**Request Form for the award of BSc Hons Degree**

**Name in Full (BLOCK CAPITALS):** …………………………………………………………………………...……………. **Student No.:** ………………………………

…………………………………………………………………………………………………...………………………………. **Academic Year of Admission :** 200…… / 200…..

**Address :** ………………………………………………………………………………………………………………………. **Contact No.:** ………….…………………

………………………………………………………………………….. **NIC No**.**:** ………………………………………… **Gender: Male**  **Female**

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| **Year 1** | | | | | | **Year 2** | | | | | | **Year 3** | | | | | | **Year 4** | | | | | |
| **Course Code** | **Year Obtained** | **Grade** | **Credit Value (a)** | **Grade Point Value**  **(b)** | **(a) x(b) = (c)** | **Course Code** | **Year Obtained** | **Grade** | **Credit Value (a)** | **Grade Point Value**  **(b)** | **(a) x(b) = (c)** | **Course Code** | **Year Obtained** | **Grade** | **Credit Value (a)** | **Grade Point Value**  **(b)** | **(a) x(b) = (c)** | **Course Code** | **Year Obtained** | **Grade** | **Credit Value (a)** | **Grade Point Value**  **(b)** | **(a) x(b) = (c)** |
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| **Total** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**\* Write all information very clearly. Do not make any correction after completion. If there is any mistake use a new form.**

**\*** Be vigilant whether your name is written **in English correctly** by the Academic Branch to avoid the future changes.

**Referring to above table furnish the following information**

1. Grade Point Average = Total of Column (c) = =

Total of Column (a)

1. Credit distribution for programme and subject/subjects of specialization

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Grade/s** | **Total Number of Credits** | | | |
| **For the entire programme** | **For the subject/subjects of specialization** | | |
| **Level 1, Level 2, Level 3 & Level 4 Course Units** | **Level 3 & Level 4**  **Course Units** | **Level 4**  **Course Units** |
| A or better |  |  |  |  |
| B or better |  |  |  |  |
| C or better |  |  |  |  |
| C- |  |  |  |  |
| D+ |  |  |  |  |
| D |  |  |  |  |
| E |  |  |  |  |
| Absent |  |  |  |  |
| **Total** |  |  |  |  |

1. Details of non credit course units :

|  |  |  |
| --- | --- | --- |
| **Course Code** | **Grade** | **Year** |
|  |  |  |
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1. Year and semester of the completion of the final examination

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| --- |
|  |

Year and month completion of the final examination

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| --- |
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Relevant semester of completion of the final examination

Semester I

|  |
| --- |
|  |

Semester II

1. Other Information

Were you a repeat student? Yes / No

If yes, were you a First timer for the repeat examinations? Yes / No

If yes, attach copies of documentary evidence.

I certify that the above information is true and correct to the best of my knowledge. I hereby make a request to take necessary action to award me the BSc Hons degree.

Signature : ………………………………… Date : …………………………………

**To be signed by those who have followed the BSc Hons Degree programme, but wish to opt for the BSc Degree:**

I hereby make a request to take necessary action to award me the BSc Degree foregoing the BSc Hons Degree. With this request I forfeit all my rights for the award of the BSc Hons Degree and I shall not under any circumstance make a request for the award of the BSc Hons Degree.

Signature : ………………………………… Date : …………………………………