LYCEUM CAMPUS ADMISSION PROCESS

Preamble

COMPONENT I OF SCHEDULE II :
ADMISSION CRITERIA AND PROCEDURE requires the Campus to submit

'Entry qualifications for the degree programme, evaluation criteria and selection procedure to be adopted by the Lyceum Campus conforming to the minimal entry qualifications adopted by the UGC.'

In this regard Council Memo 5.4 **'REGULAION ON ADMISSION COMMITTEE'** which is a standing committee of the council stipulates that the Committee is directly responsible for the undergraduate student admissions to the programmes of study at the Campus.

This REGULATION on Admission Process is Annex 1 of the Admission Committee.

It details the eligibility for undergraduate study programmes conforming to the minimal entry qualifications adopted by the UGC and at the same time based on principles of objective assessment and transparency.

Application process

1.1   Advertisements calling for applications will be placed in the all main stream media.

1.2   All inquiries which are coming in via Lyceum Campus hotline (0117 514 444) and walk-in inquiries are being handled by the Customer Care teams. Course details are added descriptively in the website www.lyceumcampus.lk.

1.3   The potential inquiries are then directed to the Student Counsellor team and each inquiry will be given personnel attention until the application process is completed.

1.4   The Admission team will check all applications eligibility according to the admission criteria (specified above). Applications if they do not satisfy the eligibility criteria shall be rejected.

Eligibility

1. Entry qualifications

Entry qualifications for B.Ed. Hons (Primary) degree Programme is in conformance to minimal entry qualifications adopted by the UGC **(2021 UGC Admissions Book pp7-8)** for deciding eligibility for undergraduate study programmes as stipulated by **MOE** are as follows:

Candidates who obtain at least one of the qualifications listed below are eligible to apply for the degree programme offered by the Lyceum Campus.

Candidates who are pronounced eligible should have obtained:

a. **General Certificate of Education Advanced Level (GCE A/L) examinations conducted by the Department of Education, Sri Lanka, a minimum of three passes (S grades) in approved subjects in Physical Science Stream/Biological Science Stream/Technology Stream/Commerce Stream/Arts Stream in one sitting, within a maximum of three attempts**

   AND

b. **A minimum mark of 30% for the Common General Paper.**

- Candidates who have not obtained 30% or above for the common general paper are not eligible for registration for the courses of study of the universities for which they have been selected based on the Z Score in the current academic year.

- If such a candidate has obtained a minimum of 30% for the common general paper in a previous attempt within three attempts allowed for university admission, the previous achievement can be considered.

- Candidates who have not obtained a minimum of 30% shall re-sit and obtain a minimum of 30% for the common general paper in a next available year within three attempts allowed for university admission, to be eligible to get registered for the courses of study of the universities for which the candidates have already been selected based on Z Score, in a future academic year.

OR

c. **General Certificate of Education Advanced Level (GCE A/L) examination conducted by the accountable officer of the Pearson Edexcel, a minimum of three passes (E Grades) in approved subjects in Mathematical Stream/Biological Stream/Commerce Stream/Arts Stream in one and the same sitting**

OR

d. **Advanced Level Examination conducted by Cambridge Assessment International Education certified with the General Certificate of Education for Advanced Level by the Accountable Officer for Cambridge Assessment International Education, a minimum of three passes (E Grades) in approved subjects in Mathematical Stream/Biological Stream/Commerce Stream/Arts Stream in one and the same sitting**

2. Evaluation criteria and selection procedure

2.1 Conversion of a Grade to a 'numerical score'

Each Grade obtained by the candidates at the respective Advanced Level Examination would be converted into a '**numerical score**' based on the **Table 1** and the grading systems of different types of A/L Examinations are given in **Table 2.**

Table 1 : Formula for converting Grades obtained by candidates at the A/L examinations to numerical scores

(GCE A/L) examinations conducted by the Department of Education, Sri Lanka	Pearson Edexcel or for Cambridge Assessment International Education	Evaluation Mark
A	A & A*	17
B	B	14
C	C	12
---	D	10
S	----	9
------	E	8

Table 2 : Grading systems of different type of A/L Examinations

Pearson Edexcel or for Cambridge Assessment	General Certificate of Education Advanced Level (GCE A/L) examinations conducted by the Department of Education, Sri Lanka
A+ = 90-100 A = 80-89 B = 70-79 C = 60-79 D = 50-59 E = 40-49	A = 75 -100 B = 65 -74.99 C = 55 - 64.99 S = 40 - 54.99

2.2 Selection procedure

All eligible candidates shall take the following tests:
  a) General IQ; and
  b) English Competency
each test will be marked out of 100

2.3 Determination of the Final Score and preparation of the MERIT LIST

Merit order list shall be prepared based on the FINAL NEUMARICAL SCORE which is arrived at by adding the numerical score of the grades obtained by each candidate at the A/L examination as described in the Table 1, General IQ test results and English proficiency test results.

Weightage given as percentage to three sections is as follows

1. Numerical score of the GCE AL results   - 51%
2. English competency   - 25%
3. General IQ   - 24%
   Total   - 100%

For example, a candidate who has obtained **three A passes** at the examination would receive 3 x 17 = 51 which is the maximum mark that can be allocated for the. academic subjects

For English competency if a candidate has obtained a maximum mark of 100% (100 out of 100) the candidate is allocated 25 marks (25 =100%)

For General IQ if a candidate has obtained a maximum of 100% (100 out of 100)
The candidate is allocated 24marks 24= 100%

Table 2 : Determination of FINAL SCORE

Component	Maximum Mark Allocated out of 100
A/L Results	51
General IQ	24
English Competency	25
TOTAL	**100**

i. Selection of the candidates to be admitted to the programme would be based on the merit list and on the numbers which can be accommodated (or number of places available).

ii. The selected student list will be sent to the Head of the Department for information and the Registrar will maintain the relevant information regarding all the selected students.

iii. The selection status will be informed to the students through a letter/ email.

iv. An Offer Letter including the selection status and fee structure shall be sent to the prospective candidates through a letter/email and they will be given the facility of making the investment according to a defined method of payment.

v. Final Confirmation of Enrollment (CoE) will be handed over to the selected candidates by the Registrar, on completion of the payment process.

The role of the Admission Committee

The terms of reference of the Committee includes the following;

i. Determine the student numbers to be admitted for each programme of study as new intake each year, the frequency of intake per year and decide and make arrangements for conducting Aptitudes tests, if such tests are to be hel;

ii. Establish and implement the criteria for admission or enrolment of the students to the Lyceum Campus for all Programmes of Study according to the Campus regulations;

iii. Lay down the detailed procedure to be followed for admission and ensures the same has been implemented;

iv. Identify and approve for admission, suitably qualified candidates and display the merit list as per schedule pre-determined by the Council;

v. Analyse the changes required in the admission policies of the previous years, so as to improve the system and the process;

vi. Ensure that respective Departments make available a Student Handbook to all incoming students providing :
   - General information of the Campus
   - Brief description of the Programme of Study
   - Learning resources
   - Student support services
   - Disciplinary procedures

- Welfare measures
- Code of conduct
- Grievance redress mechanism

vii. Ensure   the respective Departments make available a prospectus containing information on:

- Curriculum
- Optional courses and elective courses
- Examination procedure
- Grading mechanism
- Graduating requirements
- Examination by laws

viii. Ensure orientation programme for all new students to facilitate students transition from school to campus environment.

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Type	Regulation
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Responsible Officer	Deputy Registrar