

Instructions to candidates:

- Candidates are required to comply with all instructions given to them by the Faculty.
- When candidates submit responses to electronic assessments, he/she must sign and agree to an academic integrity declaration of the respective Faculty and confirm the work is his/her own, and he/she has not communicated with any person, persons or organization about the assessment before the submission deadline.
- Candidates must ensure that they are well aware and having good understanding of the updated Examination rules and regulations of the University.
- Candidates may sit/be present for an examination only if he/she has been given permission to do so by the Faculty.
- In case a time-table clash is identified, the candidate must notify the relevant authority at the earliest possible opportunity and in any event no more than one week after the timetable is published.
- Candidates are responsible for noting the dates and times of their examinations correctly and are advised to check their personal exam timetable before the exam.
- Candidates who are unable to sit for the exam due to medical or any other acceptable reason are expected to inform with proof documents within 14 days after conducting the exam for that paper in order to consider for another chance to sit for the exam in a future date under privileges with the recommendation of the faculty board and the approval of senate.
- Candidates who are unable to submit within the stipulated time period are expected to still sit for the exam and submit the answer script subjected to the condition that he/she must provide information for the reason of their late sitting or submission. However, the final decision on the acceptance of the submission will be taken by the respective examiner.
- Academic misconduct, in the forms of copying or taking material from other sources and present this as his/her own work, impersonation, co-operating with any other person when completing the exam, unauthorized acquisition or dissemination of examination questions or related material prior to or after an examination and failure to follow the rules and regulations of an examination, is prohibited.

- Answers to question papers, assignments, etc. should be entirely the candidate's own work and they should acknowledge the originality of any material, text passages or the answers they have written/presented through references. However, since a plagiarism detection software is to be used, there is no requirement for a separate reference list to be added at to the answer script, if it has not been informed to the candidates by the examiners.
- Candidates with special needs should inform the Faculty of their requirements well in advance.