

**Degrees of Bachelor of Business Administration Honours
By-Law No. xx 2018**

University of Ruhuna

By-Law made by the Council of the University of Ruhuna, on Date/Month/Year under section 135 of the Universities Act No.16 of 1978, and amendments thereof.

BY – LAW

This By-Law may be cited as the Bachelor of Business Administration Honours Degree By-Law No. xx-2018 of the University of Ruhuna and shall come into effect on Date/Month/Year replacing the previous By-law No. The Degree of Bachelor of Business Administration Honours in Accounting, Degree of Bachelor of Business Administration Honours in Entrepreneurship, Degree of Bachelor of Business Administration Honours in Human Resource Management, and Degree of Bachelor of Business Administration Honours in Marketing shall be offered under this By-law.

General Requirements for Award of the Degree

1.1 The Degree of Bachelor of Business Administration, hereinafter referred to as “the Degree”, shall be awarded by the University of Ruhuna, hereafter referred to as “the University”, to a student who:

- a) has been admitted to the University as a student under section 135 of the Universities Act No.16 of 1978 and amendments thereof, and
- b) has been duly registered at the University, during the period of study prescribed by this By-Law, and
- c) has completed the courses of study to the satisfaction of the Senate, as prescribed by this By-Law and Rules and Regulations made thereunder, and
- d) has passed examinations as prescribed by this By-Law and Rules and Regulations made thereunder, and
- e) has paid such fees as prescribed by the University, for his/her case according to the Rules and Regulations of the University, and
- f) has fulfilled all the above requirements within eight academic years from the date of enrollment to the academic programme of the University, provided that it shall be within the power of the Senate to declare for some specified reason/s that a student is eligible for the award of the Degree at a subsequent occasion, and
- g) has no on-going disciplinary inquiry conducted by the University, and
- h) has no on-going inquiry conducted by the University on examination offences.

1.2 The Degree shall be conferred to candidates qualified as in section 1.1, as prescribed by the Regulations made by the Senate.

- 1.3 The abbreviations of the names of the Degrees shall be BBAHons (Accounting), BBAHons (Entrepreneurship), BBAHons (Human Resource Management), and BBAHons (Marketing) respectively.

2. Eligibility for Registration

- 2.1 A candidate selected for admission to the Bachelor of Business Administration Degree Programme in the Faculty of Management and Finance
- a) must satisfy the general University admission requirements for Faculties of Management as laid down by the University Grants Commission, Sri Lanka.
 - b) must have been selected according the stipulated University Admission Criteria.
- 2.2 Applicants with foreign qualifications referred for admission by the University Grants Commission shall be admitted only with the consent of the Faculty Board.

3. Registration for the Degree Programme/ Course Units

- 3.1 A candidate selected for admission shall register to follow the Degree Programme. Such registration shall be carried out as prescribed by the Senate.
- 3.2 Registration for the semesters of the Degree programme shall be determined in accordance with the regulations laid down by the Senate.
- 3.3 The selection criteria for each field of specialization referred to in shall be determined as prescribed by the Regulations prepared under this By-law.
- 3.4. Students shall register for all required course units for each semester prescribed by the Faculty. Students, who fail to register for the semester, shall register for those course units in the subsequent immediate attempts with the approval of the Senate on the recommendation of the Faculty Board. Such a student shall be considered as a repeat student unless he/she has been given an academic concession.
- 3.5 A candidate admitted to the Degree Programme shall not be permitted for concurrent registration for any other fulltime course of study.

4. Programme of Study

- 4.1. The Bachelor of Business Administration Degree Programme shall be a full-time course with a duration of four academic years.
- 4.2. Each academic year will normally consist of two semesters as prescribed in the regulations.
- 4.3 During the four academic years of the Degree Programme, a student shall complete a minimum of 120 credits, covering all Course Units relevant to the Degree programme as prescribed by the Faculty.
- 4.4. The programme of study shall be conducted in English medium:-
- 4.5 The fields of specialization and the relevant Course Units and their syllabi shall be approved by the Senate on the recommendation of the Faculty Board.
-

5. Evaluation and Grading

- 5.1 Evaluation shall consist of end-semester examinations and continuous assessments. The methods of assessment, distribution of weight between continuous assessment components and end-semester examination of each Course Unit shall be prescribed by the Regulations made by the Senate.
- 5.2 The minimum attendance for each Course Unit shall be 80% of the total lecture hours conducted to be eligible to appear for the end-semester examination. Those who do not fulfill this requirement shall not be eligible to appear for the end-semester examination of the particular Course Unit. Such student shall be considered as a repeat student in the next attempt.
- 5.3. The final evaluation of a Course Unit shall be expressed by a letter grade and be assigned a Grade Point Value as follows.

