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Ministry of Telecommunication and Digital Infrastructure

SLTC

SRI LANKA TECHNOLOGICAL CAMPUS
ශ්‍රී ලංකා තාක්ෂණික විශ්වවිද්‍යාලය
இலங்கை தொழில்நுட்ப பல்கலைக்கழகம்

HANDBOOK
2018/2019

HANDBOOK
2018/2019

Sri Lanka Technological Campus

DISCLAIMER

This handbook has been compiled with information received up to March 2019. It is hereby notified that this handbook is only for general information and is not for official purposes. Any information contained herein should be confirmed by reference to the relevant authority.

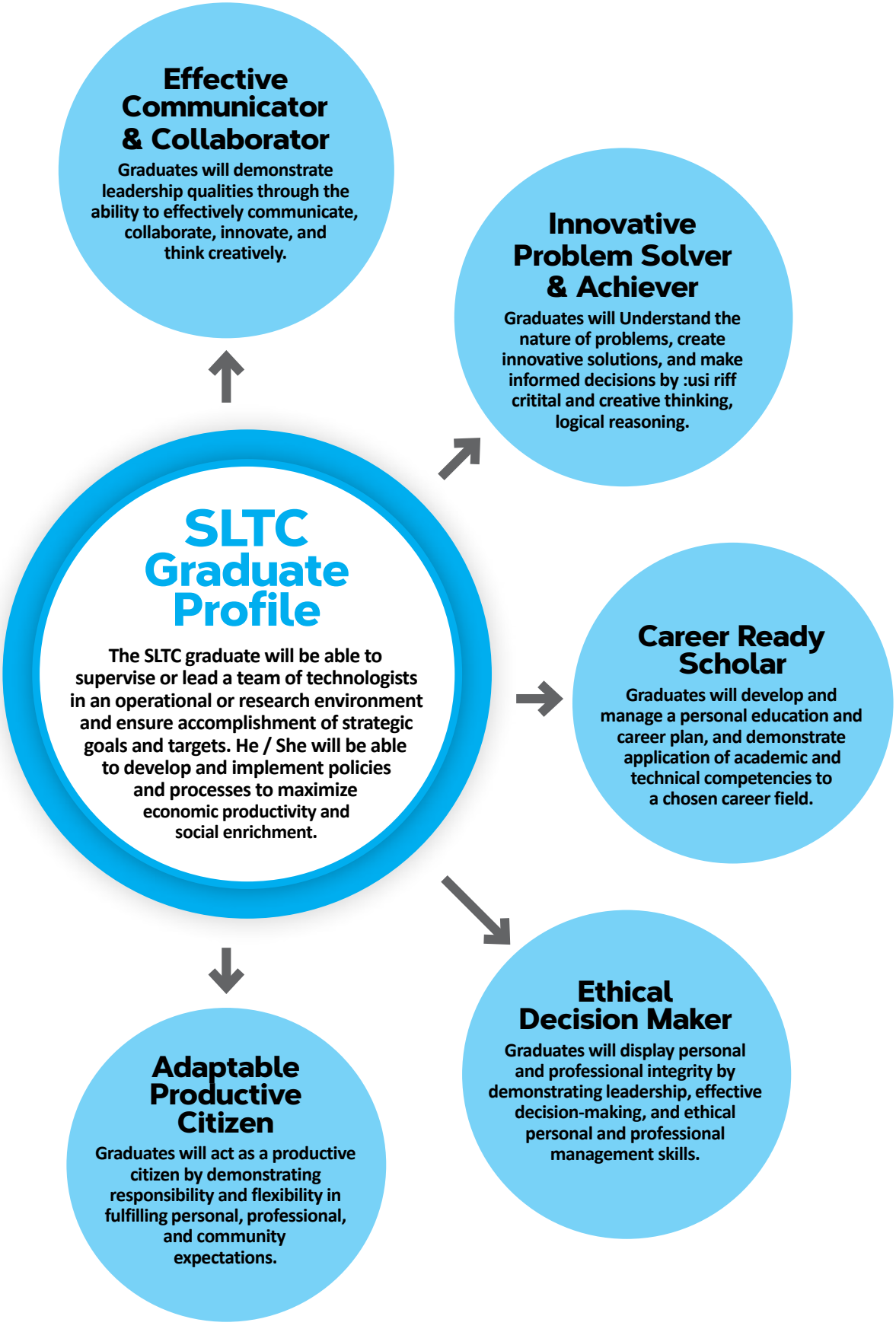
Vision

Be a centre of excellence for the development of full student potential for the benefit of Sri Lanka and the rest of the world

Mission

Provide a liberal environment to pursue higher education and research to enrich and transform individuals and society by imparting knowledge skills and competencies, enabling adoption of progressive changes and innovations to meet global challenges for sustaining an economically productive and socially responsible society

GRADUATE PROFILE





Message from the President / CEO

Dear Student,

We all know that the world economy in the early days was developed around its resource base. It progressed gradually towards a knowledge based global economy. Sri Lanka Telecom PLC (SLT), being a socially responsible corporate entity, realising the importance of further strengthening the Sri Lanka's knowledge base, decided to step into the realm of Sri Lanka's higher education sector with the aim of contributing to the achievement of its technological development goals.

Despite the continuous efforts of the Government of Sri Lanka (GoSL) to provide the youth with increased opportunities for higher education only about 10-12% of students can pursue undergraduate studies in Sri Lankan universities. To ameliorate the situation, SLT has established a fully owned subsidiary, SLT Campus (Pvt) Ltd. (SLTC) to produce readily employable graduates by offering quality education at an affordable cost. Being a semi-state owned entity, we will act as an extension to the existing state higher education apparatus. The need for an institute of this calibre has been strongly felt by the civil society especially during the past few years.

Our institute can be identified as the first-of-its-kind academic institute in Sri Lanka, which has been originated and fostered by a key player in the industry. Our investment is not monetary alone. We have also earmarked our infrastructure to realize the full potential of this endeavour. Taking a step ahead of other local academic institutes, we have already begun to establish collaborations with the world's best universities for multidimensional partnerships which involve research and industry engagements as well as teaching and learning outcomes. Our online website is a great resource for exploring what we offer to our current and prospective students.

