

Faculty of Allied Health Sciences (FAHS) - Rules and Regulations

These rules and regulations are based on By-Laws made by the Council of the University of Peradeniya under Section 29 (n) and section 135 (1) (d) of the University Act No. 16 of 1978 as amended by Acts No. 7 of 1985 and No. 26 of 1988.

The Degrees Offered by the Faculty of Allied Health Sciences (120 Credits)

The Degree of Bachelor of Science in Medical Laboratory Science

The Degree of Bachelor of Science in Nursing

The Degree of Bachelor of Pharmacy

The Degree of Bachelor of Science in Physiotherapy

The Degree of Bachelor of Science in Radiography and Radiotherapy

Terminology

Semester: An academic year is divided into two semesters, identified as the first semester and the second semester. Each semester is of 15 weeks duration.

Course Unit: This is a complete course taught within a semester with one or more contact hours per week. A contact hour is defined as an hour of lectures, practicals, tutorials etc.

Levels: Undergraduate courses will be conducted at 4 levels, namely 1000 level, 2000 level, 3000 level and 4000 level. The subject matter advances as the levels go up.

Credit: The abstract value assigned to a course unit on the basis of contact hours per week is called a credit. Usually, one credit is equivalent to 15 hours of lectures/tutorials or 30 hours of laboratory work or 45 hours of field/clinical classes. Course units of one credit, two credits and three credits are available. The contents of a three-credit course unit, for example, are approximately three times that of a course unit of one credit.

Grade Point Average: The marks are designated by the symbols A+, A, A-, B+, B, B-, C+, C, C- , D+, D and E. These are called grades and grade points are assigned as follows:

A+ = 4.00	B+ = 3.30	C+ = 2.30	D+ = 1.30
A = 4.00	B = 3.00	C = 2.00	D = 1.00
A- = 3.70	B- = 2.70	C- = 1.70	E = 0.00

(Note: **A+** and **A** have the same grade points.)

Grade Point Average (GPA): The grade point average for each level is the credit weighted mean of grade points obtained by a student for the course units offered at that level. It is calculated to the second decimal place and is an indicator of the academic performance of the student. The final GPA is computed using these level GPAs by giving percentage weights for different levels.

Prerequisites: In order to follow the higher-level courses, the student shall complete the lower level courses.

Part I

Introduction

1. The Council of the University of Peradeniya shall have authority to confer the Degrees of Bachelor of Science in Medical Laboratory Science/Nursing/Physiotherapy/Radiography/Radiotherapy and the Degree of Bachelor of Pharmacy on a person who has been recommended for the conferment of the said degree by the Senate of the University.
2. The Senate shall not make such a recommendation unless the person has successfully fulfilled all requirements and conditions, including those relating to the programme of study and assessment, laid down in these Rules and Regulations and has complied with By-Laws of the University.
3. Any person admitted to a degree programme shall complete the same within a period of eight academic years from the date of first registration.

Part II

Admission and Registration

4. The admission of a person to the respective degree programme conducted by the University of Peradeniya shall be done by the authorized statutory body under the Universities Act No. 16 of 1978 or any other relevant law that replaces it.
5. A person who has been admitted to the said degree programme under the law or relevant regulation in force shall register himself/herself with the University of Peradeniya by returning the duly perfected registration form.
6. It shall be the duty and responsibility of the student who is admitted to the Faculty of Allied Health Sciences to keep his registration valid by paying the prescribed fees on time until he/she completes the Programme.
7. The registration shall be valid for one academic year at a time and shall be renewed annually, subject to the provisions of these Rules and Regulations, unless otherwise decided by the Senate on the recommendation of the Faculty of Allied Health Sciences.

Part III

The Programme

8. Respective degrees shall be awarded at the completion of a minimum of 120 credits. The academic years shall be known as 1000 level, 2000 level, 3000 level and 4000 level. Each level of the programme of study shall be divided into two semesters unless otherwise decided by the Senate on the recommendation of the Faculty Board.
9. The Programme of study shall consist of compulsory, optional and non-credited supplementary course units as may have been prescribed by these Rules and Regulations. A course unit shall carry a time-based credit value as specified in the schedule.

