

Guidelines for Selecting Students for Dean's List and Dean's Awards

These Guidelines shall be referenced as Guidelines No. 01/2017 as approved by the 250th meeting of the Senate of the Rajarata University of Sri Lanka held on 16/10/2017.

1. Preamble

Students with high academic performance in each academic programme in each academic year shall be included in the Dean's List.

Dean's Awards shall be awarded to the overall best performing students of each academic programme at the end of each academic year. The best five outstanding students of each academic programme shall be selected based on the guidelines describe below. These awards shall be administered by the office of the Dean of the Faculty with the assistance of Examination and Student Affairs branches.

2. Objectives

2.1 Dean's List

The students with high academic merits will be recognized for their achievements at the end of each academic year by including them in the Dean's List.

2.2 Dean's Awards

This scheme of award is introduced to recognize highly motivated students those who are equally talented in academic and extracurricular activities. Apart from academic merits, other areas of considerations are;

- exceptional leadership
- community service and good studentship
- outstanding talents in sports
- creativity and exceptional ability in aesthetic or technical fields
- Research or pursuing new knowledge

3. Selection Procedure

3.1 Dean's List

The selection of students in the Dean's List shall be based on the GPA (or average mark, in academic programmes where GPA system is not practiced) of a student during the academic year concerned. The selection is carried out by Selection Committee (see Section 6 of these Guidelines)

3.2 Dean's awards

- The Dean of the faculty shall call for applications at the end of academic year. Any student who believes that he/ she is eligible should apply for the Dean's award.
- This application form will serve as a tool of assessment against established evaluation criteria.

- Application forms shall be available at Dean's office and can be downloaded from University web site.
- Students shall submit certified copies of all the documentary evidence with the application.
- Students shall submit their applications through their Mentors/Academic Advisers who shall certify the contents of the applications.
- Students shall prepare and participate for an interview if the selection panel requests.

4. Eligibility Requirements

- The student should be an undergraduate student registered to follow any fulltime degree programme offered by the Faculty.
- The student shall have completed all the academic requirements of the considered year.
- The student shall have a minimum GPA of 3.60 for consideration of Dean's List and a minimum GPA of 3.30 for consideration of Dean's Awards in each semester (academic programmes where no GPA is calculated, the cut-off averages are 75% and 65% for consideration of Dean's List and Dean's awards, respectively in each examination).

5. Ineligible Students

- Any student who obtains improved grade/grades subsequently, by repeating a course/module/ modules shall not be eligible.
- Any student on whom disciplinary action has been taken by the Vice Chancellor or Deputy Vice Chancellor for any misconduct shall not be eligible.
- Any applicant having less than 70% of the total marks for the application for Dean's awards will not be considered for evaluation.

6. Appointment of a Selection Committee

- A Selection Committee consisting of Five (05) members shall be appointed by the Senate under the Chairmanship of the Dean of the Faculty.
- The other members shall be two Senate members from the relevant faculty and two Senate members from another faculty/ other faculties.
- The Selection Committee shall be responsible in organizing the selection process and final decision on recipients.

7. Selection Criteria

7.1 Number of awards per academic programme

7.1.1 Dean' List

All students fulfilling the minimum GPA (or average mark, where appropriate) shall be included in the Dean's List on the recommendation of the selection committee.

7.1.2 Dean's Awards

For the Dean's awards, the Selection Committee shall select the best 05% of the students from each academic programme from each batch annually. Where student number is less than 50, the best 10% shall be illegible for the award. Where there are less than 10 students registered for an

academic programme, several similar programmes maybe amalgamated, at the discretion of the respective faculty Board, for the purpose of selecting students for the Dean’s awards. The minimum cut-off point is as specified in Section 4 above of this Regulation.

