

RULES FOR THE CONDUCT OF DEGREE PROGRAMMES



GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY

RATMALANA


SRI LANKA

RESTRICTED

Rules for the Conduct of Degree Programmes
General Sir John Kotelawala Defence University

Made under the authority of Board of Management
given at the 624th Meeting held on 30.11.2020

Date 21.12.2020


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Major General
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RESTRICTED

RULES FOR THE CONDUCT OF DEGREE PROGRAMMES OF KDU

Rules made under and in terms of the provisions section 19 of the General Sir John Kotelawala Defence University Act No. 68 of 1981, as amended.

These Rules may be cited as the Rules for the Conduct of Degree Programmes of General Sir John Kotelawala Defence University, and shall come into force from 01.01.2021.

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1. INTRODUCTION

These By-Laws shall provide criteria and conditions related to examinations leading to the Bachelor's Degree Programmes conducted by the General Sir John Kotelawala Defence University (KDU) as mentioned below and such other degree programmes approved by the Board of Management, KDU.

Faculty of Defence & Strategic Studies

Bachelor of Science in Strategic Studies and International Relations -BSc (SS & IR)

Faculty of Medicine

Bachelor of Medicine and Bachelor of Surgery -MBBS

Faculty of Engineering

Bachelor of Science of Engineering Honours -BSc Eng Hon

- a. Aeronautical Engineering (AE)
- b. Biomedical Engineering (BM)
- c. Civil Engineering (CE)
- d. Electrical and Electronics Engineering (EE)
- e. Electronics and Telecommunication Engineering (ET)
- f. Marine Engineering (MR)
- g. Mechanical Engineering (ME)
- h. Mechatronics Engineering (MC)

Bachelor of Science in Aircraft Maintenance Honours -BSc (AM) Hon

Faculty of Law

Bachelor of Laws -LLB

Faculty of Management, Social Sciences and Humanities

Bachelor of Science in Management and Technical Sciences -BSc (MTS)

Bachelor of Science in Logistics Management -BSc (LM)

- a. Finance
- b. Supply Chain Management
- c. Transportation Management

Bachelor of Science in Social Sciences -BSc (SS)

Bachelor of Arts in Teaching English for Speakers of Other Languages -BA (TESOL)

Faculty of Allied Health Sciences

Bachelor of Science Honours in Medical Laboratory Sciences -BSc (Hons) MLS

Bachelor of Science Honours in Nursing -BSc (Hons) Nursing

Bachelor of Science Honours in Physiotherapy -BSc (Hons) PST

Bachelor of Pharmacy Honours -B Pharm (Hons)

Bachelor of Science Honours in Radiography -BSc (Hons) RGY

Bachelor of Science Honours in Radiotherapy -BSc (Hons) RTP

Faculty of Built Environment and Spatial Sciences

Bachelor of Architecture	-B (Arch)
Bachelor of Science Honours in Built Environment	-BScHons (BE)
Bachelor of Science in Built Environment	-BSc (BE)
Bachelor of Science Honours in Quantity Surveying	-BScHons (QS)
Bachelor of Science Honours in Surveying Sciences	-BScHons (SurSc)

Faculty of Computing

Bachelor of Science Honours in Information Technology	-BScHons (IT)
Bachelor of Science Honours in Information Systems	-BScHons (IS)
Bachelor of Science Honours in Computer Science	-BScHons (CS)
Bachelor of Science Honours in Computer Engineering	-BScHons (CE)
Bachelor of Science Honours in Software Engineering	-BScHons (SE)
Bachelor of Science Honours in Data Science and Business Analytics	-BScHons (DS & BA)

2. STRUCTURE OF THE DEGREE PROGRAMMES

- i. The degree programmes, specified in section 1 are fulltime, and conducted in a semester based system.
- ii. Officer Cadets enlisted to follow the degree programmes shall, in addition, complete a compulsory period of Advanced Military Training in the respective Military Academies, as prescribed.
- iii. Each semester of each academic year includes a minimum of fifteen (15) weeks for teaching, followed by minimum one (01) week for study leave prior to the End Semester Examination.
- iv. After enlisting the students, prior to the commencement of academic studies, an orientation programme is conducted to prepare the students for effective learning in academic and military subject modules.
- v. The duration of a degree programme shall be calculated from the date of its commencement.
- vi. The academic year shall commence from January in each calendar year.

2.1 Maximum Allowed Duration of Study

2.1.1 The maximum number of semesters in which a Degree Programme can normally be completed shall be two times the period of academic semesters for such degree programme.

2.1.2 A student shall complete the degree programme within the allowed maximum period, provided that a candidate shall complete each End Semester Examination in no more than four (04) scheduled attempts: No grace attempts shall be granted. Any period of exemption granted by the Senate/BoM may be excluded when computing the maximum period.

2.1.3 A student who has been unsuccessful in an End Semester Examination in four (04) scheduled attempts shall not be permitted to sit for the examination again. Such a student shall be discontinued from the degree programme with the approval of the Senate/BoM on the recommendation of the relevant Faculty Board.

2.2 Description of Modules

The Programmes of Study consist of a combination of GPA, MGPA and NGPA Modules, defined as follows:

2.2.1 GPA Modules: GPA Modules are those that have GPA credits. Such Modules are considered in the calculation of Semester GPA (SGPA), Year GPA (YGPA) and Final GPA (FGPA).

2.2.2 NGPA Modules: NGPA Modules are those Modules that have Non GPA credits. Such Modules are not considered in the calculation of SGPA, YGPA and FGPA.

2.2.3 MGPA Modules: MGPA Modules are those Modules that have GPA credits for Military subject modules. MGPA Modules shall be considered, only for Officer Cadets, in the calculation of SGPA, YGPA and FGPA.

2.2.4 Core Modules: Core Modules are those Modules that are the core of the degree programme and shall be successfully completed by a student to graduate.

2.2.5 Elective Modules: Elective Modules are those Modules that need to be selected from a basket of modules that need to be successfully completed by a student to graduate.

2.2.6 Optional Modules: Optional Modules are those Modules that may be selected from modules offered, either to complete the minimum requirement of credits and/or to proceed further.

2.2.7 Compulsory Modules: Compulsory Modules are those that make the minimum combination of all core-modules, elective modules and any additional minimum optional modules required for a student to graduate.

2.2.8 Prescribed Course Units (PCU): Prescribed Course Units are compulsory Course Units which shall be completed with the minimum final pass mark of 50% (C+).

2.2.9 Prerequisite Course Units (PRCU): Prerequisite Course Units are mandatory requirements that a student shall complete before proceeding to the subsequent academic year.

3. ASSESSMENT PROCEDURE

The performance of each student in each Course Unit shall be evaluated by Continuous Assessments (CA) and End Semester (ES) Examinations.

3.1 Eligibility to Sit an End Semester Examination

3.1.1 The eligibility requirement to sit an End Semester Examination in a Course Unit, relevant to the field of study in a particular semester, as a first time candidate, shall be an attendance record of not less than 80%. However, an attendance record of not less than 60% may be considered on valid medical grounds and/or due to any other valid reason approved by the Faculty Board for the purpose of calculating the required attendance.

3.1.2 A student who is eligible to sit for each and every examination pertaining to a particular subject or Course Unit shall sit for such examination at the first scheduled occasion.

3.1.3 A student who shall not meet the eligibility requirement stipulated in 3.1.1 shall be considered as a repeat candidate, and the maximum grade that can be earned in a subsequent sitting for the relevant subject or Course Unit shall be limited to a 'C' grade.

3.2 Leave from Academic Activities

3.2.1 Leave for Long Duration: A student may apply for this category of leave, when he has to be away from academic work for a long period due to medical reasons, getting selected for an international programme, studying in another university through a student exchange programme, overseas industrial training or circumstances deserving compassionate consideration. The duration of leave a student could apply under this category is a combination of full academic semesters subject to the maximum limit of one (01) academic year.

3.2.2 Leave for Short Duration: A student may apply for this category of leave when he has to be away from academic work for a short period for compelling reasons, including but not limited to conferences, competitions, sports, special military training, clinical training, summer programmes in another university, short training or such other work. The student shall consult the relevant Head of the Department to make arrangements so that the leave obtained does not affect any of his Continuous Assessment requirements.

Leave will be granted with the recommendation of the respective Faculty Board and approval of the Senate/BoM.

3.2.3 A student travelling abroad, shall follow the procedure for approval of KDU.

3.2.4 Credit recognition and transferring of a student following a course in another recognized local or International University, shall be done under the "Credit Recognition and Transfer Policy of KDU", on the recommendation of respective Faculty Board and the approval of the Senate/BoM. In such instances, a student shall be eligible for the classes and awards for the degree.

3.2.5 Recognition and transferring of credits for studies undertaken in a recognized local or International university of a student joining a degree programme offered by KDU through lateral entry pathway, may be done under the "Credit Recognition and Transfer Policy of KDU", on the recommendation of respective Faculty Board and the approval of the Senate/BoM. In such instances, a student shall be eligible for the classes for the degree.

3.2.6 The minimum stipulated period of the degree shall be adjusted in the case of Long Duration Leave considering the leave period, except in the case of student exchange programmes. In such instances a student shall be eligible for classes. Such a student shall become eligible for awards, if he finishes the degree programme with his registered intake only.

3.2.7 Long Duration leave granted under medical grounds shall be added to both the minimum and the maximum stipulated period of the degree. In such cases a student shall be eligible for classes. Such a student shall become eligible for awards, if he finishes the degree programme with his registered intake only.

3.3 Authorized Excuses for Absence from Lectures/Examinations

3.3.1 Notice of Absence for Valid Excuses

- i. A student absenting himself from lectures/laboratory classes/in-class assessments shall obtain permission from the relevant Head of the Department, to be counted as a valid excuse, as follows:
 - a. In the case of sudden illness, permission shall be sought through a tele-mail or an e-mail on or before the date of the lecture/laboratory class/in-class assessment, followed by a valid medical certificate issued by a Government Medical Officer or a Consultant Specialist and certified by University Medical Officer (UMO).
 - b. In the case of an official assignment of KDU, a letter of request shall be submitted to the Faculty Board through the Head of the Department on the recommendation of the lecturer concerned and permission obtained.
 - c. In the case of important family events and such other grounds, permission shall be obtained prior to the event from the Faculty Board through the Head of the Department on the recommendation of the lecturer concerned.
- ii. A student who is unable to submit an assignment on the due date due to medical reasons shall seek permission through a tele-mail or an e-mail on or before the due date of submission, followed by a valid medical certificate issued by a Government Medical Officer or a Consultant Specialist and certified by UMO.
- iii. A student absenting himself from an examination and wanting it to be counted as a valid excuse shall obtain permission from the Faculty Board through the Head of the Department.
- iv. In the case of an illness permission shall be sought through a tele-mail or e-mail on or before the date of the examination, followed by a medical certificate as stipulated in section 3.4.

3.3.2 Valid Excuses for Absence from Examinations/ Viva-voce/ Progress Review

The following will be accepted as valid excuses for absence from sitting an examination:

- i. Excuses on medical reasons obtained following the procedure stipulated in section 3.4.
- ii. A copy of the Death Notification Certificate/Death Certificate of an immediate family member or guardian of the candidate who has passed away during the period of examination or within one week prior to the date of commencement of the particular examination.
- iii. Any other valid excuse, with strong supporting evidence, as may be accepted and approved by the Faculty Board.

3.3.3 Absence for Continuous Assessments with a Valid Excuse

- i. If a student is absent only for a part of CA on an excuse acceptable to the Examiner of the Course Unit (or on his unavailability, the relevant Head of the Department), he may be given (an) additional assessment(s) or (a) makeup test(s) to cover up the missed assessment(s) prior to the commencement of the End Semester Examination.
- ii. Under exceptional circumstances, the Examiner of the Course Unit (or in the case of his unavailability the relevant Head of the Department) may consider the average marks of the assessments the student has completed as the full CA component

without the missed assessment(s). Excuses shall be submitted to the relevant Head of the Department for approval.

3.3.4 Absence for Continuous Assessment without a Valid Excuse

- i. If a student is absent for CA of a particular Course Unit or a part thereof without an acceptable excuse, the marks allocated for such CA or the particular part is considered as “Zero” (0), other than in Project-Based Course Units where the student shall complete such component as a repeat candidate.
- ii. However, he may be allowed to take up the missed CA(s) at the discretion of the Faculty Board prior to the ES examination as a repeat candidate.

3.3.5 Absence from Industrial Training/Clinical Training/Internship

- i. If a student is absent from Industrial Training/ Clinical Training/ Internship, or a part thereof, an additional period of training shall be arranged, to cover up the missed period, on the request of the student and at a time period so as not to interfere with the academic studies of the student.
- ii. If the absence is on reasons acceptable to the Faculty Board, the student shall be treated as a first attempt candidate.
- iii. If the reasons for absence are not acceptable to the Faculty Board and/or to the Evaluation Panel, the student shall be treated as a repeat candidate and the maximum grade allocated shall be “C”.

3.3.6 Absence for End-Semester Examinations with a Valid Excuse

- i. A student who does not sit any examination paper(s) of a particular Course Unit(s) at the time of the End Semester Examination, shall be deemed to have failed the ES component of such Course Unit(s) unless a valid excuse has been submitted by the student and is accepted by the Faculty Board.
- ii. A student absent for an End Semester Examination with a valid excuse shall sit for the relevant such examination of the Course Unit(s) at the next scheduled examination and that attempt shall be considered as the first attempt.

