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GUIDE TO STUDENTS:  
DISCIPLINE, RULES &  
REGULATIONS

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FACULTY OF MEDICINE  
WAYAMBA UNIVERSITY OF SRI LANKA  
2019



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# INTRODUCTION

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As a student member of the medical profession medical students are expected to make the care of patients their first concern, demonstrate respect for others: patients, fellow professionals, teachers and student colleagues, engage fully with the teaching programme including clinical placements, bedside teaching, lectures, seminars and workshops and abide by rules and policies, follow procedures and guidelines which apply to all aspects of the course as advised by the professionals supervising them.

Medical students are considered as doctors in training by the faculty. As such the medical students will have privileged access to people and their health information. With this access come responsibilities and expectations. Understanding and accepting these from the very beginning of medical training will help them establish an ethical approach to medical practice. It will help lay the foundations for a trusting doctor-patient relationship in their later student years, and in their subsequent career. Any breach of these expectations could result in serious repercussions, for them, their continuing medical education and their later career.

In view of this, a booklet of guide to students' disciplines, rules and regulations for medical students at Wayamba University of Sri Lanka was prepared compiling in line with students' disciplines, rules and regulations as guided by Wayamba University of Sri Lanka.

This gives the information guide to students' disciplines, rules and regulations imposed by the Faculty of Medicine for the students of who admitted to the Bachelor of Medicine Degree Programme in Faculty of Medicine, Wayamba University of Sri Lanka. This book has been developed by using published law and order imposed to the University students by the Wayamba University of Sri Lanka, University Grant Commission and the Parliament of Sri Lanka. The information given in the booklet has been updated on 17<sup>th</sup> August 2019 and the Faculty reserves the right to change or cancel any information given in the booklet under the approval of the Faculty Board. If the students need further clarifications, they may inquire from the list given at the page no. 118.

## 1. Medical Students' Pledge

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- 1) I hereby commit myself to adhere to a righteous path leading me to the noble profession of a medical doctor.
- 2) I will with my utmost ability use the learning opportunities provided by the Faculty of Medicine & collaborate with peers & teachers to improve my knowledge, skills & attitudes.
- 3) I will acknowledge the significance of the role of my parents, teachers, health care professionals & the society in giving me the opportunity to be in a medical undergraduate training program.
- 4) I will be conscious of my duty to be kind & empathetic to patients & never take direct or indirect advantage of patients.
- 5) I will extend my respect & utmost care to patients, irrespective of religion, ethnicity, gender, occupation or other social commitments of the patient.
- 6) I will maintain confidentiality in my relationships with patients & share & divulge information only within permitted limits.
- 7) I will ensure my attire will be in accordance with the dress code outlined by the Faculty of Medicine.
- 8) I will adhere to the ethical code of conduct laid down by the Sri Lanka Medical Council.
- 9) I will abide by the rules & regulations of the Faculty of Medicine, the Wayamba University & the Hospitals where I will receive my clinical training.
- 10) I will communicate & seek advice from my parents, guardians, peers & superiors whenever the need arises.
- 11) I will nurture talents I have in sports, literature & aesthetics to promote the ethos of the Faculty of Medicine.
- 12) I will be of good conduct, not resorting to unlawful measures such as violence & unlawful assembly to keep the honor of my profession & faculty.

**I make these promises solemnly, freely & upon my honour.**

## 2. Student Code of Conduct

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### Introduction

The student code of conduct is based on the principle that all students are expected to maintain a standard of conduct, which supports the Faculty commitment to excellence in education and scholarship and promotes good order and the good name and reputation of the Faculty of Medicine, Wayamba University of Sri Lanka.

### Scope

The student conduct regulations and procedures apply in relation to any activities engaged in or services and facilities enjoyed as a student of the Faculty of Medicine in any premises owned, leased or managed by the faculty & its vicinity. Disciplinary action shall also be taken against a student in respect of any alleged misconduct wherever and whenever it may have taken place when it is considered necessary to protect the interests and reputation of the Faculty and its members.

### Dress Code

Faculty will adopt a strict dress code for students. The students have to adhere to the dress code specified for each of the activities a student has to follow. The guidelines include lectures, practical sessions, use of library facilities, examinations, clinical appointments & formal events of the faculty.

Students have to be dressed in a manner appropriate to the medical profession for academic work as well as clinical work.

The **dress guidelines** for specific activities are stated in **tables 1 & 2**.

**Table 1 : Dress code for male medical students**

<b>Type of dress</b>	<b>Lectures, tutorials, practical sessions, examinations, library use</b>	<b>Hospital visits, clinical appointments</b>	<b>Formal functions</b>
Trousers	formal with belt	formal with belt	black formal with belt
Shirts	light colored (short/ long sleeves)	light colored (short/ long sleeves)	white (long sleeves)
Hair	neat short cut	neat short cut	neat short cut
Beard	clean shaven	clean shaven	clean shaven
Name badge	+	+	+
White coat	+ for practical sessions	+ with stethoscope, pen torch in pocket & knee hammer in loop	-
Foot ware	formal with socks	formal with socks	black formal shoes with socks
Faculty tie	-	-	+

**Table 2 : Dress code for female medical student**

<b>Type of dress</b>	<b>Lectures, tutorials, practical sessions, examinations, library use</b>	<b>Hospital visits, clinical appointments</b>	<b>Formal functions</b>
Saree & blouse	-	light colored saree & blouse with sleeves	light colored saree & blouse with sleeves
Skirt & blouse	long skirt & blouse with sleeves & high neck line	-	-
Dress	high neck line, hemline below knee	-	-
Hair	neatly tied at back	neatly tied at back	neatly tied at back
Name badge	+	+	+
White coat	+ for practical sessions	+ with stethoscope, pen torch in pocket & knee hammer in loop	-
Foot ware	formal	formal	formal
Saree brooch	-	-	+
Salwar kameez	+	-	-



## **Prohibitions**

### **i. Dress**

Shorts and informal trousers, those with extra pockets/slits

Baggy shirts and T- shirts

Miniskirts, mini frocks, slits in skirts that extend above knee, sleeveless tops, sleeveless frocks, sleeveless saree blouses, deep neck lines

Clothing that conceals one's identity (veils, face masks and anything that covers the face and large loose dresses like cloaks & Abayas)

### **ii. Hair**

Long hair, spiked hair, tinted hair for male students

Loose hair, tinted hair, fancy hair styles for female students

### **iii. Shoes**

Sports shoes, slippers

### **iv. Accessories**

Caps, fancy ornaments & fancy jewellery, multiple ear ornaments, multiple rings, tattoos

The academic staff members have been given the authority to warn and advice students who do not adhere to the dress code. They can ask the student to leave the lectures, practical classes, tutorials, discussion sessions, examination hall, ward classes and even the Faculty premises. If a student repeatedly violates the dress code despite warnings, the matter will be referred to the Dean, Faculty of Medicine for disciplinary action.

## **Student Discipline**

Students are required to be familiar with the By-Laws in the universities Act No. 16 of 1978 and the contents of the prohibition of ragging and other forms of violence in educational institutions Act, No. 20 of 1998.

The Faculty of Medicine, Wayamba University of Sri Lanka, strictly adheres to the particulars listed below in the University Student Charter of 2012 of the University Grants Commission (UGC), and requires all students to be familiar with the content in the University Student Charter 2012. University Grants Commission, Colombo, 2012, p. 30-38 under the following headings:

## **Unethical and unlawful activities prohibited in the university**

- a. Plagiarism and cheating
- b. Disorderly conduct, dissent and protests
- c. Disrespect and non-compliance
- d. Wrongful utilization of goods, services or information
- e. Unauthorized collection of funds
- f. Solicitation
- g. Possession and consumption of alcohol, drugs and tobacco within the university premises
- h. Gambling
- i. Harassment/violence
- j. Hazing/ragging
- k. Sexual harassment/sexual misconduct
- l. Theft
- m. Vandalism
- n. Unauthorized entry

## **Procedure for dealing with alleged breaches of the student discipline**

Where it is alleged that a student has breached the student discipline, the matter shall be dealt with in accordance with one of the procedures set out in the by- Laws made by the Senate of the Wayamba University of Sri Lanka under section 29 (n) read with Section 135 (1) of the Universities Act No. 16 of 1978 as amended by the Universities (Amendment) Act No.7 of 1985.

### 3. Examination Procedure, Offences & Punishments

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Regulations made by the Senate of the Wayamba University of Sri Lanka under section 136 read with Sections 29,45, and 46 of the Universities Act No. 16 of 1978 as amended by the Universities (Amendment) Act No.7 of 1985.

#### Regulations

These regulations may be cited as the Examination Procedure, Offences & Punishment Regulation No 01 of 2013, effective from 28.02.2013

#### **Part I**

#### **EXAMINATION PROCEDURES**

#### **Item**

- |     |  |                |
|-----|--|----------------|
| 1.1 | A candidate is expected to be outside the Examination Hall at least 15 Minutes before the commencement of each paper, but shall not enter the Hall until he/she is requested to do so by the Supervisor.   | Attendance     |
| 1.2 | On admission to the hall a candidate shall occupy the seat allocated to him/her and shall not change it except on the specific instructions of the Supervisor.   | Seating        |
| 1.3 | Candidate shall not be admitted to the Examination Hall after the expiry of 20 minutes from the commencement of the Examination in the case of one to three hours' duration. If an MCQ paper is included in the evaluation, candidates shall not be admitted after the expiry of 10 minutes of the commencement of the Examination. A candidate shall not be allowed to leave the hall until the | Admission Hall |

Examination is over and the papers are collected and counted.

Under exceptional circumstances, the Supervisor in consultation with the Vice Chancellor/ Registrar or Dean of the Faculty concerned may use his discretion in the enforcement of item no.1.3.

- 1.4 A candidate shall have his/her student record book/student identity card and the admission card with him/her in the examination hall on every occasion he/she presents himself/herself for a paper. His/her candidature is liable to be cancelled if he/she does not produce the student record book/student identity card and admission card when requested to do so. If he/she fails to bring his/her student record book/student identity card and the admission card he/she shall sign a declaration in the form provided for it, in respect of the paper for which he/she had not produced the student record book/student identity card or admission card acknowledging that he/she has been permitted to sit the paper conditionally until the matter is resolved, and produce the student record book/student identity card and/or admission card on the next occasion when he/she appears for the examination. If it is the last paper or the only paper he/she is sitting, he/she shall produce the student record book/ student identity card to the Registrar or the relevant Senior Asst. Registrar/ Asst. Registrar within the next three working days. If a candidate loses his/her student record book/student identity or admission card during the examination period, he/she shall obtain a duplicate of student record book/student identity card/admission card as the case may be from the

Registrar or relevant Senior Asst. Registrar/ Asst. Registrar for production at the Examination Hall.

- |     |  |  |
|-----|--|--|
| 1.5 | A candidate shall not have on his/her person or in his/her clothes or on the admission card, time table, students record book/student identity card, any notes sings or formulae etc. Books, notes, parcels, handbags, hand phones and electronic devices etc. which are not permitted which a candidate has brought with him/her should be kept at a place identified by the Supervisor/Invigilator.  | Items which candidates should not bring into the Examination Hall. |
| 1.6 | A candidate may be requested by the Supervisor to declare any item in his/her possession or person.  | Declaration of articles in possession                              |
| 1.7 | No candidate shall copy or attempt to copy from any book or paper or notes or similar material or from the scripts of another candidate. A candidate shall neither help another candidate nor obtain help from another candidate or any other person. A candidate shall not conduct himself/herself so negligently that an-opportunity is given to any other candidate to read anything written by him/her or to watch any practical examination performed by him/her. No candidate shall use any other unfair means or obtain or render improper assistance at the examination. | Copying  |
| 1.8 | If any candidate was found to have copied from another candidate by an examiner at the time of marking, he/she would be treated as having committed a punishable offence.  | Copying  |

- 1.9 No candidate shall submit a practical book or field book or dissertation /thesis or project study or answer script which has been prepared wholly or partly by anyone other than the candidate himself/herself. Cheating
- 1.10 A candidate shall bring his/her own pens, ink, mathematical instruments, erasers, pencils, or any other approved equipment or stationary which he/she has been instructed to bring. The use of a calculator (authorized types only) will be permitted only for papers that contain a rubric to that effect. Articles candidates may bring
- 1.11 Examination stationary (i.e. writing paper, graph paper, drawing paper, ledger paper, précis paper etc.) will be supplied at the Examination Hall as and when necessary. No sheet of paper or answer book supplied to a candidate may be torn, crumpled, folded or otherwise mutilated. No papers other than those supplied to him/her by the Supervisor/ Invigilator shall be used by candidates. All material supplied, whether used or unused, including rough work, shall not be removed from the Examination hall. Examination Stationery University Property
- 1.12 Every candidate shall enter his/her Index Number on each answer book and on every continuation paper. He/she shall also enter all necessary particulars as required. A candidate who inserts on script an Index Number other than his/her own is liable to be considered as having attempted to cheat. Index Number

A script that bears no Index Number or has an Index Number which cannot be identified is liable to be rejected. No candidate shall write his/her name or

any other identifying mark on the answer script.

- |      |  |  |
|------|--|--|
| 1.13 | All calculations and rough work shall be done only on paper supplied for the examination, and shall be cancelled and attached to the answer script. Such work should not be done on any other material. Any candidate who disregards these instructions runs the risk of being considered as having written notes or outline of answers with the intention of copying.             | Rough work to be cancelled                 |
| 1.14 | Any answer or part of an answer which is not to be considered for the purpose of assessment shall be neatly crossed out. If the same question has been attempted in more than one place the answer or answers that are not to be considered shall be neatly crossed out.   | Unwanted parts of answer to be crossed out |
| 1.15 | Candidates are under the authority of the supervisor and shall assist him/her by carrying out his/her instructions and those of the Invigilators during the examination and immediately before and after it.   | Under Supervisor's Authority               |
| 1.16 | Every candidate shall conduct himself/herself in the Examination Hall and its precincts as not to cause disturbance or inconveniences to the Supervisor or his staff or to other candidates. In entering and leaving the hall, he/she shall conduct himself/herself as quietly as possible. A candidate is liable to be excluded from the Examination hall for disorderly conduct. | Conduct                                    |
| 1.17 | Candidates shall stop answering & keep answer scripts ready to be collected promptly when ordered by the Supervisor/Invigilator to do so.  | Completion of work                         |

- |  |                                   |
|--|-----------------------------------|
| <p>1.18 Absolute silence shall be maintained in the Examination Hall and its precincts. A candidate is not permitted for any reason whatsoever to communicate or to have any dealings with any person other than the Supervisor/ Invigilator. The attention of the Supervisor/Invigilator shall be drawn by the candidate by raising his/her hand from where he/she is seated.</p> | <p>Maintenance of silence</p>     |
| <p>1.19 During the course of answering no candidate shall be permitted to leave the Examination Hall temporarily. In case of an emergency, the Supervisor/ Invigilator may grant him/her permission to do so but the candidate will be under his/her surveillance.</p>   | <p>Leaving the Hall</p>           |
| <p>1.20 No person shall impersonate a candidate at the examination nor shall any candidate allow himself/herself to be impersonated by another person.</p>   | <p>Impersonation</p>              |
| <p>1.21 Any candidate receiving unauthorized assistance from any person shall be deemed to have committed an examination offence.</p>  | <p>Unauthorized Assistance</p>    |
| <p>1.22 If circumstances arise which in the opinion of the Supervisor render the cancellation or postponement of the examination necessary, he/she shall stop the examination, collect the scripts already written and then report the matter as soon as possible to the Vice Chancellor/Registrar.</p>  | <p>Cancellation/ postponement</p> |
| <p>1.23 The Supervisor is empowered to obtain from any candidate a statement in writing on any matter</p>  | <p>Making of Statements</p>       |



which may have arisen during the course of the examination and such statement shall be signed by the candidate. No candidate shall refuse to make such a statement or to sign it. If such a candidate refuses to make such a statement or refuse to sign it, the Supervisor shall make his own statement and report the matter to the Vice Chancellor/ Registrar.

- |      |  |  |
|------|--|--|
| 1.24 | No candidate shall contact any person other than the Vice Chancellor, Dean, and Head of the Department, the Registrar or the relevant Senior Asst. Registrar /Asst. Registrar regarding any matter concerning the examination.   | Whom to contact in examination matters |
| 1.25 | Every candidate shall hand over the answer script personally to the Supervisor/Invigilator, or remain in his/her seat until it is collected. On no account shall a candidate hand over his/her answer script to an attendant, a minor employee or another candidate.   | Handing over the answer script         |
| 1.26 | Every candidate who registers for an examination shall be deemed to have sat the examination unless he/she withdraws from the examination before the commencement of the examination. In case of sickness he/she should submit a medical certificate in support of his/her absence, prior to the commencement of the examination. If such a document cannot be submitted before the commencement of the examination, a candidate shall inform of his/her inability to attend the examination to the Dean of the Faculty within a week after the commencement of the examination. The medical certificate shall conform to the Senate Regulations. (See Appendix 1) | Withdrawal                             |

- 1.27 When a candidate is unable to present himself/herself for any part/section of an examination, he/she shall notify or cause to be notified this fact to the Dean of the Faculty and relevant Senior Asst. Registrar or Asst. Registrar immediately. This should be confirmed in writing with supporting documents by registered post within two weeks. Absence from Examinations
- 1.28 A student who does not maintain an attendance of not less than 80% of a given Semester for both Lectures/ Practical and not fulfils other requirements specified by the relevant Faculty are not eligible to sit the particular examination paper. Eligibility
- 1.29 No student shall sit an examination, if he/she has exhausted the number of attempts that he/she is allowed to sit that particular examination, unless he/she has been granted special permission to do so by the Senate. Eligibility to continue to sit
- 1.30 The other matters and issues related to examinations which do not cover by the by-laws will be decided by the Senate.

