

STUDENT HANDBOOK

**FACULTY OF DENTAL SCIENCES
UNIVERSITY OF PERADENIYA**

**WELCOMES
THE NEW BATCH
OF
DENTAL STUDENTS
(2014/2015)**

4TH DECEMBER, 2015

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**OFFICERS OF THE
UNIVERSITY OF PERADENIYA**

Vice Chancellor	Professor Upul B. Dissanayake
Deputy Vice Chancellor	Professor S.K.Hennayake
Acting Registrar	Mr. U.D.Dodanwela
Bursar	Mr. M.D. Ganthune
Librarian	Mr. R.Maheshwaran
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Division of Dental Anatomy

Dr. A.K.S. Arambawatta

Dr.(Ms) B.G.T.L. Nandasena

Division of Biochemistry

Dr.(Ms) M.P. Paranagama - Head

UDDE

Dr. (Ms) N.C. Wanigasooriya / Director

MESSAGE FROM THE VICE-CHANCELLOR

It is with great pleasure that I welcome all new entrants 2014/15 of the Faculty of Dental Sciences on behalf of the University of Peradeniya. Those who get admission to the University are indeed a privileged group considering the numbers who qualify to enter the Sri Lankan University system. As we all are aware that only about 15 percent of the candidates who sit for the GCE (A/L) qualifies for university admission annually. Therefore, it is the prime duty of all university students to complete their higher education with merit and make the best use of the opportunity provided to them.

The newcomers will begin their University education with an intensive course in English, an important component in order to follow the teaching and training programmes and to succeed in their future career as professionals in the field of Dentistry.

The primary objective of a dental undergraduate would be to complete the course in Dentistry successfully. However, the dental students should be attentive that the University of Peradeniya has much more to offer that complements individuals to succeed in life. The University offers a favorable environment for intellectual pursuits of a diverse nature. It has one of the best libraries in South Asia covering many areas of learning.

University of Peradeniya also has a large number of student societies covering wide interests ranging from nature exploration, conservation and scientific innovation, to culture, music, drama and religious and social activities. The students can gainfully engage themselves in the activities of these societies to broaden their perspectives.

The University also offers exceptional facilities for indoor and outdoor games and a swimming pool of international standard. I firmly believe that students should make use of these opportunities to improve their physical and mental fitness, leadership, interpersonal and communication skills to become useful citizens to the society in general.

I take this opportunity to wish that your stay at University of Peradeniya during your undergraduate programme would be an enjoyable, memorable and rewarding experience that provides you with the necessary courage to face the challenges in the future.

Professor Upul B.Dissanayake
Vice Chancellor
University of Peradeniya

Dr(Ms) P.V.S.K. Hettiarachchi

Division of Periodontology

Dr. (Ms) F. Farook - Head

Prof. (Ms) A. Tilakaratne

Dr. (Ms) D. Leuke Bandara

Dr(Ms) K.M.C.P.Kumari

Division of Microbiology

Prof. G.J. Panagoda - Head

Prof.(Ms) P.S. Rajapakse

Dr. J.A.M.S. Jayatilake

Division of Pharmacology

Dr. (Ms) H.N.S. Soysa - Head

Dr. (Ms) H.M.T.D.K. Herath

DEPARTMENT OF BASIC SCIENCES

Dr. A.K.S. Arambawatta - Head of the Department

Division of Anatomy

Dr. H.R.D. Peiris - Head

Dr. B.M.H.S.K. Banneheka

Prof. (Ms) C.D. Nanayakkara

Dr. (Ms) J.A.C.K. Jayawardena

Dr. (Ms) H.M.R.W. Angammana

Division of Physiology

Dr. K.S.N. Ariyasinghe - Head

Dr. R.W. Pallegama

Division of General Pathology

Prof. Upul B.Dissanayake

DEPARTMENT OF ORAL & MAXILLOFACIAL SURGERY

Dr. P.S.K. Nanayakkara - Head of the Department

Dr. A.M. Attygalla

Dr. W.M.P.S.K. Wijekoon

Dr. N.S.S.Jayasuriya

Dr. K.G.K.D.Kapugama

Division of Anaesthesiology

Dr. P.S.K. Nanayakkara - Head

Dr.(Ms) H.S.Ranasinghe

DEPARTMENT OF RESTORATIVE DENTISTRY

Dr. M.C.N. Fonseka - Head of the Department

Prof. K.A.Wettasinghe

Prof. K.M. Wijerathne

Dr. (Ms) D.I. Amaratunga

DEPARTMENT OF PROSTHETIC DENTISTRY

Dr. J.A.V.P. Jayasinghe - Head of the Department

Dr.(Ms)I. P. Thilakumara

Dr. T. Anandamoorthy

Dr(Ms) R.M.Jayasinghe

DEPARTMENT OF ORAL MEDICINE & PERIODONTOLOGY

Dr. R.D. Jayasinghe - Head of the Department

Division of Oral Medicine & Radiology

Dr. R.D. Jayasinghe - Head

Dr. R.M.H.S.B.Medawela

MESSAGE FROM THE DEAN

It is with great pleasure that I welcome all the students who are entering the Faculty of Dental Sciences for the 2014/2015 academic year. I am most certain that you all are now looking forward for a fruitful academic life during the next four years, before you step-in to the society as a highly-esteemed dental doctor. I consider you as the most privileged and unique among the present-day A/L students for having been selected to the largest and the most beautiful university in the country. It becomes even more unique, as yours is the only Faculty for the entire country which offers a course in Dental Sciences. After successful completion of a major milestone, 'A/L' - arguably the most competitive examination for any student in Sri Lanka, I understand how happy and proud you all are now as university students. I am hopeful that you will enjoy your university life in every aspect, and wish that the four years ahead of you would undoubtedly be the best in your life.

