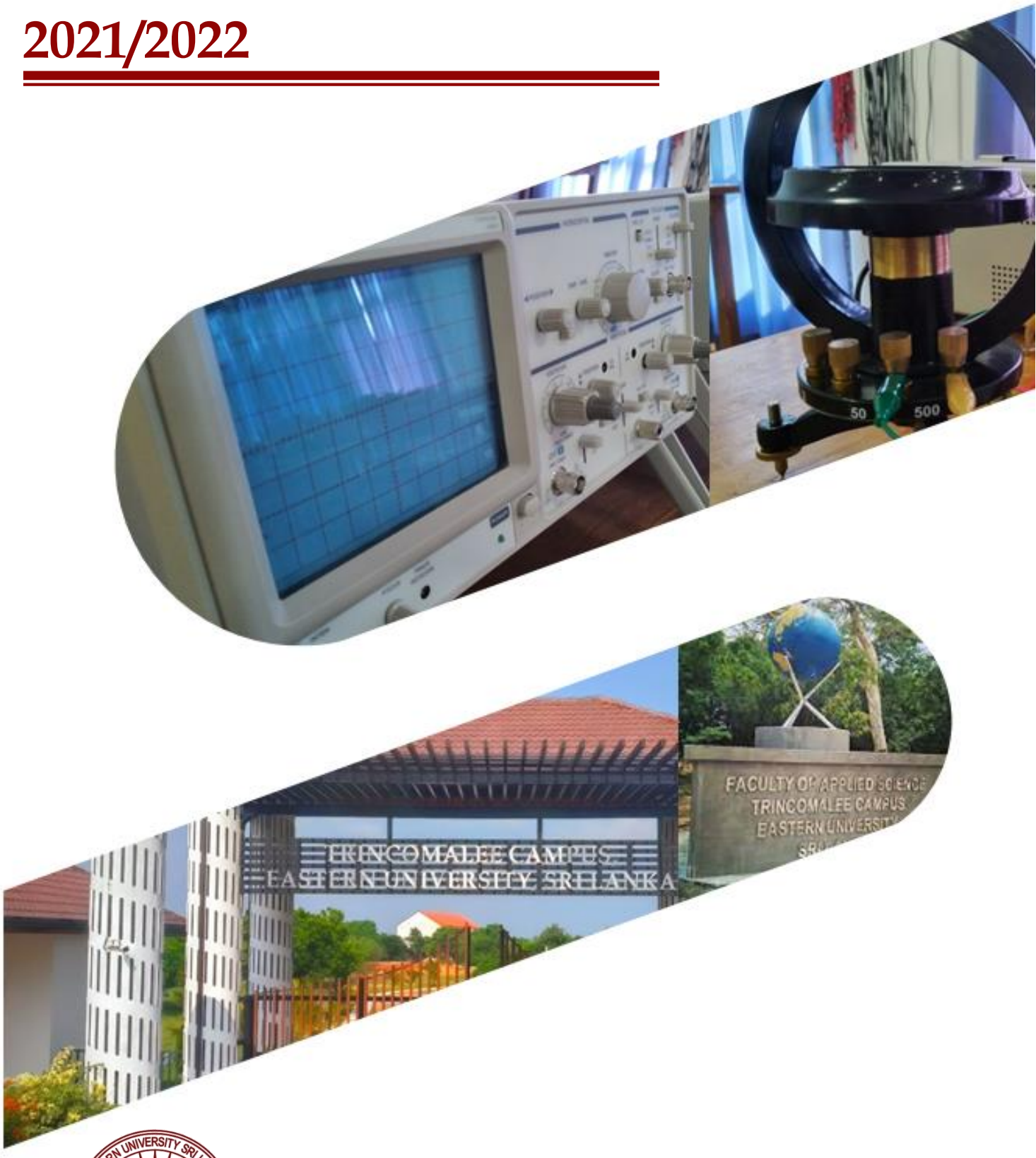
STUDENT HANDBOOK
2021/2022



Department of Physical Science
Faculty of Applied Science
Trincomalee Campus, Eastern University, Sri Lanka

