GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY

POLICY ON

…… ……. ……..ENLISTMENT OF LOCAL STUDENTSPUBLICATION

Contents

1. Introduction

General Sir John Kotelawala Defence University (hereinafter referred as to KDU) was initially established as the "General Sir John Kotelawala Defence Academy" by the Parliamentary Act No 68 of 1981 and subsequently it was elevated to University status by the amendment Act No 27 of 1988, thereby empowering it to award Bachelors' and Postgraduate degrees in Defence Studies. KDU is a member of the Association of Commonwealth Universities (United Kingdom) and maintains necessary standards for educating and grooming Officer Cadets to meet the challenges of modern defence management. KDU is now open for civil students who wish to continue their higher studies in various disciplines.

At present, General Sir John Kotelawala Defence University operates with eleven fully - fledged academic faculties out of which ten faculties offer undergraduate degree programmers that are benchmarked with a similar course offered by other prestigious local and foreign universities.

The Enlistment division is responsible for enrolling students under four categories into all the undergraduate degree programmes offered at General Sir John Kotelawala Defence University. The enlistment policy acts as the foremost guide upon which the enlistment at KDU takes place.

The purpose of this policy is to ....educate and inform faculty, staff and students of Kotelawala Defence University, about the practices of "Predatory "publishers and to provide criteria for researchers where to publish the output of their research work.

Predatory journals/ publishers, also known as questionable journals/ publishers, are journals that lack academies credibility, honesty and use aggressive procedures for recruiting and nominating reviewers and accepting articles for the publication. Publishers of these journals are more interested in making money rather than following an acceptable method of reviewing articles. The content of the articles published in these journals are non- reliable and misleads the readers. Submitting research work in a predatory article is a risk and may have serious negative consequences such as; fake peer review undermines the scientific conversation, publishing in a low quality journal can make someone research harder to find and less likely to be used by others, researchers could be scammed and lose their work. Hence KDU developed this policy to protect its staff and students from publishing their research work in predatory journals.

2. Scope

This policy is applicable to enlist students who falls under the local category to follow the Bachelor's degree programmes offered by KDU.

This policy is applicable to ....all the research work produced/ developed or created at KDU with the support of the University and is extended to all individuals (academic staff and students), and applied to all programmes supported by KDU, UH KDU and KDU affiliated institutions.

There are several forms of enlisting local students to the KDU:

- **Enlistment of Officer Cadets / Student Police Officers**
  Candidates are enlisted as Officer Cadets or Students Police Officers to KDU and commissioned in Sri Lanka Army, Sri Lanka Navy, Sri Lanka Air Force or enlisted into the Inspectorate of the Sri Lanka Police upon successful completion of the degree.

- **Enlistment of Days Scholars**
  Civil students who are enrolled on payment or non-payment basis with local educational qualifications such as G.C.E Advance Level or Cambridge/Edexcel or equivalent qualifications for degree programmes at KDU are falling under this category.

- **Letteral Entry**
  Diploma/Certificate holders attached to Tri Forces (MOD), and Ministry of Health (MOH) are given the opportunity to obtain BSc/B Pharm qualifications from KDU as the Lateral Entrants. Lateral entry option is only available for the degrees offered at Faculty of Allied Health Sciences.

- **Direct Entry**
  Candidates from Armed Forces and Sri Lanka Police are enrolled under this category to KDU. Military Health Officers serving under the Ministry of Defense and the Sri Lanka Police who meet the minimum required entry criteria are eligible for direct admission to follow the degree programs of the Faculty of Allied Health Sciences.

3. Aims and Objectives of the Policy

3.1 Aim

The policy on ....research publications aims to ....protect the interests of the University and its research community. It also formalizes the KDU's dedication to the advancement of knowledge production and community outreach. It also provides the directions to the research community of KDU to select standard, quality journal when publishing their research outcome.

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The Policy on Enlistment of Local Students aims to recruit the most suitable candidates those who possess knowledge as well as skills to follow the degree programmes at KDU.

4.13.2 Objectives

The objectives of this policy are as follows:

- Objective 01
  To ensure that the most suitable candidates are enrolled in to the degree programmes.

The enlistment process of KDU always focuses on enlisting the most suitable and qualified candidates to follow the degree programmes. KDU concerns about the academic performance as well as the extra-curricular activities when enlisting the candidates, allowing overall performers to have more opportunities.