10.
 - (a) A student shall register for all course units including supplementary course units for each semester as prescribed in the schedule of the respective degree programme.
 - (b) Course registration forms shall be submitted to the office of the Assistant Registrar of the faculty with the recommendation of the relevant head of the department within the last week of the previous semester.
11. The first and second digits of the course code shall denote the respective level and the semester of the study programme respectively.
12. The titles and descriptions of course units offered in each subject area, the nature of individual systems of evaluation and other relevant requirements leading to the Bachelor's Degree in the relevant subject area shall be prescribed by regulations made by the Senate and shall be contained in the prospectus of the Faculty of Allied Health Sciences.
13. The Senate shall have the power, on the recommendation of the Faculty Board, to change, to amend or to add to the course units, contents and to any rules and regulations relating to any requirements leading to all degree programmes. Due notice shall be given to the students of such amendments, changes or additions.
14. Instructions at each level of all degree programmes shall be in the form of lectures, practicals/ demonstrations, tutorials, assignments, hospital-based training, reports, presentations, seminars, research and/or any other forms approved by the Faculty Board. The Faculty Board shall have the authority to decide the method/s of imparting instruction at each level. The medium of instruction and evaluation shall be English.
15. To be eligible to sit for the examinations at 3000 level, the student can carry only two C-s from the course units offered at the 1000 level of the respective degree programme. Students who have more than two C- or lower grades are considered as deferred.
16. To be eligible for the registration at 4000 level, the student can carry a maximum of one C- from

the course units offered at both 1000 and 2000 levels of the respective degree programmes.

17. To qualify for the comprehensive examination of Bachelor of Science in Nursing, the student shall have a cumulative GPA of at least 2.0 at all four levels.
18. The students who do not have 80% attendance for lectures will not be eligible to sit for the end-semester examination and shall register for the said course module with the next immediate offer. In order to sit for the examination, he/she shall complete the course in a manner deemed satisfactory by the Head of the department / module co-ordinator.
19. Pregnancy Policy

Based on the internal circular (Circular No. TA/SA/10/2010) issued by the Ministry of Health, which prohibits pregnant females to be employed in the Radiography units in government hospitals, the Department of Radiography/ Radiotherapy wishes to advise and make the following recommendations to a pregnant student:

Students reading for a degree in Radiography who obtain practical training at the hospital will have to comply with the circulars adopted. The first responsibility for the protection of the conceptus lies with the student herself and as such recommends the pregnancy to be declared in writing to the Head of the Department as soon as the condition is confirmed. This would be communicated to the hospital and the final decision of permitting such a student to continue to obtain practical training will depend on the decision of the hospital. The Department strongly advises declaration, as an undeclared pregnancy once detected by the hospital could create a breach of trust and may even lead to refusal of future training.

The student who elects to declare pregnancy must submit a completed Declaration of Pregnancy Form available in the Department to the Head of the Department. The declaration form shall include information on the estimated date of conception and anticipated delivery date. The form shall include a statement that the declared student is aware of the risks of radiation to the developing foetus and that the foetal dose should be kept below 1 mGy during the entire pregnancy as given by ICRP 84 or 2 mSv to the abdomen of the pregnant woman for the remainder of the pregnancy once the pregnancy has been

declared (ICRP 60).

Once a student declares pregnancy, the Department will inform the hospital and if the hospital authorities permit the student to continue the practical training, a separate TLD (to monitor dose to abdomen) will be provided to the student who shall bear the cost. Foetal exposure will be monitored throughout the pregnancy or until such time as the student revokes the declaration.

