

Transfer of credits earned for course units from any other recognised University or Higher Educational Institute by undergraduates registered for internal degree programmes at the University of Kelaniya

1. Undergraduates who expect to undertake periods of study at foreign universities recognized by the University of Kelaniya must obtain the relevant form for credit transfer from the Academic Branch prior to departure. This form should be completed and certified by the Registrar or equivalent official of the foreign university prior to the undergraduate's return to Sri Lanka. The duly completed form should be submitted by the undergraduate to the relevant Head of Department at the University of Kelaniya.
2. The Head of Department will request the first and second examiners for the relevant course unit(s) to examine the completed form submitted by the undergraduate and to make their recommendations on the prescribed forms by comparing the courses offered at the University of Kelaniya with those offered by the foreign university.
 - a. In comparing courses, examiners are expected to review course contents as well as teaching learning hours, and any other relevant details.
 - b. If the content of the two courses overlap by 2/3rd or more, and the hours of learning are approximately similar, it can be recommended that the undergraduate may be released from the requirement to complete the equivalent course unit(s) offered by the University of Kelaniya.
 - c. The equivalent grade(s) can also be recommended for the grade(s) obtained by the student for the course unit(s) completed at the foreign university that will be applied in relation to the course unit(s) from which the undergraduate may be released.
3. The recommendations of the first and second examiners regarding transfer of credits and grades should be sent to the Dean of the Faculty through the relevant Head of the Department.
4. The Dean is requested to forward the form with the recommendations to the Academic Branch, in order to forward them to the Examination Qualification Reviewing Board.
5. The recommendations of the Examination Qualification Reviewing Board regarding credit transfer shall be submitted for approval by the Senate of the University of Kelaniya.