3.3.7 Absence for End Semester Examinations without a Valid Excuse.

- i. A student absent for an End Semester Examination without a valid excuse shall be considered as failed in ES examination component of the particular Course Unit.
- ii. Such a student shall re-sit the ES component of the particular Course Unit at the subsequent scheduled examination.
- iii. The maximum grade obtainable by such a student shall be the grade C for GPA Course Unit, and shall be unrestricted for NGPA Course Units.

3.4 Reporting of Sickness and Submission of Medical Certificates

3.4.1 During Term

- i. The student shall present himself to the U.M.O. as soon as possible. If the student is unable to see the U.M.O. the latter, as well as the Dean of the Faculty and the Squadron Commander, shall be informed of the illness simultaneously in writing.
- ii. Any student who has had an infectious disease shall obtain permission from the U.M.O. before he resumes lectures, tutorials, practical classes etc.

3.4.2 During and on the Eve of Examinations

- i. If a student falls ill just before or during any examination, he shall present himself to the U.M.O. or if admitted to hospital, the U.M.O. and the Dean of the Faculty shall be informed simultaneously within the shortest possible time.
- ii. If a candidate falls ill at an Examination Hall, the Supervisor shall send the candidate accompanied by an Invigilator to the U.M.O. who will examine the candidate, prescribe treatment and decide whether the candidate should continue with the examination or whether the candidate should withdraw from the examination. The U.M.O. shall submit a report on every such case.
- iii. Where the U.M.O. in consultation with the Dean of the Faculty, deems it necessary, he shall arrange for the candidate to present himself before a Medical Board on a prescribed date and a time.

3.4.3 Submission of Medical Certificates

- i. Medical Certificates other than those issued by the U.M.O., or by a Consultant Specialist and certified by the U.M.O shall not be accepted as valid.
- ii. a. Any candidate who is unable to attend academic activities or present himself for an examination, owing to illness shall obtain a Medical Certificate from the U.M.O. and submit the same to the Assistant Registrar within seven (07) days of his sickness.
b. If the candidate is able to call over at the Medical Centre of the University, he shall do so. If he is unable to do so, he shall inform the University Medical Centre through a telephone call and obtain a Registration Number for further reference. The U.M.O. will make appropriate arrangements to verify the illness.
c. Where a candidate is unable to call over at the Medical Centre of the University or where a candidate has gone home and fallen ill, the candidate shall report to the nearest Government Hospital and obtain a Medical Certificate, or obtain a Medical Certificate from a Consultant Specialist which he shall forward to the U.M.O. through the Assistant Registrar within seven (07) days of his sickness.
d. The Registration Number assigned by the Medical Centre of the University in such an instance shall be referred to by the candidate in correspondence in respect of the sickness.

3.4.4 Eligibility for Honours and Classes

- i. A student who submits a Medical Certificate from the U.M.O. as stipulated above to the effect that he was unable to sit an examination or to continue with an examination from a particular date shall be eligible for a Class at the next scheduled examination.

3.4.5 Discontinuation from Study Programme

- i. If a student absents himself from any examination on medical grounds without submitting a Medical Certificate from the U.M.O. as stipulated above, he may not be allowed to continue with the degree programme for which he is registered, and he may not be permitted to sit the examination again.

3.5 Releasing of Examination Results

- 3.5.1** The marked answer scripts should be shown to the students before finalizing the marks to be submitted to the Head of the Department/Dean of the Faculty for their signatures.

3.5.2 The marked answer scripts with Detailed Mark Sheet, Marks Return Sheet and the Comments Sheet shall be submitted to the Examination division within eight (08) weeks of the last date of an examination.

3.5.3 The guidelines for conducting examinations and releasing results shall be provided in the Manual of Procedure for conducting Examinations.

3.6 Continuous Assessments (CA)

All Course Units shall be assessed on a continuous basis to provide an opportunity for a student to receive feedback on performance during the course.

3.6.1 The CA component of a Course Unit may consist of one or more in-class tests, take home assignments, laboratory work, tutorials, quizzes, presentations, field visits, field work, term papers, research projects or such other forms of assessments as approved by the Faculty Board.

3.6.2 Every Course Unit shall have (a) CA component(s) conducted at critical stages of learning.

3.6.3 Appropriate mode and percentage of marks allocated for each assessment shall be approved by the Faculty Board before the commencement of a particular semester.

3.6.4 The stage and nature of the assessment shall be informed to the students at the commencement of the Course Unit.

3.6.5 CA marks obtained for each Course Unit shall be carried over for repeat attempts.

3.7 Passing in a Course Unit

3.7.1 The grades “D+” or “C-” in GPA Course Units are conditional passes, and only one conditional pass per semester is allowed for the award of the degree.

3.7.2 The Grade obtained for any Course Unit shall be Grade “C” or above, other than for a limited number of conditional passes as permitted in clause 3.7.1.

3.7.3 A student shall obtain the Grade specified in the clause 3.7.2 and shall not obtain less than 35% marks for either the ES or the CA component to pass a Course Unit.

3.7.4 A minimum of a grade “C” shall be obtained for each NGPA Course Unit.

3.7.5 A student who has obtained a conditional pass for a GPA Course Unit may repeat the CA and/or ES component in respect of such Course Unit for the purpose of improving the grade to a maximum of “C” at subsequent examinations.

3.7.6 A student shall be successful at the viva-voce which shall include the evaluation of the Daily Diary and Training Report to be successful in Industrial Training.

3.7.7 Minimum grade and pass mark for MGPA Course Units shall be as prescribed.

3.8 Upgrading a Course Unit

3.8.1 Students who have conditional passes or incomplete grades, may repeat the CA and/or ES component to obtain a higher grade not exceeding a “C”, prior to completing all academic requirements for the degree.

3.8.2 Students who have a Grade “Ie/Ia/Ib” for a Course Unit shall repeat the CA/ES component to obtain a higher grade. The highest grade that could be obtained shall be a “C”.

3.8.3 If a student upgrading any Course Unit obtains a “C” Grade at a subsequent examination, he shall be considered to have satisfied the criteria for passing such Course Unit.

3.8.4 Marks for a Grade “C” or above obtained for any GPA Course Unit at a subsequent examination shall be considered to be a “C” grade, unless approved to sit as a first attempt candidate by the Faculty Board. The GPV of the new grade shall be considered and GPA shall be recalculated accordingly.

3.8.5 The highest recorded marks of students who upgrade at subsequent examinations shall be restricted to the minimum mark for Grade “C” for GPA Course Units irrespective of the marks they obtain at such examination(s).

3.8.6 If a student opts to re-sit an NGPA Course Unit to upgrade the current grade, any higher grade achieved shall be considered without restricting it to a “C” grade.

3.8.7 A failure grade obtained for Industrial Training can be upgraded by re-evaluation at a viva-voce, subject to any component found incomplete by the previous Evaluation Panel being completed.

3.8.8 A student obtaining a lower grade while attempting to obtain a higher grade in any Course Unit, shall be entitled to retain the earlier higher grade.

3.9 Grades and Grade Point Values of Course Units

3.9.1 Student performance is graded on a scale ranging from “A+” to “D+”.

3.9.2 Grades in respect of Course Units except in Medicine and Allied Health Sciences shall be determined as follows:

Marks	Grade	GPV
85-100	A+	4.00
75-84	A	4.00
70-74	A-	3.70
65-69	B+	3.30
60-64	B	3.00
55-59	B-	2.70
50-54	C+	2.30
45-49	C	2.00
40-44	C-	1.70
35-39	D+	1.30
ES <35	le	0.00
CA < 35	la	0.00
Both ES & CA < 35	lb	0.00
Ne	Ne	0.00
Ex	Ex	0.00
Ab	Ab	0.00

Notes to Table:

- a. Grade “C” and above are pass grades. They require, in addition to achieving the overall mark indicated, a mark of 35% or above in the ES component, and 35% or above in the CA component.
- b. Grade “C–” and “D+” are conditional pass grades and require, in addition to achieving the overall mark indicated, a mark of 35% or above in the ES component, and 35% or above in the CA component.
- c. Grade “la” and “le” are incomplete grades given for failing to reach 35% in the ES and CA components respectively.
- d. Grade “lb” is a fail grade given for failing to reach 35% for both ES and CA components.
- e. “Ne” is indicative of “not eligible” and is recorded when the eligibility criteria to sit for the ES examination have not been satisfied.
- f. “ab” is recorded for being absent at an ES examination. The CA mark will be carried over to a subsequent sitting as a repeat candidate.
- g. “Ex” is recorded for being absent for the ES examination for a valid excuse accepted by the Faculty Board. The CA mark will be carried over to a subsequent sitting as a first attempt candidate at the next scheduled ES examination.
- h. The highest grade obtainable at a repeat attempt, including to upgrade a result, is the grade “C”, other than for NGPA Course Units.

3.10 Grade Point Average (GPA)

3.10.1 The GPA is the credit weighted average of the grade points of value of all Course Units except NGPA Course Units taken in the degree programme.

3.10.2 GPA is calculated for each semester (SGPA), for each year (YGPA) and for the entire degree programme (FGPA), as follows:

$$\text{GPA} = \sum \frac{X_i Y_i}{Y_i}$$

where X_i = Grade Point Value of the i^{th} Course Unit

Y_i = Number of credits in the i^{th} Course Unit

3.10.3 Semester Grade Point Average (SGPA)

The Semester Grade Point Average (SGPA) is the Cumulative GPA for a semester and ascertains the performance of a student in the particular semester. It is calculated on a weighted basis as follows:

$$\text{SGPA} = \frac{\sum [\text{Grade Point scored for Course Unit} \times \text{Credit value of Course Unit}]}{\text{Cumulative credit value of all GPA Course Units of the Semester}}$$

3.10.4 Year Grade Point Average (YGPA)

The Year Grade Point Average (YGPA) is the Cumulative GPA for a year, and ascertains the performance of a student and whether the student can proceed to the following year. It is calculated on a weighted basis as follows:

$$\text{YGPA} = \frac{\sum [\text{Grade Point scored for Course Unit} \times \text{Credit value of Course Unit}]}{\text{Cumulative credit value of all GPA Course Units of the Year}}$$

3.10.5 Final Grade Point Average (FGPA)

The Final Grade Point Average (FGPA) is the Cumulative GPA for the entire period of a degree programme and ascertains the overall performance of a student in the degree programme. It is used in the award of a Class or a Pass in the degree. It is calculated to the second decimal place on the completion of all requirements for such programme as follows:

$$\text{FGPA} = \frac{\sum [\text{Grade Point scored for Course Unit} \times \text{Credit value of Course Unit}]}{\text{Cumulative credit value of all GPA Course Units of the Degree Programme}}$$

3.10.6 Non-GPA credit Course Units (NGPA Course Units) shall not be considered for determining the Semester Grade Point Average (SGPA), Year Grade Point Average (YGPA) or Final Grade Point Average (FGPA).

3.11 Recognition of Sports Activities

3.11.1 Sports activities are encouraged as persons who have been engaged in sports have the ability to work as a team and leadership skills.

3.11.2 Sports activities may be granted extra marks by the BOE on the recommendations of the Dean- FDSS and the relevant Faculty Board, as prescribed in Rules applicable to the Officer Cadets.

3.12 Inclusion in the Vice Chancellor's/Dean's List

3.12.1 Vice Chancellor's List: Any student who achieves an YGPA of 3.80 or above in the order of merit shall be eligible to be in the Vice Chancellor's List.

3.12.2 Dean's List: Any student who achieves a YGPA of between 3.60 and 3.79 in the order of merit, shall be eligible to be in the Dean's List.

3.12.3 For inclusion in the VC's List or in the Dean's List, a student shall have not been subjected to punishment on disciplinary grounds or have not been found guilty of violation of the code of conduct.

3.13 Board of Examinations

3.13.1 A Pre-Results Board shall be held, chaired by the Dean of the Faculty prior to the BOE to moderate results. It shall have authority to standardize the marks given for any Course Unit as and when it is deemed necessary and fit to do so. When and if such moderation is done the GPV of the amended grade shall be considered.

3.13.2 The BOE shall consider the performance and final results of each student at the end of each Semester and approve the decisions taken by the Pre-results Board, and make recommendations to the Senate/BoM.

4. EXAMINATIONS

4.1 Examination Rules

4.1.1 Candidates shall be in attendance outside the relevant examination hall at least fifteen (15) minutes before the commencement of an examination but shall not enter the hall until they are required to do so by the supervisor.

4.1.2 A candidate shall occupy the seat allocated to him and shall not change it without special permission of the supervisor.

4.1.3 No candidate shall be admitted to the examination hall after the expiry of thirty (30) minutes from the commencement of the examination. No candidate shall be allowed to leave the examination hall until thirty (30) minutes have lapsed from the commencement of the examination or during the last thirty (30) minutes of the examination.

4.1.4 A candidate shall have his Student Identity Card and the Admission Card with him when he presents himself for an examination. His candidature is liable to be cancelled if he does not produce the Student Identity Card and the Admission Card.

If a candidate fails to bring his Student Identity Card and the Admission Card for an examination, he shall sign a declaration in the form provided for it, and produce the identification at a time specified by the supervisor.

If a candidate loses his identification documents at the time of an examination, he shall obtain a duplicate identity card from the University forthwith.

4.1.5 No candidate shall have on his person or in his clothes, or on the Admission Card, Student Identity Card, Time Table or Record Book any notes, signs, formulae and any such other material.

Books, notes, parcels, handbags, mobile phones, pencil cases, wallets, purses and any such other material which a candidate has brought with him should be kept at a place indicated by the Supervisor/Invigilator.