- ~~to make knowledge generated by the research conducted under its auspices available to the widest possible audience.~~
  Objective 02
  To ensure Diversity of Enlistment

KDU provides enlistment opportunities to a variety of students irrespective of their gender, race or nationality leading to enlist a diversified group of students under each category in to each intake, paving the way to enhance intellectual as well as cultural engagement among all the student categories.

- ~~to help researchers disseminate research in standard journals by correctly identifying those.~~
- ~~t~~Objective 03
  Meeting the selection criteria

Each category of students is being enlisted by following stipulated guidelines including the basic requirements, degree specific requirements and minimum required physical standards (only for Officer Cadets / Student Police Officers). Obtaining cut off marks, conduct of aptitude tests and appointing selection committees etc. are approved by the BOM / Vice Chancellor, ensuring an unbiased and transparent selection process.

- ~~......o raise the profile of research outputs of the academia and the university.~~
  ~~To protect the researchers from publishing the outcomes of their research in predatory journals.~~

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4. Principles and Values

4.1 Equity – Being fair and impartial when enlisting students ensuring that the candidates those who meet initial requirements get equal opportunity to apply for KDU degrees.

4.2 Transparency – Following a formalized procedure when enlisting students under each category ensuring honest and unbiased assessment of the potential candidates.

4.1 ~~4.3~~ Diversity – Providing enlistment opportunities for a range of candidates, despite of their different social, ethnic or cultural backgrounds, attracting a wider talent pool.~~Acceptable list of Journals~~

~~In the recent past university academics of Sri Lanka, were encouraged to carry out more research activities, through the inclusion of research allowance to their salary and giving a higher weightage for research publication as a key factor in getting promotions. KDU also introduced a support scheme for publication in high impact journals to support publication of research findings by academic staff of KDU in open access high impact index journals. In order to evaluate/ approve such applications it is a mandatory requirement to check the acceptability of the journal to which the publication belongs to.~~

~~It is difficult to prepare a list of journals which are considered as Predatory journals due to new predatory journals are starting frequently, some predatory journals change their names at the middle of the course when they are exposed as a predatory journal, existing predatory journals may shut down at once. Hence the KDU decided to come up with a list of acceptable journals hereinafter referred to as the~~ **~~"White List of Journals".~~**

~~All academics of KDU are requested not to include any predatory publications in their CVs, KDU web profiles, other academic profiles (google scholar, scopus etc.) and in applications for promotion, research allowances, reimbursement for publications etc. With effect from January 2022, all applications for promotions for senior lecturer, associated professor, professor, senior professor, will be screened for predatory publications and may be rejected or requested to resubmit after withdrawing the identified fake publications. Withdrawing a publication from a predatory journal, might involve a cost equivalent to double of the payment charge for the publication. The same will be applied for applications submitted for applications for financial assistance schemes on research related activities provided from KDU and applications for awards, etc.~~

4.2 ~~White list of Journals~~

~~Staff of KDU are encouraged to go for the publications categorized under category I and II.~~ ~~The purpose of including the category III here, is to validate the research papers already published by the academics in journals of category III. However, the academics are discouraged to select category III journals published in other countries also the journals included in the Beall's list. More guidance on selecting a standard journal is given in the later sections of this document.~~

~~Category I - Journal indexed in~~
   ~~I. Science Citation Index Expanded (™) (Web of Science) (Clarivate Analytics)~~
   ~~II. www.scopus.com (Elsevier publishers)~~
   ~~III. www.ncbi.nim.nih.gov/m/pubmed (PubMed, MEDLINE)~~
   ~~IV. Emerging Sources Citation Index (ESCI) (Clarivate Analytics)~~
   ~~V. Social Sciences Citation Index® (Web of Science) (Clarivate Analytics)~~
   ~~VI. Arts and Humanities Citation Index® (Web of Science) (Clarivate Analytics)~~
   ~~VII. Library and Information Science Abstracts (LISA)~~
   ~~VIII. Library, Information Science and Technology Abstracts (LISTA)~~
   ~~IX. Education Resource Information Centre (ERIC)~~
   ~~X. Engineering Index~~

~~Category II - Journals which are not included in the above citation indices, but included in world accepted "journal ranking system" such as~~