I look forward to welcoming you to SLTC.

Ranjith Rubasinghe
President / CEO



Message from the Vice President of Academic Affairs

Dear Student,

I want to take this opportunity to reiterate with you that we have no higher priority than the academic success, safety, and the well-being of all our students regardless of race, ethnicity, nationality or any other identity. On this point, we will not compromise. Our university goals are clear: we focus on a quality education using the modern teaching methods founded on the Outcome Based Education or OBE principles.

Our university must be a place where we draw strength through our differences, and where all feel welcomed, respected and included. As a community, we must vigorously encourage the open exchange of ideas and perspectives. These are our core values. We all must embrace them. Diversity strengthens our sense of community, and is vital to our knowledge creation, problem solving and productivity — all of which are essential to our mission and vision as a world-class university.

Our work is not easy, but it is vitally important to the university's future. We have some very important efforts underway to make us the first choice for engineering education among the Sri Lankan youth and they already are producing meaningful results.

I am inspired by the energy and focus of our community - both students and staff as we work to do better and be better.

Best wishes.

Ashoka Polpitiya, DSc



INTRODUCTION

Being a socially responsible corporate entity, Sri Lanka Telecom PLC (SLT) has decided to step into the Higher Education Sector with the intent of strengthening the government's objective of evolving with the world as a country with a knowledge based economy. With the patronage of His Excellency Maithripala Sirisena, the President of Sri Lanka, SLT has launched a fully owned subsidiary, Srilanka Technological Campus (Pvt) Ltd (SLTC) in the year 2015 with the clear intention to produce readily employable graduates by offering quality higher education. The graduates of this programme are expected to play a key role in achieving the goal of USD 5 billion from IT/Software businesses (SLASSCOM, 2020 plan) by engaging with other ground breaking technological entities in Sri Lanka.

We are fully accredited by the Ministry of Higher Education and approved by the Univeristy Grants Commission – Sri Lanka to offer 4-year Degree programmes. Our Engineering curriculum meets the highest world standards such as the Washington Accord which is an international accreditation agreement for professional engineering academic degrees, for which Sri Lanka is a signatory. Our Technology curriculum adheres to the Sydney Accord which is for accrediting engineering technologist programs. Taking a step ahead of other local academic institutes, SLTC have already begun to establish collaborations with the world's best universities for multidimensional partnerships which involve research and industry engagements as well as teaching and learning outcomes. Based on these partnerships, SLTC intends to evolve as a university in near future by establishing Computing and Management Faculties for prospective students.

Recently the premises of the Satellite Earth Station at Padduka have been transferred to the residential campus of SLTC. Upon refurbishing the premises and the state-of-the-art auditorium at Padduka, the new campus will rise to accommodate a student population of about 300. In addition to the residential campus at Padduka, SLTC has its City Campus and Administrative Office at TRACE Expert City (Formerly known as Tripoli Market) to offer the industry oriented courses by evolving around the Eco-System developed in the Expert City.

The infrastructure at the residential campus has already been developed mainly to offer the degree programmes in a spacious building complex with the intention of providing students a holistic approach to university education. It also includes facilities for research and recreational activities in par with the world class universities.

All the academic and non-academic staff of SLTC will play a key role in delivering the engineering and technology programmes. The curricula of the Degree Programmes are based on the modern Outcome Based Education (OBE) principles and are in line with the Washington Accord and Sydney Accord Accreditation guidelines outlined by the Institution of Engineers Sri Lanka (IESL).

SLTC GOVERNANCE

University Council

University Council consists of Academic and Industrial experts, who were nominated by the CEO/President of the Sri Lanka Technological Campus, to carry out the academic governance of the Campus. The students for admission are recommended and quality in all processes related to admission is monitored by the University Council. They have the authority to act in all matters concerning the Campus in such manner as appears to the University Council best calculated to promote the vision and mission of the Campus.

The members are as follows:

- Eng. R. G. Rubasinghe (Chairman)
- Professor Ashoka Polpitiya
- Professor K.K.Y.W. Perera
- Professor S.R.D. Rosa
- Professor Sunethra Perera
- Professor Rohana Kuruppu
- Dr. Ajith Pasqual
- Dr. Shamil Appathurai
- Dr. Asanga Ratnaweera

Senate

Senate is the ultimate body where all the academic related decisions are being made. The composition consists of Senior Academics, Senior Management, representation from each school. All matters referred by the School Academic Boards will be referred to the Senate.

University Executive

The University Executive is the campus's principal management committee. Its membership includes key members of the Faculty, Registrar and Bursar. The committee is responsible for overseeing matters relating to University strategy and Operations. Campus Executive monitors divisional performance against plans and budgets, the Campus's academic programmes and major projects.

Academic Board

Academic Board is the academic authority of SLTC. The board shall have control and general direction of instruction, education, research and examinations in SLTC. Academic Board consists of Senior Academics of each School and academic matters related discussions will be carried out in this forum and for further recommendation will be referred to the Senate.



STUDENT SUPPORT

Medical Center – Student Counselling and Wellbeing

Our private and confidential service is here to provide every student the opportunity of seeking advice and assistance from a student counsellor in academic and other matters related to their undergraduate work. The clinical psychologist will be visiting the medical center every last Thursday of the month and prior appointments can be obtained from the Registrar Office.

A General Physician is visiting the university every Wednesday afternoon, to attend to students medical issues, illnesses, physical wellbeing. Students are advised to meet him for any such instance and his personal attention is being given for any emergencies.

Person – In – Charge

- Ms. Achini Ranasinghe, Clinical Psychologist

Office of Industry Liaisons (OIL) – Career Guidance and Internships placements

SLTC believes in guiding every one of our students along the most prospective professional pathways.

The OIL will be assisting all students to choose the most potential career prospects and meditate on the students behalf with the particular organization where required.

The unit also assists in finding internship placements, organizing annual career fairs and conducting professional workshops and training sessions for the undergraduates.

SLTC along with the strategic goal of maximizing employability and creating entrepreneurship among students, all undergraduates are given the opportunity of participating in an Industrial Training programme customized to all specialization areas and to obtain a first-hand experience working as an engineering professional or a technologist in the industry enabling SLTC to accomplish the vision of producing readily employable graduates.

