



**SLTC**  
*Research University*

[www.sltc.ac.lk](http://www.sltc.ac.lk)



# Student Guidebook

Academic Year 2023-2024

# Student Guidebook

## Academic Year 2023-2024

### **Sri Lanka Technological Campus (SLTC)**

Main Campus : Ingiriya Road, Meepe, Padukka, Sri Lanka

City Campus : Bay 09, TRACE Expert City, Maradana, Colombo 10, Sri Lanka

Web : [www.sltc.ac.lk](http://www.sltc.ac.lk)

# Introduction to the Student Guidebook

The Student Guidebook is a resource that serves to equip students with important information about various aspects of university life that will assist you in your journey here at SLTC. It includes information regarding university policies, guidelines, standards and responsibilities. As members of the SLTC community, students are responsible for understanding and adhering to the published content.

Section I details the university authorities, essential positions, organizational structure, support systems and facilities available for your use throughout your academic journey. Additionally, it outlines the university regulations, policies and procedures that you must comply with. In Section II, you will find crucial academic information pertinent to your chosen degree programme. This knowledge is essential as you embark on your studies, progress through the programme, and ultimately achieve the status of a graduate, transforming your aspirations into a tangible reality.

The information related to the Academic Year 2023 - 2024 is included in this guidebook. Updated versions will be accessible on the website, enabling you to stay informed about any new changes in the current system and degree programmes.

**Wishing you a meaningful and joyful university experience at SLT Campus!**



## Message from the Vice Chancellor

Dear student,

As the Vice-Chancellor of the SLTC it is with great pleasure that I write this short message to all of you. At the outset let me assure you that you have made the correct choice in selecting the SLTC which is the largest non-state research university in Sri Lanka, with a wide range of undergraduate and postgraduate programmes.

Our focus is on providing knowledge, training, guidance, soft skills etc. to each student to acquire high professional and academic standards to proceed on their chosen paths with confidence.

I hope that your stay at the SLTC will be fruitful, bringing out your full potential to meet the demands of the present-day job market, locally and globally. Seek the full benefit of the knowledge and expertise of the academic staff, make use of the state-of-the art equipment at your disposal, interact with staff, fellow students and enjoy your undergraduate life to the fullest.

I wish each of you all success in your future careers and for the upliftment of your life and the lives of your loved ones.

**Prof. Veranja Karunaratne (PhD, FRSC, FNAS)**  
**Vice Chancellor**



## Message from the Head of Academic Affairs & Resources

Dear Student,

It is with great pleasure that I warmly welcome you all to the SLTC. I am so proud of you as you have selected the correct pathway of your higher education in a reputed higher education institution in this country in the non-state sector.

I hope you will use your time wisely to fulfill the requirements to be a well-rounded graduate while experiencing real university life in the SLTC. You will have an experienced panel of lecturers' expertise in various academic disciplines to guide you on all the matters related to holistic education including internship, research project/ other industry projects, extracurricular activities and so on. As academics, we expect that you will improve your knowledge in the subject area of study, skills that are necessary to apply knowledge in any societal state, attitude towards being a useful citizen with excellent professionalism and with the desire of being a lifelong learner.

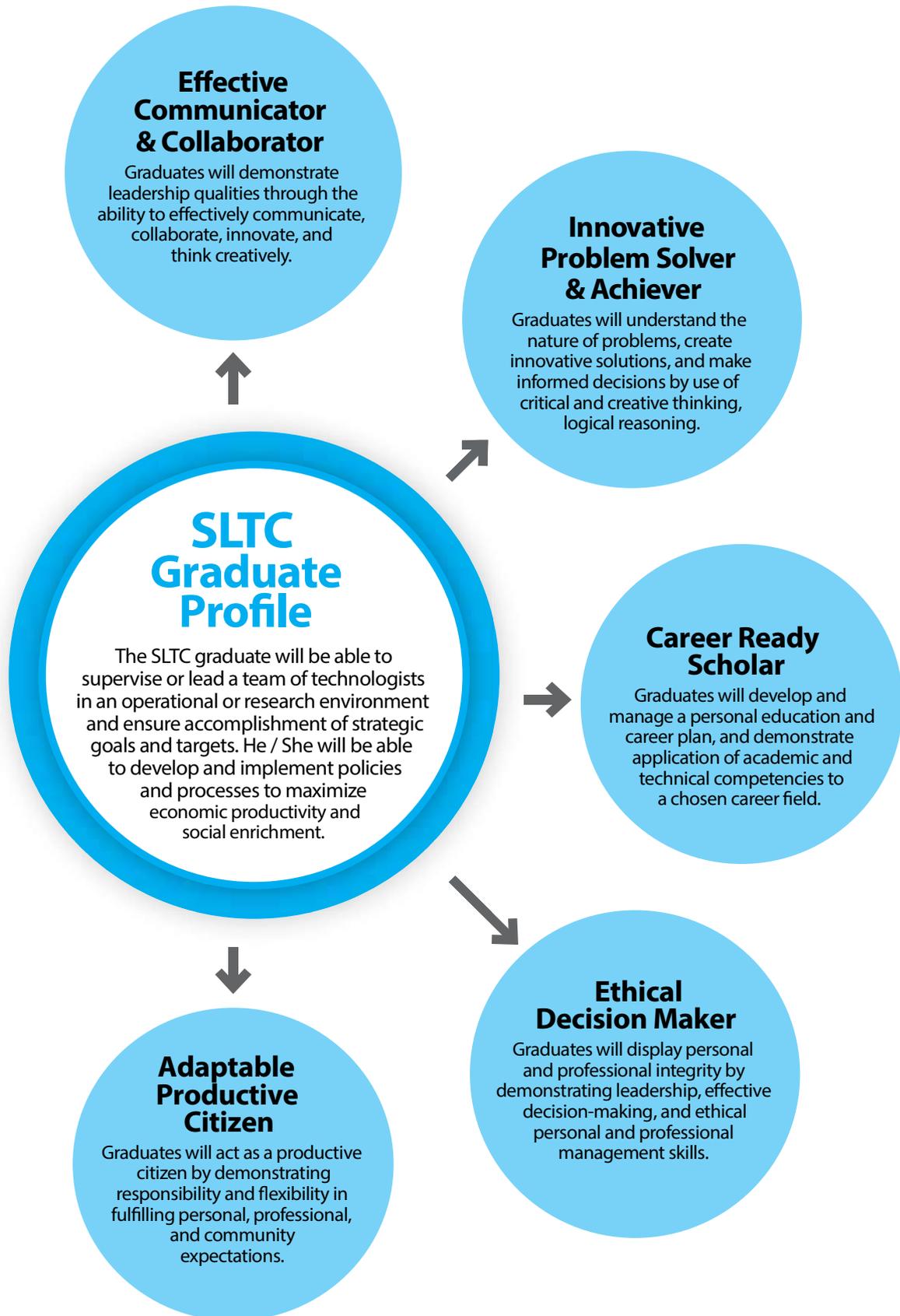
I invite you to read this guidebook and be familiar with the content to clarify the matters that you may encounter during your studentship at SLTC.

Wishing you all the very best in the journey of higher education to be a valuable citizen to the country and a resourceful person to the entire world.

Enjoy your journey!

**Dr. Udesb Oruthota (DSc Tech)**  
**Head of Academic Affairs and Resources**

# Graduate Profile SLTC



# Table of Contents

## SECTION I

Page 01 - 16

- 1. An overview of SLTC
- 1.1 Governance
  - 1.1.1 Board of Directors
  - 1.1.2 Academic Council
  - 1.1.3 Academic Senate
- 1.2 Vision and Mission
  - 1.2.1 Values
- 1.3 Organizational Structure
- 1.4 Sitemap
- 1.5 Degrees Awarded (Faculty Wise Distribution)
- 1.6 Student Societies
  - 1.6.1 - 1.6.12 Introduction to Student Societies
- 1.7 Student Discipline
  - 1.7.1 Prohibited Behaviour
  - 1.7.2 Student Identity Card (Physical or Electronic).
  - 1.7.3 Dress Code
  - 1.7.4 Use of Library Facilities
  - 1.7.5 Code of Conduct within Accommodation
- 1.8 Intellectual Property
- 1.9 SLTC Green Environment and Wildlife
- 1.10.1 - 1.10.11 Student Welfare
- 1.11 Important Contacts

## SECTION II

Page 17 - 32

### Academic Regulations, Policies and Procedures

- 1. Structure of an Academic Programme
  - 1.1 Semester Breakdown
  - 1.2 Academic Year
    - 1.2.1 Duration of Degree Programmes
      - 1.2.1.1 Duration of a Four Year (Honours) Degree
      - 1.2.1.2 Duration of a Three Year (General) Degree
      - 1.2.1.3. What is an Academic Credit
    - 1.3 Academic Credit Requirement
      - 1.3.1. What is a Course Unit or a Module or a Course
      - 1.3.2 Core Modules (Compulsory Modules)
      - 1.3.3. Optional or Elective Modules
      - 1.3.4. Audit Modules