## **APPENDIX I**

PROCEDURE APPROVED BY THE SENATE OF THE WAYAMBA UNIVERSITY OF SRI LANKA FOR THE ACCEPTANCE OF MEDICAL CERTIFICATES SUBMITTED BY STUDENTS FOR ABSENCE FROM COURSE WORK AND EXAMINATIONS.

(1) Students are requested to support the absence from Course Work or Examination due to illness by a valid Medical Certificate conforming to the format of a Medical Certificate issued by a Government Hospital. Such Medical Certificates should be obtained from the following persons:

- University Medical Officer (UMO)
- District Medical Officer
- Consultant Specialist in the particular field
- Head of a Government Base Hospital
- Medical superintendent of a Provincial Ayurvedic Government Hospital
- Ayurvedic Physician registered in the Ayurvedic Medical Council

Under exceptional circumstances Medical Certificates issued by Private Hospitals or registered private practitioners could be considered by the University Medical Officer or Medical Board.

(2) Students who fall ill during sessions or examination time should contact the University Medical Officer at the University Health Center immediately. If a student falls sick at home or elsewhere during sessions or examination time he/she or his/her guardian should inform the Dean of the respective Faculty (immediately) followed by a letter indicating the nature of the illness and the name of the attending doctor etc. Within seven (7) days Medical Certificate supporting the illness of the student also should be sent to the Dean.

Under exceptional circumstances if a student was not able to meet the dead line mentioned above, he/she could send his/her appeal to the Senate.

## Part II

### EXAMINATION OFFENCES AND PUNISHMENTS

#### **Item**

- |     |  |                                     |
|-----|--|-------------------------------------|
| 2.1 | Any candidate who violates item 1.5 of Examination Procedure shall be deemed guilty of the offence of possession of unauthorized documents and his/her candidature for that examination shall be cancelled and he/she shall be prohibited from sitting any examination of this University for a period varying from 1 to 3 academic years. | Possession of unauthorized document |
| 2.2 | Any candidate who violates item 1.7 or 1.8 of Examination Procedure shall be deemed guilty of the offence of copying and therefore his/her candidature shall be cancelled from that examination and he/she shall be prohibited from sitting any examination of this University for a period from 2 to 3 academic years.                    | Copying                             |
| 2.3 | Any candidate who violates item 1.9 of Examination Procedure shall be deemed guilty of the offence of having cheated at the examination and his/her candidature for that examination shall be cancelled and to be prohibited from sitting any examination of this University for a period varying from 2 to 3 academic years.              | Cheating                            |
| 2.4 | Any candidate who is detected removing examination stationary and other material provided for the examination (item 1.11) shall be deemed guilty of an examination offence and his/her candidature for that examination shall be cancelled and he/she shall be liable to be prohibited from  | Removal of Stationary               |

sitting any examination of this University for a period up to two academic years.

- 2.5 Any candidate who violates any one or more of the item in 1.6, 1.15, 1.16,1.17,1.18 and 1.19 shall be deemed guilty of the offences of disorderly conduct and his/her candidature shall be cancelled from that examination and he/she shall be prohibited from sitting any examination of this University for a period up to two academic years. Disorderly conduct
- 2.6 Any candidate who violates item 1.20 shall be guilty of the offence of impersonation and his/her candidature for that examination shall be cancelled and he/she shall be prohibited from sitting any examination of this University. Impersonation
- Impersonator/s may also be liable to any punishment under the Penal Code/ Criminal Law. In the event the impersonator is found to be a graduate of this University, his/her degree shall be withdrawn.
- 2.7 Any candidate who violates item 1.21 shall be guilty of an examination offence and his/her candidature for that examination shall be cancelled and he/she shall be prohibited from sitting any examination of this University for a period of 1 to 3 academic years. Unauthorized Assistance
- 2.8 Any candidate found aiding and abetting in the commission of any of the above examination offences shall be deemed to have committed that offence and shall be punished in respect of the offence in accordance, with the provisions of the relevant section. Aiding and Abetting

- 2.9 Any other offence which is not covered in the above section alleged to have been committed by a candidate and reported to the relevant authority by a Supervisor or Examiner shall be inquired into and final decision will be taken by the Senate.
- 2.10 Students found guilty of offences will not be eligible for classes and Medals/ Awards.

### Part III

#### Provision for re-scrutinization of marks and grades of undergraduates

### **3.1 Policy Guidelines**

- 3.1.1 All marks and grades obtained by a student at any examination (i.e. in-course assessment, assignment, semester examination, Final examination, etc.) must be free of any errors of addition, computation and transcription.
- 3.1.2 Provisions shall be made for undergraduate students to submit request for verification of their examination marks and grades, if they wish to do so, particularly for the end-semester examinations and final Examinations.
- 3.1.3 However, the examiners' discretion to allocate marks for the answers presented in the answer scripts for the question(s) presented in the question paper, based on the pre-determined criteria and/or model answer expected shall not be undermined and hence the verification process will be limited only to check for accuracy of addition, computation and transcription (ACT Verification) and not for re-marking of scripts.
- 3.1.4 The provision for requesting re-scrutinization of marks and grades shall be limited only during the 2 weeks immediately following the release of results of an examination. As the cost of re-scrutinization process must be borne by the student, a non-refundable fee, calculated on the basis of actual cost of re-scrutiny process shall be levied on the student.

- 3.1.5 The Dean of the Faculty in consultation with the Chief examiner of the examination shall convene Results Verification Board, constituted as prescribed by these by-laws and verification of results must be conducted in accordance with the guidelines prescribed herein.
- 3.1.6 If the marks and grades are not changed, the candidate shall be notified by the Dean through SAR / AR of the Faculty after the meeting of the Results Verification Board. However, if the marks and grades are changed, the outcome of the verification shall be notified to the candidate (s) only after the ratification of results by the Special Result Board of the Faculty in the case of end-semester examination. Whereas in the case of Final Examination, amended results should only be released after obtaining the approval of the Senate and Council of the University.
- 3.1.7 The results issued to the students (s) following the re-scrutiny of marks and grades shall be the final and no more requests shall be entertained thereafter.

## **3.2 Procedures**

- 3.2.1 SAR / AR of the Faculty should notify the students of the relevant examination the period during which the requests for verification of results are entertained by displaying a notice in the Notice Board of the Deans' Office.
- 3.2.2 A payment of Rs. 500/= (subject to revision) per course / subject of an end – semester examination shall be charged for verification of the marks and grades and the issue of application forms (Annexure 1) must be done only upon submission of receipt for the prescribed payment.
- 3.2.3 The Dean shall convene the Results Verification Board meeting for verification of marks/grade within 3 working days upon closure of the applications.
- 3.2.4 The Results Verification Board shall consist of the following persons:
1. Dean of the Faculty (convener)
  2. Head of Department(s)
  3. Chief Examiner (if applicable)
  4. Examiners in-charge of each subject / paper

When the Head is a Chief Examiner / Examiner in charge of each examination / subject / paper, another member from the same Department can be called for the Results Verification Board.

3.2.5 The Head of Department in-charge of the relevant course(s) / subject(s) shall present the individual marks / grades sheets for different components of the examination(s) (i.e. written, oral, laboratory, continues assessment, etc.) and the answer scripts for scrutiny of the Results Verification Board.

3.2.6 The Results Verification Board should proceed to check the accuracy of addition, computation and transcription of results (ACT Verification).

3.2.7 If the number of applications received is too large the Dean of the Faculty in consultation with the Chief Examiner can appoint relevant Sub-Committees for verification of marks and grades. In such instances verified results should be tabled at the Results Verification Board for ratification.

3.2.8 If there is no change of grades, the Dean of the Faculty through the SAR / AR of the Faculty should inform the candidate(s) soon after the Results Verification Board meeting.

3.2.9 A Special Results Board should be held within five working days to ratify the results if a revision of marks / grades is necessary and the decision of the Special Results Board shall be the final.

3.2.10 If the marks and grades are changed, in the case of end-semester examination the outcome of the verification shall be notified to the candidate(s) following the ratification of amended results by the Special Result Board of the Faculty whereas in the case of final examination, amended results ratified by the Special Results Board further be approved by the Senate and Council of the University before it is released to the candidate(s).

3.2.11 SAR / AR of the Faculty should maintain a record of all verification applications and the outcome of all applications and should submit a report to the Faculty Board after completion of re-scrutiny process.



Annexure – 1

## Application Form for verification of Examination Marks & Grades

### Wayamba University of Sri Lanka

Application Form for Verification of Examination Marks & Grades.

Faculty of Medicine

#### 1. Details of the Candidate

Name of the Candidate			
Registration No			
Year		Semester	

#### 2. Assessment(s) to be verified

End Semester/final Examination	Course/Subject	Marks Received (if applicable)	Grade Received

Total amount paid: Rs ..... (at the rate of Rs. 500/- per course / Subject / Examination): (Original receipt should be attached)

Date: .....

Signature of the Candidate .....

**FOR OFFICE USE:**

## Results after Verification

End Semester/Final Examination	Course/Subject	Marks received	Grade Received	Changed/Not Changed

Verification Board Members:

Date of Verification:

Name	Designation	Signature

**Student Identity Card / Admission Card**

Examination: .....

Year: .....

Month: .....

Title of the Subject / Paper: .....

Code No: .....

Date of Examination: .....

Time: .....

Note: In the case of final examination relevant minutes of the Special Result Board and the Senate must be attached.

**Declaration for not producing of Student Record Book**

Name of the student: .....

Index No: .....

I hereby declared that I was unable to produce my Student Record Book / Student Identity Card / Admission Card for the above examination due to my failure to bring the same / due to loss of same. I read and understood the item no.1.4 of the examination by-laws and hereby agreed to adhere the procedures laid down in these by-laws. I acknowledged that I have been conditionally permitted to sit the examination subject to fulfilling due requirements.

.....

.....

Signature of Student

Date

The above student has signed the declaration before my presence

.....

.....

Signature of Supervisor

Date

The above student has produced his/her Student Record Book /

Student Identity Card / Admission Card on .....

Applied for a duplicate as he/she losses the Student Record Book

/Student Identity Card / Admission Card. (\* Delete inapplicable)

.....

.....

Registrar/SAR/AR

Date

## 4. Hostel Registration

---

Our Ref. : WU/SW/HR/RR

Reg. No.....

Mr./Miss .....  
 .....

PROVIDING RESIDENTIAL FACILITIES AT THE .....HALL

**(Faculty of .....)**

1. Residential Facilities will be provided to you at ..... Hall with effect from ..... Please report to the relevant Warden of the above mentioned Hall of Residence before 5.00 p.m on .....
2. The following fees should be paid by you in cash to the Shroff and submit the receipt to the Warden/Sub Warden/hostel keeper of the Hall of Residence where you were allocated before taking up residence.
  - I. Hall Deposit.....Rs. 50.00
  - II. Hall Fees.....Rs. 500.00 (Per Year)

No student will be allowed to take up residence without paying the due fees.

3. Meals will not be provided by the University and hence you are advised to arrange your meals by your own.
4. You are expected to bring the following items when you come into residence. A plate, Cup & Saucer, Tumbler, Padlock, Bed sheets, Blankets, Pillow & a pillow case.

5. If you have suffered from any infectious disease recently, or had any contact with such person/persons, you are required to submit to the chief Medical Officer through the Warden, a Medical Certificate obtained from a qualified Medical Practitioner before taking up residence certifying that you are free from infection.
6. Your registration number given at the top right hand corner of the first page of this letter of allocation should be quoted in all correspondence and Paying-in-Vouchers.

**7. RULES AND REGULATIONS RELATING TO HALLS OF RESIDENCE**

- I. All students are requested to familiarize themselves with the rules and regulation governing residence and discipline in the hall and your ignorance of these rules and regulations shall not be treated as a valid excuse.
- II. It should be noted that within a Hall of Residence the sole authority responsible for discipline and management is the Warden or in his/her absence, the Sub-Warden. All students are, therefore advised to abide by their instructions and orders.
- III. Allocation of rooms for students will be done by the Sub warden.
- IV. No student will be permitted to change his/her Hall of Residence or transfer his/her residential facilities to another student or a person without the prior approval of the Warden or the Sub warden.
- V. No student should be out of the Hall of Residence before 5.00 a.m. and after 8.00 p.m. in the case of female students and after 10.00 p.m. in the case of male students except with permission from the Warden or the Sub warden

- VI. Students should not leave the hall of Residence for one or more days without the permission of the Warden or any other officer authorized to grant such permission.

The procedure for leaving the hall of residence is as follows:

- a. Week-end leave from the Warden.
  - b. Leave causing interruption to academic work up to 7 days from the Dean of the Faculty through the Warden.
  - c. Leave exceeding 7 days from the Vice Chancellor of the University through the Dean of the Faculty and the Warden.
- VII. No student will be permitted to change his/her hall of Residence or transfer his/her residential facilities to another student or a person at his/her own direction.
- VIII. If a student wishes to vacate his/her Halls of Residence, he/she should inform within one week, in writing to the Assistant Registrar/Student Welfare through the Warden of his/her intention to do so.
- IX. Students are prohibited to behave disturbing others.
- X. Ragging of any form is forbidden, and students are warned against organizing or participating in the molestation of any student. Any act of violence shall be treated as a criminal offence, which comes within the law of the island and By-Laws of the Wayamba University. Students should not collect money from new entrants for any purpose.
- XI. Students are not being permitted to provide accommodation to other students or visitors without the prior approval of the Warden/Sub-Warden/Hostel Keeper.
- XII. No student is allowed to shift any item from one room to another without obtaining permission of the Sub warden.
- XIII. Furniture items should not be kept open for the direct sun light or rain or away from the original places.

XIV. You are individually and jointly responsible for the movable and immovable assets in your room/floor/hall. Any damage to or loss of property will be recovered with a fine equivalent to 3 times of the replacement value or cost of misuse plus 25% of such value or cost (UGC Circular No. 946) from the person/persons concerned. When the person/persons is/are unidentified the amount will be charged from the all students who are residing at the room/floor/hall as applicable.

Further students those who have hostel dues needs to be settle the due amount at the end of each academic year.

XV. Except the instruments given for personal use the instrument supplied for common use such as furniture, wall clocks, Irons etc. should not be kept in any individual possession.

XVI. Student should leave their Halls of Residence on notification by the University, in an eventually or at the end of the academic term as the case may be. On such occasions students should adopt the normal procedure of correctly handing over the room keys and other hall appliances in their possession to the Warden or his/her nominee before leaving their respective Halls of Residence. Who fails to do so will be charged Rs. 1000/= per key.

XVII. No student is permitted to enter hostel premises during the vacation.

#### **XVIII. Electrical Equipment**

Students are not allowed to use personal electrical equipment without obtaining the prior approval of the sub-warden. Such equipment should be checked by the University electrician through the sub-warden before use.

Those who use electrical equipment should pay Rs. 150/= per each equipment for a term.

**XIX. Falling Ill**

If a student falls ill she/he should first consult the UMO or in his absence may take private treatment after informing the Sub-warden immediately.

**XX. Societies**

No societies should be formed without obtaining permission of the university. Outsiders are not allowed to summon for any meeting without the permission of University authorities.

**XXI. Guests**

No male guests are allowed to enter to the female hostels and no female guests are allowed to enter to the male hostels without permission of the Sub-wardens. Any guest at any time may be ordered to be vacated from hostels by the Sub-warden.

**XXII. Instructions relating to halls of Residence**

- a) Washed cloths should not be kept on furniture fanlights, doors or windows and corridors for drying. Cloths should not be kept in bath tabs for soaking.
- b) All the switches should be kept off whenever the students leave their rooms or bathrooms. All lights in the corridors and common rooms will be switched off at 10.00 pm.
- c) Students are advised to keep their rooms clean and all the rooms are provided with brooms. The rooms should be swept well and the litter should be kept outside the room before 9.00 a.m. to enable the laboures to collect them.
- d) Students are required to keep silence from 9.30 pm to 6.00 am. Radio, T.V. or any other musical instruments should not be used during this period.

**XXIII. Smoking is prohibited and no student should be used liquor or bring weapons or liquor into the residence or canteens.**



**N.B.**

The students who accept the residential facilities should strictly adhere to the above rules and regulations. In addition to the conditioned indicated above, students should familiarize themselves with, and adhere to all the rules and regulations adopted by the University together with instructions issued from time to time regarding residential facilities.

