



## **Sabaragamuwa University of Sri Lanka**

**Policy Title– Policy on Elective / Optional Subjects - SUSL**

**Policy Number – Policy / SUSL / Teach & Learn / 12**

**Effective Date –27.09.2021**

**Revised Dates – NA**

**Approving Authority – The Council, Sabaragamuwa University of Sri Lanka**

**Administrative Responsibility –Faculties, Senate**

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### **Overview**

Undergraduate courses fall in to two categories i.e as core courses and elective courses. Core courses are the mandatory courses to meet the requirements for the completion of degree program where as the courses that the student can select according to their choice are the elective courses or optional subjects. The electives are designed to provide additional knowledge to the student focusing more specifically a specialized area. Though the specific subject is not a compulsory one has to take these additional subjects (optional/ electives) to complete the required number of credits for the completion of the graduation. For this purpose different faculties/ different Departments offer baskets of subjects allowing student to choose based on the will.

### **Purpose**

As a higher education institute, the university has an enormous responsibility of providing high quality, challenging education which reflects and stretches the abilities and interest of the student. Hence the purpose of this policy is to protect the student’s right to learn by adapting a proper mechanism for offering elective subjects by different Departments/ Faculties.

### **Scope**

The scope of this policy is to promote having set guideline for the selection and offering elective / optional subjects for different faculties or departments of Sabaragamuwa University of Sri Lanka.

## **Legislative context**

Curriculum

### **Definitions**

Elective courses - An elective course is one chosen by a student from a number of optional subjects or courses in a curriculum, as opposed to a required course which the student must take

Compulsory courses / core courses – Courses that are compulsory to pass in order to be eligible for graduation.

### **Policy Statement**

1. In designing the electives, more focus should be given on enriching the students with more specific knowledge.
2. There should be a collection of subjects offering by the department or the faculty enabling the student's preferences. More priority should be given to the student's selection.
3. The student should be given the chance to select subjects without any departmental barriers according to the personnel or professional interest of the student to showcase their talents and abilities.
4. Maximum number of electives should be offered for the academic year or the semester as stipulated in the curriculum depend on the existing facilities.
5. With the situation like the expert personnel are not available within the teaching panel, difficulty in providing laboratory facilities, lack of space for conducting lectures, in case of other administrative problems such as fixing the semester time table, difficulties in setting the examination, number of enrolments, etc, the faculty/ department has the sole authority to decide on subject and the number of subjects.
6. It is always better to have faculty specific guideline for the elective subjects. It is important to see the maximum possibilities to offer all the electives for student despite of the number of students applied.
7. Enrollment process should be clearly made available for students and if there are any prerequisites that should be clearly communicated to the students. Also it is important to make them aware on the number of credits one must take. All the important dates and procedures should be clearly mentioned. Proper mechanism should be established.
8. Mode of teaching can be determined by the Department or faculty such as online teaching (completely or partially) in order to increase the number of courses that can be offered.

9. In a situation where the department or the faculty is not in position to provide many electives, it is solely the right of the department or the faculty to decide on the number of electives.
10. Electives can be offered at any semester after inception of the specialization of the degree programme in line with the curriculum.
11. Faculty should formulate a policy/bylaw unique to each faculty in line with this policy.
12. Policy should be evaluated and whenever necessary it can be amended with the recommendation of the Senate Standing Committee on QA and followed by the Senate approval.

**Supporting Documents:**

Curriculum  
Student Handbook

**Responsibility:**

Deans of the Faculties  
Faculty Boards  
Senate

**Promulgation:**

- i. This policy will be circulated as a printed document among all the faculties and will be available in faculty websites
- ii. Will appear in the QA (Quality Assurance) section of the university Website

**Implementation**

This policy will be implemented by Departments and Faculties, or centers of the university.

**Centre for Quality Assurance,  
Sabaragamuwa University of Sri Lanka,  
June 2021**

***\*\*\*\*This Policy has been approved at 253<sup>rd</sup> Senate and 276<sup>th</sup> Council***