I.   Clarivative analytics master journal list
II.   SciMago Journal list
III.   Directory of open access journals (DOAJ)
IV.   ABDC Journal quality list
V.   Journal under 'Ubiquity Press' (published journals, hosted journals and Journals of Partner network)
VI.   ACM Digital Library
VII.   EBSCO
VIII.   ProQuest
IX.   Journals listed in "Sri Lankan Journals Online"

Category III – Non-predatory journals which are not included in any of the above two categories, but falls into following:

I.   Standard (local and foreign) journals published in English medium, but not listed under any of the above two categories
II.   Standard journals published in local languages (i.e., Sinhala or Tamil)
III.   Standard journals published in other languages **with an abstract in English**.

4.3 Features of a standard Journal – Category III

Standards/ Features	The way to check	Remarks
There should be a genuine ISSN number for the journal (Not ISBN)	Web search through https://portals.issn.org/	This is just to distinguish periodicals from books and occasional publications. However, it should be noted that in addition to standard journals, conference proceedings as well as fake journals also processing ISSN numbers.
Published periodically (At least one issue per year)	Periodicity (i.e., Volume numbers and number of issued pre volume over the time) can be checked through archives in the journal homepage.	There may be exceptional cases particularly in some journals published few decades ago, as they were published only as hardcopies and the periodicity may not be maintained. Such cases can be considered separately, on request.
There should be an authentic editorial board with senior scholars.	Profiles of the editorial board accessible though the journal homepage.	Some fake or predatory journals include the names of world renounced researchers in to their editorial boards without the consent of the researcher. It is true that this cannot be observed or found without proper search. However, if there is a doubt, it is possible to contact the relevant researcher and check.
Reviewers should be separated from editorial board members.	In general, editor send editorial comments separately, with two review reports, to the author	In some periodicals as magazines, the articles received are reviewed by the editorial board members. It is not considered as a 'peer review'
Submitted papers should be subjected to a peer review, at least by two reviewers.	The most reliable to check whether there is a proper peer review process or not, it is to observe the quality of the review reports.	The authors should keep the review reports/ email correspondences relevant to their publication, to be submitted for inspection, if requested.

Archives of review reports on manuscripts submitted should be maintained by the journal	If requested, the editors of the journal should be able to provide the review reports, in order to prove the standard of the journal. This is particularly valid for the local journals under category III.	However, archives of review reports may not be available for papers published several years ago for the access by the authors.
All papers in each and every issue should follow the same format	Through the homepage of the journals	Progressive and gradual increases are accepted
Almost no obvious syntactic and spelling errors in the text or journal website.	Can be checked by inspecting research papers published, through the journal website.	The authors should be responsible for checking for grammatical/ spelling errors in the journal avoid such journals when publishing their work.
Format of the reference list is standard and uniform not only throughout any paper, but also in all the papers in all the issues	Can be checked by inspecting research papers published, through the journal web site.	The authors should be responsible for checking for referencing style(s) in the journal before deciding to submit a research article to journals.
Article processing/ publishing fees	Through the instructions to the authors by the journal and/ or through email communication	Many of the standard journal also charge a fee to publish a paper. However, if any journal requests a fee for the research article, without reviewing the paper properly and without giving satisfactory editorial service, authors should be vigilant on such journals.

4.4 When a publication is in a Journal of category III

4.4.1. When including a publication in a journal of category III, for promotions, allowances, awards, and other financial assistances, additional supporting documentation should be submitted with regards to the journal information as follows. This evidence needs to be approved and verified by the Dean of the Faculty before forwarding the application to the relevant committee.

1. Journal Name
2. Copy of the paper (need a pdf version in the journal format)
3. DOI (if available online)
4. Email communications with the journal since the submission of the manuscript till the acceptance of the article, and the review reports of the manuscript.

Note: This is not applicable for journals of category I and II.

4.4.2 In an instance where a journal not being identified as fake/ predatory by the time the article is published, but identified as a predatory journal during the process of evaluating applications (research allowances, promotions etc), the applicant is requested to submit evidence to prove that the said journal was not fake by the time of publication.