Disciplinary action will be taken against the students those who violate these rules and regulations.

- XXIV. The students should be kept away from the Hall of residence during the vacation (as per the calendar of dates approved by the Senate). If the students wish to stay at the hall of residence during the vacation, he/she should submit an application through the Dean of respective Faculty to the student's welfare division. If any student reside without such permission Rs. 250/= fine will be charged per day.
- XXV. The students should not write grab bite or draw any pictures on the walls of common places or rooms of the Hall of residence. The fine equivalent to 3 times of the replacement value or cost of misuse plus 25% of such value or cost (as per UGC Circular 946) from the person/persons concerned.

**IMPORTANT**

1. If you wish to avail yourself of the residential facilities of the University under the terms and conditions stipulated above, you are kindly requested to perfect and sign the annexed declaration form and forward it to the Warden of the Hall assigned to you and obtain your residential facilities.
2. Please note that if you do not accept the accommodation facilities offered to you within one week from the date of allocation, the residential facilities provided to you will be cancelled. No appeals in this regard will be considered unless a valid Medical Certificate acceptable to the Chief Medical Officer of the University of Wayamba is submitted.

**Assistant Registrar/Student Welfare**

Student Welfare Branch

Wayamba University of Sri Lanka

Kuliyapitiya



2 ½ x 2

**DECLARATION FOR THE PURPOSE OF OBTAINING**  
**RESIDENTIAL FACILITIES**

1. Full Name : .....
2. Registration Number : .....
3. Bursary/Scholarship No. or : .....
4. Name of the Scholarship and amount received annually : .....
5. Private Address : .....
6. Name of the Parents/Guardian and Address & Tel.No. : .....
6. Serious illness (If You Suffer) : .....

I have carefully read and understood the content embodied in the letter of allocation addressed to me, and further pledge, that take up residence in terms of the rules and conditions set out therein.

.....

Signature of Applicant

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Office use only

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1. Name of Hall of Residence :.....
2. Room No :.....
3. Date of Residence :.....
4. Date of Departure :.....
5. Cash Receipt No :.....
6. Remarks :.....

.....

Signature of the Warden

Date:.....

Student Welfare & Student Registration Branch

Wayamba University of Sri Lanka.

## 5. The Universities Act No.16 of 1978 amended by the Universities (Amendment) Act No. 7 of 1985

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Annexure – 2

**By-Laws made by the Council of the Wayamba University of Sri Lanka under Section 29 (n) read with Section 135 (1) (d) of the Universities Act No. 16 of 1978 amended by the Universities (Amendment) Act No. 7 of 1985**

**By-Laws**

**PART I - GENERAL**

- 1.1 These By-Laws may be cited as the "By-Laws No. 01 of 2018 relating to Students Discipline" and shall come into operation on 01.11.2018. These By-Laws supersede any other By-Laws or Regulations that may have been issued to students earlier.
- 1.2 Notwithstanding anything to the contrary in any of the provisions of these By-Laws, the Vice-Chancellor shall take appropriate action he deems necessary to maintain discipline at the University and nothing in these By-Laws shall be construed in a manner to detract from the powers, duties and functions conferred on or imposed upon the Vice-Chancellor by the Universities Act No. 16 of 1978 amended by the Universities (Amendment) Act No. 7 of 1985 [hereinafter referred to as the "Act"] or by any other instrument.
- 1.3 (i) Upon the coming into operation of these By-Laws there shall be established a Board of Discipline [hereinafter referred to as the "Board"] constituted as provided in Sub-Paragraph (ii)

*Establishment of the Board of Discipline*

- (ii) The Board of Discipline shall consist of the following members, who shall hold office for a period of 03 (three) years with effect from the date of appointment.
  - (a) The Dean of each Faculty;
  - (b) A Proctor, if any, or a Deputy Proctor nominated by the Proctor;
  - (c) Two Wardens, if any, nominated by the Vice-Chancellor;
  - (d) Two members of the Council nominated by the Council from among its appointed members;
  - (e) Two Senior Student Counsellors nominated by the Vice-Chancellor.
- (iii) The Registrar or his nominee shall be the ex-officio Secretary of the Board.
- (iv) The Chairman of the Board shall be elected by the members from among the Deans and he shall preside at all meetings of the Board. If the Chairman is unable to preside at a meeting the members shall elect another Dean to preside at such meeting.
- (v) The Chairman shall hold office for a period of one year reckoned from the date of his election so long as he retains the status of membership by virtue of which he was eligible for election as the Chairman of the Board. He is eligible for re-election.
- (vi) The quorum for the meeting of the Board shall be seven members.

1.4 Subject to the provisions of the Act and of any other appropriate Instrument, the Board shall have the following powers, duties and functions: -

- (i) To regulate and determine all matters concerning the maintenance of student discipline within the University;
- (ii) To make Rules pertaining to student discipline within the University;
- (iii) The Vice-Chancellor shall appoint an inquiry officer/ Committee of Inquiry to inquire into any incident where he thinks it appropriate in the circumstances and the Board of Discipline shall consider such reports made by such Committee and recommend appropriate action within the scope of the Schedule II of these By-Laws.
- (iv) To recommend appropriate penalties or punishments as per the Schedule II of these By-Laws on any student or students who have been found guilty of any acts of indiscipline or misconduct or who have been found guilty of an offense under these By-Laws or, of acting in contravention of the provisions of these By-Laws or the rules made by the Board.
- (v) To do all such other acts incidental to the powers aforesaid, as may be required in order to further the objectives of these By-Laws.

*Powers, duties  
and functions of  
the Board of  
Discipline*

## Part II - Students' Registration and Identity

- 2.1 Without prejudice to the generality of the powers duties and functions conferred upon or imposed on the Council by the Act or any other Instrument, the Council shall be responsible for the administration and implementation of these By-Laws. *Registered student*
- 2.2 (i) These By-Laws shall apply to every Registered Student of the Wayamba University of Sri Lanka [hereinafter referred to as the "University"]
- (ii) (a) For the purpose of these By-Laws "Registered Student" means any student who had already been duly admitted and registered at the University for any academic year or any student who is duly admitted and registered from time to time in respect of any Academic year, or other period of study.
- (b) "Academic Year" for the purpose of these By-laws, shall be construed to mean the academic year as decided by the Senate from time to time.
- (iii) (a) Every student of the University shall be of good behavior and shall at all times conduct himself in an orderly manner befitting the status of an undergraduate.
- (b) Students of the University shall at all times endeavor to safeguard the dignity, good name and reputation of the University.
- 2.3 Students are admitted and registered as undergraduates of the University, subject to their good behavior and the observance of strict discipline.
- 2.4 Each and every student duly registered as a student of the University, shall be issued with a copy of these By-Laws, the provisions of which will be binding on him in conformity with the declaration made by him.



2.5 Upon the receipt of an application on the prescribed form for registration as a student of the University together with such documents as may be necessary for this purpose the Registrar or such other officer as may be nominated by him for this purpose shall register such student and shall issue the student so registered an Identity Card and a Student Record Book bearing a recent photograph of the student concerned, duly embossed with the seal of the University which shall be final and conclusive evidence pertaining to the identity of the student and also to the accuracy of the particulars stated therein.

*Student Identity  
card & Record  
Book*

2.6 Every registered student of the University shall have in his possession either such Identity Card or Student Record Book which he shall produce when called upon to do so by a member of the academic staff or by any officer authorized by the Vice-Chancellor or Registrar for this purpose.

*Possession of  
Student Identity  
Card or Student  
Record Book*

2.7 If any registered student shall fail to produce or wilfully refuses to produce or neglects to produce such Identity Card or Student Record Book when called upon to do so by an authorized officer of the University, such student shall be deemed to be guilty of an offence punishable under these By-Laws.

2.8 In the event of the failure or the refusal to produce such Identity Card or Student Record Book to any member of the academic staff or an authorized officer, such officer shall have the power to take such student into custody and to produce him before the Dean of the respective Faculty or Warden of the respective Hall of Residence of such student if he claims to be residing in a Hall of Residence for identification. In the event of such student not being a resident of a Hall of Residence, such student may be produced before the Chief Security Officer, who shall report him to the Proctor for appropriate action.

- (i) Any member of academic or administrative staff or any officer authorized by the Vice-Chancellor including Marshals and Security Officers have the

right to request/view and record the identity card details by necessary means for later actions.

- (ii) If a student fails to produce the identity card the staff member has the right to take a portrait picture of the student for the same record and purpose.

2.9 The particulars stated in the Identity Card or Student Record Book shall be deemed to contain prima facie evidence of the status of the student.

- 2.10 (i) The Dean of each Faculty of the University shall have full power and authority to exercise supervisory control over the discipline of all students within the Faculty.
- (ii) The Vice-Chancellor may appoint a senior academic member as the Proctor of the University and he shall act on behalf of the Vice-Chancellor in matters of student discipline within the University. The Vice-Chancellor may delegate any of his powers and duties regarding student discipline within the University to the Proctor.
- (iii) The Vice-Chancellor may, in consultation with the Dean and the Proctor, appoint a member of the academic staff of each Faculty as the Deputy Proctor for such Faculty. The first Deputy proctor may be appointed by the Vice-Chancellor in consultation with the Dean of the respective Faculty.
- (iv) A Deputy proctor shall assist the Dean and the Proctor in matters of student discipline within the Faculty.
- (v) A Deputy Proctor shall also assist the Proctor in his functions as Proctor in matters of student discipline within the University.

- 2.11 For the purpose of exercising the powers conferred upon the Dean, he may issue from time to time instructions as he deems necessary for the maintenance of discipline in such Faculty.
- 2.12 Where the Dean of a Faculty of the University is satisfied that there is a likelihood of the breakdown of the smooth functioning of his Faculty due to the disorderly behavior or conduct on the part of a student or students, the Dean may take immediate remedial measures with the assistance of the Proctor and his Deputies to prevent a breakdown of the functioning of the Faculty by;
- (i) Reprimanding such student or students for disorderly behavior,
- or
- (ii) Suspension of such student or students from the University or from attending lectures/courses etc. for a period not exceeding two weeks.
  - (iii) Reporting to the Vice-Chancellor for action of such behavior of a student or students where a Dean is of the opinion that the incident is of such nature that it requires the intervention of the University authorities for appropriate action under the By-Laws of the University.
- 2.13 The Dean shall report to the Vice-Chancellor and the Proctor any disciplinary action taken by the Dean under these By-Laws.
- 2.14 Upon the coming into operation of these By-Laws the University shall have full power and authority to consider and assess the conduct of each student in determining the eligibility of such student for the conferment on him of the degree, diploma, certificate or other academic distinctions.

- 2.15 Every Registered student shall be bound to protect and safeguard the property of the University. "Property" for this purpose includes buildings, libraries, lecture halls, furniture, equipment and all other movable and immovable assets of the University.
- 2.16 If in the event of any student being found guilty of damaging or destroying or attempting to damage or destroy the property of the University, he shall be deemed to have committed an offence and shall be dealt with in accordance with the provisions of these By-Laws.
- 2.17 Every student shall endeavor to foster a corporate and community spirit of life and shall always respect the liberty, freedom and personality of fellow students.
- 2.18 No Students shall engage in anti-social actions or in any act calculated to humiliate, ridicule, hurt or harass a fellow student or any other person within the University or engage in any other anti-social conduct which may bring the University to disrepute.
- 2.19 No student shall incite, provoke or aid and abet any other student in the commission of any of the acts specified herein before.
- 2.20 Any student who acts in violation of paragraphs 2.2 (iii) (a) & (b) and 2.18 to 2.19 of these By-laws shall be guilty of an offence punishable under the provisions of these By-Laws.
- 2.21 (i) No meeting may be held within the University premises by any student or students, students' union or society or other association of students of the University except with the written approval of the Vice- Chancellor/Proctor. The Dean of the Faculty may permit the holding of a meeting of the Faculty students, Faculty Unit or Society where it is restricted to the students of such Faculty.

- (ii) Where the approval of the Vice-Chancellor/Dean/Proctor, as the case may be, has been so granted subject to such terms and conditions relating to the venue and date of such meeting and its duration and any other matter as may be deemed to be necessary in the circumstances, the meeting must be held in conformity with all such terms and conditions.
  - (iii) Any student who summons or causes the holding of a meeting other than in the manner prescribed in the foregoing paragraph or aids and abets any other person to summon or hold such meeting shall be guilty of an offence and shall be liable for punishment, under the provisions of these By-Laws.
  - (iv) (a) Unless the prior written consent of the Vice-Chancellor has been obtained, no subscription or currency may be collected from among the students, staff of the University or the general public by any union, society or association.  
  
(b) Provided, however, that the provision of this paragraph shall not apply to a subscription collected by a registered union, society or association in accordance with its Constitution or any By-Laws made in terms of section 115 (2) of the Act.
- 2.22 (i) No notice, pamphlet, publication or other printed material detrimental to the good name and discipline of the University, words defamatory of any member of the staff or student of the University, may be published and/or distributed, circulated or exhibited in any Hall of Residence, Lecture Hall/Room, Laboratory on any other building or any other property standing on the premises of the University within its territorial boundaries.

Provided however, that the provision of this paragraph shall not apply to notices, pamphlets, publications and printed material relating to the activities of any registered Students' Union, Society or other Association established and recognized under Section 115 of the Act and intended solely for the furthering of academic or social objectives.

Provided that such material shall not be detrimental to the good name and discipline of the University, or any member of the staff or student of the University.

- (ii) Any note, pamphlet, bulletin published should contain the signature of the President or the Secretary of such Organization.

2.23 The Board of Discipline may for any breach of these By-Laws or for any offence punishable under the provisions of these By-Laws by any registered student, recommend to the Vice-Chancellor the imposing on him of any one or more of the punishments as per the Schedule II of these By-Laws.

2.24 (i) Upon the declaration of an order of closure or out of bound declaration by the University authorities/ Vice-Chancellor, every student of the University shall be bound to act in accordance with this order and shall leave the University premises before the stipulated time specified in such order.

- (ii) Any student who acts in contravention of the provisions of the foregoing paragraph shall be deemed to have committed an offence and shall be liable to be punished in accordance with the provisions of these By-Laws.

### Part III - Disciplinary Procedure

- 3.1 Any charge of misconduct/indiscipline against a student shall in the first instance be reported to the Vice-Chancellor.
- 3.2 Where the Vice-Chancellor receives information relating to any misconduct/indiscipline and considers that further particulars should be obtained, may request a member of the staff to proceed to the place in question and to report on the same with immediate effect.
- 3.3 Where the Vice-Chancellor is satisfied on the availability of evidence relating to misconduct/indiscipline, shall appoint;
- (i) One or more members of the academic staff of the University
- or
- (ii) Any other suitable external person or committee comprising of external parties

To investigate the facts and submit their conclusions and recommendations in writing to the Vice Chancellor.

- 3.4 The officer/committee mentioned in 3.3 shall submit their conclusions in writing to the Vice-Chancellor. These recommendations shall be the punishments as appropriate or conducting a formal inquiry.

The procedure to be followed has been set out in Schedule I.

- 3.5 On receipt of the recommendations under 3.4 above, the Vice-Chancellor shall,
- (i) Issue a warning letter / acquit the student
  - (ii) Refer the same to the Board of Discipline to recommend the punishments within the scope of the Schedule II and place the recommendation of BOD before the Council for ratification.

If the inquiry officer/committee has recommended conducting a formal inquiry it shall be done in accordance with the Schedule I of these By-Laws.

- 3.6 Any inquiry officer/committee appointed by the Vice-Chancellor shall have the power to summon any student of the University/Campus/Institute as the case may be to render whatever assistance needed to conduct inquiries on matters pertaining to provisions of any By-Law. A student who does not so comply shall be guilty of a punishable offence.
- 3.7 The provisions of the Prohibition of Ragging and Other Forms of Violence in Educational Institutions Act No. 20 of 1998 will also be considered by the inquiry committee if any student has committed an offence falling under this Act as per the Attachment 1.

#### **Part IV - Student Counselling Services**

- 4.1 The Vice-Chancellor shall appoint Student Counsellors for a Faculty from among the academic staff members of such Faculty upon the recommendation made by the Dean of such Faculty. *Appointment of Student Counsellors*
- 4.2 The Vice-Chancellor shall appoint Senior Student Counsellor/s from among the academic staff members of the university who shall assist the Vice-Chancellor in matters of student discipline within the University. *Appointment of Senior Student Counsellors*
- 4.3 The Student Counsellor will have the following powers: *Powers of Students Counsellors*
- (i) To call upon any student of the University to produce his/her Identity Card or Student's Record Book.
  - (ii) To report to the Vice-Chancellor if he considered any student to have deemed to have violated the provisions of these By-Laws.



