



# UNIVERSITY STUDENT CHARTER



**UNIVERSITY GRANTS COMMISSION**

**2012**

# **University Student Charter**

**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.**

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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

## 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 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.

**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.

**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**

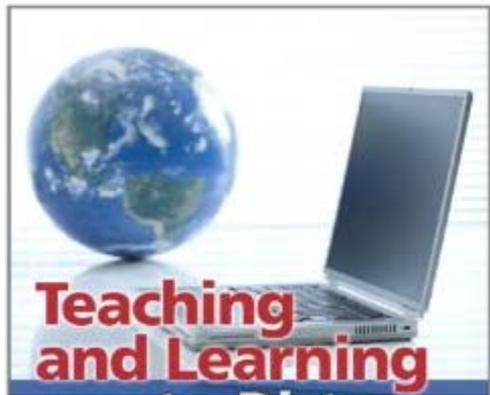
State universities are striving to be centers of excellence for knowledge-seekers of all age groups, creative minds, liberal thinkers, and opinion creators, cultural and literal intellects and are sanctuaries for creative, visual and performing art forms. All national universities allocate the highest 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 are 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. 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 faculty-based 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 self-contained, 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 non-existent 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 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:

- i. Use of abusive or insulting language
- ii. Engaging in indecent and unbecoming gestures
- iii. Providing fraudulent or false information to university officials
- iv. Showing disrespect or refusing to comply with a reasonable request from a university official
- v. Not responding to a reasonable request within a specific timeline, including absence for assigned appointments
- vi. Intentionally and knowingly interfering with teaching
- vii. 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:

- i. Possessing any property without authorization from another person, group of people or offering any service without authorization
- ii. Embezzling, defrauding or procuring money, goods or services under false pretense
- iii. Possessing, purchasing or receiving property, money or services knowing them to be stolen or embezzled.
- iv. 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
- v. Duplicating keys, computer access codes or other devices without proper authorization
- vi. 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
- viii. Possession or use of false identification
- ix. 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.

- i. Threatening and /or using physical force on an individual or a group of persons
- ii. 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
- iii. Causing intimidation, bullying or cruelty on individuals or a group of individuals
- iv. Pestering or causing annoyance on others
- v. 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.

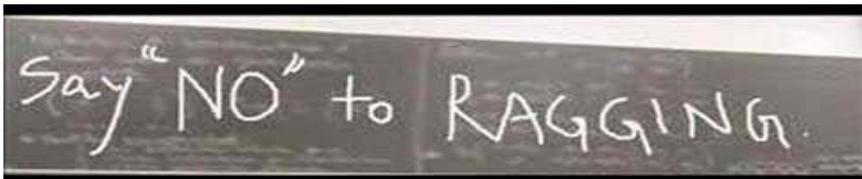


**10. Hazing/Ragging:** Universities are havens for the independent pursuit of academic excellence. Ragging or hazing has reduced and diminished the freedom or independence of students and it hinders the achievement of academic excellence. Ragging is now a criminal offence under the Anti Ragging Law 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.

- i. Forcing individuals to perform and/or engage in demeaning or humiliating acts
- ii. Bullying or coercing, or intimidating individuals or group of individuals.
- iii. Creation of excessive physical or mental fatigue
- iv. Causing physical or psychological shocks
- v. Forcing to wear clothing which is conspicuous or bad in taste
- vi. Forcing an individual or individuals to engage in morally degrading or humiliating acts, games or activities
- vii. 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

- viii. 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.

- 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.
- Be courteous, respectful and considerate in your dealings with the university, staff fellow students, neighbours and other people in the community regardless of their race, ethnicity, age, 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.