You will soon begin to realize that the University of Peradeniya is a complete university with a wide range of facilities including those in sports and recreational. As the Dean of your faculty I expect every one of you to be involved in some kind of extracurricular activity in addition to your academic activities. However, it remains your responsibility to use the facilities available in the university to become a well-adjusted

individual who would be caring towards other human beings. At the same time, it may also be the high time for you to adjust with teaching and learning methods distinctive to the faculty and the higher education system, which you may realize as different to the way you studied for your A/L examination. I sincerely hope that you will begin the university life with these determinations and your motivation to flourish as a high-quality professional.

As a Faculty, our ambition is to produce dental surgeons who can look after both physical and mental wellbeing of patients when they graduate. A dental student is the only student in the university system that gets the opportunity of treating another human being while being a student. In order to facilitate your training, the Faculty has very good facilities especially in comparison with most Dental Faculties in the region. Moreover, I am happy and proud that our Faculty is blessed with highly-qualified staff to teach and guide you to achieve the set-targets.

Finally I wish all the very best for our new entrants who start their university life today and also wish your stay at the Faculty of Dental Sciences to be a memorable one!

Professor W.M.Tilakaratne
Dean
Faculty of Dental Sciences

ACADEMIC STAFF MEMBERS OF THE FACULTY OF DENTAL SCIENCES

Professor W.M.Tilakaratne

Dean, Faculty of Dental Sciences

DEPARTMENT OF COMMUNITY DENTAL HEALTH

Dr. (Ms) E.M.U.C.K. Herath – Head of the Department

Division of Community Dentistry

Prof.(Ms) S.L. Ekanayake - Head

Division of Paedodontics

Prof. R.L. Wijeyeweera- Head

Dr. V. Vijayakumaran

Dr. (Ms) E.M.U.C.K. Herath

Dr(Ms) H.M.S.C.Dissanayake

Division of Orthodontics

Dr. (Ms) V.S.N. Vithanaarachchi – Head

Prof. (Ms) S.P.N.P. Nagarathne

Dr. K.A. Kalyanaratne

Dr(Ms) Chandima Weerasekera

DEPARTMENT OF ORAL PATHOLOGY

Prof.(Ms) B.S.M.S.Siriwardena – Head of the Department

Prof. W.M. Tilakaratne

Prof. (Ms) P.R. Jayasooriya

Prof. E.A.P.D. Amaratunga

Dr.(Ms) E.M.U.C.K.Herath
Senior Student Counsellor
Dept. of Paedodontics
Faculty of Dental Sciences
Contact No. 071-4467522

Dr. M.C.N. Fonseka
Senior Student Counsellor
Dept. of Restorative Dentistry
Faculty of Dental Sciences
Contact No. 0777-630456

UNIVERSITY OF PERADENIYA

University of Peradeniya (UoP) is the largest University in Sri Lanka in terms of student intake, infrastructural facilities, trained academic staff, number of faculties and institutes etc. At present, UoP has nine faculties, namely the Faculties of Agriculture, Allied Health Sciences, Arts, Dental Sciences, Engineering, Medicine, Science, Management Studies and Veterinary Medicine & Animal Sciences, with 77 departments covering a wide range of study areas. The academic programmes of these nine faculties are strengthened by the well resourced main library, faculty libraries, and the IT centre which cater to the whole university.

The vision of the UoP is to 'be a centre of excellence in higher education with national and international standing'. Its mission is 'to contribute to the development of a knowledge based society with social sensitivity, ethical rectitude and economic prosperity through education, research and dissemination of knowledge and active participation in national policy formulation and development in an efficiently managed, intellectually stimulating harmonious university environment. By offering 19 degree programmes with its well qualified and well experienced academic and support staff the UoP has been successful in accomplishing its mission. There are 117 senior professors and professors, 12 associate professors, 417 senior lecturers and 227 lecturers in different fields.

The academic life of students entering the university is further enriched by the well developed recreational facilities provided free of charge. Further, UoP is the largest residential University in Sri Lanka and students entering the UoP enjoy the privilege of in-campus accommodation. However, maintaining standards of the academic programmes have become a great challenge to all state universities with the reduction in state funds. Therefore, the UoP and individual faculties strive hard to obtain additional funds from external agencies to maintain the standards.

CONTACT PERSONS AT EMERGENCIES

**Professor W.M.Tilakaratne
Dean**

Faculty of Dental Sciences

Contact No. 077-3438477/0812-388045

Dr. B.M.S.H.K.Banneheke

**Deputy Proctor of the University of Peradeniya
&**

**Chairman, Students Welfare & Advisory
Committee**

Faculty of Dental Sciences

Contact No. 071- 7804140

Dr. (Ms) B.G.T.L.Nandasena

Senior Student Counsellor

Dept. of Basic Sciences

Faculty of Dental Sciences

Contact No. 071-8130815

Dr. A.K.S.Arambawatta

Senior Student Counsellor

Dept. of Basic Sciences

Faculty of Dental Sciences

Contact No. 071-6815695

THE ENGLISH PROGRAMME IN THE FACULTY OF DENTAL SCIENCES

The English Programme conducted by the English Language Teaching Unit (ELTU) of the Faculty of Dental Sciences is designed with special emphasis to enable the students to master and use English language skills effectively during the Academic Programme as well during their career as dental surgeons. In addition, the four general English language skills will be reinforced to facilitate the students to get qualified in the University Test of English Language (UTEL) - a locally designed and internationally moderated (University of Reading, UK) test similar to IELTS, conducted by the University Grants Commission.

The English course consists of an Intensive English Programme conducted before the commencement of the academic course and an ongoing English programme conducted from the 1st year to the 3rd year, during the academic programme.