4.1.6 The supervisor/invigilator may require any candidate to disclose any item in his possession.

4.1.7 No candidate shall:

- i. copy or attempt to copy from any book or paper or notes or similar material or from the scripts of another candidate.
- ii. help another candidate or obtain help from another candidate or any other person.
- iii. conduct himself in a manner that enables any other candidate to read anything written by him or to watch any practical test performed by him.
- iv. use any other unfair means to obtain or render improper assistance at an examination.

4.1.8 No candidate shall submit an answer script, project report, dissertation, thesis, field book or practical work which has been done wholly or partly by anyone other than the candidate himself.

4.1.9 Candidates shall bring their own pens, pencils, erasers, mathematical instruments, or any other approved equipment or stationery.

Candidates are not permitted to use the following during examinations:

- i. mobile phones
- ii. electronic diaries
- iii. electronic dictionaries
- iv. or other data storage units

4.1.10 Examination stationery (i.e. writing paper, graph paper, drawing paper, ledger paper, précis paper etc.) will be supplied as and when necessary. No paper other than those supplied by the supervisor/invigilator shall be used by candidates.

No sheet of paper or answer book supplied to a candidate may be torn, crumpled, folded or otherwise mutilated. Log tables or any other material provided shall be used with due care and left behind on the desk.

All the material supplied, whether used or unused, shall be left behind on the desk and not removed from the examination hall.

4.1.11 Every candidate shall enter his Index Number on the Answer Book and on every continuation paper. He shall also provide other particulars as indicated in the cover of the Answer Book.

A script that bears no index number or an index number which cannot be identified, is liable to be rejected.

No candidate shall write his name or any other identifying mark on the answer script.

A candidate who inserts a different Index Number on the Answer Book other than his own is liable to be considered as having attempted to cheat.

4.1.12 All calculations and rough work shall be done only on paper supplied for the examination and shall be cancelled and attached to the Answer Script. Such work should not be done on Admission Cards, Time Tables, Question Papers, and Record Books or on any other paper. Any candidate who disregards these instructions is liable to be considered as having written notes or outline of answers with the intention of copying.

4.1.13 Any answer or part of an answer which shall not be considered for the purpose of assessment shall be neatly crossed out. If the same question has been attempted in more than one place, the answer or answers that shall not be counted shall be neatly crossed out.

4.1.14 Candidates shall be under the authority of the supervisor and shall assist him by carrying out his instructions and those of the invigilators during, immediately before and after the examination.

4.1.15 Every candidate shall conduct himself in the examination hall and its precincts so as not to cause disturbance or inconvenience to the supervisor or his staff or to other candidates. He shall conduct himself as quietly as possible in entering and leaving the hall.

A candidate is liable to be excluded from the examination hall for disorderly conduct.

4.1.16 Candidates shall stop work promptly when ordered by the supervisor/invigilator to do so.

4.1.17 Absolute silence shall be maintained in the examination hall and its precincts. A candidate is not permitted for any reason whatsoever to communicate or to have any dealings with any person other than the supervisor/invigilator.

4.1.18 No candidate shall be permitted to leave the examination hall temporarily during an examination.

In case of an emergency, the supervisor may grant him permission to do so under his surveillance.

4.1.19 No person shall impersonate a candidate at an examination or no candidate shall allow himself to be impersonated by another person.

4.1.20 Any improper assistance obtained by a candidate from any other person shall be considered as an examination offence.

4.1.21 If circumstances arise, which in the opinion of the supervisor render the cancellation or postponement of an examination necessary, he shall stop the examination, collect the Answer Scripts already written and report the matter immediately to SAR who shall in turn bring the matter to the notice of the Vice Chancellor without delay.

4.1.22 The supervisor/invigilator may require a candidate to make a statement in writing on any relevant matter which may have arisen during an examination and such statement shall be signed by the candidate. No candidate shall refuse to make or to sign such a statement.

4.1.23 No candidate shall contact any person other than the Vice Chancellor, Deputy Vice Chancellors, Dean of relevant Faculty, Head of relevant Department or SAR regarding any matter concerning the conduct of an examination.

4.1.24 Every candidate shall hand over his Answer Script personally to the supervisor/invigilator or remain in his seat until Answer Scripts are collected. A candidate shall never hand over his Answer Script to a hall attendant, a minor employee or another candidate.

4.1.25 Every candidate who registers himself for an examination shall be deemed to have sat the examination unless he submits a valid Medical Certificate or obtains leave on a valid ground for absence.

The Medical Certificate shall be from the University Medical Officer. If it is not possible under the circumstances, a Medical Certificate shall be obtained from a Government Medical Officer or a Consultant Specialist, and submitted to the University Medical Officer within the stipulated period.

4.1.26 When a candidate is unable to present himself for any part/section of an examination, he shall notify or cause to be notified the matter to the Assistant Registrar of the relevant Faculty immediately, which shall be confirmed in writing with supporting evidence within 72 hours.

4.1.27 A candidate who absents himself for an examination without a valid reason shall not be eligible to receive classes at the next attempt for the same examination.

4.1.28 No candidate shall sit an examination more than the number of attempts he is allowed to sit the particular examination, unless special permission is granted by the University.

4.2 Examination Fee

4.2.1 An Examination Fee will not be charged for the first attempt in an examination.

4.2.2 An Examination Fee as prescribed by the University will be charged for repeat examinations from candidates who re-sit an examination.

4.2.3 Candidates who re-sit for examinations shall register themselves by making the payment at least four (04) weeks prior to the last date of the current semester. Candidates who fail to register as aforesaid shall not be allowed to re-sit the examination.

4.3 Examination Offences

Examination Offences may be classified as any one or more of the following:

4.3.1 Possession of Unauthorized Materials.

Any candidate who violates Examination Rule in clause 4.1.5 shall be deemed guilty of the offence of the possession of unauthorized materials, and shall be liable for cancellation of his candidature in the examination and to be prohibited from sitting any examination of the university for a prescribed period of time, and to any other punishment as may be prescribed.

4.3.2 Copying

Any candidate who violates Examination Rule in clause 4.1.7 shall be deemed guilty of the offence of copying, and shall be liable for cancellation of his candidature in the examination and to be prohibited from sitting any examination of the university for a prescribed period of time, and to any other punishment as may be prescribed.

4.3.3 Cheating

Any candidate who violates Examination Rule in clause 4.1.8 shall be deemed guilty of the offence of cheating and shall be liable for cancellation of his candidature in the examination and to be

prohibited from sitting any examination of the university for a prescribed period of time and to any other punishment as may be prescribed.

Where a candidate is found cheating in an examination, before he is approached, the invigilator must summon the supervisor or another invigilator to assist and act as a witness.

The supervisor shall mark on the candidate's Answer Script that an act of cheating is suspected to have taken place.

Action shall be taken in such a way as to minimize disturbance to other candidates, and it should be consistent with the need to avoid undue upset for the candidate facing further examinations.

Normally, the candidate concerned shall be allowed to continue with the examination once the supervisor has taken appropriate action.

4.3.4 Removal of Stationery

Any candidate who is detected removing examination stationery and other materials provided for the examination (Examination Rule in clause 4.1.10) shall be deemed guilty of an examination offence and shall be liable for cancellation of his candidature in the examination and to be prohibited from sitting any examination of the university for a prescribed period of time, and to any other punishment as may be prescribed.

4.3.5 Disorderly Conduct

Any candidate who violates any one or more of the Examination Rules in clause 4.1.6, 4.1.14, 4.1.15, 4.1.16, 4.1.17 and 4.1.18, shall be deemed guilty of the offence of disorderly conduct and shall be liable for cancellation of his candidature in the examination and to be prohibited from sitting any examination of the university for a prescribed period of time, and to any other punishment as may be prescribed.

4.3.6 Impersonation

Any candidate who violates Examination Rule in clause 4.1.19 shall be guilty of the offence of impersonation and shall be liable for cancellation of his candidature in the examination and to be prohibited from sitting any examination of the university for a prescribed period of time, and to any other punishment as may be prescribed.

4.3.7 Improper Knowledge

Any candidate who violates Examination Rule in clause 4.1.20 shall be guilty of an examination offence and shall be liable for cancellation of his candidature in the examination and to be prohibited from sitting any examination of the university for a prescribed period of time, and to any other punishment as may be prescribed.

4.3.8 Aiding and Abetting

Any candidate found aiding and/or abetting in the commission of any of the above examination offences shall be deemed to have committed such offence and shall be liable for the same punishment/s.

4.4 Procedure Regarding Examination Offences Committed by Candidates

4.4.1 There shall be an Examination Offences Committee comprising five (05) members appointed by the Vice Chancellor to inquire into and report on the examination offences referred to such committee with recommendations for punishments.

The Examination Offences Committee shall consist of the following:

- Deputy Vice Chancellor (Academic)- Chairman
- Dean of the Faculty of Defence and Strategic Studies- Member
- Dean of the relevant Faculty - Member
- Deputy Registrar- Member
- HOD of the relevant Department - Member
- Assistant Registrar (Legal and Documentation) - Secretary/Convener

4.4.2 In case of violation of Examination Rules (Section 4.3), the supervisor shall take action as provided in this section and forward his report to the SAR.

4.4.3 In case of disorderly conduct, the supervisor shall in the first instance warn the candidate to be of good behaviour. Where the candidate persists in disorderly conduct the supervisor may exclude the candidate from the examination hall and issue him a letter cancelling his candidature in the examination.

4.4.4 In other cases of examination offences, the supervisor shall take possession of unauthorized materials, if any, obtain a statement from the candidate and write his report.

4.4.5 SAR shall place all reports of examination offences submitted by supervisors to the Examination Offences Committee for consideration.

4.4.6 Any examiner, Head of a Department, Dean of a Faculty or any other official of the University who detects an examination offence, shall report the matter in writing to the SAR, who shall submit the same to the Examinations Offences Committee.

4.4.7 Any allegation regarding the commission of examination offences received from any other person shall be submitted by the SAR to the Examination Offences Committee.

4.4.8 Examination Offences Committee shall submit its report on the examination offences alleged to have been committed with its observations and recommendations to the Vice Chancellor for final decision.

4.5 Punishments for Examination Offences

4.5.1 Punishments for the examination offences shall be as follows. The BoM may impose any one or more of the following punishments, as it deems appropriate, depending on the degree of severity of the offence/s committed by a candidate.

- i. Warning
- ii. Admonition
- iii. Reprimand
- iv. Severe Reprimand
- v. Suspension from attending lectures and other activities at the University for a specified duration
- vi. Cancellation of Candidature for a prescribed duration
- vii. Relegation to the immediate junior Intake
- viii. Termination of studentship at the University

4.6 Examination Offences by Persons Other Than Candidates

The following acts and/or actions shall be offences.

4.6.1 Unauthorized Communication

- i. Divulging the contents of a confidential document or part thereof.
- ii. Delivery or transmission of any answer script, mark sheet, mark book or other document related to an examination to any unauthorized person who is not a person to whom he is authorized to deliver or transmit such document.

4.6.2 Unauthorized Divulging of Marks

- i. Divulging any information relating to the answer scripts or mark sheets or mark books to any unauthorized person by an examiner or a person entrusted with filling up of mark sheets, mark books etc. or by any other person involved in the examination process.

4.6.3 Dishonest Marking

- i. Marking an answer script/s by an unauthorized person

4.6.4 Dishonest Alteration

- i. Erasure, interpolation or any other alteration in a mark book, mark sheet or answer script, done by an unauthorized person.

4.6.5 Dishonest Disposal and Disclosure of Confidential Document

- i. Fraudulent or dishonest taking away or disposal of a confidential document or part thereof or making a copy of such confidential document or part thereof, by any person involved in the examination process.

4.6.6 Theft or Dishonest Breaking of Receptacle Containing Confidential Document etc.

- i. Fraudulently or dishonestly breaking open or destroying of any sealed packet, safe or other receptacle containing any confidential documents.

4.6.7 Fraudulent Introduction of Answer Scripts

- i. Inclusion, insertion or exchange of another script in place of a candidate's answer script.

4.6.8 Dishonesty by Commission or Omission

- i. Commission or Omission of any act relating to the conduct of an examination which is deemed by the Examination Offences committee to be of a fraudulent or dishonest nature.

4.6.9 Assistance or Connivance

- i. Abetment, assistance or connivance with another person in the commission or omission of one or more of the above acts.

4.7 Procedure for Disciplinary Action

4.7.1 Disciplinary action shall be taken against those who are alleged to have committed one or more of the above listed offences as follows;

In the case of employees of the University, action shall be taken in accordance with the disciplinary procedure of the University, including the institution of Criminal Proceedings.

In the case of others who are not employees of the University, appropriate action may be taken by the Vice Chancellor in terms of the Law.

4.8 Maintenance of Secrecy

4.8.1 No employee of the University engaged in any type of work connected with Examinations or any other person whose services are utilized for work related to examinations shall disclose any confidential information gained directly or indirectly in the performance of his duties.

4.8.2 Every question paper prepared for an examination of the University, or any other document declared as confidential shall be considered as a confidential document from the time the paper is prepared until the lapse of thirty (30) minutes from the time of commencement of the answering of such paper by candidates at that examination.

4.8.3 Any employee of the University engaged in any type of work connected with examinations shall bring to the notice of the respective Head of the Department if any of his close relatives is sitting a particular examination. A close relation includes but not limited to a child, spouse or sibling.

4.8.4 No student, employee or any other person shall influence staff involved in marking, preparing results, issuing results, supervision, and invigilation or on any other activity related to the conduct of examination. If such is reported, the higher authority of the university shall take appropriate actions.

