

Other Rules and Regulations

1. Examination Methods

The examination will be held either by summoning undergraduates to the examination halls in persona or via online, as decided by the University of Kelaniya.

2. Assessment Tools

Each course unit will be evaluated and offered grades. Evaluation of course units can be done using one or several methods given below:

2.1	Written Examination	2.6	Assignment
2.2	Open book Examination	2.7	Online Quizzes
2.3	Reports	2.8	In class Test
2.4	Oral Test	2.9	Presentation
2.5	Continuous Assessment	2.10	Internship/Work-based training

3. The minimum and maximum limit for registration of subjects

Registration for one subject will be done under a maximum of 25% from the approved number of students for the respective academic year. Registration will not be done for subjects that do not have a minimum of 20 students applied. Due to this the applicants are given opportunity to apply for other subjects.

4. Changing the medium or subject registered

Each student will have one opportunity to change the medium or instruction or the registered subjects, within one month of registration with the CDCE. There after, the medium of instruction or the selected subjects cannot be changed under any circumstance.

5. Getting Absent for examination

It is compulsory for all candidates to face examination for every course unit they get registered. The candidate should provide an acceptable reason to the Appeal Board of the university for being absent, if not such instances will be marked as 'Absent' (ab).

6. Appealing

In unavoidable circumstances in which the candidate is unable to face the examination for the first time, he/she will be given opportunity to face examination as the first attempt, by making an appeal. The candidate shall write a letter with acceptable reasons to the Appeal Board and receive the recommendation. This is not relevant to failed course units.

7. Facing Repeat Examination

Undergraduates who have received below C grade (C-/D+/D/E) could face the examination again to get a maximum of C grade. If the undergraduate obtains a lower grade than the previous attempt, the former will be counted for award of degree.

8. Practical tests and Assessments of the repeater

When facing a paper consisting of practical tests or assignments, as a repeater, the marks of the practical tests or assignment obtained in the previous attempt will be counted. The undergraduate does not have to face the practical tests or assignment again.

9. Duration to complete the degree

The degree should be completed within consecutive five academic years and it should be three academic years when obtaining a class. But, the degree can be completed within a maximum of 10 academic years, by appealing to sit for failed course units.

10. Releasing result

When all the results related to all the course units in respective years are released, a result sheet will be displayed in CDCE website.

11. Releasing final results of the degree

The final result of the degree will be calculated after considering results of all the levels and it will be released after the approval of the Results Board.

12. Calculation and release of GPA

GPA is not calculated in each year. It will be calculated after the release of final results and displayed in the result sheet. Therefore, the undergraduate has no opportunity to get the GPA prior to the release of final results.

13. Issuing certificates

Partial Grade Report can be obtained after paying a sum of money, for an essential reason after the registration, in first/second or third years. The **Academic Record** that is given after Senate Approval, will be issued to each undergraduate by the Institute. If an extra copy needed, it can be obtained by paying a sum of money. Confidential **Academic Transcript** can be obtained after handing over a letter of request. That will be sent to the relevant higher education institute.

14. Issuing degree certificate

The degree certificates will be issued on a date decided by the Kelaniya University, after the convocation.