- 1.4. Programme Structure of a Degree
- 2. Registration of Studentship
- 2.1 Calculation of Stipulated Time Period and Maximum Time Period to Complete a Degree
- 2.2. Stipulated Time Period and Maximum Time Period to Complete a Degree
- 2.3 Module Registration
- 3. Student Transfers
- 3.1 Intra Faculty Transfers
- 3.2 Inter Faculty Transfers
- 4. Medium of Instruction of the Academic Delivery of Degree Programmes
- 5. Level Requirements
- 6. Internship or Industrial Training
- 7. Final Year Project/Research
- 8. Centre for Communication and Skills Development (CCSD) Programme
- 8.1 The Winning Edge Undergraduate Skills Development Program
- 8.2 Each Level Band Scores and Overall Band Score
- 8.3 Completion Requirement
- 9. Deferment
- 9.1 Deferment on Medical Grounds
- 9.2 Deferment under Foreign Scholarships
- 9.3 Deferment on other Grounds
- 10. Leave of Absence
- 10.1 Leave of Absence on Medical Grounds
- 10.2 Leave of Absence on Approved Scholarships
- 10.3 Leave of Absence on Other Grounds
- 11. Extensions of Studentship
- 11.1 Extensions on Medical Grounds
- 11.2 Extensions on Foreign Scholarships
- 11.3 Extensions on Other Grounds
- 11.4 Extensions beyond the Maximum Time Period
- 12. Withdrawal from a Honours Degree Programme and Transfer to a General Degree Programme
- 13. Method of Evaluation of Academic Performance
- 13.1 Assessments
- 14. End-Semester Examinations
- 14.1 The Continuous Assessments which fall under Summative Assessment Category
- 14.2 Absenteeism from/Inability to take part in a Continuous Assessments
- 14.3 Assessment of Internship/Industrial Training and Research Project
- 14.4 Eligibility for Sitting for the End Semester Examination
- 14.5 Absence from Academic Activities and Examinations
- 14.6 Repeating a Course Unit/Module
- 14.7 Absence at the End–Semester Examinations

- 15. Grading System
  - 15.1 Calculation of Grade Point Average (GPA)
- 16. Make-Up Examinations for End-Semester
- 17. Retaking of Optional Courses
- 18. Release of Results of the Semester Examinations
- 19. Provision for Re-scrutinizing of Marks and Grades
  - 19.1 Policy Background
  - 19.2 Re-Scrutinizing Procedures
- 20. Award of Degrees and Classes
  - 20.1 Award of Degrees
    - 20.1.1. Minimum Requirement for Completion of the Degree- The Students who follows Honours degree programmes in Engineering, Technology, Information Technology or Music
    - 20.1.2 Minimum Requirement for Completion of the Degree - The Students who follow Honours Degree Programmes in Bachelor of Business Management OR BSc in Tourism and Hospitality Management
    - 20.1.3 Minimum Requirement for Completion of the Degree - The Students who follow General Degree Programmes EXCEPT General Degree programme in BSc in Tourism and Hospitality Management
    - 20.1.4 Minimum Requirement for Completion of the Degree - The Students who follow BSc in Tourism and Hospitality Management (General) Degree Programme
  - 20.2 Award of Classes
    - 20.2.1 Cut-off levels of GPA for Awarding Classes/Passes for Undergraduate programmes.
    - 20.2.2 Award of Classes
- 21. Effective Date of a Degree
- 22. Medals and Scholarships for Academic Performance
- 23. Provision of Transcripts to Students
- 24. Foreign Pathway Degree Programmes
- 25. Interpretation



# SECTION I

# An Overview of SLTC

Surrounded by lush greenery in a sprawling land; at the iconic satellite station of the Sri Lanka Telecom at Padukka, the SLTC was founded in 2015 as the country's first non-state higher education institute that awards engineering degrees. The SLTC was granted degree awarding status by the Ministry of Education publishing in the extraordinary gazette no. 1995/39 on 02.12.2016 by recognizing its very first three engineering degree programmes to be awarded by SLT Campus namely;

1. Bachelor of Science Honours in Engineering in Electronics and Power Systems
2. Bachelor of Science Honours in Engineering in Electronics and Telecommunication
3. Bachelor of Science Honours in Engineering in Electronics and Engineering Management.

The institute's iconic main residential campus offers its residents the ideal university experience, and the TRACE Campus in Colombo presents its residents with the ultimate urban university atmosphere with all its opportunities. The university's culture is centered around promoting research and innovation and is the prime focus of its academic operations. Equipped with state-of-the-art equipment, modern infrastructure and convenient access to resources, SLTC presents an ideal study destination for those who seek to advance in their professional and scholarly careers.

SLTC currently has 07 faculties namely; Faculty of Engineering, Faculty of Technology, Faculty of Business Management, Faculty of Science, Faculty of Computing and IT, School of Music, and Faculty of Postgraduate Studies and Research that award more than 25-degree programmes, including bachelors and masters.

## 1. 1. Governance

### 1.1.1. Board of Directors

The highest authority in the governance of the SLTC is the Board of Directors. The Board of Directors is an 8-member committee that is responsible for governance, oversight, and major decision-making, representing the interests of shareholders or stakeholders.

### 1.1.2. Academic Council

Next to the Board of Directors, the Academic Council is responsible for the academic governance of SLTC. The Academic Council under the Chairmanship of the Vice Chancellor, consists of external members representing academia and industry in Sri Lanka, Senior Management,

Deans of the Faculties and Senate Representatives. The Academic Council oversees all academic related matters in the SLTC and strategic development of the entire academic delivery of the SLTC to excellence.

### 1.1.3. Academic Senate

The Academic Senate is the supreme academic body next to the Academic Council, which is responsible for administering and implementing the academic policies and programmes of the SLTC including all matters related to research.

The Academic Senate shall have the control and general regulation, and be responsible for the maintenance of standards of SLTC, education and examinations, and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Academic Council. The SLTC Academic Senate under the Chairmanship of the Vice Chancellor, consists of members representing Head of Academic Affairs and Resources, Registrar, Head of CQA, Deans of Faculties, Professors, Head of Departments, Librarian and other related centers, units, programmes in the SLTC.

## 1.2. Vision, Mission and Values

### Vision

To be a Centre of Excellence in Higher Education and Research that creates knowledge and human resource capabilities necessary to devise and drive innovations for the purpose of effecting positive economic and societal changes.

### Mission

Provide a liberal environment for research and learning of the highest calibre that enforces professional ethics and integrity, promotes diversity, encourages constructive critique, and rewards informed risk-taking to produce well-rounded graduates who are capable of providing the leadership necessary to overcome the many social and ecological challenges that are yet to be conceived.

### Values

**RESPECT** -Start with yourself, give respect, earn respect

**CHANGE** brings opportunity - It takes change to make change

It's all about **TIME MANAGEMENT** - Use time wisely

A perfect **SELFLESS** attitude - Act without expectation

Achieving **PROFESSIONAL EXCELLENCE** - It's not a skill, it's an attitude



## 1.5. Degrees Awarded at SLTC (Faculty-wise Distribution)



### Degree Programme

- Bachelor of Science Honours in Engineering in Electronics and Power Systems
- Bachelor of Science Honours in Engineering in Electronics and Telecommunication
- Bachelor of Science Honours in Engineering in Electronics and Engineering Management
- Bachelor of Science Honours in Engineering in Information and Communication Engineering
- Bachelor of Science Honours in Engineering in Mechatronics Engineering
- Bachelor of Science Honours in Engineering in Civil Engineering



### Degree Programme

- Bachelor of Technology Honours in Electronics
- Bachelor of Technology Honours in Agricultural Technology
- Bachelor of Technology Honours in Environmental Technology



### Degree Programme

- Bachelor of Business Management Honours in Accounting and Finance
- Bachelor of Business Management Honours in Marketing Management
- Bachelor of Business Management Honours in Supply Chain Management
- Bachelor of Business Management Honours in Operations Management
- Bachelor of Business Management Honours in Human Resource Management
- Bachelor of Science Honours in Travel and Tourism Management
- Bachelor of Science Honours in E-Tourism and Digital Marketing
- Bachelor of Science in Travel & Tourism Management (General)



## Faculty of Computing & IT

### Degree Programme

- Bachelor of Science Honours in Software Engineering
- Bachelor of Science Honours in Data Science
- Bachelor of Science Honours in Cyber Security
- Bachelor of Science Honours in Cloud Computing



## Faculty of Science

### Degree Programme

- Bachelor of Science Honours in Biosystems Engineering
- Bachelor of Science in Fashion Merchandise Management (General)
- Bachelor of Science in Textile and Clothing Technology (General)



## Faculty of Arts, Humanities & Social Sciences

### Degree Programme

- Bachelor of Music Honours
- Bachelor of Science Honours in Journalism and Digital Media Studies

## 1.6. Student Societies

The SLTC has set up student clubs and societies in order to facilitate students to participate in extracurricular activities. Joining or starting a club can provide students with a sense of community, soft skills, networking opportunities, and just a good way to spend students' free time. Currently there are 12 clubs and societies on the campus.

### 1.6.1. Leo Club

Leo club of Sri Lanka Technological Campus is an outstanding service club of Leo District 306 A2 that encourages youth to develop leadership skills while serving the community by participating in social service activities in the fields of Health Care, Elders, Children, differently abled, Literacy & Education, Self-Development and many more.

### 1.6.2. Institute of Electrical and Electronics Engineers-IEEE

The IEEE Student Branch of SLT campus works with the main objective of creating a new generation of knowledgeable innovators through technology and providing the undergraduates of SLTC Research University with valuable opportunities that would be deemed important in their future.

### 1.6.3. Performing Arts Club - PAC

The Performing Arts Club is a dynamic hub for artistic expression and collaboration. It focuses on the intricate realms of drama, music, dance, and various performing arts students, from diverse backgrounds, come together to refine their talents, foster creativity, and produce compelling performances.

### 1.6.4. Gavel Club

The Gavel Club of SLTC is a dedicated platform for enhancing students' public speaking capabilities and character throughout their academic journey. It offers a structured environment to cultivate confidence, improve English communication skills, and foster a sense of professionalism. This club stands as an essential resource for those aiming for effective communication and meaningful connections.