4.5 Guidelines to identify fake or Predatory Journals

4.5.1. Check whether the journal can be found in the DOAJ and JCR master list
Many predatory journals are claiming that they are indexed by DOAJ and JCR Master List, while they are not. It is better to check whether a journal you want to publish is telling the truth. If a journal is indexed by JCR or/and DOAJ, that is usually a very good indicator that the journal is not predatory.

4.5.2. Look for below weaknesses in journal website
- Journal Name covers a broader area or does not adequately reflect the origin
- Begins operations with larger number of journals, often using a common template to create the home page of each journal
- Poor use of language; often grammar and spelling mistakes can be observed in the home page as well as the text in the publications showing a low professional standard. Language in the home page target authors; included misleading and boastful language
- No mechanism/ policy to prevent author misconduct such as plagiarism and image manipulations and sometimes the publications are locked preventing it harder to check for plagiarism.
- No or lack of information about manuscript handling process
- Provide less / no information about author fees and other expenditures to be paid by the author. Many of the standard journals also charge a fee for the publications. However, there are journals which request for a publication fee without reviewing the paper properly and without giving satisfactory editorial service. Better to avoid such journals.

4.5.3. Check for the peer review process and publication timeline
Most of the predatory journals tend to accept the articles for publication within a few days. Time from submission to review is unusually shorter; also, the reviewer's comments are not specific to the subject of the article. Most of the time the journal team send only general feedback such as tabulating, editing mistakes etc. to the authors.

4.5.4. Check the journal Editorial board
Members of the editorial board of a quality journal are normally professionals with many years of experience. But when it comes to the predatory journals, they tend to have a list of editors, usually with low profiles or names of higher scholars included without their permission. It is better to check the professional online profiles of members of the editorial board through their institution page, Linked In or research gate to find out whether they actually serve as a member of the editorial board of the journal.

4.5.5. Number of volumes / issues
In general, the number of volumes, issues per volume and the approximate number of papers in one issue is a constant in a legitimate journal. If those factors are changed frequently the quality of the journal is questionable. Also, the format of each paper in each issue of a legitimate journal is unique, whereas this may be varied in the predatory journals.

4.5.6. Use of Journal evaluation tools
To assist creditability of the journals, ready-made systems available online can be used.
Example https://digitalcommons.lmu.edu/librarian_pubs/40/

Hint:

All academics of KDU are encouraged to,

1. **Choose a journal of category I as the first choice.**
2. **Choose a journal of category II as the second choice.**
3. **If choose a journal of category III,**
   -**Carefully read the sections 4 in this document.**
   -**Make sure the chosen journal fulfills the features listed under section 4.4.**
   -**Make sure the chosen journal does not have the features listed under section 4.5.**
   -**Avoid choosing a journal/publisher listed in the Beall's list of potential predatory journals.**

5. Policy Statement

The Enlistment Policy provides general guidelines to enlist local students under four (04) categories of which the main steps to be followed are elaborated below.

5.1 ENLISTMENT OF UNDERGRADUATE OFFICER CADETS / STUDENT POLICE OFFICERS

01. Obtaining the number of vacancies from Tri-services and Sri Lanka Police for the particular intake and submitting the same to the Board of Management for the approval.
02. Obtaining prior approval from the Ministry of Defence to publish the Gazette notification in tri-languages with regard to calling applications for the enlistment of Officer Cadets / Student Police Officers.
03. Publish on the Government Gazette and advertise on Newspapers, KDU Website and Television.
04. After receiving the applications, shortlisting the same as per the minimum eligibility criteria under the below mentioned categories.
    a. Basic Requirements
       The candidate should:
       i. Be a Citizen of Sri Lanka
       ii. Be not less than 18 years and not more than 22 years of age at the closing date of applications
       iii. Be unmarried
       iv. Be eligible to apply for the University admission and have fulfilled the following requirements:
          - Should have passed the Common General Test of the GCE Advance Level Examination with a minimum of 30 marks.
          - Should have a Credit (C) pass or above for English Language at the GCE O/L examination or Cambridge/Edexcel or equivalent examination for all the Degree Programmes except for TESOL Degree Programme.
          - Should have a minimum of a Very Good (B) pass for English Language at the GCE O/L examination or Cambridge/Edexcel or equivalent examination for TESOL Degree Programme.

    b. Degree Specific Requirements
       i. A Candidate should have fulfilled specific requirements of each Degree Programme which are stipulated under the Enlistment Procedure and approved by the BOM, when applying to KDU.

    c. Minimum Physical and Visual Acuity Standards as specified by the Tri-services and Sri Lanka Police.