Marks (%)	Grades	GPV
85 – 100	A ⁺	4.0
70 – 84	A	4.0
65 – 69	A ⁻	3.7
60 – 64	B ⁺	3.3
55 – 59	B	3.0
50 – 54	B ⁻	2.7
45 – 49	C ⁺	2.3
40 – 44	C	2.0
36- 39	C-	1.7
33 – 35	D ⁺	1.3
30 - 32	D	1.0
0 – 29	E	0.0
N	Incomplete	N
W	Withheld	W

Notes:

- Grade A+ signifies superior performance
 - Grade C or above is the normal requirement to pass a Course Unit.
 - Grade N signifies Academic Concession which enables the student to repeat the Course Unit as the first attempt.
 - Grade W signifies Results Withheld.
- 5.4 A student who obtains a grade “C” or better for a Course Unit shall be considered to have passed in that Course Unit.
- 5.5 Student who obtains grade “C-” or lower for a Course Unit shall re-sit for the examination in a subsequent attempt.
- 5.6 The maximum grade awarded for a repeat attempt shall be “C” (Grade Point Value is 2.0).
- 5.7 There shall be maximum three (03) consecutive attempts for a student to complete the course unit. However, on request made by a student under a special circumstance, grace attempts may be granted
-

with the approval of the Senate on the recommendation of the Faculty Board. An attempt for this purpose shall be considered as an examination where the relevant course unit is offered.

The Continuous Assessment marks shall be carried forward up to maximum of two consecutive academic years and shall only be replaced with an improvement by re-attempting where all components of the continuous assessment shall be retaken within a same attempt. Improved Continuous Assessment marks shall be eligible for the improvement of overall grade to highest possible grade of C.

- 5.8 If a student fails to complete any part of continuous assessments for a particular Course Unit due to illness or other acceptable reason, he/she may appeal within one week from the date of assessment with supporting documents to the Dean for an academic concession. If such concession is granted, the student can take the same component in the next immediate attempt which shall be considered as a first attempt. Otherwise zero mark shall be given for that particular component of assessments.
- 5.9 If a student has received an academic concession as specified in 5.8 above for a continuous assessment, he/she can take the end-semester examination on the condition that the relevant part of the continuous assessment is completed in the next immediate attempt. Until such time, the results of the course unit shall be considered as incomplete.

6. Graduation Requirements

- 6.1. Grade Point Average (GPA) shall be calculated as described below at the end of the Degree Programme to determine the overall performance of a student. GPA is the arithmetic mean of the credit weighted grade point values. The GPA is determined by dividing the total credit-weighted Grade Point Value by the total number of credits.

$$\text{GPA} = \frac{\sum C_i \text{GPV}_i}{\sum C_i}$$

Where C_i and GPV_i are the number of credits and the Grade Point Values for i^{th} Course Unit respectively. GPA shall be reported to the second decimal point.

- 6.2. A student shall be eligible for the award of the Degree if he/she has obtained
- a minimum of 120 credits in total from the Course Units as prescribed by the Regulations within the time period stipulated therein, and
 - A minimum of Grade “C” (Grade Point Value of 2.0) for each Course Unit.
- 6.3. A student shall not qualify for the award of the Degree of Bachelor of Business Administration Honours if the graduation requirements are not fulfilled within a period of eight academic years from the commencement of the Academic Programme. Under exceptional circumstances, on medical or other valid reasons, the Senate may grant permission to extend the study period beyond eight academic years on the recommendation of the Faculty Board.
-

7. Award of the Degree with a Class

A student, who has fulfilled all the stipulated conditions in section 6, and passed with Grade “C” or better for all Course Units in the first attempt shall be awarded a Class, if he/she fulfills the following additional requirements within four academic years from the date of first registration, provided that it shall be within the power of the Senate to declare the eligibility for the award of a class at a subsequent occasion.

Overall GPA (OGPA)	Honours Awarded
$OGPA \geq 3.70$	First Class
$3.30 \leq OGPA < 3.69$	Second Class (Upper Division)
$3.00 \leq OGPA < 3.29$	Second Class (Lower Division)

8. Effective Date of the Degree

8.1 The Effective Date of the Degree shall be the date following the last day of the semester Examinations conducted by the Faculty in the relevant semester when the student fulfills the requirements for graduation.