### 1.6.5. Get Sync Club

"A united society that shares to keep up with the ever-changing and competitive world. Knowledge, information, and areas of interest are being created in them". Get Sync club is primarily focused on the industrial sector, and their primary goal is to advance industrialization to advance undergraduates' practical skills and get them ready for the workforce by accelerating their learning.

### 1.6.6. Rotaract Club

The Rotaract Club of Sri Lanka Technological Campus was Chartered on the 24th of April, 2022. The Rotaract organized their membership into eight major Rotaract avenues to make project planning easier. Rotaract engage in Community Services and Professional Development and make youths participate in various activities and enhance their leadership and team working abilities.

### 1.6.7. Green Army Club

"The Green Army of Sri Lanka Technological Campus aims to increase forest cover, conserve wildlife, and promote sustainable practices through education, research, and development. They engage communities and institutions for environmental conservation."

### 1.6.8. Media Club

The Media Unit of SLTC Research University is the oldest student organization established at SLTC and was founded in 2016. Since then, the Media Unit has helped other clubs and societies, as well as the administration of SLTC, by organizing their events and providing media coverage.

### 1.6.9. SEDS - Students for Exploration and Development of Space

SEDS SLTC is the chapter of the students for the exploration and development of space at SLTC Research University, unites passionate students dedicated to advancing space exploration and development.

### 1.6.10. International Association of Students in Economics and Commercial Sciences - AIESEC

"AIESEC is a global youth-led organization and its purpose is to create a positive impact on society by developing leadership qualities in young people through cross-cultural exchanges, abroad internships, Developing International Relationships and volunteer experiences. AIESEC provides a platform for young individuals to explore and develop their leadership potential, empowering them to make a difference in the world.

### 1.6.11. University Student Enterprises. - USE

A new, well-adapted trend among SLTC students is the University Student Enterprise (USE), a private limited company that is rapidly growing. Among the campus community, USE operates to be one of the SLTC's business platforms. USE provides a wonderful opportunity for campus students to obtain a supplementary income along with a working experience. The campus community, including students and others, will be USE's target customer.

### 1.6.12. Civil Engineering Society

Civil Engineering Society desires and strives to be the guiding light and platform that provides knowledge in the disciplines of civil sciences and new technology that is crucial to SLTC students and to promote academic and professional excellence, innovation, and community engagement among students.

## 1.7. Student Discipline

In general, student discipline refers to the rules and strategies applied in SLTC to manage student behavior and support students in developing self-management skills. Students are expected to respect the rules and behave nicely during your academic life in SLTC.

### 1.7.1. Prohibited Behaviour

SLTC prohibits any inappropriate behavior including following:

- Sexual misconduct, obscene acts, indecent exposure, sex discrimination, sexual assault, sexual harassment.
- Stalking by anyone on campus premises.
- Smoking or consuming alcoholic beverages in or around any part of the Campus premises, Selling, using, or possessing alcohol/illegal drugs, Entering campus premises in a state of intoxication.
- Verbally or physically threatening or harassing other students or staff.

### 1.7.2. Student Identity Card (Physical or Electronic).

- Shall be carefully retained and readily produced by any student on being demanded by any Campus official or member of the academic/ administrative staff or any other Campus employee authorized by the Campus Management.
- If the Student's Identity Card is lost he/she should immediately inform the Registrar Office.

### 1.7.3. Dress Code

- Suitable attire that covers the body pleasantly. (shorts, three quarters, miniskirts, short dresses are not permitted). If a student wears sleeveless dresses student is informed to wear an overcoat while attending the academic activities.
- Suitable footwear is mandatory. Rubber bathroom slippers are not allowed.

### 1.7.4. Use of Library Facilities

- Stealing, damaging, altering, or inappropriate use of library property

Trespassing in non-public areas, being in the library without permission of an authorized library employee before or after library operating hours, or camping on library grounds.

### 1.7.5. Code of Conduct within Accommodation

- No tenant may modify any electrical appliance or power outlet. This is considered a severe violation of safety
- Electrical Equipment not allowed (Kettle, Rice cookers etc.)
- Should not damage property

For more information study SLTC Code of Conduct

## 1.8. Intellectual Property

As an undergraduate or graduate student at the SLTC, students have an opportunity to make original creations, inventions and discoveries as part of their activities both within and outside of classes. Learning about these forms of intellectual property (IP) and how to protect and develop them is an important part of students' educational experience.

In most cases, students who are not employed by SLTC own their original academic work. Under law and policy, SLTC owns IP made by employees of the SLTC in the course and scope of their work. When SLTC gift/grant/contract funds, resources, or research facilities are used, SLTC may also own the resulting IP. If students are unsure whether the Campus could have an ownership interest in your IP, please contact your campus immediate supervisor for clarification.

## 1.9. SLTC green environment and wildlife

SLTC main campus is located in the lush green environment of the iconic satellite station of SLT. Therefore, it incorporates historical values that we have to protect for our future generations. The premises are full of rare trees, plants and herbs of a preserved forest. The students are invited to spend their leisure times in this treasured place while protecting the environment and wildlife of rare birds, butterflies, monkeys etc.





## 1.10 Student Welfare and Facilities

In order to maintain a conducive learning environment for students the following services are available in SLTC.

### 1.10.1. Hostel Facilities & Accommodation

SLTC provides a diverse range of accommodation facilities including two fully fledged on-campus residential complexes complete with modern comforts, several off-campus accommodation services administered by the university as well as multiple privately-owned hostels and boarding facilities in the locality.

With shared dorms and individual rooms, personal and common bath and hygiene facilities, common areas, lobbies, study areas, shared kitchens and dining spaces, residents have the opportunity to engage in academic as well as social engagements with ease.

Staffed by qualified administrative, security and maintenance personnel, there is always support available around the clock.

### 1.10.2 Student Counseling Service

The Student Counseling Service provides services to advise students to resolve their psychological, academic and personal problems. Trained Advisers/Counselors (both male and female) have been appointed to provide this service during the working days. All information is kept confidential. You can meet the psychiatrist, psychologist, or psychology advisers on campus.

### 1.10.3. Students Mentoring & Coaching

The Office of Mentoring and Coaching is aimed at providing support to our students in realizing their true potential and reaching their own goals. The service is offered by a well-trained panel of mentors. It is a unit dedicated to supporting students through their transition from school to university and helping them discover their confidence, potential and innate talents.

The office conducts various training programmes, workshops and support activities throughout the year.

### 1.10.4. SLTC Library Services

The fully equipped SLTC library consists of a comprehensive range of reference books, e-books and other reference material to help the university community broaden their understanding of diverse disciplines.





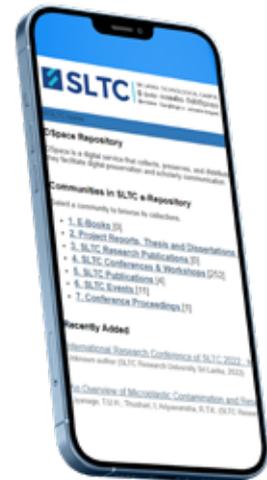
#### 1.8.4. SLTC Library Services

The library premises provide study spaces as well as dedicated reading areas for a productive experience.

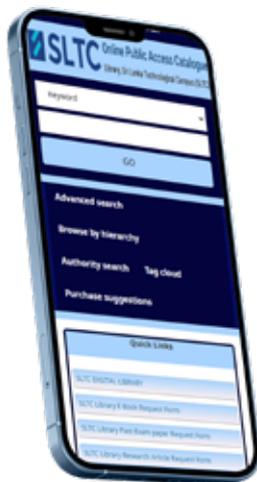
Below are the full range of SLTC Library services,



SLTC Digital Library – <https://digilib.sltc.ac.lk/login>



SLTC E-repository – <http://repo.sltc.ac.lk/>



Online Public Access Catalogue – <http://opac.sltc.ac.lk/>



ACM Digital Library Subscription – <https://dl.acm.org/>



IEEE Xplore Digital Library Subscription <https://ieeexplore.ieee.org/Xplore/home.jsp>



### 1.8.5. IT and Technological Services

#### High-tech Computer Laboratories

- High-tech Computer Laboratories

SLTC has extensive computer laboratory services accessible to students on all business days and access to high bandwidth wired and wireless internet at the university's computer labs and social and learning spaces.

- Smart Lecture Rooms

The SLTC Smart Lecture Rooms are equipped with the latest technology to best facilitate the teaching and learning needs of its community:

- Podium with lecturer laptop and personal device connections (VGA, HDMI, mini-Display Port)
- Smart IQ projector and screen
- Amplifier and speakers with fixed podium microphone or wireless microphone receiver
- Document Camera (as a Smart projector feature)

#### 1.10.6. SLTC Learning Management System (LMS)

Online access with student portal on learning management system to your course and exam timetables, attendance calculation and admission process.

### Learning Laboratory Facilities

Learning labs including electronics, telecommunication, power, mechatronics, civil engineering, optical etc. and related departments, with many accessible 24/7.

#### IT Service Desk & PC Clinic

The IT Service Desk & PC Clinic (m: +94 71 246 2981) are the central point of contact for students seeking help, advice and support for all IT-related services, that includes:

- Registration issues – passwords, user accounts
- Fingerprint attendance-related issues
- Computing advice & information
- Assistance in using IT services available
- PC and Mac support service and more

### 1.10.7. Healthcare Support

#### SLTC Medical Centre

The SLTC has its own medical centre operated by a team of qualified medical staff.