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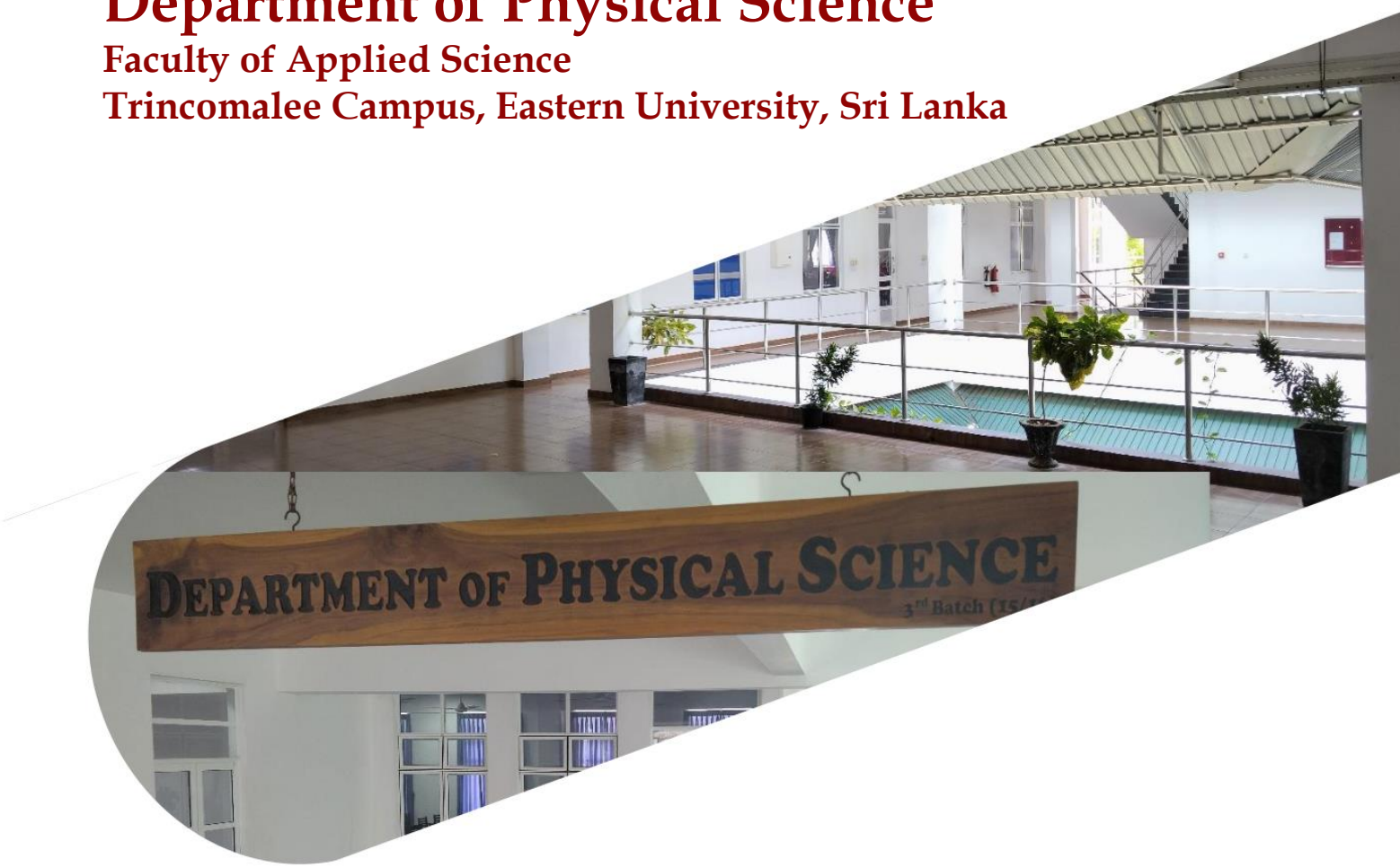

Vision

Formation of Highly Knowledgeable Graduates to the Present World

Mission

Aims To Provide Highly Marketable Dynamic Graduates Through The Suitable Learning Environments

Message from the Dean/ Faculty of Applied Science

Dear Students, have a good day

As the Dean of the Faculty of Applied Science, it gives me great pleasure to welcome all of you to the Department of Physical Science, Faculty of Applied Science, Trincomalee Campus.

Dear Students, First and foremost, congratulations to all of you. This is the beginning of your journey as first-year Physical Science students and commencement of a new chapter in our history, its marks the formal opening of a new era. You are the best of the crop among the students who sat for the Advanced level examination. Your hard work and dedication have brought you to this point, and you should be immensely proud of your accomplishments.

You have been enrolled for degree programme namely B.Sc in Applied Physics and Electronics at the Department of Physical Science, Faculty of Applied Sciences, Trincomalee Campus of the Eastern University, Sri Lanka. The Bachelor of Science in Applied Physics and Electronics degree is in line with the requirements for Level 5 of the SLQF of QAAC of UGC.

The degree program was commenced from the Academic year 2013 / 2014 in 2014 with the vision of "formation of highly knowledgeable graduates to the present world" and mission of "aims to provide highly marketable dynamic Graduates through the suitable learning environments".

Our greatest strength is the curriculum that covers various fields of study. The pragmatic approach of our courses that provides the students with the necessary skills to face the future with confidence is one of the major attractions in our syllabus. The department adopts on outcome based education where programme outcomes are clearly aligned with the Intended Learning Outcomes (ILOs) of the course.

The Bachelor of Science in Applied Physics and Electronics degree programme recognizes the importance of physics and electronics to many areas of technology and modern industry. Combining Physics and electronics is one top choice for a career with continuous growth over many years.

The course also covers various other disciplines such as computer programming, English and Management course throughout the period of study. Therefore this course offers you a solid foundation and essential skills to embrace accelerating paces in science and technology.

This degree programme provides the students with a strong foundation in the fundamental principles of physics, technology of semiconductor devices, optical systems and devices, telecommunications and computer technologies. These features ensure that graduates of this programme are uniquely qualified to contribute to the continued industrial, economic and social development of Sri Lanka.

You are all well-known that, Campus is not merely about acquiring knowledge from textbooks or sitting through lectures. Your education extends far beyond the walls of this. You have to do research activities that brings innovations, participate in community service in addition involved in sports and cultural activities.

Though you came from various part of Sri Lanka, now you all are under one roof. There are Tamils, Singhalese and Muslims among you. You are getting chance to actively engaging with different religious and cultural groups, therefore you can contribute to the promotion of social harmony and ethnic cohesion.

During your stay in the Campus, in addition to the academic activities, try to improve your communication skills and team work ability. Communication skills and team work ability are highly valued in the job market and can significantly enhance your chances of finding better job opportunities.

I would like to point out that the dedication, passion, patient and persistence are the important factors that brings success in life.