- 4.4 (i) To call upon any student of the University to produce his/her Identity Card or Student's Record Book.
- (ii) Order any student to leave the lecture hall, classroom, laboratory or the library.
- (iii) To report to the Vice-Chancellor if he considered any student to have deemed to have violated the provisions of these By-Laws.
- Powers of an Academic Staff Member*
- 4.5 The Marshal of the University shall be accountable to the Registrar and shall act in accordance with the advice and orders given by the Vice-Chancellor and the Registrar.
- (i) To call upon any student of the University to produce his/her Identity Card or Student's Record Book.
- (ii) To report to the Senior Student Counsellor or Student Counsellor if he considered any student to have deemed to have violated the provisions of these By-Laws.
- Powers of the Marshal*
- 4.6 (i) The Dean of a Faculty shall impose discipline among the students of the Faculty and shall act in consultation with the Proctor and Deputy Proctor of the Faculty regarding matters pertaining to student discipline in his Faculty.
- (ii) The Dean of a Faculty shall inquire into complaints of breach of discipline and take appropriate action by himself where the act of indiscipline is of such a nature that it could be adequately dealt with by imposing any of the following punishments:
- (a) Suspension from academic activities for a period not exceeding two weeks.
- (b) Issuing a written warning.
- Powers of the Dean of a Faculty*

- (iii) In every case in which a Dean acts under the above provisions, he shall submit a report to the Proctor.
  - (iv) Any student who is aggrieved by the punishments imposed by a Dean of a Faculty shall have the right to appeal to the Vice-Chancellor who may review the punishment and/or order the conduct of a formal inquiry where he considers it desirable, depending on the nature of the incident.
- 4.7 (i) Subject to the provisions of the Universities Act and other Statutes of the University, the Proctor shall be the authority in charge of the maintenance of discipline among the students of the University. *Powers of the Proctor*
- (ii) In discharging the above duties, he shall act in consultation with the Vice-Chancellor and with the assistance of the Deputy Proctors.
  - (iii) The Proctor shall inquire into complaints of breach of discipline in the University and take appropriate action.
  - (iv) Where the incident of indiscipline is of such a nature that it can be adequately dealt with by the imposition of the following punishments, he may act by himself;
    - (a) Suspension from the University for a period not exceeding 05 weeks;
    - (b) Issuing a written warning.
  - (v) In every case in which the Proctor acts under these provisions, he shall submit a report to the Vice Chancellor.

- (vi) Any student, who is aggrieved by the punishment imposed by the Proctor, shall have the right to appeal to the Vice-Chancellor forthwith and the Vice-Chancellor may review the punishment and/or order a formal inquiry where he considers it desirable.
- (vii) In cases in which incidents of indiscipline are reported, the Proctor shall conduct a preliminary inquiry and submit his observations to the Vice-Chancellor for appropriate action under these By-Laws.

The proctor will have the following powers:

- (viii) To call upon any student of the University to produce his/her Identity Card or Student's Record Book.
  - (ix) Request a student to make a statement at his/her office regarding a matter pertaining to student discipline.
  - (x) Request any student to leave the University premises. (This shall be reported to the Vice-Chancellor with immediate effect).
- 4.8 (i) A Deputy Proctor of a Faculty shall assist the Dean of the Faculty to maintain and impose discipline among students of the Faculty and shall report to the Dean regarding such matters. *Powers of Deputy Proctors*
- (ii) A Deputy Proctor shall also assist the Proctor in the Maintenance of discipline among the students of the University.

The Deputy Proctor will have the following powers:

- (iii) To call upon any student of the University to produce his/her Identity Card or Student's Record Book.

- (iv) Request a student to make a statement at his/her office regarding a matter pertaining to student discipline.
- (v) Make recommendation to the Proctor to request any student to leave the University premises. (This shall be reported to the Vice-Chancellor by the Proctor with immediate effect).

- 4.9 (i) It would be the duty of a Warden of a Hall of Residence to impose discipline among the students of the Hall of Residence and act in consultation with the Proctor regarding matters pertaining to student discipline in the Hall of Residence. *Powers of Wardens*
- (ii) A warden of a Hall of Residence shall inquire into complaints of breach of discipline and take appropriate action by himself where the act of indiscipline is not of a serious nature and may impose any of the following punishments:
- (a) Suspension from the Hall of Residence for a period not exceeding two weeks;
  - (b) Issuing a written warning.
- (iii) In every case in which a Warden acts under the above provisions, he shall submit a report to the Proctor and shall act in consultation with the Proctor. Where the Proctor is of the view that the breach of discipline is of such nature that it calls for his intervention, he may act in the manner laid down in these By-laws.
- (iv) Any student, who is aggrieved by the punishment imposed by a Warden, shall have the right to appeal to the Vice-Chancellor forthwith, and the Vice-Chancellor shall instruct the Proctor to conduct a formal inquiry where he considers it desirable, depending on the nature of the incident.

## **Part V - Interpretations**

### **The Council**

The Council means the governing authority of the University which is established under the Universities Act No. 16 of 1978 amended by the Universities (Amendment) Act No. 7 of 1985.

### **The Senate**

The Senate means the Senate which is established under the Universities Act No. 16 of 1978 amended by the Universities (Amendment) Act No. 7 of 1985.

### **The Vice-Chancellor**

The Vice-Chancellor denotes the Vice-Chancellor of the Wayamba University of Sri Lanka or the acting Vice-Chancellor appointed for a specific period.

### **The Registrar**

The Registrar denotes the Registrar of the Wayamba University of Sri Lanka, the acting Registrar or Deputy Registrar, Senior Assistant Registrar, Assistant Registrar and any other officer empowered to sign on behalf of him or for him.

### **The Student**

The student means an undergraduate registered at the Wayamba University of Sri Lanka. The students registered for external courses or fee levying courses will not be included.

Any matters raised based upon these By-Laws shall be directed to the Council and the decision of the Council shall be final and conclusive.

## Schedule I

1. At a preliminary inquiry into misconduct/indiscipline, the complainant/s, accused student/s and the witnesses shall be questioned.
2. It is not compulsory to follow the court procedures.
3. The details of the misconduct/indiscipline including the nature of the misconduct/ indiscipline, venue and time, the person/s or property involved shall be notified to the accused student.
4. The factors caused to the complaint against the student shall be informed to the accused student and he should be given the opportunity to give an explanation on the same.
5. At the time of preliminary inquiry, an accused student shall not be allowed to be present with a representative and shall be denied the opportunity to question or cross question the complainant regarding the complaint made or any witness relating to the evidence given by the witness.
6. The preliminary inquiry officer/committee after finalizing its recommendations shall submit its report to the Vice-Chancellor giving reasons for such findings and verdict. These recommendations shall be the punishments as appropriate or conducting a formal inquiry.
7. However, in case of great urgency, the Vice-Chancellor considering the seriousness of the infringement of discipline committed by the students, shall be empowered to impose the appropriate punishment subject to receiving the recommendations of the formal inquiry. The Vice-Chancellor shall report the matter to the Council for endorsement subsequently.

## Formal Inquiry

1. The Vice-Chancellor shall on receipt of the recommendation for conducting a formal inquiry, cause charges to be framed in writing and sent under registered post, where possible handover to the student or in the case of more than one student to individual students alleged to have committed the offences.
2. The charge sheet shall contain specific charges. The Vice-Chancellor shall serve the student respondent/s the charge sheet individually requesting to send the reply to the Vice-Chancellor in writing within the time period granted.
3. If the student respondent/s plead/s guilty to the charge sheet or does not reply within the time specified, the Vice-Chancellor shall proceed to impose on the student any of the punishments as recommended by the Board of Discipline within the scope of the Schedule II and ratified by the Council.
4. The Vice-Chancellor shall appoint a committee up to three members of academic staff or any other suitable external members to hold a formal inquiry and submit the report.
5. At the inquiry, the student respondent/s shall be informed of the evidence and have the right to defend him/herself. He/ She may make his/her own defense and call any witnesses for the defense.
5. The Disciplinary Committee may, taking into consideration the special circumstances of the situation deny a student charged with an offence, the opportunity to question the complainant regarding the complaint made or any witness relating to the written or verbal evidence given by the witness.

Provided that in such a situation, the student charged with the offence shall have the right to seek in writing, through the Disciplinary Committee, clarification on specific issues relating to the complaint or evidence from the complainant or witness as the case may be. Upon the Disciplinary Committee directing such request to the complainant or the witness, he or she shall give his or her clarifications in writing to the student charged

with the offence within the time stipulated by the Disciplinary Committee.

6. The Committee of Inquiry shall have the power to summon any witness required by the prosecution and by the defence.
7. Any Committee of Inquiry appointed by the Vice-Chancellor shall have the power to summon any student of the University to render whatever assistance needed to conduct inquiries on matters pertaining to provisions of any By-Law. A student who does not so comply shall be guilty of a punishable offence.
8. At a Committee of Inquiry, a student shall be provided with relevant documents or extracts from the same, which have been used to frame charges against the student.  
Provided that in such a situation, taking into consideration the special circumstances of the situation, deny a student charged with an offence, providing of relevant documents or extracts from the same, which have been used to frame charges against the student.
9. The Committee of Inquiry after finalizing its recommendations shall submit its report to the Vice-Chancellor giving reasons for such findings and the verdict.
10. If the student/s had been found guilty of the charges the Vice-Chancellor shall refer the same to the Board of Discipline (BOD) to determine the punishment within the scope of the Schedule II.
11. On receipt of the determination of the punishments by the BOD, the Vice-Chancellor shall immediately place it before the Council for ratification.
12. Thereafter, the decision shall be conveyed to the student/s under registered post and where possible shall be hand delivered.
13. Any appeal made by the student/s against the decision to punish the student/s shall be made to the Vice-Chancellor within 14 days from the receipt of the decision.



## Appeals Procedure

1. Any appeal made by the student/s against the decision to punish the student/s shall be made to the Vice-Chancellor.
2. The Vice-Chancellor shall place such appeal/s before the next immediate meeting of the Council.
3. The Council shall appoint an Appeals Committee consisting of 3 of its members for this purpose. The Appeals Committee shall elect its Chairman. The Registrar shall be the Secretary to the Appeals Committee.
4. The Appeals Committee of the Council shall consider all appeals and submit a report to the Council within two weeks from the receipt of the appeal by the Committee.
5. The members of the Disciplinary Committee relating to the appeal in question, shall not participate in the proceedings of the Council (if they are members of the Council) when it considers the report of the Appeals Committee.
6. The Council shall have the power to vary the decision taken on the disciplinary action against the student/s on the basis of the recommendation of the Appeals Committee. The decision of the Council on the appeal by the student shall be final.
7. The Vice-Chancellor shall communicate the decision of the Council to the appellant student/s under registered post. The decision so communicated shall be final and conclusive.

## 6. Recommended Punishments for Violation of Student Discipline

### SCHEDULE II

#### RECOMMENDED PUNISHMENTS FOR VIOLATION OF STUDENT DISCIPLINE

Offences	Recommended Maximum Punishments
<p>i. Refuses or neglects to produce the Student Identity Card when called upon to do so by the VC, DVC/Rector any other officer, any member of the Academic Staff or Administrative Staff or Security Staff or any other authorized by the VC/Rector.</p> <p><u>Explanation</u></p> <p>Any student who refuses to produce the student identity card on request shall be deemed to be a trespasser and may also be dealt with in accordance with the normal Laws of the land.</p>	<p>Considering the gravity of the offence,</p> <p>a. suspension from the University/Campus for a period not exceeding one calendar year depending on the gravity of the offence and withholding of examination results or certificate as appropriate.</p> <p>or</p> <p>b. severe warning by the VC/Rector with a record of same in the personal file of the student.</p>
<p>ii. Violates the By-Laws on University/Campus Residence Facility (RF).</p>	<p>Recovery of cost incurred by the University/Campus as a result of violating, any by-laws, and considering the gravity of the offence,</p> <p>a. suspension from the University/Campus for a period not exceeding one calendar year and withholding of examination results or certificates as appropriate</p> <p>and / for</p> <p>b. denial of RF in the future</p>

	<p style="text-align: center;">or</p> <p>c. severe warning by the VC/Rector with a record of same in the personal file of the student.</p> <p>The above punishments may be in addition to any other punishments that may be imposed for violation of any other By-Laws of the University.</p>
<p>iii. Destroys, damages, defaces, alienates, misuses or unlawfully appropriates to himself any property of the University/Campus or any property in the custody of the University/Campus or held temporarily by the University/Campus.</p>	<p>A fine equivalent to 3 times of the replacement value or cost of misuse plus 25% of such value or cost, and</p> <p>Considering the gravity of the offence,</p> <p>a. expulsion from the University/Campus</p> <p style="text-align: center;">or</p> <p>b. suspension from the University/Campus for a period of two calendar years and withholding of examination as appropriate.</p>
<p>iv. Contravenes any By-Law, Regulation or Rule</p>	<p>Considering the gravity of the offence,</p> <p>a. suspension from the University/Campus for a period not exceeding one calendar year depending on the gravity of the offence and withholding of examinations as appropriate</p> <p style="text-align: center;">or</p>

	<p>b. severe warning by the VC/Rector with a record of same in the personal file of the student.</p>
<p>v. Refuses to carry out any lawful order issued by the VC, DVC/Rector, any other officer, a member of the Academic or Administrative or Security Staff or any other employee or any other person authorizes by the VC/Rector.</p>	<p>Considering the gravity of the offence,</p> <p>a. suspension from the University/Campus up to a period not exceeding one calendar year depending on the gravity of the offence and withholding of examination results or certificate as appropriate</p> <p style="text-align: center;">or</p> <p>b. severe warning by the VC/Rector with a record of same in the personal file of the student.</p>
<p>vi. Furnishes the University/Campus with false information in relation to any matter in respect of which the University/Campus is entitled to true particulars which in the opinion of the VC/Rector, is calculated to mislead the authorities of the University/Campus.</p>	<p>a. Expulsion from the University/Campus for falsification of documents</p> <p style="text-align: center;">or</p> <p>b. suspension from the University/Campus for a period of one calendar year and withholding of examination results or withholding certificate as appropriate, In other instances.</p> <p style="text-align: center;">or</p> <p>c. severe warning by the VC/Rector with a record of same in the personal file of the student.</p>

<p>vii. Smelling of liquor or under the influence of or in possession of intoxicant, liquor, and narcotic or other addictive drug, consuming or supplying liquor, narcotic, addictive drug or gambling within the precincts of the University/Campus.</p>	<p>Considering the gravity of the offence,</p> <p>a. suspension from the University/Campus for a period not exceeding two calendar years and/or withholding of examination results or certificate as appropriate</p> <p>or</p> <p>b. severe warning by the VC/Rector with a record of same in the personal file of the student.</p>
<p>viii. possessing or storing or carrying or using arms, weapons and/or any other substance with the intention of causing harm to persons or property within the precincts of the University/Campus.</p>	<p>a. Expulsion from the University/Campus for being in possession or storing or using arms and weapons within the precincts of the University/Campus</p> <p>or</p> <p>b. Suspension for three calendar years and/ or withholding of examination results or certificates as appropriate for being in possession or storing or carrying any other substance with the intention of causing harm to persons or property.</p>
<p>ix. Engages in such activities as are likely to disrupt the conduct of registration, teaching study, research or examinations in the University/Campus or in the administration of the University/Campus or obstructs an event organized by the University/Campus within or outside its premises or obstructs or disrupts any other authorized event held within the University/Campus premises.</p>	<p>Suspension up to one calendar year and /or withholding of examination results or certificates as appropriate and recovery of monetary damages as a result of obstruction or disruption.</p>

<p>x. Obstructs or harasses any 'officer member of the academic or administrative staff, any other employee of the University/Campus or any other authorized person in the performance of his duties.</p>	<p>Suspension for two calendar years and withholding of examination results or certificates as appropriate.</p>
<p>xi. Prevents or obstructs any student in carrying out his studies or research or disrupts any legitimate activities of a recognized student society/association/unio n.</p>	<p>Suspension for one calendar year and withholding of examination results or certificates as appropriate.</p>
<p>xii. Occupies or uses any property of the University/Campus otherwise that in accordance with rules or other provisions made by the University/Campus from time to time, or without the authority of the VC/Rector or the relevant member of staff.</p>	<p>Suspension for one calendar year and withholding of examination results or certificates as appropriate.</p>
<p>xiii. Conducts himself in a manner which, in the opinion of the VC/Rector, is detrimental to the good name of the University/Campus or to the maintenance or order and discipline within the University/Campus.</p>	<p>Considering the gravity of the offence,</p> <p>a. suspension from the University/Campus for a period not exceeding two calendar years depending on the gravity of the offence and withholding of examination results or certificate as appropriate</p> <p>or</p> <p>b. severe warning by the VC/Rector with a record of same in the personal file of the student</p>
<p>xiv.</p> <p>a. Abuse/harassment (including any form of ragging/molestation) sexual harassment and/or intimidation whether physical or mental of any student of the University, VC, DVC/Rector, any other officer member of the academic or administrative staff, any other employee or any other person authorized to be within or outside the premises of the</p>	<p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University/Rector</p> <p>or</p> <p>b. Suspension for two calendar years and withholding of</p>