Eighty percent (80%) attendance at English classes is essential in order to sit for the tests conducted by the Faculty at the end of the Intensive English Course as well as tests at the end of each academic year.

The degree certificate will be issued only if the required pass mark is obtained at the English Language Test conducted by the Faculty.

THE FACULTY OF DENTAL SCIENCES

The Dental School was established in 1944, affiliated to the Faculty of Medicine of the University of Ceylon in Colombo. The pre-clinical and para-clinical studies were conducted in the Faculty of Medicine and the clinical studies were carried out by two departments in the Dental School; Department of Dental Surgery and Department of Prosthetic Dentistry. The annual intake of students in 1950 was 10 in number.

The Dental School was shifted to Augusta Hill, Peradeniya in 1953. However, the pre-clinical and para-clinical studies continued to be held in Colombo. Dr. S.B.Dissanayake was appointed as the Chairman of the Dental School. In 1967, it formally came under the Faculty of Medicine Peradeniya, with its first Dean late Prof. Senaka Bibile. Revision of departmental structures in 1969 created seven divisions of study under the Head of the Dental School and it was considered as one Department in the Medical Faculty. At the Peradeniya Campus, the Medical, Dental and Veterinary Schools were amalgamated to form one common Faculty of Medical, Dental and Veterinary Sciences in 1973. By this time the intake of dental students had risen to 50 per year.

A scheme of departmentalization of the Dental School was implemented in 1981, creating five Departments of study. Finally in 1986, the Dental School became an independent faculty - The Faculty of Dental Sciences, with its first Dean Prof. K.Bambaradeniya.

With Japanese grant aid in 1998 the Faculty of Dental Sciences was able to build a new teaching dental hospital with modern equipment in its current location. The faculty now has state of the art modern facilities for training of dental graduates which include clinics and laboratories for advanced dental treatment, wards, operating theatre and an intensive care unit.

Currently, the faculty consists of seven Departments; Basic Sciences, Community Dental Health, Restorative Dentistry, Oral Medicine and Periodontology, Oral Pathology, Oral and Maxillofacial Surgery and Prosthetic Dentistry. Within these Departments, there are 17 Divisions of study; General Anatomy, Dental Anatomy, Physiology, Biochemistry, Oral Medicine, Periodontology, Pharmacology, General Surgery, Anaesthesiology, General Pathology, Microbiology, Oral and Maxillofacial Surgery, Oral Pathology, Radiology, Paedodontics, Orthodontics and Community Dentistry.

per year. This will be granted in ten installments depending on the degree of financial need.

University Grants Commission Bursaries for Needy Students

Students can also apply to the UGC for these bursaries.

Sri Lanka Medical Doctors' Association in the UK - Bursary

The bursary is awarded by the Sri Lanka Doctors Association in the UK to a first year dental student purely on the basis of financial needs, depending on the parents' or guardians' income.

The bursary is of the value of £ 120.00 per year and is granted each year until the student completes the undergraduate dental education.

Sri Lanka Doctors' Association

Dental students who need financial assistance can apply for this scholarship.

Dilanka Dias Bursary

This bursary is endowed by the family of Dr.Lakshmen Dias to student/s who is/are facing serious financial difficulties from the beginning of the 2nd BDS course.

Dr. Niel Gunawardhana Bursary

This bursary is endowed by the family of late Dr. Niel Gunawardhana for the Final year (Part I) students who have serious financial difficulties.

University Bursaries

Dental students who need financial assistance can apply for these bursaries of Rs. 10,000/- or Rs. 9,000/-

**FACILITIES OF THE
UNIVERSITY OF PERADENIYA
FOR UNDERGRADUATE STUDENTS**

Library facilities

Books, Periodicals & Journals are available for the Dental Students at :

- Medical Library at the Faculty of Medicine
- Dental Library at the Faculty of Dental Sciences
- Main Library at the Senate Building

Health Centre

The University Health Centre (next to Sangamitta Hall) of the Campus is situated about 2 km away from the Faculty of Dental Sciences. University Medical Officers are in attendance at this centre and provide both indoor and outdoor medical care. On registration as an internal student of the University, students are required to undergo a medical examination at the Health Centre. Health Centre will be open from 8.00 am to 4.00 pm during the day and for emergencies at any time. The students are permitted to contact Dr. P.M.A.Samarakkody the Chief Medical Officer at 081-2388152 (office).

Computer facilities

Computer and internet facilities are provided for students in the Department of Community Dental Health and in the Computer Aided Learning Unit (CAL

Unit) of the Faculty of Dental Sciences. Students are encouraged to use them in order to enhance learning.

Hostel facilities

The University provides residential facilities for the new entrants at the commencement of the English Course on the basis of the distance to the University. The second year female students and the third year male and female students will be provided with hostel facilities if and when vacancies arise.

Canteen

A well equipped canteen is available for students at the Faculty of Dental Sciences next to the students' common room. Meals are provided for students at reasonable rates.

Recreation

Sports facilities for soccer, cricket, rugby, athletics etc., are available including a swimming pool and playgrounds with a cinder track for students to participate in outdoor sports.

A well equipped gymnasium is also available in the University where students could participate in indoor games such as table tennis, badminton, basket ball etc.

The Director, Physical Education would provide further details about sports activities and facilities. Physical Education Unit is located adjacent to the

BURSARIES & SCHOLARSHIPS FOR THE STUDENTS WHO NEED FINANCIAL ASSISTANCE

Mahapola Scholarships

Dental Students can apply for Mahapola Scholarships awarded by the Mahapola Scholarship Trust Fund. The Mahapola Trust Fund offers two categories of scholarships.