Pregnant students:

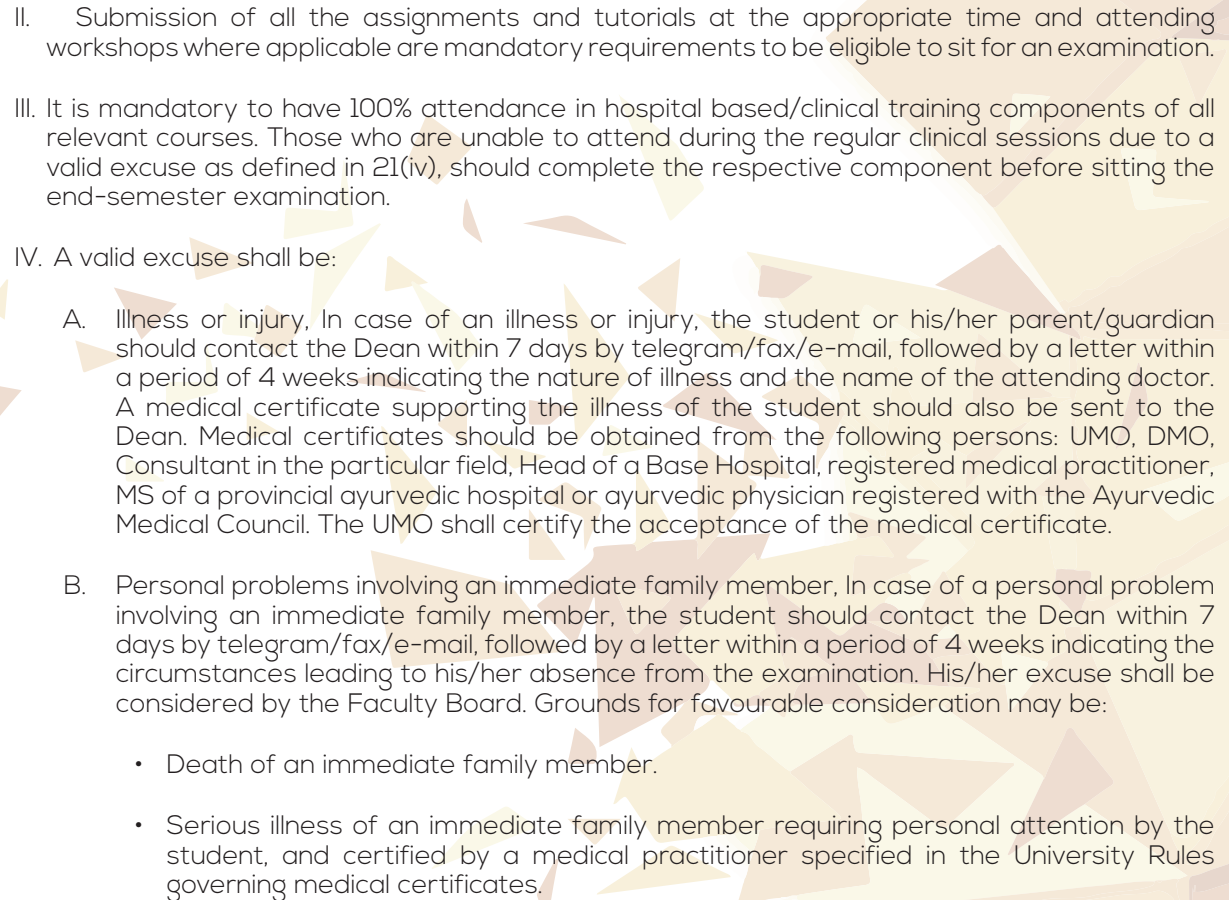
- may complete the theory part of the programme without any modifications.
- may take leave of absence (LOA) of one-year duration. Such a student will be granted leave of absence with a chance to follow the programme with the next available batch and such examinations will be considered as her first attempt. The student must complete the necessary requirements of the courses before proceeding to the next level.
- should be aware of all risks associated with continuing the program. Any modifications/changes to the study programme will not be made to accommodate such students.
- should complete the degree programme within the time period as stipulated by the University/ Faculty By-Laws