8.2 In case a student has an ongoing inquiry for an examination or disciplinary offence conducted against him by the University, results of the relevant examination/s shall not be released until the inquiry is completed. In such situations, the effective date of the degree shall be determined by the Senate or the Council of the University of Ruhuna.

9. Regulations

9.1. This By-Law may be revised or amended from time to time when necessary.

9.2. Rules and Regulations made under this By-Law may be amended and approved by the Senate independently of the By-Law.

9.3 All other common Rules and Regulations applicable to Universities in Sri Lanka and to the University of Ruhuna in particular are also applicable to students registered for this Programme.

10. Interpretations

10.1 In this By-Law unless the context otherwise requires:

“University” means the University of Ruhuna, Sri Lanka as established by the Gazette Notification No. 281/07 dated 24-01-1984

“Council” means the Council of the University of Ruhuna, constituted by the Universities Act No. 16 of 1978 and amendments thereof.

“Senate” means, the Senate of the University of Ruhuna, constituted by the Universities Act No. 16 of 1978 and amendments thereof.

“Faculty of Management and Finance” or “Faculty” means the Faculty of Management and Finance, University of Ruhuna.

“Faculty Board” means the Faculty Board of the Faculty of Management and Finance, University of Ruhuna.

“Dean” means the Dean of the Faculty of Management and Finance, University of Ruhuna.

10.2 Any question regarding the interpretation of this By-Law shall be referred to the Council whose decisions thereon shall be final and conclusive.

**Regulations relating to Degrees of Bachelor of Business Administration Honours By-Law No. xx
2018**

Faculty of Management and Finance, University of Ruhuna

Regulations of the Bachelor of Business Administration (BBA) Honours Degrees

These Regulations may be cited as the University of Ruhuna, Sri Lanka, Regulations No. xx-2018 for the Degree of Bachelor of Business Administration Honours in Accounting, Degree of Bachelor of Business Administration Honours in Entrepreneurship, Degree of Bachelor of Business Administration Honours in Human Resource Management and Degree of Bachelor of Business Administration Honours in Marketing, and will come in to effect on xx-xx 2018.

1. Admission Requirements

- 1.1 All applicants for admission to the Bachelor Degree Programme in the Faculty of Management and Finance must satisfy the general University admission requirements for the Faculty of Management and Finance, University of Ruhuna as prescribed by the University Grants commission, Sri Lanka.
- 1.2. Applicants with foreign qualifications referred for admission by the University Grants Commission shall be admitted only with the consent of the Faculty Board.

2. Registration

- 2.1 Students admitted to the Faculty shall register as full-time students. A student shall pay any fees prescribed by the University and maintain registration during the period of study.
- 2.2. A student may withdraw from the Programme due to a valid reason for a period with the approval of the Senate on the recommendation of the Faculty Board.

3. Course Structure

- 3.1. The Programme of study leading to the Degrees of Bachelor of Business Administration Honours shall be a full-time course, consisting of eight academic semesters organized over a duration of four academic years.
 - 3.2. The official academic calendar of dates approved by the Senate on the recommendation of the Faculty Board shall be announced prior to the commencement of each academic year.
 - 3.3. The Programme of study leading to the Degrees of Bachelor of Business Administration (BBA) Honours shall consist of,
 - a) Common Course Units, and
 - b) Specialization Course Units, which shall be prescribed in the Curriculum of the Degrees of Bachelor of Business Administration Honours.
 - 3.4. The Curriculum shall be announced by the Faculty at the commencement of the Degree programme.
-
-

