

BY LAW FOR THE AWARD OF DEGREES, POSTGRADUATE DIPLOMAS AND HIGHER DEGREES BY THE UNIVERSITY OF VOCATIONAL TECHNOLOGY

By-law made by the Board of Governors of the University of Vocational Technology, hereinafter referred to as the Board, under section 61 (1) (a) of the University of Vocational Technology Act No. 31 of 2008.

This By-law may be cited as By-law No. 1 of 2008 for the award of Degrees, Postgraduate Diplomas and Higher Degrees.

1.0 Award of Degrees, Post Graduate Diplomas and Higher Degrees

1.1. Subject to this By-law a Degree, Post Graduate Diploma or a Higher Degree may be awarded by the University of Vocational Technology, hereinafter referred to as the University, to a student who has:

- 1.1.1 fulfilled all the eligibility requirements of the course of study set out in Section 2.0; and
- 1.1.2 been duly admitted to the course of study by the University; and
- 1.1.3 been registered as a student at the University as set out in Section 3.0; and
- 1.1.4 paid the fees prescribed by the University; and
- 1.1.5 completed the prescribed course of study to the satisfaction of the Academic Council of the University as set out in Regulations and Rules and
- 1.1.6 fulfilled all other requirements prescribed by this By-law and the Regulations and Rules of the University as to the suitability of the candidate for the award; and
- 1.1.7 otherwise satisfied the Academic Council as to the suitability of the candidate for the award.

1.2. A Degree, Post Graduate Diploma or a Higher Degree shall be conferred on persons, qualified as in Section 1.1.

2.0 Eligibility for Registration

A person may be considered for admission to the University to follow a course of study leading to the award of a Degree, Post Graduate Diploma or a Higher Degree, if he has;

- 2.1 attained the prescribed minimum standards as may be determined by the Admission, Accreditation and Quality Assurance Council of the University and approved by the Academic Council; or
- 2.2 attained any other minimum standards as determined by the Academic Council on the recommendations of the Admission, Accreditation and Quality Assurance Council from time to time.

3.0 Registration for the Course

- 3.1. A person who wishes to become a candidate for the course must apply for enrolment by lodging a completed application form in the manner and by the dates prescribed by the University.
- 3.2. A person selected for admission may register to follow the course. Such registration shall be carried out as prescribed by the Academic Council.

- 3.3. Provisional registration may be permitted by the Academic Council, under exceptional circumstances.
- 3.4. Eligibility for registration for the subsequent years of the course shall be as determined by the Academic Council.
- 3.5. No University student shall be permitted concurrent registration for more than one course, nor shall he be permitted to register or appear for any external examination without prior approval of the Academic Council.

4.0 Fees

- 4.1 Every person admitted to a course shall pay all fees, deposits and/or any other dues in the manner prescribed in the Rules made under this By-law.
- 4.2 The Board of Governors may, on the recommendations of the Academic Council, vary fees, deposits and any other dues without prior notice.
- 4.3 Fees once paid, shall be refunded in accordance with the Refund Policy approved by the Academic Council.
- 4.4 No award shall be conferred on a student who is in arrears of fees or other dues.

5.0 Regulations, Rules and Revisions

- 5.1 Regulations under this By-law shall be made by the Academic Council in respect of the award of Degrees, Post Graduate Diplomas or Higher Degrees.
- 5.2 Rules under this By-law and under the Regulations made under Section 5.1 shall be made by the Academic Council.
- 5.3 This By-law may be revised or amended as and when necessary. Such revisions or amendments shall come into force as determined by the Board of Governors, on the recommendations of the Academic Council.

BY LAW FOR CONDUCT OF EXAMINATIONS, OFFENCES, PUNISHMENTS AND APPEALS PROCEDURE

By-law made by the Academic Council of the University of Vocational Technology and approved by the Board of Governors of the University of Vocational Technology under section 19 (2) (xiv) of the University of Vocational Technology Act No. 31 of 2008.

This By-law may be cited as the 'By-law 02 for Conduct at Examinations, Offences, Punishments and Appeal Procedure of 2008' herein after referred to as By-Law 02.

1.1 PART I – EXAMINATION PROCEDURE

1.1.1 Evaluation of Performance - General Provisions

- i. Assessment in a course module shall take the form of semester-end, or continuous assessment as determined by the University. It shall take the form of oral examination, written examination, practical examination, project evaluation or any other form of examination as determined by the University.
- ii. Evaluation of performance of students of the University shall consist of examinations, project work, practical work, field work, training and other course work, dissertations, both in-class and take-home assignments and any other form of evaluation as may be determined by the University.
- iii. Examinations shall be conducted at venues and on dates and at times as determined by the University.
- iv. Examinations and any other form of evaluation as may be determined by the University shall be conducted in accordance with the procedure set out below.

1.1.2. Conduct of Examinations

- i. A candidate shall be present outside the examination hall at least 15 minutes before the commencement of each examination, but shall enter the hall only when requested to do so by the Supervisor.
- ii. A candidate shall be conversant with and adhere to the instructions regarding examinations displayed or made known to him/her by any other means after the candidate has been admitted to the University.
- iii. A candidate shall adhere to all instructions given by the Supervisor or an **Authorized person** during the examination.
- iv. A candidate shall on admission to the hall, place any unauthorized material at a place or places designated and proceed directly to the seat or other place allotted to him/her and shall not change it except on the specific instructions of the Supervisor.
- v. No candidate shall be admitted to the examination hall after the expiry of thirty (30) minutes from the commencement of the examination nor shall a candidate be allowed to leave the hall until thirty (30) minutes have elapsed from the commencement of the examination or during the last thirty (30) minutes of the scheduled duration of the examination.
- vi. A candidate shall have his/her student record book/student identity card and the admission card with him/her in the examination hall on every occasion he/she

presents himself/herself for an examination. His/her candidature is liable to be cancelled if he/she does not produce the record book/identity card, when requested to do so. If he/she fails to bring the record book/identity card on any occasion, he/she shall sign a declaration in respect of the examination for which he/she had not produced the record book/identity card in the form provided for it and produce the record book/identity card to the Director General or to the **authorized person** nominated by the Director General on the following day. If a candidate loses his/her record book in the course of the examination he/she shall obtain a duplicate record book/identity card from the Director General, for production at the examination hall.

- vii. A candidate shall not have on his/her person or in his/her clothes or on the admission card, time table, student record book/ student identity card, any notes, signs or formulae etc., except those items that are permitted. Books, notes, parcels, handbags, programmable calculators, computers, other computing or storage devices, cellular (mobile) phones or other communication devices and any other items as may be declared as **unauthorized material** by the Academic Council which candidate has brought with him/her should be kept at a place, indicated by the Supervisor. The University shall not be responsible for safe keeping of such item left by the candidate as indicated by the Supervisor.
- viii. A candidate may be required by the Supervisor to declare any item in his/her possession.
- ix. No candidate shall copy or attempt to copy from any book or paper or notes or similar material or from the script of another candidate. A candidate shall neither help another candidate nor obtain help from another candidate or any other person. A candidate shall not conduct himself/herself so negligently that an opportunity is given to any other candidate to read anything written by him/her or to watch any practical examination performed by him. No candidate shall use any other unfair means or obtain or render improper assistance at the examination.
- x. If a candidate was found to have copied from another candidate by an examiner at the time of marking, both candidates would be treated as having committed a punishable offence.
- xi. No candidate shall submit a practical book or field book or dissertation/thesis or project study or answer script which has been prepared wholly or partly by anyone other than the candidate himself/herself.
- xii. A candidate shall bring his/her own pens, ink, mathematical instruments, erasers, pencils or any other approved equipment or stationery which he/she has been instructed to bring. The use of a calculator will be permitted only for question papers that contain a rubric to that effect.
- xiii. Examination stationery (such as answer books, writing papers, graph papers, drawing papers, ledger papers, etc.) will be supplied at the examination hall as and when necessary. No examination stationery supplied to a candidate may be torn, crumpled, folded or otherwise mutilated. No stationery other than those supplied to him/her by the Supervisor or authorized person shall be used by candidates. All material supplied, whether used or unused, shall be left behind on the desk and not removed from the examination hall.
- xiv. Every candidate shall enter his/her Index Number on each answer book and on every continuation paper. He/she shall also enter all necessary particulars as required. A candidate who inserts on script an Index Number other than his/her own is liable to be considered as having attempted to cheat.

A script that bears no Index Number or has an Index Number which cannot be identified is liable to be rejected. No candidate shall write his/her name or any other identifying mark on the answer script.