Person – In – Charge –

- Major Ruvan Ranathunga

Student Accommodation & Transportation

The following assistance and services are available at the Campus.

The Hub

As Sri Lanka's first and only residential university backed by a corporate, SLTC Accommodation services aka The Hub takes an imperative role. The Hub provides accommodation to all full time undergraduates who choose to live the on-campus university experience.

This enables them not only to engage in their academic and research work without a time bound hindrance it also allows them to network,develop lifelong friendships, engage in sports and other recreational activities which SLTC believes to form an important part of a holistic undergraduate experience.

All residents of the Hub are given access to its facilities including the use of the common areas, kitchens and laundry services . Wifi is also provided throughout the Hub.

The university cafeteria caters all three meals with a variety of menus to choose from.

The dorms can be reserved on a two sharing or four sharing basis. Students can apply for accommodation services as they register for their respective programmes or later through the respective student affairs officers. The conditions, rules and regulations will be briefed to each resident prior to occupation.

Person in charge

- Male Warden - Mr. Nuwan Sanjeewa
- Matron - Ms. Chandra Pilpatiya

Coming from Home

Two shuttle services are being operated, one through the high level route from Colombo and one through Malabe route, which the students can use to travel to and from the university .



LEISURE AND SPORTS

Physical Education Unit

Sports and related activities are organized by this unit. Every student is entitled to use the sports facilities available at the Unit. Tournaments and Open Meets are conducted annually.

Few Sports are being already facilitated and the teams are being coached in order to represent SLTC in inter-university and national level.

- Volleyball
- Cricket (Soft ball/Hard ball)
- Tennis
- Table Tennis
- Badminton
- Basketball
- Chess
- Carom
- Rugby
- Swimming (in progress)
- Rowing (in progress)

The Multi Game Sports Complex

The newly built sports complex facilitates a number of courts ranging from basketball to tennis. All students are at liberty to use the sports complex for both recreational purposes as well as practice sessions. This complex also holds a fully equipped gymnasiums for which those who represent the university are granted free access where as other students are charged a nominal membership fee.

Person – In– Charge – vacant (Sports Instructor) – Covering –

- Ridma Pathirana

The Amphitheatre

Built with the aim of enhancing the aesthetic skills of our undergraduates the SLTC amphitheatre sports a large arena and seating in the true theatrical style.

In addition to the performances choreographed/ directed by the student community SLTC also makes it a point to expose our undergraduates to the work of national/international acclaimed artists by inviting them to perform for our students in our own open theatre.

Student Community Development

Under the SLTC collegiate system every undergraduate is admitted into a college at registrations. The four colleges are as follows:

- Albert
- Nikola
- Isaac
- Alan

The apex body that coordinates the activities of the whole student community via the collegiate system is the Student Interactive Society , the office bearers of which are elected annually via an student election.

The Student Interactive Society (SIS) is responsible for all student community activities that happens throughout their tenure. In addition to coordinating communal student activities the SIS represents the student interests and plays an important role in student welfare activities.

Person – In – Charge

- Dr. Udesh Oruthota
  (Senior Lecturer / Senior Treasurer – Student Interactive Society)

LEO Club

The SLTC Leos have been playing an active role within the university community as well as within the national Leo movement throughout the years. They have been recognized for their active service at many a forum. <photos> You can directly contact the club for registrations.

University Student Enterprise (USE)

The University Student Enterprise (USE) was established with the intention of encouraging its members to engage in entrepreneurial activities during their undergraduate career. This is expected to prepare them for the corporate world before they are employed as well as to give the students the first hand experience of engaging in entrepreneurial activities and prepare them for the challenges it presents.

Student Advisor

- Dr.Sumudu Edirisinghe

The Media Unit

The SLTC media club covers all events and activities at the university. They conduct a range of activities from photography to videography to editing and producing film , and organizing several events on the university calendar.

Student Advisor

- Dr. Chandani Dissanayake

SLTC IEEE Student Branch

IEEE Student Branch of Sri Lanka Technological Campus was inaugurated in year 2018. The Election Annual General Meeting was held on 21st of March 2018.The primary purpose of the branch is to promote education and research in all aspects of the theory and practice of electrical & electronic engineering, computer engineering, mechatronics engineering, software engineering & all other allied branches of engineering & related art and sciences, as well as the furtherance of the professional development of members. It has been organizing many workshops and events to encourage and enhance the professional, social, technical skills of the members.

Student Advisor

- Ms. Inoka Silva

Model United Nations (MUN)

Sri Lanka Technological Campus Model United Nations Society seeks to further the mission of Sri Lanka Technological Campus by:

- Enabling students to contribute to the richness of cultural diversity.
- Encouraging leaders who will make positive contributions to an increasingly interdependent and multicultural world.
- Fostering reasoned discussion of contemporary issues.
- Instilling an eagerness to embrace the challenges of a more global future.
- Creating a society that is good in Public speaking, negotiating and debating skills.
- Developing self-confidence and decision making abilities.

Participation in Model United Nations enriches students' international outlook, in giving them an intense awareness of other countries and international issues, as well as experience in seeking feasible solutions through reasoned discussion. This work in crafting and promoting particular solutions is especially important in training future leaders in a globalized world.

Students' experience in engaging with these issues, with other students, is an important step in helping to create and develop an international community, and to embrace the challenges of a more global future.

Performing Arts Club

Performing arts club is a platform for students who show special capabilities in the aesthetic side, such as singing, dancing, playing instruments, writing, history and literature etc. Currently they have formed a music band which have provided entertainment at many events held so far and have been planning for expansions as well.

We encourage all our students to be a part of these clubs and societies with the objective of providing the students an opportunity to develop their professional skills through community service. SLTC also funds and supports forming of new clubs and societies. Bring your ideas with a clear proposal for such community activities.

LEARNING FACILITIES

Center For Communication Skills Development (CCSD)

The campus offers a special communication skills development programmes called the "Winning-edge communication skill development programme". This is a course mandatory for all students which is being conducted parallely to the main academic programme. The course consist of 4 levels and the students are being chosen for these levels according to each individual's competency level through a placement test. These programmes are designed to develop students study skills, improve language skills and introduce students to teaching methods and language. This could further create opportunities in enhancing their soft skills such as leadership skills, presentation skills, project management skills. etc.