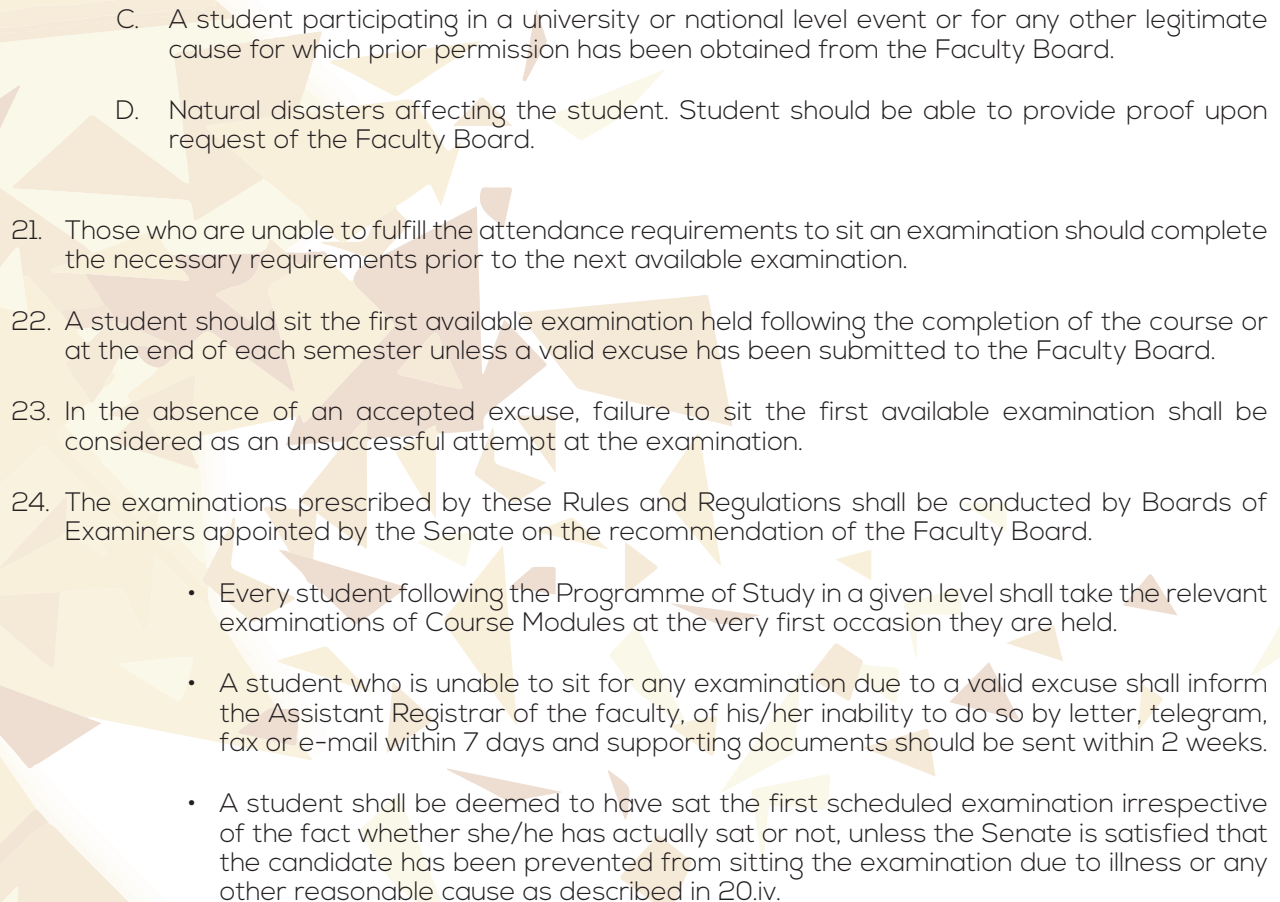
Part IV

Eligibility Criteria for Examinations

20. Evaluation of all courses shall be conducted under the semester system and all examinations shall be held within a given semester and/or at the end of each semester unless otherwise decided by the Faculty Board of the Faculty of Allied Health Sciences.

- I. A student shall not be permitted to sit for an end-semester examination unless the Head of the relevant Department/course coordinator has certified that she/he has satisfied all the requirements of the relevant course unit, including at least 80% attendance for lectures and laboratory classes.

