



**GENERAL SIR JOHN  
KOTELAWALA DEFENCE  
UNIVERSITY**

**POLICY ON  
ENLISTMENT OF LOCAL  
STUDENTS**

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# 1. Introduction

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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.

At present, General Sir John Kotelawala Defence University operates with eleven fully - fledged academic faculties out of which ten faculties offer undergraduate degree programmes that are benchmarked with a similar course offered by other prestigious local and foreign universities.

The Enlistment division is responsible for enrolling students under four categories into all the undergraduate degree programmes offered at General Sir John Kotelawala Defence University. The enlistment policy acts as the foremost guide upon which the enlistment at KDU takes place.

## 2. Scope

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This policy is applicable to enlist students who falls under the local category to follow the Bachelor’s degree programmes offered by KDU.

There are several forms of enlisting local students to the KDU:

- **Enlistment of Officer Cadets / Student Police Officers**  
Candidates are enlisted as Officer Cadets or Students Police Officers to KDU and commissioned in Sri Lanka Army, Sri Lanka Navy, Sri Lanka Air Force or enlisted into the Inspectorate of the Sri Lanka Police upon successful completion of the degree.
- **Enlistment of Days Scholars**  
Civil students who are enrolled on payment or non-payment basis with local educational qualifications such as G.C.E Advance Level or Cambridge/Edexcel or equivalent qualifications for degree programmes at KDU are falling under this category.
- **Letteral Entry**  
Diploma/Certificate holders attached to Tri Forces (MOD), and Ministry of Health (MOH) are given the opportunity to obtain BSc/B Pharm qualifications from KDU

as the Lateral Entrants. Lateral entry option is only available for the degrees offered at Faculty of Allied Health Sciences.

- **Direct Entry**

Candidates from Armed Forces and Sri Lanka Police are enrolled under this category to KDU. Military Health Officers serving under the Ministry of Defense and the Sri Lanka Police who meet the minimum required entry criteria are eligible for direct admission to follow the degree programs of the Faculty of Allied Health Sciences.

### **3. Aims and Objectives of the Policy**

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#### **3.1 Aim**

The Policy on Enlistment of Local Students aims to recruit the most suitable candidates those who possess knowledge as well as skills to follow the degree programmes at KDU.

#### **3.2 Objectives**

The objectives of this policy are as follows:

- Objective 01

**To ensure that the most suitable candidates are enrolled in to the degree programmes.**

The enlistment process of KDU always focuses on enlisting the most suitable and qualified candidates to follow the degree programmes. KDU concerns about the academic performance as well as the extra-curricular activities when enlisting the candidates, allowing overall performers to have more opportunities.

Objective 02

**To ensure Diversity of Enlistment**

KDU provides enlistment opportunities to a variety of students irrespective of their gender, race or nationality leading to enlist a diversified group of students under each category in to each intake, paving the way to enhance intellectual as well as cultural engagement among all the student categories.

- Objective 03

**Meeting the selection criteria**

Each category of students is being enlisted by following stipulated guidelines including the basic requirements, degree specific requirements and minimum required physical standards (only for Officer Cadets / Student Police Officers). Obtaining cut off marks,

conduct of aptitude tests and appointing selection committees etc. are approved by the BOM / Vice Chancellor, ensuring an unbiased and transparent selection process.

## **4. Principles and Values**

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4.1 Equity – Being fair and impartial when enlisting students ensuring that the candidates those who meet initial requirements get equal opportunity to apply for KDU degrees.

4.2 Transparency – Following a formalized procedure when enlisting students under each category ensuring honest and unbiased assessment of the potential candidates.

4.3 Diversity – Providing enlistment opportunities for a range of candidates, despite of their different social, ethnic or cultural backgrounds, attracting a wider talent pool.

## **5. Policy Statement**

The Enlistment Policy provides general guidelines to enlist local students under four (04) categories of which the main steps to be followed are elaborated below.

### **5.1 ENLISTMENT OF UNDERGRADUATE OFFICER CADETS / STUDENT POLICE OFFICERS**

01. Obtaining the number of vacancies from Tri-services and Sri Lanka Police for the particular intake and submitting the same to the Board of Management for the approval.
02. Obtaining prior approval from the Ministry of Defence to publish the Gazette notification in tri-languages with regard to calling applications for the enlistment of Officer Cadets / Student Police Officers.
03. Publish on the Government Gazette and advertise on Newspapers, KDU Website and Television.
04. After receiving the applications, shortlisting the same as per the minimum eligibility criteria under the below mentioned categories.

a. Basic Requirements

The candidate should:

- i. Be a Citizen of Sri Lanka
- ii. Be not less than 18 years and not more than 22 years of age at the closing date of applications
- iii. Be unmarried
- iv. Be eligible to apply for the University admission and have fulfilled the following requirements:
  - Should have passed the Common General Test of the GCE Advance Level Examination with a minimum of 30 marks.
  - Should have a Credit (C) pass or above for English Language at the GCE O/L examination or Cambridge/Edexcel or equivalent examination for all the Degree Programmes except for TESOL Degree Programme.
  - Should have a minimum of a Very Good (B) pass for English Language at the GCE O/L examination or Cambridge/Edexcel or equivalent examination for TESOL Degree Programme.

b. Degree Specific Requirements

i. A Candidate should have fulfilled specific requirements of each Degree Programme which are stipulated under the Enlistment Procedure and approved by the BOM, when applying to KDU.

c. Minimum Physical and Visual Acuity Standards as specified by the Tri-services and Sri Lanka Police.