Mahapola Higher Education Merit Scholarships awarded on the basis of merit. The selection for the scholarship is based on the GCE Advanced Level Examination.

Mahapola Higher Education Scholarships are awarded to needy students with financial difficulties in the form of bursaries.

Dental Faculty Scholarship Fund sponsored by the Dental Students Union

This fund grants scholarships to students of the Faculty of Dental Sciences who are in financial difficulties.

The bursary consists of forty installments and is limited to ten installments per year.

FEES

Fees payable by students will be in accordance with the decisions made by the university authorities and are subject to revision from time to time.

Fees payable by Dental Students are as follows:

Registration fees (annual renewal fee)
Library (annual renewal fee) Rs. 500.00

Examination fee for students repeating examination:

2nd BDS

Whole examination Rs. 180.00
Single course Rs. 60.00

Final BDS (Part I)

Whole examination Rs. 180.00
Single course Rs. 60.00

Final BDS (Part II)

Whole examination Rs. 240.00
Single course Rs. 60.00

gymnasium.

Music and Drama

Students' participation in cultural and social activities is sponsored by the music & drama societies as well as Arts Council of the University. An open air theatre is also made available for students.

Important Information

Each new student who joins the Dental Faculty would come under the care of a mentor in the staff, to whom the student could appeal for any assistance. Students are required to find out the relevant mentor from the list displayed in the faculty premises.

“Ragging” is totally banned and is illegal in the University. If a student is harassed by any student the incident should be brought to the notice of the staff or the Dean. New students do not have to obey the senior students or do anything against their wish. Please be informed that ragging is a punishable offence under the penal code and may result in imprisonment.

GENERAL RULES FOR STUDENTS

Students must obtain their identity cards on admission to the University from the Registration Branch, which is housed in the Senate Building. This identity card should be carried by the student at all times and produced when required.

All students must obtain their appointment books from the Office of the Dean, Faculty of Dental Sciences once admitted to the Faculty. It is the responsibility of the student to ensure that attendance at classes, clinical work etc., is entered in the book at the end of each term or clinical appointment. The appointment book should be signed by the appropriate authority certifying attendance. The appointment book must be looked after with utmost care, since it has to be produced at the time of registration for examinations.

Students must attend lectures, practical/clinical sessions regularly. Eighty percent (80%) attendance is compulsory for practical/clinical sessions and for the "Intensive English Course".

Students should attend classes on time. Those who come late will not be allowed in and marked absent. Students should not absent themselves without permission. Students who require such permission should apply in writing to the Dean in advance in concurrence with the relevant Head of the Department. If absenteeism is due to unforeseen circumstances, it should be informed to the Dean in writing. Please refer to examination by-laws for further information.

34.4 A student who has passed the Part I and Part II of the Final examination at the first attempt is eligible for a distinction in any subject if he/she has obtained a minimum aggregate mark of 70 % in that subject.

34.5 A student shall be deemed to have passed the Final Examination for the Degree of Bachelor of Dental Surgery provided he/she has obtained a minimum aggregate mark of 50% in all the subjects.

However, under exceptional circumstances an appeal for extension of this period may be entertained by the Faculty Board. Recommendations of the Faculty Board in this regard will be sent to the Senate for approval.

- 34 34.1 A student shall be awarded a First Class pass at the Final Examination for the Degree of Bachelor of Dental Surgery provided he/she has passed in all subjects of Part I and Part II of the Final Examination at the first attempt with an overall minimum aggregate mark of 70%.
- 34.2 A student shall be awarded a Second Class (Upper Division) pass at the Final Examination for the Degree of Bachelor of Dental Surgery provided he/she has passed in all subjects of Part I and Part II of the Final Examination at the first attempt, with an overall aggregate mark of 65.0% - 69.9%
- 34.3 A student shall be awarded a Second Class (Lower Division) pass at the Final Examination for the Degree of Bachelor of Dental Surgery provided he/she has passed in all subjects of Part I and Part II of the Final Examination at the first attempt, with an overall aggregate of 60.0% - 64.9%.

In case of absence due to an illness extending for more than three days, a medical certificate issued by the University Medical Officer should be submitted to the Dean.

Students should maintain proper standards of conduct and behavior within the Faculty and outside. A student guilty of misdemeanor, ragging etc., is liable to be suspended for a varying period of time, depending on the degree of offence or be expelled from the University.

Fees, where necessary, should be paid on due dates. The working days of the week in the Faculty are from Monday to Friday, and the Administrative Office and Departments are open from 8.00 am to 12.00 noon and 1.00 pm to 4.15 pm on these days.

Dress Code :

It is utmost important to wear an appropriate attire as a professional student, since you will be serving the public throughout your student career. Therefore, the Faculty insists that the students be in a proper attire as specified by the Faculty, while following the classes and attending the clinics.

**REGULATIONS RELATING TO
EXAMINATION PROCEDURE, OFFENCES &
PUNISHMENTS FOR EXAMINATIONS
CONDUCTED UNDER THE
SEMESTER-BASED COURSE UNIT SYSTEM**

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

- 31.2 A repeat examination shall be held 6 weeks after the date of publishing of results of Part II of the Final examination.
32. 32.1. A student shall be awarded a pass in a subject provided he/she has obtained a minimum aggregate mark of 50% in that subject.
- 32.2 A student shall be deemed to have successfully completed Part II of the Final Examination if he/she has passed all the eight subjects namely Oral Medicine, Oral Pathology, Oral Surgery II, Restorative Dentistry II, Prosthetic Dentistry II, Periodontology, Orthodontics and Paedodontics.
- 32.3 A student shall be considered to have been referred in Part II of the Final Examination if he/she has passed at least one subject at this examination.
- 32.4 A student shall be deemed to have failed Part II of the Final examination for if he/she has failed in all eight subjects.
- 33 Notwithstanding the fact that he/she may be otherwise eligible, a student shall not be permitted to sit Part II of the Final Examination if 8 academic years or more have elapsed since his/her registration as a Dental Student.

