



# STUDENT CHARTER

UNIVERSITY OF KELANIYA  
**2021**

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# SECTION 1

## INTRODUCTION TO THE STUDENT CHARTER, UNIVERSITY OF KELANIYA

## **1.1 PURPOSE OF THE CHARTER**

A student at the University of Kelaniya (UoK) reading for a degree is provided with opportunities to interact with members of the university community. The image and the reputation of the University among the general public will be determined by the conduct of students and staff of the university. Hence it is essential that the students are made aware of the responsibility for their actions that can have an impact on the image of the university and its university community.

The Student Charter describes the University's aspirations and mutual expectations of staff and students, as they work together to achieve the University's Mission. Achieving the University's Mission is only possible through the respectful interactions of all members of the University community, with fair student representation and through active student participation in University life and community.

UoK recognizes and values the diversity of student experiences and expectations, and is committed to treating students, both academically and personally, in a fair and transparent manner. All students, in return, are required to comply with the student charter. UoK is committed to playing the dual role of producing young graduates and post-graduates 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. The University undertakes this noble role by designing and offering high quality, relevant and well-recognized academic and/or professional qualifications in variety of 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.

## **1.2 THE VISION AND MISSION OF THE UNIVERSITY**

### **Vision**

To become a center of excellence in creation and dissemination of knowledge for sustainable development.

### **Mission**

To nurture intellectual citizens through creativity and innovation, who contribute to the national development.

University of Kelaniya, on par with its vision and mission, is motivated to be the center of excellence in teaching and learning, research, and innovation thus contributing to social and economic upheaval of the country. The University is motivated to be the center of excellence for knowledge seekers of all age groups, creative minds, liberal thinkers, and opinion creators, cultural and literal intellects. The University is also considered as the center of new knowledge and all students and academic staff are strongly encouraged to engage in pursuing new trends, new knowledge, new ideas, and values. For this purpose, UoK is committed to establishing and sustaining a community that supports independent scholarly learning, critical judgment, academic integrity and ethical standards in all students. It strives to create an environment that involves students as active participants in their learning process with the objective facilitating students to excel in all aspects of learning and research.

### **1.3 GUIDING PRINCIPLES ON WHICH UNIVERSITY OF KELANIYA IS GOVERNED**

In line 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. The University strives to be a Center of Excellence in teaching and learning, aesthetic and cultural pursuits, research and development as well as outreach activities.

- UoK aims to create an appropriate environment for diverse groups of mature learners, to engage in higher learning and creative work with enthusiasm, excitement and harmony.
- University ensures that its community well aware and appreciative of the norms of the civil society, and in return expect the commitment of the community to act as socially-conscious and responsible citizens, complying with all forms of social norms expected in the civil society.

### **1.4 OPENNESS**

- UoK is 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.

### **1.5 EQUITY AND DIVERSITY**

- UoK is fully aware of the fact that the Sri Lankan society is diverse in terms of ethnicity, religious faith, origin and socio-economic background.
- The University will ensure that no student or staff member is discriminated 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.

## **1.6 COMMITMENT TO UPHOLD DEMOCRATIC RIGHTS AND SOCIAL NORMS**

- UoK is 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 University (free of evils such as drugs, alcohol and substance abuse and disrespect for written and unwritten laws and norms of the civil society).
- All students are subjected to the statutory provisions of university disciplinary by-laws.
- All students are legally bound to read, understand and abide by disciplinary by-laws stated in the university handbook at all times.
- Students whose conduct may harm the good name of the University and its employees and fellow students, may be subjected to disciplinary action deemed appropriate by the Disciplinary Committee appointed by the Vice Chancellor or Deputy Vice Chancellor.

## **1.7 COVERAGE**

The Student Charter applies to all students of the University regardless of the learning mode and location of their studies, in respect of all actions and activities relating to or impacting on the Faculty or its students and employees. It must be read in conjunction with the statutes, rules, and resolutions of the University.

## SECTION ACADEMIC ENVIRONMENT AND STUDENT SUPPORT SERVICES

# 2

University of Kelaniya provides a conducive academic atmosphere which promotes the realization of the full potential of students and staff. It offers a standard set of facilities, student services, and common amenities. The university is 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. The University will do its best to facilitate students to realize their full potential and to become global citizens. For this purpose, the University allocates the highest portion of its resources for teaching and research activities. Students are encouraged to make the maximum use of the resources provided, while assuring their availability for future generations of students. Since many of the resources are limited it is envisaged that their distribution is done in a fair and just manner.

