

**Postgraduate Diploma in Business Administration & Master of Business Administration
Degree By-Law No. XX-2010**

University of Ruhuna

By-law made by the Council of the University of Ruhuna under section 135 of the Universities Act No. 16 of 1978, as amended by the Universities (Amendments) Act No. 7 of 1985.

BY- LAW

This By-Law may be cited as the Post Graduate Diploma in Business Administration & Master of Business Administration Degree By-Law No. XX-2010 of the University of Ruhuna.

01. Award of the Degree

Subject to this By-Law a person may be awarded the Postgraduate Diploma in Business Administration (PDBA) or Degree of Master of Business Administration (MBA) as the case may be if he/she

- (a) has been a registered postgraduate student of the University of Ruhuna as prescribed by these By-Law and Regulations made there under,
- (b) has pursued the program of study in the University of Ruhuna to the satisfaction of the Vice-Chancellor as prescribed by these By-Law and the Regulations and rules of the University of Ruhuna,
- (c) has satisfied the examiners at the prescribed written examinations, class room tests, practical assignments, term papers and the dissertation/consultancy report submitted embodying research on a subject approved by the faculty,
- (d) has paid such registration, tuition, supervision and examination fees and other dues as may be payable by him/her to the University of Ruhuna, and
- (e) has fulfilled all the other requirements prescribed by this By-Law and the rules and Regulations of the University of Ruhuna relating to the degree for which he/she has registered.

02. Eligibility Requirements for Registration

2.1 A person seeking admission for either PDBA or MBA shall have the following qualifications:

- (a) A Bachelor's Degree with a first or second class upper division earned from a recognized university
- or
- (b) A Bachelor's Degree with second class lower division earned from a recognized university with at least one year work experience at executive capacity or at academic/research position in a recognized institution acceptable to University of Ruhuna

- or
- (c) A Bachelors Degree earned from a recognized university with at least two year work experience at executive capacity or at academic/research position in a recognized institutions acceptable to University of Ruhuna

or

 - (d) Comparable professional qualifications in any one or more of the following discipline: Commerce, Management, Accountancy, Economics, Marketing, Taxation, Valuation, Engineering, Mathematics, Law, or any other equivalent professional qualification acceptable to the university of Ruhuna,

and

 - (e) Good proficiency in English language.

03. Registration

- 3.1 The applications shall be received from potential candidates through paper advertisements and/or other suitable advertising media. These advertisements shall be forwarded to the media by the registrar of the university on the requests made by the coordinator of the program.
- 3.2 A person who wishes to become a candidate for the PDBA/MBA program shall make an application to the Dean, Faculty of Management and Finance, University of Ruhuna, when the said program is advertised
- 3.3 The application has to be on the prescribed form providing the information as she/he may be required to submit including his/her qualifications for undertaking the course of study
- 3.4 There shall be a Coordinator for the program and appointed by the Vice-Chancellor on the recommendation of the Faculty Board.
- 3.5 Applications received by the Dean shall be referred to the Coordinator of the program. The Program Coordinator having examined the applications for the necessary initial qualification shall call the candidates for an admission test. The pass mark in this test shall be determined on the basis of the number of candidates that can be accommodated in a given year. The candidates who have been deemed successful in the admission test may be interviewed if so decided, and the final list of the candidates to be enrolled shall be recommended to the Board of Management, Faculty of Management and Finance, University of Ruhuna.
- 3.6 The Program Coordinator shall recommend appointing a suitable Course Coordinator for each course and under each Course, there shall be Course Lecturers and Tutors. Course Coordinator, Course Lecturers and Tutors shall be appointed by the Vice-Chancellor on the recommendation of the Program Coordinator & the Board of Management.
- 3.7 The Program Coordinator shall perform his/her administrative duties related to the program in collaboration with the Dean of the Faculty of Management and Finance.
- 3.8 On acceptance by the Board of Management a candidate shall forth with register as a postgraduate student of the university upon payment of the prescribed registration and other fees.
- 3.9 A minimum period of registration for the PDBA program shall be for one year and minimum period of registration for the MBA program shall be for two years.
- 3.10

The initial registration shall be valid for the first year. The registration of a candidate proceeding to the second year shall be renewed at the beginning of the second year by paying the prescribed renewal fee. The registration of a candidate who fails to complete the program during the prescribed period may be renewed provided that he/she is considered eligible for such registration by the Faculty and the University.

- 3.11 A candidate registered for a PDBA shall have maximum of three academic years to complete the program.
- 3.12 A candidate registered for a MBA shall have maximum of six academic years to complete the program.
- 3.13 The effective date of registration shall be the date of commencement of the program as approved by the senate on the recommendation of the Board of Management.
- 3.14 All candidates shall renew registration annually until the effective date of the degree. It shall be the responsibility of the candidate to ensure that he/she will remain continuously registered.
- 3.15 No such candidate shall keep away from classes or leave the island or withdraw from examination or a class room test without prior approval from the Board of Management.
- 3.16 A candidate who fails to conform to the By-Law in respect of registration is liable to be regarded as having withdrawn from the candidature.