- xv. All calculations and rough work shall be done only on paper supplied for the examination, and shall be cancelled and attached to the answer script. Such work should not be done on any other material. Any candidate who disregards these instructions runs the risk of being considered as having written notes or outline answers with the intention of copying.
- xvi. Any answer or part of an answer, which is not to be considered for the purpose of assessment, shall be neatly crossed out. If the same question has been attempted in more than one place the answer or answers that are not to be considered shall be neatly crossed out.
- xvii. Candidates are under the authority of the supervisor and shall assist him/her by carrying out his/her instructions and those of his/her invigilators during the examination and immediately before and after it.
- xviii. Every candidate shall conduct himself/herself in the examination hall and its precincts so as not to cause disturbance or inconvenience to the Supervisor or his/her staff or to other candidates. In entering and leaving the hall, he/she shall conduct himself/herself as quietly as possible. A candidate is liable to be excluded from the examination hall at the discretion of the Supervisor for disorderly conduct.
- xix. Absolute silence shall be maintained in the examination hall and its precincts by all candidates. A candidate is not permitted for any reason whatsoever to communicate or to have any dealings with any person other than the Supervisor/Invigilator. The candidate shall request the attention of the Supervisor/Invigilator by raising his/her hand, from where he/she is seated.
- xx. After the examination has commenced, no candidate shall be permitted to leave the examination hall even temporarily. In case of an emergency, the Supervisor shall grant him/her permission to do so but in such circumstances the candidate will be under the constant surveillance of the Supervisor/Invigilator.
- xxi. Candidates shall stop work promptly when ordered by the Supervisor to do so. If this instruction is not followed, the Supervisor has the authority to make an endorsement to this effect on the relevant answer script/scripts.
- xxii. Every candidate shall hand over the answer script personally to the Supervisor/Invigilator or remain in his/her seat until it is collected. On no account shall a candidate hand over his/her script to any person other than the Supervisor/Invigilator.
- xxiii. A candidate who has handed over his/her answer script shall under no circumstance be entitled to call it back.
- xxiv. A candidate shall not remove his/her or any other candidate's answer script from the examination hall.
- xxv. A candidate shall not,
 - (a) copy or attempt to copy from any unauthorized material defined in section 2.7
 - (b) copy or attempt to copy from another candidate or help another candidate
 - (c) obtain help from another person

- (d) render improper assistance to another candidate
 - (e) conduct himself/herself so negligently that an opportunity is given to any other candidate to read anything written by him/her or to observe any practical examination performed by him/her.
 - (f) submit an answer script which has been done wholly or partly by anyone other than the candidate himself/herself.
 - (g) impersonate a candidate at the examination or allow himself/herself to be so impersonated by another person.
- xxvi. If circumstances arise which, in the opinion of the Supervisor, render the cancellation or postponement of the examination, he/she shall stop the examination, collect the answer scripts already written and then report the matter as soon as possible to the Vice-Chancellor/Director General.
 - xxvii. The Supervisor is empowered to require any candidate to make a statement in writing on any matter which may have arisen during the course of the examination and such statement shall be signed by the candidate.
 - xxviii. If the candidate refuses to make such statement or to sign such statement, this fact shall be recorded by the Supervisor.

1.2 PART II – EXAMINATION OFFENCES

1. Any candidate who violates any of the requirements or conditions stipulated in Part I – Examination Procedure, of these By-laws shall have committed an examination offence.
2. Examination offences shall be classified as follows:
3. Prior knowledge of a question paper or part thereof;
4. Possession of unauthorized documents;
5. Copy or attempting to copy;
6. Obtaining or attempting to obtain improper assistance or cheating or attempting to cheat;
7. Impersonate or attempting to impersonate;
8. Removing of examination stationery or attempting to remove stationery;
9. Disorderly conduct;
10. Aiding and abetting the commission of any of the offences specified above.
11. Violation of any of the requirements or conditions stipulated in Part I of these By-laws

1.3 PART III – DISCIPLINARY PROCEDURE

1.3.1 Reporting Procedure

- i. In all cases of examination offences detected, the Supervisor shall, on the detection of the offence, take immediate possession of the student record book/student identity

card and unauthorized material, if any. The Supervisor shall then obtain a statement from the candidate which the candidate shall sign and report on the matter on the prescribed form provided for such purpose.

- ii. If the candidate refuses to make such statement or to sign such statement, this fact shall be recorded by the Supervisor.
- iii. In cases of disorderly conduct, the Supervisor shall in the first instance, warn the candidate to be of good behaviour. Where the candidate persists in unruly or disorderly conduct, the Supervisor may exclude the candidate from the examination hall and issue him/her a letter cancelling his/her candidature from the particular examination paper and forward a report to the Director General. Where a candidate's offence is only disobedience, the Supervisor shall warn the candidate and forward a report to the Director General.
- iv. Any examiner, Dean of a Faculty or any other teacher or official of the University who detects an examination offence, shall report the matter in writing to the Director General, who shall submit the same to the Vice Chancellor for necessary action.
- v. The Director General shall place all reports of examination offences submitted by Supervisors and any allegations regarding the commission of offences from whosoever received for the consideration of the Vice Chancellor who shall decide whether they shall be referred to the Examination Disciplinary Committee for further action.
- vi. The Vice Chancellor shall decide whether the allegations shall be referred to the Examination Disciplinary Committee for inquiry and report.

1.3.2 Examination Disciplinary Committee

- vii. The Vice Chancellor shall appoint an Examination Disciplinary Committee of three (3) members of the Academic Council to inquire and make recommendations, including punishments, regarding examination offences referred to it.
- viii. The Vice Chancellor shall appoint the Secretary to the Examination Disciplinary Committee. The Secretary shall function as the prosecuting officer and shall present the case against the student respondent/s.
- ix. The Examination Disciplinary Committee shall frame the charges on the respondent student and the Secretary shall convey under registered post such charges with a list of documents and witnesses and give at least fourteen (14) days notice of the date of inquiry. The respondent shall have the right to inspect the documents referred to in such list.
- x. In the proceedings before the Examination Disciplinary Committee, the respondent shall appear in person, or be represented by a registered student of the University who has been nominated in writing by the respondent. Such nomination should be forwarded to the Examination Disciplinary Committee at least seven (7) days before the date of the inquiry.
- xi. The Examination Disciplinary Committee shall, within thirty (30) days of the reference, forward to the Vice Chancellor their findings, the recommended punishment/s as set out in the Schedule of Punishments (**see Schedule of Punishments**) and the reasons therefore.
- xii. The punishment/s recommended by the Examination Disciplinary Committee shall be submitted to the Academic Council for a decision.
- xiii. The Academic Council shall after deliberation of the recommendations of the Examination Disciplinary Committee, shall determine the punishment/s if any. Any

previous offences by the same respondent may be taken into consideration in deciding on the punishment.

- xiv. The Academic Council may disregard a period of punishment in computing the maximum allowable period to complete a Programme of study.
- xv. Depending on the seriousness of the offence, the Academic Council may decide to declare candidate ineligible for Class Honours or for inclusion in the Dean's list.
- xvi. The degree of punishment for a particular offence given in Schedule of Punishments shall be determined by the Academic Council based on the gravity of the particular offence and so as to make the punishment an effective one. The Academic Council may decide to impose additional punishments or less severe or more severe punishment on any of the examination offences listed in the Schedule, whenever it deems it appropriate for specific reasons. Such punishment may include expulsion of the respondent student from the University.
- xvii. The Academic Council may decide not to award of any Class or Prize to which the respondent student otherwise have been entitled, even when punishments are mitigated or suspended.
- xviii. The Vice Chancellor shall take appropriate action on the recommendations of the Examination Disciplinary Committee and those of the Academic Council and communicate under registered post to the respondent his/her decision within thirty (30) days after reporting it to the Academic Council.

The Vice Chancellor shall have the right to vary the punishment if he/she deems fit.

- xix. The student has a right to appeal against such decision.

1.4 PART IV – APPEALS PROCEDURE

1. A student found guilty of an examination offence may make an appeal in writing. Such appeal against the decision of the University shall be addressed to the Board of Governors of the University through the Dean of the Faculty and the Vice Chancellor within thirty (30) days of the receipt of such decision by the respondent.
2. The Board of Governors shall appoint an Examination Appeals Committee of three of its members who shall not be members of the Academic Council. The Board of Governors shall nominate the Chairman of the Examination Appeals Committee.

It shall also appoint the Secretary to the Examination Appeals Committee on the recommendation of the Vice Chancellor.

3. On an appeal being made to the Board of Governors, the Vice Chancellor shall submit to the Board of Governors the record of the proceedings of the Examination Disciplinary Committee. The decision on the appeal by Examination Appeals Committee shall be made by considering the proceedings of the record.
4. In a fit case the Examination Appeals Committee may require the Examination Disciplinary Committee to record further evidence on certain specific matters and forward the record early to the Examination Appeals Committee through the Vice Chancellor.
5. The Examination Appeals Committee shall, within sixty (60) days of the reference, forward to the Board of Governors its findings, the recommended punishments as set out in the Schedule and reasons therefore.

6. The Examination Appeals Committee of the Board of Governors shall submit its report to the Board of Governors through the Vice Chancellor within sixty (60) days of its appointment.
7. The Board of Governors shall make the decision on the report of the Examination Appeals Committee at its next meeting. When the Board of Governors considers the report of the Examination Appeals Committee, the three members of the Appeals Committee of the Board of Governors shall not participate in such proceedings.
8. The Vice Chancellor shall communicate under registered post to the appellant student the decision of the Board of Governors which decision shall be final and conclusive.

1.5 EXAMINATION OFFENCES - SCHEDULE OF PUNISHMENTS

EXAMINATION OFFENCE	RECOMMENDED MAXIMUM PUNISHMENT
(a) Prior knowledge of a question or part thereof	(i). Cancellation of the results of the examination <u>and</u> (ii). Suspension from the University for two academic years
(b) Possession of unauthorized documents	(i). Cancellation of the results of the whole examination <u>and</u> (ii). Suspension from the University for two academic years
(c) Copying or attempting to copy	(i). Cancellation of the results of the whole examination <u>and</u> (ii). Suspension from the University for two academic years
(d) Obtaining or attempting to obtain improper <u>or</u> cheating or attempting to cheat	(i). Cancellation of the results of the whole examination <u>and</u> (ii). Suspension from the University for two academic years
(e) Impersonation or attempting to impersonate	(i). Cancellation of the results of the whole examination <u>and</u> (ii). Suspension from the University for two academic years, OR (iii). Expulsion from the University
(f) Removal of examination stationery or attempting to remove examination stationery	(i). Suspension from the University for a maximum of one academic year <u>or</u> severe warning with a record in the student's personal file
(g) Disorderly conduct	(ii). Severe warning with a record in the student's personal file
(h) Aiding and abetting the committing of any of these offence specified above	(i). Cancellation of the results of the whole examination <u>and</u> (ii). Suspension from the University For two academic years
(i) Violation of any of the requirements or conditions stipulated in Part I of the By-law 02	(i). Imposition of any of the punishments mentioned above, depending on the gravity of the offence

1.6 Interpretation

Authorized person: Authorized person shall be the supervisor, invigilator or an officer in charge of the conduct of examination assigned to carry out examination related functions in the examination hall or any other person designated by the Director General or the Officer in charge of the subject of Evaluations/ Examinations in the University

Unauthorized material: Unauthorized material shall be learning material of any kind including books, notes, diagrams, formulae, and writing on one's person or personal belongings, whether directly relevant to the particular examination or not.