Unit– In – Charge

- Ms. Manduli Katugampola
- Ms. Nipuni Wimalapala
- Ms. Udumbara Wickramasinghe
- Ms. Achini Gamage
- Ms. Viduruwani Ihalagama
- Ms. Piyumi Gamage

Information Technology Services Unit

The two computer laboratories can accommodate a group of 60 students in one sitting and is equipped with uninterrupted and seamless wireless internet coverage for approximately 300 concurrent users. This lab provides a friendly environment for the students and the lecturer to conduct lectures using industry-standard software. In addition to these services, it is responsible in handling online learning management system enabling lecturers to create their own private website filled with dynamic courses that extend learning anytime anywhere.

Library

A well-stocked library at the Campus which is continuously being expanded provides access to recommended text books.

Help is available 24-hours a day through the online library management system accessible via "my login" for students.

A variety of Learning Zones have been designed to assist learning, whether you need group discussion areas or prefer silent and quiet study places. Our library is IT equipped and wireless enabled with the latest technology adjacent to our physical collection.

Person – In– Charge

- Ms. Kusum Fernando
  (Assistant Librarian)

Laboratories

State-of-the–art laboratories are equipped with essential instrumentation required for smooth functioning of the academic programmes facilitating successful learning.

Types of Laboratories available

- Telecommunications Laboratory
- Power Systems lab
- Instrumentation lab
- Civil Engineering Lab
- Mechatronics Lab
- Engineering Workshop
- Tissue Culture Lab
- Chemistry Lab

Office Of Research & Innovation Services (ORIS)

To achieve the goals of a research university that will produce scientists of high calibre who can contribute to the advancement of scientific knowledge, innovations, and novel technologies at the highest possible level, the Office of Research & Innovations (ORIS) has been established within the campus. It provides opportunities for research students to conduct original research under the supervision and guidance of the best academics.

Lead for ORIS

Dr Subodha Gunawardena



ACADEMIC PROGRAMMES

Sri Lanka Technological Campus, with well-established links with professional bodies including the IESL, who is a signatory to the Washington Accord, conducts the programme with modern Outcome Based Education principles and continues to meet the changing needs of employers. The students work on real life projects, alongside project managers and engineers from local and national organizations such as Sri Lanka Telecom, and Mobitel. Industrial training is provided with access to commerce, or industry to sharpen knowledge, skills and career prospects.

The entry requirement is a minimum of 3 ordinary passes (S) in approved subjects in the Mathematical Stream of GCE A/L Examinations in one and the same sitting and a minimum mark of 30% for the Common General Paper.

The Campus is being managed and operated in a School structure in which we have 3 schools in Operations.

School of Engineering offering following Engineering degrees

- Electronics and Telecommunication
- Electronics and Engineering Management
- Information and Communication
- Mechatronics
- Civil Engineering
- Bio Systems Engineering
- Quantity Surveying

School of Technology offering following Technology degrees

- Electronics
- Process Automation and Control
- Agriculture Technology
- Environmental Technology
- Financial Technology

Business School offering following Engineering degrees

- Human Resource Management
- Operational Management
- Supply Chain Management
- Marketing
- Accounting & Finance
- Tourism & Hospitality Management

All lectures, practicals and examinations pertaining to course units are conducted in English language.

The four year degree is determined upon the completion of a prescribed number of credits from the courses offered. The minimum period of study for which a person shall be a registered student of the Degree Programme shall be of four (04) academic years as deemed necessary and any person admitted, shall successfully complete the Programme within a period of seven (07) academic years from the date of first registration.

SCHOOL OF ENGINEERING

Since inception in 2016, Sri Lanka Technological Campus (referred to as SLTC), and its School of Engineering has gained a reputation in the society for providing high quality engineering education and a wonderful learning environment. The vision of the institute is, to produce learned men and women of character and discipline, and to become the leading higher education institution in Sri Lanka and South Asia. Thus the vision of the school of Engineering is to produce world class Engineers, with a solid background in fundamentals, advanced Engineering concepts, research, and hands on skills, that make them employable anywhere in the world and ready to face future challenges with discipline and confidence.

School of Engineering focuses on providing some of the best and most diversified engineering degree programmes in the country and presents a four year Bachelor of Science (BSc) degree.