**PART II OF THE FINAL EXAMINATION
FOR THE DEGREE OF
BACHELOR OF DENTAL SURGERY**

28. A student shall not be eligible for admission to the course leading to Part II of the Final Examination unless he/she has completed to the satisfaction of the Vice-Chancellor the prescribed course of study for Part 1 of the Final Examination.
29. The duration of the course leading to Part II of the Final Examination shall be of two semesters. Students should attend lectures, clinicals, practicals, tutorials regularly. A minimum of 80% attendance is compulsory for clinicals, practicals and tutorials.
- 30 A student shall be eligible to sit Part II of the Final Examination if he/she has passed all five subjects of the Part 1 of the Final Examination and has completed to the satisfaction of the Vice-Chancellor the prescribed course of study, which includes 8 clinical appointments specified for Part II of the Final Examination.
31. 31.1 Part II of the Final Examination shall consist of an examination in Oral Medicine, Oral Pathology, Oral Surgery II, Restorative Dentistry II, Prosthetic Dentistry II, Periodontology, Orthodontics and Paedodontics and shall be held at the end of the final year.

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.

*Regulations relating to examination procedure, offences and punishments for examinations conducted under the old system, please refer section 31 of the University Calendar 2007/08.

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, time-table, 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.

Restorative Dentistry I and Oral Surgery I and shall be held at the end of the third year

- 26.2 A repeat examination shall be held 6 weeks after the date of publishing the results of the Part 1 of the Final Examination.
27. 27.1 A student shall be awarded a pass in a subject provided he/she has obtained a minimum aggregate mark of 50% in that subject.
 - 27.2 A student shall be deemed to have successfully completed Part I of the Final Examination if he/she has passed in all the five subjects namely Community Dentistry, Dental Materials and Prosthetics I, Restorative Dentistry I and Oral Surgery I.
 - 27.3 A student shall be considered to have been referred in Part I of the Final Examination if he/she has passed at least one subject at this examination.
 - 27.4 A student shall be deemed to have failed Part I of the Final Examination if he/she has failed in all the five subjects.

**FINAL EXAMINATION FOR THE
BACHELOR OF DENTAL SURGERY DEGREE**

The final examination for the Degree of Bachelor of Dental Surgery shall be conducted in two parts, namely Part I and Part II.

**PART I OF THE FINAL EXAMINATION FOR THE
DEGREE OF BACHELOR OF DENTAL SURGERY**

23. A student shall not be eligible for admission to the course leading to Part I of the Final Examination (3rd year) unless he/she has passed the first and the second examinations for the Degree of Bachelor of Dental Surgery.
24. The duration of the course leading to Part I of the final examination shall be of two semesters. Students should attend lectures, clinicals, practicals and tutorials regularly. A minimum of 80 % attendance is compulsory for clinical appointments, practicals and tutorials.
25. A student shall be eligible to sit Part I of the final examination if he/she has completed to the satisfaction of the Vice-Chancellor the prescribed course of study and the 9 clinical appointments as specified for Part 1 of the Final Examination
26. 26.1 Part I of the Final Examination shall consist of an examination in the subjects of Community Dentistry, Dental Materials, Prosthetic Dentistry I,

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.

- 22.1 A student shall be awarded a First Class pass at the second examination provided he/she has passed all five subjects at the first attempt with a minimum overall aggregate mark of 70%.
- 22.2 A student shall be awarded a Second Class (Upper Division) pass at the second examination provided he/she has passed all five subjects at the first attempt with an overall aggregate mark of 65 - 69.9%.
- 22.3. A student shall be awarded a Second Class (Lower Division) pass at the second examination provided he/she has passed all five subjects at the first attempt with an overall aggregate of 60 - 64.9%.
- 22.4 A student shall be deemed to have passed the second examination provided he/she has obtained a minimum aggregate of mark 50% in all the subjects.
- 22.5 A student who has passed the examination at the first attempt is eligible for a distinction in any of the subjects if he/she has obtained a minimum aggregate of 70% in that subject.

Pharmacology as specified for the second examination.

20. 20.1 The second examination shall consist of an examination in the subjects of General Medicine, General Surgery, Microbiology, General Pathology and Pharmacology and shall be held at the end of the second year.
- 20.2 A repeat examination shall be held 6 weeks after the date of publishing of results of the second examination.
21. 21.1 A student shall be awarded a pass in a subject provided he/she has obtained a minimum aggregate mark of 50% in that subject.
- 21.2 A student shall be deemed to have successfully completed the second examination if he/she has passed all the five subjects, namely General Medicine, General Surgery, Microbiology, General Pathology and Pharmacology.
- 21.3. A student shall be considered to have been referred in the second examination if he/she has passed at least one subject at this examination.
- 21.4. A student shall be deemed to have failed the second examination if he/she has failed in all the five subjects.

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.

courses at the first attempt with a cumulative GPA of 3.30 – 3.69.

- 16.3 A Second Class (Lower Division) pass provided he/she has passed all the courses at the first attempt with a cumulative GPA of 2.75 – 3.29.
- 16.4 An ordinary pass provided he/she has obtained a cumulative GPA of 2.00 – 2.74.