05. Obtaining, cutoff points of Z-Score for each degree programme which will be decided by the Vice Chancellor, considering the number of applications and vacancies available for each Degree Programme.

06. Conduct of Preliminary Interview

a. Appointing the Interview panel which includes following Members.

- i. Vice-Chancellor, KDU - Chairman
- ii. Deans of relevant Faculties of KDU - Member
- iii. Senior Army Officer in the Rank of Lt. Col. (in the relevant field) -Member appointed by the Commander of the Sri Lanka Army
- iv. Senior Navy Officer in the Rank of Commander (in the relevant field) - Member appointed by the Commander of the Sri Lanka Navy
- v. Senior Air Force Officer in the Rank of Wing Commander (in the relevant field) - Member appointed by the Commander of the Sri Lanka Air Force
- vi. Registrar, KDU - Member

b. Total marks of the Preliminary interview will be given based on the following criteria:

- i. Educational Qualifications
- ii. Performance at viva
- iii. General Knowledge
- iv. Board Assessment
- v. Sports
- vi. Extra-Curricular Activities (Cadetting/Scouting and etc.)

c. In addition to the above Physical Standards (Height, Weight and Chest) will be measured by a panel appointed by KDU to ensure that the candidate meets the minimum required Physical Standards.

d. Candidates those who obtain the minimum required mark will be called for the Officer Quality Test (OQT), which is the second stage of Enlistment of Officer Cadets.

07. Conduct of Second Interview (Officer Quality Test):

The Officer Quality Test (OQT) consists of three (03) types of tests and it will be conducted from 0600 hrs to 1800 hrs on a pre-determined date at KDU.

- a. Preliminary Medical Test:
  - i. The Preliminary Medical Test is conducted to investigate the basic requirements of medical fitness of the candidates for the Tri-services and Sri Lanka Police.
- b. Physical and Mental Fitness Test:
  - i. PT Test
  - ii. Psychometric Test
- c. Aptitude Test:
  - i. English
  - ii. IQ, Subject related Knowledge and General Knowledge
  - iii. Impromptu Speech Test
  - iv. Group Task
  - v. Individual Task
- d. Candidates those who obtain the minimum required marks from the OQT will be called for the Final Interview.

#### 08. Conduct of Final Interview:

- a. A panel consists of under mentioned member will be appointed to determine the suitability of applicants at the Final Interview.
  - i. Secretary of Defence or Chief of Defence Staff - Chairmen
  - ii. Commanders of the Tri-Services - Member
  - iii. Vice-Chancellor, KDU - Member
  - iv. Dean/Professor from KDU appointed by the Vice-Chancellor - Member
  - v. A representative from the Public Administration Service - Member
  - vi. Registrar, KDU - Member
- b. The total marks given at the Final Interview will be allocated for following component:
  - Performance at Viva
  - General Knowledge
  - Personality & Bearing
  - Communication Skills
- c. The final marks obtained by the candidate will be decided as follows:
  - i. 1<sup>st</sup> Interview - (30%)
  - ii. 2<sup>nd</sup> Interview - (30%)
  - iii. Final Interview - (40%)

09. The selected candidates from the Final Interview have to undergo with the Final Medical Test at the respective Military and Police Hospitals. After the successful

completion of the Final Medical Test they will be called for an Awareness Programme to educate them on signing of Bond and Agreement and for other formalities.

10. After signing the Bond and Agreement the candidates will be enlisted to the University subjected to the Security Clearance Certificates. Enlistment Process will be completed, once the Security Clearance and the verification on GCE O/L and A/L results are received.

## **5.2 ENLISTMENT OF DAY SCHOLARS (LOCAL CATEGORY)**

1. Obtain the BOM approval to initiate actions to enlist Day scholars for the upcoming intake.
2. Shortlisting process is to be started after the closing date of the applications and the Vice Chancellor will decide the Z-score cutoff mark based on which the applicants will be called for the selection test.
3. The names of the selected candidates who are placed above the cutoff marks will be published on the KDU website, requesting to attend for an Aptitude test.
4. The Aptitude test consists of the following components:
  - i. Psychometric Assessment
  - ii. English Language
  - iii. Subject Knowledge
  - iv. General Intelligence (IQ)
  - v. General Knowledge
  - vi. Special cognition Test (Only for Bachelor of Architecture student)
5. Cutoff marks of the selection test will be decided by the Vice Chancellor and the selected candidates for the selection interview will be published on the KDU website.
6. Conduct of Selection Interview
  - a. The selection committee consists the following members:
    - i. Vice Chancellor - Chairman
    - ii. Dean of the faculty/ HOD of the relevant Department- Member
    - iii. Registrar - Member
  - b. The Marks given at the interview is as follows:
    - Educational Qualifications
    - Performance at VIVA
    - General Knowledge
    - Board Assessment
    - Sports
    - Extra-Curricular Activities (Cadetting / Scouting / Girl Guiding)
    - Other Activities



