

# Notice

## FMSC Excellence Awards (2024)

The **Faculty of Management Studies and Commerce Excellence Awards (FMSC Excellence Awards)** are presented at the end of each academic year to recognize *highly motivated students* who demonstrate exceptional achievements in both academic and extracurricular activities.

Awardees will receive a **certificate signed by the Vice Chancellor, the Dean, and the Registrar.**

Applications are now invited from 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup>-year students who **sat for the Final Examinations held in January 2025.**

### **Eligibility Requirement**

- The applicant should be an internal undergraduate who has registered to follow any degree programme offered by the faculty
- The applicant should complete all academic requirements of the considered year, including all compulsory and elective courses
- The applicant should have a GPA of 3.30 or above in the respective academic year.
- An applicant who has obtained greater than or equal to 70% of the marks as per section 3 given below will be considered in granting awards.
- In the event a student has completed the considered academic year “with privileges” in a subsequent year, he/she should be included in the list as an additional student in that subsequent year. This will be applicable only if the student has fulfilled the aforementioned eligibility requirements.
- The applications which are not duly completed will not be considered for the final evaluation.

### **Evaluation Criteria**

#### **a. Academic Achievements (maximum of 60 marks for 1<sup>st</sup> and 2<sup>nd</sup> year students and 50 marks for 3<sup>rd</sup> and 4<sup>th</sup> year students)**

Applicants who have obtained a GPA of 3.30 or above in the respective academic year will be considered for evaluation. The marks for academic achievements will be calculated using the formula given below.

For 1<sup>st</sup> year and 2<sup>nd</sup> year applicants: Marks of the Applicant =  $\frac{\text{GPA of the Applicant}}{4} * 60$

For 3<sup>rd</sup> year and 4<sup>th</sup> year applicants: Marks of the Applicant =  $\frac{\text{GPA of the Applicant}}{4} * 50$

#### **b. Extracurricular Activities (maximum of 40 marks for 1<sup>st</sup> and 2<sup>nd</sup> year students and 50 marks for 3<sup>rd</sup> and 4<sup>th</sup> year students)**

Any achievement considered under this category should have been obtained by the student within the relevant academic year.

Criteria	Maximum marks offered
I. Leadership of a recognized body	20
II. Community Service and Good Citizenship	10
III. Outstanding Talents in Sports	25
IV. Creativity and Exceptional Ability in Aesthetic or Technical Fields	25
V. Research or pursuing new knowledge	10
VI. Any other exceptional achievement/performance not covered above	10
<b>Total marks</b>	<b>100 *</b>
*Total of 100 marks will be converted to 40% for 1 <sup>st</sup> and 2 <sup>nd</sup> years and 50%for 3 <sup>rd</sup> and 4 <sup>th</sup> years	

### Ineligibility

- Any student who obtains an improved grade/grades subsequently, by repeating a module/modules shall not be eligible.
- Any student on whom disciplinary action has been taken by the University Council for any misconduct shall not be eligible.

### Application Requirements

- Any student who believes they are eligible may submit an application.
- The **application form** can be downloaded from the Faculty website: <https://mgt.sjp.ac.lk/call-for-applications-fmssc-excellence-awards/>
- The completed application which includes the covering letter addressed to the **Dean**, should be submitted to the Dean, **through the Head of the Department/Common Programme Coordinator**, who must certify the accuracy of the content.
- **Applicants may be called for an interview** at the discretion of the selection panel.
- Applications must include **certified copies** of all documentary evidence in both **hard copy and soft copy**, comprising:

#### 1. Cover Page

The cover page must include: Title of the award, Applicant's full name, Registration number, Index number, Department, Year of Study (in the case of first-year Common Program students), A recent passport-size photograph

#### 2. Recommendation Letter

A formal letter of recommendation addressed to the Dean, Faculty of Management Studies and Commerce, issued by the **Head of the Department/ Common Program Coordinator** (in the case of first-year Common Program students)

#### 3. Supporting Documents

All information mentioned in the application must be supported by documentary evidence, arranged in the format specified in the **specimen application form** (attached below). The order of documents must also be listed on the cover page.

**Please note:** Applications submitted after the deadline **will not be accepted** under any circumstances.

The evidence must be valid for the relevant academic period.

### **Submission**

**Hard Copy:** Hard copies of the application, along with all supporting documentary evidence, should be either **posted or handed over** to the Examinations Unit, Faculty of Management Studies and Commerce, University of Sri Jayewardenepura, Gangodawila, Nugegoda, **on or before 18.11.2025**.

Please mention “**FMSC Awards – January 2024**” on the **top left corner of the envelope**.

**Soft Copy:** A scanned copy of the complete application should be emailed to **awards.fmssc@sjp.ac.lk on or before 18.11.2025**.

For further inquiries, you may contact: **011-2802095** (FMSC Examinations Unit).

### **Dean**

Faculty of Management Studies and Commerce

**03<sup>rd</sup> November 2025**



## Application Form

### Faculty of Management Studies and Commerce Excellence Awards

### University of Sri Jayewardenepura

#### *Part I: To Be Completed by the Student*

1.Name: (Rev/Mr/Miss/Mrs) .....

2.Index Number:.....

3.Registration Number:.....

4.Year and Month of the Final Exam (2<sup>nd</sup> Semester):.....

5. Name of the Degree Programme Name of the Degree Programme (for first-year students in the Management Common Programme, please state 'Management Common Programme':.....

6.Intake/Batch :.....

7. GPA of the Respective Academic Year (Please attach Semester Results Sheets):  
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8.Academic Achievements (Should be supported by documentary evidence)

I. ....  
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9. Extra-Curricular Activities - achievements obtained by the student within the relevant academic year (Should be supported by documentary evidence)

#### Important Notes:

- Only activities conducted **during the period of study for the degree**, whether within or outside the university, will be considered.
- **All claimed activities must be supported by valid documentary evidence.**
- Please number the annexures clearly under each category and attach separate sheets if necessary.

<i>Sub- Criteria</i>	<i>Activity/Leadership position (Brief Description)</i>	<i>Relevant Page No. for the evidentiary document</i>
I. Leadership of a Recognized Body ( <i>Leadership (office bearer) of a recognized</i>		

<i>national body, Leadership post of University / Faculty/Department)</i>		
II. Community Service and Good Citizenship (Assisting a victim of an accident, serving as a volunteer in a natural disaster, Assisting fellow citizens in an exceptional way)		
III. Outstanding Talents in Sports (World University Games / National Teams, International Sports Event representing the University, Inter University Events, Inter Faculty Events, University Colors/ Best Athlete / Player of the Year, Post of President, Vice President, Secretary, Junior Treasurer and Editor of Sport Council)		
IV. Creativity and Exceptional Ability in Aesthetic or Technical Fields (Aesthetics competition, Completion of Examinational or graduating performance in aesthetic fields, Public/ mass media performance in aesthetic fields (Outside the University)		
V. Research or Pursuing New Knowledge (Peer Reviewed Publication, (Peer Reviewed Publication, Presentation at a Scientific Forum, Author of a book / chapter, Active contribution to outstanding research project)		

I agree that all the details above are true and accurate.

.....  
Applicant's Signature

.....  
Date

***Part II: To Be Completed by the Head of the Department /Common Programme Coordinator***

Recommendation

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Signature and official seal of the Head of the Department/ Common Programme Coordinator	Date
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