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- II. Submission of all the assignments and tutorials at the appropriate time and attending workshops where applicable are mandatory requirements to be eligible to sit for an examination.
- III. It is mandatory to have 100% attendance in hospital based/clinical training components of all relevant courses. Those who are unable to attend during the regular clinical sessions due to a valid excuse as defined in 21(iv), should complete the respective component before sitting the end-semester examination.
- IV. A valid excuse shall be:
- A. Illness or injury, In case of an illness or injury, the student or his/her parent/guardian should contact the Dean within 7 days by telegram/fax/e-mail, followed by a letter within a period of 4 weeks indicating the nature of illness and the name of the attending doctor. A medical certificate supporting the illness of the student should also be sent to the Dean. Medical certificates should be obtained from the following persons: UMO, DMO, Consultant in the particular field, Head of a Base Hospital, registered medical practitioner, MS of a provincial ayurvedic hospital or ayurvedic physician registered with the Ayurvedic Medical Council. The UMO shall certify the acceptance of the medical certificate.
 - B. Personal problems involving an immediate family member, In case of a personal problem involving an immediate family member, the student should contact the Dean within 7 days by telegram/fax/e-mail, followed by a letter within a period of 4 weeks indicating the circumstances leading to his/her absence from the examination. His/her excuse shall be considered by the Faculty Board. Grounds for favourable consideration may be:
 - Death of an immediate family member.
 - Serious illness of an immediate family member requiring personal attention by the student, and certified by a medical practitioner specified in the University Rules governing medical certificates.

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- C. A student participating in a university or national level event or for any other legitimate cause for which prior permission has been obtained from the Faculty Board.
 - D. Natural disasters affecting the student. Student should be able to provide proof upon request of the Faculty Board.
21. Those who are unable to fulfill the attendance requirements to sit an examination should complete the necessary requirements prior to the next available examination.
 22. A student should sit the first available examination held following the completion of the course or at the end of each semester unless a valid excuse has been submitted to the Faculty Board.
 23. In the absence of an accepted excuse, failure to sit the first available examination shall be considered as an unsuccessful attempt at the examination.
 24. The examinations prescribed by these Rules and Regulations shall be conducted by Boards of Examiners appointed by the Senate on the recommendation of the Faculty Board.
 - Every student following the Programme of Study in a given level shall take the relevant examinations of Course Modules at the very first occasion they are held.
 - A student who is unable to sit for any examination due to a valid excuse shall inform the Assistant Registrar of the faculty, of his/her inability to do so by letter, telegram, fax or e-mail within 7 days and supporting documents should be sent within 2 weeks.
 - A student shall be deemed to have sat the first scheduled examination irrespective of the fact whether she/he has actually sat or not, unless the Senate is satisfied that the candidate has been prevented from sitting the examination due to illness or any other reasonable cause as described in 20.iv.

- A student who fails to complete any course in the first attempt shall be eligible to repeat the course in the **next 3 consecutive attempts only**.
 - However, under exceptional circumstances, an appeal should be submitted to the Assistant Registrar through the respective Head of the Department for a **5th attempt**, and it may be entertained by the Faculty Board. In counting the number of attempts a student has exhausted, the attempts deemed under 23 of this section shall also be taken into account.
25. i. A candidate is deemed to have failed a course if she/he has obtained a grade below C. A candidate who obtains C- or a lower grade in a course may re-sit the examination for the purpose of improving the grade within the stipulated period and she/he has to obtain a Grade Point Average of 2.0 in order to complete the requirements of the degree programme.
- ii. A candidate should pass (C or above) all courses in order to be eligible to obtain the degree.

Part V

Award of the Degree

26. The marks obtained for all academic courses shall be graded as below. The marks shall carry grades and grade points according to the ranges within which they fall.

A+ = 4.00	B+ = 3.30	C+ = 2.30	D+ = 1.30
A = 4.00	B = 3.00	C = 2.00	D = 1.00
A- = 3.70	B- = 2.70	C- = 1.70	E = 0.00

27. i. Grades of all registered course modules in a programme of study shall be taken into account and all course modules shall be weighted according to their corresponding Credit Values when Grade Point Average (GPA) is calculated.

ii. The formula for the calculation of the GPA shall be as follows:

28. $\frac{\sum c_i g_i}{\sum c_i}$ where c_i and g_i are the number of credits and the grade point for the i^{th} course unit

29. A candidate should complete all prescribed courses in the relevant degree programme at all four levels and should

I. pass all supplementary courses (non-credit) at each level and

II. pass all credited courses (C or above)

in order to be eligible to obtain the degree

Note : Candidates who followed the Nursing Degree Programme should also pass the final comprehensive examination to be eligible to obtain the degree. Students should obtain a minimum GPA of 2.00 to be eligible to sit for the comprehensive examination prescribed under these Rules and Regulations and/or any other By-Laws made by the University.