## **2.1 RESIDENTIAL/HOSTEL FACILITIES**

- Hostel facilities are provided for a limited number of students for a nominal fee. Residential halls are situated within the university premises and outside of the university premise. Residential facilities include cafeteria services and, in some instances, kitchen space for those who wish to prepare their own meals.
- An academic staff member who serves as the academic warden of a hostel and a full-time sub warden ensure wellbeing of the students.
- At the beginning of each academic year, hostel committee is appointed under the patronage of the academic warden and full-time sub-warden. Reporting of welfare requests of the residential students and forwarding recommendations to the warden are the responsibilities of the President of the committee.

Residential students are strictly advised to adhere to the rules and regulations as stated in <https://administration.kln.ac.lk/stdwelfare/>

## **2.2 HEALTH SERVICE**

- The university has in-house health service center to provide routine healthcare services and emergency services. All registered students and staff are entitled to free consultations, free basic medicinal drugs, laboratory service and other 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 North Colombo Teaching hospital, Ragama.

## **2.3 SECURITY AND SAFETY**

- The students are ensured a safe environment through the security service of the University. Marshals and security officers are entrusted with maintaining security and safety of its employees, students, and assets of the university.
- All members of the university community should adhere to the regulations laid down to safeguard the safety and security within the University premises.

- At no time the no member of university community should undermine the authority of the security personnel in carrying out their duty.
- Any person must produce identification documents, if requested by security personnel within the university premises or its affiliations

## **2.4 LIBRARY SERVICE**

The university possesses well-stocked central library with branches located at some faculties.

- UoK libraries contain excellent collections of both printed and electronic material in various disciplines.
- Library staff members are always available to guide and assist users.
- All users of the library must use the library in such a way that other users are not disturbed in their work.
- The books, journals and other property of the library should be used with care to ensure future generations of users are able to use facilities offered by the library.

## **2.5 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES**

Information and Communication Technology Centre of the university manages ICT services of the university including email, learning management systems, WIFI access, online collaboration. In addition, network of the university, websites of the university, etc. are also managed by the ICT Centre. In addition to the central ICT facility, most faculties also have faculty/department-based computer laboratories/units.

- ICT center offers certificate courses for internal and external students and also offer e-learning or web-based/ LMS/CAL learning resources and services to academic staff and students.
- All students and staff of the university are entitled to download and install licensed versions of Windows and Office 365 in their personal computers.
- ICT centre provides local area network connectivity with internet services to students and staff of all faculties, departments, centers and units and also function as information technology (IT) education and technical resource centers to supplement academic programmes offered by the faculties

## **2.6 CAREER GUIDANCE SERVICE**

The university has a well-established Career Guidance Unit with a part-time career guidance director and counselors representing from every Faculty.

- The career guidance unit offers 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 undergraduate/ 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. Students are encouraged to make use of the Career guidance services to plan their future careers.

## **2.7 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.

- The university has expanded and strengthened Department of English Language Teaching (DELT) and English Language teaching programmes by improving curricular and physical and human resources and capacity of DELT.
- 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.

## **2.8 SPORTS AND RECREATIONAL FACILITIES**

With the aim of promoting healthy minds and energetic bodies, the university has developed and operate fully equipped sports and recreational facilities.

- UoK has a fully equipped indoor gymnasium.
- The University has commenced degree programmes in sports and expect to commence the same on sports sciences.
- Besides providing facilities for sports and recreational activities, the university offers professional coaching and guidance in many competitive sports and promote undergraduate's participation in national, interuniversity and commonwealth games.

## **2.9 MULTI-CULTURAL EVENTS**

Conforming to the multiethnic nature of the Sri Lankan society, the university is open to students from all social, cultural, ethnic and religious backgrounds.

Diverse array of activities is organized through various centers and societies to make the life of undergraduates comfortable and learn how to respect the diversity while they are in the university

- The cohesion and harmony within and among students coming from diverse social, cultural, ethnic and religious backgrounds are promoted through events organized by the Arts Council, Centre for heritage studies and other student societies.
- 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.
- University is expected to function as catalytic centers towards achieving this goal and it is in this context that the university of Kelaniya has already 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.
- Students should acquire and learn to respect the diversity and develop mutual respect for each other through these programs.