<p>University/Campus or at an event organized by the University/Campus.</p>	<p>examination results or certificates as appropriate.</p> <p>or</p> <p>c. suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate</p> <p>or</p> <p>d. severe warning by the VC/Rector with a record of same in student's personal file.</p>
<p>b. Display of posters in the University/ Campus premises by any student or students, which are intimidating or defamatory of the University, VC, DVC/Rector, other officer, member of the Academic or Administrative staff or any other employee of the University/Campus.</p>	<p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University/Campus</p> <p>or</p> <p>b. Suspension for two calendar years and withholding of examination results or certificates as appropriate.</p> <p>or</p> <p>c. suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate</p> <p>or</p> <p>d. severe warning by the VC/Rector with a record of same in student's personal file.</p>

<p>xv. Causing of physical injury or physical harm or threatens to cause same to any student of the University/Campus, VC/Rector, any other officer, member of the academic or administrative staff, any other employee of the University/Campus or any other person authorized to be in the premises of the University/Campus or at an event organized by the University/Campus.</p>	<p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University/Campus</p> <p>or</p> <p>b. Suspension for two calendar years and withholding of examination results or certificates as appropriate.</p> <p>or</p> <p>c. suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate</p> <p>or</p> <p>d. severe warning by the VC/Rector with a record of same in student's personal file.</p>
<p>xvi. Kidnapping, Hostage taking attempt to kidnap, or threatening to take hostage or kidnap VC, DVC/Rector, other Officer, member of the academic or administrative staff, any student of the University/Campus, an employee, or any other person authorized to be in the premises of the University/Campus or at an event organized with the authority of the University/Campus within or outside its premises.</p>	<p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University/Campus.</p> <p>or</p> <p>b. Suspension for two calendar years and withholding of examination results or certificates as appropriate.</p> <p>or</p> <p>c. suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate.</p> <p>or</p>



	<p>d. severe warning by the VC/Rector with a record of same in student's personal file.</p>
<p>xvii. Inciting of students to disrupt legitimate activities of the University/Campus.</p>	<p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University/Campus</p> <p style="text-align: center;">or</p> <p>b. Suspension for two calendar years and withholding of examination results or certificates as appropriate.</p> <p style="text-align: center;">or</p> <p>c. suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate.</p> <p style="text-align: center;">or</p> <p>d. Severe warning by the VC/Rector with a record of same in student's personal file.</p>
<p>xviii. Any student who has stolen or attempted the theft of property within the University/Campus premises or has retained stolen property belonging to the University/Campus or has caused willful damage to University/Campus property or to property of an officer, member, of the academic or administrative staff, an employee or a student of the University/Campus of any other person authorized to be in the premises of the University/Campus or at an event organized with the authority of the University/Campus within or outside its premises.</p>	

(1). Theft.	<p>Considering the gravity of the offence, a fine equivalent to the replacement value plus 25% of such value and,</p> <p>a. Expulsion from the University/Campus.</p> <p>or</p> <p>b. Suspension for two calendar years and withholding of examination results or certificates as appropriate.</p> <p>or</p> <p>c. Suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate.</p> <p>or</p> <p>d. severe warning by the VC/Rector with a record of same in student's personal file.</p>
(2). Willful damage	<p>Considering the gravity of the offence, a fine equivalent to the replacement value plus 25% of such value and,</p> <p>a. Expulsion from the University/Campus.</p> <p>or</p> <p>b. Suspension for two calendar years and withholding of examination results or certificates as appropriate.</p> <p>or</p> <p>c. suspension for a period not</p>

	<p>exceeding one calendar year and withholdings of examination results or certificate as appropriate.</p> <p>or</p> <p>d. severe warning by the VC/Rector with a record of same in student's personal file.</p>
(3). Attempted theft	<p>Fine to be recommended by the committee to impose punishments and,</p> <p>a. Suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate.</p> <p>or</p> <p>b. Severe warning by the VC/Rector with a record of same in student's personal file.</p>
(4). Retaining stolen property	<p>Return the property and a fine to be recommended by the committee to impose punishments.</p>
xix. Violation of time limits for staying within the University/Campus premises or seeks entry to the University/Campus without authorization of the VC/Rector or any other relevant member of staff authorized by the VC/Rector, before or after the designated times or as specially notified by the VC/Rector.	<p>Severe warning by the VC/Rector with a record of same in student's personal file.</p>
xx. Offers any gratification to any employee of the University/Campus as inducement or reward for that University employee's performing or abstaining from performing any official act, or expediting, hindering or preventing the performance of any official act by that University/Campus employee or by any other	<p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University/Campus.</p>

University/Campus employee.	<p style="text-align: center;">or</p> <p>b. Suspension for a period not less than six months and not exceeding two calendar years and withholding of examination results or certificate as appropriate.</p>
xxi. Convening of meeting/s of a group of students, any society or association or union which has not been recognized by the University/Campus or without prior approval of the University/Campus or displaying or distributing publications/posters at the University/Campus without authorization of the VC/Rector or any other person authorized by the VC/Rector.	<p>Considering the gravity of the offence,</p> <p>a. Suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate.</p> <p style="text-align: center;">or</p> <p>b. Severe warning by the VC/Rector with a record of same in student's personal file.</p>
xxii. Establishing or assisting in establishing any society or association or union except as provided for in the relevant Section of the Universities Act No 16 of 1978 as amended and/or without following the authorized procedure in that regard.	<p>Considering the gravity of the offence,</p> <p>a. suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate.</p> <p style="text-align: center;">or</p> <p>b. severe warning by the VC/Rector with a record of same in student's personal file</p>
xxiii. Failure to comply with the rules and regulations made by the University/Campus on the conduct of affairs of any society/association/union.	<p>Considering the gravity of the offence,</p> <p>a. suspension for a period not exceeding one calendar year</p>

	<p>and withholdings of examination results or certificate as appropriate.</p> <p>or</p> <p>b. Severe warning by the VC/Rector with a record of same in student's personal file.</p>
<p>xxiv. Convening any meeting or participating in any meeting of students in the precincts of the University contrary to the constitution of the relevant society/association/union.</p>	<p>Considering the gravity of the offence,</p> <p>a. suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate.</p> <p>or</p> <p>b. severe warning by the VC/Rector with a record of same in student's personal file.</p>
<p>xxv. Distribution and and/or displaying and/or publishing materials using print/audio/video/electronic medial any other mode of communication, which are defamatory and/or abusive of any recognized society/association/union or VC, Deputy VC/Rector any officer/member of the academic or administrative staff; an employee, student of the University or any other person authorized to be present within the premises of the University or at an event organized with the authority of the University within or outside its premises.</p>	<p>Considering the gravity of the offence,</p> <p>a. Suspension for two calendar years and withholding of examination results or certificates as appropriate.</p> <p>or</p> <p>b. suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate</p> <p>or</p> <p>c. severe warning by the</p>

	VC/Rector with a record of same in student's personal file.
xxvi. Defacing or mutilating property belonging to the VC, Deputy VC/Rector any other officer, member of the academic or administrative staff, an employee, student of the University/Campus or any other person authorized to be present within the premises of the University/Campus or at an event organized with the authority of the University/Campus within or outside its premises.	<p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University/Campus</p> <p style="text-align: center;">or</p> <p>b. Suspension for two calendar years and withholding of examination results or certificates as appropriate.</p> <p style="text-align: center;">or</p> <p>c. suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate</p> <p style="text-align: center;">or</p> <p>d. severe warning by the VC/Rector with a record of same in student's personal file.</p>
xxvii Inviting from outside the University/Campus, as a student of or on behalf of or at the request of students of the University/Campus, any speaker to address students, or any outside person for any purpose within the University/Campus, without the prior approval in writing of the VC/Rector or other teacher or officer designated for this purpose by the VC/Rector.	<p>Considering the gravity of the offence,</p> <p>a. suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate.</p> <p style="text-align: center;">or</p> <p>b. severe warning by the VC/Rector with a record of same in student's personal file.</p>

<p>xxviii. Arranging or organizing any collection of money or goods in the name of the University/Campus in the precincts or outside the University/Campus without the prior approval in writing of the VC/Rector or other teacher or officer designated for this purpose by the VC/Rector.</p>	<p>Considering the gravity of the offence,</p> <p>a. Suspension for two calendar years and withholding of examination results or certificates as appropriate.</p> <p style="text-align: center;">or</p> <p>b. suspension for a period not exceeding one calendar year and withholdings of examination results or certificate as appropriate</p> <p style="text-align: center;">or</p> <p>c. severe warning by the VC/Rector with a record of same in student's personal file.</p>
<p>xxix. A student who has received three warnings within a period of 12 calendar months.</p>	<p>Suspension for a period of 12 months from the date of the last warning.</p>
<p>xxx. Failure to adhere to the severe warning</p>	<p>Suspension for one academic year.</p>
<p>xxxi. A student under suspension committing a further offence</p>	<p>Expulsion or a further period of suspension depending on the gravity of the offence.</p>
<p>xxxii. Publication of notice, posters within the University/Campus premises without the permission of authorities.</p>	<p>Suspension for three calendar months.</p>
<p>xxxiii. Selling of Newspapers/periodicals or distributing of handbills within the University premises without approval of the VC/Rector.</p>	<p>Suspension for three calendar months</p>
<p>xxxiv. Communicating with higher authorities without going through the VC/Rector.</p>	<p>Suspension for six calendar months</p>

xxxv. Communicating with press without the consent of the VC/Rector.	Suspension for one academic year
xxxvi. A student who has received three warnings within a period of 12 calendar months.	Suspension for a period of 12 months from the date of the last warning
xxxvii. Failure to adhere to the warning.	Suspension for one academic year.
xxxviii. A student under suspension committing a further offence	A further period of suspension or expulsion depending on the gravity of the offence.
xxxix. Unauthorized or improper use of University/Campus computer system/network	<p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University/Campus</p> <p>or</p> <p>b. Suspension for two calendar years and withholding of examination results or certificates as appropriate.</p> <p>or</p> <p>c. suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate</p> <p>or</p> <p>d. severe warning by the VC/Rector with a record of same in student's personal file.</p>
xi. Any other offence or act of indiscipline not explicitly stated in the Schedule II	Considering the gravity of the offence,



	<p>a. Expulsion from the University/Campus</p> <p>or</p> <p>b. Suspension for two calendar years and withholding of examination results or certificates as appropriate.</p> <p>or</p> <p>c. suspension for a period not exceeding one calendar year and withholding of examination results or certificate as appropriate</p> <p>or</p> <p>d. severe warning by the VC/Rector with a record of same in student's personal file.</p>
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## 7. Prohibition of Ragging and Other Forms of Violence in Educational Institutions Act, No.20 Of 1998

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Annexure – 3

**PARLIAMENT OF THE DEMOCRATIC  
SOCIALIST REPUBLIC OF  
SRI LANKA**

**PROHIBITION OF RAGGING AND OTHER FORMS OF VIOLENCE IN EDUCATIONAL  
INSTITUTIONS ACT, No.20 OF 1998**

[Certified on 29th April, 1998]

Published as a Supplement to Part R of the **Gazette of the Democratic Socialist  
Republic of Sri Lanka** of April 30, 1998

*Prohibition of Ragging and other forms of Violence in Educational Institutions Act, No. 20  
of 1998*

[Certified on 29<sup>th</sup> April, 1998]

AN ACT TO ELIMINATE RAGGING AND OTHER FORMS OF VIOLENCE, AND CRUEL, INHUMAN AND DEGRADING TREATMENT, FROM EDUCATIONAL INSTITUTIONS

BE it enacted by the Parliament of the Democratic, Socialist Republic of Sri Lanka as follows: —

1. This Act may be cited as the Prohibition of Ragging and Other Forms of Violence in Educational Institutions Act, No. 20 of 1998. Short title.

2. (1) Any person who commits, or participates in, ragging, within or outside an educational institution, shall be guilty of an offence under this Act and shall on conviction after summary trial before a Magistrate be liable, to rigorous imprisonment for a term not exceeding two years and may also be ordered to pay compensation of an amount determined by court, to the person in respect of whom the offence was committed for the injuries caused to such person. Ragging.

(2) A person who, whilst committing ragging causes sexual harassment or grievous hurt to any student or a member of the staff, of an educational institution shall be guilty of an offence under this Act and shall on conviction after summary trial before a Magistrate be liable to imprisonment for a term not exceeding ten years and may also be ordered to pay compensation of an amount determined by court, to the person in respect of whom the offence was committed for the injuries caused to such person.

[3] Any person who, within or outside an educational institution, threatens, verbally or in writing, to cause injury to the person, reputation or property of any student or a member of the staff, of an educational institution (in this section referred to as "The victim") or to the person, reputation or Criminal Intimidation

*2 Prohibition of Ragging and other forms of Violence in Educational Institutions Act, No. 20 of 1998*

Property of some other person in whom the victim is interested, with the intention of causing fear in the victim or of compelling the victim to do any act which the victim is not legally required to do, or to omit to do any act which the victim is entitled to do, shall be guilty of an offence under this Act and shall on Conviction after summary trial before a Magistrate he liable to rigorous imprisonment for a term not exceeding five years.

Hostage taking      4. Any person who does any act, by which the persona! liberty and the freedom of movement of any student or a member of the staff of an .educational institution or other person within such educational institution or any premises under the management and control of such educational institution, is restrained without lawful justification and for the purpose of forcing such student, member of the staff or person to take a particular course of action, shall be guilty of an offence under this Act and shall on conviction after summary trial before a Magistrate, be liable to rigorous imprisonment for a term not exceeding seven years.

Wrongful restraint      5. Any person who unlawfully obstructs any student or a member of the staff of an educational institution, in such a manner as to prevent such student or member of the staff from proceeding in any direction in which such student or member of the staff, has a right to proceed, shall be guilty of an offence under this Act and shall on conviction after summary trial before a Magistrate be liable to rigorous imprisonment for a term not exceeding seven years.

Unlawful confinement      6. Any person who unlawfully restrains any student or a member of the staff of an educational institution in such a manner as to prevent such student or member of the staff from proceeding beyond certain circumscribing limits, shall be guilty of an offence under this Act and shall on conviction after summary trial before a Magistrate be liable to imprisonment for a term not exceeding seven years.

*Prohibition of Ragging and other forms of Violence 3 in Educational Institutions Act, No. 20 of 1998*

7. (1) Any person who, without lawful excuse, occupies, Forcible occupation by force, any premises of, or under the management or control of, an educational institution shall be guilty of an offence under this Act, and shall on conviction after summary trial before a Magistrate be liable to imprisonment for a term not exceeding ten years or to a fine not exceeding ten thousand rupees or to both such imprisonment and fine. Forcible occupation and damage to properly of an educational institution

(2) Any person who causes mischief in respect of any property of, or under the management or control of, an educational institution shall be guilty of an offence under this Act and shall on conviction after summary trial before a Magistrate be liable to imprisonment for a term to not exceeding twenty years and a fine of five thousand rupees or three times the amount of the loss or damage caused to such property, which ever amount is higher.

8. Where a person is convicted of an offence under this Act, the court may, having regard to the gravity of the offence Orders of or dismissal

(a) in any case where the person convicted is a student of an educational institution, order that such person be expelled from such institution ;

(b) in any case where the person convicted is a member of the staff of an educational institution, order that such person be dismissed from such educational institution.

9. (1) A person suspected or accuse or committing an offence under subsection (2) of section 2 or section 4 of this Act shall not be released on bail except by the judge of a High Court established by Article 154P of the Constitution. In exercising his discretion to grant bail such Judge shall have regard to the provisions of section 14 of the Bail Act. No. 30 of 1997. Bail.

*4 Prohibition of Ragging and other forms of Violence in Educational Institutions Act, No. 20 of 1998*

(2) Where a person is convicted of an offence under subsection (2) of section 2 or section 4 of this Act, and an appeal is preferred against such conviction, the Court convicting such person may, taking into consideration the gravity of the offence and the antecedents of the person convicted, either release or refuse to release, such person on bail.

Certain provisions of the Code of Criminal Procedure Act not to apply to persons convicted or found guilty of an offence under this Act.

10. Notwithstanding anything in the Code of Criminal Procedure Act, No. 15 of 1979-

(a) the provisions of section 303 of that Act shall not apply in the case of any person who is convicted,

(b) the provisions of section 306 of that Act shall not apply in the case of any person who pleads or is found guilty,

by or before any court of any offence under subsection (2) of section 2 or section 4 of this Act.

Offences under this Act deemed to be cognizable offences

**11.** All offences under this Act shall be deemed to be Act deemed to be cognizable offences for the purposes of the application of the cognizable provisions of the Code of Criminal Procedure Act, No.15 1979, notwithstanding anything contained in the First Schedule to that Act.

Certificate

12. Where in any prosecution for an offence under this Act, a question arises whether any person is a student or a member of the staff of an educational institution or whether any premises or property is the property of, or is under the management and control of, an educational institution a certificate purporting to be under the hand of the head or other \_officer of such educational institution to the effect that the person named therein is a student or a member of the staff of such educational institution, or that the premises or property specified therein is the property of, or is under the management and control of, such educational institution, shall be admissible in evidence without proof of signature and shall be prima facie evidence of the facts' stated therein.