30. A candidate who fulfills the requirements of the relevant degree shall be awarded First Class, Second Class (Upper Division), Second Class (Lower Division), or a Pass based on the GPA given below.

Award

- First Class
- Second Class (Upper Division)
- Second Class (Lower Division)
- Pass

GPA

GPA of 3.70 or above
GPA of 3.30 – 3.69
GPA of 3.00 – 3.29
GPA of 2.00 – 2.99

Part VI – Interpretation

31. In these Rules and Regulations, unless it is specifically stated otherwise,
The "University" means the University of Peradeniya, established in terms of the Universities Act No 16 of 1978 as amended subsequently.
The "Senate" means the Senate of the University of Peradeniya, constituted under Universities Act No 16 of 1978 as amended subsequently.
The "Faculty Board" means the Faculty Board of the Faculty of Allied Health Sciences of the University of Peradeniya, constituted under the Universities Act.
The "GPA" means Grade Point Average.
32. Any questions regarding the interpretation of these Rules and Regulations shall be referred to the Council of the University of Peradeniya, which after obtaining the views of the Senate, makes a decision on such questions. The decision of the Council thereon shall be final.

Regulations Relating to Examinations

Regulations made by the Senate of the University of Peradeniya and approved by the Council under Section 136 read with Sections 29, 45 and 46 of the Universities Act No. 16 of 1978 as amended by the Universities (Amendment) Act No.7 of 1985.

Examination of a course/course unit may consist of several assessment components (quizzes, within semester and end-semester examinations, term papers, assignments, etc.)

31.1 Regulations

These Regulations may be cited as the Examination Procedure, Offences & Punishment Regulation No.1 of 2008.

31.1.1 Part I - Examination Procedure

1. A candidate is expected to be outside the examination hall at least 15 minutes before the commencement of each paper, but shall not enter the hall until he/she is requested to do so by the supervisor.
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 instruction of the Supervisor.
3. For examinations which have duration of one or more hours, a candidate shall not be admitted to the examination hall after the expiry of half an hour from the commencement of the examination. A candidate shall not be allowed to leave the hall until half an hour has elapsed from the commencement of the examination or during the last 15 minutes of the paper.
4. However, under exceptional circumstances or in cases where the duration of the examination is less than one hour, the supervisor in consultation with the Dean of the Faculty concerned may use

his discretion in the enforcement of Rule 3.

