

Exam Rules and Regulations

1. Applying for the Examination

Applications for examinations will be called online three months before the examination. Candidates must pay the relevant installment fees or repeat examination fees and apply. Applications must be submitted within the specified deadline.

2. Examination Timetable

A tentative timetable will be released one month before the examination and may be revised if necessary. The final timetable and examination admission card will be issued online two weeks before the examination.

3. Getting Absent for the Examination

All candidates must sit for examinations in every course unit for which they are registered. An absent candidate must provide an acceptable reason to the University Appeal Board. If not, the candidate will be awarded a maximum of 40 marks (C grade) when sitting for the examination again.

4. Appealing

In unavoidable circumstances where a candidate is unable to sit for an examination for the first time, he/she may be granted the opportunity to sit for it as a first attempt by submitting an appeal. A written request with an acceptable reason must be submitted to the Appeal Board. This is not relevant to failed course units.

5. Facing repeat examination

Undergraduates who receive a grade below C (C-/D+/D/E) may sit for the examination again to obtain a maximum of a C grade. If the grade obtained at the repeat attempt is lower than the previous grade, the former will be counted for award of the degree.

6. Duration to complete the degree

The degree must be completed within seven consecutive academic years. To obtain a class, the degree must be completed within three consecutive academic years. But the degree can be completed within a maximum of 10 academic years, by appealing to sit for failed course units.

7. Facing the examination after the registration

7.1 The academic year begins on the date of student registration. Candidates must sit for the relevant year-end examinations within three consecutive academic years for the general degree and four consecutive academic years for the honours degree, subject to fulfilling all requirements. If a candidate is unable to complete the degree within the prescribed period, he/she will be required to complete it within seven years as a repeat examination candidate

(Repeater). However, upon submitting an appeal, an additional extension of up to three years may be granted.

7.2 Candidates must sit for all registered course units at once, except in instances where the university grants approval for medical or other acceptable reasons.

7.3 Candidates who sit for examinations again due to approved medical or other reasons must pay the full examination fees and the fees for exceeding the registration.

7.4 If a candidate fails to appear for an examination in the scheduled academic year for a reason accepted by the University Appeal Board, he/she is permitted to sit for both the missed examination of the previous academic year and the examinations scheduled for the current academic year, upon request and after fulfilling all requirements.

8. Examination irregularities

If a candidate is found guilty of committing examination irregularities, the University of Kelaniya reserves the right to impose one or more penalties as stipulated in the Universities Act.

9. Suspension/Banning of Examination Results

If a candidate commits examination irregularities, his/her examination results will be suspended.

10. Releasing final results of the degree

The final results of the degree will be calculated after considering results of all the levels (three levels/ four levels) and it will be released after the approval of the Results Board.

Although failed grades may be subsequently passed through repeat examinations, such improved grades will not be considered in the final result if all degree requirements have already been met at the time of releasing results.

11. 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.

12. Issuing degree certificate

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