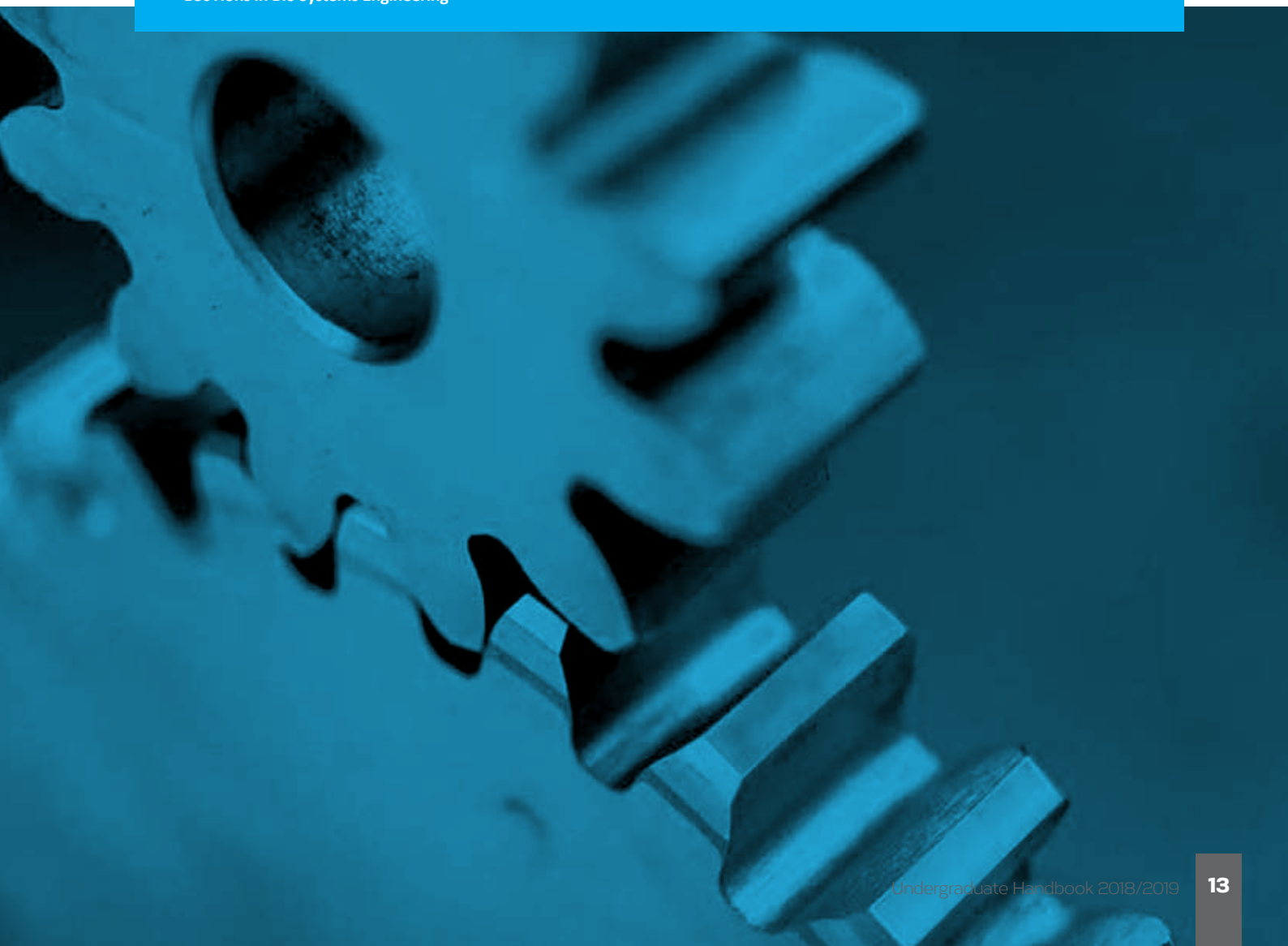
Currently the school offers the opportunity for both students and professionals to obtain their degree by providing both full time and blended programmes.

Eligibility Criteria

The entry requirement is a minimum of 3 ordinary passes (S) in approved subjects in the Physical Science stream at GCE A/L Examinations or equiralant in one and the same sitting and a minimum mark of 30% for the Common General Paper.

Programmes

- **BSc (Hons) in Engineering in Electronics and Power Systems**
- **BSc (Hons) in Engineering in Electronics and Telecommunication**
- **BSc (Hons) in Engineering in Electronics and Engineering Management**
- **BSc (Hons) in Engineering in Information and Communication Engineering**
- **BSc (Hons) in Engineering in Civil Engineering**
- **BSc (Hons) in Engineering in Mechatronics Engineering**
- **BSc (Hons) in Engineering in Quantity Surveying**
- **BSc Hons in Bio Systems Engineering**



SCHOOL OF TECHNOLOGY

Our graduates with their backgrounds technologhy and managment will fill a considerable vaccum in the industry unique skill set and the knowledge acquird as undergraduates The ability of Technology graduates to contribute on the job from day one increases their value while providing them professionally rewarding opportunities with significant potential for advancement in the high-skill, high-wage, and high-demand careers.

As one of the pioneering technology schools the country has on offer, SLTC endeavours to ensure that its students receive a novel learning experience within the School of technology with the available resources and facilities.

As every industry – from medicine to agriculture, from education to banking – is being impacted by technology, the technologists community will only grow in numbers and importance.

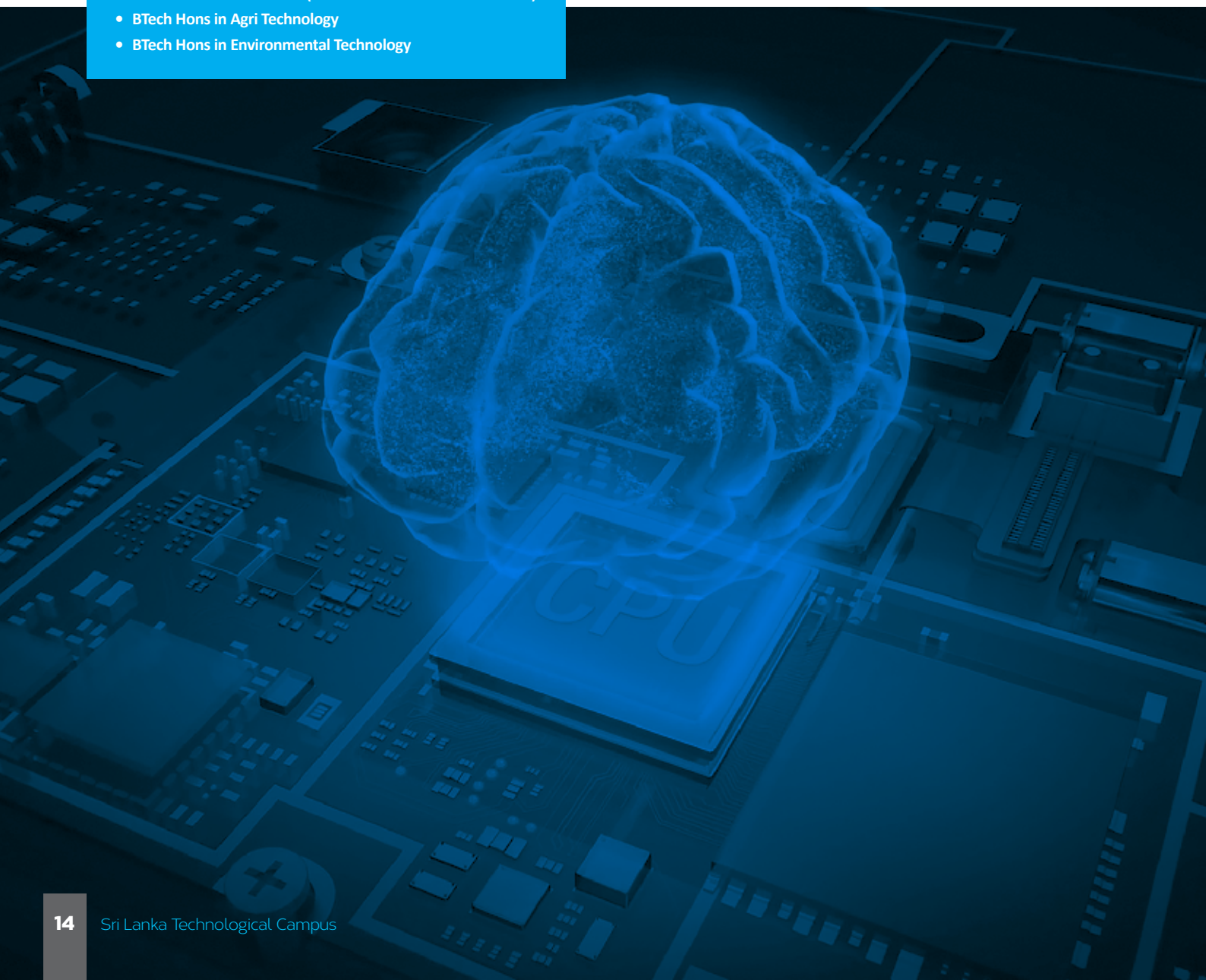
School of Technology prepares you for a career in applied engineering and offers following B.Tech Hons. degree programmes.