They shall also include programmable calculators, computers and other computing or storage devices, cellular phones or other communication devices, bags, file covers or other containers or any other items as may be declared as unauthorized material by the Supervisor or Authorized person.

Cancellation from examination and suspension from the University, in the Schedule of Punishments, shall be reckoned from the date on which the offence was committed.

BY-LAW FOR THE UNIVERSITY STUDENTS ASSEMBLY AT THE UNIVERSITY OF VOCATIONAL TECHNOLOGY

By-law made by the Board of Governors of the University of Vocational Technology under Sections 51 and 53 of the University of Vocational Technology Act No. 31 of 2008.

This By-law may be cited as University Students Assembly By-law No. 03 of 2008.

1. The University Students Assembly of the University of Vocational Technology, hereinafter referred to as the Students Assembly, shall be representative of the entire student community of the University.
2. The Students Assembly shall consist of students in all the faculties in the University registered for courses other than extension courses on continuous professional development and such Assembly shall elect the following office bearers and other elected members:
 - (a) President
 - (b) Vice President
 - (c) Secretary
 - (d) Editor, and
 - (e) Junior Treasurer, and
 - (f) Such other members as follows:
 - i. Two members for a Faculty with fifty (50) or less registered students;
 - ii. Four members for a Faculty with fifty one (51) to one hundred and fifty (150) registered students;
 - iii. Six members for a Faculty with one hundred and fifty one (151) to three hundred (300) registered students;
 - iv. Six members for a Faculty with over three hundred (300) registered students.
3. The duties and functions of the University Students Assembly shall be;-
 - (a) to foster the spirit of corporate life among students of the University;
 - (b) to organize and supervise, in consultation with the Board of Governors of the University, student welfare activity in the University, recreational facilities, and spiritual and religious activities;
 - (c) to afford a recognized means of communication with the authorities of the University on matters relating to or connected with living and working conditions of the students;
 - (d) to be represented on any other body which may, in accordance with the rules made by the Board of Governors of the University for the purpose, be appointed to undertake student welfare activities in the University;
 - (e) to assist the University authorities to maintain discipline;

- (f) to represent students who are accused in disciplinary inquiries;
 - (g) to foster, cultural, literary and aesthetic awareness and activities among students and to organize and publish magazines and periodicals of the students.;
 - (h) to foster an interest and understanding in the arts and life and social well-being of the citizens of Sri Lanka;
 - (i) to foster activity conducive to the social and moral well-being of the student community and promote activity conducive to healthy social life.
 - (j) to organize and promote cultural, literary and social interactivity with other universities and like organizations in Sri Lanka and abroad;
 - (k) to safeguard and protect the good name of the University;
 - (l) to debate matters of public interest;
 - (m) to further national interest and national unity;
 - (n) to safeguard and protect the property of the University;
 - (o) to take steps to encourage and further the academic interest; and
 - (p) to undertake any activities that may be determined by the Board of Governors from time to time.
4. (a) There shall be a Senior Treasurer for the University Students Assembly who shall be a senior teacher nominated by the office-bearers of such Assembly and appointed by the Vice Chancellor of the University.
5. (a) The office-bearers referred to in this Act shall cease to hold office at the end of an academic year.
- (b) Where an officer in the University Students Assembly falls vacant, then such Assembly shall as soon as possible elect a suitable person to fill that vacancy. The person so elected shall hold office for the unexpired portion of the term of office of his predecessor.
6. No Student of the University shall be eligible to vote or to stand for election:
- (a) Unless he has been duly registered as a student of such Faculty for the academic year in which the election is held;
 - (b) If he is under suspension from the University;
7. (i) Within two weeks of commencement of each academic year, the Director General of the University shall publish within the University, a notice containing:
- (a) The titles of the office bearers and the other members to be elected from each Faculty to the Students Assembly
 - (b) The names and registration numbers of students who are eligible to vote in each Faculty.

- (ii) Any question as to whether the number of members to be selected to the Students Assembly has been determined or not or whether members have been duly divided or distributed amongst the Faculties or not or whether a student is eligible to vote or to seek election or not shall be referred to the Vice Chancellor of the University. The decision of the Vice Chancellor on such questions shall be final.
8. The Director General shall within one week of the publication of the notice under section , publish the names of the persons nominated by the Vice Chancellor of the University to conduct the election of office bearers and other members of the Students Assembly, hereinafter referred to as the 'Elections Officer'.
9. (i) The Vice Chancellor of the University shall fix a date, a time period and avenue for the receipt of nominations for the election of office bearers.
- Such date shall be the date prior to the expiry of two weeks from the date of publication of the notice under section ... The Director General shall publish within the University the date, time period and venue so decided without delay.
- (ii) The Elections Officer shall receive nomination on the date fixed for such purpose, during the time period assigned and at the venue specified in the preceding such section.
10. (i) Any eligible student seeking election shall submit under his hand to the Elections Officer on the date, time period and venue as specified in section ... one nomination paper together with a copy, substantially in the form set out in the first schedule to this By-law.
- (ii) After closure of nominations the Elections Officer will post the copies of the nomination papers received outside the place of nominations. Objections may be lodged in writing with the Elections Officer against the nomination of a candidate, specifying the ground of objection. The time period allotted for such objections is one hour after the closure of nominations.
- (iii) The Elections Officer shall, with the least possible delay, decide on the validity of every objection to a nominations paper of a candidate and inform the candidate of his decision and where the objection is upheld, of the ground of his decision. The decision of the Election Officer shall be final and conclusive.
- (iv) No student may stand nominated as a candidate for election to more than one office or membership.
11. (i) Where only one nomination paper has been accepted for a post of Office Bearer or other member, the Elections Officer shall declare elected for that post of Office Bearer or other member, the candidate in that nomination paper.
- (ii) Where the number of nomination papers submitted for the posts of elected members is exactly or less than the number to be elected, the Elections Officer shall declare elected, those who have submitted their nominations.
12. (i) Where the number of nomination papers accepted is greater than the requisite number for any post or the number of elected members, the Elections Officer shall publish within the University:
- (a) The names of candidates seeking election for such posts of office bearers and elected members.
 - (b) The symbol allotted to each such candidate.

13. (i) The Vice Chancellor of the University shall fix a date, time period and venue for the election of office bearers and elected members from that Faculty to the Students Assembly, and shall make arrangements for the conduct of the election.
 - (ii) The Director General of the University shall publish within the University the date, time period and venue fixed for the election of office bearers and elected members to the Students Assembly respect of each Faculty.
 - (iii) The Elections Officer shall conduct the election by secret ballot.
 - (iv) Each eligible student shall be entitled to only one vote in respect of each post of office bearer or elected member of the Students Assembly.
 - (v) Each candidate contesting the election for a post or elected member of the Students Assembly may appoint two students as polling agents to represent him at the venue of the election during the taking of the poll, and the count. Notice in writing of every such appointment stating the names and registration numbers of the students appointed shall be given by the candidate to the Elections Officer before the opening of the poll.
- Provided however, that only one polling agent of a candidate can be present at the venue of the election at any time during the taking of the poll. Only one polling agent per candidate would be allowed throughout the count.
14. (i) The Elections Officer shall declare elected candidates who poll the highest number of votes for any post of office bearer.
 - (ii) The Elections Officer shall declare elected as elected members the candidates who poll the most number of votes in descending order until the number of candidates elected as elected members is equal to the number specified in Section 2(f)
 - (iii) In the event two candidates standing for election to the post of an office bearer polling an equal number of votes, the Election Officer shall determine the one elected for that post by the toss of a coin. The two candidates polling the equal number of votes shall be present when the
15. (i) The Students Assembly at the first Meeting held within one week after its election, shall nominate teacher to be approved as the Senior Treasurer by the Vice Chancellor of the University.
 - (ii) Each Office Bearer shall be entitled to hold office from the date of his election up to end of the academic year in which he was elected.
 - (iii) No member shall hold the same office for more than one academic year.
 - (iv) If any office bearer or elected member
 - (a) Ceases to be a Student, or
 - (b) Resigns office by writing under his hand addressed to the Senior Treasurer; or
 - (c) Has been suspended or dismissed from the University
 his office shall be deemed to be vacated.

- (v) Where an office of the Students Assembly falls vacant, the U Assembly shall as soon as possible elect a suitable person from among its members to fill that vacancy. The person so elected shall hold office for the unexpired portion of the term of office of his predecessor.
16. The duties and functions of the office-bearers of the Students Assembly shall be as prescribed below.
- (i) The duties and functions of the President shall be:
 - (a) to preside at all meetings of the Students Assembly
 - (b) to carry out the decisions of the Students Assembly
 - (c) to call meetings of the Students Assembly
 - (ii) The duties and functions of the Vice President shall be:
 - (a) to preside at any meeting of the Students Assembly in the absence of the President
 - (b) to assist the President in the discharge of his duties and to carry out any other duty or function assigned to him by the Students Assembly
 - (iii) The duties and functions of the Secretary:
 - (a) to keep records of all proceedings of the Students Assembly
 - (b) to summon meetings of the Students Assembly on the instructions of the President, or upon the receipt of a written request from not less than one third of the total membership of the Students Assembly
 - (c) to ensure that minutes of the proceedings are available for inspection by any student of the University
 - (iv) The duties and functions of the Editor
 - (a) to edit and attend to the publication of the Students Assembly Magazine and other newsletter
 - (b) to supervise and edit other documents which the Students Assembly, requests the Editor to publish
 - (v) The duties and functions of the Junior Treasurer shall be
 - (a) to have custody of the funds of the Students Assembly
 - (b) to ensure that all income and expenditure is properly recorded and accounted for in the books kept for this purpose, subject to any rules pertaining to maintenance of such accounts.
 - (c) to inform the Senior Treasurer, within one week of the payment of any money to the Students Assembly of such payment

- (d) to make payment out of the funds of the Students Assembly with the approval of the Senior Treasurer
- (e) to prepare a budget for the academic year after consultation with the office-bearers to be submitted to the Students Assembly within one month from the date of election of office-bearers
- (f) when necessary to prepare supplementary estimates
- (g) to submit to the Students Assembly a report on its financial position before the last day of each term
- (h) to submit to the Auditor through the Senior Treasurer a statement of income and expenditure and the balance sheet of the Students Assembly for the academic year within two weeks of the end of the academic year

17. The Auditor

- i. The Auditor for the Students Assembly shall be appointed by the Vice Chancellor of the University
- ii. The Auditor shall within one month of the receipt of the statement of income and expenditure and the balance sheet from a Senior Treasurer, submit his report to the Vice Chancellor of the University who shall cause the publication of such report within the University

18. Meetings of the Students Assembly

- i. The quorum for a meeting of the Students Assembly shall be one third of its total membership
- ii. Where owing to absence or other causes both the President and the Vice President are unable to preside at a meeting the members present shall elect from among themselves a member to preside at such meeting
- iii. The President or Vice President or any other member presiding at a meeting of the Students Assembly shall have an original vote, and where the voting is a casting vote, he would have the privilege of an additional vote.

