



By-Law and Regulations for Conduct of Examinations of the Ocean University of Sri Lanka (Student`s Copy)

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This “By-Law and Regulations for Conduct of Examinations of the Ocean University of Sri Lanka (Student`s Copy)” contains the “By-Law and Regulations” extracted from the “Manual of Procedure for Conduct of Examinations of the Ocean University of Sri Lanka” which came in to operation from 30th September 2020.

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Annex 01

By-Law for Conduct at Examinations—By Law No: 03 of 2020

BY-LAW FOR CONDUCT AT EXAMINATIONS

This By-Law may be cited as **By-Law No: 03 of 2020 of the Ocean University of Sri Lanka** and shall supersede the Examination By-Law No: 03 of 2018 (of Ocean University of Sri Lanka) and its amendments after coming into Operations on 30th September 2020.

1.0	Rules Pertaining to the Conduct of Examinations		Scope
1.01	A Candidate shall be present at their respective Examination Centre 15 minutes before the Commencement of an examination and shall enter the Examination Centre at the request of the Supervisor.		<i>Attendance</i>
1.02	A Candidate shall be conversant with and adhere to the instructions regarding examinations displayed at the entrance to the Examination Centre and at the examination's division, prior to entering the Examination Centre.		<i>Examination Notice</i>
1.03	A Candidate shall adhere to all instructions given by the Supervisor or an Invigilator during the examination.		<i>Under Supervisor's and Invigilator's Authority</i>
1.04	a.	A Candidate shall prior to entering the Examination Centre, place any unauthorized material at a place or places designated.	<i>Unauthorized Materials</i>
	b.	A Candidate shall not have on one's own person, or in one's personal belongings or at one's designated place for the examination, or at any other place within the Examination Centre (except at places designated for such purpose) any unauthorized material during an examination.	

1.05	On admission to the Examination Centre, a candidate shall occupy the seat allotted to him and shall not change it except on the specific instructions of the supervisor.	<i>Seating</i>
1.06	A Candidate shall bring his/her own writing instruments, mathematical instruments, drawing instruments and approved calculators and any other necessary items that are authorized. The Candidate will not be permitted to borrow these or other items from any other candidate during the time of the examination.	<i>Articles Candidates May Bring</i>
1.07	a. A Candidate shall not enter the examination Centre after the expiry of half an hour from the commencement of the examination, except as provided for under the clause 1.07c.	<i>Admission to Examination Centre</i>
	b. A Candidate shall not leave the Examination Centre during either the first half-an-hour or last half-an-hour of the examination. A Candidate may not leave his/her seat without the permission of the Supervisor. This clause may not be applicable to In-Class Tests.	
	c. A Candidate may be permitted provisional entry on account of an unforeseen event after the said expiry in clause 1.07a, if no candidate has left the Examination Centre (or any other Centre where the same assessment is concurrently conducted), at the sole discretion of the Supervisor. No extra time will be allowed for such candidates.	
	d. A Candidate permitted under clause 1.07c shall make a written signed statement on the event, immediately on completion of the examination, and submit the same to the Supervisor who shall forward the same to the Dean of the relevant Faculty who in turn will report to the Academic Council for determination of the validity of such candidature.	

1.08	a.	A Candidate shall bring into the Examination Centre, the Examination Admission Card along with the University Identity Card or Student Record Book bearing one's photograph depicting the present appearance of the Candidate, as proof of identity. A valid National Identity Card or Passport may be used as proof of identity in the absence or deficiency of the identification documents mentioned above.	<i>Record Book as Identity</i>
	b.	A Candidate whose true identity is not depicted in the photograph as in clause 1.08a shall in addition produce a recent photograph depicting the present appearance, duly endorsed by the Registrar or the Dean of the relevant Faculty or the Head of the relevant Department.	
	c.	A Candidate whose name in the identification documents in clause 1.08a differs in any manner with that appearing in the candidature list for the subject, shall in addition produce either an affidavit or a certificate to the effect that endorsed by the Registrar that both names refer to one and the same Candidate.	
1.09	a.	A candidate may be required by the supervisor to declare any item in his/her possession.	<i>Declaration of Articles in Possession</i>
	b.	No candidate shall have on his/her person or in his/her clothes, or on the admission card, By-Laws or record book, any notes, signs or formula, etc. Books, notes, parcels, handbags, etc., which a candidate has brought with him should be kept at a place indicated by the supervisor or invigilator.	
1.10	a.	A Candidate shall neither seek nor obtain academic help from the Supervisor, an Invigilator, or any other person, unless specifically permitted.	<i>Copying/ Cheating</i>
	b.	A Candidate shall neither lend nor borrow any material from any other candidate.	