5. CRITERIA FOR COMPLETING A SEMESTER

5.1 Passing a Semester

A student shall satisfy the following minimum requirements to successfully complete a semester;

5.1.1 Obtaining a “C” grade or above for all Course Units, other than as specified in 5.1.2

5.1.2 Obtaining not more than one (01) conditional pass grade for a GPA Course Unit per semester.

5.1.3 Obtaining a SGPA of 2.0 or above for the whole End Semester Examination.

5.2 Re-sitting a Course Unit

5.2.1 Re-sitting a Course Unit for which an excuse has been granted shall be as the first attempt of a candidate.

5.2.2 A fee shall be levied as prescribed for re-sitting a Course Unit.

5.2.3 Course Units having grade “Ie” shall be completed by re-sitting the ES component.

5.2.4 Course Units having grade “Ia” shall be completed by re-sitting the CA/PBCA component.

5.2.5 Course Units having grade “Ib” shall be completed by re-sitting both ES and CA components.

5.2.6 NGPA Course Units having a grade less than “C” shall be repeated to obtain a pass.

5.2.7 GPA Course Units having a grade less than “C”, except the conditional passes permitted under section 3.7.1, shall be repeated to obtain a pass.

5.2.8 Any NGPA Course Unit having a grade “C” or higher may be repeated if a student is desirous of upgrading the grade.

5.2.9 Any GPA Course Unit with a “Conditional Pass” may be repeated if a student is desirous of upgrading the grade up to a maximum of grade “C”.

5.3 Supplementary Examinations

5.3.1 A supplementary examination, for first and second semesters shall be held for the students who had attempted and failed at the first scheduled End Semester Examination.

5.3.2 To allow students to graduate without delay, a supplementary examination shall be held after the release of the results of the End Semester Examination of the last semester.

6. DISCONTINUING A STUDENT

6.1 Discontinuation from the Degree Programme

6.1.1 A student shall be deemed to have discontinued a degree programme under any of the following conditions;

- i. When a student has been unable to complete the degree programme within the maximum period stipulated in clause 2.1.
- ii. When a student has been determined to be unfit to continue his studies by a competent Medical Board on account of an illness.
- iii. When a student has been given the punishment of expulsion from the university for an examination offence
- iv. When a student has been absent for two consecutive semesters without approval

6.2 Poor Performance of Students

6.2.1 A student will be allowed to progress through the semester being in the original batch whilst completing low performed academic course units through subsequent examinations during the maximum duration specified in clause 2.1.

6.2.2 A warning shall be given to students who have failed to obtain a minimum SGPA of 2.0 at any stage of progression in the degree programme.

6.2.3 A student who has failed to obtain a minimum YGPA of 1.30 shall not be able to proceed to the next academic year.

6.2.4 Relegation of Officer-Cadets for poor performance in military subject modules shall be as prescribed.

7. AWARD OF THE DEGREES

7.1 Criteria for Award

7.1.1 Satisfactory completion of the academic requirements of all semesters of the Degree Programme.

7.1.2 Following the Degree Programme in the specified field of study for the minimum stipulated period of time.

7.1.3 Obtaining a minimum of GPA credits and a minimum of NGPA credits, as stipulated in the respective Degree Programme Curriculum.

7.1.4 Fulfilling the criteria for completing the examinations within the maximum stipulated time period.

7.1.5 Earning a GPA of not less than 2.00 in each semester of the Degree Programme.

7.1.6 Not having more than one (01) Conditional Grade per semester in the Degree Programme.

7.2 Award of Classes

7.2.1 Award of classes shall be determined at the completion of all requirements for graduation within the minimum time period stipulated for the degree programme, except upon approval granted by the BoM on the recommendation of the BOE for a valid reason.

7.2.2 The highest eligible class shall be awarded based on the FGPA rounded off to the second decimal as given in the table below and on the following descriptions:

<i>FGPA</i>	<i>Final Result</i>
3.70 – 4.00	First Class
3.30 – 3.69	Second Class (Upper Division)
3.00 – 3.29	Second Class (Lower Division)
2.00 – 2.99	Pass

7.2.3 For the award of a First Class, Second Class (Upper Division) and a Second Class (Lower Division), a student shall have completed all the requirements within ten (10) semesters in the case of Bachelor of Architecture degree, eight (08) semesters in the case of BSc Honours and LLB Degrees, six (06) semesters in the case of BSc and BA Degrees, except upon approval granted by the BoM on the recommendation of the BOE for a valid reason.

7.2.4 If the Advanced Military Training component falls outside the academic programme, Officer Cadets shall successfully complete such component, in addition to academic components stated in 7.2.3, for the award of classes.

7.2.5 First Class

For the award of a First Class, a student shall:

- i. have completed all the requirements within the stipulated period as specified in clause 7.2.3. and 7.2.4.

and

- ii. have received a FGPA of not less than 3.70 for the entire Degree Programme.

and

- iii. not have received any failure GPA grades (Ia, Ie, Ib) at any time during the Degree Programme other than in the first year.

and

- iv. not have carried over any Conditional Passes for the entire Degree Programme

and

- v. have earned a cumulative MGPA of 3.0 in the Final Examination in Advanced Military Training at respective Military Academies (for Officer Cadets only).

7.2.6 Second Class (Upper Division)

For the award of a Second Class (Upper Division), a student shall:

- i. have completed all the requirements within the stipulated period as specified in clause 7.2.3. and 7.2.4.

and

- ii. have earned a GPA of not less than 3.30 for the entire Degree Programme.

and

- iii. have earned a cumulative MGPA of 3.0 in the Final Examination in Advanced Military Training at respective Military Academies (for Officer Cadets only).

7.2.7 Second Class (Lower Division)

For the award of a Second Class (Lower Division), a student shall:

- i. have completed all the requirements within the stipulated period as specified in clause 7.2.3. and 7.2.4.

and

- ii. have earned a GPA of not less than 3.00 for the entire Degree Programme.

and

- iii. have earned a cumulative MGPA of 3.0 in the Final Examination in Advanced Military Training at respective Military Academies (for Officer Cadets only).

7.3 Merit Awards

7.3.1 Criteria for Merit Awards

Students obtaining the highest FGPA in Military Studies and/or Academic Studies shall be entitled for the respective Awards/Trophies of merit.

- i. The minimum should be a Second Class Upper Division to receive an award.
- ii. An awardee should not have been subjected to punishments on disciplinary grounds.

7.3.2 Awards/Trophies

The Awards/Trophies to which students may be eligible on the recommendation of relevant authorities and the approval of the Board of Management are:

Faculty of Defence and Strategic Studies

- i. Sword of Honour
- ii. Trophy for the First in Order of Merit awarded by Gen. SC Ranatunga VSV, USP, psc.
- iii. Trophy for the best Student Officer from the Sri Lanka Army awarded by Lt. Gen. GDGN Senevirathne VSV.
- iv. Trophy for the best Student Officer from the Sri Lanka Navy awarded by Rear Admiral R Kadirgamar MVO.
- v. Trophy for the best Student Officer from the Sri Lanka Air Force awarded by Air Marshal MJT de S Gunawardena VSV.
- vi. Trophy for the best Student Officer in Military Studies awarded by the KDU.
- vii. Trophy for the best Student Officer in Leadership and Management Studies awarded by Air Vice Marshal PM Fernando VSV, psc.
- viii. Trophy for the best Student Officer in Strategic and Defence Studies awarded by Maj. Gen. CAMN Silva VSV, USP, USAWC.

- ix. Trophy for the best overall performance in Academic Studies in International Relations Stream awarded by Cmde. ML Mendis VSV.

Faculty of Engineering

- i. Trophy for the best overall performance in Academic Studies in the Faculty of Engineering
- ii. Trophy for the best Graduand in Aeronautical Engineering awarded by Air Vice Marshal U Wanasinghe BSc (Ceyl.), USP, psc.
- iii. Trophy for the best Graduand in Aircraft Maintenance Engineering
- iv. Trophy for the best Graduand in Biomedical Engineering
- v. Trophy for the best Graduand in Civil Engineering
- vi. Trophy for the best Graduand in Electrical and Electronics Engineering awarded by Mrs. Nilanthi Fernando in memory of her late husband Cmde. EMK Fernando, SLN, MSc (DS), CEng, psc.
- vii. Trophy for the best Graduand in Electronics and Telecommunication Engineering
- viii. Trophy for the best Graduand in Marine Engineering
- ix. Trophy for the best Graduand in Mechanical Engineering
- x. Trophy for the best Graduand in Mechatronics Engineering

Faculty of Law

- i. Trophy for the best overall performance in Academic Studies – LLB Stream.

Faculty of Management Social Sciences and Humanities

- i. Trophy for the best overall performance in Academic Studies – Logistics Management Stream
- ii. Trophy for the best overall performance in Academic Studies – Management and Technical Sciences Stream
- iii. Trophy for the best overall performance in Academic Studies – Social Sciences Stream

Faculty of Allied Health Sciences

- i. Trophy for the best overall performance in Academic Studies in Medical Laboratory Sciences Stream
- ii. Trophy for the best overall performance in Academic Studies in Physiotherapy Stream
- iii. Trophy for the best overall performance in Academic Studies in Radiography Stream
- iv. Trophy for the best overall performance in Academic Studies in Nursing Stream
- v. Trophy for the best overall performance in Academic Studies in BPharm Stream
- vi. Trophy for the best overall performance in Academic Studies in Radiotherapy Stream

Faculty of Built Environment and Spatial Sciences

- i. Trophy for the best overall performance in Academic Studies in Architecture Stream
- ii. Trophy for the best overall performance in Academic Studies in Quantity Surveying Stream
- iii. Trophy for the best overall performance in Academic Studies in Surveying Sciences Stream

Faculty of Computing

- i. Trophy for the best overall performance in Academic Studies in Computer Science Stream
- ii. Trophy for the best overall performance in Academic Studies in Software Engineering Stream

- iii. Trophy for the best overall performance in Academic Studies in Computer Engineering Stream
 - iv. Trophy for the best overall performance in Academic Studies in Information Technology Stream
 - v. Trophy for the best overall performance in Academic Studies in Information Systems Stream
 - vi. Trophy for the best overall performance in Academic Studies in Data Science and Business Analytics Stream
 - vii. Trophy for the best overall performance in Academic Studies in the Faculty of Computing
- Any other award approved by the BoM.

7.4 Effective Date of a Degree

7.4.1 The effective date of the degree shall be reckoned as the last date of the completion of all requirements for the award of the degree.

7.4.2 The degree will be valid and effective only after the results are confirmed by the Senate and approved by the BoM.

8. INTERPRETATIONS AND ABBREVIATIONS

8.1 Interpretations

Any dispute regarding the interpretation of these Rules shall be referred to the BoM.

In these Rules unless the context otherwise requires;

- i. "Student" means an Officer Cadet or any other candidate enlisted to KDU to follow a programme of study, and includes foreign nationals.
- ii. "Day Scholar" means a student who does not normally reside inside the university premises but travels from outside for studies, and pays his own tuition fees. Day Scholars are exempted from the military or defence studies component of the curriculum. They also include Commissioned Officers and Police Officers from the Armed Forces and the Department of Police.
- iii. "Officer Cadet" means a military cadet enlisted directly to KDU to undergo training to become a commissioned officer in the Armed Forces.
- iv. "Course Unit" means any subject offered for a Degree Programme.
- v. "Government Hospital" means a Hospital coming under the purview of the Department of Health of the Ministry of Health.
- vi. "Medical Board" means a Board of Medical Consultants constituted by the Vice Chancellor comprising a Consultant Surgeon, a Consultant Physician, a Consultant Psychiatrist and a Consultant of the relevant specialty, to ascertain, evaluate and make observations on the physical and/or mental status of a student of the University, which shall be chaired by the U.M.O.

8.2 ABBREVIATIONS

Abbreviation Description

BOE	Board of Examiners
BOM	Board of Management
CAS	Continuous Assessment
ES	End-Semester Examination
FB	Faculty Board
FDSS	Faculty of Defence and Strategic Studies
FGPA	Final Grade Point Average
HOD	Head(s) of Department
GPA	Grade Point Average
GPV	Grade Point Value
KDU	General Sir John Kotelawala Defence University
MGPA	Military Grade Point Average
NGPA	Non Grade Point Average
PBCA	Project Based Continuous Assessment
SAR	Senior Assistant Registrar(Examination)
SGPA	Semester Grade Point Average
UMO	University Medical Officer
YGPA	Year Grade Point Average

9. GENERAL

- 9.1** These Rules are exhaustive, and shall not be amended without the prior approval of the BoM.
- 9.2** Upon coming into force of these Rules, all Rules (By Laws) made heretofore pertaining to the conduct of Degree Programmes and Examinations at KDU shall cease to be effective.
- 9.3** The Vice Chancellor may give directions deemed necessary under the circumstances in the implementation of these Rules.
- 9.4** Additional Rules applicable to the Officer Cadets and specific Degree Programmes are contained in the Annexes hereto.

OFFICER CADETS

1. GENERAL

1.1 These Rules shall be applicable to the Military Course Units conducted for Officer Cadets who follow any degree programme at KDU. Officer Cadets include both local and foreign Officer Cadets.

2. STRUCTURE OF THE TRAINING PROGRAMME

2.1 Structure of the Training Programme shall be as follows:

2.1.1 After the enlistment of Officer Cadets to the KDU an intensive course of training of six (06) months duration will be conducted at the respective military academies. Marks obtained during the intensive course shall not be considered for the calculation of Military GPA.

2.1.2 Military subjects will be taught in the first two (02) years for Officer Cadets enlisted to follow any degree programme at the KDU.

2.1.3 Duration of the Semesters for Military Subjects shall be as same as the duration of the semesters for the academic subject modules in each academic year.