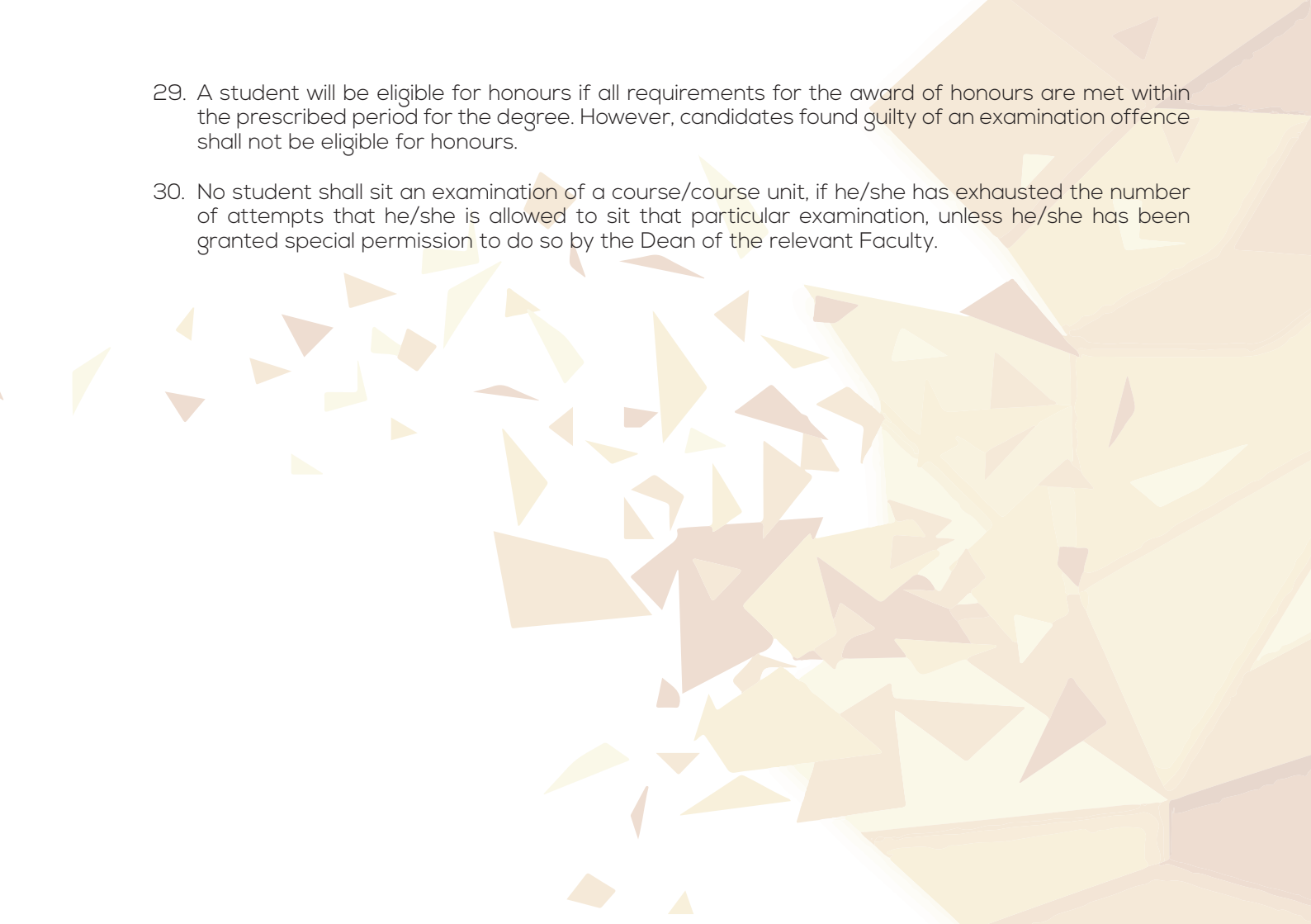
5. A candidate shall have his/her student record book/student identity card/admission card with him/her in the examination hall on every occasion he/she presents himself/herself for a paper. His/her candidature is liable to be cancelled if he/she does not produce the student record book/student identity card/admission card when requested to do so. If he/she fails to bring his/her student record book/student identity card /admission card, he/she shall sign a declaration in respect of the paper for which he/ she had not produced the student record book/student identity card/admission card in the form provided for it, and produce the student record book/student identity card/admission card to the Registrar or the relevant Senior Assistant Registrar/Assistant Registrar within the next three working days. If a candidate loses his/her student record book/student identity card/admission card during the examination period, he/she shall obtain a duplicate of student record book/student identity card/admission card as the case may be from the Registrar or relevant Senior Assistant Registrar/Assistant Registrar for production at the examination hall.
6. A candidate shall not have on his/her person or in his/her clothes or on the admission card, timetable, student record book/student identity card, any notes, signs or formulae, etc., except those items that are permitted. All unauthorized items which a candidate has brought with him/her should be kept at a place indicated by the Supervisor/Invigilator.
7. A candidate may be required by the supervisor to declare any item in his/her possession or person.
8. 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. A candidate shall neither help another candidate nor obtain help from another candidate or any other person. A candidate shall not conduct himself/herself 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/her. No candidate shall use any other unfair means or obtain or render improper assistance at the examination.