19. The Students Assembly Funds

- i. There shall be established a Students Assembly Fund for the general financial purposes.
- ii. All monies received by the Students Assembly shall be credited to the respective fund and all payments made and on behalf of the Students Assembly shall be met from the fund
- iii. All monies payable to the fund shall be lodged with the Bank of Ceylon or the Peoples Bank to be credited to an account which shall bear the name of the Students Assembly
- iv. The Senior Treasurer shall be a signatory to every cheque drawn on the account referred to in the preceding sub paragraph
- v. No payment shall be made from the fund unless such payment has been provided for in the budget or a supplementary estimate approved by the Senior Treasurer. Provided that in exceptional circumstances payment may be made with the authority of the Senior Treasurer and

such payment shall be reported by the Junior Treasurer to the Students Assembly at the first meeting held after such payment was made.

- vi. The books of accounts of the Students Assembly shall be made available by the Junior Treasurer for inspection by the Senior Treasurer or any student of the University as the case may be.
20. Each Students Assembly shall administer its own affairs and shall not unless otherwise provided in this By-law, delegate its functions to any person or body.
21. Any question regarding the interpretation of this By-law shall be referred to the Board of Governors the University, whose decision shall be final.

In this By-law,

'Students'	-	Means any registered fulltime undergraduate student of the University of Vocational Technology
'Elected Member'	-	Means any member other than a named office bearer who is elected to the Students Assembly
'Academic Year'	-	Means the period commencing on the 1 st day of of one year ending on the 30 th day of the following year unless the Academic Council of the University decides otherwise.
'Vice Chancellor'	-	Means the Vice Chancellor or any other person performing the duties of the Vice Chancellor of the University of Vocational Technology
'Director General'	-	Means the Director General or any other person acting for the Director General of the University of Vocational Technology
'Elections Officer'	-	Means the officer appointed by the Vice Chancellor of the University of Vocational Technology to carry out the functions and duties on the day of an election of Faculty Union.

BY-LAW FOR RESIDENCE AND STUDENT DISCIPLINE AT THE UNIVERSITY OF VOCATIONAL TECHNOLOGY

By-laws made by the Board of Governors of the University of Vocational Technology under Section 11 (7) read with Section 60 of the University of Vocational Technology Act No. 31 of 2008.

These By-laws may be cited as the 'By-law for Residence and Student Discipline, No.04 of 2008' and shall come into operation on 01-01-2011.

PART I – GENERAL PROVISIONS

- 1.0 Notwithstanding anything to the contrary in any provisions of these By-laws, the Vice Chancellor of the University of Vocational Technology, hereinafter referred to as the University, shall take appropriate action as he deems necessary to maintain discipline at the University and nothing in these By-laws shall be construed on or imposed upon the Vice Chancellor by the University of Vocational Technology Act No. 31 of 2008, hereinafter referred to as the ACT or any other instrument.
- 2.0 Upon coming into operation of these By-laws, there shall be established a Board of Discipline, hereinafter referred to as the Board, constituted as provided under Section 2.1 below.
 - 0.0 The Board of Discipline shall consist of the following members, who shall hold office for a period of three (3) years with effect from the date of appointment
 - (i) Deans of each faculty;
 - (ii) Two members of the Board of Governors nominated by the Board of Governors;
 - (iii) Three members of the Academic Council elected by the Academic Council;
 - (iv) Chief Student Counsellor;
 - (v) Three Senior Student Counsellors nominated by the Vice Chancellor;
 - (vi) Wardens of the Halls of Residence;
 - (vii) University Medical Officer;
 - 1.0 Director General or his nominee shall be the ex-officio Secretary of the Board.
 - 2.0 The Chairman of the Board shall be elected by the members from among the Deans and he shall preside at all meetings of the Board. If the Chairman is unable to preside at a meeting the members shall elect any Dean to preside at such meeting.
 - 3.0 The Chairman shall hold office for a period of one year reckoned from the date of his election so long as he retains the status of membership by virtue of which he was eligible for election as Chairman of the Board and is eligible for re-election.
 - 4.0 The quorum for the meeting of the Board shall be seven (7) members.
- 3.0 The Board shall perform and discharge the following duties and functions:
 - (i) To make recommendations to the Vice Chancellor on all matters pertaining to the maintenance of student discipline within the University.
 - (ii) To hold inquiries and cause inquiries to be held at the direction of the Vice Chancellor on matters pertaining to any allegation of indiscipline or misconduct on the part of any student or students of the University.
 - (iii) To recommend to the Vice Chancellor the disciplinary action to be taken in respect of any student or students who have been found guilty of acts of indiscipline or misconduct committed in contravention of these By-laws.

- (iv) To review these By-laws from time to time and make recommendations to the Vice Chancellor regarding disciplinary procedure and matters connected therewith or incidental thereto in order to further the objectives of these By-laws.

PART II – REGISTRATION AND IDENTIFICATION OF STUDENTS

- 1.0 The Director General Shall on receipt of an application from a prospective student on a form provided for the purpose by the University and supported by such information and documentation as may be required by the University, issue such person who has been registered with the University in accordance with the provisions of General By-law No. 1 of 2008 governing the award of Degrees, Post Graduate Diplomas and Higher Degrees by the University, an Identity Card and a Students' Record Book bearing his photograph duly embossed with the seal of the University.
- 2.0 Each and every student duly registered as a student of the University shall be issued with a copy of these By-laws, the provisions of which will be binding on him in conformity with the declaration made by him in the application for University admission submitted by him.
- 3.0 Every student shall carry in his possession either such Identity Card or Students' Record Book, which he produce when called upon to do so by any member of the academic or administrative staff or security staff or any other person of the University authorized by the Vice Chancellor.

PART III – UNIVERSITY HALLS OF RESIDENCE

- 1.0 There shall be a Warden in charge of a Hall of Residence who shall be responsible to the Vice Chancellor for the functioning of such Hall of Residence in the University.
- 2.0 A student seeking admission to a Hall of Residence shall apply on a form provided for the purpose by the University and shall contain a statement to the effect that the student accepts the rules and regulations applicable to the grant of facilities in the Halls of Residence of the University which are in force at that time or which may come into force subsequently.
- 3.0 Upon admission to a Hall of Residence, the student shall be deemed to have accepted the rules and regulations applicable to students of the University which are in force or which may come into force subsequently.
- 4.0 All rules generally applicable to students of the University shall mutatis mutandis apply to students in a Hall of Residence.
- 5.0 Every student shall conduct himself in such manner as to maintain the good reputation and honour of the Hall of Residence of which he is in occupation.
- 6.0 Each student shall individually be responsible for the furniture; fittings etc. provided for his own use and collectively for all other items in common use in the Hall of Residence. A student shall not tamper with or alter any installation/ equipment nor shall he make use of such installation/ equipment in any part of the Hall of Residence for any purpose other than those authorized by the Warden in writing.
- 7.0 The University shall not be responsible for loss of or damage to the personal property of students within their respective Halls of Residence.
- 8.0 Students receiving visitors who are not registered students or staff of the University shall be required to report same to the Warden/ Sub- Warden and obtain permission for such entry..
- 9.0 It would be the duty of the Warden of a Hall of Residence to impose discipline among the students of the Hall of Residence.

- 10.0 A Warden of a Hall of Residence shall inquire into complaint of breach of discipline and take appropriate action by himself where the act of indiscipline is not of a serious nature and may impose any of the following punishments:
- (i) Suspension from the Hall of Residence for a period not exceeding two weeks;
 - (ii) Written warning
- 11.0 In every case in which a Warden acts under the above provisions, he shall submit a report to the Vice Chancellor. Where the Vice Chancellor is of the view that the breach of discipline is of such nature that it calls for his intervention, he may act in the manner he deems fit.
- 12.0 Any student aggrieved by the punishment imposed by a Warden shall have the right to appeal to the Vice Chancellor forthwith, and the Vice Chancellor shall instruct Board to conduct a formal inquiry where he considers it desirable, depending on the nature of the incident.
- 13.0 In the case of interruption or termination of a student's facilities in a Hall of Residence in consequence of disciplinary action being taken against him, the student shall not be entitled to any refund or reduction of fees already paid or payable by him to the University.