04. The Course Structure of the Program

- 4.1. The PDBA /MBA consist of two parts. Part 1 shall be regarded as PDBA and Part II as MBA.
- 4.2 Each part is divided into two semesters and each semester shall have assessed courses and supplementary courses. The courses and their brief contents are given in Regulation XX.I-2010.
- 4.3 Course materials for each course shall be developed and/or updated annually by the faculty in collaboration with the course coordinator and the course lecturers within the context of the course structure.
- 4.4 The medium of instruction of each course of PDBA/MBA program shall be English.

05. Examination Procedures

- 5.1 The evaluation of each assessed course shall be comprised of continuous assessments and semester-end written examination. Continuous assessments include take home assignments, quizzes, term papers, class room test, mid-term test, presentation etc. The semester-end examination shall be based on a three to four hour question paper. The marks for both components shall be allocated as follows:

Continuous assessments	40%
Semester-end examination:	60%

5.2 There shall be a deadline, decided by the Course Coordinator, for the submission of each term-paper/presentation etc. Any student who fails to submit assignment, term papers etc. in time results in zero marks, unless he/she provides valid reasons acceptable to the Board of Management.

5.3 A candidate's performance in each assessed course/Dissertation/Business Consultancy Report and Business Consultancy Course shall be graded according to the following scheme:

Grade A:	75%-100%	Excellent
Grade B:	65%- 74%	Good
Grade C:	50%- 64%	Satisfactory
Grade D:	31%- 49%	Poor
Grade E:	00%- 30%	Very poor
INC	—	Incomplete
MC	—	Medical

5.4 The pass mark in each assessed course shall be 50% out of the maximum marks that could have been awarded.

5.5 The results of PDBA /MBA shall be released semester wise.

5.6 A candidate shall be qualified for the award of PDBA if he/she obtains 50% or more for each assessed course. A candidate who does not satisfy the minimum condition for a pass in the course prescribed for PDBA (Part 1) shall be deemed to have failed in the PDBA.

5.7 A candidate who fails to obtain 50% or more for each assessed course in each semester shall be allowed to re-sit for the examination maximum of two attempt, that shall be in the academic years immediately following their first sitting and with the subsequent batches.

5.8 When an examination is repeated, despite of whatever higher grade is obtained in the subsequent attempt, the maximum pass marks of 50% will be used for determination of his/her results in his/her repeat attempts.

5.9 A candidate who failed to complete the referred courses even in the second repeat attempt shall have to re-register in the PDBA/MBA courses.

5.10 The effective date of the PDBA shall be the date of last examination.

5.11 To qualify for the award of MBA a candidate shall pass in Part I and Part II of the MBA Examination process. The pass mark in each assessed course shall be 50%. A candidate who does not satisfy the minimum condition for a pass in the course prescribed for MBA (Part II) shall be deemed to have failed in the MBA.

5.12 In the Semester II of Part II of MBA program, the examination consists of either Dissertation or Business Consultancy Report with one assessed course. A candidate shall submit the Dissertation demonstrating original and independent research which will be evaluated by two independent examiners. The examination shall consist of submitting a Dissertation and a viva-voce followed by a presentation. A candidate who does not take Dissertation option shall submit a Business Consultancy Report followed by Viva voce examination and sit for an examination of an assessed course. The maximum marks allocated for Business Consultancy Report and an assessed course shall be 50% each

5.13 The total marks allocated for the Dissertation / Business Consultancy Report and viva-voce examination shall be 80% and 20%, respectively.

- 5.14 The candidates who obtained the marks 50% or above for the Dissertation/ Business Consultancy Report, shall be called for the viva-voce examination. It will be conducted by a panel of examiners comprising the following members.
- a. The Dean of the relevant Faculty (Panel Chairman)
 - b. The Coordinator of the PDBA/MBA Program
 - c. The Supervisor/s of the candidate
 - d. The Examiners appointed under 5.12 of this By-Law.
 - e. An Observer appointed by the Board of Management
- 5.15 The pass mark for the Dissertation/ Business Consultancy Report shall be 50%. A candidate who does not satisfy the minimum condition for a pass in the Dissertation/ Business Consultancy Report shall be deemed to have failed. The candidate failed in Dissertation/ Business Consultancy Report shall re-submit the Dissertation/ Business Consultancy Report within the period of registration prescribed in 3.12.
- 5.16 A candidate who passed all courses in his/her first attempt shall be awarded a merit pass if he/she obtained minimum overall average of 75%.
- 5.17 The effective date of the MBA shall be the submission date of the successful Dissertation/Business Consultancy Report. If the student has not completed all written courses before the submission of Dissertation/Business Consultancy Report, then the effective date of the degree shall be the last date of written examination.
- 5.18 A candidate who is unable to complete a course prescribed in PDBA/MBA program, due to a medical reason, has to make a written request together with the medical certificate within 14 days after the examination to the coordinator of the Program. And he/she shall sit for immediately in the examination in the academic year immediately following their first sitting with all privileges upon the approval of the Board of Management of the Faculty of Management & Finance and the Senate.