The Jeewaka Medical Centre, a fully-fledged private hospital located in close proximity to SLTC provides medical assistance in situations that require specialized attention or intensive care. The medical facility also has an ambulance service that can be used to reach any healthcare facility in emergencies at all hours.

#### 1.10.8. Disability Access

SLTC provides equal access for individuals with disabilities. The university premises are equipped with offices and services that address accessibility, accommodation, and assistive technology for a diverse range of needs.

Our student coordinators, administrators and teaching faculty are actively engaged in providing a suitable environment and academic support towards all our students and are advocates of equality and inclusion.

#### 1.10.9. Living in a Residential Campus

##### 1.10.9.1. Catering

The residential campus in Padukka operates multiple fully-fledged cafeterias and cafes that are open to the campus community for extended hours.

The residents of the Hub have a dedicated dining service

on the accommodation premises. In addition to the main meals, these cafeterias cater a diverse range of cuisines for various events and functions.

##### 1.10.9.2. Convenience Store

The University operates an on-campus convenience store that carries a diverse range of food, beverage, stationery, personal care and grocery items at concessionary rates.

It also provides printing and photocopying services to the university community.

##### 1.10.9.3. The Washing Bay

The washing bay located at the main campus in Padukka, provides convenient laundry services at concessionary rates.

##### 1.10.9.4. Vehicle Parking

Students can obtain a student parking permit from the student services unit that permits them to park a private vehicle on university premises and the related policies and regulations at all times.





#### 1.10.9.5. SLTC Sports, Extracurricular Activities and Wellbeing

Coaches and advisors are available to guide students into proper training regimes. All students are encouraged to take part in some intercollegiate sports activity. Participation in sports develops a sense of belonging and a range of valuable skills. The SLTC Soccer, Basketball and Cricket teams represent SLTC at all major inter-university tournaments.

- **Gymnasium**

SLTC operates a fully-fledged gymnasium complete with modern equipment and staffed by qualified instructors. Users are required to obtain a membership for a concessionary fee.

- **Outdoor Multi-Game Sports Complex**

The outdoor multi-game sports complex is equipped to facilitate basketball, volleyball, netball, tennis and badminton. It's freely accessible to anyone who wishes to use it. The facility can also be reserved for competitions and tournaments by discussing with the student services unit.

- **The SLTC Amphitheatre**

Located at the main campus premises in Padukka, sheltered by dense green foliage, the SLTC Amphitheatre provides the ideal outdoor venue for gatherings, entertainment events and functions. Freely accessible at all hours of the day, the Amphitheatre has become one of the most popular spaces at the university for both students and staff alike.



## 1.11. Important contacts:

Name/position	Official Contact Number	Official Email
<b>Dr. Rajeev Mallawaarachchi / Chairman/Senior Student Counselor</b>	0711254052	rajeevm@sltc.ac.lk
<b>Dr. Achintha Madushanka / Senior Student Counselor - Faculty of Engineering</b>	0710992072	achintham@sltc.ac.lk
<b>Dr. Sangeeth Rathnayake / Senior Student Counselor - Faculty of Technology</b>	0702421682	sangeethr@sltc.ac.lk
<b>Senior Student Counselor - Faculty of Business</b>	0703557995	head_igf@sltc.ac.lk
<b>Dr. Mahima Weerasinghe/ Senior Student Counselor - Faculty of Computing and IT</b>	0702420175	mahimaw@sltc.ac.lk
<b>Dr. Shelton Perera / Senior Student Counselor - Faculty of Science</b>	0718501625	sheltonp@sltc.ac.lk
<b>Mr. Manu Satharasinghe , Head of IT, IT Division</b>	0712462981	manus@sltc.ac.lk
<b>Mr. Dhanushka Kumanayake / Assistant Registrar - Health, Safety and Wellbeing</b>	0704755693	dhanushkak@sltc.ac.lk
<b>Mr. Dhanushka Dayasiri / Manager - Learning Management Solutions (LMS)</b>	0712460805	dhanushkad@sltc.ac.lk
<b>Mr. Nuwan Sanjeewa / Manager University Operations</b>	0716898333	nuwanr@sltc.ac.lk
<b>Ms. Niluka Gayanthi / Manager Operational Finance</b>	0704755717	nilukag@sltc.ac.lk
<b>Ms. Dushanthi Kalubowila / Accountant</b>	0701773104	dushanthik@sltc.ac.lk
<b>Mr. Susantha Rupasinghe/Lead- Industry Liaison</b>	0701765952	susanthar@sltc.ac.lk
<b>Medical Centre - Ms. Menaka Samaraweera Ms. Sunethra Weeraratne</b>	0703976643 0703976602	menakas@sltc.ac.lk sunethraw@sltc.ac.lk
<b>Ms. Chandra Pilapitiya / Warden -Female</b>	0714615403	chandrap@sltc.ac.lk
<b>Mr. Mahathma Seneviratne / Lecturer / Warden - Male</b>	0703976637	mahathmas@sltc.ac.lk



## SECTION II

# Academic Regulations, Policies and Procedures

## 1. Structure of an Academic Programme

The SLTC has adopted the semester-based course unit system with 15 weeks duration of academic delivery which includes:

- Lecturers/Laboratory work/ tutorials/mini discussions/ role plays /assignments /presentations/field visits/ reflective journals or any other forms teaching and learning methods as recommended by the respective Faculty Board.

In addition to that an academic semester includes

- Study Leave
- Mid-semester and end-semester examinations.
- Vacation (depending on the decision of the Faculty Board)

### 1.1 Semester Breakdown

All the undergraduate degree programmes in a faculty are structured according to an academic semester breakdown system which is explained as follows:

Academic Year	Level	Semester I	Semester II
First year	I	1	2
Second year	II	3	4
Third year	III	5	6
*Fourth year	IV	7	8

\*Apply only for Honours degree programmes

### 1.2 Academic Year

An academic year consists of two semesters lasting twenty (20) weeks each, including the time period for all assessments/examinations. The academic calendar shall specify the date of commencement and date of completion of an academic year which is shared with students prior to the commencement of the new academic year.

#### 1.2.1 Duration of a Degree Programme

The duration of a degree programme is predefined. It has minimum duration as well as maximum defined duration. The conditions or benefits included in each duration vary. Generally, the duration of a degree programme is the minimum duration defined for completion of a degree.

#### 1.2.1.1 Duration of a Four Year (Honours) Degree

The duration of the Honours Degree Programme shall be four (04) academic years. The corresponding four academic years shall be termed as the Bachelors (Honours) Degree Level I, Level II, Level III and Level IV.

#### 1.2.1.2 Duration of a Three Year (General) Degree

The duration of the General Degree Programme shall be three (03) academic years. The corresponding three academic years shall be termed as the Bachelor's Degree Level I, Level II and Level III.

(Please refer to 2.1 in Section II for more information)

The programme of study of a degree shall consist of specific fields of studies prescribed by the respective Faculty Board subject to the Bylaws of the programme, and rules & regulations as specified by the academic council.

#### 1.2.1.3 What is an Academic Credit

The volume of learning at each level is described in terms of credits.

One credit is considered equivalent to 50 notional learning hours for a taught course, laboratory studies course or field studies/clinical work. In case of industrial training, including time allocated for assessments and in case of research, including time allocated for literature survey, one credit is considered equivalent to a minimum of 100 notional hours.

### 1.3. Academic Credit Requirement

- For a programme of study leading to an Honours degree consisting of four (04) Degree Levels spreading over four (04) academic years, in each Level of the programme, a student shall register for course units (modules) carrying a minimum of thirty (30) academic credits that have to be earned by students after successful completion of the work required and appropriate assessment of learning outcomes.
- For a programme of study leading to a General degree consisting of three (03) Degree Levels spreading over three (03) academic years, in each Level of the programme, a student shall register for course units (modules) carrying a minimum of thirty (30) academic credits that have to be earned by students after successful completion of the work required and appropriate assessment of learning outcomes.

### 1.3.1. What is a Course Unit or a Module or a Course?

A module or a course unit or a course is a self-contained component of a programme of study with defined learning outcomes, teaching and learning methods, and assessment requirements. In a degree programme there are a number of modules in each semester. A module consists of a minimum of 1 credit and the maximum number of credits in a module can vary from module to module. In a degree programme there can be Core modules, Optional or Elective modules Audit modules as well as Core Elective modules. (In some degree programmes modules are mentioned as course units or courses or course modules. However, each name refers to same terminology.)

### 1.3.2. Core Modules (Compulsory Modules)

All the modules that a student is required to complete a degree programme shall be considered compulsory. These modules are called Core or Compulsory Modules.

### 1.3.3. Optional or Elective Modules

The course units or modules that a student chooses to follow from a list of modules shall be considered Optional or Elective modules.

### 1.3.4. Audit Modules

A student can select a particular module as an audit module which shall not be considered for completing the degree programme.

The department shall specify requirements pertaining to an audit course to be completed by a student. Audit modules shall not be counted for calculating the GPA but listed in the transcript.

## 1.4. Programme Structure of a Degree:

The programme structure of each degree programme shall specify modules offered in each academic year with module name and details, credit requirement and whether the module is compulsory/core or optional/elective or audit. (please refer below link)

<https://drive.google.com/drive/folders/1iNz1AezG7pIx6-sGSEyuAnnInGnAmAt?usp=share>



## 2. Registration of studentship

Once a student completes all the required qualifications to enroll into a degree programme he/she shall be registered to that respective degree programme. The studentship of a student in SLT campus shall commence from the date of registration and the studentship shall end once the degree is awarded or it is terminated due to one or more of the following reasons:

- Non-completion of the degree during the maximum stipulated period of time;
- Suspension of the studentship due to serious misconduct as decided by the Senate and Council
- Non-payment of course fee without a justifiable reason accepted by the Senate and the Council
- Sudden death of a student

### 2.1 Calculation of stipulated time period and maximum time period to complete a degree programme.

The stipulated time period and maximum time period to complete a degree shall commence from the date of registration of a student to a respective degree programme.