PART IV – MISCONDUCT/ INDISCIPLINE

- 1.0 Conduct that amounts to a criminal offence under the prohibition of Ragging and other forms of violence in Educational Institution Act No. 20 of 1998 shall amount to grave misconduct for which the University may take disciplinary action under these By-laws.
- 2.0 Any student who
- (i) wilfully refuses or neglects to produce his Identity Card or Student Record Book when called upon to do so by the Vice Chancellor, any member of the Academic or Administrative or Security Staff or any other person of the University authorized by the Vice Chancellor;
 - (ii) violates the provisions of Part III of these By-laws on the Halls of Residence.
 - (iii) destroys, damages, defaces, alienates or unlawfully appropriates to himself any property of the University or any property in the custody of the University or held temporarily by the University;
 - (iv) contravenes any By-law, Regulation or Rule of the University;
 - (v) refuses to carry out any lawful order issued by the Vice Chancellor, a member of the Academic or Administrative or Security Staff or any other person of the University authorized by the Vice Chancellor;
 - (vi) furnishes the University with false information in relation to any matter in respect of which the University is entitled to true particulars and which in the opinion of the Vice Chancellor is calculated to mislead the authorities of the University;
 - (vii) is found to be smelling of liquor or under the influence or in passion of an intoxicant, liquor, narcotic or addictive drug, consuming or supplying liquor, narcotic, additive drug or gambling within the precincts of the University;
 - (viii) obstructs or harasses any officer, member of the academic or administrative staff or any other employee of the University or any other authorized person in the performance of his duties;

- (ix) possesses or stores or carries or uses arms, weapons and/or any other substance with the intention of causing harm to persons or property;
- (x) engages in such activities as are likely to disrupt the conduct of examinations, registration, teaching or study or research in the University or in the administration of the University or obstructs an event organized by the University within or outside its premises or obstructs or disrupts an authorized event held within the precincts of the University;
- (xi) prevents or obstructs any student in carrying out his studies or research or disrupts any legitimate activities of any registered Student Association/ Society/ Union;
- (xii) occupies or uses any of the University otherwise than in accordance with the rules or other provisions made therefore by the University from time to time, or without the authority of the Vice Chancellor or the relevant member of staff;
- (xiii) conducts himself in a manner which in the opinion of the Vice Chancellor is detrimental to the good name of the University or to the maintenance of order and discipline within the University;
- (xiv) abuses/ harasses (including any form of ragging/ molestation) and/or intimidates whether physically or mentally any registered student of the University, any officer, member of the academic or administrative staff or any other employee of the University or any other authorized person in the premises of the University or at an event organized with the University within or outside its premises;
- (xv) causes physical injury or physical harm or threatens to cause same to any registered student of the University, officer, member of the academic or administrative staff, employee of the University or any other authorized person in the premises of the University or at an event organized with the University within or outside its premises;
- (xvi) holds hostage or attempts or threatens to hold hostage, kidnaps, attempts to kidnap or threatens to kidnap the Vice Chancellor, officer, member of the academic and administrative staff, an employee, registered student of the University or any person authorized to be in the premises of the University or at an event organized with the authority of the University within or outside its premises;
- (xvii) incites students to disrupt legitimate activities of the University;
- (xviii) commits or attempts to commit theft of property within the University premises or retains stolen property belonging to the University or causes wilful damage to the University property or that of an officer, member of the academic or administrative staff, an employee, registered student of the University or any person authorized to be present within the premises of the University or at an event organized with the authority of the University within or outside its premises;
- (xix) violates the time limits for staying within the University premises or seeks entry to the University before or after the designated times or at any other time notified by the Vice Chancellor without the authority of the Vice Chancellor or the relevant member of staff authorized by the Vice Chancellor;
- (xx) aids and abets any person to commit any one or more of the offences referred to in (i) to (xix) above;

shall be guilty of misconduct/ indiscipline.

3.0 Without prejudice to the generality of the preceding provisions, any student who

- (i) purports to convene a meeting of a group of students, any Society or Association or Union which has not been recognized by the University or displays or distributes unauthorized publications/ posters at the University without the authority of the Vice Chancellor or any other member of staff authorized by the Vice Chancellor;
- (ii) purports to establish, or assist in establishing any Society or Association or Union which has not been recognized by the University;
- (iii) does not comply with the Rules and Regulations made by the University on the conduct of affairs of any Society/ Association/ Union;
- (iv) convenes any meeting or participates in any meeting of students held in the precincts of the University contrary to the constitution of the relevant Society/ Association/ Union;
- (v) distributes and/or displays and/or publishes material using print/ audio/ electronic media/ any other mode of communication, which are defamatory and/or abusive of any recognized Society/ Association/ Union or any officer, member of the academic or administrative staff, an employee, registered student of the University or at an event organized with the authority of the University within or outside its premises;
- (vi) defaces or mutilates property belonging to the University or officer, member of the academic and administrative staff, an employee, registered student of the University or any person authorized to be present within the premises of the University or at an event organized with the authority of the University within or outside its premises ;
- (vii) invites from outside the University, as a student or on behalf of or at the request of students of the University, any speaker to address students or any outside person for any purpose within the University or display/ distribute publications, without the prior approval in writing of the Vice Chancellor or other teacher or officer designated for this purpose by the Vice Chancellor;
- (viii) arranges or organizes any collection of money or goods in the name of the University in the precincts or outside the University without the prior approval in writing of the Vice Chancellor or other teacher or officer designated for this purpose by the Vice Chancellor;
- (ix) aids or abets any person to commit any one or more offences referred to in (i) to (viii) above;

shall be guilty of misconduct/ indiscipline.

PART V – DISCIPLINARY PROCEDURE

- 1.0 Any charge of misconduct/ indiscipline against a student shall in the first instance be placed before the Vice Chancellor.
- 2.0 Where the Vice Chancellor receives information relating to misconduct/ indiscipline and considers that further particulars should be obtained, he may require a member of the staff to proceed to the place in question and report back to him as soon as practicable.
- 3.0 Where the Vice Chancellor receives a complaint/ report relating to misconduct/ indiscipline, he shall, if he deems it necessary, appoint one or more members of the staff to investigate the matter and submit to him their conclusions in writing thereon including charges to be framed, if any.

- 4.0 The Vice Chancellor shall cause charges to be framed and sent under registered post to the student or in the case of more than one student, to individual students alleged to have committed the offence/s within sixty (60) days from the date of the report referred to in Section 3.0.
- 5.0 The charge sheet shall contain the specific charges together with any particulars of document/s relied on and the list of witnesses. The charge sheet shall direct the student respondent to plead to the charge sheet. The student respondent/s shall be required to plead to the charge sheet individually within fourteen (14) days.
- 6.0 If the student respondent/s plead/s guilty to the charge sheet, the Vice Chancellor shall proceed to impose on the student any of the punishments set out in the Schedule of Punishments.
- 7.0 If the student respondent/s plead/s not guilty to the charges, the Vice Chancellor shall instruct the Board of Discipline to hold a formal inquiry.
- 8.0 Within sixty (60) days of the receipt of instructions from the Vice Chancellor, the Board of Discipline shall appoint a Board of Inquiry consisting of three members of the Board of Discipline to hold such inquiry. If a Dean of a Faculty is not a member of the Board of Inquiry the Chairperson shall be elected from among its members. The Secretary to the Board of Discipline shall function as the Secretary to the Board of Inquiry.
- 9.0 The Vice chancellor shall appoint a member of staff to present the case at the Board of Inquiry against the student respondent/s.
- 10.0 The student respondent/s shall be notified under registered post of the date of inquiry by the Secretary to the Board of Inquiry at least twenty one (21) days before the date of inquiry.
- 11.0 At the inquiry the student respondent/s shall have the right to defend himself/ themselves.

He may make his own defence or be defended by a registered student of the University nominated by him in writing. This nomination shall be forwarded to the Secretary of the Board of Inquiry at least seven (7) days before the date of inquiry. The student respondent or the student nominated by him in writing shall have the right to cross examine the witnesses for the prosecution and call any witnesses for the defence. If a witness is cross examined, the party who calls the witness shall have the right to re-examine such witness.
- 12.0 The Board of Inquiry shall have the power to summon any witness required by the prosecution and by the defence. After the case is closed for the prosecution and for the defence, the defence shall have the right to sum up the case and the prosecution shall have the right to reply.
- 13.0 The Board of Inquiry after reaching its verdict shall submit its report to the Board of Discipline within fourteen (14) days of the conclusion of the inquiry giving reasons for such findings and the verdict.
- 14.0 The Board of Discipline after considering the report of the Board of Inquiry, shall, if the student respondent was found guilty of the charges, recommend to the Vice Chancellor the imposition on the student respondent of any punishment set out in the Schedule of Punishments.
- 15.0 The Vice Chancellor shall convey the decision of the Board of Discipline to the student under registered post. The student shall have a right to appeal against such decision;
- 16.0 The Vice Chancellor shall have the power to take action on any breach of discipline not covered by the rules set out above.

PART VI – APPEALS PROCEDURE

1.0 Any appeal against the decision of the Board of Discipline, shall be made to the Board of Governors through the Vice Chancellor within thirty (30) days of the receipt of such decision. The Vice Chancellor shall present such appeal before the Board of Governors at the earliest possible opportunity.

2.0 The Board of Governors shall appoint three of its members who are not members of the Board of Discipline as the Appeals Committee. The Appeals Committee shall elect its Chairman.

The Board of Governors shall appoint the Secretary to the Appeals Committee on the recommendations of the Vice Chancellor.

3.0 The Appeals Committee of the Board of Governors shall consider the appeal on the report of the Board of Discipline submitted to the Board of Governors and the grounds of appeal urged by the student appellant.

The Appeals Committee of the Board of Governors may require the Board of Discipline to record further evidence on certain specific matters and forward the record early to the Board of Governors appointed Appeals Committee through the Vice Chancellor.

4.0 The Appeals Committee of the Board of Governors shall submit the report on the appeal to the Board of Governors within ninety (90) days of the date of receipt of the appeal by the Committee.

5.0 The members of the Appeals Committee and the Board of Inquiry relating to the appeal in question shall not participate in the proceedings of the Board of Governors when it considers the report of the Appeals Committee.