2.1.4 Officer Cadets shall pass the special Physical Efficiency Test (PET) conducted for each semester compulsorily in not more than three (03) attempts. Officer Cadets shall obtain minimum of 24 out of 30 (80%) marks in the PET according to the age group stipulated in the Table below obtaining a pass mark for each and every event in the test.

MALE OFFICER CADETS

Age Group	Grade	Points	2.4 km Run Walk Time	No of Pull-Ups	No of Sit Ups	4 *10m Shuttle Run	Standing Board Jump	Sit & Reach
18-24 Years of Age	A	5	<10.20	> 10	>39	> 10.4	>242	>63
	B	4	10.21 - 11.00	10 -9	39 - 37	10.4 - 10.5	242 - 234	63-59
	C	3	11.01 - 11.40	8 - 7	36 - 34	10.5 -10.7	233-225	58-54
	D	2	11.41 - 12.20	6 - 5	33 - 31	10.7 - 10.9	224-216	53- 49
	E	1	12.21 - 13.00	4 - 3	30 - 28	10.9 - 11.1	215-207	48- 44
25 - 30 Years of Age	A	5	<11.00	>8	>36	<10.6 sec	>233 cm	>58
	B	4	11.01-11.40	7-8	34-36	10.6-10.7	225-233	54-58
	C	3	11.41-12.20	5-6	31-33	10.8-10.9	216-224	49-53
	D	2	12.21.1300	3-4	28-30	11.0-11.1	207-215	44-48
	E	1	13.01-13.40	1-2	25-27	11.2-11.3	198-206	39-43

FEMALE OFFICER CADETS

Age Group	Grade	Points	2.4 km Run Walk Time	Arm Hanging Time	No of Sit Ups	4 *10m Shuttle Run	Standing Board Jump	Sit & Reach
18- 24 Years of Age	A	5	< 14.30	>45 sec	> 31	<11.3 sec	> 192	>67
	B	4	14.31 - 15.10	42-45	29-30	11.3-11.5	183 - 192	63-67
	C	3	15.11- 15.50	36-41	27-28	11.6-11.8	174-182	58-62
	D	2	15.51 - 16.30	29-35	25-26	11.9-12.1	162-173	53-57
	E	1	16.31 - 17.10	23-28	23-24	12.2-12.4	150-161	48-52
25-30 Years of Age	A	5	<15.1	.39 Sec	>29	<11.9 sec	>185	>64
	B	4	15.11- 15.50	36-39	27-28	11.9-12.0	174-185	60-64
	C	3	15.51- 16.10	31-35	25-26	12.1-12.2	162-173	55-59
	D	2	16.11 - 17.10	26-30	23-24	12.3-12.4	150-161	50-54
	E	1	17.11- 17.50	19-25	21-22	12.5-12.6	138-149	45-49

2.1.5 Military Subject Modules, Practical Training and Firing are conducted on every Saturday and Sunday/Holidays.

2.1.6 An Advanced Military Training will be conducted at the respective military academies except for MBBS Officer Cadets. 15 Military Credits are allotted for one semester (6 months) and 30 Credits for a year (two semesters). The Military Credit requirement for each degree programme shall be as follows:

- a. One year Advanced Military Training period for the following degree programmes (30 Credits):
 - i. Bachelor of Science in Strategic Studies and International Relations
 - ii. Bachelor of Science in Logistics Management
 - iii. Bachelor of Science in Management and Technical Sciences
 - iv. Bachelor of Science in Social Sciences
 - v. Bachelor of Laws
- b. A six months Advanced Military Training period for the following degree programmes (15 Credits):
 - i. Bachelor of Science in Engineering Honours
 - a. Aeronautical Engineering
 - b. Biomedical Engineering
 - c. Civil Engineering
 - d. Electrical and Electronics Engineering

- e. Electronics and Telecommunication Engineering
- f. Marine Engineering
- g. Mechanical Engineering
- h. Mechatronics Engineering
- ii. Bachelor of Science in Aircraft Maintenance Honours
- iii. Bachelor of Science Honours in Information Technology
- iv. Bachelor of Science Honours in Information Systems
- v. Bachelor of Science Honours in Computer Science
- vi. Bachelor of Science Honours in Computer Engineering
- vii. Bachelor of Science Honours in Software Engineering
- viii. Bachelor of Architecture
- ix. Bachelor of Science Honours in Built Environment
- x. Bachelor of Science in Built Environment
- xi. Bachelor of Science Honours in Quantity Surveying
- xii. Bachelor of Science Honours in Surveying Sciences
- xiii. Bachelor of Laws
- xiv. Bachelor of Medicine and Bachelor of Surgery

2.1.7 Officer Cadets of the MBBS stream, at the end of the academic studies and prior to the convocation, shall follow a three (03) months Military Training Programme at KDU. Military Training Modules shall be given a total of twenty-five (25) marks which shall cumulative as follows: Military training programme (after final MBBS) – 15 marks end semester PET and Drill Examination (3rd, 4th and 5th years) – 10 marks of such Officer Cadets in calculating the final cumulative marks. 25% of total marks obtained for Military Subject Modules taught during the first two years will be added to cumulative marks of the 2nd MBBS Examination.

2.1.8 The duration of the degree programme shall be calculated from the date of commencement of the degree programme at KDU. The date of the commencement of the degree programme shall be the date of commencement of the Military Training Programme for Officer Cadets (excluding Intensive Military Training Programme).

2.1.9 Officer Cadets who excel in Sports may be granted extra marks as prescribed. Such extra marks shall be added to the percentage of raw marks earned by Officer Cadets during the first three (03) academic years.

2.1.10 After each End Semester Examination, two supplementary examinations for Military Subject Modules will be held within the next immediate semester. Officer Cadets shall pay the prescribed fee for repeat examinations.

2.1.11 Officer Cadets shall pass End Semester PET and Drill Examinations in the 3rd, 4th and 5th years. If any Officer Cadet fails to pass such Test/Examinations within 3 attempts in a semester, he shall be relegated to the immediate junior intake. An Officer Cadet with academic excellence, may not be relegated as such at the discretion of the Board of Examination.

2.1.12 Description of Military Course Units for all Degree Programmes is as follows:

i. **First Semester**

- a. Weapons Training/Firing
 - b. Map Reading
 - c. Field Craft
 - d. Service Writing
 - e. Physical Training
 - f. Drill
- } 04

ii. **Second Semester**

- a. Weapons Training
- b. Basic Tactics
- c. Leadership
- d. Voice Procedure
- e. Physical Training
- f. Drill

} 04

iii. **Third Semester**

- a. Physical Training
- b. Maritime Warfare
- c. Strategic and Defence Studies
- d. MOI
- e. Weapons Training (Teaching Practice)
- f. Drill

} 06

iv. **Fourth Semester**

- a. Physical Training
- b. Air Warfare
- c. Land Warfare
- d. Service Writing II
- e. Weapons Training
- f. Drill

} 04

3. ASSESSMENT PROCEDURE

3.1 Assessment procedure for the Officer Cadets is as follows:

3.1.1 The performance of an Officer Cadet in Military Subject Modules shall be evaluated by End Semester Examinations (written) and Practical Tests (only for Map Reading, Voice Procedure, Physical Training, Drill and Weapons Training).

3.1.2 The pass mark for any Military Subject Module shall be 45%.

3.1.3 The minimum grade to pass a Military Course Unit shall be a 'C' grade.

3.1.4 The credits obtained for Military Subject Modules shall be considered in determining the Semester Grade Point Average, the Year Grade Point Average and the Final Grade Point Average.

3.1.5 An equivalent grading system shall be adopted for the Advanced Military Training at respective military academies of the Armed Forces. If there are major deviations observed (more than 05 marks in the average), marks shall be standardized in accordance with a prescribed formula prior to accumulating marks into overall grading with the approval of Board of Examination (BOE).

3.1.6 An Officer Cadet who had been absent or had scored less than 45% of marks at any Military Subject Module, shall have to obtain 45% or above at a Supplementary/End Semester Examination for passing such Military Subject Module.

3.1.7 The awarded grading shall be restricted to a 'C' grade for repeat Military Subject Modules.

3.1.8 If a Military Subject Module consists of both written and practical examinations, an Officer Cadet shall obtain 45% or above in both written and practical examinations, to pass such Modules.

3.1.9 If an Officer Cadet has obtained less than 45% in any Military Subject Module (even if the average mark exceeds 45%), such subject module shall have to be repeated. Until an Officer Cadet obtains 45% of marks or above for such Military Subject Module at a subsequent attempt, Military Subject Modules for the particular semester shall be considered as incomplete.

3.1.10 Military Subject Modules shall be completed within a maximum of three (03) attempts, including the cases of absence without proper approval.

3.2 Eligibility to Sit an End-Semester Examination

3.2.1 To be eligible to sit the End Semester Examinations of Military Subject Modules, 100% of attendance including 20% of non-attendance on medical grounds or any other valid reason shall be required.

3.2.2 An Officer Cadet eligible to sit any End Semester Examination, shall sit such examination at the first scheduled occasion.

3.3 Absence from Lectures/Examinations

3.3.1 Authorized Excuses -

- a. A valid Medical Certificate submitted to the Dean of FDSS and to the Dean of the relevant Faculty issued by the University Medical Officer as prescribed.
- b. A death of an immediate family member during the period of examination or one week prior to the date of commencement of the particular examination.
- c. Any other valid reason approved by the Dean/Faculty Board of FDSS.

3.3.2 An Officer Cadet who is absent from the End Semester Written Examination/PT/Drill and Practical Tests due to a valid reason, shall sit the relevant Military Subject Modules at the next scheduled examination which shall be considered as his first attempt.

3.3.3 An Officer Cadet who is absent from End Semester Written Examination/PT/Drill and Practical Tests without a valid reason, shall be considered as having failed in such Military Subject Modules.

Such an Officer Cadet shall re-sit such Military Subject Modules at the next scheduled examination, for which he shall be given only a 'C' grade.

3.4 Assessment Procedure – MBBS Officer Cadets (Advanced Military Training – 03 Months)

3.4.1 25% of total marks for Military Subject Modules shall be as follows:

- a. 15% for Advanced Military Training.
- b. 10% for End Semester PT and Drill Test in 3rd, 4th and 5th year.

3.4.2 Description of subjects covered during Advanced Military Training is as follows:

- a. Basic Battle Skills
- b. Field Craft
- c. Service Writing
- d. Map Reading
- e. Weapons Training
- f. Drill
- g. Physical Training
- h. Firing

- i. Leadership
- j. Voice Procedure

3.4.3 Marking System

- a. Pass mark for any Military written/practical Subject Module shall be 45% (minimum 'C' Grade).
- b. All Officer Cadets shall obtain the stipulated pass mark for the ES PET as per their age group (Table 2.1.4).

3.4.4 Two (02) Supplementary Examinations will be held within the period for Military Subject Modules.

3.4.5 An Officer Cadet who does not complete Military Subject Modules within three (03) attempts shall be relegated to immediate junior Intake. However, an Officer Cadet with academic excellence, whose cumulative GPA of academic subjects is equivalent to at least 3.0 or, in the case of students of MBBS degree programme, when the average percentage of marks for academic subjects is equivalent to at least 60%, may not be relegated at the discretion of the Board of Examination and may be given an additional attempt with the approval of the Faculty Board of FDSS and the Senate.

3.4.6 An Officer Cadet relegated two (02) times on account of a failure in an examination in Military Subject Modules may be discharged by BoM.

3.4.7 If Advanced Military Training is not conducted for a period of three (03) months due to a valid reason accepted by the Faculty Board of FDSS, the approval of the BoM shall be obtained to amend the programme and examinations.

3.4.8 An Officer Cadet who does not participate in 20% of the Advanced Military Training, may not be able to continue his Advanced Military Training with his Intake and may be relegated to the immediate junior Intake on the recommendation of the Faculty Board of FDSS and the senate, and with the approval of the BoM.

4. GPA, MGPA AND NGPA COURSE UNITS

- 4.1** GPA, MGPA, and NGPA shall be calculated, as specified in the Rules for the Conduct of Degree Programmes of KDU.

5. SPORTS

5.1 Recognition of Sports Activities.

The Officer Cadets who excel in sports activities may be awarded extra marks by the BOE on the recommendations by the Dean of FDSS and the relevant Faculty Board. Accordingly, a percentage of the raw marks earned by such students for the Course Unit(s) offered in the relevant semester may be added to the raw marks as shown below:

- a. 15% - Representing at the International Level (Representing Sri Lanka as a member of a Sri Lankan team or representing Sri Lanka in an individual event at an international sport meet).
- b. 10% - Representing at the National Level.
- c. 05% - KDU Colours.

Illustration: If an Officer Cadet obtains 50 marks for a subject module and he is a recipient of KDU colours in the same year the given marks for the subject module will be as follows:

Marks obtained	-	50
Additional percentage added	-	$50 \times 5/100 = 2.5$
Final mark for subject	-	$50 + 2.5 = 52.5$

- 5.2 Extra marks for sports activities shall be added only for the Second, Fourth and Sixth Semesters. The extra marks given for the Fourth Semester will be added to Advanced Military Training marks of the Third and Fourth Terms for the Officer Cadets (colours recipients only) who have gone for Advanced Military Training in the third year, considering the Colours Criteria at the respective Military Academies. Hence, the extra marks will be given to the Officer Cadets only three times based on the KDU or Military Academy Colours.
- 5.3 Representation at the international level shall be considered only if the Officer Cadet has been given KDU colours for the same sport.
- 5.4 In the case of participation in more than one event, the highest marks obtained shall be added.
- 5.5 Extra marks for sports achievements shall not be given to the Officer Cadets who are unable to obtain the minimum requirement for passing the Military Subject Modules (45% or 'C' Grading).