Admissibility of statement in evidence

13. (1) If in the course of a trial for an offence under this Act, any witness shall on any material point contradict either expressly or by necessary implication a statement previously

*Prohibition of Ragging and other forms of Violence in Educational Institutions Act, No. 20 of 1998*

Given by him in the course of any investigation into such offence, it shall be lawful for the Magistrate if, after due inquiry into the circumstances in which the statement was made, he considers it safe and just-

- (a) to act upon the statement given by the witness in the course of the investigation, if such statement is corroborated in material particulars by evidence from an independent source; and
  - (b) to have such witness at the conclusion of such trial, tried before such court upon a charge for intentionally giving false evidence in a stage of a judicial proceeding.
- (2) At any trial under paragraph (b) of subsection (1) it shall be sufficient to prove that the accused made the contradictory statements alleged in the charge and it shall not be necessary to prove which of such statements is false.

**14.** The provisions of this Act shall be in addition to, and not in derogation of, the provisions of the Penal Code, the Convention Against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment Act, No. 22 of 1994 or any other law.

Provisions of this Act to be in addition to and not in derogation of the provisions of the Penal Code & c.

- 15.** Every Court shall give priority to the trial of any person charged with any offence under this Act and to the hearing of any appeal from the conviction of any person for any such offence and any sentence imposed on such conviction. Priority for trials and appeals under this Act.
- 16.** In the event of any inconsistency between the Sinhala texts and Tamil texts of this Act, the Sinhala text shall prevail. Sinhala text to prevail in case of inconsistency.
- 17.** In this Act unless the context otherwise requires Interpretation.

"criminal force", "fear", "force", "grievous hurt", "hurt" and "mischief" shall have the respective meanings assigned to them in the Penal Code;



*6 Prohibition of Ragging and other forms of Violence in Educational Institutions Act, No. 20 of 1998*

"educational institution" means —

- (a) a Higher Educational Institution;
- (b) any other Institution recognized under Chapter IV of the Universities Act, No. 16 of 1978;
- (c) the Buddhist and Pali University established by the Buddhist and Pali University of Sri Lanka Act, No. 74 of 1981;
- (d) the Buddha Sravaka Bhikku University, established by the Buddha Sravaka Bhikku University Act, No. 26 of 1996;
- (e) any Institute registered under section 14 of the Tertiary and Vocational Education Act, No. 20 of 1990;
- (f) any Advanced Technical Institute established under the Sri Lanka Institute of Technical Education Act, No. 29 of 1995;
- (g) a Pirivena registered under the Pirivena Education Act, No. 64 of 1979 and receiving grants from State funds and includes a Pirivena Training Institute established under that Act;
- (h) the Sri Lanka Law College;
- (i) the National Institute of Education established by the National Institute of Education Act, No. 28 of 1985;
- (j) a College of Education established by the collage of Education Act, No. 30 of 1986, or a Government Training College;

*Prohibition of Ragging and other forms of Violence in Educational Institutions Act, No. 20 of 1998*

(k) a Government school or an assisted school or an unaided school, within the meaning of the Education Ordinance (Chapter 185);

and includes any other institution established for the purpose of providing education, instruction or training;

"head of an educational institution" means the Vice-Chancellor, Mahopadyaya, Director, President, Principal or any other person howsoever designated charged with the administration and management of the affairs of such educational institution;

"Higher Educational Institution" has the meaning assigned to it in the Universities Act, No. 16 of 1978;

"ragging" means any act which causes or is likely to cause physical or psychological injury or mental pain or fear to a student or a member of the staff of an educational institution;

"student" means a student of an educational institution;

"sexual harassment" means the use of criminal force, words or actions to cause sexual annoyance or harassment to a student or a member of the staff, of an educational institution;

## 8. Policy on Student Participation in Governance

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As members of the campus community, students have a substantial interest in the governance of the University. Their participation has increased significantly in the last decades, and the University has benefited from it. It is the intent of this *Policy* to reaffirm the University's commitment to the principle of student involvement in governance in both administrative and academic areas and to state the primary purposes and goals of that involvement.

This commitment is based on the premise that student participation is vital to a vigorous intellectual exchange and the furtherance of the objectives of the University education and research. Appropriate, effective, and productive student involvement, consistent with the development of policies that reflect the total needs of the University, is the goal.

The governance of the University involves more than the process of making decisions. The process of governance provides a forum for group interaction, expression of concerns, exploration of feasible solutions, and reconciliation of diverse viewpoints. Within this context, student participation serves several functions.

First, it is important to the sound development of policy. Student views and advice, often from special perspectives, provide for more informed University decision making. Participation should be encouraged and strengthened through the involvement of all levels of student participation.

Second, there is recognition that students have a vital interest in decisions directly related to policies and programs affecting their academic and non-academic experience at the University. Clear procedures are required to ensure that students are afforded access to needed information, an

opportunity to share ideas, and encouragement to express concerns, both formally and informally.

Finally, student participation is crucial to ensure that student viewpoints are considered on issues of importance to the University community. This communication provides opportunities for testing assumptions, for understanding the attitudes of others, for sharing information, and for developing understanding and mutual trust among constituencies. The special nature of the University requires a sense of community. While every decision may not be wholly satisfactory to all parties, the governance process should provide a forum for candid discussion.

Efforts should continue to be directed toward improving not only the extent but also the quality and effectiveness of student involvement. To these ends, the University must work to achieve several goals.

First, the processes central to student involvement, including the selection, training, and continuity of student participants, need to be clearly understood by all members of the campus community and periodically reexamined. Care should be taken, in particular, that the process of reaching decisions in campus governance is openly communicated and well understood. Second, building on existing mechanisms, means for student participation in administrative and academic areas should be developed and implemented on the campuses and in the Office of the President; it is important that a variety of ways be provided to ensure that the University gains full benefit from student participation in those areas. Third, areas where students are not now participating need to be examined. In this regard, ways should be sought to enhance student involvement in academic departments, where important decisions that affect students are made.

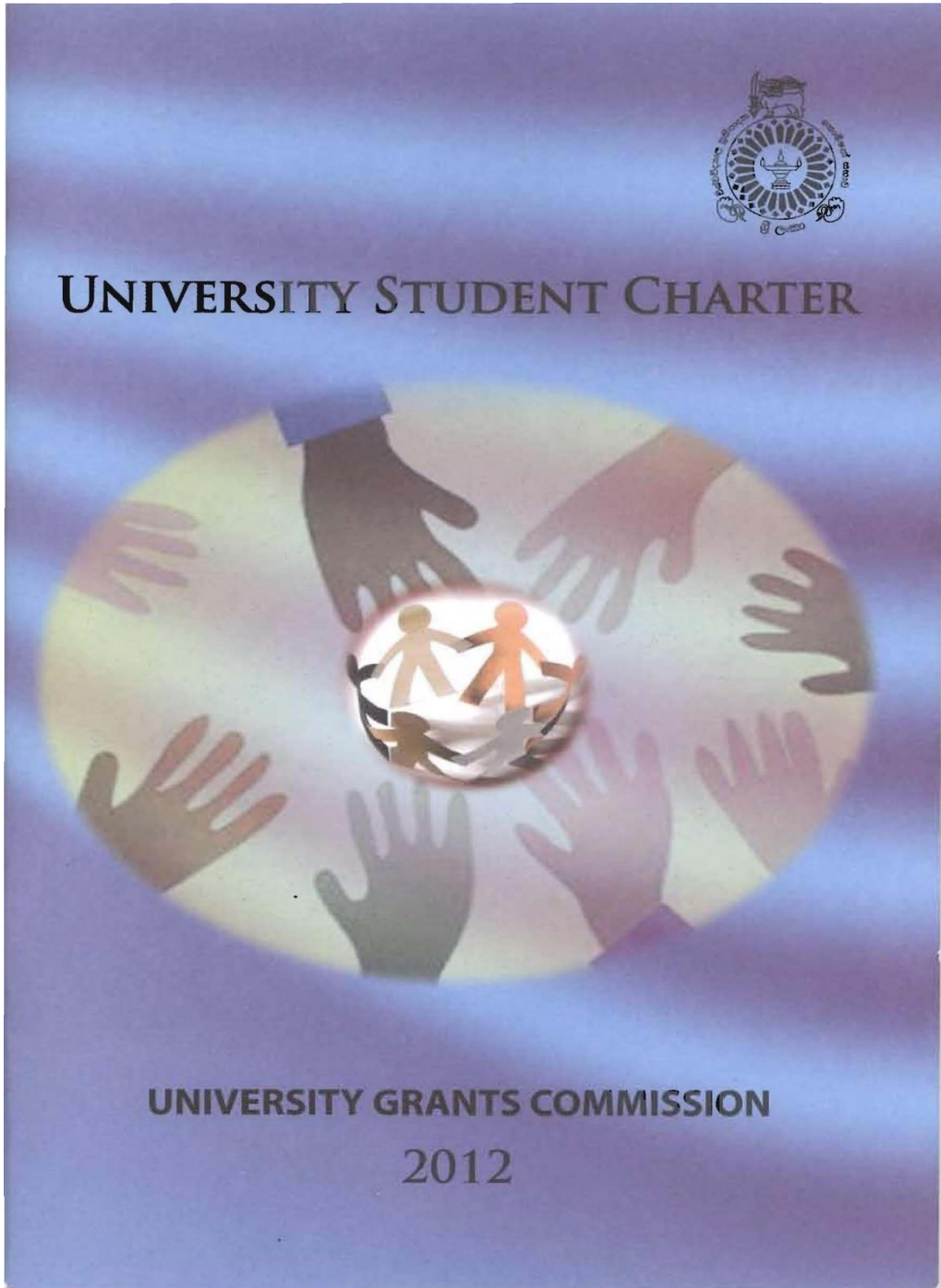
In order to achieve the goals of this Policy, each campus has developed a plan for student participation. Essential to the success of such plans is a periodic

review of the procedures used by campus academic and administrative departments, student governments and other student organizations, and an evaluation of progress toward implementation of the plan. This review process should involve broad consultation with the campus community, including formal consultation with student governments and the Academic Senate. Campus plans for student participation in institutional governance should be made readily available for review. Matters which have been delegated by The Regents to the Academic Senate are beyond the scope of these campus plans, but direct discussions between students and the Academic Senate on student participation in the deliberations of the senate should continue. Plans for student participation in institutional governance should be widely disseminated.

## 9. University Student Charter

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Annexure - 4



**University Student Charter serves as a guide to University Students,  
Academic, Administrative and Support Staff and Public to Invest and Harvest the Fruits  
of University Education of the Country.**

**University Grants Commission No. 20 Ward Place Colombo 07**

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**WHAT THE NATIONAL UNIVERSITIES EXPECT TO PROVIDE TO ITS STUDENTS?**

**WHAT THE NATIONAL UNIVERSITIES EXPECT IN RETURN FROM ITS STUDENTS?**

## PREFACE

The **University Grants Commission [UGC]**, which was established with the enactment of the Universities Act No.16 of 1978, is the buffer body between the legislative arm of the government and universities. It is empowered to act as the regulatory arm of the state university system.

Fulfilling its mandatory role, the UGC has prepared the **University Student Charter** to serve as a guide for students enrolled in state universities as well as a document that states the conditions of the contract that exist between the university and its students. It also serves as a guide to the academic, administrative and support staff and the public, as it emphasizes the commitment expected from all stakeholders for the smooth functioning of state universities.

### **University Student Charter,**

- outlines the vision and mission of the national universities and the principles on which universities are governed, and what experience the student can expect from the university once he or she becomes a student;
- states the conditions of the partnership that shall exist between the university and its students;
- guides the students in their quest for knowledge in a chosen field of study and urges the students to exploit the precious opportunity that they have received by having been admitted to a university;
- advises the students to conduct themselves in productive, constructive, responsible and enlightened manner and do nothing to damage the good name of the university and their future;

## ***PREFACE...***

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- states the consequences of causing, inciting or abetting the breakdown of law and order and discipline of the university;
- explains the disciplinary procedures that would be initiated by the University and the punitive action that would be taken by the Police and Courts of Law;
- spells out the unethical and unlawful activities that are prohibited in universities, and
- spells out the possible punishment that could be imposed by the university on those who engage in or commit any one or more of the unethical and unlawful activities listed.

Therefore, the **University Student Charter** earnestly urges students to cooperate and contribute towards making it possible for the state universities to play their mandatory role and contribute to preserve and sustain the core values and principles of the institution.

## **PART I**

### **Introduction to National University Student Charter**

#### **Guiding Principles on which National Universities are governed**

Openness

Equity and Diversity

Commitment to Uphold Democratic Rights and Social Norms

#### **Role of National Universities**

Centres of Excellence in Teaching and Learning

Centres of Excellence in Research and Innovation

## **University Student Charter**

University Students' Charter outlines the vision and mission of the national universities and the broad principles on which universities are governed, and clarifies the experiences the students can expect from the university once they become students. It spells out the conditions of the partnership that shall exist between the university and its students, and thus, it serves as a contract between the university and its students. The Students' Charter also serves as a guide to the academic, administrative and support staff and the public, as it reiterates the commitment expected from all stakeholders for the smooth functioning of national universities.

## **Introduction to University Student Charter**

The **State Universities** are committed to playing the dual role of producing young men and women with knowledge and wisdom to cater to the ever-increasing demand for human resources in the country, while fulfilling the aspirations of all those who seek higher education. They undertake this noble role by designing and offering high quality, relevant and well-recognized academic and/or professional qualifications of their chosen disciplines with a basket of transferable and technical skills, with which the students could explore the boundary-less world that would provide young graduates with infinite opportunities to realize their full potential and aspirations.

**University Students' Charter** also guides the stakeholders in their search for information as regards the legal framework on which the national university system is established and governed, and the authorities and powers vested with the Minister of Higher Education, University Grants Commission, University Councils, Senates and Faculty Boards, and how the universities perform their functions [Universities Act No.16 of 1978 and its provisions; ([www.ugc.ac.lk](http://www.ugc.ac.lk))]. All national universities maintain very informative websites (*listed In appendix*), and the students are advised to visit these to obtain information on the following;

- Academic programmes
- Regulations and procedures (*see University Calendar*)
- The organizational structure of the university and faculties, and service centers and units (*see University Handbook and Faculty Prospectuses*)
- Degree programmes and courses offered by the faculties (*see Faculty Undergraduate and Postgraduate Prospectuses or Course Catalogues*)
- University By-laws governing the conduct and discipline of students (*see Codes of Practices on Students Discipline*).

## Vision and Mission of State Universities

The vision of all state universities is to become **Centers of Excellence** in delivering learning and teaching, undertaking research and dissemination, promoting research and scholarship, and governance and management.

Pursuing this vision, all state universities work towards producing graduates with knowledge and wisdom in diverse disciplines and professions and their noble role is emphasized by citing what Sir Ivor Jennings, founding father of University of Ceylon, the precursor of all state universities, once said.

***“To train young men and women who are capable of fulfilling any function in the world that may fall to their lot, citizens of high intelligence, complete moral integrity, and possessing energy, initiative, judgment, tact and qualities of leadership”***

***Sir Ivor Jennings  
University of Ceylon Calendar 1947***

This mission is achieved through designing and offering study programmes in key disciplines, and offering courses in all important core disciplines as well as in non-core disciplines such as languages, information, communication technology, career development, art and culture, etc., and by allowing provisions to acquire a ‘basket’ of transferable or ‘soft’ skills in a conducive learning environment that would make the

university graduates well rounded individuals, thus enabling them to perform to the best of their abilities in the 'world of work'. In addition, state universities are committed to cater to knowledge-seekers of all ages and deliver excellent learning and training opportunities to those who seek higher education, and promote research and scholarship, social and ethnic harmony, good governance and management and also to reach out to the public through outreach activities.

## Guiding Principles on which State Universities are governed

Going along with national policy initiatives and guidelines, all state universities are guided and managed adhering to the principles of openness, equality, and diversity while upholding democratic rights of individuals in conformity with civic norms and rights. They strive to be Centers of Excellence in teaching and learning, aesthetic and cultural pursuits, research and development as well as outreach activities.

### Principles of Openness, Equity and Diversity and Commitment to Uphold Democratic Rights and Social Norms

State universities are retreats for diverse groups of mature learners, to engage in higher learning and creative work with enthusiasm, excitement and harmony. Further, universities ensure that all inhabitants are well aware and appreciative of the norms of the civil society, and in return expect the commitment of their inhabitants to act as socially-conscious and responsible citizens, complying with all forms of social norms expected in the civil society.

**Openness:** All state universities are fully committed to providing all information regarding admission, academic programmes, evaluation procedures, recruitment criteria, method of recruitment and also about the entitlements, privileges, opportunities as well as grievance redress and disciplinary procedures.

**Equity and Diversity:** The state universities are fully cognizant of the fact that the Sri Lankan society is diverse in terms of ethnicity, religious faith, origin and socio-economic background. All national universities will ensure that no student or staff member receives less favorable treatment directly or indirectly, on the grounds of age, race or ethnic origin, religion or belief or creed, gender, disability, marital and parental status, or sexual orientation.