6.0 The Board of Governors shall have the power to vary the findings of the Board of Discipline and the punishment/s imposed on the student/s by the Vice Chancellor.

7.0 The decision of the Board of Governors on the appeal by the student shall be final.

8.0 The Vice Chancellor shall communicate to the appellant student/s the decision of the Board of Governors under registered post. The decision so communicated shall be final and conclusive.

GENERAL DISCIPLINARY MATTERS
SCHEDULE OF PUNISHMENTS

<u>Offences</u>	<u>Recommended Maximum Punishments</u>
<p>1. Willfully refuses or neglect to produce the Student record book or carry out any lawful order issued by the Vice-Chancellor, a member of the Academic Staff or Administrative Staff or Security Staff or any other person authorized by the Vice-Chancellor.</p> <p><u>Explanation:</u> Any student who refuses to produce the <u>student</u> record book on request shall be deemed to be a trespasser and dealt with in accordance with the normal Laws of the land.</p>	<p>Considering the gravity of the offence,</p> <p>a. Suspension from the University for a period not exceeding one calendar year depending on the gravity of the offence and Withholding of examination results or Certificate as appropriate</p> <p align="center">or</p> <p>b. Severe warning by the Vice-Chancellor with a record of same in the personal file of the student.</p>
<p>2. Violates the provisions of Part III of the By-laws on the Halls of Residence</p>	<p>Imposition of punishment by the Warden of the Hall of Residence as provided in Part III of the By-laws.</p>
<p>3. Destroys, damages, defaces, alienates or unlawfully appropriates to himself any property of the University or any property in the custody of the University or held temporarily by the University</p>	<p>a. Expulsion from the University,</p> <p align="center">or</p> <p>b. Suspension from the University for a period of 2 calendar years and Withholding of examination results or Certificate as appropriate.</p>
<p>4. Contravenes any By – Law, Regulation or Rule</p>	<p>Considering the gravity of the offence,</p> <p>a. Suspension from the University for a period of one calendar year and Withholding of examination results or Certificate as appropriate, for other cases.</p> <p align="center">or</p> <p>b. Severe warning by the Vice Chancellor with a record of same in the personal file of the student.</p>
<p>5. Refuses to carry out any lawful order issued by the Vice Chancellor, a member of the Academic or Administrative or Security Staff or any other person of the University authorized by the Vice Chancellor</p> <p>6. Furnishes the University with false information in relation to any matter in respect of which the University is entitled to true particulars which in the opinion of the Vice-Chancellor, is calculated to mislead the authorities of the University.</p>	<p>Considering the gravity of the offence,</p> <p>a. Expulsion from the University for falsification of documents</p> <p align="center">or</p> <p>b. Suspension from the University for a period of one calendar year and Withholding of examination results or Certificate as appropriate</p> <p align="center">or</p> <p>c. Severe warning by the Vice –Chancellor with a record of same in the personal file of the student.</p>
<p>7. vii Smelling of liquor or under the influence or in possession of intoxicant, liquor, narcotic or addictive drug, consuming or supplying liquor, narcotic, addictive drug or gambling within the</p>	<p>Considering the gravity of the offence,</p> <p>a. Suspension from the University for a period not exceeding two calendar years and Withholding</p>

precincts of the University.	of examination results or Certificate as appropriate or b. severe warning with a record of same in the personal file of the student
8. Obstructs or harasses any Officer, Member of the Academic or Administrative Staff, any other Employee of the University or any other authorized person in the performance of his duties.	Suspension for two calendar years and Withholding of examination results or Certificate as appropriate.
9. Possessing or storing or carrying or using arms, weapons and / or any other substance with the intention of causing harm to persons or property within the precincts of the University.	a. Expulsion from the University for being in possession or storing or carrying or using arms and weapons within the precincts of the University. or b. Suspension for three calendar years and Withholding of examination results or Certificate as appropriate for being in possession or storing or carrying any other substance with the intention of causing harm to persons or property.
10. Engages in such activities as are likely to disrupt the conduct of examinations, registration, teaching or study or research in the University or in the administration of the University or obstructs an event organized by the University within or outside its premises or obstructs or disrupts any other authorized event held within the University premises.	Suspension for one calendar year and Withholding of examination results or Certificate as appropriate and Recovery of monetary damages as a result of obstruction or disruption.
11. Prevents or obstructs any student in carrying out his studies or research or disrupts any legitimate activities of a registered Student Association Society/ Union	Suspension for one calendar year and Withholding of examination results or Certificate as appropriate.
12. Occupies or uses any property of the University otherwise than in accordance with the rules or other provisions made therefore by the University from time to time, or without the authority of the Vice Chancellor or the relevant member of staff	Suspension for one calendar year and Withholding of examination results or Certificate as appropriate
13. Conducts himself in a manner which, in the opinion of the Vice-Chancellor is detrimental to the good name of the University or to the maintenance of order and discipline within the University	Considering the gravity of the offence, a. Suspension from the University for a period not exceeding two calendar years depending on the gravity of the offence and Withholding of examination results or Certificate as appropriate or b. Severe warning by the Vice Chancellor with a record of same in the student's personal file of the student.

<p>14. Abuse/ harassment (including any form of ragging/ molestation) and/ or intimidation whether physical or mental of any registered student of the University, Member of the Academic or Administrative staff, any other Employee or any other person authorized to be within or outside the premises of the University or at an event organized by the University.</p>	<p>Considering the gravity of the offence,</p> <ul style="list-style-type: none"> a. Expulsion from the University <li style="text-align: center;">or b. Suspension for two calendar years and Withholding of examination results or Certificate as appropriate <li style="text-align: center;">or c. Suspension for a period not exceeding one calendar year and Withholding of examination results or Certificate as appropriate <li style="text-align: center;">or d. Severe warning with a record of same in the student's personal file.
<p>15. Causing of physical injury or physical harm or threatens to cause same to any registered student of the University, member of the academic or administrative staff, any other employee of the University or any other person authorized to be in the premises of the University or at an event organized by the University</p>	<p>Considering the gravity of the offence,</p> <ul style="list-style-type: none"> a. Expulsion from the University <li style="text-align: center;">or b. Suspension for two calendar years and Withholding of examination results or Certificate as appropriate <li style="text-align: center;">or c. Suspension for a period not exceeding one calendar year and Withholding of examination results or Certificate as appropriate. <li style="text-align: center;">or d. Severe warning with a record of same in the student's personal file.
<p>16. Kidnapping, Hostage taking, attempt to kidnap, or threatening to take hostage or kidnap Vice-Chancellor, Officer, member of the academic or administrative staff, any registered student of the University, an employee, or any other person authorized to be in the premises of the University or at an event organized with the authority of the University within or outside its premises.</p> <p>University or at an event organized with the authority of the University within or outside its premises.</p>	<p>Considering the gravity of the offence,</p> <ul style="list-style-type: none"> a. Expulsion from the University <li style="text-align: center;">or b. Suspension for two calendar years and Withholding of examination results or Certificate as appropriate <li style="text-align: center;">or c. Suspension for a period not exceeding one calendar year and Withholdings of examination results or Certificate as appropriate <li style="text-align: center;">or d. Severe warning with a record of same in the student's personal file.

<p>17. Inciting of students to disrupt legitimate activities of the University</p>	<p>Considering the gravity of the offence,</p> <ul style="list-style-type: none"> a. Expulsion from the University or b. Suspension for two calendar years and Withholding of examination results or Certificate as appropriate or c. Suspension for a period not exceeding one calendar year and Withholdings of examination results or Certificate as appropriate or d. d. Severe warning with a record of same in the student's personal file.
<p>18. Any student who has stolen or attempted the theft of property within the University premises or has retained stolen property belonging to the University or has caused willful damage to University property or to property of an officer, member, of the academic or administrative staff, an employee or a student of the University or any other person authorized to be in the premises of the University or at an event organized with the authority of the University within or outside its premises.</p>	
<p>18.1 Theft</p>	<p>Considering the gravity of the offence, a Fine equivalent to the Replacement Value plus 25% of such value and,</p> <ul style="list-style-type: none"> a. Expulsion from the University or b. Suspension for two calendar years and Withholding of examination results or Certificate as appropriate or c. Suspension for a period not exceeding one calendar year and Withholdings of examination results or Certificate as appropriate or d. Severe warning with a record of same in the student's personal file.
<p>18.2 Willful damage</p>	<p>Considering the gravity of the offence, a fine equivalent to the replacement value plus 25% of such value and,</p> <ul style="list-style-type: none"> a. Expulsion from the University or b. Suspension for two calendar years and Withholding of examination results or Certificate as appropriate or c. Suspension for a period not exceeding one calendar year and Withholding of examination results or Certificate as appropriate or d. Severe warning with a record of same in the student's personal file.