05. Obtaining, cutoff points of Z-Score for each degree programme which will be decided by the Vice Chancellor, considering the number of applications and vacancies available for each Degree Programme.

06. Conduct of Preliminary Interview
   a. Appointing the Interview panel which includes following Members.
      i. Vice-Chancellor, KDU   -   Chairman
      ii. Deans of relevant Faculties of KDU   -   Member
      iii. Senior Army Officer in the Rank of Lt. Col. (in the relevant field) -Member appointed by the Commander of the Sri Lanka Army
      iv. Senior Navy Officer in the Rank of Commander (in the relevant field) – Member appointed by the Commander of the Sri Lanka Navy
      v. Senior Air Force Officer in the Rank of Wing Commander (in the relevant field)   -   Member appointed by the Commander of the Sri Lanka Air Force
      vi. Registrar, KDU   -   Member

   b. Total marks of the Preliminary interview will be given based on the following criteria:
      i. Educational Qualifications
      ii. Performance at viva
      iii. General Knowledge
      iv. Board Assessment
      v. Sports
      vi. Extra-Curricular Activities (Cadetting/Scouting and etc.)

   c. In addition to the above Physical Standards (Height, Weight and Chest) will be measured by a panel appointed by KDU to ensure that the candidate meets the minimum required Physical Standards.

   d. Candidates those who obtain the minimum required mark will be called for the Officer Quality Test (OQT), which is the second stage of Enlistment of Officer Cadets.

07. Conduct of Second Interview (Officer Quality Test):

The Officer Quality Test (OQT) consists of three (03) types of tests and it will be conducted from 0600 hrs to 1800 hrs on a pre-determined date at KDU.

   a. Preliminary Medical Test:
      i. The Preliminary Medical Test is conducted to investigate the basic requirements of medical fitness of the candidates for the Tri-services and Sri Lanka Police.

   b. Physical and Mental Fitness Test:
      i. PT Test
      ii. Psychometric Test

   c. Aptitude Test:
      i. English
      ii. IQ, Subject related Knowledge and General Knowledge

iii.   Impromptu Speech Test
iv.   Group Task
v.   Individual Task

d. Candidates those who obtain the minimum required marks from the OQT will be called for the Final Interview.

08. Conduct of Final Interview:

a.   A panel consists of under mentioned member will be appointed to determine the suitability of applicants at the Final Interview.
   i.   Secretary of Defence or Chief of Defence Staff   -   Chairmen
   ii. Commanders of the Tri-Services   -   Member
   iii. Vice-Chancellor, KDU   -   Member
   iv. Dean/Professor from KDU appointed by the Vice-Chancellor - Member
   v.   A representative from the Public Administration Service - Member
   vi. Registrar, KDU   - Member

b.   The total marks given at the Final Interview will be allocated for following component:
   - Performance at Viva
   - General Knowledge
   - Personality & Bearing
   - Communication Skills

c.   The final marks obtained by the candidate will be decided as follows:
   i.   1st Interview   - (30%)
   ii. 2nd Interview   - (30%)
   iii. Final Interview - (40%)

09. The selected candidates from the Final Interview have to undergo with the Final Medical Test at the respective Military and Police Hospitals. After the successful completion of the Final Medical Test they will be called for an Awareness Programme to educate them on signing of Bond and Agreement and for other formalities.

10. After signing the Bond and Agreement the candidates will be enlisted to the University subjected to the Security Clearance Certificates. Enlistment Process will be completed, once the Security Clearance and the verification on GCE O/L and A/L results are received.

5.2 ENLISTMENT OF DAY SCHOLARS (LOCAL CATEGORY)

1. Obtain the BOM approval to initiate actions to enlist Day scholars for the upcoming intake.

2. Shortlisting process is to be started after the closing date of the applications and the Vice Chancellor will decide the Z-score cutoff mark based on which the applicants will be called for the selection test.

3. The names of the selected candidates who are placed above the cutoff marks will be published on the KDU website, requesting to attend for an Aptitude test.