06. Interpretation

6.1 In this By-Law unless the context otherwise requires:

- “University” means the University of Ruhuna constituted by the University Act. No. 16 of 1978;
- “Senate” means the Senate of the University of Ruhuna constituted by the University Act No. 16 of 1978;
- “Faculty” means the Faculty of Management & Finance of the University of Ruhuna constituted by the University Act No.16 of 1978.
- “Board of Management” means the Board of Management of the Faculty of Management & Finance established under the powers of the Senate and the Council of the University of Ruhuna.

**Postgraduate Diploma in Business Administration & Master of Business Administration
Degree Regulation XX.1-2010**

University of Ruhuna

Regulation XX.1-2010 : Format of the Thesis

Regulation **XX.1-2010** made by the Senate under the By-Law No. XXXX of the University of Ruhuna and under section 135 of the Universities Act No. 16 of 1978.

This could be the course structure and the scheme for grades

XX.1.1 According to the regulation XX.1-2010 all assessed courses of Semester I and II in Part I and Semester I in Part II are compulsory. However, in Semester II in Part II, a candidate shall select either MBA 205 or MBA 206.

XX.1.2 50% attendance is compulsory for the supplementary courses.

Course Structure

PDBA/MBA Part I

Semester I

PDBA / MBA 101 - Business Economics

PDBA / MBA 102 - Accounting

PDBA / MBA 103 - Management and Organizational Analysis

PDBA / MBA 104 - Academic / Technical Writing (Supplementary)

Semester II

PDBA /MBA 105 - Marketing Management

PDBA /MBA 106 - Human Resource Management

PDBA /MBA 107 - Productions and Operations Management

PDBA /MBA 108 - Management Science & Decision Theories (Supplementary)

PART II

Semester III

MBA 201- Financial Management

MBA 202- Strategic Management and Corporate Policy

MBA 203- Management Information Systems

MBA 204- Research Methodology (Supplementary)

Semester IV

MBA 205- Dissertation

Or

MBA 206- Business Consultancy Course And Business Consultancy Report

**Postgraduate Diploma in Business Administration & Master of Business Administration
Degree Regulation XX.2-2010**

University of Ruhuna

Regulation XX.2-2010 : Format of the Thesis

Regulation **XX.2-2010** made by the Senate under the By-Law No. XXXX of the University of Ruhuna and under section 135 of the Universities Act No. 16 of 1978.

XX.2 Format of the MBA Dissertation and Business Consultancy Report

XX.2.1 The text of the thesis must be typed single side on white paper of A4 size. One and half line spacing should be used for the main text, and single spacing for footnotes where necessary. There should be a margin of 35 mm on the left-hand side and of 20 mm on the right-hand side of each page. Times New Roman fonts of size 12 pts is recommended for the text. All copies must be sewn and bound in DARK BROWN cloth with lettering on the spine and cover in gold as shown in schedule 1 of this Regulation.

The candidate may submit two copies of the thesis initially in a temporarily bound form for evaluation.

XX.2.2 The title of the thesis, the name of the candidate, his/her Academic and Professional Qualification, the Degree for which the thesis is submitted together with the month and year of submission, should be printed on the first appropriate page inside. The address of the Faculty should be given on this page.

XX.2.3 The page following the title page shall carry a declaration of the candidate that the work presented in the Dissertation/Business Consultancy Report is his/her own and that no part of this Dissertation/Business Consultancy Report has been submitted earlier or concurrently for any other Degree. The declaration must be certified by the Supervisor(s). Names and addresses of the Supervisor(s) shall be given on this page.

XX.2.4 The page following the declaration shall be the table of contents followed by the figure captions.

XX.2.5 The page following the table of contents shall contain an abstract/executive summary of not more than 500 words and shall be considered as the part of the dissertation/consultancy to be examined.

XX.2.6 The body of the Dissertation/Business Consultancy Report shall organize with several chapters divided appropriately in such a way that the Dissertation/Business Consultancy Report should appear as a single piece of work to the reader.

XX.2.7 References in the text of the xxx and the citations of references should be according to the Harvard System. More details are available at:

<http://libweb.anglia.ac.uk/referencing/harvard.htm>.