## **2.10 STUDENT SUPPORT SERVICES AND WELFARE NETWORK**

- The university has a separate Student Welfare division to assist students in all matters relating to their admission, hostel accommodation and other essential services.
- It has established a strong student counseling service through a Chief Student Counselor. Student Support Service and Liaison System is function through Kalana Mithuru Sevana headed by a Director and supporting counsellors from every faculty for counseling and to deter student distress.
- The university offers cafeteria services, grocery stores/book shop, barbor saloon and post office service, banking facility with an ATM machine, etc. in order to make the university environment self-contained for student living.
- The university has established a wide array of instruments such as cultural centers, environmental study societies, dramatic societies, subject 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, the university makes every attempt to create an aesthetically enriching environment which is very vital for academic pursuits.

## **2.11 TECHNOLOGY AND INNOVATION SUPPORT SERVICE**

- The university has established Technology and Innovation Support Centre (TISC) to promote creativity among university academics and undergraduates. This centre motivates innovation of the university community and contribute to the economic growth of the country by facilitating access to technological information and assisting effective exploitation of the technological information to public.
- TISC facilitates to Increase awareness of all aspects of intellectual property rights among university community. It helps optimize the environment and incentives for the creation of new knowledge and Increase the number of patent applications by the university staff and students.
- It also mobilizes university graduates with innovation potential for entrepreneurial careers, enhancing their entrepreneurial skills, and providing support for business start-up. The university reserves the IP rights of all patent and IP generated in the University.

# SECTION 3

## GOVERNANCE AND MANAGEMENT

University of Kelaniya was established, structured and governed by the provision granted by the Universities Act No.16 of 1978. University of Kelaniya like-wise of all other state universities is 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.

University is equipped with result-focused administration and management with accountability and responsiveness to the stakeholders. It is 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.

University of Kelaniya is fully aware that while it function as the centers of excellence in training future leaders who will shape the future of the country in all spheres, the students should also have a paramount role to play and function as role models of the university. However, due to misconduct by hand full of students of state universities in the past, university students are now strongly advised to follow the rules and regulations described in University by-laws 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.

### **3.1 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 faculty 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.

### **3.2 FREEDOM OF EXPRESSION**

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.

### **3.3 STUDENT REPRESENTATIONS**

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.

### **3.4 RIGHT TO FORM STUDENTS ASSOCIATIONS**

Right to form Student 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.

### **3.5 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.

### **3.6 MAINTENANCE OF DISCIPLINE AND LAW AND ORDER**

University in general is the center 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.

# SECTION

## UNETHICAL AND UNLAWFUL ACTIVITIES THAT ARE PROHIBITED

Undergraduate students of the university are required to refrain from engaging or committing the following Unethical and Unlawful Activities which will result in disciplinary action by the university 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 15th 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 1st 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.

## 4.1 ACADEMIC DISHONESTY AND CHEATING

- Undergraduates are required to maintain high academic standards and commit themselves to academic honesty in their academic work and examinations.
- Copying, 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.
- Academic dishonesty could result, though not exclusively, from the following :
  - i. Plagiarism – use of another person's work without acknowledgement
  - ii. Copyright violations – use of restricted tools and questionnaires without proper permission from the owners.
  - iii. Research without ethics review and approval (where applicable) – conducting research without proper ethics clearance
  - iv. Violation of study protocols / conditions – non-adherence to the approved research protocol or the conditions laid down by the ethics review committee
  - v. Non-recognition of contributors – omitting contributors in the publications
  - vi. Ghost authorship – inclusion of authors that have not significantly contributed to the work.
  - vii. Inclusion of authors without prior permission – inclusion of an investigator / author without their consent in research grant applications, ethics review applications or research publications
  - viii. Publication of false data – inclusion of false data or data multiplication
  - ix. Duplication of publications – multiple publications of the same work without citing previous publications
  - x. Misuse of research grants – use of funds obtained for research work for purposes other than what it was granted without the prior approval of the granting agency

- Any such act committed by either omission or commission shall result in disqualification or downgrading at the assessment as well as disciplinary action against all those responsible.
- Further details on academic dishonesty and cheating are clearly indicated under the UoK Policies on academic integrity, conflict of interest and ethics document (policy number CQA/A/P/03) available at,  
[https://units.kln.ac.lk/qac/images/Policy\\_on\\_Academic\\_Interest.pdf](https://units.kln.ac.lk/qac/images/Policy_on_Academic_Interest.pdf)

## **4.2 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.

## **4.3 DISRESPECT AND NON-COMPLIANCE SERVICES**

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

#### **4.4 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.

## **4.5 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.

## **4.6 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.

## **4.7 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 or any forms of intoxicating substances. Possession and consumption of alcohol, drugs and tobacco within the university premises.