### 2.2. Stipulated time period and maximum time period to complete a degree:

The stipulated time period:

#### 2.2.1. Four (04) Year (Honours) degree programme:

The minimum stipulated time period of study for a registered student of the honours degree programme shall be four (04) academic years.

#### 2.2.2. Three Year (03) General degree programme:

The minimum period of study for a registered student of the general degree programme shall be three (03) academic years.

The maximum time period:

#### 2.2.3. Four (04) Year (Honours) degree programme

With the recommendation of the Faculty Board and the approval of the Senate, any student admitted, shall successfully complete the Programme within a maximum period of eight (08) academic years for a Honours Degree from the date of first registration.

#### 2.2.4. Three (03) Year (General) Degree programme

With the recommendation of the Faculty Board and the approval of the Senate, any student admitted, shall successfully complete the programme within a maximum period of six (06) academic years for a general degree from the date of first registration.

### 2.3. Module Registration

Students shall register for modules before the commencement of each semester and add-drop module period is available only for Optional or Elective modules. The add-drop module period is fourteen (14) days starting from the first day of the academic delivery of the semester. However, the add-drop module facility will be available only for the modules which have commenced delivery for that specific semester. The relevant Faculty Board decides the list of optional /elective modules that are offered during that particular semester considering the number of students registered to the Optional/ Elective modules at the commencement of the semester, in the Optional/Elective module basket.

## 3. Student Transfers:

### 3.1. Intra Faculty

In order to transfer from one department to another within a faculty, the recommendation of the Heads of respective Departments and the approval of the Faculty Board is required. The minimum time period that can be taken to entertain such a request from a student depends on the relationship between the two degree programmes concerned.

If the modules offered in the first academic year of the two-degree programmes are similar, the students are allowed to apply for transfer within such degree programmes well advanced the commencement of second academic year.

If the modules offered in the first two years of the two degree programmes are similar, the students are allowed to apply for transfer within such degree programmes well advanced the commencement of third academic year.

For all the other degree programmes, students are allowed to apply for transfers only within the first semester of the first academic year of the degree programme. Such requests which come after the first semester shall not be entertained for any reason.

### 3.2. Inter Faculty

In order to transfer from a faculty to another faculty, the recommendation of the Deans of the respective two faculties and the approval of the Senate are required.

Transfer of credits shall be allowed on a case-by-case evaluation as well as Lateral Entry Guidelines stipulated in relevant circulars issued by the Non-State Higher Education Division of the Ministry of Education.

### 3.3. Transfer of Credit options

Transfer of credits shall be allowed for the degree programmes conducted in SLT Campus in order to facilitate transferring of students under student exchange programmes.

All transfer credits must be earned at a recognized university and not to be utilized to fulfill a requirement for any other degree.

Transfer courses must be equivalent in content, academic level, rigor and scope to the curricular offerings at the SLTC.

Those students seeking transfer of credits are required to make the request with original transcripts and syllabi of the course/s from relevant universities.

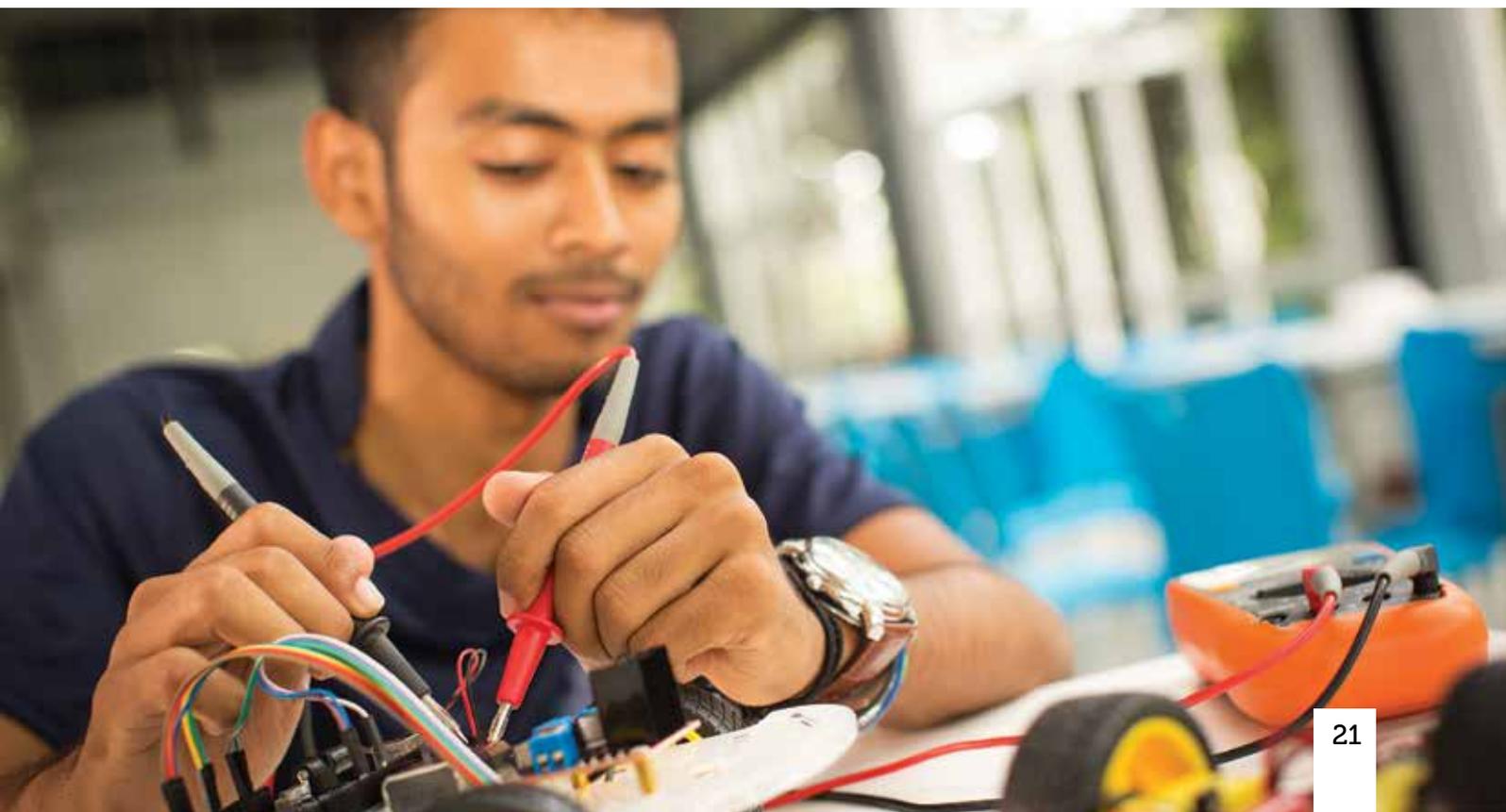
The approval of the respective Faculty Board and Senate is required for such credit transfers.

## 4. Medium of instruction of the academic delivery of degree programmes:

Medium of instruction related to academic delivery of all the degree programmes shall be English language.

## 5. Level requirements

- The level criteria are applied for Academic Progression of Bachelor Degree programmes in the disciplines of Engineering, Technology, Computing & Information Technology, Science and Music.
- Academic standing of a student registered for the Honours Degree programme is determined at the end of Level I, Level II and Level III;
- Academic standing of a student registered for the General Degree programme is determined at the end of Level I, Level II;
- The following conditions shall be satisfied to fulfill the academic standing to register for the next Level;
  - GPA of the preceding level should be 2.00 or above
  - A student should obtain at least a “D” grade or above for all GPA Courses which are prescribed by the Council
  - The MoE registered students should maintain at least “C” (C-, C, C+) range for all GPA courses or above which is clearly specified in the letter referred to in the link. <https://drive.google.com/file/d/1uciWJzOW0fnOLH6n7RpBUGbQghGN1Bu3/view?usp=share>





## 6 Internship or Industrial Training

All honours degree students may offer Internship as specified in the programme structure of the respective degree programme. If the internship falls in the Level 3 in any degree programme structure, the students who pursue general degree shall complete the internship as a partial fulfillment to obtain the general degree.

## 7 Final Year Project/ Research

All honours degree students may offer either Research Project or Fieldwork Project or Creative Work project in the level 4 of the degree programme as specified in the programme structure of respective degree programme.

The Faculty shall specify learning and evaluation guidelines for this course.

Completion of the dissertation/ project report is a partial requirement to obtain honours degrees. The dissertation is valued at the range from 06 to 08 academic credits. The students will be provided necessary instructions before commencing the writing of dissertation by the relevant departments. The Faculty shall specify common dissertation writing and evaluation Guidelines.

## 8 Centre for Communication and Skills Development (CCSD) Programme

### 8.1 The Winning Edge Undergraduate Skills Development Program

The Programme was developed by the Centre for Communication Skills Development with the objective of producing multi-talented professionals equipped with the necessary communication skills and competencies

required to excel in any multidimensional environment. The program mainly focuses on the four skills of communication: Writing, Speaking, Reading and Listening and puts emphasis on enhancing the same to achieve set criteria.

This program offers 4 course modules over the course of 4 semesters.