7.1.2.1 Academic Achievements (60 %)

Applicants those who have obtained above 3.3 GPA (in case of no GPA is in practice, 65% of marks) will be taken as the cut off level will be considered for evaluation. The marks of a GPA will be evaluated as

$$\text{Marks of the Applicant for academic achievements} = (\text{GPA of the Applicant} / 4.00) * 60$$

Where GPA scale is not 4, marks would be calculated accordingly.

Where GPA is not practiced, the average of raw marks of the examination shall be considered for the calculation of the marks for academic achievements.

$$\text{Marks of the Applicant for academic achievements} = (\text{Average \% of Marks at the Examination} / 100) * 60$$

7.1.2.2 Extracurricular Activities (40%)

Any achievement considered under this category should be within the period under consideration for the award.

Leadership of a recognized Body

<i>Leadership (office bearer) of a recognized national body</i>		Marks upto
	Recognition of a National Body (e.g. Young Zoologist)	10
	President / Chairperson	5/year
	General Secretary	4/year
	Treasure	3/year
	Committee Member	3/year
<i>Leadership post of University / Faculty Organization</i>		
	President of Student Union	3/year
	President of e.g. Kala Sangamaya	3/year
	Treasurer of Student Union	2/year
	Secretary/ Treasurer of e.g. Kala Sangamaya	2/year
	Committee member Student Union	1/year
	Committee Member e.g. Kala Sangamaya	1/year

Community Service and Good Citizenship

Ideals of Community Service and Good Citizenship		Marks up to
	e.g. Assisting a victim of an accident	8/case
	Serving as a volunteer in a natural disaster	8/case
	Assisting fellow citizens in exceptional way	8/case

Outstanding Talents in Sports

National Games		Marks
	First Place	20
	Second Place	15
	Third Place	10
	Participation for an event (Maximum up to 10 Marks)	5
World University Game/ International Sports event representing the University		
	First Place	10
	Second Place	8
	Third Place	6
	Participation for an Event	3
Inter-University Events		
	First Place	6
	Second Place	5
	Third Place	4
	Participation for an event (Maximum up to 04 Marks)	2
Inter-Faculty Events		
	First Place	1.5
	Second Place	1
	Third Place	0.5
University Colors/ Best Athlete/ Player of the Year		3
Post of president, Vice president, Secretary, Junior treasure and Editor of Sport Council		1/position

Creativity and Exceptional Ability in Aesthetic or Technical Fields

Esthetics competition		Marks up to
	International aesthetic awards / accolades	20
	National aesthetic awards / accolades	10
Completion of examinations or graduating performance in aesthetic fields		
	Visharada in oriental music	5
	Royal/ Trinity Collage Examinations in Western Music	5
	Arangetaram in Bharatanatyam	5
Public/ mass media performance in aesthetic fields (Outside the University)		
	Stage drama	6
	Movie	8
	Place in a TV reality show	8
Performance in aesthetic fields at a University approved events		4
	University level First Place	5
	University level Second Place	4
	University level Third Place	3
	Faculty level First Place	2
	Faculty level Second Place	1.5
	Faculty level Third Place	0.5
Invention in technological field or taking part in project of technological advancement		10

Research or pursuing new knowledge/ Dissemination of knowledge

Peer Reviewed Publication		Marks up to
	Author of a paper in a peer reviewed indexed academic journal	10
	Author of a paper in a peer reviewed non-indexed academic journal	05
Presentation at a Scientific Forum		
	International Conference	4
	Local Conference	2
Active contribution to outstanding research project		
	Notable contribution to a national project	4
	Notable contribution to an institutional level project	2
Newsletter		
	Editor-in-chief of a newsletter	4
	Editorial Board member of a newsletter	3
	Columnist in a newsletter	2

8. Benefits to the Students

- Recognition of the students in Dean's List and Dean's Awards will be noted on the Academic Transcript.
- A certificate signed by the VC and Dean will be issued to the student.
- Students will be given an opportunity to serve and as Student Ambassadors who will extend their support to quality assurance activities of the Faculty and represent the University in national events when requested by the VC.