4. The Aptitude test consists of the following components:
   i. Psychometric Assessment
   ii. English Language
   iii. Subject Knowledge
   iv. General Intelligence (IQ)
   v. General Knowledge
   vi. Special cognition Test (Only for Bachelor of Architecture student)

5. Cutoff marks of the selection test will be decided by the Vice Chancellor and the selected candidates for the selection interview will be published on the KDU website.

6. Conduct of Selection Interview
   a. The selection committee consists the following members:
      i. Vice Chancellor   - Chairman
      ii. Dean of the faculty/ HOD of the relevant Department - Member
      iii. Registrar   - Member

   b. The Marks given at the interview is as follows:
      • Educational Qualifications
      • Performance at VIVA
      • General Knowledge
      • Board Assessment
      • Sports
      • Extra-Curricular Activities (Cadetting / Scouting / Girl Guiding)
      • Other Activities

   c. The final marks obtained by the candidate will be decided as follows:
      i. Aptitude Test   - (50%)
      ii. Interview Marks   – (50%)

7. The Cut off marks of each degree programme will be decided based on the available vacancies in each faculty.

8. Candidates who are selected from the interview will be published on the KDU website and called for the student's registration.

9. The enlistment process will be completed once the selected students are issued with the registration number upon paying the 1st installments, university other chargers and the library deposit and signing the agreement.

10. The list of students who are registered under each degree programme will be sent to the respective faculty in order to commence the academic activities.

5.3 LATERAL ENTRY

i. Obtaining BOM approval for the following:
   a. Number of vacancies available in the particular intake to enroll students as lateral entrants.
   b. Entry criteria.
   c. Members to be appointed as the selection committee.

ii. Letters to be sent from the Vice Chancellor to the Secretaries of Ministry of Health and Ministry of Defence inviting applications from suitably qualified and shortlisted candidates. The advertisement is to be published on the KDU web page for the information of the candidates.

iii. Applications are shortlisted based on the stipulated entry criteria.

iv. Conduct of the selection test which consists of the following components:
   a. IQ / General Knowledge: 05 questions
   b. Basic Sciences: 15 MCQ (Multiple Choice Questions) with minus marks given for wrong answers within the question
   c. Fundamentals of respective discipline of study: 20 SBA (Single Best Answer Question) Duration: 1 hour 45 minutes
   d. English Language Test (Duration: 1.15 hrs)

v. Conduct of the structured interview to select suitable candidates.
   Vice Chancellor, KDU   - Chairman
   Dean of FAHS   - Member
   Registrar, KDU   - Member

vi. Enlistment process will be completed once the selected students are issued with the registration number upon paying the library deposit and submitting the duly filled registration forms to the Enlistment Division.

5.4 DIRECT ENTRY

i. Obtaining BOM approval for the following:
   a. Number of vacancies available in the particular intake to enroll students as direct entrants.
   b. Entry criteria.

  c. Members to be appointed as the selection committee.
  d. Applicable course fee.

ii. Letters to be sent from the Vice Chancellor to the Tri Forces and Sri Lanka Police inviting applications from suitably qualified and shortlisted candidates. The advertisement is to be published on the KDU web page for the information of the candidates.

iii. Applications are shortlisted based on the stipulated entry criteria.

iv. Conduct of the selection test which consists of the following components:
  a. Subject related general knowledge and IQ (Duration: 1.15 hrs)
  b. English (Duration: 1 hrs)

v. Conduct of the structured interview to select suitable candidates.
  Vice Chancellor, KDU - Chairman
  Dean of FAHS   - Member
  Registrar, KDU   - Member

vi. Enlistment process will be completed once the selected students are issued with the registration number upon paying the course fee, library deposit and submitting the duly filled registration forms to the Enlistment Division.

In line with the vision and mission of the KDU to become a nationally and internationally known for its unique ability to engage both undergraduate and graduate students in distinctive and interdisciplinary higher education while ensuring a high quality, learner centered educational experience through undergraduate, graduate, and professional programmes along with high quality research across many disciplines, the KDU has taken varies approaches to develop a culture of competitive research and innovation among staff and students in order to improve the quality of education. The KDU invests in the development and promotion of an institutional research culture that values the conduct and communication of scholarship, research and innovation. The quality if the publication arising from the research carried out by the research community of KDU, is important in uplifting the status of the university further. Hence this adhering to this policy is mandatory for all the researchers at KDU.