	c.	A Candidate shall neither help nor attempt to help another candidate or act negligently so that another candidate has the opportunity of copying.	<i>Copying/ Cheating</i>
	d.	A Candidate shall neither communicate nor attempt to communicate in any manner with another candidate or any person other than authorized persons.	
	e.	A Candidate shall neither obtain nor attempt to obtain help from any other candidate.	
	f.	A Candidate shall neither copy from nor attempt to copy from any other candidate.	
	g.	A Candidate shall neither copy from nor attempt to copy from any unauthorized material. Presence of unauthorized material on one's desk or similar location near the candidate during a written examination will be deemed as an attempt to copy.	
	h.	A Candidate shall neither aid nor abet in the commission of an examination offence.	
	i.	If any candidate is found by the examiner to have copied from another candidate at the time of marking, he/she shall be treated as having committed a punishable offence.	
1.11	a.	A Candidate shall write only on the Answer Books or other stationery provided for the examination unless specifically allowed otherwise.	<i>Examination Stationery as a University Property</i>
	b.	Candidates shall not write/draw on any other documents in their possession or on their person during the examination. Such actions will be construed as having been written beforehand, with the intention of copying.	

	<p>c. A Candidate shall neither remove nor attempt to remove from the Examination Centre any material supplied (other than a question paper where no restrictions have been placed) or be in possession of examination stationery outside the Examination Centre.</p>	
	<p>d. A Candidate shall use Tables, Charts or any other material provided, with care and return. A Candidate shall leave behind such material provided, on the desk or give them back to an authorized person, at or before the conclusion of the examination.</p>	
	<p>e. A Candidate shall not tear, crumple, fold or otherwise mutilate examination stationery (such as Books, Graph Papers, etc.) which are supplied as and when necessary.</p>	
1.12	<p>a. Every candidate shall enter his/her Index Number on the Answer Book and on every continuation paper.</p>	<i>Answer Scripts</i>
	<p>b. Every candidate shall also enter all necessary particulars as indicted in the cover of the Answer Book.</p>	
	<p>c. A candidate who inserts on his / her script and Index Number other than his own is liable to be considered as having attempted to cheat.</p>	
	<p>d. A script that bears no Index Number or an Index Number which cannot be identified, is liable to be rejected.</p>	
	<p>e. No candidate shall write his/her name or any other identifying mark on the Answer Script.</p>	

1.13	All papers used for Rough Work as writing papers shall be attached to the Answer Script, but all material which does not form a part of the Answer Script, shall be cancelled by neatly crossing out such material.	<i>Rough Work to be Cancelled</i>
1.14	Any answer or part of an answer which is not to be considered for the purpose of assessment shall be neatly crossed out. If the same question has been attempted in more than one place, the answer or answers that are not to be counted shall be neatly crossed out.	<i>Unwanted Parts of the Answers</i>
1.15	<p>a. A candidate shall conduct himself/herself in the examination hall in such manner as not to cause any obstruction or harassment to the Supervisor, Invigilator(s), office assistant and other candidates and shall observe silence both inside the Examination Centre and its vicinity.</p> <p>b. Absolute silence shall be maintained in the Examination Centre and its precincts. A candidate shall not be allowed to communicate with any person other than the Supervisor/Invigilator, and a candidate shall draw the attention of the Supervisor/Invigilator by raising his/her hand from where he/she is seated.</p> <p>c. It shall be the responsibility of the candidate to refrain from any act that may lead to suspicion that he/she has committed any examination offence or is likely to commit such offence</p>	<i>Conduct</i>
1.16	During the course of the examination, no candidate shall be allowed to leave the Examination Centre temporarily. However, the Supervisor/Invigilator may, in case of an emergency, permit a candidate to leave, but under the surveillance of the Supervisor/Invigilator.	<i>Leaving the Examination Centre</i>