1. CSD 0001- Foundation in English Language Skills (Previously named as “Bronze”)
2. CSD1001 - Introduction to Academic Composition and Communication 1 credit (Previously named as “Silver”)
3. CSD1002 -Academic Composition and Communication 1 credit (Previously named as “Gold”)
4. CSD2001 - Communication for Professional Advancement 2 credits (Previously named as “Platinum”)

For each new intake, a placement test is conducted in the first academic week and categorizes students into the following modules in the first semester. This is done based on the marks scored at the placement test. Therefore, completion of the placement test is a mandatory requirement to enroll in the program. In case, if a student fails to take the placement test, he/she will automatically enroll in the Foundation in English Language Skills course in the first semester. No student will be exempted from the fourth course module.

### 8.2 Each Level Band Scores and Overall Band Score

All scores are between 0 to 9. You will get a band score for each skill (Listening, Reading, Speaking, Writing and Assignment). The students will be evaluated under “Overall Band Score”. After scoring the below overall band scores, the students can successfully complete each level.

For “CSD 0001 - Foundation in English Language Skills,” students need an overall band score of 5 to successfully complete the level.

In “CSD1001 - Introduction to Academic Composition and Communication,” an overall band score of 5.5 is required for successful completion.

For “CSD1002 - Academic Composition and Communication,” students should achieve an overall band score of 6.

In “CSD2001 - Communication for Professional Advancement,” an overall bandscore of 6 is necessary for successful completion.

### 8.3 Completion requirement

Students directly placed into “CSD1002 - Academic Composition and Communication” are exempted from both “CSD 0001 - Foundation in English Language Skills” and “CSD1001 - Introduction to Academic Composition and Communication.” They must successfully complete “CSD1002” and “CSD2001 - Communication for Professional Advancement” to graduate.

Students directly placed into “CSD1001 - Introduction to Academic Composition and Communication” are exempted from “CSD 0001 - Foundation in English Language Skills.” To graduate, they must pass “CSD1001,” “CSD1002 - Academic Composition and Communication,” and “CSD2001 - Communication for Professional Advancement.”

Students directly categorized into “CSD 0001 - Foundation in English Language Skills” are not exempted from any level. It is mandatory for them to pass all four levels to qualify for graduation.

\*Note: Successfully completing the course is a graduation requirement.

## 9 Deferment

The period of deferments and/or leave of absence granted on medical grounds and/or foreign scholarships shall be included for computing the maximum time period.

The studentship of the students, shall be canceled considering case-by-case of those who exceeded the maximum time period given to complete the degree programme.

The new students after registering for the degree programme and before commencing the academic programmes shall be allowed deferments on a case-by-case basis.

### 9.1 Deferment on Medical Grounds:

Deferments on medical grounds shall be allowed up to a maximum of three (03) years. The period of deferments allowed under medicals approved by the Medical Officer

of the SLT Campus shall be excluded from computing the stipulated time period. A student under this category shall be eligible for a class if the degree is completed within the stipulated time period. (Please refer to 2.1- Section II) The period of such leave shall be included for calculating the maximum time period to complete a degree.

### 9.2 Deferment under Foreign Scholarships:

Deferments under foreign scholarships shall be allowed up to three (03) years. The period of deferments allowed under this category shall be excluded from computing the stipulated time period. (Pl refer to 2.1- Section II). A student under this category shall be eligible for a class if the degree is completed within the stipulated time period. The period of such leave shall be included for calculating the maximum time period to complete a degree.

### 9.3 Deferment on Other Grounds:

Deferments on other grounds shall be allowed up to one (01) year. The period of deferments allowed under this category shall be excluded from computing the stipulated time period to complete a degree. A student under this category shall be eligible for a class if the degree is completed within the stipulated time period. The period of such leave shall be included for calculating maximum time period to complete a degree.

#### Note:

All requests for deferments shall be made with valid evidence. The student fails to commence the academic programme upon completion of three (03) years from the first date of deferments, the studentship of such students shall be canceled.

Students who have been granted deferments on medical grounds or under approved scholarship/s shall be allowed to follow degree programmes as applicable.

If a student, who has obtained deferments, completes the degree programme within the stipulated time period, he/she shall be eligible for a class.

Requests for deferments as well as cancellation of studentship require the approval of the Senate through the Senate Admissions Committee of the SLTC.

## 10. Leave of Absence

Requests for leave of absence shall be considered only from students who have completed at least one semester of an academic programme. The approval of the Senate shall be obtained for granting leave of absence.

### 10.1 Leave of Absence on Medical Grounds:

A student must apply in writing to the Dean of the Faculty for leave of absence on medical grounds with valid medical reports. If the medical reports are approved by the SLTC Medical Officer, leave of absence shall be granted by the Faculty Board. The period of leave of absence on medical grounds shall be excluded for computing the stipulated time period for the completion of the degree. A student who has been granted leave of absence must complete the degree programme within such stipulated time period to be eligible for a class. The period of such leave shall be included for calculating the maximum time period to complete a degree Programme.

### 10.2 Leave of Absence on Approved Scholarships:

Leave of absence for approved scholarships shall be granted up to one year for foreign scholarships approved by the Faculty.

The period of leave of absence, in this case, shall be excluded for computing the stipulated time period. A student shall be eligible for a class if the degree is completed within the stipulated time period. However, the period of such leave shall be included for calculating the maximum time period to complete a degree programme.

### 10.3 Leave of Absence on Other Grounds:

Leave of absence shall be granted on other grounds acceptable to the Senate. The period of leave of absence in this case shall be included for computing the stipulated time period to complete a degree. A student shall not be eligible for a class in this case. The period of such leave shall be included for calculating the maximum time period to complete a degree programme.

## 11. Extensions of Studentship

Extensions beyond the Stipulated Time Period and within the Maximum Time Period:

### 11.1. Extensions on Medical Grounds:

Extensions beyond the stipulated time period for students of Honours and General degrees shall be granted on medical grounds when medical reports are approved by the SLTC Medical Officer. Such extensions shall be granted up to the maximum time period allowed to complete a degree programme. Students shall not be eligible for a class in this case.

### 11.2. Extensions on Foreign Scholarships:

Extensions beyond the stipulated time period for students of Honours and General degrees shall be granted to students who participate in foreign scholarship programmes. Such extensions shall be granted up to the maximum time period allowed to complete a degree programme. Students shall not be eligible for a class in this case.

### 11.3. Extensions on Other Grounds:

Extensions beyond the stipulated time period for students of Honours and General degrees shall be granted on other grounds (not on medical or scholarships). Such extensions shall be granted up to the maximum time period allowed to complete a degree programme. A student shall not be eligible for a class in this case.

### 11.4. Extensions beyond the Maximum Time Period:

Extensions shall not be granted beyond the maximum time period allowed to complete a degree programme under any circumstance. All requests for extensions must be submitted with evidence. All decisions on extensions require the approval of the Senate and the Council.

## 12. Withdrawal from an Honours Degree Programme and Transfer to a General Degree Programme

Students shall be allowed to transfer to the General Degree programme from an Honours degree programme with the approval of the Dean upon the recommendation by the relevant Head/s of Department/s before the commencement of the first semester of the level 3. The student must complete all the requirements for the General Degree programme to obtain the degree within the maximum time period allowed to complete a degree programme.

For students who study under the Government Loan Scheme a conditions in the Loan Agreement are applied in addition to the conditions mentioned above.

## 13. Method of Evaluation of Academic Performance

All the course units (modules) are evaluated through mid-semester, end-semester examinations and continuous assessments. In addition, Level IV students are required to complete the internship/industrial training and the research project (Dissertation). Depending on the degree programmes' requirement the internship/industrial training module can be fallen under Level III as well.

### 13.1 Assessments

There are mainly three types of assessments.

1. Formative Assessments - Assessment with a developmental purpose, designed to help learners learn more effectively by giving them feedback on their performance and how it can be improved and/or maintained. Reflective practice done by students sometimes contributes to formative assessment.
2. Summative Assessments - Used to indicate the extent of a learner's success in meeting the assessment criteria to gauge the intended learning outcomes of a module or course. Typically, within summative assessment, the marks awarded count towards the final mark of the course/module.
3. Continuous assessments (CA) - can fall under both of the above two categories depending on the requirement of the modules/ degree programmes. The continuous assessments (CA) that fall under the summative assessment category shall be evaluated by giving marks and the marks obtained by students shall be included in final marks of the module/ course unit.

## 14. End-Semester Examinations

End-semester examinations are summative assessments that comprise one or more of the following components.

- a. Final theory examination
- b. Final practical examination
- c. Final report/dissertation
- d. Final presentation

### 14.1 The Continuous Assessments which fall under Summative Assessment Category

Student continuous assessment marks may comprise at least two different assessment components selected from tests/quizzes, term papers, research papers,

assignments, case studies, presentations, practical reports, mini projects, class participation, guest lectures, workshops, field visits, role plays, etc.

The weightage of the continuous assessments and the final examination as well as the method of evaluation of continuous assessments are communicated at the commencement of a course unit/module, formally by the relevant departments. For most of the degree programmes, the maximum weightage for the continuous assessments (CA component) is are maximum of 40% and for the end semester examination (Final Exam) maximum of 60%. But there are occasions that this percentage may vary. This can vary from one module to another in the same degree programme as well.

The student shall keep in mind the importance of completing continuous assessment (CA component) for the successful completion of each module in the degree programme in which each student is enrolled in.

All the assessments submitted are required to be free from plagiarism. Plagiarism rate accepted by the SLTC is less than 20%.