6. Definitions

(a) (a)Officer Cadet – A candidate who gets enlisted to KDU and bound to serve a compulsory period in any of the Armed Force (Sri Lanka Army, Sri Lanka Navy or Sri Lanka Air Force) by signing a bond and an agreement and will be commissioned as an officer upon successful completion of the respective degree programme.

Student Police Officer – A candidate who gets enlisted to KDU and bound to serve a compulsory period in Sri Lanka Police by signing a bond and an agreement and will be enlisted in to the Inspectorate upon successful completion of the respective degree programme.

(b)

(c) ~~(b)~~Day Scholar - A candidate who gets enlisted to KDU to follow a particular degree on payment or non-payment basis by paying the 1st instalment of course fee and/or University Other charges and the Library deposit while signing the student's agreement.

~~(c)~~

~~a)   Research can be broadly defined as a systematic and disciplined activity undertaken to create and advance knowledge. It   involves   various   forms across disciplines including scientific and social research findings, the creation or refinement of concepts and theories, techniques or   compositions, or   the extension   of   current understanding through critical analysis. The common features of research include a systematic and disciplined methodology, a commitment to publish the results of the findings and their peer review.   The publication element of research also varies according to discipline   and may   include publication   of results in   journals   or monographs or books to the performance of creative compositions.~~

~~(b) Researcher refers to staff or students who conduct research at KDU.~~

~~(c) Academic Staff Academic staff means personnel whose primary function includes teaching, curriculum development, preparation of learning materials, instructional design, programme delivery, assessment, quality assurance, student support, scholarship and research, and shall include such persons as may be designated or recognised for such purposes by Council on the recommendation of Senate.~~

~~(d) Student refers to a registered student at the university.~~

~~(e) University refers to the Kotelawala Defence University.~~

~~(f) Journal refers to a periodical presenting articles on a particular subject.~~

~~(G) Predatory Journals refers   to any   journal that lack academies credibility, honesty and use aggressive procedures for recruiting and nominating reviewers and accepting articles for the publication~~

7. Responsibility

As a whole, the enlistment division is responsible to be in control of the entire enlistment procedure. However, the enlistment policy consists of several components which are conducted by different sections thus the responsibility is vested upon relevant officials mentioned below:

a. Initiate actions, coordinate and conduct of the enlistment process – Enlistment Division
b. Conduct of Selection/Aptitude Test – Examination Division
c. Conduct of OQT (only for cadets) – DVC (Def & Admin)
d. Medical Test and assessment of physical standards – UMO
e. Selection of the suitable candidates – The respective interview panel

~~The relevant evaluation committees of various types applications (for funding/ promotions /awards etc.) in which research publications are being assessed.~~

8. Implementation

8. Implementation of the KDU Policy on Enlistment of Local Students is to be implemented upon the directions by the Vice Chancellor and the approval from the Board of Management.

~~Implementation of the KDU policy on ....research publication is coordinated and managed by a number of bodies and committees.~~

~~The roles and responsibilities are as follows:~~

~~a) The office of the Dean Research and Development, provides workshop on awareness of this policy among the staff and researchers at KDU, and also updating the policy documents whenever needed,~~

~~b) Deans and Heads of the Departments, and Directors of the Centers are required to generate the awareness of this policy among faculty members~~

~~c) When publications are produced by academic staff members and the students for various applications for funding/ promotions/ awards, the relevant evaluation committees should assess the quality of the publications according to the criteria given in this policy, with the recommendation by the librarian and the Dean Research and Development.~~

9. Policy Review and Amendments

The policy on enlistment of local students may have reviewed every year with the intention to upgrade the same as necessary in order to facilitate smooth flow of the enlistment while minimizing the practical drawbacks encountered in the past intakes.

Any revision or amendment to the policy should be recommended by the Senate or a panel appointed by the Vice Chancellor and approved by the BOM prior to made effective.

9.

a) This policy may have reviewed after every three years or earlier as necessary.

b) Sub revisions may be initiated on the recommendation of the ....Dean Research and Development and/or the directions of the Vice-Chancellor of KDU

c) Any such revision and/or amendments shall be forwarded for the recommendation of the Senate, and become effective from the approved by the BoM of the University.