SECOND EXAMINATION FOR THE DEGREE OF BACHELOR OF DENTAL SURGERY

17. A student shall not be eligible for admission to the course leading to the second examination unless he/she has passed a minimum of 8 modules of the first examination.
18. The duration of the course leading to the second year shall be of two semesters. Students should attend lectures, practicals, tutorials and clinicals regularly. A minimum of 80% attendance is compulsory for practicals, tutorials and clinicals.
19. A student shall be eligible to sit the second examination if he/she passed all the 18 modules of the first examination and has completed to the satisfaction of the Vice-Chancellor the prescribed course of study in the subjects of General Medicine, General Surgery, Microbiology, General Pathology and

Anatomy, Dental Anatomy, Bio Chemistry and Physiology as specified for that examination.

14. During the first year the students shall be examined in the subjects of General Anatomy, Dental Anatomy, Physiology and Biochemistry in 18 modules.
15. 15.1 A student shall be deemed to have successfully completed the first examination if he/she has obtained minimum of C passes in all the 18 modules.
15.2 A student shall be considered to have been referred in the first examination if he/she has passed at least one module.
15.3 A student shall be deemed to have failed the first examination if he/she has failed in all the 18 modules.
16. At the first examination for the Bachelor of Dental Surgery a student shall be awarded:
 - 16.1. A First Class pass provided he/she has passed all the courses at the first attempt with a minimum cumulative GPA of 3.70.
 - 16.2 A Second Class (Upper Division) pass provided he/she has passed all the

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.)

- 10 However, under exceptional circumstances an appeal for a fifth attempt may be entertained by the Faculty Board. Recommendations of the Faculty Board in this regard will be sent to the Senate for approval.

FIRST EXAMINATION FOR THE DEGREE OF BACHELOR OF DENTAL SURGERY

- 11 A student shall not be eligible for admission to the course leading to the first examination unless he/she has obtained a minimum of 80% attendance at the intensive English course from the date of his/her registration.
- 12 The duration of the course leading to the first examination shall be of two semesters. Students should attend lectures, practicals and tutorials regularly. A minimum of 80% attendance is compulsory for practicals and tutorials. An examination shall be held at the end of each semester.
- For calculation of the GPA for the first examination composite marks of both 1st and 2nd semester examinations shall be considered.
- 13 A student shall be eligible to sit the end of semester examination if he/she has completed to the satisfaction of the Vice-Chancellor the prescribed courses in the subjects of General

- 6.1.3. 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.
7. If a student is unable to sit the first available examination he/she should sit the very next available examination.
8. If a student fails to obtain a minimum of 80% attendance at practicals/tutorials/clinical appointments, meet the minimum requirements for clinicals or complete in-course assessments before the first available examination he/she shall not be eligible to sit that examination. The next attempt following the completion of the requirements shall be considered as his/her second attempt.
- 9 9.1 A student who has failed in one or more courses/subjects at an examination shall be given a maximum of three more consecutive attempts to complete that examination.
- 9.2 A student who has not passed all courses/subjects within the four attempts shall not be permitted to sit that examination again and his/her studentship shall be terminated.

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.
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.

31.1.2 Part 11- Examination Offences and Punishments

1. Offences

- 1.1 Any candidate who violates Examination Rule 6 shall be deemed guilty of the offence of possession of unauthorized documents/items and his/her candidature for the examinations of that semester

shall be cancelled and he/she shall be prohibited from sitting any examination of this university for a period varying from 1 - 5 semesters.

- 1.2 Any candidate who violates Examination Rule 8 or 9 shall be deemed guilty of the offence of copying and therefore his/her candidature shall be cancelled from the examinations of that semester and he/she, shall be prohibited from sitting any examination of this university for a period of five semesters.
- 1.3 Any candidate who violates Examination Rule 10 shall be deemed guilty of the offence of having cheated at the examination and his/her candidature for the examinations of that semester shall be cancelled and he/she shall be prohibited from sitting any examination of this university for period varying from 1- 9 semesters.
- 1.4 Any candidate who is detected removing examination stationery and other material provided for the examination (Rule 12) shall be deemed guilty of an examination offence and his/her candidature for the examinations of that semester shall be cancelled and he/she shall be liable to be prohibited from sitting any examination of the university for a period of three semesters.
- 1.5 Any candidate who violates anyone or more of the rules in 7,16,17,18,19 and 20 shall be deemed guilty of the offence of disorderly conduct and his/her candidature shall be cancelled from the

medical council. The UMO shall certify the acceptance of the medical certificate.

6.1.2. **Personal problem 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:-

- a. death of an immediate family member.
- b. 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

examination shall be considered as an unsuccessful attempt at the examination.

06 In the event of an excuse submitted *is accepted* by the Faculty Board, that :

examination shall not be considered as an attempt.

6.1 A valid excuse shall be:

6.1.1 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

examinations of that semester and he/she shall be prohibited from sitting any examination of this university for a period of three semesters.

1.6 Any candidate who violates Examination Rule 21 shall be guilty of the offence of impersonation and his/her candidature for the examinations of that semester shall be cancelled and he/she shall be prohibited from sitting any examination of this university.

Impersonator/s may also be liable to any punishment under the Penal Code/Criminal Law. In the event the impersonator is found to be a graduate of this university, his/her degree shall be withdrawn.

1.7 Any candidate who violates Examination Rule 22 shall be guilty of an examination offence and his/her candidature for the examinations of that semester shall be cancelled and he/she shall be prohibited from sitting any examination of this university for a period of 1- 5 semesters.

1.8 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 punished in respect of the offence in accordance with the provisions of the relevant section.

1.9 Any other offence which is not covered in the above sections alleged to have been committed by

a candidate and reported to the relevant authority by a supervisor or examiner shall be inquired into and appropriate action taken.

31.1.3 Part III - Procedure Regarding Examination Offences Committed by candidates

1. There shall be an Examination Disciplinary Committee of not less than 3 members of whom at least one member is from outside the Faculty, appointed for each case by the Dean of the relevant Faculty to inquire into and make recommendations (including punishments) on examination offences referred to it. Member(s) outside the Faculty shall be selected from a panel of members appointed for this purpose by the Vice-Chancellor.