## **4.8 GAMBLING**

- 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.

## **4.9 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.
- 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. Pester 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 may be referred to a disciplinary committee of inquiry appointed by the Deputy Vice Chancellor for necessary disciplinary action.

## **4.10 HAZING/RAGGING**

- Ragging is a criminal offence under the Law of Prohibition of Ragging and Other Forms of Violence in Educational Institutions act, No. 20 of 1998 passed by the parliament in 1998.

- Hazing or ragging is interpreted as any **119**(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/s 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.
- The police has been empowered to take punitive action against the offenders through the court of law
- The university administration has been empowered through the UGC Circular No. 919 of 15th 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 unethical and unlawful activities
- A student who witness any such activity should bring it to the notice of the authorities either way of a formal complaint or anonymously without delay to avoid being responsible of aiding a criminal offence
- Students should not act against those who actively engage in preventing ragging of fellow students

#### **4.11 SEXUAL HARASSMENT/SEXUAL MISCONDUCT**

- Sexual harassment and sexual violence is defined as any violence, physical or psychological, carried out through sexual means or by targeting sexuality. It includes sexual harassment, sexual assault, rape and other forms of sexual misconduct.
- Though sexual harassment/violence is a serious issue in the society including the universities it is still under-reported. Misogynist or sexist remarks, discrimination, harassment or sexual assault, is unacceptable within the University or within its affiliations and must be immediately reported/exposed and condemned.
- Any 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, will be dealt with a formal enquiry and action will be taken under the prevailing law to bring justice and punish the offender.
- The freedom to engage in sexual behavior cannot be practically restricted other than on moral and ethical grounds.
- Student shall not force their will on others causing sexual harassment and misconduct.
- Victims deserve respect from all responders and should be able to obtain unbiased service.
- It is encouraged to adopt following values: respect for all individuals, gender equality, tolerance of differences and diversity, goodwill and accountability.
- The university student population is a mixed population of males and females
- The freedom to engage in sexual behaviour cannot be practically restricted other than on moral and ethical grounds
- Student shall not force their will on others causing sexual harassment and misconduct
- Any 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, will be dealt with a formal enquiry and action will be taken under the prevailing law to bring justice and punish the offender

## 4.12 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
- Stealing of physical goods, either personal items or things provided or lent from the university, will be defined as possession of any property without the knowledge and the consent of the rightful owner or the guardian
- Plagiarism is claim to the academic and research work and innovations of others without adequately citing and acknowledging the original source (Refer the Policy Number CQA/A/P/03)
- Such acts as well as any attempts to conceal such wrongdoing will lead to disciplinary action according to the prevailing laws and regulations

## 4.13 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
- Students or student groups who are responsible will be liable to pay damages to repair or replace any damaged items such as classroom furniture, hostel furniture, laboratory equipment, computers and accessories, equipment at the cultural centre, recreational equipment, or any other components/equipment of infrastructure of the university
- Students who leave university property insecurely exposing them to acts of vandalism will also be liable to pay damages
- In case of student agitations / social events resulting in vandalism, the organisers of such events will be liable to pay damages
- UGC has given instructions through UGC Circular No. 902 of 1st 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

## **4.14 UNAUTHORIZED ENTRY**

- The university will be open to students throughout the day. however, some areas and facilities will have limited open hours and students need to honour such regulations
- Access to some public areas may be restricted from time to time due to examinations or other security matters. students should adhere to these regulations
- Security personnel will be responsible in implementing such restrictions and students should always follow their instructions on such matters. Any clarifications or doubts should be raised with the relevant administrative authority by the student representatives
- Anyone found trespassing is liable to be prosecuted under the common law of the land and be dealt with under the university disciplinary procedures

## **4.15 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.

## **4.16 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/Deputy Vice Chancellor through appropriate channels.

# SECTION

# 5

## EXPECTATIONS AND RESPONSIBILITIES OF THE UNIVERSITY AND STUDENTS

The University of Kelaniya as of any other state universities is 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.

Student Charter outlines the commitment of the university of Kelaniya towards its students and states what the university in return, 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.