- 3.5. Course Coordinator of the relevant Course Unit shall decide how to utilize the contact- hours among the various forms of interactions consisting of lectures, discussions and review classes, tutorials and other forms of acceptable academic interactions with the students.
- 3.6. The Common Course Units are offered jointly by the Departments of the Faculty as decided by the Faculty Board.
- 3.7. The Faculty shall offer the Bachelor of Business Administration Honours Degree Programme under four specialization areas namely,
- a) Accounting,
 - b) Entrepreneurship,
 - c) Human Resource Management, and
 - d) Marketing.
- 3.8. The selection of students for the specialization areas is executed based on students' preference by a Committee which consists of the Dean of the Faculty and the Heads of the Departments. If any special issue arises in selection, it should be referred to the Faculty Board.
- 3.9. Minimum eligibility requirements for each specialization area shall be determined when necessary by the Committee specified in 2.8 above based on the academic performance of the students shown in the following Course Units.
- a) Accounting - BBA 12023: Financial Accounting
 - b) Entrepreneurship - BBA 12013: Entrepreneurship
 - c) Human Resource Management - BBA 12033: Human Resource Management
 - d) Marketing - BBA 12053: Marketing Management
- Special consideration will be given to students who have secured University Colors for sports, on the recommendation of the Faculty Board.
- 3.10. If any need arises for changing the specialization area, students must make a request to the Dean of the Faculty to get the permission to do so, using the prescribed form within two weeks after the announcement of the lists of the students for each specialization area.
- 3.11. Each Course Unit shall be assigned a credit value that indicates the student's workload associated with class attendance and preparation. One credit shall be equivalent to 50 notional learning hours for a taught /laboratory course. In case of BBA 42019: Dissertation and BBA 42026: Internship, one credit is considered equivalent to a minimum of 100 notional learning hours. The Course Units offered in each semester shall be prescribed in the curriculum which shall be informed to the students at the commencement of the Degree programme.
-
-

4. Evaluation and Grading

4.1. At the end of each semester, students are evaluated based on their performance in each of the Course Units offered. The method of evaluation shall consist of two parts except for BBA42019: Dissertation and BBA 42026: Internship;

- a) Semester-End examination (Based on a three-hour question paper)
- b) continuous assessments (Shall consist of minimum of two assessments, e.g. mid-semester test, quizzes, assignment, writing short papers, classroom tests, in-class presentations)

The marks for each component shall be as follows:

- a) continuous assessments - 30%
- b) Semester-end examination - 70%

4.2. The evaluation of BBA 42019: Dissertation shall consist of Dissertation and Viva-voce Examination. The marks for both components shall be allocated as follows:

- a) Viva-voce examination - 30%
- b) Evaluation of Dissertation - 70%

4.3. The evaluation of BBA 42026: Internship shall consist of following assessments

- a) Mid viva-voce examination – 20%
- b) Academic Supervisor evaluation – 20%
- c) On-site Supervisor evaluation – 20%
- d) Final viva-vice – 30%
- e) Internship Log book – 10%

4.4. If a student has been granted an academic concession for continuous assessments, special alternative continuous assessments may be arranged by the Course Coordinator on the recommendation of the Faculty board only for 4000 level students. However, students in 1000, 2000 and 3000 levels shall take continuous assessments with a subsequent batch of students on the recommendation of the Faculty Board.

4.5. In case of repeat attempt, the continuous assessment marks shall be carried forward up to maximum of two consecutive academic years and shall only be replaced with an improvement by re-attempting where all components of the continuous assessment shall be retaken within a same attempt. Improved Continuous Assessment marks shall be eligible for the improvement of overall grade to highest possible grade of C.

5. Academic Concessions

5.1 If a student fails to complete any part of continuous assessments for a particular Course Unit due to illness or other acceptable reason, he/she may appeal within one week from the date of assessment with supporting documents to the Dean for an academic concession. Such requests for academic concessions require the recommendation of the Faculty board. Document supporting his/her claim should be in

accordance with the rules and regulations of the University of Ruhuna. If such concession is granted, the student can take the same component in the next immediate attempt which shall be considered as a first attempt. Otherwise zero mark shall be given for that particular component of assessments.

If a student has received an academic concession for a continuous assessment, he/she can take the end-semester examination on the condition that the relevant part of the continuous assessment is completed in the next immediate attempt. Until such time, the results of the course unit shall be considered as incomplete.

- 5.2. The students seeking Academic concession on medical grounds should submit a medical certificate as prescribed by the internal circular (2015/01) of the University.

6. Academic Dishonesty

- 6.1. Students are expected to act with full integrity in all academic endeavors: any use of words, formulae or ideas that are not one's own must be duly acknowledged. Providing or receiving any sort of unauthorized help on papers, examinations or other academic work is also a violation of the University's policies on academic integrity.
- 6.2. The consequences of cheating, plagiarism, unauthorized collaboration and other forms of academic dishonesty shall be dealt in accordance with the examination rules and regulations of the University.

7. Revision of Rules and Regulations

- 7.1. Rules and Regulations may be revised or amended from time to time by the Senate when necessary.
- 7.2. All other common Rules and Regulations applicable to Universities in Sri Lanka and to the University of Ruhuna in particular are also applicable to students registered for this Degree Programme.
- 7.3. In case of any ambiguity in this rules and regulations, the interpretation of the Faculty Board endorsed by the Senate shall be final.