18.3 Attempted theft	<p>Fine to be determined by the Board of Inquiry and</p> <p>a. Suspension for a period not exceeding one calendar year and Withholding of examination results or Certificate as appropriate or</p> <p>b. Severe warning with a record of same in the student's personal file.</p>
18.4 Retaining stolen property	Return of the property and a fine to be determined by the Board of Inquiry.
19. Violation of time limits for remaining within or entering	Severe warning with a record of same in the student's personal file.
20. Establishing or assisting in establishing any Society or Association or Union except as provided for in the relevant By-laws in force in the University and/or without following the authorized procedure in that regard	<p>a. Suspension for a period not exceeding one calendar year and Withholding of examination results or Certificate as appropriate or</p> <p>b. Severe warning with a record of same in the student's personal file.</p>
21. Failure to comply with the Rules and Regulations made by the University on the conduct of affairs of any Association/ Society/ Union.	<p>Considering the gravity of the offence,</p> <p>a. Suspension for a period not exceeding one calendar year and Withholding of examination results or Certificate as appropriate or</p> <p>b. Severe warning with a record of same in the student's personal file.</p>
22. Convening any meeting or participating in any meeting of students held in the precincts of the University contrary to the constitution of the relevant Association / Society/Union	<p>Considering the gravity of the offence,</p> <p>a. Suspension for a period not exceeding one calendar year and Withholding of examination results or Certificate as appropriate or</p> <p>b. Severe warning with a record of same in the student's personal file.</p>
23. Displaying or distributing any unauthorized publications/posters	<p>Considering the gravity of the offence,</p> <p>a. Suspension for a period not exceeding one calendar year and Withholding of examination results or Certificate as appropriate or</p> <p>b. Severe warning with a record of same in the student's personal file.</p>

<p>24. Distributing and/or displaying and/or publishing materials using print /audio/video/electronic media / any other mode of communication, which are defamatory and/or abusive of any recognized society/ association/union or any officer, member of the academic or administrative staff, an employee, registered student of the University or any other person authorized to be present within the premises of the University or at an event organized with the authority of the University within or outside its premises</p>	<p>Considering the gravity of the offence,</p> <ul style="list-style-type: none"> a. Suspension for two calendar years and Withholding of examination results or Certificate as appropriate or b. Suspension for a period not exceeding one calendar year and Withholding of examination results or Certificate as appropriate or c. Severe warning with a record of same in the student's personal file.
<p>25. Defacing or mutilating property belonging to an officer, member of the academic or administrative staff, an employee, registered student of the University or any other person authorized to be present within the premises of the University or at an event organized with the authority of the University within or outside its premises.</p>	<p>Considering the gravity of the offence,</p> <ul style="list-style-type: none"> a. Expulsion from the University. or b. Suspension for two calendar years and Withholding of examination results or Certificate as appropriate or c. Suspension for a period not exceeding one calendar year and Withholding of examination results or Certificate as appropriate or d. Severe warning with a record of same in the student's personal file.
<p>26. Inviting from outside the University, any unauthorized speakers or any unauthorized person for any purpose within the University</p>	<p>Considering the gravity of the offence,</p> <ul style="list-style-type: none"> a. Suspension for a period not exceeding one calendar year and Withholding of examination results or Certificate as appropriate or b. Severe warning with a record of same in the student's personal file
<p>27. Unauthorized collection of money goods in the name of the University</p>	<p>Considering the gravity of the offence,</p> <ul style="list-style-type: none"> a. Suspension for two calendar years and Withholding of examination results appropriate or b. Suspension for a period not exceeding one calendar year and Withholding of examination results or Certificate as appropriate or c. Severe warning with a record of same in the student's personal file.

ADDITIONAL OFFENCES AND PUNISHMENTS

1. A student who has received three warnings.	Suspension for one calendar year from the date of the last Warning and Withholding of examination results or Certificate as appropriate.
2. Failure to present himself for a warning or non compliance of obligation to attend a disciplinary inquiry.	Suspension for one calendar year and Withholding of examination results or Certificate as appropriate.
3. A student under suspension committing a further offence	A further period of suspension or expulsion depending on the gravity of the offence.
4. A student who has received three (3) suspensions	Expulsion form the University from the date of the third suspension.

ADVANCED CERTIFICATES, DIPLOMAS AND ADVANCED DIPLOMAS BY THE UNIVERSITY OF VOCATIONAL TECHNOLOGY

By-laws made by the Board of Governors, hereinafter referred to as the Board, of the University of Vocational Technology under Section 19 of the University of Vocational Technology Act No. 31 of 2008.

This By-law may be cited as 'By-law No. 05 of 2008 for the award of Certificates and Diplomas for Extension Courses on Continuous Professional Development'.

1.0 Award of Certificates, Diplomas and other academic qualifications not covered in the By-laws No. 1 of 2008 on the Award of Degrees, Post Graduate Diplomas or Higher Degrees

- 1.1. Subject to these By-laws a Certificate of Competence, an Elementary Certificate, a Certificate, an Advanced Certificate, a Diploma, an Advanced Diploma may be awarded by the University of Vocational Technology, hereinafter referred to as the University, to a student who has:
 - 1.1.1. fulfilled all the eligibility requirements of the course set out in Section 2.0; and
 - 1.1.2. been duly admitted to the extension course of study on continuous professional development by the University; and
 - 1.1.3. been registered as a student at the University as set out in Section 3.0; and
 - 1.1.4. paid the fees prescribed by the University; and
 - 1.1.5. completed the prescribed extension course of study on continuous professional development to the satisfaction of the Academic Council of the University, hereinafter referred to as the Council, as set out in Section 4.0; and
 - 1.1.6. fulfilled all other requirements prescribed by these By-laws and the Regulations and Rules of the University as to the suitability of the candidate for the award; and
 - 1.1.7. otherwise satisfied the Academic Council as to the suitability for the award.
- 1.2. A Certificate of Competence, an Elementary Certificate, a Certificate, an Advanced Certificate, a Diploma, an Advanced Diploma shall be awarded to persons, qualified as in Section 1.1 in accordance with the criteria of performance as laid down by the University.

2.0 Eligibility for Registration

An applicant may be considered for admission to the University to follow an extension course of study on continuous professional development leading to the award of a Certificate of Competence, an Elementary Certificate, a Certificate, an Advanced Certificate, a Diploma, an Advanced Diploma, if he has;

- a) attended the prescribed minimum standards as may be determined by the Quality Assurance Council of the University and approved by the Academic Council; or
- b) attained other prescribed minimum standards as determined by the Academic Council from time to time.

3.0 Registration for the Course

- 1.1 A person who wishes to become a candidate for the extension course on continuous professional development must apply for enrolment by lodging a completed application form in the manner and by the dates prescribed by the University.
- 1.2 A person selected for admission may register to follow the courseSuch registration shall be carried out as prescribed by the Academic Council.
- 1.3 Provisional registration may be permitted by the Academic Council, under exceptional circumstances.
- 1.4 Eligibility for registration for the subsequent years of the course, if any, shall be as determined by the Academic Council.
- 1.5 No University student enrolled in a course of study leading to the award of a Degree, Post Graduate Diploma or Higher Degree shall be permitted concurrent registration for a course of leading to the award of a Certificate of Competence, an Elementary Certificate, a Certificate, an Advanced Certificate, a Diploma, an Advanced Diploma.

4.0 Fees

- 4.1. Every person admitted to a course shall pay all fees, deposits and/or any other dues in the manner prescribed in the rules made under this By-law.
- 4.2. The Board may, on the recommendations of the Academic Council, vary fees, deposits and any other dues without prior notice.
- 4.3. Fees once paid, shall not be refunded.
- 4.4. No award shall be conferred on a student who is in arrears of fees.

5.0 Regulations, Rules and Revisions

- 5.1. Regulations under this By-law shall be made by the Academic Council in respect of the award of the award of Certificates of Competence, Elementary Certificates, Certificates, Advanced Certificates, Diplomas, and Advanced Diplomas.
- 5.2. Rules under this By-law and under the Regulations made under **Section 5.1 shall be made by** the Academic Council or by the Faculty as appropriate.
- 5.3. This By-law may be revised or amended as and when necessary. Such revisions or amendments shall come into force as determined by the Board, on the recommendations of the Academic Council.

BY-LAWS ON THE PROCEDURE OF CONVOCATION OF THE UNIVERSITY OF VOCATIONAL TECHNOLOGY

By-law made by the Board of Governors of the University of Vocational Technology under Section 27 (3) of the University of Vocational Technology Act No. 31 of 2008.

These By-laws may be cited as the By-law No. 06 of 2010 on the Procedure of Convocation.

PART I - GENERAL

- 1.0 The University shall hold a Convocation once in every year for the purpose conferring degrees.
- 2.0 Notwithstanding anything to the contrary in any provisions of these By-laws, the Vice Chancellor in consultation with the Chancellor and the Academic Council shall take whatever appropriate action he deems necessary to hold Convocation.
- 3.0 The arrangements for the Convocation shall be made by a Convocation Committee appointed by the Board of Governors of the University.

PART II – CONVOCATION PROCEDURE

- 1.0 The date of the Convocation shall be fixed by the Chancellor in consultation with the Vice Chancellor, Board of Governors and the Academic Council.
- 2.0 The Director General shall advertise in the press the date of the Convocation and categories of graduands who shall apply for the conferment of degrees.
- 3.0 Such application forms shall be issued by the Director General either by post or in person to all eligible graduands. Such applications duly perfected shall be sent to the Director General by the graduands on or before the specified date by registered post.
- 4.0 The Director General shall check such applications as to their eligibility and arrange a list of graduands according to Faculties of the University on the basis of alphabetical order.
- 5.0 The fees for the Convocation payable by the graduands shall be determined by the Board of Governors from time to time. No graduand shall be awarded the degree unless all dues to the University including fees for the Convocation have been paid on or before the date determined by the Director General.
- 6.0 The names of those who are eligible for the conferment of degrees on approval by the Academic Council and the Board of Governors shall be published in the Convocation Book in the following order:
 - (a) Honorary Degrees, if any, in the order specified by the Board of Governors
 - (b) Higher Doctorates
 - Degree of Doctor of Letters (D.Lit.)
 - Degree of Doctor of Science (D.Sc.)
 - Degree of Doctor of Science (D.Eng.)
 - Degree of Doctor of Technology (D.Tech.)
 - (c) Doctorates
 - Degree of Doctor of Philosophy (Ph.D.)
 - (d) Master's Degrees
 - Degree of Master of Philosophy (M.Phil)
 - Degree of Master of Education (M.Ed.)