Eligibility Criteria

The entry requirement is a minimum of 3 ordinary passes (S) in approved subjects in Technology, Physical Science, Biological Science, or ICT stream at GCE A/L Examinations or equiralant in one and the same sitting and a minimum mark of 30% for the Common General Paper.

Programmes

- BTech Hons in Electronics Technology
- BTech Hons in Electronics (Process Automation and Control)
- BTech Hons in Agri Technology
- BTech Hons in Environmental Technology



BUSINESS SCHOOL

When you pursue any of the management pathways offered at the SLTC Business School, you will be provided with access to a number of opportunities to empower your career development and help you graduate, 'work-ready'. Our extensive network of local and international partnerships will help you with an unparalleled industry-relevant learning opportunity.

The Business School has a range of industry-standard facilities, including a specialized IT & business library, contemporary study rooms and shared spaces. Further, our Business School maintains excellent links with the businesses community, that help us ensure all our management programmes are being designed to suit the current needs of employers in order to provide exciting placement opportunities for our undergraduate students.

Overview of Business Management Programmes

Proper management and administration are integral components of any successful business, irrespective of its scale and size. Every organization reqiures people with management knowledge and relevant skills to manage, grow and improve the day-to-day operations of organizations and workforces.

All our programmes focus on job readiness, to develop the practical skills and competence one you needs to operate effectively and efficiently, in ones business environments. They, also gives our students the opportunity to gain a business qualification from one of the leading Business School in Sri Lanka.

All students enrolled in the business school are required to follow a common curriculum in first 2 years. The common program is intended to provide a thorough understanding of basic concepts in all functional areas in Business Management with a view of giving the students an opportunity to make better-informed decision of their choice of specialization moving in to the last 2-years of the degree program

The students are given the opportunity to follow a 4 Year, 120+ credit Bachelor of Business Management (BBM) Honours Programme in 6 key management disciplines. As part of this course, you will develop strong business knowledge, while also building your expertise from day-one, in one or more business disciplines

Eligibility Criteria

The entry requirement is a minimum of 3 ordinary passes (S) in approved subjects in in Commerce, Arts, Technology, Physical Science, Biological Science, ICT, or Agriculture stream at GCE A/L Examinations or equiralant in one and the same sitting and a minimum mark of 30% for the Common General Paper.



Programmes

- **BBM Hons in Accounting and Finance**
- **BBM Hons in Human Resource Management**
- **BBM Hons in Marketing**
- **BBM Hons in Tourism and Hospitality Management**
- **BBM Hons in Supply Chain Management**
- **BBM Hons in Operations Management**

SCHOOL OF PROFESSIONAL STUDIES

Multimedia and Design

Certificate in Multimedia and Design

This course is designed for those who want to develop fundamental skills in design and prepare towards the Pearson/Edexcel BTEC HND in Interactive Media. This will provide the student a general overview of the history, theory of design and about the contemporary design industry. The student will research, explore and experiment by producing drawings both by hand and computer; and will learn how to apply the design process to 2-dimensional and 3-dimensional work, based on a design brief.

Eligibility Criteria: Ordinary Level

Modules:

- Design research
- Concept development
- Exploration of the design process
- Colour theory
- Drawing and presentation skills and design in 2-dimensional and 3-dimensional contexts and media
- Single page and multipage layouts
- Audio editing
- Video editing
- Web design
- Equipment handling and configuration
- Output optimisation for variety of media (eg: Desktop, CDRom, Web, Print & Video

Higher National Diploma in Interactive Media

Higher Nationals are generally recognised as equivalent to the first two years of a degree. They have been designed to give you a practical grounding before completing a degree at university, and to give you an industry recognised qualification when you enter the real world of work.

FOREIGN AFFILIATIONS

Education Partners

RMIT Australia/Vietnam

RMIT is a global university of technology, design and enterprise that offers undergraduate, postgraduate and vocational programs and courses that are global in focus and practical in application.Ranked in the top 1% of global universities in the 2017-18 QS World University Rankings, it offers 2+2 international transfer programmes in both RMIT Australia and Vietnam offering our students the best of international education.

The RMIT Engineering Foundation programme which is offered for the first time in Sri Lanka at SLTC allows students to pursue an engineering undergraduate pathway after O/Ls.

Deakin Australia

Ranked in the top 2% of universities globally Deakin University australia offers a number of 2+2 international degree programmes with SLTC.

Deakin students are among the most satisfied students in Australia and the university is known for its innovative teaching methods, giving students hands-on, practical industry experience, and delivering the very best support from staff and international student advisors.

Lancaster University

Lancaster University is ranked in the top 1% of universities in the world, according to the QS World University Rankings, and it is also ranked in the Top Ten of Universities in the UK in the Guardian League table.

Lancaster University is one of the highest ranked universities to affiliate with a Sri Lankan university for student transfers.