1.17	a.	A Candidate shall not submit a Coursework, Field Book, Dissertation, Report or other Assignment for assessment which has been done wholly or partly by anyone other than the Candidate (except where the examiner has given prior permission for joint or collaborative work to be submitted).	<i>Plagiarism</i>
	b.	A Candidate shall not submit as his/her own the reproduction of someone else's work, including material and ideas.	
	c.	Any other form of plagiarism is also punishable examination offence.	
1.18	a.	A Candidate shall not be impersonated by any other person at the examination nor shall any Candidate allow him/her to be impersonated by another person. In such a situation, the person who impersonates and the candidate who is impersonated shall be guilty of an offence.	<i>Impersonation</i>
	b.	Candidate shall not submit an Answer Script, which has been prepared completely or partially by anyone other than the Candidate.	
1.19	If circumstances arise which in the opinion of the supervisor render the cancellation or postponement of the examination necessary, the supervisor shall stop the examination, collect the scripts already written and then report the matter as soon as possible to the Vice Chancellor/ Registrar.		<i>Cancellation/ Postponement of Examination</i>
1.20	a.	The Supervisor, or an Invigilator on his/her behalf, is empowered to order any Candidate to make a statement in writing on any matter which may arise during the course of the examination and such statement shall be written and signed by the Candidate. No candidate shall refuse to make and sign such a statement. Such materials shall be sealed by the Supervisor in the presence of the candidate as the witness. Procedure as described in Clause 3.1 shall be followed by the candidate.	<i>Making Statement and Recording the Incident</i>

	<p>b. A candidate shall not obstruct the recording of the detection in an appropriate manner as decided by the Supervisor.</p>	
	<p>c. A Candidate shall hand over to the Supervisor, any unauthorized material detected with him. The Supervisor will take over such material in the presence of another authorized person as witness. The Supervisor and the witness will make a record of such material in detail and hold it securely and intact until the examination has been completed. Anything that may prevent a candidate from legitimately completing the examination should not be taken over until the examination has been completed.</p>	<p><i>Making Statement and Recording the Incident</i></p>
1.21	<p>A Candidate shall stop writing, and stop any other activity related to the examination (such as organizing the Answer Script, tying, writing Index Number, writing Question Numbers, etc.) once the announcement has been made by the Supervisor to stop work, at the completion of the examination.</p>	<p><i>Stop Answering</i></p>
1.22	<p>A Candidate shall hand over to the Supervisor or an Invigilator all the Answer Scripts, tied as instructed, during or at the end of the examination.</p>	<p><i>Handing over the Answer Scripts</i></p>
1.23	<p>No candidate shall get in touch with any person other than the Dean of Faculty, the Academic Head of the section or department, or the relevant administrative officer in charge of examinations on matters concerning the examination.</p>	<p><i>Contactable Officers for Examination Matters</i></p>
1.24	<p>Every candidate who registers for an examination shall be deemed to have sat the examination unless he/she withdraws from the examination within the specified period or submits a Medical Certificate prior to the commencement of the examination. The Medical Certificate shall be from the university medical officer. If this is not possible, the Medical Certificate should be obtained from a Government Medical Practitioner and submitted to the University Medical Committee through SAR/Examinations at the earliest possible time.</p>	<p><i>Withdrawal from an Examination</i></p>