- c. The final marks obtained by the candidate will be decided as follows:
  - i. Aptitude Test - (50%)
  - ii. Interview Marks - (50%)
7. The Cut off marks of each degree programme will be decided based on the available vacancies in each faculty.
8. Candidates who are selected from the interview will be published on the KDU website and called for the student's registration.
9. The enlistment process will be completed once the selected students are issued with the registration number upon paying the 1<sup>st</sup> installments, university other chargers and the library deposit and signing the agreement.
10. The list of students who are registered under each degree programme will be sent to the respective faculty in order to commence the academic activities.

### **5.3 LATERAL ENTRY**

- i. Obtaining BOM approval for the following:
  - a. Number of vacancies available in the particular intake to enroll students as lateral entrants.
  - b. Entry criteria.
  - c. Members to be appointed as the selection committee.
- ii. Letters to be sent from the Vice Chancellor to the Secretaries of Ministry of Health and Ministry of Defence inviting applications from suitably qualified and shortlisted candidates. The advertisement is to be published on the KDU web page for the information of the candidates.
- iii. Applications are shortlisted based on the stipulated entry criteria.
- iv. Conduct of the selection test which consists of the following components:
  - a. IQ / General Knowledge: 05 questions
  - b. Basic Sciences: 15 MCQ (Multiple Choice Questions) with minus marks given for wrong answers within the question
  - c. Fundamentals of respective discipline of study: 20 SBA (Single Best Answer Question) Duration: 1 hour 45 minutes
  - d. English Language Test (Duration: 1.15 hrs)
- v. Conduct of the structured interview to select suitable candidates.  
Vice Chancellor, KDU - Chairman  
Dean of FAHS - Member

Registrar, KDU - Member

vi. Enlistment process will be completed once the selected students are issued with the registration number upon paying the library deposit and submitting the duly filled registration forms to the Enlistment Division.

#### **5.4 DIRECT ENTRY**

- i. Obtaining BOM approval for the following:
  - a. Number of vacancies available in the particular intake to enroll students as direct entrants.
  - b. Entry criteria.
  - c. Members to be appointed as the selection committee.
  - d. Applicable course fee.
- ii. Letters to be sent from the Vice Chancellor to the Tri Forces and Sri Lanka Police inviting applications from suitably qualified and shortlisted candidates. The advertisement is to be published on the KDU web page for the information of the candidates.
- iii. Applications are shortlisted based on the stipulated entry criteria.
- iv. Conduct of the selection test which consists of the following components:
  - a. Subject related general knowledge and IQ (Duration: 1.15 hrs)
  - b. English (Duration: 1 hrs)
- v. Conduct of the structured interview to select suitable candidates.

Vice Chancellor, KDU - Chairman  
Dean of FAHS - Member  
Registrar, KDU - Member
- vi. Enlistment process will be completed once the selected students are issued with the registration number upon paying the course fee, library deposit and submitting the duly filled registration forms to the Enlistment Division.

## **6. Definitions**

- (a) Officer Cadet – A candidate who gets enlisted to KDU and bound to serve a compulsory period in any of the Armed Force (Sri Lanka Army, Sri Lanka Navy or Sri Lanka Air Force) by signing a bond and an agreement and will be commissioned as an officer upon successful completion of the respective degree programme.

- (b) Student Police Officer – A candidate who gets enlisted to KDU and bound to serve a compulsory period in Sri Lanka Police by signing a bond and an agreement and will be enlisted in to the Inspectorate upon successful completion of the respective degree programme.
- (c) Day Scholar - A candidate who gets enlisted to KDU to follow a particular degree on payment or non-payment basis by paying the 1<sup>st</sup> instalment of course fee and/or University Other charges and the Library deposit while signing the student's agreement.

## **7. Responsibility**

As a whole, the enlistment division is responsible to be in control of the entire enlistment procedure. However, the enlistment policy consists of several components which are conducted by different sections thus the responsibility is vested upon relevant officials mentioned below:

- a. Initiate actions, coordinate and conduct of the enlistment process – Enlistment Division
- b. Conduct of Selection/ Aptitude Test – Examination Division
- c. Conduct of OQT (only for cadets) – DVC (Def & Admin)
- d. Medical Test and assessment of physical standards – UMO
- e. Selection of the suitable candidates – The respective interview panel

## **8. Implementation**

Implementation of the KDU Policy on Enlistment of Local Students is to be implemented upon the directions by the Vice Chancellor and the approval from the Board of Management.

## **9. Policy Review and Amendments**

The policy on enlistment of local students may have reviewed every year with the intention to upgrade the same as necessary in order to facilitate smooth flow of the enlistment while minimizing the practical drawbacks encountered in the past intakes.

Any revision or amendment to the policy should be recommended by the Senate or a panel appointed by the Vice Chancellor and approved by the BOM prior to made effective.