



**University of Sri Jayewardenepura
External Degrees and Extension Courses Unit**

Enrollment for the External Degree Programs-2022

Bachelor of Arts in English (General) External Degree

Eligibility to apply for selection test:

- Those who have obtained a minimum of three ‘S’ passes for any three subjects of the G.C.E. (Advanced Level) Examination administered by the Department of Examinations of Sri Lanka, in or after 2000.

OR

- Those who have obtained a minimum of four ‘S’ passes for any four subjects of the G.C.E. (Advanced Level) Examination administered by the Department of Examinations of Sri Lanka, before 2000

OR

- Those who have obtained the Certificate of Teacher Training or Diploma in Teaching from a National College of Education (of the National Institute of Education, Ministry of Education, Sri Lanka), with a minimum of 4 Credit passes for the following subjects:

- *Linguistics and Introduction to Phonology*
- *English Language*
- *English Language Teaching Methodology*
- *English Literature*

OR

Those who have obtained a minimum of three passes for any three subjects of the General Certificate of Education Advance Level Certificate G.C.E. (Advanced Level) of the UK Examination Boards (commonly known as London Advanced Level Examinations: Cambridge/Edexcel).

OR

Those who have obtained a Higher Diploma in English equivalent to the SLQF Level 4 of the Sri Lanka Qualifications Framework of the University Grants Commission, Sri Lanka, on the recommendation from the Department of English and Linguistics, followed by the Senate approval of the University of Sri Jayewardenepura.

OR

Those who have obtained a degree in English medium from any reputed University (either foreign or local).

Course Fees

Fees of the Bachelor of Arts in English (General) External Degree Programme:

Charges	Amount (Rs)	Due date
Registration Fee	15,000.00	Both Registration fee and first installment fee payable at the time of registration.
First installment of the course fee	60,000.00	
2 nd installment of the course fee	60,000.00	Payable within two (02) months from the last date of registration.
3 rd installment of the course fee	60,000.00	Payable within five (05) months from the last date of registration.

Course fees must be paid for all parts (Part I, II and III) of the degree program and examination fees are to be paid in addition to the above payments. Payment of all above fees is mandatory before applying for the Part I Examination. Admissions for examination will be issued only to those who have applied for the examination having paid the entire course fee and the examinations fees duly.

Selection for the Registration

- Eligible applicants will be registered according to a selection procedure carried out by the Department of English and Linguistics. It is mandatory for all prospective applicants to pass the Selection Test conducted by the Department of English and Linguistics of the University of Sri Jayewardenepura except for those who have obtained a minimum of an ‘S’ pass for English (**subject number 73**) at the G. C. E. (Advanced Level) Examination administered by the Department of Examinations of Sri Lanka.

Conducting Seminars

Seminars of the Bachelor of Arts in English (General) External Programme will be conducted by the academic staff of the University via online to cover the entire curriculum for the Part I, II and III of the Degree Program.

Examinations

After the seminars, applications will be called for the examinations only through the website. Admission Card for the examination will be issued only to those who have applied for the examination having paid the examination fees and all the installments of the course fee.

****Seminar Timetables, Course Fee Applications, Examination Timetables, Examination Applications, Examination Admission Cards and all the details will be made available only through the website and therefore, regular visits to the website is mandatory**

(Letters will not be sent by post).

Cancellation of the Registration

If registration needs to be cancelled after registering for the degree program, a request letter, along with the student record book issued to you, must be sent to the External Degrees and Extension Courses Unit via registered post. Registration fees are non-refundable in case of cancellation of registration. **However, if a request is made within two weeks from the date of registration for cancellation**, the course fee **(except registration fee)** will be refunded with **10% of it** withheld. Requests for refunding of course fees made after this period will not be entertained.

Important details for the submission of the applications

1. Applications can only be submitted online. Accordingly, the duly filled applications should be submitted by visiting external.sjp.ac.lk website. After applying for a certain degree program, changing it thereafter is not allowed.

**** For your convenience, [an instructional video](#) will be available on the official website of EDECU (www.external.sjp.ac.lk) from 25th of September 2022. Refer the video and fill the application accordingly.**

2. To apply for the Bachelor of Arts in English (General) External Degree Programme, the **application fees Rs. 3,000/-** must be paid to this account number - **072010007028** and payment could be made through any branch of the People's Bank Island wide. **It is mandatory to make the payment to the specified account number.** (Retain the slip of the payment to be attached to the application) **** ATM Deposits and Online Payments are not allowed.**
3. The following documents should be scanned and uploaded in forwarding the applications.
 - I. *A certified copy of the **Birth Certificate**.*
 - II. *Certified copies of certificates related to **Educational Qualifications**.*
 - III. *A certified copy of the **National Identity Card (NIC)**.*
 - IV. *The **Customer's Copy of Bank Slip**.*
4. The hard copy of the completed application along with the copies of the documents mentioned under 3 above, should be posted via registered post to the address given below **on or before 30.10.2022.**

Deputy Registrar

External Degrees and Extension Courses Unit

University of Sri Jayewardenepura

P.O. Box No: 10

Gangodawila

Nugegoda

5. All copies of the documents sent must bear the signature and the official seal of the attester who certified the documents. Copies of the documents should be attested/certified by a **Headmaster of a Government or an approved school/ a University Lecturer or an Executive Officer/ Grama Niladhari/ Justice of Peace or an Executive Officer of a Government Department or a Government Corporation.**
6. Under the education qualifications, G.C.E. (Advanced Level) Certificate is accepted in the following ways.
- An attested copy of the certificate issued by the Department of Examination.
 - An attested copy of the certificate issued **with the signature of the Principal** under the letter head of the school.
 - **For School Candidates:** - A copy of the certificate obtained from the Internet attested by the Principal of the School.
 - **For Private Candidates:** - A copy of the certificate obtained from the Internet, attested by the officials mentioned in **Clause 5.**

Instructions to Candidates:

**** There is no affiliated unit or institute that undertakes/ performs the duties and responsibilities of the External Degrees and Extension Courses Unit (EDECU). Therefore, it is mandatory to visit external.sjp.ac.lk and adhere to the proper procedure mentioned above in submitting the applications. EDECU does not liable for the applications sent by any third parties.**

- ❖ *Delayed and incomplete applications will be rejected.*
- ❖ *One candidate can apply for several degree programs. For that, it is required to submit separate applications for separate degree programs. Make payments separately for each degree programs.*
- ❖ *Applications with payments for incorrect account numbers will be rejected.*

**Deputy Registrar
External Degrees and Extension Courses Unit
25-09-2022**