

SLGTI STUDENT CODE OF CONDUCT AND HONOUR

1. PURPOSE OF THE CODE OF CONDUCT AND HONOUR

The goal of this Code of Conduct and Honour are to ensure high standards of behaviour in line with SLGTI values as well as to promote vocational training excellence at SLGTI.

2. SCOPE OF THE CODE OF CONDUCT AND HONOR

SLGTI Student Code of Conduct and Honour is applicable to the on-campus conduct of all registered students. A student falls within the jurisdiction of the Code of Conduct and Honour for off-campus conduct when he/she is engaged in projects, site visits, and any other activity supporting the pursuit of a certificate or fulfilment of study course requirements sponsored, organized and authorized by SLGTI. During On-the-Job Trainings (OJT) students have to obey to the individual corporate regulations as well.

3. INTELLECTUAL INTEGRITY

SLGTI is a vocational training institute which abides by internationally recognized standards of intellectual integrity. All students are governed in their behaviour by those demands. Cheating in exams and assignments, plagiarizing other people's work or otherwise dishonest behaviour will be considered as serious violations of this Code and will result in disciplinary measures.

4. STUDENT RESPONSIBILITIES AND DUTIES

- 1) Students have to obey the laws of the Democratic Socialist Republic of Sri Lanka.
- 2) SLGTI expects students to follow strict discipline in the room of instruction (classroom, workshop, laboratory, auditorium or any other room or place used for instruction). This includes, but is not limited to:
 - i. Students who arrive at class after the lecturer/instructor has started the lesson are not allowed to enter the room of instruction. An absent notice for the entire lesson will be entered in the attendance system.
 - ii. Drinking/eating is not allowed in those rooms of instruction where computers or machines might be harmed by it. In other rooms of instruction sealable water bottles are allowed. No bottles are allowed on the tables or the floors but only in students' bags. Students are not allowed to leave full or empty water bottles in the room of instruction or the library*.
 - iii. Students have to switch off cell-phones and other items with the potential to disturb the lesson.
 - iv. Students have to bring their study materials (SLGTI notebook, and additional handouts, stationary, calculators etc.). Students are only allowed to take part in the lesson if they have the required material.
 - v. Students have to keep the rooms of instruction and the library* clean at all times. After the end of a lesson students have to clean up their workplace before leaving. Students have to go in line when leaving the room of instruction.
 - vi. Students have to avoid excessive talking in rooms of instruction and the library*.
 - vii. Students strictly follow all safety regulations (e.g. wearing safety shoes and overalls) when working with machines or other equipment at SLGTI. The apprentice's hair/beard has to be short or tide when working with the SLGTI equipment. Hijabs and hats/caps are allowed to cover the hair.
 - viii. Students must not miss classes. Absences will be treated according to the SLGTI Study and Examination Regulations.
 - ix. Students must display their SLGTI Student ID-Card*.