We as facilitators, offer you the opportunity to achieve your goals. On behalf of the Faculty, l welcome you all to the Department of Physical Science, Faculty of Applied Sciences and wish you success during your tenure at the Trincomalee Campus.

We look forward to being one important factor in your growth.

Once again, welcome to you. I wish you all the best.

Thank you.

Mr. S. Loheeswaran
Dean/ FAS

Message from the Head/ Department of Physical Science

Welcome to the Department of Physical Science at Trincomalee Campus, where curiosity meets discovery and dreams turn into reality. As the head of this department, I am delighted to introduce you to the world of opportunities that await you in the Bachelor of Science (BSc) in Applied Physics and Electronics program.

The BSc in Applied Physics and Electronics program is designed to equip you with the knowledge and skills needed to understand and shape the world of technology. From the fundamental principles of physics to the intricacies of electronic systems, you will explore the building blocks of our modern world.

What sets our program apart is the emphasis on practical learning. Our Physics and Electronics laboratories provide you with the tools to apply theoretical concepts to real-world scenarios. This hands-on experience is invaluable, as it prepares you for the challenges of the professional world and empowers you to innovate.

Our dedicated staff members is here not just to teach, but to guide you on your journey. They are experts in their fields who are passionate about helping you succeed. Don't hesitate to reach out to them for guidance and support.

As you immerse yourself in your studies, also remember to embrace the values of discipline, integrity, and respect. These values are the foundation of a successful academic and personal life. Uphold academic honesty, treat your peers with kindness, and engage in open-minded discussions that enrich your learning.

Your time at Trincomalee Campus will be a blend of academic challenges, personal growth, and unforgettable experiences. Get involved in sports, events, and activities that align with your interests. Engage in discussions, ask questions, and never stop exploring.

This handbook is a tool to help you make the most of your journey here. Refer to it whenever you need assistance or information. Feel free to engage with the resources, services, and opportunities available to you.

Here's to a remarkable educational journey and a future filled with endless possibilities.

Warm regards,

K. Balashangar
Head of the Department of Physical Science
Faculty of Applied Science
Trincomalee Campus, Eastern University, Sri Lanka

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1. Bachelor of Science in Applied Physics and Electronics

Physics forms the scientific foundation for technologies that have had and will continue to profoundly shape various facets of modern life. Applied Physics and Electronics specifically focus on employing core principles of physical science to address technological challenges. In today's world, the advancements in Physics and Electronics have led to transformative changes in society's infrastructure, particularly through the evolution of information technology.

The Bachelor of Science in Applied Physics and Electronics degree program recognizes the importance of Physics and Electronics to many areas of technology and modern industry. This degree program provides a strong foundation in the fundamental principles of Physics, technology of semiconductor devices, optical systems and devices, telecommunications, related computer technologies, and computing, together with an emphasis on the application of these principles to the students. Additionally, the curriculum emphasizes the practical application of these principles to address real-world challenges in industry and research and development. By focusing on these key areas, the program ensures that graduates possess a distinctive skill set that enables them to make valuable contributions to Sri Lanka's industrial, economic, and social progress.

In the contemporary world, a significant portion of modern technology and its progress can be attributed to applied Physics and Electronics. The practical implementation of physical principles in designing and developing technologies has led to remarkable advancements in various sectors. This integration of scientific knowledge and technological applications plays a crucial role in shaping the landscape of innovation, as new devices, systems, and technologies continually emerge, benefiting society and driving progress forward.

Currently, we are witnessing exponential technological changes in the 21st century. Graduates with a background in applying physical principles to science and technology are well-positioned to capitalize on these advancements. They hold great potential and global employability, as their expertise is in high demand across industries worldwide. Moreover, these graduates are adaptable and quick learners, enabling them to integrate seamlessly into future job roles and make significant contributions in a relatively short period.

In this fast-paced and ever-evolving technological landscape, their skills and knowledge is invaluable in driving innovation, solving complex challenges, and shaping the future of various sectors. Their ability to grasp cutting-edge technologies and their practical problem-solving approach will make them sought-after professionals who can thrive in the dynamic and competitive global job market.

1.1 Degree Programme

One credit equivalent to 50 [1]notational hours. Each student has to complete 30 credit units during each year of study with 90 credit units during three years of study.

1.2 Objectives

- To give a strong background of core theoretical and experimental physics,
- To give a strong background in electronics and its application,
- To train graduates to suit the high technology sector,
- To produce marketable graduates for state and private sector, eager to attend the national need towards development and to meet the 21st Century technological challenges,
- To produce graduates with strong background in the application of physical principles to science and technology for teaching sector,
- To produce high potential graduates to proceed with higher studies and research in applied physics and electronics.

1.3 Intended Learning Outcomes (ILO) of the Programme

After completion of the proposed degree, students will be able to,

- apply wide knowledge of theories and concepts in the fundamental principles of Physics, technology of semiconductor devices, optical systems and devices (opto-electronic devices), telecommunications, related computer technologies, such as Medical, Mathematical and computing together with an emphasis on the application of these principles to problem - solving in industry, the real world and contribution towards the research and development,
- contribute to the continued industrial, economic and social development of Sri Lanka,
- apply the physical principles to Science and Technology,
- analyze and share knowledge, independently and in collaboration with others,
- demonstrate effectively, both in writing and speaking and by means of accepted methods for presentation, organization, and debate particular to their disciplines,
-
- integrate themselves into future jobs within short period,
- carry out a research project in regard to Science and technology,
- find employment in the high technology sector.