6. EXAMINATIONS

6.1 Examination Rules

6.1.1 Refer 4.1 of Rules for the Conduct of Degree Programmes of KDU.

6.2 Examination Offences

6.2.1 Refer 4.3 of Rules for the Conduct of Degree Programmes of KDU.

6.3 Punishments for Examination Offences

6.3.1 Refer 4.5 of Rules for the Conduct of Degree Programmes of KDU.

6.4 Examination Fee(s):

6.4.1 An Examination Fee as prescribed shall be charged from the Officer Cadets for repeat subject Modules.

6.4.2 Such Fee(s) shall be levied from the Officer Cadets through the Officer Cadets' Mess.

7. PROGRAMME DISCONTINUATION

7.1 Discontinuation from a Programme

- a. If an Officer Cadet is unable to attend 20% of the Intensive Training on medical grounds, he shall be directed to a Medical Board by the Dean of FDSS in consultation with the respective military academy. If the Medical Board determines that he would not recover from the illness within three (03) months, he shall be relegated, and if the Medical Board determines that he is medically unfit to continue in the Service, he may be discharged from the Service with the approval of the BoM.
- b. If an Officer Cadet is unable to attend 20% of the Military Training at KDU or Advanced Military Training on medical grounds, he shall be directed to a Medical Board by the Dean of FDSS. If the Medical Board determines that he would not recover from the illness within three (03) months, he shall be relegated. If the Medical Board determines that he is medically unfit to continue in the Service, he may be discharged from the Service with the approval of the BoM.
- c. If an Officer Cadet relegated twice falls within the criteria for relegation once again, he shall be discharged from the University and the Service with the approval of BoM after recovering the relevant bond value.

- d. If an Officer Cadet is discontinued during the Advanced Military Training at the respective Military Academy on the basis of failure in Military Subject Modules based on the criteria of the respective Military Academy or on disciplinary grounds, he may be discharged from the University and the Service with the approval of the BoM after recovering the relevant bond value.

7.2 Relegation

The criteria for relegation of Officer Cadets are as follows:

- a. Not completing a Military Subject Module within 3 attempts.
- b. Failure to attend examinations in the Military Subject Modules in a semester in all given attempts on medical or other grounds. (In the case of a medical ground, he shall be directed to a Medical Board for the determination of the suitability to continue with the degree programme.)
- c. Failure to pass the End Semester PT Test within three attempts.
- d. Found guilty for an examination offence punishable with relegation.
- e. Failing YGPA below 1.30.
- f. Such other ground.

7.3 Relegation Process

- a. The Officer Cadets who have been subjected to relegation as mentioned above shall be relegated to the immediate junior intake with the approval of the BoM.
- b. The Officer Cadets who are relegated to the immediate junior intake shall return to the University, if they have proceeded to respective Military Academies.
- c. A relegated Officer Cadet shall be considered as the junior-most Officer Cadet of that intake until the time that his FGPA is compared with those of the Officer Cadets in the junior intake.

7.4 Consequences of Relegation

7.4.1 On Academic Grounds (Failing Military Subject Modules)

1st Year

- a. 'If an Officer Cadet is relegated to the junior Intake due to the reason stated in 10.2 a, b, c, d, & e above on completion of the 1st semester of the first year, such Officer Cadet may continue with his intake until the next junior Intake is enlisted to KDU. Once the junior Intake is enlisted, such an Officer Cadet shall be put into the junior Intake at the first instance, and he shall continue with the Degree Programme from the 1st Semester of the Junior Intake'.
- b. 'If an Officer Cadet is relegated to the junior Intake due to the reason stated in 10.2 a, b, c, d, & e above, on completion of the 2nd semester of the first year, such Officer Cadet shall be relegated to the 1st semester of the junior Intake and he shall continue with the Degree Programme by exempting 1st End Semester Examination'.

2nd Year

- c. 'If an Officer Cadet is relegated to the junior Intake due to the reason stated in 10.2 a, b, c, d, & e above, on completion of the 1st semester of the second year (3rd semester of degree programme), such Officer Cadet shall be relegated to the junior Intake immediately, and he shall continue with the Degree Programme from the 2nd semester of the junior Intake by exempting 2nd End Semester Examination'.

- d. 'If an Officer Cadet is relegated to the junior Intake due to the reason stated in 10.2 a, b, c, d, & e above on completion of the 2nd semester of the second year (4th semester of degree programme), such Officer Cadet shall be relegated to the junior Intake immediately and he shall continue with the Degree Programme from the first semester of the second year (3rd semester of degree programme) of the junior Intake by exempting 3rd End Semester Examination'.

7.4.2 On Academic Grounds (Failing Academic Subject Modules)

As specified in the Rules for the Conduct of Degree Programmes of KDU.

7.4.3 On Disciplinary Grounds

1st Year

- a. In the case of disciplinary grounds during the 1st semester of the 1st year, such Officer Cadet may be relegated to the next junior Intake to follow the military training again at the respective Military Academy.
- b. In the case of disciplinary grounds during the 2nd semester of the 1st year, such Officer Cadet may be relegated to the next junior Intake to follow the military training again at the respective Military Academy.

2nd Year

- c. In the case of disciplinary grounds during the 1st semester of the 2nd year (3rd semester of the degree programme), such an Officer Cadet shall be relegated to the junior Intake at the first instance, and he shall continue with the Degree Programme from the 1st semester of the Junior Intake under following condition:
- i. He shall continue with all Academic and Military Subject Modules with all examinations.
- d. In the case of disciplinary grounds during the 2nd semester of the 2nd year (4th semester of the degree programme), such Officer Cadet shall be relegated to the junior Intake immediately and he shall continue with the Degree Programme from 2nd semester of the junior Intake under the following conditions:
- i. He shall continue with all Academic and Military Subject Modules with all examinations.
- e. The above procedure shall be followed for all subsequent semesters until the completion of the degree programme.

7.5 Poor Performance

7.5.1 If an Officer Cadet is unable to complete the academic subject module within the stipulated time period, but has passed military subject modules, he will remain in the respective service having being commissioned.

7.5.2 If an Officer Cadet is relegated two (02) times on account of failure of End Semester PT/Drill Tests he shall be discharged from the University and the Service.

7.5.3 If an Officer Cadet is relegated two (02) times on account of failure in an examination in military subject Modules he shall be discharged from the University and the Service.

8. Leave from Academic Activities

- 8.1** Leave for Short Duration: An Officer Cadet may apply for this category of leave, when he has to be away from academic work for a short period for compelling reasons, including but not limited to conferences, competitions, sports, special military training, clinical training or such other work. The

Officer Cadet shall consult the relevant Head of the Department to make arrangements so that the leave obtained does not affect any of his Continuous Assessment requirements.

Leave will be granted with the recommendation of the respective Faculty Board and approval of the Senate/BoM.

8.2 An Officer Cadet travelling abroad, shall follow the procedure for approval at KDU.

8.3 Leave for Long Duration: If an Officer Cadet goes abroad for a longer duration for any reason that affects the eligibility criteria of attendance to sit the End Semester Examinations, he may not be able to continue with the degree programme as may be determined by the BoM.

9. Award of the Degree

Criteria for Awards are as follows:

9.1 Officer Cadets obtaining the highest FGPA in Military and/or Academic studies shall be entitled for the respective classes, awards and trophies.

9.2 An Officer Cadet who after being commissioned is absent prior to the convocation will not be eligible to receive the degree.

9.3 If an Officer Cadet who is discharged from the university on disciplinary grounds or cashiered out after completing academic studies will not be eligible to receive the degree.

9.4 However, if an Officer/Officer Cadet who has been discharged on medical grounds (except MBBS) requests for the award of the degree, it may be considered after recovering the full course fee applicable to the Day Scholars with the approval of the BoM.

9.5 Officer Cadets who had been found guilty for examination offences and/or are for guilty of breach of military discipline during the course of study shall not be awarded any class, award or trophy.

9.6 Officer Cadets shall obtain a 'B' grade or above (60% or above marks) to be eligible for any of the awards/trophies.

9.7 The awards/trophies

Refer 7.3 of Rules for the Conduct of Degree Programs of KDU.

MEDICINE

1. Subject to these Rules a student may be awarded the Degree of Bachelor of Medicine and Bachelor of Surgery (MBBS) if he:
 - a. has been admitted as an Officer Cadets or Day Scholar and has been registered as a student of the University for a period of not less than 5 years;
 - b. has completed courses of study as prescribed by these Rules;
 - c. has completed all the course requirements and all assessments leading to the degree of Bachelor of Medicine and Bachelor of Surgery;
 - d. has passed stipulated English language tests;
 - e. has passed the Second MBBS and Third MBBS Examinations;
 - f. has passed the Final MBBS Examination;
 - g. has paid such fees or other dues as may be prescribed by the University;
 - h. has acceptable attitudes and behavior and
 - i. has fulfilled any other conditions or requirements as may be prescribed.and if the student is an Officer Cadet, he:
 - j. has obtained a minimum "C" grade for Military Studies and
 - k. has completed compulsory Military Training of three (03) months duration
2. The MBBS programme shall consist of course work, arranged in 3 parts viz: Pre-clinical, Para-clinical and Clinical conducted over ten (10) semesters.
3. The examinations leading to the award of the Degree of Bachelor of Medicine and Bachelor of Surgery shall be:
 - i. Second MBBS Examination
 - ii. Third MBBS Examination Part I and Part II
 - iii. Final MBBS Examination.
4. The subjects and syllabi for the courses and examinations leading to the award of the Degree of Bachelor of Medicine and Bachelor of Surgery, and the types and forms of examination instruments, allocation of marks and the requirements to pass and be eligible to receive a distinction for each subject shall be prescribed.
5. All students should follow a compulsory English Programme for Medical Studies in the first three semesters and should obtain a pass.
6. The Officer Cadets shall undergo a Military Training for period of at least three (03) months programme as prescribed.
7. Foreign Officer Cadets are treated equally as Local Officer Cadets under these Rules including those with regard to teaching, examinations and calculation of cumulative marks at examinations.

- 8.** A candidate should pay the due course fees and examination fees before applying for 2nd MBBS or 3rd MBBS (Part I) or 3rd MBBS (Part II) or Final MBBS examinations.
- 9.** Each of the examinations prescribed by these Rules shall be conducted by a Board of Examiners constituted for the conduct of such examination approved by the Senate on the recommendation of the Faculty Board.
- 10.** Candidates shall present themselves for each examination leading to award of the Degree of Bachelor of Medicine and Bachelor of Surgery on the first occasion at which a candidate is required to do so, unless otherwise permitted by the Senate on the recommendation of the Faculty Board.
- 11.** A candidate may be granted permission to postpone a scheduled attempt at an examination on the basis of a valid excuse submitted, and accepted by the Senate on the recommendation of the Faculty Board, and the attempt at which candidate sits the examination after the postponement shall be regarded as the first attempt at such examination. These valid excuses are;
 - 11.1** Medical Certificate acceptable to the Senate on the recommendation of the Faculty Board based on a report by a Medical Board appointed by the UMO.
 - 11.2** Death of an immediate family member (parent/ brother/ sister/ spouse/ child) up to one (01) week prior to the examination or during the examination. The Death Certificate shall be submitted for approval of the Senate on the recommendation of the Faculty Board.
 - 11.3** Major natural disaster directly affecting the candidate up to one (01) week prior to the examination or during the examination or during the examination acceptable to the Senate on the recommendation of the Faculty Board.
- 12.** In the absence of an accepted valid excuse, failure to sit any due or scheduled examination shall be considered as an unsuccessful attempt at such examination.
- 13.** A candidate shall be eligible to sit a subject or a component of a subject of an examination, only following completion of all mandatory criteria required for registration of that particular examination. A candidate will not be allowed to sit for a separate subject or a component of a subject only if that candidate is referred in that subject or has been excused due to a valid reason.
- 14.** The satisfactory completion of all clinical appointments, completion and due certification of the Log Book/Portfolio, and 80% or more attendance at all other teaching activities, including tutorials, small group discussions, laboratory training, clinical training, seminars, field work and research with the required certification by the teaching/academic staff shall be required for a candidate to be eligible to sit for the relevant subject of an examination. In the case of a valid excuse, an attendance record of not less than 60% may be considered by the Senate with the recommendation of the Faculty Board, for deciding such eligibility.
- 15.** If the absence for lectures or tutorials or small group discussions or laboratory training or field work or seminars or clinical training is covered by a valid excuse acceptable to the Senate on the recommendation of Faculty Board, a candidate shall be eligible to sit for the next scheduled examination only after satisfactory completion of such requirements. If the scheduled examination is the candidate's 1st attempt, he shall be eligible for Distinctions and Honours.

- 16.** If a candidate fails to sit for a component of a subject or a subject of an examination without a valid excuse acceptable to the Senate on the recommendation of Faculty Board, the candidate will receive zero (0) marks for that component or subject shall fail the subject and the whole examination. Such a candidate shall sit the whole examination (all subjects) at the next scheduled examination and such examination shall be the candidate's second attempt. Such candidates will not be eligible for Honours and Distinctions.
- 17.** In the event a candidate fails to sit a component of a subject or a subject of an examination due to a valid excuse, the results of the component or subject that the candidate had sat shall be withheld. The candidate may sit for the component or subject for which he was absent at the next examination and the results of all the components or subjects may be released. Such candidates shall not be eligible for Honours and Distinctions.

or

The candidate may request the whole examination/attempt to be cancelled and take all the components and the subjects at the next examination. If it the candidate's first attempt he shall be eligible for Honours and Distinctions.