2. Classification of Offences

Examination offences may be broadly classified as follows:

- 2.1 Possession of unauthorized documents/items
- 2.2 Copying
- 2.3 Cheating
- 2.4 Removal of stationery
- 2.5 Disorderly conduct
- 2.6 Impersonation
- 2.7 Unauthorized assistance
- 2.8 Aiding and abetting in the commission of above offences
- 2.9 Other offences.

03. The examinations governed by the By-Laws shall be conducted by a Board of Examiners appointed by the Faculty Board.
04. For the award of the Degree of Bachelor of Dental Surgery there shall be 04 major examinations namely First Examination, Second Examination, Final Part I and Final Part II Examinations. In addition, the examination for proficiency in English Language conducted by the English language Teaching Unit.

Common regulations for all examinations:

05. The examination held immediately following the completion of the course or at the end of each semester shall be deemed to be the first available examination.
 - 5.1 To 'sit an examination' means taking all the components of the examination of a relevant subject in one and the same sitting.
 - 5.2. 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.
 - 5.3. In the absence of an accepted excuse, failure to sit the first available

- 2.5 passed Part I and Part II of the final examination for the Degree of Bachelor of Dental Surgery
- 2.6 passed the examination for proficiency in English Language conducted by the English Language Teaching Unit of the Faculty. Eighty percent (80%) attendance at English classes is essential in order to sit for the examinations conducted by the Faculty at the end of the Intensive English Course and at the end of the 1st, 2nd, 3rd & 4th semesters of the BDS programme.
- The Degree Certificate will be issued only if the required pass mark is obtained at the English Language Test conducted by the Faculty.
- 2.7. paid such fees or other dues as prescribed by the University, and
- 2.8 fulfilled all other conditions or requirements prescribed by the University.
- 2.9 completed the Bachelor of Dental Surgery course within eight years from his/her registration as an undergraduate

3. Punishments

(As specified in Part 11-1.1-1.9)

4. Procedure

4.1 In all cases of violation of examination rules detected, the supervisor shall take action as outlined below and forward his/her report to the relevant Dean/Senior Assistant Registrar Assistant Registrar

4.2 In cases of disorderly conduct the supervisor shall in the first instance warn the candidate to be of good behaviour. 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 a letter with a copy to the relevant Dean/Senior Assistant Registrar/ Assistant Registrar, cancelling his/her candidature from the examination.

4.3 In all cases of examination offences detected, the supervisor shall send a report to the relevant Dean along with any material taken into custody. Material taken into custody should be authenticated by placing the signatures of the candidate and the Supervisor/Invigilator and the date, time and place of detection. A supervisor should give

particulars of any incriminating material of which he/she cannot take possession. The Supervisor's report should be countersigned by one of the Invigilators.

4.4 The Dean after preliminary inquiry shall place all reports of examination offences submitted by supervisors for action of the relevant Examination Disciplinary Committee for further action.

4.5 Supervisor, Examiner, Head of Department or any other official of the University who detects an examination offence shall report the matter in writing to the relevant Dean, who shall after preliminary inquiry submit his findings to the relevant Examination Disciplinary Committee for further action.

4.6 Any allegations regarding the commission of examination offences from whosoever received shall be submitted by the Dean after preliminary inquiry to the relevant Examination Disciplinary Committee for further action.

5. The Decision

5.1 The punishment recommended by the Examination Disciplinary Committee shall be submitted to the relevant Faculty Board for a decision and the decision shall be reported to the Senate for ratification.

EXAMINATION BY- LAWS FACULTY OF DENTAL SCIENCES

Proposed By-Laws to be cited as the Degree of Bachelor of Dental Surgery (BDS) By Laws No. 01/2008 Faculty of Dental Sciences, University of Peradeniya.

BY - LAWS

01. These By-Laws shall be cited as the Degree of Bachelor of Dental Surgery By-Laws No. 01/2008.

02. Subject to the By-Laws a student may be awarded the Degree of Bachelor of Dental Surgery if he/she has:-

2.1 been registered as a dental student of the University for a period not less than 4 academic years.

2.2 completed to the satisfaction of the Vice-Chancellor courses of study as prescribed by these By-Laws and Rules and Regulations made there under,

2.3 passed the first examination for the Degree of Bachelor of Dental Surgery

2.4 passed the second examination for the Degree of Bachelor of Dental Surgery

- d. This Board possesses the right to question the validity of any Ayurvedic Medical Certificate.
 - e. The Board possesses the right to summon before them any student submitting an Ayurvedic Medical Certificate, if necessary.
4. When students request exemption from examinations or course work upon the basis of illness, the ultimate decision on the question of exemption, repetition of course and of eligibility for honours, shall be the functions of the relevant Faculty Board upon the recommendation of the Medical Board or the Chief Medical Officer.

Senior Assistant Registrar/ Assistant Registrar of the relevant Faculty shall be the convener/Secretary of the inquiring committee on examination offences.

6. Appeals Board

6.1 There shall be an Appeals Board, consisting of three members, appointed by the Vice-Chancellor to consider appeals regarding the decision referred to in 5.1 above. Any student on whom a punishment has been imposed may, within a period of two weeks from the date of communication to him/her of such punishment, appeal against such punishment to the Vice-Chancellor.

6.2 The Appeals Committee shall have the power to review the decision referred to in 5.1 regarding the punishment imposed and may either affirm, vary as deemed necessary or set aside the decision regarding the punishment.

7. Postgraduate Institutes

7.1 In the case of Postgraduate Institutes, the functions of the Dean and the Faculty Board with regard to these regulations shall be performed respectively by the Director and the Coordinating Committee of the relevant Institute.

