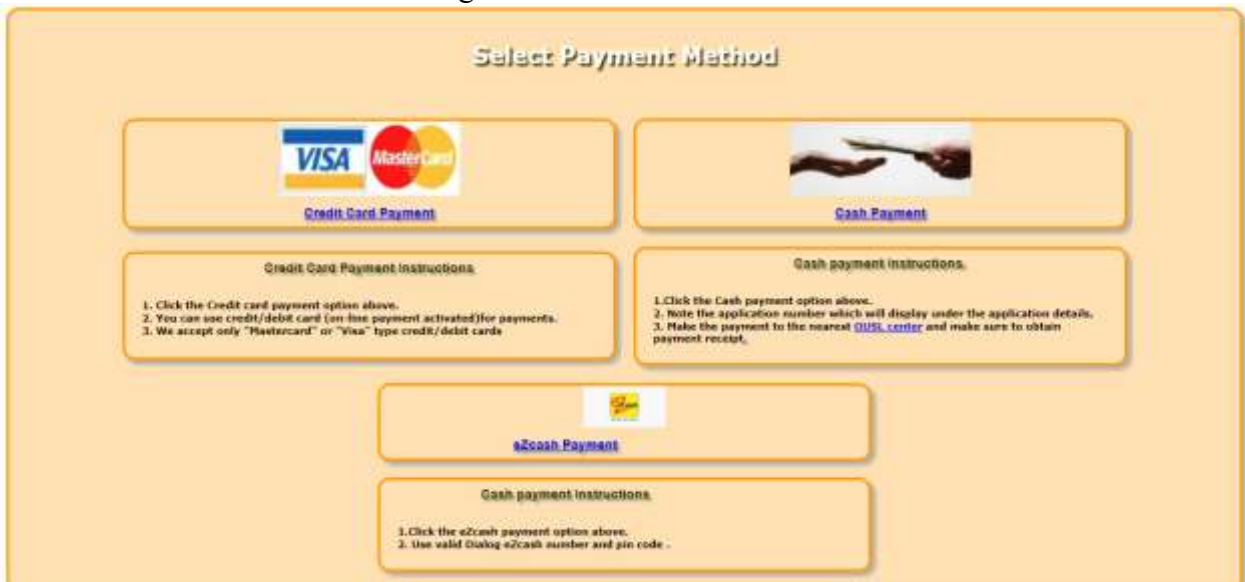
A screenshot of a web form with two input fields labeled 'Work Experience' and 'Other Qualifications'. Below the fields is a small line of text: 'Before you click the Apply and Pay button, please double-check your application, including the Personal Details and the Address of Study. Once you click, you cannot change application details.' At the bottom left, there are two buttons: 'Apply & Pay' (highlighted in orange) and 'Cancel'.

You will see a new popup in the window. Click “Okay” to confirm.

A screenshot of a white popup dialog box with the title 'Confirm your application'. At the bottom right of the dialog, there are two buttons: 'OK' (highlighted in blue) and 'Cancel'.

Step 7

You will be directed to the following window.

A screenshot of a 'Select Payment Method' window with an orange background. It features three main payment options, each with a logo and a corresponding instruction box:

- Credit Card Payment:** Includes logos for VISA and MasterCard. The instruction box below it lists: 1. Click the Credit card payment option above. 2. You can use credit/debit card (on-line payment activated) for payments. 3. We accept only "Mastercard" or "VISA" type credit/debit cards.
- Cash Payment:** Includes an image of hands exchanging cash. The instruction box below it lists: 1. Click the Cash payment option above. 2. Note the application number which will display under the application details. 3. Make the payment to the nearest OUSL center and make sure to obtain payment receipt.
- eCash Payment:** Includes a logo for eCash. The instruction box below it lists: 1. Click the eCash payment option above. 2. Use valid Dialog eCash number and pin code.

Select the preferred payment method and follow the instructions given in the web page itself.

Step 8

At the end of the payment process you can download the system generated information sheet by clicking “View”.

Note:

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

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OUSL Regional and Study Centres

OUSL REGIONAL CENTRES			
CENTRE	CENTRE CODE	TELEPHONE NOS.	POSTAL ADDRESS
Colombo	WP10	011-2853930	OURC, Nawala, Nugegoda.
Kandy	CP20	081-2494495 081-2494083 081-2494084 081-2494496 081-2494497	OURC, Polgolla, Kandy.
Matara	SP30	041-2222943 041-2229782	OURC, Nupe, Matara.
Jaffna	NP40	021-2223374	OURC, Browns Road, Kokuvil, Jaffna.
Anuradhapura	NC50	025-2222871	OURC, Jayanthi Mawatha, (Depot Area), Anuradhapura.
Batticaloa	EP60	065-2222264	OURC, No.23, New Road, Batticaloa.
Kurunegala	NW70	037-2223473	OURC, Negombo Rd, (Nissanaka Mw Junction), Malkaduwwa, Kurunegala.
Badulla	UP80	055-3012151 055-2228842	OURC, No. 18/1, Bandaranayaka Mw, Badulla.
Ratnapura	SG90	045-2228660	OUSC, Hidellana, Ratnapura.

OUSL STUDY CENTRES			
CENTRE	CENTRE CODE	TELEPHONE NOS.	POSTAL ADDRESS
Ambalangoda	SP31	091-2258585	OUSC, No.80/1, Polwatta Road, Halwathura, Ambalangoda.
Bandarawela	UP81	057-2222820	OUSC, St. Thomas Road, Wewatenna, Bandarawela.
Galle	SP32	091-2223784	OUSC, Labuduwa, Galle.
Gampaha	WP11	033-2234571 033-2234572	OUSC, Gampaha Road, Miriswatta, Mudungoda.
Polonnaruwa	NC51	027-2225776	OUSC, 24 post, Bendiwewa, Jayanthipura.
Kegalle	SG91	035-2222501	OUSC, Kumaratunga Munidasa Mawatha, Kegalle.
Ampara	EP61	063-2222052	OUSC, Iginiyagala Road, Samapura, Ampara.
Ambalantota	SP33	047-2225533	OUSC, Rajasaranagama Road, Lunama South, Ambalantota.
Hatton	CP21	051-2225139	OUSC, St. Gabriel Convent, Hatton.
Kalutara	WP12	034-2223399 034-3949160	OUSC, No. 66/2, Nagoda Rd, Kalutara.
Kuliyapitiya	NW72	037-3133655	OUSC, Technical College, Kuliyapitiya.
Monaragala	UP82	055-2277395	OUSC, Technical College Junction, Sirigala, Potuvil Road, Monaragala.
Puttalam	NW71	032-2266822	OUSC, No.1/137, Colombo Road, Puttalam.
Trincomalee	EP62	026-2222088	OUSC, No.26/A, Post Office Rd, Trincomalee.

Vavuniya	NP41	024-2222995	OUSC, 366, Kandy Road, Thekkawatthai, Vavuniya.
Kilinochchi	NP42	021-2283970	OUSC, 155 th Mile Post, Kandy Rd, Kilinochchi.
Mullaitivu	NP43	021-2290868	OUSC, Oddusuddan Road, Puthukkudiyiruppu, Mullaitivu.
Mannar	NP44	023-2251999	OUSC, RDS Building, Minor Seminary Rd, Chavatkaddu, Mannar.
Matale	-	066-2058083	OUSC, 09, MC Road, Matale.