



GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY

POLICY ON DEFERMENT OF STUDIES

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1. Introduction

General Sir John Kotelawala Defence University (hereinafter referred as to KDU) was initially established as the “General Sir John Kotelawala Defence Academy” by the Parliamentary Act No 68 of 1981 and subsequently it was elevated to University status by the amendment Act No 27 of 1988, thereby empowering it to award Bachelors’ and Postgraduate degrees in Defence Studies. KDU is a member of the Association of Commonwealth Universities (United Kingdom) and maintains necessary standards for educating and grooming Officer Cadets to meet the challenges of modern defence management. KDU is now open for civil students who wish to continue their higher studies in various disciplines.

During their academic journey, students may encounter unforeseen circumstances that necessitate them to apply for the deferment of their studies. Such situations may include medical reasons, participation in overseas programs or student exchange programs, as well as other situations that call for the university's compassionate consideration. KDU recognizes its students' well-being and academic success are of utmost importance, and this deferment policy aims to provide them with the necessary support and flexibility during such circumstances.

KDU understands that unexpected circumstances can arise in a student's life that may make it difficult for them to continue their studies as planned. In such cases, KDU offers a deferment policy that allows students to temporarily pause their studies without penalty. This policy is designed to provide flexibility and support to students who may require time away from their academic pursuits. KDU intends to help students overcome the challenges they face so that they can return to their studies feeling refreshed and motivated. This document outlines the various types of deferment available, the steps students need to take to apply for a deferment and consequences of and conditions that will apply after availing of deferment

2. Scope

This policy applies to all undergraduate students of General Sir John Kotelawala Defence University.

3. Objectives

3.1 To define the university policy on deferment of academic activities, in accordance with section 3.2 of the existing Rules for the Conduct of Degree Programmes in the university.

3.2 To have a common framework in place to minimize the likelihood for the faculties to offer deferment based on subjective interpretations of the clause ‘*circumstances deserving compassionate consideration*’ under section 3.2.1 in the existing Rules for the Conduct of Degree Programmes of the university.

3.3 To provide students with conditions and a clear and concise procedure for applying for deferment of studies.

3.4 To elaborate the clause '*circumstances deserving compassionate consideration*' under section 3.2.1 in the existing Rules for the Conduct of Degree Programmes of the university.

4. Principles and Values

4.1 The deferment policy aims to be transparent and provide clear and concise information on the deferment process and criteria, empowering students to make informed decisions about their academic journey.

4.2 The deferment policy considers students as adult learners and they have the capacity to make responsible decisions about their education.

4.3 The deferment policy applies to all students and will be communicated at entry or in the student handbook, ensuring that all students are aware of the process and conditions for applying.

4.4 The duration of the deferment shall not exceed the limit of one (01) academic year and the student who obtained the deferment shall resume his/her studies with the immediate junior batch. Students are allowed to obtain a maximum of one (01) approved deferments within the maximum duration of the degree programme.

4.5 If the student is undergoing any clinical training, internship or field training, a deferment of studies shall not be granted in the middle of such training.

4.6 If a student is granted a deferment of studies, the deferral must fall within the Maximum Allowed Duration of Study stipulated in section 2.1 of the existing Rules for the Conduct of Degree Programmes, which is two times the period of academic semesters of the degree programme.

4.7 In case there are changes to the curriculum or examination format of the immediate junior batch, the student who obtained a deferment of studies must follow the revised curriculum or new examination format, and adhere to any prerequisites of taking or completing a module.

5. Policy statement

Respective faculties must consider the existing Rules for the Conduct of Degree Programmes or Examination by-laws as the general framework in determining any student request or case related to deferment. Particularly, the section 3.2 (Leave from Academic Activities) and sub section 3.2.1 (Leave for Long Duration) must be considered in determining any student request or case related to deferment.

6. Definitions

As per the sub section 3.2.1 (Leave for Long Duration), permitting any deferment of studies for a student related to '*circumstances deserving compassionate consideration*' shall be determined based on following grounds:

- a. Death of an immediate family member.
- b. Sudden loss of income or employment of parents, guardian, spouse or any unforeseen circumstances leading to difficulties in study expenses.
- c. Restrictions by the employer to continue with the study leave or paid leave.
- d. Palliative care for parents, spouse or dependents with terminal illness or disability.
- e. Evidence of complex emergency or crisis situation in home country or host country.
- f. Destruction of property i.e. house or business - belonging to family due to natural or man-made disasters resulting in financial difficulties.
- g. Any other reason (not included in a. to f. above) determined by the Senate of General Sir John Kotelawala Defence University on case-by-case basis.

7. Responsibility

7.1 Following officials are responsible for implementation and monitoring of this policy:

- Head of the Department
- Dean and the Faculty Board
- Senior Assistant Registrar of Examination
- Senate

8. Implementation

8.1 Before obtaining the deferment, the student must discuss with the relevant Head of the Department and decide on the parallel semester to resume studies with the immediate junior batch.

8.2 The request of study deferment addressed through Head to the Dean shall be considered upon receipt of a formal request, giving the plans of study/scholarship/exchange programme or reasons as given under section 6 '*circumstances deserving compassionate consideration*'. The request with the recommendation of the Faculty Board will be submitted for Senate approval by the respective faculty. A student will not be permitted to avail of the deferment until the Senate has approved the request. The application shall be submitted using appropriate channels of communication at least 8 weeks before date of availing deferments.

8.3 In case of a deferment, the deferred period shall be included in the student's transcript.

8.4 Any student who intends to obtain an approved deferral of studies must complete all the pending payments up to the point of deferment of studies. In this case, the foreign students must settle their pending payments in US Dollars (USD).

8.5 In case of obtaining a deferral by a foreign student, it is imperative that the student completes all mandatory requirements and formalities at the university prior to the departure.

8.6 Any request for obtaining an approved deferment for an Officer Cadet, Officer from Tri – forcers or Police based on the section 03 of this policy shall first obtain the relevant approval from respective tri – services or police and thereafter from the university.

8.7 A student who is granted approval for a deferment will be eligible for the award of honours.

8.8 Students who follow the MBBS degree programme are allowed to apply for deferment only after completing one of the under mentioned phases of the degree programme only - (a) 2nd MBBS, (b) 3rd MBBS (part I) and (c) 3rd MBBS (part II).

9. Policy reviews and amendments

9.1 This policy may be reviewed after every 03 year or as necessary.

9.2 Sub revisions may be initiated on the recommendation/directions of the Vice Chancellor of KDU.

9.3 Any such revisions or amendments shall be forwarded for the recommendation of the Senate and the approval of the BOM of the university.