*Guiding Principles on which State Universities are governed...*

### **Commitment to uphold democratic rights and social norms:**

All state universities are committed to providing provisions to preserve democratic principles and norms, guaranteeing the rights of individuals (*rights of expression of opinion, forming associations and interest groups, living in dignity and self-respect free from any harassment, abuse, and intimidation, right of privacy, etc.*) and maintaining a just and righteous society within the institution (*free of evils such as drugs, alcohol and substance abuse and disrespect for written and unwritten laws and norms of the civil society.*).



## **Role of National Universities**

Going along with the mission, all State universities are striving to become centers of excellence in teaching and learning and research and innovation thus contributing social & economic upliftment of the country/nation.

## **Centres of Excellence in Teaching and Learning**

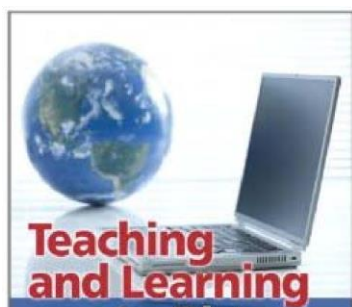
State universities are striving to be centers of excellence for knowledge seekers of all age groups, creative minds, liberal thinkers, and opinion creators, cultural and literal intellects and are sanctuaries for creative, visual and performing art forms. All national universities allocate the highest portion of their resources for designing and improving academic curricular, teaching and training materials, and methods and



tools and also for offering courses and modules in diverse and complementary modes, thus promoting blended teaching and training.

As part of a continuous quest for improvement of quality and relevance of all academic programmes, state universities are required to submit their study programmes and institutions for review by the National Quality Assurance and Accreditation Council that comes under the auspices of the University Grants Commission. This programme necessitates all study programmes to adhere to all key aspects of quality and accreditation, namely, subject bench marking, external review, and compliance with national credit qualification framework and codes of practices.

All state universities make regular assessments of labour market trends, requirements, core and supplementary competencies and the views of the employers on the quality of their graduate output. Further, all faculties and academic departments remain vigilant about national and global trends in higher education with respect to new advancements taking place in relevant disciplines and also on the emerging employment opportunities and markets available for young, creative and enthusiastic minds. Therefore, all national universities are equipped with Staff Development and/or Education Technology Centers to provide continuous education of teachers on most modern teaching and training methods, tools and techniques and are in continuous quest to promote participatory, student centered and blended teaching and learning. All faculties are equipped with Curriculum Development Units to engage in regular updating and revision of their curricular, diversifying the study programmes and making attempts to transform undergraduates into lifelong learners.



State universities, in their quest to provide learning opportunities for all those who seek higher education, have come up with full-time and part-time study programmes in diverse disciplines. Part time programmes are offered through the Centers of Distance and Continuing Education or Open and Distance Learning or through External Examination Divisions.

Full details of requirements for entry into state universities and entry requirements for full-time and part-time study programmes, specific degree programmes, and method of submitting applications for university admission are given in the University Admission Booklet issued by the University Grants Commission ([www.ugc.ac.lk](http://www.ugc.ac.lk)). All students are assured of the same consideration and are assessed by common criteria and standards. The details of the specific degree programmes could be obtained by visiting the respective university websites. Most study programmes have specified

the compulsion on students for regular attendance in lecture-discussions, practical classes, field visits, clinical and industrial placement programmes. All students are required to maintain a minimum specified grade point average to proceed upward in the programme. Those who fail to maintain the minimum requirements are given grace attempts and failure to achieve the minimum grade point average may result in termination of the studentship.

Though the primary goal of all national universities is to cater to academic pursuits leading to Bachelors degree programmes in diverse disciplines that have national relevance and high market demand, the core programme of the chosen degree programme is amply complemented with non-core compulsory and optional programmes. These non-core curricular components are aimed at strengthening and improving English language knowledge and skills, information communication technology knowledge and skills, creative talents, and transferable skills that include a wide array of interpersonal and social skills and fostering greater awareness and appreciation in cultural and aesthetic activities.

## Centres of Excellence in Research and Innovation

State universities are considered as centers of new knowledge and all undergraduate and postgraduate students and academic staff is strongly encouraged to engage in pursuing new trends, new knowledge, new ideas, and values. Research is promoted at undergraduate as well as postgraduate levels and most undergraduate study programmes have introduced undergraduate research components into the curriculum. These learning exercises provide some insight into the exciting world of probing minds. At the postgraduate level, besides offering taught courses, a high emphasis on research is placed, particularly in study programmes leading to MSc, MPhil and PhD degrees. Most of the academic staff of the state universities have received their postgraduate training from the most prestigious universities in the world.

### ***Role of National Universities...***

They have also been able to attract national and international research grants and awards for their research and development work. Most of the staff members are affiliated to learned professional associations and societies, and they publish research communications in prestigious national and international journals. Many academics, particularly in liberal arts and humanities, regularly contribute to electronic and print media through which they share with the public the knowledge and views on the current economic, social and political issues and on literature and culture.



## **PART II**

### **Academic Atmosphere and Student Support Services**

Residential Facilities

Health Service

Security and Safety

Library Service

Information Communication Services

Career Guidance Services

English Language Teaching Programme

Sports and Recreational Facilities

Multi-cultural Centres

Student Support services and Welfare network

## Academic Atmosphere and Student Support Services

All state universities provide a conducive academic atmosphere which promotes the realization of the full potential of students and staff. All universities offer a standard set of facilities, student services, and common amenities, though the availability and quality may vary because of the diversity with respect to location and maturity. All state universities are equipped with complementary learning centers and programmes to assist the undergraduates to obtain a 'basket' of complementary and transferable skills, namely, English language skills, information and communication technology skills, interpersonal skills, entrepreneurial skills, leadership skills, etiquette, personality traits, etc. Most of the national universities have developed special support and assistance services for students with special needs or differently-abled students and all universities are in the process of expanding further the facilities for such students.

**Residential Facilities:** Established universities as well as newly established universities located outside Colombo are provided with residential facilities. Colombo-based universities are provided with limited residential facilities as ample residential facilities are available outside the university. If a student is provided with accommodation in the university residential hall, the fee is very nominal for the period of stay. The occupant has to enter into a formal contract with the university residential authority. Residential facilities include cafeteria services and also in some instances, cooking facilities for those who wish to prepare their own meals.

**Health Service:** All state universities have in-house health service centers to provide routine healthcare services and emergency services. In instances where special medical care or emergency medical care is needed, these in-house health centers refer the students needing specialized healthcare to the nearby government hospital.

**Security and Safety:** The students are ensured a safe environment through the University Security Service network. Further, the students' conduct and discipline are carefully scrutinized by the University Marshals and the Proctoral systems that are operating in most universities.

**Library Service:** All state national universities possess well-stocked central libraries with branches located at different faculties. These libraries have excellent collections of print material in relevant disciplines and the services of most libraries are automated and digitized, making search of reference material very convenient. Besides that, the library staff members are always available to guide and assist students.



**Information Communication Services:** All state universities have central Information & Communication Technology Centres.

Complementary to this central facility, most faculties have facultybased computer units. These centers provide local area network connectivity with internet services to students and staff of all faculties, divisions, centers and units and also function as information technology (IT) education and technical resource centers to supplement academic programmes offered by the faculties. Most IT centers design and offer certificate and diploma level training courses for internal and external students and also offer *e-learning* or web-based learning resources and services to academic staff and students.

**Career Guidance Services:** All state universities have established Career Guidance Units with full or part-time career guidance directors and counselors. These career guidance units offer a wide spectrum of learning programmes and opportunities to undergraduates to prepare themselves for the 'world of work'. These programmes are aimed at facilitating a young person's transition from school to university, providing academic and career counseling services, learning opportunities to acquire employability skills, entrepreneurship skills, pursue personality development programmes, seek career-related information provision and provide graduate placement opportunities that will allow the undergraduates to acquire work experience that would be handy in their quest to find employment in the state and the private sector or to commence self-employment ventures.

**English Language Teaching Programme:** Acquiring the required competency in English and in other foreign languages besides the competencies in the national languages is of paramount importance to succeed in the competitive world. All state universities have expanded and strengthened English Language Teaching Units (ELTU) and English Language teaching programmes by improving curricular and physical and human resources and capacities of ELT Units. Most of the study programmes have incorporated English Language teaching into the curriculum and made it compulsory to complete all prescribed courses and to demonstrate satisfactory competency in English Language prior to graduation.

**Sports and Recreational Facilities:** All national universities are selfcontained, social and functional entities that provide all essential services to their undergraduates and staff. With the aim of promoting healthy minds and energetic bodies, all national universities have developed and operate fully equipped sports and recreational facilities. Some universities have fully equipped indoor gymnasias and some universities have commenced instructional sessions leading to certificate, diploma and

degree courses in sports and sports sciences. Besides providing facilities for sports and recreational activities, many universities offer professional coaching and guidance in many competitive sports and promote undergraduates participation in national, interuniversity and commonwealth games.

**Multi-cultural Centers:** Conforming to the multiethnic nature of the Sri Lankan society, all state universities are open to students from all social, cultural, ethnic and religious backgrounds. The cohesion and harmony within and among students coming from diverse social, cultural, ethnic and religious backgrounds are promoted. Besides making the life of undergraduates comfortable while they are in the university, the experience gained is expected to convert undergraduates to social change agents so that they would breed and propagate social and ethnic harmony in the society at large. Universities are expected to function as catalytic centers towards achieving this goal and it is in this context that most national universities have now embarked on establishing multi-cultural centers which will design and promote a wide spectrum of activities to pursue the goal of ensuring greater social and ethnic cohesion and harmony within and among diverse ethnic and social groups.

**Student Support Services and Welfare Network:** All state universities have a separate administrative and service division to assist students in all matters relating to their admission, hostel accommodation and other essential services. Some universities have established a Student Support Service and Liaison System, usually headed by a Director/ Coordinator/Student Support Services and Welfare.



All state universities have provisions to offer cafeteria services, grocery stores or convenient stores, post offices, internet services, tailor shops, barber saloons, etc. in order to make the university environment self-contained for student living.

All state universities have established a wide array of instruments such as cultural centers, environmental study societies, dramatic societies, musical societies, etc., to provide a wide array of opportunities for creative and leisure activities. Through such extra-curricular activities and programmes, harmony among students, students and staff and cohesion and harmony within and among diverse ethnic communities are promoted. Besides that, all state universities make every attempt to create an aesthetically enriching environment which is very vital for academic pursuits.

## **PART III**

### **Governance and Management of State Universities**

Policy of Withdrawal

Freedom of Expression

Student Representations

Right to form Students' Associations

Personal Conduct

Maintenance of Discipline and Law and Order



## Governance and Management of State Universities

State universities are established, structured and governed by the provision granted by the Universities Act No.16 of 1978. All universities are fully authorized and empowered to manage their core functions and to acquire the capacity to design, formulate, implement and deliver their services, and redress grievances and maintain discipline of students and staff. All universities are equipped with result-focused bureaucracies and management with accountability and responsiveness to the stakeholders. Also the institutions are capable of optimal use of resources (i.e. human, physical assets, technology and capital) to perform their core functions, defined by the institutions' mandate, vision and mission.

State universities are fully aware that while they function as the centers of excellence in training future leaders who will shape the future of the country in all spheres, they should also have a paramount role to play and function as role models for state institutions. Unfortunately, the image of state universities has been severely damaged over the last few decades. The freedom guaranteed by the state institutions has been abused and misused by university students in the recent past, thus adversely affecting the progress of the Sri Lankan university system, in comparison to what is seen in the neighboring Asian countries. It is evident that many of the protests are politically driven by a handful of students, by engaging the peace-loving students through force. Incidents of taking hostage officials including the Vice Chancellor, obstruction of the facilities, damage to property, and damage to life including homicide are sometimes reported from campuses. The Vice Chancellors of the state universities are often burdened with the task of handling this type of degrading and destructive acts, thus depriving them of the time and opportunity to concentrate and engage themselves in institutional planning, implementation and monitoring work. These irresponsible acts by a handful of students, instigated by outside forces with political motives, bring the entire university community to public disrepute and the resultant impact on the system is devastating not only for the university community but also for the students. These are clearly visible in employer reactions to engaging state university graduates in private sector jobs. They prefer unskilled GCE(A/L) qualified students over graduates for entry level jobs in the private sector. This has compelled all successive governments to adopt the practice of creating nonexistent jobs in the state sector to provide low-paying, non-rewarding livelihoods to unemployed graduates.

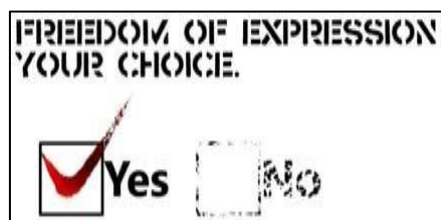
Therefore, the university students are strongly advised to follow the rules and regulations described herein to ensure the smooth functioning of universities, maintain the dignity of the national universities and finally to work towards achieving lifelong goals they have aspired from their childhood and fulfill the expectations of their loving parents.

**Policy of Withdrawal:** On directives from the UGC, students are registered at admission as internal candidates. They are required to conduct their studies unequivocally at the university where they are registered for studies. The students are not allowed to register for any other degree programme of another university while pursuing a programme under registration as an internal candidate in one university. Requests for transfers from one university to another will be considered only in exceptional circumstances. Withdrawal from a registered course is discouraged as this will result in the idling-away of state resources and also precious opportunities provided to eligible students, as well as preventing another eligible student to achieve the dream of securing university education.

**Freedom of Expression** is guaranteed for all university students. Therefore, all students are encouraged to form opinions and express their views on matters ranging from academic affairs, administrative and welfare issues and also on political and social issues and themes.

However, such expressions should not go to the extent of personalizing or targeting individuals, because every person has the right to form opinions and express their views without antagonizing others.

**Student Representations** at certain decision making levels are guaranteed by the Universities Act No.16 of 1978 as amended. On matters of welfare concerns and on certain matters relating to the administrative and academic nature, students are entitled to make representations through the student representatives. Student representatives are required to sit in the Faculty Boards, Food and Canteen Committees, Security Committees, Hostel Committees, Sports Committees and also in ad hoc committees for various events organized by the university.



**Right to form Students Associations** is guaranteed by the Universities Act No.16 of 1978 as amended. Students are granted the right of forming or grouping into associations or societies or unions that are free of any vested or politically driven motivations. Similarly, the rights of students who wish to remain independent and

disassociate themselves from such associations or societies are also guaranteed. The individual students' freedom of choice should be respected by students who wish to form associations and unions. Students are warned against obstructing the freedom of students who prefer to remain independent.

**Personal Conduct:** Each individual making up the university community should fully understand the prestige of the institution and the self-esteem of its members. Therefore, all inhabitants should conduct themselves in a manner compatible with its quest or mission. Individuals need to be mindful of their personal hygiene, etiquette, dress or attire, speech, etc. No student should offend the feelings of fellow students or members of the community. It should also be remembered that people are free to dress or eat in a manner that is befitting their accepted cultural practices. As such, no one should impose their will on others to dress or to eat to suit one's own liking. Students must be polite in their words and actions, and should allow space for all people to live in harmony. Offensive activities will be subject to the laws under the public nuisance framework and disciplinary regulations of the university.

**Maintenance of Discipline and Law and Order:** Universities are centers of excellence in training and developing future leaders. Therefore, it is imperative that its inhabitants behave in a responsible and dignified manner, conforming to all norms and practices of the civil society. Further, they have to abide by all rules and regulations enacted by the university. All university students are required to adhere to the highest behavioral and ethical standards. They are expected to protect the good name of the university and should not indulge in any unethical, immoral and illegal activity that will bring disrepute to the university and at the same time irrevocably damage their future.

Non-compliance with the university rules and regulations and resorting to disruptive measures leading to break down of law and order of the land and institution, will result in activation of disciplinary procedures within the university as specified in the Student By-laws approved by the Council of the University. According to the law of the land the authorities may hand over the offenders to the law enforcing agency, the police, to be dealt with under the civil/criminal law. The unethical and unlawful activities which the students should refrain from, and the consequences that have to face if found guilty of misconduct, are listed below:



## **PART IV**

### **Unethical and Unlawful Activities that are Prohibited in Universities**

Plagiarism and Cheating

Disorderly conduct, dissent and protests

Disrespect and non-compliance

Wrongful utilization of goods, services or information

Unauthorized collection of funds

Solicitation

Possession and consumption of alcohol, drugs and tobacco within the university premises

Gambling

Harassment/Violence

Hazing/Ragging

Sexual harassment/sexual misconduct

Theft

Vandalism

Unauthorized Entry

Co-operation with authorities and Committees of Inquiry

Right of Appeal

## Unethical and Unlawful Activities that are prohibited

### Unethical and Unlawful Activities that are prohibited in Universities

Undergraduate students of all state universities are required to refrain from engaging or committing the following Unethical and Unlawful Activities which will result in disciplinary action by the Institution and punitive action by the police and Courts of Law.

The Police has been empowered by the Prohibition of Ragging and Other Forms of Violence in Educational Institutions Act, No. 20 of 1998 to take punitive action against the offenders through the Court of Law. The university administrations have been empowered through the UGC Circular No. 919 of 15<sup>th</sup> January 2010 which sets strict guidelines to curb the menace of ragging in the Universities/Higher Educational Institutes, to take stern action against those who commit any one of the unethical and unlawful activities listed below. Further, the UGC has given instructions through UGC Circular No. 902 of 1<sup>st</sup> December 2008 to all universities to make offenders accountable for any damages to the university property and charge the cost of damages from the responsible individuals or, reduce the cost of damages from the allocations made to student societies and councils.