- x. Students must comply with the dress code which requires wearing the official SLGTI uniform consisting of a white shirt with SLGTI-logo on the left, plain black pants/skirts, closed shoes, black belt, and black socks. The wearing of sandals and jewellery (necklace, bracelets, wrist bands, etc.) are not permitted. Students in violation of the dress code found at the entrance gates will be refused entry to the SLGTI by the guards. Students found in class in violation of the dress code will be expelled by the lecturer/instructor and sent to the Registrar for further handling of the case.
- 3) Students must not engage in any of the following acts, which may cause problems or trouble that affect other SLGTI students:
- i. Smoking. Smoking is prohibited at SLGTI campus. SLGTI is a smoke-free campus.
 - ii. Consumption, storage or distribution of alcoholic beverages, drugs or other intoxication is prohibited.
 - iii. Gambling. Gambling for money is prohibited.
 - iv. Possession or use of weapons or items hazardous to health (including, but not limited to, firearms, explosive devices, knives and chemical substances and fireworks) is prohibited.
 - v. Intentional/reckless conduct that causes damage, destruct, or defacement to the SLGTI property.
 - vi. Walking on the meadow. Keep off the Grass!
 - vii. Unauthorized placement of posters, adverts or other notices. Those items have to be approved by the Principal/Co-Principal and have to be displayed in the permitted space only.
 - viii. Unauthorized invitation of guest speakers without written permission of the Principal/Co-Principal.
 - ix. Unauthorized news announcement about SLGTI (on TV, Print, Web/Social Media) without written permission of the Principal/Co-Principal.
 - x. Littering on campus. Students have to dump their garbage according the Green College rules by sorting it by type: paper (red bins), plastic (blue bins), organic (green bins). The involvement in the Green College activities (recycling, avoidance of garbage, etc.) is an obligation for each SLGTI student.
 - xi. Littering on canteen. Students have to clean-up and organize this common-use area, in particular to turn back the used tableware and to move the chair close to the table. Students have to queue up in three lines at the food counter. The right spot at the food counter is for SLGTI Staff only.
 - xii. Biking or Skating. Those activities are not permitted on campus.
 - xiii. Disrespectful behaviour. SLGTI expects its students to treat their fellow students and SLGTI Staff (Management, Academic/Administrative Staff, Security, Warden and Cleaners) with respect and dignity. Soliciting or recruiting of other students to join a political or religious group or hold a rally or other event concerning their political or religious activities is not permitted, as well as offensive language, yelling, or any acts of verbal and physical violence.
 - xiv. Theft will be punished in line with this Code and, where applicable, the case will be transferred to the authorities. SLGTI shall not be responsible or liable for any loss of cash, credit cards, mobile phones, notebooks, or any other belongings.
 - xv. Business activities. Pursue trade, business or fund raising without the consent of the SLGTI management are not allowed on the campus.
 - xvi. Non-participation in sports activities and social activities at SLGTI.
 - xvii. Any act that may disrupt the morale and order of the SLGTI campus and its respectful living and learning environment.

5. DISCIPLINARY COMMITTEE

1) Structure

- i. Disciplinary Committee handles serious acts of misconduct of students, e.g. violations of the SLGTI Apprentice Code of Conduct and Honour, and other SLGTI Rules and Regulations.
- ii. Disciplinary Committee will meet on an ad-hoc basis when a case occurs.
- iii. Members of the committee are the Principal as Chairperson, the Head of the Department (HoD) in which the breach of the Code of Conduct and Honour occurred, and SLGTI staff members.

2) Procedures

- i. The lecturer/instructor has the discretionary authority to expel students from class for disturbances of lessons. Students who disturb lessons repeatedly commit a serious act of misconduct and their cases will be transferred to the Disciplinary Committee for further disciplinary action.
- ii. Serious acts of misconduct by students as laid down in this Code of Conduct and Honour, and other SLGTI Rules and Regulations have to be reported to the Disciplinary Committee by members of Academic/Administrative Staff.
- iii. A student who commits a serious act of misconduct is required to appear before the committee. He/she will receive a written note outlining the case against him/her at least five (5) working days in advance of the hearing. The student has the right to explain his/her view during the committee meeting.

3) Sanctions

The Disciplinary Committee under its discretionary authority may impose one or more of the following sanctions according to the severity of the act(s) of misconduct:

- > Disciplinary Warning Letter
- > Disciplinary Warning Letter with communal service on the compound
- > Expulsion (permanent dismissal from SLGTI)

SLGTI reserves the right to take additional disciplinary actions as it deems appropriate. The committee hears the student before making a decision. In cases where there may be serious consequences, the student concerned has the right of appeal.

6. DROP OUT FROM SLGTI

Students who drop out of their education prematurely are obliged to compensate the SLGTI for the training cost incurred. Accordingly, documents will only be handed over to the student upon proof of payment of their training costs incurred.

7. DRESS CODE FOR THE STUDENTS



Boy students need to wear white colour shirt & Black colour trouser with black colour belt, black colour closed shoes and black colour socks.

Female students need to wear white colour top with collar (closed neck & below knee / until knee) and Black colour professional jeans or White colour blouse with collar (closed neck) and Black colour skirt (Medium tight / flared & below knee) and black colour closed shoes & black colour socks.

Muslim female students are allowed to wear White colour hijab/scarf with white pins, Black colour loose-fitting clothing and black colour closed shoes & black colour socks.

EFFECTIVE DATE

The Code of Conduct and Honour shall come into effect as of 17th of February 2020.

STATEMENT

I, the undersigned student of (field of study)
hereby declare and say that I acquainted myself with the SLGTI Student Code of Conduct and Honour.

Name of Student:

NIC:

Signature:

Date: