



RAJARATA UNIVERSITY OF SRI LANKA

FACULTY OF APPLIED SCIENCES

POLICY ON ORIENTATION PROGRAMME FOR NEW STUDENTS

The following Policy could be adopted on the recommendation of the Faculty Board of the Faculty of Applied Sciences (FAS) and the Senate of Rajarata University of Sri Lanka (RUSL).

Policy Title:	Policy on Orientation Programme for New Students Enrolled at the Faculty of Applied Sciences
Policy Number:	FAS/01/2020
Responsible Party:	SAR/ AR of the Faculty and Student Services
Effective Date:	20/02/2020
Revised Date:	Not applicable

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Purpose

This policy defines the components and standards of the orientation programme designed for freshman (new students) of the Faculty of Applied Sciences, Rajarata University of Sri Lanka (RUSL). The intention of the programme is to assist new undergraduates to make a successful and smooth transition to academic life and life outside the classroom in the university.

Statement:

Orientation is a mandatory programme scheduled for all new students, prior to the commencement of the academic programme, to acquaint them with the university surrounding, academic and housing registration process, academic and general regulations, policies and services. During orientation, the Faculty of Applied Sciences arranges an agenda in

coordination with various academic departments and student service centers to introduce the administrative structure of the university, student counselors, academic counselors and mentors, students' rights (charter) and responsibilities, as well as university life through tours and visits, meetings, lectures, demonstrations, discussion and other suitable activities. The new undergraduates are also provided with the opportunity to appreciate the archeological significance and natural history of the university surroundings through special guided visits organized in conjunction with the experts in the Faculty of Applied Sciences and the Department of Archeology and Heritage Management. The organizers of the programme strive to be as inclusive as possible and make provisions to accommodate differently abled students and students with different socioeconomic and cultural background, when implementing the programme.

Responsibility:

The responsibility of organizing and carrying out the orientation programme will be the responsibility of the relevant Faculty Board. However, the Faculty Board may assign the implementation and monitoring responsibilities to a subcommittee headed by the Senior Student Counselor. Immediate past Senior Student Counselor will be an ex-officio member of the committee.

Duration: Two consecutive weeks

Orientation Package:

During orientation, each student receives the following.

1. The Student Handbook
2. The University Student Charter (or extracts of it)
3. The Examination regulations
4. The regulations on punishments for violation of examination regulations
5. The University Policy on Gender Equity and Equality (GEE)
6. UGC Circular No. 12/ 2019 on "Strategies/Actions to be implemented to combat Ragging and Sexual and Gender-Based Violence (SGBV) in State Universities and Higher Education Institutes" or University Policy on the subject.
7. The agenda (schedule) of the orientation programme (students are oriented to read the schedule and locate the lecture theaters and service centers prior to the beginning of the academic programme)
8. Library brochures with clarification on terms and conditions
9. IT guide
10. Important contact numbers and email addresses
11. Welcome gift presented at a community event (Musical evening and / Shramadana: with the participation of all categories in the faculty)

Participation of Departments, Units and Centers in the Orientation Agenda:

Following is a sample list of the talks, discussions and visits organized during the orientation programme with the intension of introducing the new students to what they can expect from the University and their duties and responsibilities as a university student.

1. Academic Departments: Introduction to curriculum, study programmes, resources, prospects and academic advisors.
2. Office of Registrar: Registration information, academic calendar and schedule, assistance on “changing your subjects”.
3. Student Services: Rights, responsibilities and opportunities of RUSL students.
4. Student Counseling Unit: Wellness, academic and personal support, meeting student counselors and mentoring: assigning mentors, student – mentor and parents – mentor meetings and sharing contact information with parents and vice versa.
5. Department of Health Promotion and Medical Centre: Wellness, medical test, awareness programmes, terms and conditions of medical certificates.
6. Career Guidance Unit: Leadership training and soft skills development activities, academic and personal support, awareness programmes.
7. Library: Introduction to library and available services.
8. Department of Computing: IT Services and important applications.
9. Department of Physical Education: Introduction to services and opportunities for sports at RUSL.
10. Department of English Language Teaching (DELT): Introduction to services and study programme.
11. Student Council (Union): Student voice, student to student tips and support.

Funding

SAR/ AR or Senior Student Counselor shall prepare a budget estimate for activities of the programme and table it at the Faculty Board. Once, approved at the Faculty Board and endorsed by the Dean, the budget will be forwarded to the Finance Committee for Approval. The orientation committee or any such body appointed by the Faculty Board, if available, should assist SAR/AR or Senior Student Counselor in preparing the budget estimate.

The Finance Committee shall consider the budget and instruct the Bursar to disburse the approved funds as an advance payment, to the SAR/ AR or Senior Student Counselor.

The SAR/ AR or Senior Student Counselor shall settle the advance within two weeks after the conclusion of the programme.

Conclusion of the Orientation Programme and follow up

The programme shall be concluded with a community event (ceremony), in which all communities of the Faculty (students, academic, academic support and non-academic) will participate (for example a musical evening or Shramadana).

Feedback on the programme shall be collected from new students. This will be used in improving future orientation programmes by addressing shortcomings.