[1] Notional hour - Amount of time a student is expected to spend on a particular course, including both contact hours (time spent in lectures, tutorials, labs, etc.) and self-study or independent learning time.

1.4 Course Code

Every course is assigned a course code. The code will be of the pattern **XXYSCN**, where;

- First two characters (**XX**) refer to Principle Subjects/ Auxiliary Subjects
  If
  - **PH** then course in Physics
  - **EE** then course in Electronics
  - **MT** then course in Mathematics
  - **CS** then course in Computer Science
  - **AC** then Auxiliary Course
- Third character (**Y**) refers to Year of study
- Forth character (**S**) refers to Semester
- Fifth character (**C**) refers to Credit rating
- Last character (**N**) refers to Subject number.

The Optional Courses will be offered on the availability of subject related staff as well as on demand.

Eg:
- **PH1213:** Year I, Semester II, 1 credit value and 3rd core course in the semester
- **AC3201:** Year III, Semester II, No credit value, 1st Non-credit course in the semester

2. Examination Structure

The final examination will be held at the end of each semester in which the course is completed. Each theory paper will be of one to three hours duration based on the credit and the duration for each practical Examination may be decided by the respective lecturer in charge.

- One credit lecture will have one hour examination and contains two questions,
- two credit lectures will have two hours examination and contains four questions and
- three or more credit lectures will have three hours examination and contains five questions.

Theory examination will include student centered learning (SCL) continuous assessments in the form of assignments, examination, presentations, quiz etc. and end semester examination.

SCL assessment is carried out professionally and it takes into account the extensive knowledge which exists about testing and examination processes. Assessment

practice needs to reflect on encouragement and reward of the SCL approach. The SCL assessment of a particular course towards the final marks for the respective course.

The practical examination will be conducted immediately after the end of the semester.

2.1 Attendance

All registered students are required to attend all lectures, tutorials and practical. **80** % attendance in a course, both in theory and laboratory work is a requisite to be allowed to sit for the examination of that course.

2.2 Medium of Instruction

English will be the medium of instruction

2.3 Evaluation System

The evaluation of a course shall be based on continuous assessments / assignments, tests, presentations, quiz etc. and the final examination. The final mark (M_1) for the theory examination in a course unit will be evaluated using the following equation:

$$M_1 = \frac{2T + A_1}{3}$$

Where T is the marks obtained in the final theory examination and A_1 is the marks obtained in continuous tutorial assessments / assignments during the course. The marks A_1 will be the average of the continuous assessments/ assignments (for standalone 1 credit course minimum of two continuous assessment marks are needed).

The final mark (M2) for the practical course will be evaluated as follows:

$$M_2 = \frac{P + 2A_2}{3}$$

Where P is the marks obtained in the final practical examination and A_2 is the marks obtained in the continuous assessments (continuous evaluation of laboratory experiment and report). The marks A_2 will be the average of the continuous assessments marks.

2.4 Grading System and Grade Point Average

Based on the scheme of evaluation mentioned above, marks obtained in respect of a course unit will be graded as follows.

Marks	Grade	Grade Point
80-100	A^+	4.00
75- 79	A	4.00
70-74	A^-	3.70
65-69	B^+	3.30
60-64	B	3.00
55-59	B^-	2.70

Marks	Grade	Grade Point
50-54	C^+	2.30
45-49	C	2.00
40-44	C^-	1.70
35-39	D^+	1.00
30-34	D	1.30
00-29	E	0.00

Grading will be given for each credit *Eg*: A in a 2 credit course would be considered as 2A.

Grade Point Average (GPA) is the credit-weighted arithmetic mean of the Grade Points which is formulated as,

$$\boldsymbol{GPA = \frac{\sum_i C_i G_i}{C_i} = G_j \;\; ; \;\; j = 1, 2, 3}$$

where

$\boldsymbol{C_i}$ - number of credits for the i^{th} course in j^{th} Year
$\boldsymbol{G_i}$ - grade point for the i^{th} course in j^{th} Year

The GPA will be computed to the second decimal place without rounding the figures. The minimum grade to pass a Course Unit should be a GPA 2.00

$\boldsymbol{G_j}$ - Grade Point Average for j^{th} Year

The overall GPA ($\bar{G}$) will be computed as follows:

$$\boldsymbol{\bar{G} = \frac{G_1 + G_2 + 2G_3}{4}}$$

Where

G_1, G_2 and G_3 are the GPA for the first, second and third year of study respectively.

2.5 Repeating courses

- Those who fail to obtain the required number of credit passes or fail to sit for an examination are required for such an examination when it is held next.
- A course unit mark with a grade **E** must be repeated.
- Repeat examination of a candidate supported by a Medical Certificate either by the Campus Medical Officer (CMO) or certified by the CMO will be considered as that of his/her first attempt. Important: such Medical Certificate should be submitted with the appropriate certification of CMO within two weeks from the date of the said examination held. The said candidate's previous continuous assessments will be considered for computation.
- Final mark for a repeating course unit will be the marks obtained in the repeat examination only.
- Candidates, who have failed to obtain the requisite number of credit passes, may proceed to the following year of study and repeat the failed courses at a subsequent examination.
- Examination can be repeated not more than three times. A grace chance may be permitted with the approval of the Senate.
- Candidate will not be permitted to re-sit any grade above **B-** but will be given the option to repeat a course unit with a grade **B-** or below to improve it.
- In the event a candidate obtains a lower grade while attempting to improve the grade, she/he will be entitled to the previous grade.