31.1.4 Appendix I - Procedure Approved by the University of Peradeniya for the Acceptance of Medical Certificates Submitted by Students for Work and Examinations

1. Students are requested to support the absence from course work or examination due to illness by a valid medical certificate conforming to the format of a medical certificate issued by a government hospital. Such medical certificate should be obtained from the following persons:

University Medical Officer (UMO)

District Medical Officer

Consultant Specialist in the particular field

Head of a Government Base Hospital

Medical Superintendent of a Provincial

Ayurvedic Government Hospital

Ayurvedic Physician registered in the Council

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

2. Students who fall ill during sessions or examination time should contact the University Medical Officer at the University Health Centre immediately.

If a student falls sick at home or elsewhere during sessions or examination time he/she or his/her guardian should inform the Dean of the respective Faculty within seven (7) days by telegram/fax/e-mail followed by a letter

Dean of the respective Faculty shall convene meetings of the Ayurvedic Medical Board whenever necessary and co-ordinate the work between the Faculty and the Ayurvedic Medical Board.

- c. The Board has the right to call students before the Board when necessary for purposes of interviews, examination and investigations. Such requests should be sent to the students through the Senior Assistant Registrar/Assistant Registrar in charge of student registration of each Faculty.

Guidelines for the Functioning of the Ayurvedic Medical Board

- a. When accepting Ayurvedic Medical Certificates, caution is to be exercised by accepting from only those who are registered in the Ayurvedic Medical Council.
- b. General or special registered Ayurvedic Medical Practitioners could recommend, on any one occasion, leave up to 14 days at a stretch. Those with more than the above amount should get an endorsement from the Medical Officer in charge of the closest Government Ayurvedic Hospital or Government Ayurvedic Dispensary.
- c. The decision on leave stipulated in Medical Certificates from Ayurvedic Hospitals, Government Dispensaries or Local Government Ayurvedic Dispensaries rests with the Board.

- c. The Board has the right 'to call students before the Board when necessary for purposes of interview, examination and investigations.
- d. Recommendations of the Medical Board should be sent to the Faculty Board through the Dean of the respective Faculty.
- e. The Western Medical Board should consist of the Heads of the Departments of Medicine, Surgery and Psychiatry of the Faculty of Medicine or their nominees and the CMO of the University.

ii. Ayurvedic Medical Board

Composition

The Ayurvedic Medical Board shall consist of three (3) persons appointed by the Senate of the University.

Terms of Reference

- a. The Ayurvedic Medical Board shall consider Ayurvedic Medical Certificates submitted by students requesting exemption from examinations or course work and make recommendations to the Senate through the Deans of the respective Faculties.
- b. The Board shall meet at least once within a semester. The Senior Assistant Registrar/Assistant Registrar in charge of student registration in consultation with the

indicating the nature of the illness and the name of the attending doctor, etc. A medical certificate supporting the illness of the student also should be sent to the Dean.

Under exceptional circumstances if a student was not able to meet the deadline mentioned above, he/she could send his/her appeal to the relevant Faculty Board.

The Dean on receipt of such medical certificate/s should follow the following procedure:

- i In case of Western Medical Certificates submitted by students to cover absence from course work or examination:
 - a. The medical certificate should be referred to the Chief Medical Officer (CMO) of the University for his/her Observations and recommendations.
 - b. The CMO in turn examines the certificate and if he/she wishes could summon the student for examination and thereafter send his/her observations and recommendations to the Dean.
 - c. In cases where the CMO wishes to convene the Western Medical Board he/she may make arrangements to convene the Western Medical Board and refer the recommendations of the Board to the Dean.
 - d. The Dean on receipt of such recommendations for~ the CMO or Western Medical Board should send it to the Faculty Board for ratification.

- ii In the case of Ayurvedic Medical Certificates submitted by students to cover absence from course work or examinations, the following procedure should be followed:
- a. Ayurvedic medical certificates submitted by student in respect of absence from examinations or course work should be circulated among the members of the Ayurvedic Medical Board for their observations by the Senior Assistant Registrar/Assistant Registrar in charge of student registration of each Faculty in consultation with the Deans of the respective Faculties.
 - b. Each member of the Ayurvedic Medical Board may send his/her observations and recommendations on the face of the medical certificate to the Dean 'of the respective Faculty through the Senior Assistant Registrar/ Assistant Registrar of the Faculty;
 - c. In cases where the opinions of the members of the Ayurvedic Medical Board vary, the Senior Assistant Registrar or Assistant Registrar of the Faculty in consultation with the Dean of the Faculty may take steps to convene a meeting of the Ayurvedic Medical Board.
 - d. If the members of the Ayurvedic Medical Board think that the medical certificates should be examined at a meeting of the Board, the Dean of the Faculty should be informed accordingly.

- e. If the members wish to examine the students concerned, they could be summoned before the Medical Board through the Senior Assistant Registrar/ Assistant Registrar of the Faculty.
 - f. The recommendation of the Ayurvedic Medical Board should be sent to the Faculty Board through the Dean of the Faculty for ratification.
 - g. The original copies of the Ayurvedic Medical Certificate submitted by students should be kept in the files of the students concerned and copies of such certificates should be sent to the Chief Medical Officer for purposes of record.
4. There shall be two Medical Boards in the University, viz., Western Medical Board and Ayurvedic Medical Board.

i. Western Medical Board

Terms of Reference

- a. The Western Medical Board shall consider cases where the Chief Medical Officer of the University has doubt about the validity of the grounds (including medical certificate) upon which the request of students to be excused for absence from course work of examinations.
- b. The Chief Medical Officer of the University shall convene the Western Medical Board if and when necessary.