- 18.** When a candidate is unable to sit for a scheduled examination with or without a valid excuse, and sits the next available examination or subsequent attempt, in course /continuous assessment marks will be taken into consideration only for his first attempt.
- 19.** A candidate who is absent with a valid excuse acceptable to the Senate on the recommendation of the Faculty Board, to cover the absence for a continuous assessment, shall sit the next immediately available scheduled continuous assessment or if such an assessment is not available an alternative assessment arranged by the relevant Department. If a candidate fails to sit for a supplementary continuous assessment with or without a valid excuse, he shall be awarded a zero (0) mark.
- 20.** A candidate who is absent without a valid excuse acceptable to the Senate on the recommendation of the Faculty Board to cover the absence for a continuous assessment, shall receive zero (0) marks, but be eligible to sit for scheduled main examination and for Honours and Distinction.
- 21.** In the case of a clinical subject;
- 21.1** If a candidate is unable to sit an examination at the first scheduled attempt due to he being repeated in a clinical appointment on account of a valid excuse, such candidate may be allowed to sit the next immediately available scheduled examination following completion of the relevant clinical appointment and candidate shall be eligible for Honours and Distinctions.
- 21.2** If a candidate is unable to sit for the first scheduled examination due to he being repeated in a clinical appointment not on account of a valid excuse, such candidate may be allowed to sit the next immediately available scheduled examination following completion of the relevant clinical appointment but shall not be eligible for Honours and Distinctions.

Award of Honours and Distinctions

22. Marks of each individual candidate will be rounded off to the nearest integer and when the Military Ranking is prepared the two decimal points shall be taken into consideration.

23. A candidate who has been successful at the Second MBBS, Third MBBS and Final MBBS examinations may be awarded First Class Honours or Second Class Honours (Upper division) or Second Class Honours (Lower division)

or

Pass, as the case may be, if the specified criteria listed below have been fulfilled and if it is the candidate's first attempt.

24. A candidate who has qualified to receive the aforesaid honours shall be eligible for a Distinction of a subject of the relevant examination, if the specified criteria listed below have been fulfilled.

25. Criteria for award of Pass, Honours and Distinctions

25.1 A candidate who obtains 40% (in the 2nd MBBS examination)/ 45% (in the 3rd MBBS examination) marks in theory with an overall average of 50% marks in a subject shall be deemed to have passed the relevant subject/s of Pre or Para Clinical Sciences of such Second MBBS or Third MBBS Examination.

25.2 A candidate who obtains 45% marks in theory and 50% marks in clinical examination with an overall average of 50% marks in the final year subject/s shall be deemed to have passed the relevant subject/s of the Final MBBS Examination.

25.3 A candidate who has passed at least one subject but has obtained a minimum of 25% marks in the other subject/s of such relevant examination shall be considered to be referred in the latter subject/s.

25.4 A candidate who obtains less than 25% marks in any one subject or more of the relevant examination shall be considered to have failed the whole examination.

25.5 A candidate who has passed all subjects of the relevant examination and obtains an overall average of 50 – 59 % marks shall be eligible for a Pass for such examination irrespective of the number of attempts.

25.6 A candidate who passes an examination at the first scheduled attempt and obtains an overall average of 60% to 64% marks at such examination shall be eligible for Second Class Lower Division (Honours) for such examination.

or

25.7 A candidate who has passed the Final MBBS Examination at the first scheduled attempt and obtains an average of 59% marks at the Final MBBS Examination shall be eligible for Second

Class Lower Division (Honours) provided that the candidate;

25.7.1 has obtained Honours in both Second and Third MBBS Examinations, and

25.7.2 has a cumulative average mark of 60% or above at the Second, Third and Final MBBS Examinations.

25.8 A candidate who passes an examination at the first scheduled attempt and obtains an overall average of 65% to 69% marks at such examination shall be eligible for Second Class Upper Division(Honours)

25.9 A candidate who passes the Final MBBS Examination at the first scheduled attempt and obtains an average of 64% marks at the Final MBBS Examination shall be eligible for Second Class Upper Division (Honours) provided he;

25.9.1 has obtained Second Class Upper or First Class Honours in both the Second and Third MBBS Examinations, and

25.9.2 has a cumulative average of 65% marks or above at the Second, Third and Final MBBS Examinations.

25.10 A candidate who passes an examination at the first scheduled attempt and obtains an overall average of 70% marks or above at such examination shall be eligible for First Class (Honours).

25.11 A candidate who obtains an overall average of 70% marks in a subject of an examination shall be deemed to have obtained a Distinction in such subject provided that the candidate is sitting such examination for the first time and that candidate passes all other subjects of such examination.

Second MBBS Examination

26. The Second MBBS examination shall consist of Anatomy, Biochemistry and Physiology subjects.

27. The course shall be of three (03) semesters duration and the examination shall be held at the end of the 3rd semester, and a supplementary examination shall be held not less than 6 weeks after the publication of the results of the main examination.

28. The examination immediately following the completion of the course shall be the first due or scheduled attempt.

29. A candidate shall be deemed to have sat the first scheduled examination, irrespective of whether it had been actually attempted or not, unless a valid excuse has been submitted and accepted by the Senate on the recommendation of the faculty board.

30. If the excuse has been accepted, the examination immediately following the expiry of the period of postponement recommended by the Senate, shall be the candidate's first attempt.

31. In the absence of an accepted valid excuse, failure to sit any due or scheduled examination/s shall be considered as an unsuccessful attempt at such examination/s.
32. A candidate who has been unsuccessful in one or all three subjects at the first two attempts shall join the immediate junior intake.
33. A candidate who has been unsuccessful in all three subjects in the first four scheduled attempts shall not be permitted to sit for the examination again. Such a candidate shall be discontinued from the MBBS course and may be allowed to follow a different course at KDU, with the approval of the Senate and BoM.
34. A candidate shall complete the Second MBBS Examination in not more than four scheduled attempts not counting valid excuses, or within 5 years of his registration. Any student who fails to do so shall be discontinued from the course.

Third MBBS Examination Part I and Part II

35. The Third MBBS examination consists of Microbiology, Parasitology, Pathology, Pharmacology, Forensic Medicine, Public Health and Family Medicine subjects.
36. A student shall not be eligible to enter the course for the Third MBBS Examination unless and until he has passed the Second MBBS Examination.
37. A candidate for the Third MBBS Examination shall have;
 - 37.1 Passed the Second MBBS examination, and
 - 37.2 Required attendance according to para. 15 above.
38. The Third MBBS Examination shall be divided into two components as follows;
 - 38.1 Third MBBS Examination Part I assessing the contents of the subjects of Microbiology and Parasitology.
 - 38.2 Third MBBS Examination Part II assessing the contents of the subjects of Forensic Medicine, Pathology and Pharmacology, Public Health and Family Medicine
39. The course for Third MBBS Examination Part I shall be of 2 semesters (4th and 5th semesters). The Third MBBS Examination Part I shall be held at the end of the 5th semester and a repeat examination shall be held not less than 6 weeks after the release of the results of the main examination.
40. The course for Third MBBS Examination Part II shall be of 4 semesters (4th – 7th semesters) The Third MBBS Examination Part II shall be held at the end of 7th semester and a repeat examination shall be held not less than 6 weeks after the release of the results of the main examination.
41. A candidate shall be deemed to have passed the Third MBBS Examination when he has passed Third MBBS Examination Part I and Third MBBS Examination Part II.
42. A candidate may proceed to the final year irrespective of passing the Third MBBS Examination but shall sit the next scheduled Third MBBS Examination.

43. Third MBBS Examination Part I Examination:

- 43.1** A candidate who has passed one subject at the Third MBBS Part I examination and has received between 25% and 49% marks in the other subject shall be referred in such subject.
- 43.2** If a candidate receives less than 25% marks for one of the two subjects, he shall be considered as having failed the MBBS Part I Examination.
- 43.3** Award of distinctions for Parasitology and Microbiology for a candidate shall only be considered after the completion of both Third MBBS Part I and Part II examinations.

44. Third MBBS Part II Examination:

- 44.1** A candidate who has passed one or more subjects at the Third MBBS Part II examination and has received between 25% and 50% marks in the remaining subject/s shall be referred in such subject/s.
- 44.2** If a candidate receives less than 25% marks for one of the four subjects, he shall be considered as having failed the MBBS Part II Examination.

Final MBBS Examination

- 45.** The Final MBBS Examination shall consist of an examination in Medicine, Surgery, Obstetrics and Gynecology, Pediatrics and Psychiatry subjects.
- 46.** The course for the Final MBBS Examination shall be of seven (07) semesters duration from 4th to 10th semester.
- 47.** A candidate shall not be eligible to enter the course for final MBBS Examination unless and until he has passed the Second MBBS examination.
- 48.** A student shall not start professorial clinical training without sitting for Third MBBS (Part I) examination and Third MBBS (Part II) examination at least on one occasion.
- 49.** A candidate shall complete all the clinical appointments of the 3rd and 4th years to the satisfaction of the clinical trainer and obtain his signature on the Student Record Book prior to commencement of professorial clinical appointments.
- 50.** The components of the final MBBS examination in each of the above subjects will consist of a theory component (Paper 1 and Paper 2), clinical component (long cases and/or short cases) and Objective Structured Clinical Examination (OSCE) and viva voce.
- 51.** End professorial assessment of the Final MBBS examination shall be completed immediately after each professorial appointment. If a candidate fails to sit the scheduled examination, such candidate shall not be eligible for distinctions in the particular subject. If a candidate provides a valid excuse, he shall be allowed to sit the next available end professorial assessment of such subject.
- 52.** A candidate to be eligible for the Final MBBS Examination shall have;
 - 52.1** been registered as a medical student for a period not less than 05 years or 10 semesters;

- 52.2** passed the Second MBBS examination;
- 52.3** passed the Third MBBS examination (Part I and Part II);
- 52.4** completed all the professorial clinical appointments to the satisfaction of the Professor/ Head of the Department with regard to the knowledge, skills and attitudes of the student;
- 52.5** completed Student Record Book including Log Books/Portfolios as required by the relevant Departments of study;
- 52.6** completed to the satisfaction of the Senate on the recommendation of the Faculty Board the prescribed course of study in each of the subjects of Medicine, Surgery, Obstetrics and Gynecology, Pediatrics and Psychiatry; and
- 52.7** Completed the end professorial assessments of the Final MBBS examination.
- 53.** The Final MBBS examination immediately following the completion of the criteria listed in para. 51 above by a candidate shall be the first scheduled attempt.
- 54.** A candidate shall be deemed to have sat for the first scheduled examination irrespective of whether it has been attempted or not, unless a valid excuse has been submitted and accepted by the Senate on the recommendation of the Faculty Board. Such attempt shall be considered as the candidate's first attempt at the Final MBBS examination.
- 55.** A candidate who has been referred in one or more subjects at the Final MBBS examination shall pass all the referred subjects within the next three (03) scheduled attempts, failing which, he shall re-sit the whole examination.
- 56.** A candidate may be granted permission to postpone a scheduled attempt on the basis of a valid excuse approved by the Senate on the recommendation of the Faculty Board. The period of exemption granted shall be decided by the Senate on a case by case basis.
- 57.** A candidate shall complete the Final MBBS examination either within six (06) years or eleven (11) scheduled attempts after the first scheduled attempt. All periods of exemption granted by the Senate shall be included in computing the six-year (06) period. A candidate shall complete the Final MBBS examination within ten (10) years of registration for the MBBS course.
- 58. Award of Distinctions at Final MBBS Examination:**
A candidate who obtains an overall average of 70% or more marks in a subject and a minimum of 65% for the clinical component in the subjects in the Final MBBS examination shall be considered to be eligible for a Distinction in such subject, provided that he sits such examination for the first scheduled attempt and passes all the subjects of the Final MBBS examination at the same sitting.

Award of Academic and Cumulative Results

59. At the Second MBBS examination an Academic Result and a Cumulative Result shall be awarded as detailed below:

59.1 An Academic Result for all candidates will be calculated for the marks obtained for the three subjects taught in the Second MBBS course.

59.2 The Cumulative Results for Officer Cadets will be calculated considering 75% of the academic (Second MBBS Examination) marks and 25% of the military marks. This will be awarded at the end of the 4th Semester. The extra percentages of marks given for excellence in sports and other extra-curricular activities will be included into the military marks.

59.3 The Cumulative Results for Day Scholars will be calculated by considering 100% of the Second MBBS Examination marks.

60. At the Third MBBS Examination an Academic Result and a Cumulative Result will be awarded as detailed below:

60.1 The Cumulative Result for Officer Cadets and Day Scholars will be calculated by considering 100% of the academic (Third MBBS Examination) marks.

60.2 The Academic Result for candidates will be calculated for the marks obtained for the six subjects taught in the Third MBBS course.

61. At the Final MBBS Examination an Academic Result and a Cumulative Result will be awarded as detailed below:

61.1 The Academic Result for all candidates will be calculated for the marks obtained for the five subjects taught in the Final MBBS course.

61.2 The Cumulative Result for Officer Cadets will be calculated considering 75% of the academic (Final MBBS Examination) marks and 25% of the military marks. This will be awarded at the end of the 10th Semester. The extra percentages of marks given for excellence in sports and other extra-curricular activities will be included into the military marks.

61.3 The Cumulative Result for Day Scholars calculated by considering 100% of the academic (Final MBBS Examination) marks.

62. When an Officer Cadet excels in sports and other extracurricular activities, an additional percentage of marks shall be added to the Military studies component of the respective main examinations (Second MBBS, Third MBBS and Final MBBS) by the BOE on the recommendations of the Dean/ Faculty Board of FDSS as shown below.