In this series of events to be fruitful, the students who excel in learning and discovery are rewarded, openness and innovation are encouraged, and widespread engagement with both internal and external communities is promoted. The university encourages all students to take advantage of considerable resources and benefits provided by the university, to contribute as part of a community of dedicated students, to be active participants in the many social and sporting activities that the university offers, and to be alumni achievers as leaders in their chosen area of work. As a member of the University community, the university also expects students to accept shared responsibility to conduct themselves in a manner consistent with the University's values and guiding principles in order to create and maintain a safe harmonious environment.

Following provides expectations and responsibilities **124** of the university and students.

**TABLE 1 RESPECT AND ENGAGEMENT**

	<b>Expectation of students (Responsibilities of the University)</b>	<b>Expectation of the University (Responsibilities of students)</b>
<b>1.1 Respect</b>	<ul style="list-style-type: none"> <li>• to be treated with courtesy and respect</li> <li>• to communicate freely and to be able to voice alternative points of view in rational debate</li> <li>• to provide with a learning environment in which concerns, and complaints are addressed as fairly and quickly as possible</li> <li>• maintain an environment which is free from harassment, discrimination and bullying, and that the University will facilitate investigation and resolution of alleged harassment or discrimination</li> <li>• to value the contribution make to the society professionally and personally as a student and later as an alumnus of the University</li> </ul>	<ul style="list-style-type: none"> <li>• treat other members of the University community with respect and courtesy in all interactions</li> <li>• respect the opinions of others and deal with disagreement by rational debate</li> <li>• not engage in frivolous or vexatious complaints or grievances</li> <li>• not engage in conduct which disrupts the teaching, learning or research activities of other students and staff, or which interferes with others performing their duties</li> <li>• not engage in conduct which might reasonably be perceived as discrimination, harassment or bullying or which is otherwise intimidating</li> <li>• acknowledge and respect the contribution made by the country in providing benefits and opportunities as a university student by becoming positive contributors to the society country, and the world at large</li> </ul>
<b>1.2 Privacy</b>	<ul style="list-style-type: none"> <li>• to have personal privacy respected, so that personally sensitive information will be requested only where necessary for University academic or administrative functions and that, once collected, it will be adequately protected against inappropriate or unauthorised access</li> <li>• provide access upon request to personal records which the University may hold about students, subject to laws of the country and relevant University policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• respect the privacy of all members of the University community</li> <li>• not share your Kelani Net UserID and password with others, IT facilities to be used only for learning purposes and not to engage in business or other activities</li> </ul>
<b>1.3 Equity and diversity</b>	<ul style="list-style-type: none"> <li>• the University to address the reasonable needs of all students equitably regardless of individual differences such as gender, religion, ethnicity, age, sexuality, disability or mode of study</li> <li>• assistance to develop the skills and values that enable people with diverse beliefs, personal characteristics and backgrounds to work together</li> </ul>	<ul style="list-style-type: none"> <li>• treat other members of the University community in a fair and respectful manner regardless of individual differences such as gender, religion, ethnicity, age, sexuality or disability</li> </ul>

<b>1.4 Feedback, participation and engagement</b>	<ul style="list-style-type: none"> <li>• student representation on appropriate decision-making bodies, with that provision being articulated in the relevant statutes and rules of the University</li> <li>• an opportunity to evaluate courses, programs and teaching and to provide input into programme planning and course design</li> <li>• an opportunity to participate in events that facilitate interaction with peers in academic and other less formal settings</li> </ul>	<ul style="list-style-type: none"> <li>• participate actively in and contribute to relevant University decision-making bodies</li> <li>• provide fair and honest feedback on the quality of teaching, courses and programmes</li> <li>• participate in various student surveys as the data gathered informs the University about the quality of the student experience</li> </ul>
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**TABLE 2 LEARNING AND TEACHING**