Lincoln University, New Zealand

lincoln University is New Zealand's specialist land-based university ranked by QS as among the top 400 universities in the world. At Lincoln students graduate with degrees that provide a variety of employment opportunities. This is reflected in the high number of graduates who leave Lincoln each year.

Research Partners

Strong collaborations are being active in terms of research activities with following universities.

1. TEXAS TECH, USA
2. Trinity College, Dublin
3. Georgia Tech, USA

GENERAL INFORMATION

Academic Year

The academic programme of the Sri Lanka Technological Campus is based on a semester system with two semesters per year, each of 15 weeks duration. The general semester plan is shown below.

Semester Plan	No. of week(s)
First half	07
Mid-semester Examination	01
Second half	08
Study leave	01
Examination	03
Vacation	03

Academic programme

The academic programme of the Sri Lanka Technological Campus is based on a Course Unit System. A Course Unit is a subject module, which has a credit value. A credit is a time-based quantity assigned to each Course Unit, which depends on the duration and the type of the course.

One credit is equal to 50 notional learning hours for a taught course, laboratory studies course, or field studies/clinical work. For industrial training, including time allocated for assessments and for research, including time allocated for literature survey, one credit is considered equivalent to a minimum of 100 notional hours. The minimum and the maximum credit rating of a course unit may vary from 01 credit to 06 credits.

Courses

Courses provide necessary academic knowledge and skills pertaining to various subjects.

Courses are categorized as Core courses and Elective courses. Core courses provide the basic and essential knowledge necessary to build up the foundation of any given subject area. Electives are courses offered in addition to the core courses to provide broader knowledge on various subject areas.

The academic programme is organized at four levels, Level I, Level II, Level III and Level IV, which represent respectively the first year, second year, third year, and the fourth year of study.

Complementary Courses

In addition to subject course units, students are required to complete a certain number of enhancement course units which provide knowledge on a wide range of disciplines and soft skills that are required in today's society. SLTC offers Complementary Modules as enhancement course units in the areas of English, Introduction to Technical communication, Organizational Behaviour, Engineering Ethics, History of Engineering, Engineering and Public Policy, Social Engineering, and Science, Technology and Politics. Enrolment in complementary modules will enable students to improve their inherited skills and provide them with a social, political, and historical perspective about engineering. During the course of study, students are expected to complete 20 academic credits that are not from the chosen core discipline and 15 of those should be in Management, Engineering, Economics and Communication and 5 credits should be from the modules in Humanities, Social Science, Arts and Professional Ethics.

Academic Dishonesty

Students are expected to act with full integrity in all academic endeavours: any use of words, formulas or ideas that are not one's own must be acknowledged whether the source is a book, an article, the internet, a lecture, or a peer. Providing or receiving unauthorized help on papers, examinations or other academic work is also a violation of the SLTC policies on academic integrity. Plagiarism which occurs when a writer duplicates another writer's language or ideas and then calls the work his or her own, is a serious offense. The consequences of cheating, plagiarism, unauthorized collaboration and other forms of academic dishonesty or anytype of examination offense are serious, which, if proven, could result in the student's suspension or expulsion from the Campus.

Registration for Courses

Registration for courses for the semester commences two weeks prior to the start of the semester, and continues during the first week of the semester.

Selection of courses must be done very carefully as students will not be permitted to change their selections once the registration period is over.

Registration for courses is done online through the Student's Portal of the Sri Lanka Technological Campus. Necessary guidelines and assistance can be obtained through the relevant School coordinators and the Academic Advisor allocated to you.

RULES & REGULATIONS

Regulations Relating To The Degrees

1. The programme of study for the Degree of Bachelor of Science Honours in Engineering, Degree of Bachelor of Technology and the Degree of Business Management shall be of four academic years' duration.
2. Subject to provision of this regulation, the University Council of the Sri Lanka Technological Campus shall make appropriate Rules for the conduct of the degree programme.
3. A candidate may be admitted to the Degree of Bachelor of Science Honours in Engineering or Bachelor of Technology or Degree of Business Management if he/she

a. Has been admitted as a student of the Sri Lanka Technological Campus under the statutes of the Sri Lanka Technological Campus governing the admissions of students of the Sri Lanka Technological Campus;

b. Has thereafter followed to the satisfaction of the University Council the course of study prescribed by this Regulations and the Rules hereunder;

4. The content, the methods of assessment and the credit values for each course of the Degree of Bachelor of Science Honours in Engineering and Degree of Bachelor of Technology and Degree of Business Management shall be prescribed by the Academic Board of each School on approval of the University Council.
5. In order to obtain credits from a course, a student is required to follow the course satisfactory and attain a minimum specified standard in the evaluation of the course as prescribed by Rules.
6. The credit load of a student in a semester should not exceed a maximum specified by Rules.
7. The Academic Board of School may prescribe courses and/or training, whether inside or outside the Campus, as per courses specified by Rules. A candidate shall not be deemed to be qualified for the Degree of Bachelor of Science Honours in Engineering or Bachelor of Technology and Degree of Business Management unless he/she has completed such courses and/or training to the satisfaction of the University Council.
8. A student registered for the degree programme, shall follow the programme of study without discontinuity, except in the event of his/her being prevented by the Campus from following the programme of study, until he/she completes the programme of study subject to the maximum period stipulated for completion of the programme of study in this Regulations. In the event of he/she is requesting leave of absence for a valid reason, upon the recommendation of the University Executive and approval from University Council the opportunity is been given for him/her to return within 6 years of time from the joining date and complete the degree programme.
9. In the event of discontinuity in following the programme of study without the approval of the Vice President Academic Affairs as prescribed by Rules, the student will be considered to have abandoned the programme of study. A student who has abandoned the programme of study will not be readmitted except with the approval of the University Council on the recommendation of the Academic Board.
10. The Senate with the approval of the University Council shall appoint an Evaluation Panel for each course of the Degree Programme offered in every semester.
11. The Evaluation Panel for a course shall comprise at least three members including a course coordinator, a moderator, and members of the academic staff and visiting lecturers teaching the course concerned.
12. Each Evaluation Panel shall be responsible for the assessment of students in respective courses by means of oral, practical and/or written assessments as necessary.
13. Due to compelling reasons, the performance of a student in a course may be re-evaluated by a Review Panel appointed by the Academic Board on the recommendation of the Head of Programme concerned and/ or the Director Academic Programme with the approval of the University Council.
14. Under exceptional circumstances the Director Academic Programme may allow a student who fails to comply with a compulsory requirement of a course to fulfil such requirement at a later date as prescribed by Rules.
15. Awarding the Higher Diploma in Electronic Technology: See next section on Rules.
16. Awarding the Higher Diploma in Technology: See next section on Rules.
17. Awarding the Degree of Bachelor of Science Honours in Engineering: See next section on Rules.
18. Awarding the Degree of Bachelor of Technology: See next section on Rules.
19. A student who has not completed a course as prescribed by Rules may register and follow the course in a subsequent semester in which the course is offered in order to complete that course.
20. A student, upon fulfillment of graduation requirements as prescribed by the Rules, shall apply to Director Academic Programme for the award of the degree.
21. A candidate who satisfies the requirements of the Bachelor of Science Honours in Engineering Degree, Bachelor of Technology Degree Bachelor of Business Management may be awarded a First Class, Second Class (Upper Division), Second Class (Lower Division), or a Pass, based on the results of the examination and the GPA (also see the next section on Rules).