- a. 15% - Participation at the International level
- b. 10% - Participation at the National level
- c. 05% - KDU Colours

Vice Chancellor's list and Dean's list

- 63.** The candidate who obtains the highest average with a First Class and Distinctions in all the subjects at the Second MBBS, Third MBBS and Final MBBS examinations shall be included in the Vice Chancellor's list. If such candidate at Second MBBS and Third MBBS examinations is a Day Scholar, he shall be given a scholarship of 50% of the course fee for the following year.
- 64.** The candidates who obtain the second, second, third and fourth highest averages with a First Class and Distinctions in all the subjects at the Second MBBS, Third MBBS and Final MBBS examinations shall be included in the Dean's list. If such candidate at Second MBBS and Third MBBS examinations is a Day Scholar, he shall be given a scholarship of 25% of the course fee for the following year.

ENGINEERING**1. Outline of the Programme**

The academic programme shall consist of

- 1.1. Eight (08) semesters inclusive of Industrial Training.
- 1.2. A minimum of Twenty-Four (24) weeks allocated for Industrial Training at a place local or foreign acceptable to the Faculty Board.

2. Selection to the Fields of Study

- 2.1 Students shall apply for their preferred field of study in the prescribed form at the end of the first semester.
- 2.2 Selection of students to the fields of study shall be made at the end of the first semester based on the following and on criteria approved by the Senate on the recommendation of the Faculty Board:
 - a. Available number of vacancies in each field of study
 - b. Service requirement for serving officers
 - c. Service requirement for fields of study
 - d. 1st semester academic performance of students in selected group of modules
 - e. Preference of the student for the field of study

3. Registration for Modules

- 3.1 All students following a particular academic programme shall be automatically registered for all core modules at the commencement of a semester.
- 3.2 A student shall not normally be permitted to register for more than 5 credits higher than the recommended credit load for a semester.
- 3.3 At the commencement of each semester, each student shall register to follow elective/optional modules in the prescribed Form.
- 3.4 Registration for a module includes the registration for the corresponding End Semester (ES) Examination.
- 3.5 Repeat candidates sitting an End Semester examination shall register for such examination on a date specified, usually four (04) weeks prior to the first date of such examination, and shall not be permitted to undertake more than 50% of additional credit load of the current semester in examination.

4. Eligibility for End Semester Examination viva voce

- 4.1 For modules in which classroom based activities account for less than 50%, the End Semester Examination may be a viva voce.
- 4.2 The eligibility requirement for the viva voce for Research Projects and Individual Projects, shall be the successful completion of all Progress Reviews and the submission of the Project Reports.
- 4.3 The eligibility for the viva voce in Industrial Training is daily attendance at the place of training other than the leave permitted, the submission of a weekly certified Daily Diary and the Report on training.

ALLIED HEALTH SCIENCES

1. Structure of the Degree Programmes

Degree programmes offered are as follows:

- a. BSc Honours in Medical Laboratory Sciences - BSc (Hons) in Medical Laboratory Sciences
- b. BSc Honours in Nursing - BSc (Hons) in Nursing
- c. BSc Honours in Physiotherapy - BSc (Hons) in Physiotherapy
- d. B Pharm Honours - B Pharm (Hons)
- e. BSc Honours in Radiography - BSc (Hons) in Radiography
- f. BSc Honours in Radiotherapy - BSc (Hons) in Radiotherapy

1.1 Duration of Degree Programme

The duration of a degree programme shall be calculated from the date of commencement of academic activities. The candidates will spend four (04) academic years at KDU to complete the programme in order to qualify for the BSc Honours or B Pharm Honours degrees. The lateral entry students will spend three (03) academic years to complete the programme in order to qualify for the BSc Honours or B Pharm Honours degrees.

1.2 Outline of Degree Programmes

- 1.2.1 All honours degree programmes mentioned in 1.0 are fulltime and the medium of instruction is English.
- 1.2.2 All degree programmes are module based with credits allocated to modules. The degrees awarded are equivalent to Level 6 of Sri Lanka Qualification Framework (SLQF) in respect of BSc Honours and B Pharm Honours.
- 1.2.3 Each academic year consists of two (02) semesters. Each semester consists of sixteen (16) weeks of academic work, two weeks of study leave followed by the Examination.

2. Assessment Procedure

2.1 Eligibility to sit End Semester Examinations (ES Examination)

- 2.1.1 In case of clinical placements/work based learning, an attendance record of not less than 80% shall be required to sit the End Semester Examinations.
- 2.1.2 A student who does not meet eligibility requirement stipulated in 2.1.1 shall be considered as a repeat candidate, and the maximum grade that can be earned in a subsequent sitting for the relevant subject or Course Unit shall be limited to a 'C' grade with a corresponding maximum recorded mark of 50%.

2.2 Conducting of Examinations and Releasing of Results

- 2.2.1 The evaluation of each student in each module taught during a semester will be carried out at the End Semester Examination according to assessment methods stated in the approved curricula.

2.2.2 The End Semester Examination shall consist of the following type(s) of assessments:

Table 2.2.2: Types of Assessments

Type of Assessments
Multiple Choice Question Examination (MCQ)
Single Best Answer Examination (SBA)
Short Essay Question Examination (SEQ)
Extended Matching Questions (EMQ)
Short Answer Questions (SAQ)
Objective Structured Clinical Examination (OSCE)
Objective Structured Practical Examination (OSPE)
Practical Examinations
Short Case
Long Case
Assignments
Structured Oral Examination (viva voce)
Log Book

2.3 Passing in a Course Unit

2.3.1 The minimum pass mark for each module shall be 50%, including a minimum 40% for theory and a minimum 50% for clinical components. A candidate shall participate in both the CAs and all components of the End Semester Examination compulsorily for passing a Course Unit.

2.3.2 The minimum grade to pass a GPA course module shall be a “C” grade.

2.3.3 Final marks of a course module shall be calculated by the addition of marks obtained for CAs and ES examination.

2.4 Grades and Grade Point Values of Course Modules

Grading Procedure of each student at each course module shall be as follows:

2.4.1 Based on the raw marks obtained for each module at the End Semester Examinations student performance is graded from A+ to C.

2.4.2 Grades obtained for each course module at the examinations shall be allocated a Grade Point Value (GPV) ranging from 0.00 to 4.00 as shown on table 2.4.2 below:

Table 2.4.2: Grades and Grade Point Values (GPV) assigned for ranges of marks

Marks	Grade	GPV
85 – 100	A+	4.00
75 – 84	A	4.00
70 – 74	A-	3.70
65 – 69	B+	3.30
60 – 64	B	3.00
57 – 59	B-	2.70
54 – 56	C+	2.30
50 – 53	C	2.00
< 50	le / la /lb	0.00

2.4.3 Abbreviations used when releasing End Semester Examination results:

- Ab = Absent for a Course Unit
- Ex = Excused on a Valid Reason
- le = Incomplete ES Examination.
- la = Incomplete CA
- lb = Incomplete ES Examination and CA

3. Pregnant Students of Lateral Entry/Military Entry

3.1 Pregnant Lateral Entry Students of BSc Hons. in MLS, BSc Hons. in Nursing, BSc Hons. in Physiotherapy and B Pharm Hons.

3.1.1 May complete the immediate semester of the programme without any modifications if the attendance and other requirements for eligibility are fulfilled;

and

3.1.2 After the delivery she may complete the next immediate semester of the programme without any modifications if the attendance (other than the approved maternity leave) and other requirements for eligibility are fulfilled;

or

3.1.3 May take leave of absence of one (01) year duration. Such a student will be granted leave of absence with an opportunity to follow the programme with the next available Intake and such examination shall be considered as her first attempt. The student shall complete the necessary requirements of the course modules before proceeding to the next level;

3.1.4 Shall be aware of all risks associated with continuing the programme. Any modifications/changes to the study programme will not be made to accommodate such students;

3.1.5 Shall complete the degree programme within the time period as stipulated by the relevant Rules.

3.2 Pregnant Lateral Entry Students of BSc Hons. in Radiography/BSc Hons. in Radiotherapy.

3.2.1 Students reading for a BSc Hons. in Radiography/Radiotherapy shall declare a pregnancy in writing to the Head of the Department as soon as the condition is confirmed.

3.2.2 She shall take leave of absence of one (01) year duration to reduce any possible harm to the fetus from exposure to ionizing radiation.

3.2.3 A pregnant student shall be granted leave of absence with an opportunity to follow the programme with the next available Intake and such examination will be considered as her first attempt.

3.2.4 The student shall complete the necessary requirements of the courses before proceeding to the next level as mentioned in 3.1.4 and 3.1.5.

BUILT ENVIRONMENT AND SPATIAL SCIENCES

1. Passing a Course Unit

- i. A candidate shall be deemed to have passed a Course Unit, except Prescribed Course Unit (PCU), if he obtains an overall average mark of 45% or above for the Course Unit. The overall average mark is calculated by adding the allocated percentages of marks for the two components, i.e. the Continuous Assessment component and the End Semester Examination component. E.g.: 30% for Continuous Assessments and 70% for End Semester Examination. The percentages are indicated in the detailed curriculum for each subject module.
- ii. A candidate shall be deemed to have passed a PCU if he obtains an overall average mark of 50% or above. The overall average mark is calculated by averaging the given marks for each component of PCU, in which such student shall obtain a minimum of 50% to pass each component of PCU.

2. Failing a Course Unit

- i. A candidate shall be deemed to have failed a Course Unit if he obtains an overall average mark of less than 45% for such Course Unit, except PCU.
- ii. A candidate shall be deemed to have failed a PCU if he obtains an overall average mark of less than 50% for such PCU.
- iii. If a candidate is absent for a particular Course Unit of an End Semester Examination without a valid excuse, he shall be considered to have failed in such Course Unit irrespective of the marks obtained for the Continuous Assessment component, except in the case of PCU.
- iv. A candidate having less than 35% marks for the End Semester (written) Examination shall be deemed to have failed such examination.
- v. A candidate having less than 50% marks for the components of PCU in the final assessment shall be deemed to have failed such PCU.

3. Re-sitting a Course Unit

- i. All PCUs having a grade less than 'C+' shall be repeated.
- ii. All GPA Course Units, except PCUs, having a grade less than 'C', except for 01 Course Unit with a D+ or C- per semester shall be repeated.
- iii. A NGPA Course Unit having a 'C' or higher grade, or a permitted GPA Course Unit per semester having a D+ or a C- grade, may be repeated if a candidate is desirous of upgrading the current grade(s). The maximum grade that such candidate can obtain is "C". However, in a repeat examination for a PCU, the maximum possible grade is "C+".

4. Repeating End Semester Examinations

Candidates repeating an examination shall apply to re-sit the relevant Course Unit/s in the next examination of the relevant semester.

5. Evaluation Criteria for Completing a Semester

A candidate shall satisfy the following minimum requirements for completing (passing) a semester:

- i. Obtain a "C" grade or above for all Course Units, except PCUs
(However, not more than one (1) D+ or C- grades for a GPA Course Unit, except PCUs may be permitted per semester provided the SGPA is 2.00 or above)
- ii. Obtain a "C+" grade or above for all PCUs

6. Evaluation Criteria for Completing a Level

- i. Obtain a “C” grade or above for all Course Units, except PCUs
(However, not more than two (2) D+ or C- grades for a GPA Course Unit, except PCUs may be permitted per year provided the YGPA is 2.00 or above.)
- ii. Obtain a “C+” grade or above for all PCUs and/or PRCUs.

7. Evaluation Criteria for Completing a Degree Programme

- i. Obtain a “C” grade or above for all Course Units, except PCUs.
(However, not more than one (1) D+ or C- grade for a GPA Course Unit, except PCUs, may be permitted provided that the FGPA is 2.00 or above)
- ii. Obtain a “C+” grade or above for all PCUs and/or PRCUs.

8. Re-Examination in Course Units (Referred)

The following criteria shall be considered in determining whether a candidate has not completed a particular Course Unit, including PCUs in a semester:

- i. Having more than one D+ or C- grades for GPA Course Units, except PCUs.
- ii. Having a grade below C for a NGPA Course Unit, except PCUs, as applicable.
- iii. Having a grade below “C+” for PCUs

9. Relegation

Criteria for the Relegation of a Candidate:

- i. Obtaining a grade lower than “C+” for any PCU in the relevant year, except for Essay on Architecture, Essay on Built Environment, Major Design Project, Comprehensive Design Project, Dissertation, and In-Built Professional Training I, II, and III.

10. Calculating FGPA for Architecture Degrees

The FGPA is calculated on the basis of YGPAs with the following weightage:

The FGPA will be the weighted total of YGPAs divided by ten (10) for BArch, six (06) for BScHons(BE), and five (05) for BSc(BE).

In the case of Officer Cadets, the FGPA will be the weighted total of YGPAs divided by eleven (11) for BArch, seven (07) for BSc(Hons)BE, and six (06) for BSc(BE).

Year of Study	BArch	BScHons(BE)	BSc(BE)
	Level 01 (Semester 1 and Semester 2)	1	1
Level 02 (Semester 3 and Semester 4)	1	1	1
Level 03 (Semester 5 and Semester 6)	2	3	3
Level 04 (Semester 7 and Semester 8)	2	1	N/A
Level 05 (Semester 9 and Semester 10)	4	N/A	N/A
Relevant semester for Officer Cadets	1	1	1

$$FGPA = \frac{\sum W_i(YGPA)_i}{\sum W_i}, \quad \text{Where, } i \text{ is the respective academic year}$$

Where W_i is the weight assigned to respective academic year

$$FGPA = \frac{\sum(\text{Weight of } i^{\text{th}}\text{Year})(YGPA \text{ of } i^{\text{th}}\text{Year})}{\text{Total Weight}}$$