Examples for references in the text:

A single author (Perera, 1984)

Two authors for the same work (Perera & Green, 1986)

More than two authors (Green, et al., 1995)

Several publications by one author (Perera 1992, 1994)

A publication with no date (Smith, n.d.)

Author not identifiable (Anon., 1999)

The Bibliography should be in the following format:

Journal Articles:

Author, Initials., Year. Title of article. *Full Title of Journal*, Volume number (Issue/Part number), Page numbers.

Boughton, J.M., 2002. The Bretton Woods proposal: an in-depth look. *Political Science Quarterly*, 42(6), pp.564-78.

Books

Use the information from the title page but not from the cover.

Author, Initials/first name., Year. *Title of book*. Edition. (Only include this if not the first edition) Place: Publisher.

Redman, P., 2006. *Good essay writing: a social sciences guide*. 3rd ed. London: Open University in assoc. with Sage. Baron, David P., 2008. *Business and the organisation*. 6th ed. Chester (CT): Pearson.

Thesis

Author, Year of publication. *Title of dissertation* Level Place of University (If not clear from the name of the University): Name of University.

Richmond, J., 2005. *Customer expectations in the world of electronic banking: a case study of the Bank of Britain*. Ph. D. Chelmsford: Anglia Ruskin University.

References with missing details

Where there is no obvious publication date, check the content and references to work out the earliest likely date: e.g.

1995?	for probable year
ca. 1995	for approximately 1995
199-	for decade certain but not year
199?	For probable decade

Occasionally it may not be possible to identify an author, place or publisher. This applies particularly to what is known as ‘grey literature’, such as some government documents, leaflets and other less formal material.

Anon	when the author is anonymous or not identifiable
s.l.	for unknown place of publication (Latin: sine loco)
s.n.	for unknown publisher (Latin: sine nomine)

Electronic documents

For websites found on the World Wide Web the required elements for a reference are:

Authorship or Source, Year. *Title of web document or web page*. [Medium]
Available at: include web site address/URL (Uniform Resource Locator) and additional details such as or routing from the home page of the source. [Accessed date].

National electronic Library for Health. 2003. *Can walking make you slimmer and healthier? (Hitting the headlines article)*. [Online] (Updated 16 Jan 2005)
Available at: <http://www.nhs.uk.hth.walking> [Accessed 10 April 2005].

SCHEDULE 1 (Regulation XX.2-2010)

SPINE

FRONT COVER PAGE

Title of thesis (14 pt Gold Colour)
(e.g. IMPACT OF BRAND AWARENESS ON LOYALTY)

Name of candidate(12 pt Gold Colour)
(e.g. A.B.C. PERNANDO)

Degree and Faculty Address(12 pt Gold Colour)
(e.g. MASTER OF BUSINESS ADMINISTRATION)
FACULTY OF MANAGEMENT AND FINANCE
UNIVERSITY OF RUHUNA

Year (12 pt Gold Colour)
(e.g. 2009)

**Postgraduate Diploma in Business Administration & Master of Business Administration
Degree Regulation XX.3-2010**

University of Ruhuna

Regulation XX.3-2010 : Fees

Regulation **XX.3-2010** made by the Senate under the By-Law No. XXXX of the University of Ruhuna and under section 135 of the Universities Act No. 16 of 1978.

XX.3 Fees

XX.3.1 Fees charged for Postgraduate Research Degrees shall be as follows:

Item	(Rs)
1.2.1.1 Application fee	1000/-
1.2.1.2 Registration fee	

(for local candidates)	1500/-
1.2.1.3 Course fee- PDBA	100000/-
1.2.1.4 Course fee- MBA	200000/-
1.2.1. 5 Library fee (per year)	5000/-
1.2.1.6 Refundable Library Deposit (per program)	2000/-
1.2.1.9 Examination fee (per paper)	1000/-
1.2.1.11 Certificate	1000/-
1.2.1.12 Transcript (to be sent within Sri Lanka)	500/-
(to be sent outside Sri Lanka)	1000/-
1.2.1.13 Provisional Certificate	500/-

- XX.3.2 A teacher or an officer of the University of Ruhuna wishes to register for a higher degree and who wishes to avail himself/herself of the concession regarding fees shall apply according to the regulations as specified by the University Grant Commission.
- XX.3.3 All the relevant fees should be paid at registration. In order to renew the registration, the relevant fee(s) should be paid at the beginning of each year, reckoned from the date of first registration. Candidates terminating the program during the middle of the year are required to pay only for the relevant period of the year on quarterly basis.
- XX.3.4 Fees paid shall not be refunded.
- XX.3.5 All fees defined in section XX.3.1 above are subjected to change with the approval of relevant authorities of the University of Ruhuna.

Effective date of the By-Law of Postgraduate Diploma in Business Administration & Master of Business Administration 30.06.2010