3 Awards

The Board of Examiners chaired by the Rector shall meet to consider the performance of the candidates and recommended the following awards to the Senate.

3.1 Fall –back qualifications

Fall-back qualifications are for students who have completed the minimum period of study (**3 academic years**) required for the B.Sc.in Applied Physics and Electronics, but are unable to fulfil all the requirements for award of B.Sc.in Applied Physics and Electronics. However, if a student is expelled from the University on disciplinary grounds, then such a student may not be eligible for the award of fall-back qualification.

3.1.1 Diploma in Applied Physics and Electronics

To be eligible for a **Diploma,** a candidate should

- obtain grades of **C** or better in course units aggregating to **24** credits in the first year of study,
- obtain a minimum overall GPA of **2.00** in the 30 credits taken together in the first year of study and
- obtain minimum grade of **C** from all auxiliary subject in the first year of study.

3.1.2 Higher Diploma in Applied Physics and Electronics

To be eligible for a **Higher Diploma** a candidate should

- obtain grades of **C** or better in course units aggregating **48** credits and obtained **D** grades or better in the remaining **12** credits of which **not** more than **6** credits from each first and second year of study.
- obtain a minimum overall GPA of **2.00** in first and second years of study.
- obtain minimum grade of **C** from all auxiliary subjects in first and second years of study.

3.2 Bachelor of Science in Applied Physics and Electronics

To be eligible for the B.Sc in Applied Physics and Electronics Degree, a candidate should

- obtain grades of **C** or better in course units aggregating to **72** credits and obtained **D** grades or better in the remaining **18** credits of which not more than **6** credits from each academic year.
- obtain a minimum overall GPA of **2.00** in the first, second and third years of study.
- obtain minimum grade of **C** from all auxiliary subject.
- complete the relevant requirements within a period of **six** academic years.

3.3 Award of Classes

A candidate may be awarded a class if he/she has completed the **90** credit units within the period of **three** academic years. If a candidate fails in one or more course units and still completes these units within the first three academic years, he/she is eligible for a class but the maximum grade given for the repeated units will be **B**.

3.3.1 First Class

A candidate can be awarded First class if he / she

- is eligible for B.Sc. Degree
- obtains minimum overall GPA of **3.70**
- obtains **A** or better in **36** credit units of which at least **12** credits from third year of study.

3.3.2 Second Class (Upper Division)

A candidate can be awarded Second (Upper Division) if he/ she

- is eligible for B.Sc. Degree
- obtains a minimum overall GPA of **3.30**
- obtains **B+** or better in at least **36** credits of which **12** credits from the third year of study.

3.3.3 Second Class (Lower Division)

A candidate can be awarded Second (Lower Division) if he/she

- is eligible for B.Sc. Degree
- obtains a minimum overall GPA of **3.00**
- obtains **B** or better in at least **36** credits of which at least **12** credits from the third year of study

3.4 Effective Date of the Degree / Fall-back qualification

The effective date of degree shall be the last date of final examination to fulfil the requirements.

4 Course Units

Year I , Semester I			
Course Code	**Course Title**	**Hour***	**Credit**
PH1131	General Physics - I	45	03
PH1112	Laboratory Physics - I	30	01
PH1123	Physical Optics	30	02
EE1134	Basic Electrical Systems	45	03
EE1135	Analog Electronics - I	45	03
EE1116	Electronics Laboratory - I	30	01
MT1127	Applied Mathematics - I	30	02
	Non Credit Course		
AC1101	Communication Skills	30	-
AC1102	Technical English - I	30	-
AC1103	Fundamentals of Computer System	30	-
			15

* Face to Face contact hours

Year I , Semester II			
Course Code	**Course Title**	**Hours***	**Credit**
PH1231	General Physics - II	45	03
PH1222	Classical Mechanics	30	02
PH 1213	Laboratory Physics - II	30	01
EE1224	Electricity and Magnetism	30	02
EE1215	Electronics Laboratory - II	30	01
MT1226	Applied Mathematics - II	30	02
CS1237	Introduction to Program Design and	45	03
	Programming using C++ and Java		
CS1218	Practical for Introduction to	30	01
	Program Design and Programming		
	Non Credit Course		
AC1201	Social Harmony	30	-
AC1202	Technical English - II	30	-
			15

* Face to Face contact hours

Year II , Semester I			
Course Code	**Course Title**	**Hour***	**Credit**
PH2121	Solid State Physics	30	02
PH2122	Heat and Thermodynamics	30	02
PH2123	Elementary Quantum Mechanics	30	02
PH2114	Laboratory Physics - III	30	01
EE2125	Electronic Materials	30	02
EE2136	Digital Electronics	45	03
EE2117	Electronic Laboratory - III	30	01
MT2128	Applied Mathematics - III	30	02
	Non Credit Course		
AC2101	Principals of Economics	30	-
AC2102	Technical English - III	30	-
			15

* Face to Face contact hours

Year II , Semester II			
Course Code	**Course Title**	**Hour***	**Credit**
PH 2221	Atomic and Nuclear Physics	30	02
PH 2222	Waves and Vibrations	30	02
PH 2213	Laboratory Physics - IV	30	01
EE 2234	Analog Electronics - II	45	03
EE 2235	Circuit Analysis	45	03
EE 2226	Electrical Machine	30	02
EE 2217	Electronic Laboratory - IV	30	01
MT 2218	Numerical Methods	15	01
	Non Credit Course		
AC 2201	Career Guidance	30	-
AC 2202	Technical English - IV	30	-
			15

* Face to Face contact hours

Year III , Semester I			
Course Code	**Course Title**	**Hour***	**Credit**
#PH 3121	Introduction to Cosmology and Astrophysics	30	02
PH 3122	Industrial Materials	30	02
#PH 3123	Bio Physics	30	02
PH 3114	Laboratory Physics - V	30	01
PH 3125	Physical Techniques in Industry	30	02
EE 3126	Linear Integrated Circuits and Applications	30	02
EE 3137	Communication Systems	45	03
EE 3128	Introduction to Microprocessor Systems	30	02
EE 3119	Electronic Laboratory - V	30	01
	Non Credit Course		
AC 3101	Technical English - V	30	-
AC 3102	Management and Entrepreneurial Skills	15	-
AC 3103	Internet & Web Design	15	-
			15

* Face to Face contact hours # Optional Subjects

Year III , Semester II			
Course Code	**Course Title**	**Hour***	**Credit**
#PH 3221	Environmental Physics	30	02
#PH 3222	Medical Physics	30	02
PH 3223	Statistical Physics	30	02
PH 3224	Physics of Energy	30	02
PH 3225	Laboratory Physics - VI	60	02
EE 3226	Electronic Sensors	30	02
EE 3237	Opto Electronics	45	03
EE 3228	Computer Networking	30	02
	Non Credit Course		
AC 3201	Technical English - VI	30	-
AC 3202	Project Management	30	-
			15

* Face to Face contact hours # Optional Subjects

5 Examination Rules and Regulations

Chapter XI, in the **Manual of Procedure on Conducting Examination** published by the Academic Affairs Department of Eastern University, Sri Lanka in August 2022.

5.1 Candidates attending the Examination

1.	Candidates shall be in attendance outside the examination hall at least 15 minutes before the commencement of each paper, but shall not enter the halls until they are requested to do so by the supervisor.	Attendance
2.	On admission to the hall, a candidate shall occupy the seat allotted to him/her and shall not change it except on the specific instructions of the supervisor.	Seating
3.	No candidate shall be admitted to the examination hall for any reason whatsoever after the expiry of half an hour from the commencement of the examination. Nor shall a candidate be allowed to leave the hall until half an hour has lapsed from the commencement of the examination or during the last 15 minutes of the paper.	Admission to Exam hall
4.	Candidates shall have their Student Record Book, Student Identity Card and Admission Card with them in the examination hall on every occasion they attend for a paper/ an exam. The candidature is liable to be cancelled if a student does not produce the Student Record Book. If a candidate fails to bring his/her record book on any occasion, he/she shall sign a declaration in respect of the paper for which he/she had not produced the record book in the form provided for it, and produce the record book on the next occasion when he/she appears for the examination. The presentation of the Record Book thus, should be documented on the declaration form. The declaration forms shall be checked by the DR/SAR/AR of the faculty before the release of results. If it is the last paper or the only paper he/she is sitting, they shall produce the record book to the DR/SAR/AR of the faculty on the following day, and get the documentation on the	Presenting Identification

	declaration form. If a candidate loses his/her record book in the course of the examination, he/she may present his/her Student Identity Card and shall obtain a duplicate record book from the DR/SAR/AR of the faculty, for producing at the examination hall.	
5.	No candidate shall have any notes, signs, formulae, mobile phones, smart watches, other communication devices or any other unauthorized documents on his person, in his clothes, on the admission card, time table or record book. Books, notes, parcels, hand bags, mobile phones, other information and communication devices etc. which a candidate has brought with him/her should be kept at a place indicated by the Supervisor/ Invigilator.	Documents etc. which candidates should not bring into the examination hall
6.	A candidate may be required by the supervisor to declare any item in his possession or person.	Declaration of articles in possession
7.	No candidate shall copy or attempt to copy from any book or paper or notes or similar material or from the scripts of another candidate. Nor shall any candidate either help another candidate or obtain help from another candidate or any other person. Nor shall any candidate conduct himself so negligently that an opportunity is given to any other candidate to read anything written by him/her or to watch any practical examination performed by him. Nor shall any candidate use any other unfair means or obtain or render improper assistance at the examination.	Candidates prohibited from copying/talking/exchange of answer books, use of mobile phones etc., violating Exam Offenses
8.	No candidate shall submit a practical or field book or dissertation or project study or answer script which has been done wholly or partly by anyone other than the candidate himself.	Cheating or Plagiarism in submission of work
9.	Candidate shall bring their own pens, ink, mathematical instruments, erasers, pencils, or any other approved equipment or stationary which they have been instructed to bring.	Articles candidates may bring into Exam Halls
10.	Examination stationery (i.e., writing paper, graph paper, drawing paper, ledger paper, précis paper etc.,) shall be supplied as and when necessary. No sheet of paper or answer book	Examination stationery university property

	supplied to a candidate may be torn crumpled, folded or otherwise mutilated. No paper other than those supplied to him/her by the supervisor/ invigilator shall be used by candidates. Log tables or any other material provided shall be used with care and left behind on the desk. All the material supplied, whether used or unused, shall be left behind on the desk and not removed from the examination halls by the candidate.	
11.	Every candidate shall enter his/her index number on the answer book and on every continuation paper. He/she shall also enter all necessary particulars as indicted in the cover of the answer book. A candidate who inserts on his script and index number other than his own is liable to be considered as having attempted to cheat. A script that bears no index number or an index number which cannot be identified, is liable to be rejected. No candidate shall write his name or any other identifying mark on the answer script.	Index Number
12.	All calculations and rough work shall be done only on paper supplied for the examination and shall be cancelled and attached to the answer script. Such work should not be done on admission cards, time tables, question papers, record books or on any other paper. Any candidate who disregards these instructions runs the risk of being considered as having written notes or outline of answers with the intention of copying.	Rough work to be done on provided paper only and cancelled
13.	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.	Unwanted parts of answers to be crossed out
14.	Candidates are under the authority of the supervisor and shall assist him/her by carrying out his instructions and those of his invigilators, during the examination and immediately before and after it.	Under supervisors authority
15.	Every candidate shall conduct himself in the	Conduct

	examination hall and its precincts so as not to cause disturbance or inconvenience to the supervisor or his staff or to other candidates. In entering and leaving the hall, he/she shall conduct himself as quietly as possible. A candidate is liable to be excluded from the examination hall for disorderly conduct.	
16.	Candidates shall stop work promptly when ordered by the supervisor/ invigilator to do so.	Stopping work
17.	Absolute silence shall be maintained in the examination hall and its precincts. A candidate is not permitted for any reason whatsoever to communicate or to have any dealings with any person other than the supervisor/ invigilator.	Maintenance of silence
18.	During the course of answering a paper no candidate shall be permitted to leave the examination hall temporarily. In case of an emergency, the supervisor/ invigilator shall grant him/her permission to do so but the candidate will be under his surveillance.	Leaving the Exam hall
19.	No person shall impersonate a candidate at the examination, nor shall any candidate allow himself to be so impersonated by another person.	Impersonation
20.	Serious note will be taken of any dishonest assistance given to a candidate, by any person.	Dishonesty
21.	If circumstances arise which in the opinion of the supervisor render the cancellation or postponement of the examination necessary, he/she shall stop the examination, collect the scripts already written and then report the matter as soon as possible to the Vice chancellor/ Registrar.	Cancellation/postponement
22.	The supervisor/ invigilator is empowered to require any candidate to make a statement in writing on any matter which may have arisen during the course of the examination and such statement shall be signed by the candidate. No candidate shall refuse to make such a statement or to sign it.	Making of statement.
23.	No candidate shall contact any person other than the Vice Chancellor, Dean, Head of the Department or the Registrar regarding any	Who to contact in exam. Matters

matter concerning the examination.

24.	Every candidate shall hand over the answer script personally to the supervisor/ invigilator or remain in his seat until it is collected. On no account shall a candidate hand over his answer script to the attendant, a minor employee or another candidate.	Handing over the answer script
25.	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 officer at the earliest possible time.	Withdrawal from Examination applied
26.	When a candidate is unable to present himself for any part/ section of an examination, he/she shall notify or cause to be notified this fact to the Registrar immediately. This should be confirmed in writing with supporting documents within 48 hours by registered post.	Absence from Exams
27.	A student who withdraws or absents himself from the examination shall not be eligible for classes at the next examination unless the senate decides otherwise.	Eligibility for Classes
28.	No student shall sit an examination, if he/she has exhausted the 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 Senate.	Eligibility to continue to sit an Exam, if number of attempts exhausted

6 Procedures to follow when a candidate is unable to attend an examination

Chapter XII, in the **Manual of Procedure on Conducting Examination**, published by the Academic Affairs Department of Eastern University, Sri Lanka in August 2022.

6.1.1 Considering absence from an examination or a part as an attempt

A candidate who has not appeared for an examination or part of it for which he/she is due to sit, should make an appeal if he/she wants to preserve the attempt for a future examination. This allowance shall not be considered unless the candidate makes an appeal. The reasons may be considered under one of the following:

- Unexpected illness
- Death in immediate family and bereavement
- Other reasons that may be considered valid by the Faculty Board and Senate

6.1.1.1 Unexpected Illness

1.	In case a candidate is unable to attend an examination or part of it due to illness, he/she should submit an appeal letter accompanied by a Medical Certificate (MC) issued by the doctor who has treated him/her to the Dean of the faculty within two weeks of the examination. The Dean shall send the MC to the University Medical Officer for authentication.	Submission of Medical Certificate and deadline
2.	Once the MC is authenticated the appeal shall be taken up at the Faculty Board and recommended to the senate through the DR/SAR/Academic Affairs, if found appropriate.	UMO approval of MC and Faculty Board recommendation
3.	The senate shall then decide whether the appeal is acceptable and approve/deny the request. The decision shall be informed to the Faculty and the candidate by the Secretary of the Senate.	Acceptance of Appeal by Senate and information to candidate

6.1.1.2 Death in immediate family and bereavement

1.	In case a candidate is unable to attend an examination or part of it owing to bereavement due to a death in his/her immediate family he/she should submit an appeal letter accompanied by evidence of such death. Immediate family here is indicates one's parent siblings, spouse.	Submission of Appeal accompanies by evidence of death of immediate family member

2.	The appeal shall be taken up at the Faculty Board and recommended to the senate through the DR/SAR/AR of the faculty, if found appropriate	Faculty Board recommendation
3.	The senate shall then decide whether the appeal is acceptable and approve/deny the request. The decision shall be informed to the Faculty and the candidate by the Secretary of the Senate.	Acceptance of Appeal by Senate and information to candidate

6.1.1.3 Other reasons that may be considered valid by the Senate

1.	In case a candidate is unable to attend an examination or part of it due to a reason which may be considered valid, the candidate shall submit an appeal letter accompanied by evidence of such. Examples: representing the Faculty, University or Country in any event approved by the VC/Dean	Submission of Appeal accompanies by evidence.
2.	The appeal shall be taken up at the Faculty Board and recommended to the senate through the DR/SAR/AR of the faculty, if found appropriate.	Faculty Board recommendation
3.	The senate shall then decide whether the appeal is acceptable and approve/deny the request. The decision shall be informed to the Faculty and the candidate by the Secretary of the Senate.	Acceptance of Appeal by Senate and information to candidate

7 Examination Offences and punishment

Chapter XIII, in the **Manual of Procedure on Conducting Examination**, published by the Academic Affairs Department of Eastern University, Sri Lanka in August 2022.

7.1 Examination Offences and punishment

1.	Any candidate who violates Examination Rule 5 shall be deemed guilty of the offence of possession of unauthorized documents and shall be liable to cancellation of his candidature from the examination and to any further punishment that the Senate may decide upon	Possession of unauthorized documents
2.	Any candidate who violates **Examination Rule 7** shall be deemed guilty of the offence of copying and shall therefore be liable to cancellation of his candidature from the examination and to be prohibited from sitting any examination of the university for a period of time and to any other punishment that the Senate may decide	Copying

3.	Any candidate who violates **Examination Rule 8** shall be deemed guilty of the offence of having cheated at the examination and shall be liable to the cancellation of his candidature from the examination and to be prohibited from sitting any examination of the university for a period of not less than three years and to any further punishment that the Senate may decide	Cheating or Plagiarism
4.	Any candidate who is detected removing examination stationary and other material provided for the examination (**Rule 10**) shall be deemed guilty of an examination offence and shall be liable for punishment_including cancellation and/ or prohibition from sitting any examination of the university for such period as may be specified by the Senate	Removal of stationary
5.	Any candidate who violates any one or more of the **Examination rules 6, 14, 15, 16, 17 or 18** shall be deemed guilty of the offence of disorderly conduct and shall be liable to punishment including cancellation/ or prohibition from any examination of the university for such period as may be specified by the Senate	Disorderly conduct
6.	Any candidate who violates **Examination Rule 19** shall be guilty of the offence of impersonation and shall be liable to cancellation of candidature from the examination andto be prohibited from sitting any examination of the university for a period of not less than 5 years and to any further punishment that the Senate may decide. He/she may also be liable to any punishment under the penal code/ criminal law	Impersonation
7.	Any candidate who violates **Examination Rule 20** shall be guilty of an examination offence and shall be liable to cancellation of candidature from the examination and to any further punishment that the Senate may decide upon.	Improper knowledge

8.	Any candidate found aiding and abetting in the commission of any of the above examination offences shall be deemed to have committed that offence and shall be liable to the same punishments.	Aiding and Abetting

7.2 Procedure dealing with Examination Offences by Candidates

1.	There shall be an Examination Disciplinary Committee of not less than 3 members appointed annually, at the beginning of each Academic Year, by the Senate to enquire into and make recommendations (including punishments) into examination offences referred to it. Members should be from different faculties, to ensure that at least two members are from another Faculty when an inquiry is under process.	Examination Disciplinary Committee

7.3 Procedure for reporting of Examination Offences and Punishment

1.	In all cases of violation of examination rules (Chapter XI) detected, the Supervisor shall take actions as outlined in this section and forward his report to the DR/SAR/AR of the faculty. The Supervisor's report shall be countersigned by one of the invigilators.	Procedure for punishment of offences detected by the supervisor
2.	In cases of disorderly conduct the supervisor shall in the first instance warn the candidate to be of good behavior. Disorderly conduct shall be considered grave, only if such conduct in the opinion of the supervisor is considered as causing a disturbance in the conduct of the Examination. Where the candidate persists in unruly or disorderly conduct the supervisor may exclude the candidate from the examination hall and issue him/her a letter with copies to the relevant Dean and DR/SAR Academic Affairs, cancelling his/her candidature from the examination. Where a candidate's offence is only disobedience the supervisor shall warn the candidate and forward a report to Dean and DR/SAR Academic Affairs.	Cancellation of candidature for disorderly conduct
3.	In all other cases of examination offences detected, the Supervisor shall on the detection of the offence take possession of unauthorized documents if any and obtain a statement from the candidate and	Action to be taken by Supervisor

	write his report on the matter to the Dean of the faculty. Materials taken into custody shall be authenticated by placing the signature of the candidate and the Supervisor/invigilator and the date time and place of detection.	
4.	The Dean after a preliminary inquiry shall place all reports of examination offences submitted by the Supervisors to the Exam Disciplinary Committee for further action.	Refer to Exam Disciplinary Committee
5.	Any examiner, Head of Department or any other official of the University who detects an examination offence, shall report the matter in writing to the Dean, who shall call for a preliminary inquiry and place the complaint to the Exam Disciplinary Committee for further action	Offences reported by others

7.4 Final Decision on Examination Offences

1.	The punishments recommended by the Examination Disciplinary Committee shall be submitted to the relevant Faculty Board for a decision and be referred to the Senate for ratification.	Decided by the Faculty Board and ratified by the Senate.

7.5 Appeal against punishments

1.	Any student wishing to appeal against the punishment imposed on them should write to the Vice-chancellor in this regard within two weeks from the date of communication to them. The vice-chancellor shall consider the appeal and may decide to refer to the Appeals Board. Appeals Board shall either affirm or review the imposed punishment and make recommendation to the Vice- Chancellor	Appeal within two weeks to Vice-chancellor