

INSTRUCTIONS FOR APPLICANTS OF BA GENERAL (EXTERNAL) DEGREE PROGRAMME
UNIVERSITY OF PERADENIYA

I. Instructions to fill the Application

- i. Online application form should be filled by applicant and send printed form to Deputy Registrar, Centre for Distance and Continuing Education, University of Peradeniya with the documents mentioned under “III a”
- ii. Application should be completed in English language as per instructions given. Please note that information such as Name, NIC No, signature etc are not allowed to change once entered into database of the CDCE.
- iii. Only limited number of applicants will be enrolled and incomplete applications will be rejected.

II. Entry Qualifications

- i. Candidates who sat the G.C.E. (A/L) examination held in the year 2000 or before (under the old scheme) three passes in one sitting at G.C.E. (A/L) examination with a maximum of three attempts with an aggregate mark of not less than 180.
- ii. Candidates who offered three (03) subjects at the G.C.E. (A/L) examination held after the year 2000
three passes in one sitting G.C.E. (A/L) examination with a maximum of three attempts with
under the old scheme
an aggregate mark of not less than 135 and in the common general paper not less than 30 marks
Under the new scheme
“Z” score determined by the U.G.C. on an annual basis and not less than 30 marks in the common general paper .

III. Supporting Documents

- a. You are required to attach
 1. certified copies of following
 - i. Birth certificate
 - ii. English translation of the birth certificate
 - iii. National Identity Card
 - iv. GCE (A/L) certificate issued by the Department of Examination
 - v. An affidavit, If name on the above certificate/s is different from the name appear on the birth certificate

(Above certificates should be certified by one of following officers. Head of a government institute, Head of government school, Grama Niladhari of the division, a Justice of Peace, a Commissioner of Oaths Attorney at-Law or a Notary public, commissioned officer of the Police or the Armed Forces, Chief Incumbent of a Buddhist Vihara or any other institute of worship or a permanent government Executive Officer in receipt of an annual consolidated salary of Rs. 22935 x 12 or over)

2. Three passport size colour photographs (3.5 cm x 4.5 cm size with yellow colour background) taken during last six months.
- One photograph should be certified by one of officers mentioned III 'a' and pasted on the cage 20.1 in the application.

An Example



- 3 . Two 9"x4" in size and one 10"x8 in size, Rs. 50/- stamps affixed envelopes.

VI. Selection of Subjects

- a. The degree program is organized in to three levels: 100 level, 200 level and 300 level. In each level, candidates are to complete 30 credits (10 courses with 3 credit values). To progress to the next level required, candidates should sit for the examination and complete minimum requirements stipulated in the rules and regulations.
- b. At the beginning, you should register for 100 level programme. You are required to follow the following procedure in selecting courses.
 - i. FOUNDATION Courses
 1. There are three Foundation Courses: English, Mathematics and Information Technology – Select all three.
 2. Total number of credits expected to earn through Foundation Courses is 9 credits (3 courses x 3 credit each)
 - ii. CORE Courses
 1. This will decide your main subjects of the degree program.
 2. Once you select these subjects (two courses per subject) you are required to continue them in 200 and 300 levels
 3. The minimum number of credits expected to earn through Core Courses in 100 level is 18 (3 subjects x 2 courses per subject x 3 credit per course)
 - iii. Supplementary courses
 1. Candidates are expected to select some courses outside their main stream selected under Core Courses
 2. Since you have to earn 30 credits (9 – Foundation and 18 – Core courses), you can select one supplementary course worth of 3 credits to fulfill the credit requirement at the 100 level.

Please see the document titled 'How to choose courses' for more information.

VI. Programme Fee

- c. At the time of registration, candidates should make a payment of Rs. 8000.00. Separate payments should be made to register for 200 and 300 levels subsequently [Rs. 5000.00 per level].

VII. Fee for Application Processing and Aptitude Test

Rs. 1500.00 should be paid to the credit of account No. **057-1-001-4-1338036** of the Centre for Distance & Continuing Education, University of Peradeniya as application processing fee and for aptitude test and bank slip should be attached to the application.

VIII. Validity of Registration

- a. The registration will be valid for 3 years (academic years)
- b. In case of failing to complete the requirements of the degree program within 3 years, your registration may be extended for another 3 years
- c. You will not be allowed to extend your registration any further, unless you have a valid reason acceptable to the Board of Study.
- d. Each extension will be charged at Rs. 5000.00.

IX. Core subjects could be changed only within first 3 months. Fee for subject change is Rs. 1000.00.

X. Information/Communication with CDCE

- a. Please refer to the website for more details (www.pdn.ac.lk/cdce), send an e-mail to cdce@pdn.ac.lk, fax to 081 238 9206 or call 081- 239 2218

Important: Please note that this is not a legal document. These instructions have been prepared to provide assistance in filling the application only.