Therefore, the punishment that would be imposed by the university may range from recovering damages and/or issuing a warning letter to temporary suspension for a period of time from academic work and/or university residential facilities and expulsion from the university in addition to the punishments imposed by a Court of Law.

**1. Plagiarism and Cheating:** Undergraduates are required to maintain high academic standards and commit themselves to academic honesty in their academic work and examinations. Copying, plagiarism or keeping unauthorized material at examinations, copying or reproducing work of others in students' reports or theses or assignments without disclosing the source of information are not allowed. Disciplinary action would be taken against all violators. All students are advised to ensure that any work submitted is one's own work and that use of work of others should appropriately be acknowledged.



**2. Disorderly Conduct, Dissent and Protests:** Students' conduct violating the contemporary community standards of morality and/or in violation of university norms will not be tolerated. Any type of offensive or vulgar or rude or indecent conduct in campus or at university sponsored events, on or off campus will also not be tolerated. Organizing, sponsoring, implementing or conducting programmes or activities which are disorderly and/or violation of civil laws or university regulations are prohibited and will be subjected to disciplinary action.

**3. Disrespect and Non-compliance:** Failure to comply with the directives of university officials acting in performance of their duties is prohibited. Disciplinary action can be applied in such situations including, but not limited to, the following acts:

- Use of abusive or insulting language
- Engaging in indecent and unbecoming gestures
- Providing fraudulent or false information to university officials
- Showing disrespect or refusing to comply with a reasonable request from a university official
- Not responding to a reasonable request within a specific timeline, including absence for assigned appointments
- Intentionally and knowingly interfering with teaching
- Obstructing or hindering the investigation of an incident

**4. Wrongful Utilization of Goods, Services or Information:** Students are required to demonstrate sincerity and honesty in their dealings with the university and the public. The following activities are prohibited for students and their guests:

- Possessing any property without authorization from another person, group of people or offering any service without authorization.
- Embezzling, defrauding or procuring money, goods or services under false pretense.
- Possessing, purchasing or receiving property, money or services knowing them to be stolen or embezzled.

- Issuing a cheque for payment of dues or for any other purpose on campus knowing that it will not be honoured when presented for payment.
- Duplicating keys, computer access codes or other devices without proper authorization.
- Forging, altering or causing any false information to be entered on an administrative record or presented such information at administrative or disciplinary proceedings.

vii. Unauthorized use of the computer system, computer access codes and restricted areas of computer services

- Possession or use of false identification
- Possession and/or use of keys or any other devices (such as number codes or sweep cards) for access to offices or laboratories of department or faculty buildings or rooms of resident halls by anyone other than those authorized by the university.

**5. Unauthorized Collection of funds:** Any solicitation of funds for a university purpose, whether organized by students or by the authority, should be pursued only with proper authorization of the Vice Chancellor. Any external communications requesting sponsorships or funds should be done by a letter addressed to the external organization under Vice Chancellor's approval and signature. Without such approval, solicitation for or collection of funds for political purposes or purported charitable or social activities is not allowed either within or outside the premises.

**6. Solicitation:** No outside person, organization or business may solicit on the university campus without the express permission of the Vice Chancellor. This includes holding meetings, distribution of any type of leaflet, or posting, exchange of goods or services and bartering or selling of services or goods.

**7. Possession and consumption of alcohol, drugs and tobacco within the university premises:** Sri Lankan society discourages consumption of alcohol, drugs and tobacco as the consumption of all forms of such substances intoxicates the human mind and alters the human behavior and hence, derails their mental and physical capacities. Therefore the state universities adopt a code of practices that prohibits possession and consumption of alcohol, drugs and tobacco



within the university premises. Hence, students are strongly advised to refrain from bringing alcohol into the campus and to any premises of the university. Students are discouraged from entering the university premises after consuming alcohol and/or drugs.

**8. Gambling** is not permissible within the campus. Any form of betting, acceptance of bets, payment or running of any betting scheme is not permitted. Any student/s caught gambling will be punished under the prevailing law and university regulations.



**9. Harassment/Violence:** Harassment of an individual or group of individuals or inciting violence inside or outside the university is a punishable offence under the civil law and the civil law regarding harassment and violence is equally applicable both inside and outside the university. This includes, but is not limited to, the following activities against members of the university's faculty, administrative staff, student body or guests by direct or indirect methods.

- a) Threatening and /or using physical force on an individual or a group of persons
- b) Engaging in violence or commotion resulting in bodily injuries and/or psychological trauma of individuals or group of individuals and/or damages to properties and
- c) Causing intimidation, bullying or cruelty on individuals or a group of individuals
- d) Pestering or causing annoyance on others
- e) Causing harassment through telephone, mail or computer e- mails or other means of communication

Any complaints on the above and any other form of harassment or violence will be referred to the police for appropriate legal action and may be referred to a disciplinary committee of inquiry appointed by the Vice Chancellor for necessary disciplinary action.



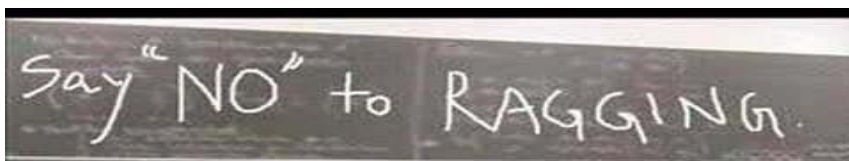
**10. Hazing/Ragging:** Universities are havens for the independent pursuit of academic excellence. Ragging or hazing has reduced and diminished the freedom or independence of students and it hinders the achievement of academic excellence. Ragging is now a criminal offence under the Anti-Ragging Law passed by the Parliament in 1998. Unfortunately, ragging/hazing occurs in many national universities due to the organized oppression by individuals who suffer from abnormal mentalities and inferiority complexes and also by the blind followers of destructive



political movements. Indeed the 'raggers' may be the cat's paws in the armory of political strategies used by some political activists. Hazing or ragging is interpreted as any act (by an individual or group) whether physical, mental, emotional or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass or intimidate whether on or off the campus. These actions are prohibited and include, but are not limited to, the following.

- (vii) Forcing individuals to perform and/or engage in demeaning or humiliating acts
- (viii) Bullying or coercing, or intimidating individuals or group of individuals.
- (ix) Creation of excessive physical or mental fatigue
- (x) Causing physical or psychological shocks
- (xi) Forcing to wear clothing which is conspicuous or bad in taste
- (xii) Forcing an individual or individuals to engage in morally degrading or humiliating acts, games or activities
- (xiii) Forcing individuals or group of individuals to engage in early morning or late evening work sessions which are not in conformity with norms of civil society and/or that may interfere with academic performance
- (xiv) Body marking/painting or any activity that is not consistent with the policy of the university which would adversely affect the University's mission and damage its image.

All reported events of the above nature will be handed over to the police for necessary action under the Anti-Ragging Law passed by the Parliament in 1998, while the university will also take appropriate disciplinary action. In this connection the University Grants Commission has already issued several guidelines and circulars to facilitate the enforcement of law and order by the universities and urge universities to adapt strict measures to prevent the occurrence of any hazing or ragging.



**11. Sexual Harassment/Sexual Misconduct:** The university students' population is a mixed, usually in equal proportions of males and females. The freedom to engage in sexual behavior cannot be practically restricted other than on moral and ethical grounds. Notwithstanding all moral, ethical and religious values instilled into the human being, there are people who force their will on others causing sexual harassment and misconduct. If any person under the university administration commits an act of sexual harassment or misconduct by trying to impose their sexual desires on another person, be it a person of the opposite sex or of the same sex, and if a complaint is received, action will be taken under the prevailing law to bring justice and punish the offender.

**12. Theft:** Stealing physical goods as well as stealing intangible assets such as intellectual properties (*plagiarism; i.e. academic and research work and innovations of others*) are punishable offences under the civil law as well as under the university disciplinary procedures. Such acts could be detrimental to the person in question and its effects would last over the entire career and the lifetime of the person. As such, students are warned to practise transparency and honesty in citing or acknowledging sources of intellectual properties they quote.

**13. Vandalism:** Vandalizing property in the university or provoking others to do so will be dealt with under the law of the land concerning public property and privately held assets, and the university regulations. Damage due to vandalism to class room furniture, hostel furniture, laboratory equipment, computers and accessories, and playground equipment will be charged to the students, if they are found guilty. In the case of student agitation causing vandalism, the replacement cost and penalties will be charged to the organizers responsible for agitation while in the case of isolated acts those students, who are officially authorized to occupy or to use the property, will be held responsible and are liable to pay compensation for the damages.

**14. Unauthorized Entry:** Universities impose restrictions regarding persons entitled to use its assets. Normally all students are given unrestricted access during working hours to the class rooms, libraries, play grounds, gymnasium areas etc. Students have access to their hostels but no visitors are permitted without approval of the warden of the hostel. Similarly, restrictions may be imposed on access to public areas due to various concerns including security matters. Students of other universities who wish to visit a university to which they do not belong must seek permission from the university authorities of both campuses. Anyone found trespassing is liable to be prosecuted under the common law of the land and be dealt with under the university disciplinary procedures.

**15. Co-operation with Authorities and Committees of Inquiry:** Universities appoint various committees of inquiry on disciplinary matters and empowered officers may summon students to provide verbal or written evidence. On such events it is necessary for students to cooperate with the authorities. If students fail to cooperate by being stubborn or by resisting the action taken by authorities, this may be construed as an act of disregard to the university authority and may become the cause for another disciplinary action. Students are strongly advised to cooperate with the authorities whenever requests for information are made.

**16. Right of Appeal:** Right of appeal is enshrined in the fundamental rights up until the level of the Supreme Court. This principle applies to the university as well, and therefore one can appeal to the Vice Chancellor against a decision given by the disciplinary authorities regarding any matter. This may be done collectively or individually and a fair hearing for such appeals will be given by the Vice Chancellor through appropriate channels.



## WHAT THE NATIONAL UNIVERSITIES EXPECT TO PROVIDE TO ITS STUDENTS?

The state universities are a community of individuals, both students and staff, with rights and responsibilities and commitment that help determine the ability of the university to maintain and enhance its fundamental role of teaching, learning, serving the community and research.

- State universities want all their students to be successful during their undergraduate period. The university will function as the guardian of all its students and be prompt, effective and courteous in its dealings with students and authoritative in maintaining the academic standards and in ensuring ethical and moral conduct of students and promoting ethnic and social harmony.
- State universities will provide clear and timely information in written and/or web-based forms on the broader aims of the study programme, choices of courses/modules/units available and the objectives, intended learning outcomes and contents and assessments methods and criteria.
- State universities will provide all essential core knowledge and skills through blended teaching and training methods; that is through formal class-room lectures and laboratory and field practical sessions, web-based and on-line teaching and training lessons, and through student assignments and students projects.
- State universities will ensure that all students have access to all library facilities, language teaching and computing services and career guidance services including opportunities to acquire soft skills or transferable skills to become well rounded persons.

### *What the State Universities expect to provide to its students...*

- State universities will ensure that all students receive a wide range of student support services including accommodation, healthcare, recreational facilities, facilities to conduct social and cultural events, counseling services on academic matters and assistance in learning

and in relation to financial difficulties and also on matters related to safety and security.

- State universities will ensure that all students conduct themselves according to the rules and regulations that are laid down by the university and behave according to the norms expected from law-abiding, civic conscious citizens.
- State universities will ensure that all wrong-doers who fail to abide by the Code of Practices imposed by the university are dealt with promptly through a fair and efficient inquiry process, and if found guilty, will impose a punishment that may range from a warning, withdrawal of residential facilities provided, temporary suspension of studentship or expulsion from the university.

### **WHAT THE NATIONAL UNIVERSITIES EXPECT IN RETURN FROM ITS STUDENTS?**

Student Charter outlines the commitment of the university towards students and states what the university expects from students. The university, the parents, guardians and the public expect an equal level of commitment from the students as well. They are expected to comply with the institutional rules and regulations, and be groomed as model citizens who are very civic conscious and also who could act as models to the fellow citizens and act as change agents to bring desirable social transformation.

As a student you should;

- Be aware of, and comply with university rules, regulations and all other procedures pertaining to your rights and responsibilities.
- Comply with the terms of all university regulations regarding academic and personal conduct and ensure that you behave yourself and interact with your fellow students and your staff in conformity with the norms of the civic society.
- Behave in a responsible manner whether on campus, in university accommodation or in the community and uphold the good name of the university.

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- Be courteous, respectful and considerate in your dealings with the r people in the , gender, marital status, sexual orientation, religious belief and affiliation, disability, political belief and allegiance or student and/or trade union membership.
  - Treat the university environment, buildings and facilities with utmost care and respect.
  - Be committed to assist the university to maintain aesthetically pleasing and serene environment conducive to learning and aesthetic and cultural pursuits.
  - Be courteous towards the people of neighboring villages and cities and greet and respect visitors and do nothing which would hurt.
  - Visitors, physically or mentally and adversely affect the good name of the university.
  - Be committed to study programmes, and use all available facilities and resources of the university with irrespective of their location, and with consideration to the needs of other users and help conserve scarce resources for future generations.
  - Read and become well acquainted with all information and requirements of the academic programme, and attend all scheduled and specified lectures, practical classes, tutorials, seminars, and other teaching sessions.
  - Prepare for all scheduled examinations and strive to obtain best possible grades to ensure meaningful knowledge acquisition and personal advancements.
  - Attend to the academic work required, particularly that which contributes to formal assessment such as student assignments, project work and reports.
  - Appreciate the value of student-centered and blended teaching (i.e. face to face teaching, computer-based teaching and learning sessions, on-line learning materials and assessments, student assignments and projects, etc.) that is experienced at the university and take joint responsibility with the university for developing required competencies as an independent learner.

- Participate fully and constructively in the opportunities provided for you to give your views on the courses/modules you undertake in your programme of study so that provision may be improved for you and your successors.
- Take advantage of student support services such as academic counseling, student counseling, career guidance services, etc., and take responsibility for seeking the support believed to be needed in resolving personal problems, academic learning difficulties, and also acquire and perfect soft skills needed for the 'world of work' to make career choices and advance in the choices in the field.
- Use the opportunities for self-development, interaction with fellow students of diverse ethnic and social backgrounds, improving skills in competitive and recreational sports, and acquiring and improving skills, and/or ability to value and appreciate cultural and aesthetic pursuits to the full.
- Take personal responsibility for promoting a safe, secure and healthy environment free from fear, intimidation and harassment and preserve and promote the reputation and the good name of the university.
- Be aware of serious breaches of conduct that will result in disciplinary procedures against a student or group of students and penalties as set out in Student Disciplinary Procedures and work proactively to curb such occurrences.
- Notify the authorities of any injustice faced, harassment or intimidation received by you personally or by fellow student(s) and take the responsibility of providing all information to the authorities and facilitate the inquiry process where necessary.
- Take responsibility for your own safety and health, and be aware of the well-being of your friends and fellow students and report promptly any serious illness or need for hospitalization of a fellow student to the department/faculty office or to the Director/Student Support Services and Welfare or to the Student Counselor of your Institute/Faculty.
- Take the advantage of the provisions granted to form Student Societies/Associations. If you become a member of a student society or association, you must behave in a mature and prudent manner and not fall prey or become a victim of politically motivated movements. Take the advantage of the opportunities available to you to develop your

leadership abilities and qualities and in making student representations on the university's formal decision-making bodies and staff-student committee of your institute/school/faculty. As a member of the student society/association you represent, act as a sensible, mature and responsible member in expressing your opinions. Show moderation, and seek to build consensus and understanding in implementing joint actions with others members of a society/association. Ensure that you do nothing to tarnish the reputation of the university.



## 10. Inquiries and Further Information

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### **Please contact following persons/address for any inquiry:**

- Prof. MD Lamawansa, Acting Dean, Faculty of Medicine, Wayamba University of Sri Lanka
  - 037-3138252
- Mr. WMU Keerthirathna, Senior Assistant Registrar, Wayamaba University of Sri Lanka
  - 037-3139796
- Ms. SN Priyadarshani, Assistant Registrar, Students Services and Welfare, Wayamaba University of Sri Lanka
  - 037-2283167
- Dr. T.K. Karandaketiya, Proctor, Wayamaba University of Sri Lanka
  - 037-2283618
- Dr. KM Chandimal, Warden, Kuliypitiya Premises, Wayamba University of Sri Lanka
  - 037-3139795
- Dr. KM Chandimal, Deputy Proctor, Faculty of Medicine, Wayamba University of Sri Lanka
  - 037-3139795
- Dr. RAN Ranathunga, Student Counsellor, Faculty of Medicine, Wayamba University of Sri Lanka
  - 037-3139799
- Dr. CD Gunarathne, Coordinator, Student Affairs and Welfare Committee, Faculty of Medicine, Wayamba University of Sri Lanka