8. Interpretations

- 8.1. In these Regulations unless the context otherwise requires:

“University” means the University of Ruhuna, Sri Lanka as established by the Gazette Notification No. 281/07 dated 24-01-1984

“Council” means the Council of the University of Ruhuna, constituted by the Universities Act No. 16 of 1978 and amendments thereof.

“Senate” means, the Senate of the University of Ruhuna, constituted by the Universities Act No. 16 of 1978 and amendments thereof.

“Faculty of Management and Finance” or “Faculty” means the Faculty of Management and Finance, University of Ruhuna.

“Faculty Board” means the Faculty Board of the Faculty of Management and Finance, University of Ruhuna.

“Dean” means the Dean of the Faculty of Management and Finance, University of Ruhuna.

8.2 Any question regarding the interpretation of this By-Law shall be referred to the Council whose decisions thereon shall be final and conclusive.

9. Examination Rules and Regulations of the University

9.1 Attendance

Candidates shall be in attendance outside the examination hall at least 15 minutes before the commencement of examination but shall not enter the hall until they are requested to do so by the Supervisor. Presence of candidates

9.2 Seating

On admission to the hall a candidate shall occupy the seat allotted to him and shall not change it except on the specific instructions of the Supervisor. Seating

9.3 Admission to Hall

9.3.1 No candidate shall be admitted to the examination hall for whatever reason after the expiry of half-an-hour from the commencement of the examination.

9.3.2 Nor shall a candidate be allowed to leave the hall until an hour has lapsed from the commencement of the examination or during the last 15 minutes of the paper. Entering and leaving examination Hall

9.4 Record Book as Proof of Candidate Identity

9.4.1 Candidate shall have his student Record Book and the admission card with him on every occasion he presents himself for a paper.

9.4.2 His candidature is liable to be cancelled if he does not produce the Record Book. If he fails to bring the Record Book on any occasion, he shall, sign a declaration in respect of the paper for which he had not produced the Record Book in the form provided for it (Ex 26), and produce the Record Book on the next occasion when he appears for the examination. If it is the last paper or the only paper he is sitting, he shall produce the Record Book to the Registrar within one working day. Identity of the candidate

9.4.3 If a candidate loses his Record Book in the course of the Examination, he shall obtain a duplicate Record Book /Identity Card from the Registrar in order to take part in the rest of the examination.

9.5 Documents etc. which Candidates should not Bring

9.5.1 No candidate shall have on his person, in his clothes, on the admission card, Time Tables, Record Book or any other object he is permitted to bring into the examination hall, any notes, signs and formula or any other unauthorized material. Books, notes, parcels, handbags, mobile phones etc. which a candidate has brought with him should be kept at a place indicated by the Supervisor/Invigilator. Materials not allowed

9.6 Declaration of Articles in Possession

A candidate may be required by the Supervisor to declare any item in his possession or person. Declaration of articles

9.7 Copying

9.7.1 No candidate shall copy or attempt to copy from any book, paper, notes, mobile phone, electronic devices, similar material or from the scripts of another candidate. Candidate shall neither help another candidate nor obtain help from another candidate or any other person.

Copying or allow to copying

9.7.2 Candidate neither shall conduct himself so negligently that an opportunity is given to other candidates to read anything written by him nor to watch any practical examination conducted by him.

9.7.3 Candidate neither shall use any other unfair means or seek, obtain or render improper assistance at the Examination.

9.8 Cheating

No candidate shall submit a practical or field book, dissertation, project study or answer scripts which have been done entirely or partly by anyone other than the candidate himself.

Cheating

9.9 Articles Candidate may Bring

Candidates shall bring their own pens, ink, mathematical instruments, erasers, pencils, or any other equipment or stationery which the candidates have been instructed to bring.

Materials and instruments allowed

9.10 Use of Examination Stationery

9.10.1 Examination stationery (i.e. writing paper, graph paper, drawing paper, ledger paper, précis paper etc.) will be supplied whenever necessary. No sheet, paper or answer book supplied to a candidate may be torn, crumpled, folded or otherwise mutilated.

Use of examination materials

9.10.2 No papers other than those supplied to him by the Supervisor or Invigilator shall be used by candidates. All materials supplied whether used or unused, shall be left on the desk and not removed from the examination hall.