	<b>Expectation of students/ Responsibilities of the University</b>	<b>Expectation of the University/ Responsibilities of students</b>
<b>2.1 Study and assessment</b>	<ul style="list-style-type: none"> <li>• provide with accurate, timely and helpful information regarding studies, and about enrolment and other administrative procedures that apply</li> <li>• provide knowledge and skills in areas such as information and communication technology, English, etc. to support study programme where necessary</li> </ul>	<ul style="list-style-type: none"> <li>• familiarise with University policies and procedures relevant to enrolment and studies and, observe the statutes, rules and policies of the University</li> <li>• actively develop social, academic and professional literacy and communication skills</li> <li>• access student academic and support services, improving study skills and seeking advice wherever appropriate</li> </ul>
<b>2.2 Academic integrity</b>	<ul style="list-style-type: none"> <li>• recognise copyright in any essay, assignment, thesis or dissertation students produce</li> <li>• acknowledge students' moral rights in relation to original academic work, for example, scholarly publications, academic presentations</li> </ul>	<ul style="list-style-type: none"> <li>• maintain the highest standards of academic integrity, not cheat in examinations or other forms of assessment</li> <li>• ensure not to plagiarise the work or ideas of other persons and that the findings of students' research are interpreted and presented appropriately and based on accurate data</li> <li>• complete the compulsory academic integrity (online module) tutorial</li> </ul>
<b>2.3 Undergraduate and Post-graduate Coursework students</b>	<ul style="list-style-type: none"> <li>• provide an up-to-date course specification at the beginning of each semester</li> <li>• programme and course content will be purposeful and up-to-date and informed by current scholarship in the discipline</li> </ul>	<ul style="list-style-type: none"> <li>• attend classes, maintain steady progress in courses undertaken and submit required work on time</li> <li>• conduct in a professional manner while undertaking all activities on University premises and all external activities directly related to your study and research</li> </ul>

	<ul style="list-style-type: none"> <li>• to have reasonable access to teaching staff for individual consultation outside class times, in person or by other means (such as by online or electronic mail)</li> <li>• ensure that assessments are fair, equitable, valid and reliable</li> <li>• ensure that assessment will be explicit and there will be a logical relationship between tasks; learning objectives; the criteria used for judgements around assessment; and the grades awarded for different levels or standards of performance</li> <li>• ensure that evaluations on the quality of learning are made by reference to explicit or predetermined criteria and standards and not by reference to the achievement of other students</li> <li>• ensure that the provision of feedback on assessment will be recognised as a valuable part of the educative process, and that items of progressive assessment will be marked promptly and returned with feedback and the mark or grade obtained</li> <li>• release results within a reasonable time period (one month) together with appropriate feedback at the end of final examinations</li> <li>• provide opportunities to engage with external experts/resource persons to enhance your learning experience</li> </ul>	<ul style="list-style-type: none"> <li>• conduct yourself in a professional manner while undertaking industrial placements or other forms of clinical or practice-based experience, and respect the confidentiality of patient, client or commercial information made available to you as part of your training or practical learning activities</li> <li>• incorporate feedback on assessment received into learning</li> <li>• be aware of the assessment criteria provided for evaluation purposes</li> <li>• inform lecturer/ academic advisor/ relevant office as soon as possible of anything which might affect studies</li> </ul>
<b>2.4 Research Higher Degree students</b>	<ul style="list-style-type: none"> <li>• to provide in the guidelines for research degrees</li> </ul>	<ul style="list-style-type: none"> <li>• familiarise with guidelines are provided in the guidelines for research degrees</li> </ul>

**TABLE 3 UNIVERSITY RESOURCES AND FACILITIES**

	<b>Student can expect</b>	<b>University expect from the student</b>
<b>3.1 Environment and resources</b>	<ul style="list-style-type: none"> <li>• to be provided with access to resources, facilities and other support to enable students to study</li> <li>• ensure that the facilities and/ or equipment use is safe and comply with the University's occupational health and safety guidelines</li> <li>• ensure sustainability to be embedded in all activities at the University</li> </ul>	<ul style="list-style-type: none"> <li>• respect University property and the facilities, such as library, computing and laboratory resources, which the University provides to support teaching and learning</li> <li>• report any faults or concerns with University property and facilities to the relevant point of contact as soon as possible</li> <li>• comply at all times with the University's occupational health and safety requirements</li> <li>• use resources in a sustainable way</li> </ul>
<b>3.2 Support services</b>	<ul style="list-style-type: none"> <li>• to be provided with access to support services including health and counselling services, learning assistance, career guidance, disability support services, accommodation information and recreational facilities</li> </ul>	<ul style="list-style-type: none"> <li>• be proactive in seeking assistance and information from support services as early as possible when you need support</li> </ul>

# 6 DEFINITIONS

In this student charter:

**University** means University of Kelaniya

**Student** means any registered student of University of Kelaniya

**Employee** means all staff (academic and non-academic) of the

University of Kelaniya including full-time, part-time or contracted staff

# 7 POSSIBLE ANNEXURES

By-Law relating to students' conduct and discipline

Prohibition of Ragging and Other Forms of Violence in Educational Institutions Act, No. 20 of 1998

UGC Circular No. 919 of 15th January 2010

UGC Circular No. 902 of 1st December 2008

Gender policy