1.25	a.	When a candidate is unable to present himself/ herself for the whole or part of an examination of a course or subject, he/she shall notify or cause to be notified of his/her inability and its cause to the Academic Head of the section or department and the relevant administrative officer responsible for examinations.	<i>Absence from Examinations</i>
	b.	Any form of concession for Absence from Examinations may be considered only for reasons on medical grounds, compassionate grounds, serious unforeseen personal events, and selection to represent in Inter-University, National or International competitions. The Procedure for Academic Concessions is given in the Regulation 1 of By-Law No: 03 of 2020.	
1.26	A student who withdraws or absents himself/ herself from the examination shall not be eligible for classes unless the Academic Council decides otherwise.		<i>Eligibility for Classes</i>
1.27	No student shall sit an examination, if he/she has exhausted three number of attempts that he/she is allowed to sit that particular examination, unless he/she has been granted special permission to do so by the Academic Council.		<i>Maximum Number of Examination Sittings</i>
2.0	Examination Offences and Punishments		
<p>Non –adherence to the rules, pertaining to examination offence, listed in the foregoing clauses in section 1.0 may be classified as follows. [Numbers indicated under each category are guidelines corresponding to the category under which the clause is likely to be considered for punishment]</p>			
2.1	Classification of Examination Offenses		
	a.	Disorderly Conduct of a Minor Nature [Clauses 1.03, 1.09, 1.10a, 1.11, 1.12e, 1.15, 1.16, 1.21].	
	b.	Cheating [Clauses 1.04b, 1.09b, 1.10b, 1.10c, 1.10i].	

	c.	Disorderly Conduct of a Grave Nature [Clauses 1.03, 1.10c, 1.10d, 1.10e, 1.10h, 1.11b, 1.12c, 1.15a, 1.15b, 1.20].
	d.	Copying [Clauses 1.10f, 1.10g].
	e.	Impersonation [Clause 1.18].
	f.	Plagiarism [Clause 1.17].
	g.	Rules for non-compliance with rules [Clauses 1.01, 1.02, 1.07, 1.08, 1.12a, 1.22].

2.2	Procedure for Inquiry and Determination of Punishment		
	Procedure for Inquiry and Determination of Punishment shall be as prescribed in Regulation 2 of By-Law No: 03 of 2020.		
2.3	Punishments		
	2.3.1	The following schedules of punishments are applicable to each category of Examination Offence	
		Offence	Minimum Punishment
		Maximum Punishment	
	a.	Disorderly Conduct of a Minor Nature	Severe Warning
			Cancellation of the candidature from the examination or assessment in which the offence was committed.
	b.	Cheating	Cancellation of the candidature from the examination or assessment in which the offence was committed.
			Cancellation of the candidature from all the examinations pertaining to the Semester in which the offence was committed.

		c.	Disorderly Conduct of a Grave Nature	Cancellation of the Candidature from all the examinations pertaining to the Semester in which the offence was committed.	Cancellation of the candidature from all the examinations pertaining to the semester in which the offence was committed and suspension from the University for one additional semester including examinations.
		d.	Copying	Cancellation of the candidature from the examination or assessment in which the offence was committed and suspension from the University for one additional semester including the examination.	Cancellation of the Candidature from All the examinations pertaining to the particular Semester in which the offence was committed and suspension from the University for additional two semesters including examinations.
		e.	Impersonation	Cancellation of the candidature from all the examinations pertaining to the particular Semester in which the offence was committed and suspension from the University for five additional semesters, Including examinations.	Expulsion as a student of the University and/or appropriate legal action.
		f.	1. Plagiarism in Continuous Assessment Components	Cancellation of the candidature from the examination or assessment in which the offence was committed.	Cancellation of the candidature from all the examinations pertaining to the Semester in which the offence was committed.

		2. Plagiarism in Other forms of examinations	Cancellation of the candidature from all the examinations pertaining to the particular semester in which the offence was committed and suspension from the University for four additional Semesters including examinations.	Expulsion as a student of the University and/or appropriate legal action.
	2.3.2	Cancellation from examinations and suspension from the University, in clause 2.31, shall be reckoned from the date on which the offence was committed. A Candidate who is alleged to have committed an examination offence shall be provisionally permitted to continue until the conclusion of the inquiry into the allegation. If convicted of the offence, the punishment will be backdated to the date on which the offence was committed.		
	2.3.3	The degree of punishment for a particular offence given in schedule in clause 2.31 shall be determined by the Academic Council based on the gravity of the particular offence and so as to make the punishment an effective one. [Example: suspension from examinations during a period when no examinations are held is not deemed to be an effective punishment].		
	2.3.4	Punishment for any offence not directly covered in the schedule shall be decided by the Academic Council in keeping with the pattern of the schedule in clause 2.31.		
	2.3.5	The Academic Council may impose additional punishments or less severe or more severe punishment on any of the examination offences mentioned in the schedule in clause 2.31, whenever it deems it appropriate for specific reasons. Such punishment may include expulsion as a student of the University.		
	2.3.6	In particular, for minor offences not involving cheating or attempted cheating of any kind, or for minor offences in continuous assessments, the Academic Council may decide to mitigate punishments given in the schedule in clause 2.31 even to a warning or a reprimand.		