9.11 Index Number

9.11.1 Every candidate shall enter his Index Number on the answer book and on every continuation paper. He shall also enter all necessary particulars as indicated in the cover of the answer book. A candidate who inserts on his script an Index Number other than his own is liable to be considered as having attempted to cheat.

Index Number

9.11.2 A script that bears no Index Number or an Index Number which cannot be identified or verified, is liable to be rejected. No candidate shall write his name or any other identifying marks on the answer scripts.

9.12 Rough Work to be cancelled

9.12.1 All calculations and rough work shall be done only on papers supplied for the examination and shall be cancelled and attached to the answer script.

Rough Work on papers

9.12.2 Such work should not be done on admission cards, time-tables, question papers, Record Book or on any other paper. Any candidate who disregards these instructions will be considered as having written notes or outline of answer with the intention of copying.

9.13 Unwanted Parts of Answers to Crossed Out

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

Unwanted parts of answers

9.14 Under Supervisor's Authority

Candidates are under the authority of the Supervisor and shall assist him by carrying out his instructions and those of his Invigilators, during the examination and immediately before and after it.

Authority of Candidates

9.15 Conduct

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. In entering and leaving the hall, he shall conduct himself as quietly as possible. A candidate is liable to be excluded from the examination hall for disorderly conduct.

Disorderly conduct

9.16 Stopping Work

Candidates shall stop work promptly when ordered by the Supervisor/Invigilator to do so.

9.17 Maintenance of Silence

9.17.1 Absolute silence shall be maintained in the examination hall and its precincts.

A candidate is not permitted for any reason whatsoever to communicate or have any dealings with any person other than the Supervisor or Invigilator.

Maintenance of Silence

9.17.2 In case of urgent necessity, the candidate may communicate with the Supervisor or Invigilator. The attention of the Supervisor or Invigilator shall be drawn by raising hand from where he is seated.

9.18 Leaving the Hall

During the course of answering a paper no candidate shall be permitted to leave the examination hall temporarily. In case of emergency, permission will be granted but the candidate will be under surveillance of the Supervisor or Invigilator.

Leave the examination hall temporarily

9.19 Impersonation

No person shall impersonate a candidate whether in the examination hall or before or after the Examination, nor shall any candidate allow himself to be impersonated by another person.

Impersonation

9.20 Dishonesty

Serious notice will be taken of any dishonest assistance given to a candidate, by any person.

Dishonesty

9.21 Cancellation or Postponement

If circumstances arise which in the opinion of the Supervisor render the cancellation or postponement of the examination necessary, he shall stop the Examination, collect the scripts already written and then report the matter in writing to the Dean of the Faculty.

Cancellation or Postponement

9.22 Making of Statements

The Supervisor/Invigilator is empowered to require any candidate to make a statement in writing on any matter which may have arisen during the course of the examination and such statement shall be signed by the candidate. No candidate shall refuse to make such a statement or sign it.

Making Statements

9.23 Whom to Contact in Examination Matters

No candidate shall contact any person other than the Dean, Head of the Department or the Registrar, regarding any matter concerning the examination

9.24 Handing Over of Answer Scripts

Candidates shall hand over the answer scripts personally to the Supervisor or Invigilator or remain in the seat until it is collected. On no account shall a candidate handover his answer scripts to the hall attendant, a minor employee or another candidate.

Handing over of answer scripts

9.25 Absence from Examination

When a candidate is unable to present himself for any part/section of an Examination, he shall notify or make arrangements to notify this fact to the Registrar immediately. This should be followed up by a letter with supporting documents sent by registered post, within one week of the incident. Candidates those who did not attend the examination for medical reason shall submit the medical certificates following the instructions in the examination manual of the University of Ruhuna.

Absence from Examination

9.26 Eligibility to Continue to Sit

No student shall sit for an Examination, if he has exhausted the number of attempts that he is allowed to sit that particular Examination, unless he has been granted special permission to do so by the Senate.

If a student is unable to attend lectures and/or practical classes due to an illness, he/she should inform the university medical officer within a week. If a student wishes, he/she can get medical assistance from a government or a private doctor. However, the University medical officer should approve the medical certificates issued by them. Illness during the Examination Periods If a student is unable to sit for the exam due to an illness, he/she should inform the University medical officer and the examinations branch immediately. The medical certificates obtained from outside medical officers should be submitted to the examinations branch within 7 days with the approval of the University medical officer.