Degree of Master of Science (M.Sc.)
Degree of Master of Engineering (M.Eng)

(e) Bachelor's Degrees

Degree of Bachelor of Education in Technology (B.Ed.Tech.)
Degree of Bachelor of Technology (B.Tech.)
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XX

7.0 There shall be a ceremonial dress worn by all who will take part in the procession. Such ceremonial dress shall be as follows:

- (a) At the Convocation His Excellency the President of the Democratic Socialist Republic of Sri Lanka, the Chancellor, the Vice Chancellor and the Director General shall wear ceremonial dress.
- (b) The Deans and other officers of the University who will take part in the procession shall wear ceremonial/ full academic dress.
- (c) The academic staff, the administrative and other staff who are graduates and who take part in the procession shall wear ceremonial/ full dress.
- (d) An honorary graduand shall wear the academic dress appropriate to his degree.
- (e) A graduand shall wear the academic dress appropriate to his degree. Note: A Buddhist Monk who is a recipient of a degree shall not be required to wear the academic dress.
- (f) Guests may wear their academic dress if they so wish.

8.0 Convocation Procession

8.1. There shall be:

- (a) The Chancellor's Procession
- (b) Procession of the Members of the Academic Council
- (c) Procession of the Members of the Admission, Accreditation and Quality Assurance Council
- (d) Procession of other staff
- (e) Graduand's Procession

8.2. Chancellor's Procession shall consists of:

- (a) The Director General leading
- (b) The Director, Finance
- (c) The Director, Media and Information Services
- (d) The Director, Admission, Accreditation and Quality Assurance Council
- (e) Deans of Faculties
- (f) Honorary Graduands, if any
- (g) The Chancellor, Vice Chancellor
- (h) His Excellency the President when he is present

Note: When His Excellency the President takes part in the Procession, *Sesath* and *Mur Ayuda* bearers shall be immediately before His Excellency the President.

8.3. The Procession of Members of the members of the Academic Council shall consist of Members of the Academic Council I pairs in order of seniority, juniors leading.

- 8.4. The Procession of other staff shall consist of Academic staff who are non-members of the Academic Council, Academic support staff, if any, members of the administrative and financial staff, medical officers, other members who belong to the executive grades and all University employees who are graduates. All those who take part in this procession shall be graduates and take their places in the order of seniority in their grades.
- 8.5. Graduands' Procession
- All graduands other than honorary graduands who shall receive their degrees shall take their position in order of Faculties.
- 8.6. The order of the procession shall be
- (a) The graduands' procession leading
 - (b) Procession of the staff
 - (c) Procession of the Admission, Accreditation and Quality Assurance Council Members
 - (d) Procession of the Academic Council Members
 - (e) Procession of the Chancellor
- 8.7. When the Chancellor's Procession approaches the Convocation hall, the Convocation shall rise. It shall remain standing until His Excellency the President/ Chancellor/ Vice Chancellor is seated.
- 8.8. The National Anthem shall be sung and the traditional oil lamp shall be lit by His Excellency the President (when present), the Chancellor and the Vice Chancellor.
- 8.9. His Excellency the President/ Chancellor/ Vice Chancellor shall say, "I declare this Convocation open for conferment of degrees".
- 9.0 The Award of Degrees
- 9.1. The degrees shall be awarded in the order specified in Section 6 of Part II of these By-laws.
- 9.2. When His Excellency the President is presiding, the Vice Chancellor will announce:
- "Your Excellency, I have the honour to report that, on the recommendation of the Academic Council, the Board of Governors has resolved that the degrees of be conferred on those whose names shall be presented by"
- A Dean or a member of the Academic staff nominated by the Vice Chancellor shall present the graduands to His Excellency the President. The graduands shall stand before His Excellency the President who shall announce:
- "I, as the President of the Democratic Socialist Republic of Sri Lanka, confer upon you the degree of"
- (This form shall be applicable to all degrees with the necessary amendments)
- On conferment of Degrees in absentia by His Excellency the President, the Vice Chancellor shall announce:
- "Your Excellency, I have the honour to report that, on the recommendation of the Academic Council, the Board of Governors has resolved that the Degree of be conferred in absentia on those whose names shall be presented by"
- A list of graduands shall be read by a Dean or a member of the Academic staff nominated by the Vice Chancellor. His Excellency the President shall confer the Degree in the following form:

“I, as the President of the Democratic Socialist Republic of Sri Lanka, confer in absentia the Degree ofon”

(This form shall be applicable to all degrees with the necessary amendments)

However, His Excellency the President of the Democratic Socialist Republic of Sri Lanka, when he presides, shall have the discretion to delegate the function of conferring degrees to the Chancellor and, in the absence of the Chancellor, to the Vice Chancellor.

9.3. When the Chancellor is presiding, the Vice Chancellor will announce:

“Chancellor, I have the honour to report that, on the recommendation of the Academic Council, the Board of Governors has resolved that the degrees of be conferred on those whose names shall be presented by”

A Dean or a member of the Academic staff nominated by the Vice Chancellor shall present the graduands to the Chancellor.

The Chancellor will confer the degree in the following form:

“By authority vested in me as Chancellor, I confer upon you the degree of”

When the degree is conferred in absentia, the Vice Chancellor will announce:

“Chancellor, I have the honour to report that, on the recommendation of the Academic Council, the Board of Governors has resolved that the Degree of be conferred in absentia on those whose names shall be presented by”

The Chancellor will confer the degree in the following form:

“By authority vested in me as Chancellor, I confer in absentia the degree of”

(This form shall be applicable to all degrees with the necessary amendments)

9.4. Conferment of Higher Doctorates and Doctorates

When His Excellency the President is presiding, the graduands who receive Higher Doctorates and Doctorates shall be presented by the Vice Chancellor individually for the conferment of degrees in the following form:

“Your Excellency/ Chancellor, I have the honour to report that, on the recommendation of the Academic Council, the Board of Governors has resolved that the degrees of be conferred on”

His Excellency the President/ Chancellor will confer the degree in the following form:

“I, as the President of the Democratic Socialist Republic of Sri Lanka / By authority vested in me as Chancellor, confer upon you the degree of”

When the degrees are conferred in absentia, the Vice Chancellor will announce:

“Your Excellency/ Chancellor, I have the honour to report that, on the recommendation of the Academic Council, the Board of Governors has resolved that the degrees of be conferred in absentia on”

His Excellency the President/ Chancellor will confer the degree in the following form:

“I, as the President of the Democratic Socialist Republic of Sri Lanka / By authority vested in me as Chancellor, confer in absentia on those who have been presented to me the degree of

- 9.5. When the Vice Chancellor is presiding, a Dean or a member of the Academic staff nominated by the Vice Chancellor will announce:

“Vice Chancellor, I have the honour to report that, on the recommendation of the Academic Council, the Board of Governors has resolved that the degrees of be conferred on

The Vice Chancellor shall confer the degree in the following form:

“By authority vested in me, I confer upon you the degree of”

When the degree is conferred in absentia, a Dean or a member of the Academic staff nominated by the Vice Chancellor will announce:

“Vice Chancellor, I have the honour to report that, on the recommendation of the Academic Council, the Board of Governors has resolved that the degrees of be conferred in absentia on

The Vice Chancellor shall confer the degree in the following form:

“By authority vested in me, I confer in absentia upon those presented to me the degree of”

(This form shall be amended as necessary)

- 9.6. All Master’s degrees shall be presented by the Vice Chancellor in the following form:

“Your Excellency, I have the honour to report that, on the recommendation of the Academic Council, the Board of Governors has resolved that the degrees of be conferred on”

(List of names shall be read by the Vice Chancellor)

His Excellency the President/ Chancellor will confer the degree in the following form:

“I, as the President of the Democratic Socialist Republic of Sri Lanka / By authority vested in me as Chancellor, confer on those presented to me the degree of

When the degree is conferred in absentia the Vice Chancellor shall announce:

“Your Excellency, I have the honour to report that, on the recommendation of the Academic Council, the Board of Governors has resolved that the degrees of be conferred in absentia on

His Excellency the President/ Chancellor will confer the degree in the following form:

“I, as the President of the Democratic Socialist Republic of Sri Lanka / By authority vested in me as Chancellor, confer in absentia on those who have been presented to me the degree of

(This form shall be amended as necessary when the Vice Chancellor presides. In such a case a Dean or a member of the Academic staff nominated by the Vice Chancellor shall present the graduands.)

9.7. In the case of Bachelor's degrees the Vice Chancellor shall say,

"Your Excellency, I have the honour to report that, on the recommendation of the Academic Council, the Board of Governors has resolved that the degrees of Bachelor of be conferred on those whose names shall be presented by the Dean of the Faculty of"

The degrees shall be conferred by His Excellency the President/ the Chancellor in the following form:

"I, as the President of the Democratic Socialist Republic of Sri Lanka/ By authority vested in me as Chancellor, confer on those who have been presented to me the degree of Bachelor of"

When the degree is conferred in absentia, the Vice Chancellor shall say:

"Your Excellency, I have the honour to report that, on the recommendation of the Academic Council, the Board of Governors has resolved that the degrees of Bachelor of be conferred in absentia on those who are presented by the Dean of the Faculty of"

His Excellency the President/ the Chancellor will confer the degree in the following form:

"I, as the President of the Democratic Socialist Republic of Sri Lanka/ By authority vested in me as Chancellor, confer in absentia on those who have been presented to me the degree of Bachelor of"

(This form shall be amended as necessary when the Vice Chancellor presides. In such a case a Dean or a member of the Academic staff nominated by the Vice Chancellor shall present the graduands.)

9.8. If the degree is an Honorary Degree, when it is conferred, the word "Honorius Causa" should be pronounced after the details of the degree.

9.9. Prizes, Medals, Scholarships etc.

After all the degrees have been conferred, the Vice Chancellor shall read the list of prizes, *medals*, scholarships, exhibitions, awarded on the results of the Final Examinations of the University.

10.0 His Excellency the President, the Chancellor or the Vice Chancellor, whoever presides, shall sign the roll of Graduands.

11.0 His Excellency the President, the Chancellor or the Vice Chancellor says,

"I declare the Convocation closed"

12.0 His Excellency the President's/ Chancellor's procession shall return with His Excellency the President/ Chancellor/ Vice Chancellor leading. The staff procession shall follow the Professors and other academic staff leading.

13.0 The Convocation will disperse.