### 14.2 Absenteeism from/Inability to take part in a Continuous Assessments

In an event of a student being unable to complete continuous assessments due to prior known reasons, he/she shall inform such reason in advance to the relevant lecturer. In case of getting absent (due to an unforeseen event), he/she shall inform the relevant lecturer within 14 days from the date of assessment.

Such excuses must be informed to the relevant course lecturer, in writing, with evidence (e.g. a medical certificate, an examination admission, etc.). This will allow the lecturer to take remedial action.

### 14.3. Assessment of Internship/ Industrial Training and Research Project

When the course content is exclusively practical (e.g. Industrial Training), the evaluation shall be conducted according to the guidelines prepared by the Department /Faculty and approved by the Faculty Board and the Senate. Research Report and Internship/Industrial Training Report shall be evaluated according to the guidelines prepared by the Faculty/Department.

## 14.4 Eligibility for Sitting the End Semester Examination

The student must attend all lectures, tutorial classes, practical sessions, etc. that are scheduled by the Faculty in order to achieve the objectives of each course unit/module. Only students who have met the attendance requirements and other rules outlined by the campus are allowed to sit for the exams.

An average of 80% attendance must be maintained by student in order to be eligible for sitting the relevant examination(s). The average attendance for Level III and Level IV students can vary due to the industry placements, if any.

Failure to fulfill the eligibility requirements shall disqualify a candidate from sitting for that examination and it shall be treated as an attempt. Such candidates shall repeat the subject and the highest grade obtainable in such an attempt will be grade "C" and shall be required to pay the examination fees as stipulated by examination regulations.

Students who fail to sit for an examination without authorization or acceptable reason shall be given a symbol of "ab" (absent) for that examination. This symbol is equivalent to a failing grade (E).

A candidate shall be given a maximum of four (4) attempts to complete a course unit/ module. Under any circumstances (i.e., even with acceptable medical certificates) a student shall not be permitted to sit for an examination if he/she has completed a period of eight (08) academic years (Maximum duration of the degree programme) from the date of admission to the campus. (For a General degree programme period of six (06) years).

This is subject to the consideration of other unavoidable circumstances. The approval of the Senate in this regard is required.

## 14.5 Absence from Academic Activities and Examinations

An excuse will be granted only if the absence is due to a grave cause such as the student's serious ill health, or death of a member/s of the immediate family, or any other cause, which is accepted by the Academic Board and approved by the Senate. Even though an excuse is granted to a student, he/she should sit for the examination only at the next immediate examination to be treated as a proper candidate.

If any student fails to attend academic activities (i.e., lectures, tutorial classes, practical sessions, etc..) Other than mid-semester examinations or examinations due to a medical reason, such absence should be reported

to the Deputy Registrar of Examinations or the Assistant Registrar of the Faculty with a valid medical certificate during the period of sickness or within 14 days after recovery of the illness. The medical certificate should necessarily be obtained from one of the following medical officers:

- a. University Medical Officer (UMO)
- b. Consultant Specialist in the relevant field
- c. Medical Officer of a Government Base Hospital
- d. Medical Superintendent of a Provincial Ayurvedic Government Hospital
- e. Ayurvedic Physician registered in the Ayurvedic Medical Council

Under exceptional circumstances, medical certificates issued by private hospitals or registered private practitioners could be considered by the University Medical Officer or the Medical Board.

The Academic Board shall accept medical certificates which are certified by the University Medical Officer or the Medical Board. In case of any special circumstances, if the Academic Board is convinced by the student that he/she was absent from the examination due to an unavoidable genuine reason, the decision may be taken by the Faculty Board accordingly.

For students who fall ill during an examination session, such illness should immediately be reported to the University Medical Officer and the Deputy Registrar Examinations. If such illness occurs at the residence or elsewhere during an examination session, the student or his/her guardian should inform the Deputy Registrar of the Examination by an email followed by a letter indicating the nature of the illness, physician consulted, examination paper affected, etc., together with the relevant medical certificate within fourteen (14) days.

In the absence of a candidate from an examination in the event of the death of an immediate family member shall be excused by the Academic Board and the Senate upon the submission of the death certificate and appropriate proof of relationship. In such an event, the student shall receive a symbol of "DFR" (Deferred) for that course unit and shall be eligible to sit for the examination at the next immediate attempt as a proper candidate.

## 14.6 Repeating a Course Unit/Module

A student who obtains a grade 'D', 'D+', 'C-' or 'E' for any course unit may repeat that course unit in a subsequent relevant semester.

\* However, a candidate who has been admitted to the Honours Degree programmes in Bachelor of Management OR Bachelor of Science in Tourism and

Hospitality Management should not have earned any Fail Grade (E); The students who have earned the Grade 'E' should repeat the course unit/module in a subsequent relevant semester to upgrade the fail grade into an acceptable grade.

The maximum grade given for a repeated course unit is 'C'.

If the student obtains a lower grade and marks at a repeat attempt than a grade and marks received in earlier attempts, the better grade shall be retained.

#### 14.7 Absence at the End-semester Examinations

A candidate's absence for a whole end-semester examination shall be treated as an attempt unless a valid reason has been furnished by the candidate and accepted by the Faculty Board and/or the Senate.

A candidate with an accepted valid reason shall be treated as a proper candidate in the next immediate attempt and shall get grading for course units without any restriction. If a candidate is not sitting for the whole end-semester examination at the next immediate attempt without furnishing a valid reason, shall be treated as a repeat candidate.

If a candidate is absent from an end-semester examination of a course unit/module, the following symbols will be indicated appropriately.

- a. Absence due to medical reasons, which have been approved, will be given the symbol of "MC" (Medical)
- b. Absence due to valid reasons, which have been approved, will be given a symbol of "DFR" (Deferred)
- c. Absence without valid reasons will be given the symbol of "ab" (absent).



## 15. Grading System

Marks obtained in respect of a course unit / module will be graded according to a twelve-category system shown as follows:

Range of Marks	Grade	Grade Point Value
85 – 100	A+	4.00
80 – 84	A	4.00
75 – 79	A-	3.70
70 – 74	B+	3.30
65 – 69	B	3.00
60 – 64	B-	2.70
55 – 59	C+	2.30
50 – 54	C	2.00
45-49	C-	1.70
40 -44	D+	1.30
35 – 39	D	1.00
00 – 34	E	0.00
	I	Incomplete*

\* A student who fails to sit for either the practical examination or the theory examination of a course unit will receive a grade "I" and the student is required to sit only for the missed component in the next attempt. The maximum grade given for the course unit when the student has sat for the missed component in the next attempt will be "C" unless the reason for absence is accepted by the Academic/Faculty Board.

### 15.1 Calculation of Grade Point Average (GPA)

Grade Point Average (GPA) is the credit-weighted arithmetic mean of the Grade Point Values. It is a numerical representation of a student's overall academic achievement.

The GPA is determined by dividing the total Credit-Weighted Grade Point Value by the total number of credits that a student receives. GPA shall be computed to the second decimal place. The maximum possible GPA is 4.00.

The formula for GPA calculation is given below.

Here  $\Sigma$  represents the summation over index  $i$ , where  $i$  denotes each course taken;  $n$  is the total number of courses taken;  $w_i$  is the Grade Point Value (GPV) of the respective course taken;  $c_i$  is the number of credits carried by the respective course.

$$GPA = \frac{\sum_{i=1}^n c_i w_i}{\sum_{i=1}^n c_i}$$

e.g.:

A student who has completed five-course units each of four credits, and two-course units each of two credits with grades A, C, B+, D, C+, and B, A+ respectively would have the GPA.

$$GPA = (4 \times 4.0 + 4 \times 2.0 + 4 \times 3.3 + 4 \times 1.0 + 4 \times 2.3 + 2 \times 3.0 + 2 \times 4.0) / (4 + 4 + 4 + 4 + 4 + 2 + 2)$$

$$GPA = (16.0 + 8.0 + 13.2 + 4.0 + 9.2 + 6.0 + 8.0) / 24$$

$$GPA = 64.4 / 24$$

$$GPA = 2.68$$

## 16. Make-Up Examinations for End-Semester

Make-up examinations for end-semester examinations shall be allowed under approved medical grounds only at the second semester of the Honours degree students and at the second semester of the for General degree students, provided that the student informs the Department within 7 days from the date of the examination. The Department shall hold make-up examinations before submitting marks to the Faculty Examination Board following normal examination rules and regulations.

## 17. Retaking of Optional Courses

When a failed course is an optional course, the student may, with the approval of the Head of the Department/s concerned and with the approval of the Dean, substitute and complete an alternative course. Such courses shall also be considered retake courses.

## 18. Release of Results of the Semester Examinations

The SLTC regulations on violations of examination rules shall be applicable to all components of continuous assessment and end semester examinations.

Results of each semester shall be released within three (03) months of the last date of examination/s. The results of each semester will be reported to the candidates at the end of each semester with the grade earned by the candidate for each course as indicated in Grading Scale (pl refer to 15 of Section II)

## 19. Provision for Re-scrutinizing of Marks and Grades

### 19.1. Policy background:

All marks and grades obtained by a student at any examination (i.e. in-course assessment, assignment, semester examination, final examination, etc.) must be free of any errors of addition, computation and transcription.

Provisions shall be made for undergraduate students to submit a request for verification of their examination marks and grades, if they wish to do so, particularly for the end semester examinations and final examination.

However, the examiners' discretion to allocate marks for the answers presented in the answer scripts for the question(s) presented in the question paper, based on the predetermined criteria and/or model answer expected shall not be undermined and hence the verification process will be limited only to check for accuracy of Addition, Computation and Transcription Verification (ACT Verification) and not for re-marking of scripts.