9. If any candidate was found to have copied from another candidate by an examiner at the time of marking, he/she would be treated as having committed a punishable offence.
10. No candidate shall submit a practical book or field book or dissertation/thesis or project study or answer script or assignment which has been prepared wholly or partly by anyone other than the candidate himself/herself. This section, however, does not apply to group projects of students.
11. A candidate shall bring his/her own pens, ink, mathematical instruments, erasers, pencils or any other approved equipment or stationery which he/she has been instructed to bring. The use of a calculator will be permitted only for papers that contain a rubric to that effect.
12. Examination stationery (i.e., writing paper, graph paper, drawing paper, ledger paper, precis paper, etc.) will be supplied at the examination hall as and when necessary. No sheet of paper or answer book supplied to a candidate may be torn, crumbled, folded or otherwise mutilated. No papers other than those supplied to him/her by the Supervisor/Invigilator shall be used by candidates. All material supplied, whether used or unused, shall be left behind on the desk and not removed from the examination hall.
13. Every candidate shall enter his/her Index Number/Registration Number on each answer book and on every continuation paper. He/She shall also enter all necessary particulars as required. A candidate who inserts on script an Index Number/Registration Number other than his/her own is liable to be considered as having attempted to cheat. A script that bears no Index Number/Registration Number, or has an Index Number/Registration Number which cannot be identified, is liable to be rejected. No candidate shall write his/her name or any other identifying mark on the answer script unless otherwise authorized.
14. 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 any other material. 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.

15. 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 considered shall be neatly crossed out.
16. Candidates are under the authority of the supervisor and shall assist him/her by carrying out his/her instructions and those of the Invigilator during the examination and immediately before and after it.
17. Every candidate shall conduct himself/herself in the examination hall and its precincts 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/herself as quietly as possible. A candidate is liable to be excluded from the examination hall for disorderly conduct.
18. Candidates shall stop work promptly when ordered by the Supervisor/Invigilator to do so.
19. 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. The attention of the Supervisor/Invigilator shall be drawn by the candidate by raising his/her hand from where he/she is seated.
20. During the course of answering a question paper no candidate shall be permitted to leave the examination hall temporarily. In case of an emergency, the Supervisor/Invigilator may grant him/her permission to do so but the candidate will be under his/her surveillance.
21. No person shall impersonate a candidate at the examination, nor shall any candidate allow himself/herself to be impersonated by another person.
22. Any candidate receiving unauthorized assistance from any person shall be deemed to have committed an examination offence.
23. 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 Dean of the relevant Faculty.

24. 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. If such a candidate refuses to make such a statement or refuses to sign it, the Supervisor/Invigilator shall make his own statement and report the matter to the Dean of the relevant Faculty.
25. No candidate shall contact any person other than the Vice-Chancellor, Dean, Head of the Department, the Registrar or the relevant Senior Assistant Registrar regarding any matter concerning the examination.
26. Every candidate shall hand over the answer script personally to the Supervisor/Invigilator or remain in his/her seat until it is collected. On no account shall a candidate hand over his/her answer script to an attendant, a minor employee, or another candidate.
27. Every candidate who registers for a course/course unit shall be deemed to have sat the examination of that course/course unit unless he/she withdraws from the course/course unit within the prescribed period for dropping courses/course units. He/She should submit a medical certificate in support of his/her absence, prior to the commencement of the examination. If such a document cannot be submitted before the commencement of the examination, a candidate shall inform of his/her inability to attend the examination to the Dean of the Faculty within a week after the commencement of the examination. The medical certificate shall conform to the Senate Regulations. (See Appendix I.)
28. When a candidate is unable to be present for any part/section of an examination of a course/course unit, he/she shall notify or cause to be notified this fact to the Dean of the Faculty and relevant Senior Assistant Registrar or Assistant Registrar immediately. This should be confirmed in writing with supporting documents by registered post within two weeks.

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29. A student will be eligible for honours if all requirements for the award of honours are met within the prescribed period for the degree. However, candidates found guilty of an examination offence shall not be eligible for honours.
30. No student shall sit an examination of a course/course unit, 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 Dean of the relevant Faculty.