



Student Charter  
of  
University of Kelaniya

## Section 1 – Introduction to the Student Charter, University of Kelaniya

### **Purpose of the Charter**

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.**

### **Mission**

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

### **Guiding Principles on which University of Kelaniya is governed**

- 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.**

### **Equity and Diversity**

- 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.**

## Section 2 – Academic environment and student support services

### **Residential/Hostel Facilities**

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

- **Health Service center**
- **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.**
  - ◆ **must produce identification documents within the university premises or its affiliations**
- **Library Service**
- **Information and Communication Technology (ICT) Services**
- **Career Guidance Service**
- **English Language Teaching Programme**
- **Sports and Recreational Facilities**
- **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.**
- **Student Support Services and Welfare Network**
- **Technology and Innovation Support service**
  - **Technology and Innovation Support Centre (TISC) to promote creativity among university academics and undergraduates.**

**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.**

- **Policy of Withdrawal**

**required to conduct their studies 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.**

**Withdrawal from a registered course is discouraged**

- **Freedom of Expression**

- 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.**

- **Student Representations**

- Student representatives are 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**

- **Personal Conduct**

- Individuals need to be **mindful of their personal hygiene, etiquette, dress or attire, speech, etc.**

- **Maintenance of Discipline and Law and Order**

- 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**

## Section 4 - Unethical and Unlawful Activities that are prohibited

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.

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.

### **Academic dishonesty and Cheating**

- Undergraduates are required **to maintain high academic standards and commit themselves** to academic honesty in their academic work and examinations.
- 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
- 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\\_Integrity.pdf](https://units.kln.ac.lk/qac/images/Policy_on_Academic_Integrity.pdf)

#### **Disorderly Conduct, Dissent and Protests**

- Any type of **offensive or vulgar or rude or indecent conduct** 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.

#### **Disrespect and Non-compliance**

- 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

### **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.

### **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.

### **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.

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

#### **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.

#### **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. Pestering or causing annoyance on others
  - v. Causing harassment through telephone, mail or computer e- mails or other means of communication

#### **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.**



- 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 have 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

### **Sexual Harassment/Sexual Misconduct**

#### **Theft**

### **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
- **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

### **Unauthorized Entry**

#### **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.

### **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

**Table 1 Respect and Engagement**

	<b>Expectation of students (Responsibilities of the University)</b>	<b>Expectation of the University (Responsibilities of students)</b>
1.1 Respect	<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</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</li> </ul>

	<p>personally as a student and later as an alumnus of the University</p>	<p>which is otherwise intimidating</p> <ul style="list-style-type: none"> <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>
<p>1.2 Privacy</p>	<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>

<p>1.3 Equity and diversity</p>	<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>
<p>1.4 Feedback, participation and engagement</p>	<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 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>

**Table 2 Learning and Teaching**

	<b>Expectation of students/ Responsibilities of the University</b>	<b>Expectation of the University/ Responsibilities of students</b>
2.1 Study and assessment	<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>
2.2 Academic integrity	<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>

<p>2.3 Undergraduate and Postgraduate Coursework students</p>	<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> <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> </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> <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>
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	<ul style="list-style-type: none"> <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>	
<p>2.4 Research Higher Degree students</p>	<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>
3.1 Environment and resources	<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>
3.2 Support services	<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>