2.3.7	The Academic Council may consider extenuating circumstances, and decide that the punishment, in part or in entirety, be suspended, on condition that the Candidate does not commit another examination offence within a specified period.
2.3.8	The Academic Council would not normally award of any Class or Prize or Medal to which the Candidate may otherwise have been entitled, even when punishments are mitigated or suspended.
2.3.9	Cancellation of candidature does not entitle a candidate for First Attempt Status for subjects where cancellation of candidature is effective.
3.0	Appeals
3.1	A student found guilty of an offence may make an appeal in writing to the Vice Chancellor through his/her Head of Department of study within 14 days of being informed of the punishment to be taken at the Faculty Board.
3.2	The Vice Chancellor, if he/she deems that there is a prima facie case for an appeal, shall refer the matter to the Academic Council for deliberation.
3.3	The Academic Council shall refer the Appeal to the Examination Offences Committee for the purpose for study and report.
3.4	The Examination Offences Committee shall deliberate on the appeal, together with extenuating circumstances if any, and inform the findings, together with recommendations for mitigation of punishment, if any, to the Academic Council.
3.5	a. The Academic Council shall after deliberation of the Report, recommend any mitigation or suspension of the punishment to the Vice Chancellor, who shall act according to the recommendation.
	b. However, the Vice-Chancellor may also consider extenuating circumstance and grant additional relief, usually not exceeding 50% of the punishment recommended by the Academic Council.

4.0	Definitions and Interpretations	
	The following definitions and interpretations are given to reduce ambiguities in implementing the By-Law. In the event that the By-Law is silent on a particular offence or the interpretation is still not clear, the ruling of the Academic Council on the matter shall be determined to be final.	
4.1	Answer Script	
	a.	All Answer Books, including other stationery on which a Candidate has answered.
	b.	All calculations and rough work, which may have been attached.
4.2	Assessment	
	Assessment and Examination are synonymous with respect to the rules and regulations in this By-law.	
4.3	Authorized Person	
	a.	Duly appointed Supervisor and Invigilators.
	b.	Officer in charge of the conduct of examinations, or other person authorized by the Academic Council.
	c.	Head of Department corresponding to the module being assessed.
	d.	Examiners and Moderators of the Subjects being assessed.
	e.	Hall Attendants shall be permitted to be present at the Examination Center under the direction of the supervisor.
4.4	Conditions	
	Conditions refer to the adherence to the rules and regulations.	
4.5	Continuous Assessment	
	The regular evaluation of Coursework done during the course, which may or may not include an examination, but where the marks achieved are part and parcel of the overall result. Components of continuous assessment may include In-Class Test and evaluations of laboratory work. Project Work, Studio Work, Take Home Assignments, Industrial Visits, Camps and Industrial Training.	

4.6	Board of Governors
	The Board of Governors of the Ocean University of Sri Lanka constituted according to the Ocean University of Sri Lanka Act No.31 of 2014.
4.7	Department
	A Department of Study of the Ocean University of Sri Lanka.
4.8	Examination
	a. Evaluation of assignments both In-Class and Take-Home in a particular subject or other continuous assessments.
	b. Oral assessment; written evaluation; practical evaluation; project demonstration; computer-based assessments or other evaluation of knowledge, skills, analytical abilities, competencies, other learning abilities, or combinations thereof.
	c. Examination of a single subject, or a group of subjects as applicable.
	d. Examination at year-end, semester-end, or term-end.
	e. Examination held in a particular subject or part thereof on a particular date and time slot of the day.
	f. Evaluation of Practical Work, Studio Work, Project Work, Industrial Visits, Camps, Training and other similar work.
	g. Any other form of evaluation not specifically described in sections a to f.
4.9	Examination Center
	An Examination hall, designated classroom, laboratory or other designated place where the examination is held or scheduled to be held.
4.10	Examiner
	A teacher, duly appointed by the Academic Council, who evaluates the knowledge, ability, or proficiency of students through an examination. In the case of continuous assessment, the evaluation may be delegated by the examiner of the module.

4.11	Examination Offences Committee
	A Standing committee appointed by the Academic Council for the deliberation of appeals related to examination related punishments.
4.12	Faculty
	The specified Faculty of the Ocean University of Sri Lanka.
4.13	Invigilator
a.	For written examinations, an academic staff member or a non-academic staff member who shall be appointed by the officer in charge of conducting the examinations.
b.	For Continuous Assessments, staff member/s and instructors/s designated by the examiner of the module for the purpose of that assessment.
4.14	Module/Subject
a.	Course Unit in a modular semester examination.
b.	Subject of a traditional year-end examination.
4.15	Module Assessment
	Comprises of both the continuous assessment component and the end-of-semester written examination.
4.16	Open Book Assessments/Examinations
	Assessments/examinations declared as “open book” where authorized learning material is permitted to be brought into the examination center.
4.17	Plagiarism
a.	Plagiarism is the reproduction of someone else’s work as one’s own, either partially or in whole, including material and ideas, whether it in published form or otherwise.
b.	Submission of work done jointly as one’s own work (unless it is a group assignment), although students may discuss take-home assignments amongst themselves before making the individual submission.

4.18	Registrar means the Registrar, or any other officer authorized to act on behalf of the Registrar of the Ocean University of Sri Lanka.
4.19	Semester includes both the teaching period, and the examination period of the semester.
4.20	Academic Council means the Academic Council of the Ocean University of Sri Lanka constituted according to the Ocean University of Sri Lanka Act No.31 of 2014.
4.21	Supervisor
	a. For written examinations a senior academic staff member or a senior non-academic staff member who shall be appointed by SAR/Examinations.
	b. For Continuous Assessments, the examiner of the module or other staff member designated by him.
4.22	Term includes both the teaching period and the examination period of the term.
4.23	Unauthorized Material
	a. Learning Material of any kind (including, books, notes, diagrams), which are not authorized, whether directly relevant to the particular examination or not, taken to an Examination Center.
	b. Bags (other than containers for carrying writing instruments), file cover or other containers, which are not authorized, taken to an Examination Centre.
	c. Programmable Calculators, computers and other computing or storage devices, which are not authorized, taken to an Examination Center, other than those explicitly permitted.
	d. Writing or sketches on one's person or personal belonging when participating at an evaluation at an Examination Centre.
	e. Cellular Phones or other Communication Devices, taken to an examination center (other than those handed over to the Supervisor/Invigilator, prior to the commencement of the examination). In the case of continuous assessment components, exceptions may be specified by the examiner.

	f.	Other items (other than wallets and keys which may be left on the floor under the desk) as may be declared as unauthorized by the Academic Council.
	g.	Other items as may be declared as unauthorized for the subject under assessment by the Head of the respective department or the duly appointed examiner of the subject.
	h.	Food or drink (other than drinking water) unless prior permission has been obtained on account of a medical condition.
4.24	University means the Ocean University of Sri Lanka constituted according to the Ocean University of Sri Lanka Act No.31 of 2014.	
4.25	University Medical Committee	
	A committee appointed by the Academic Council consist of Deans, SAR/Examinations, Student Councilors, and a Medical Doctor registered in Sri Lanka Medical Council. If the committee rejects any medical application, the applicant shall be decided as a repeat applicant for the particular subject and the Maximum Grade the applicant shall be granted for the particular subject shall be C+.	
5.0	Regulations and Revisions	
5.1	The provisions prescribed in this By-Law are subject to revision from time to time, whenever the Academic Council deems it necessary.	
5.2	Regulations under this By-Law may be framed and/or revised independently of the By-Law, but in keeping within its provisions.	
5.3	Revisions to the By-Law, and to Regulations framed under it, cannot be usually backdated and will be valid for use at examinations only after due notice has been given to the student community.	
5.4	Changes, which do not involve any punishment, may be used as guidelines within the existing By-Law during the interim period.	
5.5	All common regulations applicable to Universities in Sri Lanka, and to the Ocean University of Sri Lanka in particular, are also applicable for all registered students of the Ocean University of Sri Lanka.	

Annex 02

Regulation 1 of By-Law No: 03 of 2020– Procedure for Academic Concessions

(Regulation framed under By-Law No: 03 of 2020 of the Ocean University of Sri Lanka, which came in to operation on 30th September 2020)

Any form of concession for Absence from Examinations may be considered only for reasons on medical grounds, compassionate grounds, serious unforeseen personal events and selection to represent in Inter-University, National or International competitions.

1. Procedure for submission of documents on medical grounds

The student or his/her guardian shall submit a valid Medical Certificate covering the period from either the University Medical Officer (UMO), or from a Qualified Medical Officer together with supporting documents to the SAR/Examinations as described in the following sections.

1.1 For consideration of academic concession on medical grounds, the student/parent/ guardian should inform the SAR Examinations within 7 days that he/she is sick and unable to sit the examination by Telegram, email, Registered Letter or a Fax and submit a valid Medical Certificate covering the period of the examination within fourteen days after the last date of the examination.

1.2 In case of a student missing more than one examination or the whole examination, the student should submit the following documents for consideration of absence from the examination on medical grounds.

a. Submit the duly completed application form (OCUSL EXM 36) to the Head of the Department. Head of the Department with his observation will submit to SAR/Examinations to proceed through the Faculty Board to the Academic Council for the approval.

b. Proof of informing the SAR/Examinations

	c.	<p>Medical certificate issued by Government Hospital supported by the Diagnosis card, receipt of payment for the medical certificate, results of investigations carried out such as Blood Test etc. (if any) and prescription forms for drug treatment given. If no diagnosis card is available, other documents mentioned above are essential.</p> <p>OR</p> <p>In case the student was treated outside a Government hospital, a Medical Certificate issued by a qualified consultant supported by Diagnosis card, results of the investigations carried out and prescription forms for the drug treatment given are essential.</p>
1.3	<p>In the case of a student missing only one paper, the Medical Certificate that the student must submit may be from the University Medical Officer or a Medical Officer registered with the Sri Lanka Medical Council supported by other documents as mentioned in 1.2.</p>	
1.4	<p>A student who is currently undergoing medical treatment for a mental disorder or his/her parent/guardian should inform in writing of the said condition to the SAR/Examinations before the commencement of the examination. Any student who fails to do so will not be eligible for any special concessions to be granted by the University on medical grounds.</p>	
1.5	<p>If a student develops a Mental Disorder during the term time or during the examination, the student or his/her guardian should inform the SAR/Examinations within 7 days of the last date of the examination. Further, the students who develops a Mental Disorder while doing an examination (without a history of previous mental illness) can be assessed by the University Medical Committee to provide academic concessions with referral to a Consultant Psychiatrist, if required.</p>	
1.6	<p>In order to retain confidentiality of the student's medical certificates and other documents, the student must submit these documents to SAR/Examinations in a sealed envelope.</p>	