The provision for requesting re-scrutinizing of marks and grades shall be limited only during the 2 weeks immediately following the release of results of an examination. As the cost of re-scrutinizing process must be borne by the student, calculated on the basis of actual cost of re-scrutiny process shall be levied on the student.

The Dean of the Faculty in consultation with the Chief Examiner of the Examination shall convene Results Verification Board, constituted as prescribed by these by-laws and verification of results must be conducted in accordance with the guidelines prescribed herein.

If the marks and grades are not changed, the candidate shall be notified by the Dean through the Assistant Registrar of the Faculty after the meeting of the Results Verification Board. However, if the marks and grades are

changed, the outcome of the verification shall be notified to the candidate(s) only after the ratification of results by the Special Result Board of the Faculty in the case of End-semester Examination. Whereas in the case of final examination, amended results should only be released after obtaining the approval of the Senate.

The results issued to the student(s) following the re-scrutiny of marks and grades shall be the final and no more requests shall be entertained thereafter.

### 19.2. Re-Scrutinizing Procedures

The Deputy Registrar (Examinations)/Assistant Registrar/Coordinator of the relevant Faculty should notify the students of the relevant examination, the period during which the requests for verification of results are entertained by displaying a notice in the notice board of the Deans' Office.

A payment of Rs. 3000/= (subject to revision) per course unit of an End-semester Examination shall be charged for verification of the marks and grades and the issue of application forms must be done only upon submission of receipt for the prescribed payment.

If there is no change of grades, the students will be notified immediately after the Results Verification Board Meeting.

If the marks and grades are changed, students will be notified after the marks are ratified by a Special Results Board of the Faculty and approved by the Senate and the Council.

## 20. Award of Degrees and Classes

### 20.1. Award of Degrees

#### 20.1.1 Minimum Requirement for completion of the Degree-

Students who follows Honours degree programmes in Engineering, Technology, Information Technology or Music

To be eligible for an Honours degree (The degrees mentioned under 20.1 above), a student must accumulate a grade of "D" or better in subjects aggregating a minimum of 120 credits with at least thirty (30) credits from each of level I, Level II, Level III and Level IV.

Furthermore, a student should,

- Obtain GPA 2.00 or above for course units/ modules in Level IV of the degree programme;
- Should maintain GPA 2.00 or above in each level;

- Have a minimum Overall Grade Point Average of 2.00 for entire degree programme;
- Should obtain at least a “D” grade for all GPA Courses;
- Complete the relevant requirements within a minimum period of four (04) academic years or maximum period of eight (08) academic years;
- Obtain a Pass (P) for non-credit modules (if any)
- Should maintain GPA 2.00 or above in each level;
- Obtain GPA 2.00 or above for courses in Level III of the General Degree Programme;
- Obtain a minimum overall GPA of 2.00;
- Obtain Pass (P) for the Non-GPA modules.
- Complete the relevant requirement within the minimum or maximum stipulated time period of the degree programme;

#### **20.1.2. Minimum Requirement for completion of the Degree -**

The students who follow Honours degree programmes in Bachelor of Management OR Bachelor of Science in Tourism and Hospitality Management, in order to be eligible for a degree a student must successfully complete the subjects aggregating a total of 120 credits.

Furthermore, a student should,

- Obtained minimum of semester GPA of 2.00;
- Obtained an overall minimum of GPA of 2.00;
- Not have obtained any fail grade (E);
- Not have obtained more than one poor grade (C- or D+ or D only) per semester and total number of poor grades not exceed 04 for the whole study programme;
- Complete the relevant requirement within the minimum or maximum stipulated time period of the degree programme;
- Obtain a Pass (P) for non-credit modules (if any)

#### **20.1.3. Minimum Requirement for completion of the Degree-**

The students who follow General Degree Programmes EXCEPT General Degree programme in Bachelor of Science in Tourism and Hospitality Management

To be eligible for a degree (The degrees mentioned under 20.3 above), a student should successfully complete the minimum credit requirement with at least thirty (30) credits from each of Level I, Level II, Level III and

#### **20.1.4. Minimum Requirement for completion of the Degree-**

The students who follow General Degree Programmes in Bachelor of Science in Tourism and Hospitality Management

- Obtained minimum of semester GPA of 2.00;
- Obtained an overall minimum of GPA of 2.00;
- Not have obtained any fail grade (E);
- Not have obtained more than one poor grade (C- or D+ or D only) per
- Semester and total number of poor grades not exceed 04 for the whole study programme;
- Obtain Pass (P) for the Non-GPA modules.
- Complete the relevant requirement within the minimum or maximum stipulated time period of the degree programme;

Irrespective of the type of the degree programme, the students who are admitted to any degree programme should complete the required number of academic credits in each level.

## 20.2. Award of Classes

When a student graduates, he/she shall be conferred with an award level, which is called Class if a student satisfied certain conditions to be eligible for such a class.

### 20.2.1. Cut-off levels of GPA for Awarding Classes/Passes for all the undergraduate programmes.

Degree programme	Grade Point Average (GPA) for Awarding Classes			
	All	First Class	Second Class (Upper Division)	Second Class (Lower Division)
3.70		3.30	3.00	2.00

### 20.2.2. Award of Classes

- A candidate shall be eligible for the award of classes only if he/she satisfies the requirements stipulated in 20.1 of Section II; within four (04) consecutive academic years of the Honours Degree Programme.
- A candidate shall be eligible for the award of classes only if he/she satisfies the requirements stipulated in 20.1 of Section II; within four (03) consecutive academic years of the General Degree Programme.

## 21. Effective date of a Degree

The effective date of the Degree shall be the “last date of the Final Semester Examination”

The date of conferment of the Degree shall be the date of the Convocation at which the degree is conferred on the candidate.

## 22. Medals and Scholarships for Academic Performance

The best academic performers of each degree programme in each semester shall be included in the Dean’s List and shall be awarded a Certificate.

- All medals and scholarships pertaining to academic performance shall be awarded to students at a special function of the Faculty on the approval of such awards by the Senate.
- All medals and scholarships granted to students for overall academic performance at the degree, decided upon the completion of the requirements of the degree, shall be awarded at the General Convocation on the approval of such awards by the Senate.

## 23. Provision of Transcripts to Students

The students will be provided with a provisional transcript by the Dean’s Office or by the Examination Department upon a justifiable request. The transcript will include the module code, title of the course, letter grade and the grade points (GPA) for credit and non-credit courses, the medium in which the course was offered, and any sub specialization (or streams). The transcript will also have a legend that explains the grades, GPA, and other necessary information. At the end of the degree programme, a full transcript of the degree will be provided with the above details and the final GPA and class (if any) and a second copy will be provided upon payment of a prescribed fee.

## 24. Foreign Pathway Degree Programmes

There are a number of pathways programmes (1+2) and (2+2) available in SLTC for the students who pursue Engineering and IT degrees. There will be opportunities for joining Foundation pathway programmes for Engineering disciplines in the near future.

### 24.1. What is a Pathway programme and how it is operated in SLTC

A pathway program is designed for the students who do not meet their direct entry requirements for a bachelor’s degree, so they go through a diploma program and then get into the bachelor’s degree. Accordingly, the students who wish to pursue a degree in a desired foreign country, he/she should complete diploma level (First year of a particular degree programme at SLTC (e.g. first year of degree in IT discipline in SLTC)) OR higher diploma level (First and Second Years of a particular degree programme at SLTC) (e.g. first two years of a degree in

Engineering discipline in SLTC ) and apply for study at a foreign university second and third years OR third and fourth years of a corresponding degree programme. The students who come from the Foundation pathway also have to follow the same process once they successfully complete the foundation course + diploma or higher diploma level.

1+ 2 = 1-year study at SLTC in a local degree and join a foreign university to study for two years

2+2 = 2 years study at SLTC in a local degree and join a foreign university to study for two years.

## 24.2. Directions to the pathway students

- The students who wish to register for pathway programmes directly (not through the Foundation programme) should have fulfilled the entry requirements of specific degree programmes at SLTC.

e.g. To follow an Engineering degree, a minimum of 2 Credit passes (2Cs) and one Simple pass (1S) for the subjects in Maths (Physical Science) Stream at G.C.E. (Advanced Level). (Pl refer to minimum admission requirements of the chosen degree programme at SLTC).

- The students should register at the Registrar Office of SLTC, informing the relevant officer that he/she will join SLTC under pathway programme.

- The students who study in SLTC under the Government Loan Scheme have to get released from the Loan Scheme before the registration under foreign pathway programmes.
- After registering at the Registrar Office, the pathway students will be informed to register in the International Office. In this event the students should have to furnish the release letter from the Government Loan scheme if the student is funded by the government loan.
- The student shall have to maintain the required GPA level specified by the relevant foreign university.
- Once the student has received the Visa for study at the foreign university the student should inform SLTC through the proper channel from the Head of the Department (HoD) to Dean and to the Registrar Office and the International Office and should properly deregister from SLTC. If the student is not properly registered SLTC is not bound to provide verifications of results or any other information of the student's study at SLTC in any occasion the foreign university is requested.

## 25. Interpretation

The Senate of the SLTC shall be the final authority in settling any dispute pertaining to interpreting these regulations. The decision of the Senate shall be final. These undergraduate study programme regulations shall be enforced by the Senate of the SLTC by the powers and authority vested in it.



## SLT Campus (Pvt) Ltd

Main Campus : Ingiriya Road, Meepe, Padukka, Sri Lanka

City Campus : Bay 09, TRACE Expert City, Colombo 10

[www.sltc.ac.lk](http://www.sltc.ac.lk)