2.	Procedure for submission of documents on compassionate grounds	
<p>The student shall submit authenticated documents covering the period, from either the Grama Seva Niladhari (GSN) certified by the Divisional Secretary or any other relevant authority acceptable to the University Academic Council, together with supporting documents, to the SAR/Examinations as described in the following sections.</p>		
	2.1	<p>For consideration of academic concession on compassionate grounds, the student should inform the SAR/Examinations within 7 days that he/she is unable to sit the examination, by Telegram, email, Registered Letter or a Fax and submit authenticated documents covering the period of the examination within 14 days after the last date of the examination.</p>
	2.2	<p>In case of a student missing one or more examinations, or, the whole examination, the student should submit the following documents for consideration of absence from the examination on compassionate grounds.</p>
	a.	<p>Submit the duly completed Application Form (OCUSL EXM 25) to the Head of the Department. Head of the Department with his observation will submit to SAR/Examinations to proceed through the Faculty Board to the Academic Council for the approval.</p>
	b.	<p>Proof of informing the SAR/Examinations.</p>
	c.	<p>In case a supporting document is a Medical Certificate, it should be a Medical Certificate issued by a Governmental Hospital.</p> <p>OR</p> <p>In case the relevant person was treated outside a Government hospital, a Medical Certificate issued by a qualified consultant.</p>
<p>In order to retain confidentiality of the medical certificates and other documents, the student must submit above documents to SAR/Examinations in a sealed envelope.</p>		

	2.3	In the case of students missing continuous assessment components , on compassionate grounds, the student should inform the relevant Lecturer that he/she is unable to face the continuous assessment and submit authenticated documents, covering the period of continuous assessment within two weeks of the event for consideration by the examiner of the module.
3.	Procedure for submission of documents when selected to represent University, Inter-University, National or International events	
The student shall submit an authenticated document covering the period, from the Head/University Sport Directorate for Intra-university representation; Chief Organizer/ Director for Inter-university representation; and, the Director, Ministry of Sport in case of national representation, together with supporting documents to the SAR/ Examinations as described in the following sections.		
	3.1	For consideration of Academic Concession on Representation Grounds , the students should inform the SAR/Examinations that he/she is unable to sit the examination, and submit authenticated documents covering the period of examination 14 days before the first date of the examination for consideration.
	3.2	In case of student missing more than one examination paper or the whole examination , the student should submit the following documents for consideration of absence from the examination on Representation Grounds.
		a. Submit the duly completed application form (OCUSL EXM 36) to the Head of the Department. Head of the Department with his observation will submit to SAR/Examinations to proceed through the Faculty Board to the Academic Council for the approval.
		b. Proof of prior approval for Academic Concessions on Representation Ground to the SAR/ Examinations.
	3.3	In the case of students missing continuous assessment components , on representation grounds the student should inform the relevant Lecturer in advance that he/she is unable to face the continuous assessment and submit authenticated documents covering the period of continuous assessment for consideration by the examiner of the module.

Annex 03

Regulation 2 By-Law No: 03 of 2020 – Procedure for Inquiry and Determination of Punishment

(Regulation framed under By-Law 3 No: 03 of 2020 of the Ocean University of Sri Lanka, which came in to operation on '30th September 2020')

Procedure for inquiry and determination of Punishment due to those found Guilty of Examination Offences shall be as follows;

- a) Every alleged examination offence shall be reported in written together with sealed unauthorized materials collected under Clause 1.16a, by the Supervisor of the Examination Centre, through SAR/ Examinations and the Dean of the relevant Faculty, to the Registrar. The Registrar shall place such report for consideration by the Vice Chancellor.
- b) The Vice Chancellor shall appoint a Committee of Inquiry of three members of Academic Council to inquire into the examination offence or offences reported and authorized this Committee to inquire and report to the Vice-Chancellor.
- c) The Committee of Inquiry shall give the Candidate an opportunity to be heard after due notification in writing which should include the allegation. If the Candidate does not attend the inquiry without a valid reason, the hearing may proceed in his/her absence. The Committee of Inquiry shall decide whether an offence has been committed according to the By-Law and recommend a course of action including any necessary punishment according to the provision of the By-Law.
- d) The Committee of Inquiry shall inform the findings, together with recommendations, to the Vice Chancellor who shall report it the Academic Council. The Vice Chancellor and/or the Academic Council may refer the inquiry panel report to a Standing Committee (Examination Offences Committee) for further study and recommendation.
- e) The Academic Council shall after deliberation of the Report, determine the punishment if any, due to those found guilty of examination offences. Any previous offences by the same candidate may be taken into consideration in deciding on the punishment.
- f) The Academic Council may disregard a period of punishment in computing the maximum allowable period to complete a degree.