Rules Relating To The Degrees

1. Programme Duration

a. The programme shall be of four academic years duration in 8 semesters in which each semester consists of 15 weeks of Academics, and an industrial training course of total duration not less than 20 weeks.

2. Courses

a. Students shall register for courses they wish to follow in each semester from the courses offered in the relevant semester as recommended during the

period announced for registration. No change to course registration is allowed after the add/drop period except under special permission granted by the Director Academic Programme.

c. A student once registered for a course in a semester will receive a grade for the course in his transcript at the end of the semester. Any registration for the same course at a later offering will be considered as repeating the course unless otherwise decided by the Academic Board / University Council.

d. End of semester examinations shall be held usually during the second week following the end of each semester. The semester plan will be circulated among students at the beginning of the semester.

e. Courses and course evaluations in the entire programme shall be conducted in the English medium.

f. A student may request with valid reasons for leave of absence from the programmes of study for the duration of a whole semester. The request shall be made in writing to the Vice President Academic Affairs prior to the commencement of the semester concerned. Students shall be informed of the final decision within one week time.

g. A student should follow the compulsory course offered by the Center for Communication Skills Development Unit and obtain the pass mark required in order to claim the degree.

3. Examinations

a. All examinations are conducted and completed within a given semester except for courses having practical or research projects.

b. Start date of examination will be announced 1 week prior along with the exam time table.

c. Within 1 week after the announcement of the start date of examinations, student should submit relevant examination request form/ repeat request form to the Examination Unit.

d. Examination Admission Cards will be issued from the Examination Unit 1 or 2 weeks prior to the examinations (before going on study leave). If any changes to be done in the admission card, Examination Unit should be informed immediately. No change will be done 2 days after the issue date of the admission card.

e. Admission Card should be produced at each examination the student sits and it should be returned to the invigilator on the last date of the examination.

f. If a student is unable to produce the admission card or the student identity card at the examination, he/she will have to complete a form given by the Invigilator before leaving the examination hall.

g. If an admission card is misplaced by a student, Examination Unit should be informed immediately through a letter signed by the student. A fine of LKR 1000 will be implied on the student which should be paid to the Finance Department.

h. No excuse other than an illness will be considered for getting absent for an examination. If a student has been prevented from sitting for an examination due to illness, the student should submit a Medical Certificate (MC) to Medical Center/Examination within two weeks of the date of absence.

i. After the submission of the medical certificate, an interview will be scheduled with the Medical Officer recommended by SLTC. A list of students whose medical certificates have been approved will be notified.

j. For a student to be eligible to be considered for a make-up examination for a scheduled mid semester examination in any course that he/she fails to attend for a valid reason he/she is required to submit a written request stating the reasons to the Vice President- Academic Affairs within one week of the date of examination and the valid reason should also be supported by evidence or any acceptable supporting documents.

k. No any make-up examinations will be provided for End/Mid of Semester Examinations, unless there is an approved excuse.

l. The results of examinations are normally released within 04 weeks of completion of the examinations.

m. The duration of the end of semester written examinations vary from one hour (for one credit courses) to a maximum of three hours (for three credits and above). The faculties decide the duration of practical and oral examinations.

n. Students are strongly advised to attend all lectures and practical classes of all courses that they have registered for.

o. Students are required to maintain 80% attendance for all lectures and practical classes. Students who do not have the required attendance for lectures and practical classes, shall not be allowed to sit for the corresponding final examination/ assessment that year and will have to sit for the final examinations with the following batch as repeat candidates.

p. The student must participate in all the assessments (i.e. continuous assessments, mid-semester and end of semester examinations, practical assessments, whichever are applicable) for the course he/she has registered for and obtain a final grade for each course for it to be considered as 'complete'. All such courses shall be considered for the awarding of the degree. However, the final GPA will be calculated for all registered courses.

q. If a student is absent for an end of semester examination of a course and has not repeated them thereafter the course shall be considered as 'incomplete'.

r. A student obtaining a grade below a D may re-sit the course examination for the purpose of improving the grade. If a student obtains a lower grade in the repeat examination, he/she is entitled to keep the better grade. If a student obtains a better grade than a C in a repeat attempt, a C grade is taken into account for the calculation of the final GPA and award of a Class.

s. A student shall be deemed to have sat the first scheduled examination irrespective of whether he/she has actually sat or not, unless the candidate has been prevented from sitting examination due to illness or any other reasonable cause, which must be accepted as valid by the Academic Board/University Council.

t. A student who fails to complete any course (s) in the first attempt shall be eligible to repeat the course (s) in two more attempts only.

u. A student may require to obtain 2.0 GPA, in order to move forward from one level to another. (Eg: Students who have obtained GPA 2.0 will only be eligible to go from 1st year to the 2nd year)

4. Evaluation Procedure

(a) Courses may be evaluated by written examinations (mid semester, end of semester or continuous), assignments, reports, presentations and oral examinations or a combination of any of the above.

(b) The marks obtained for all Academic Courses shall be graded as given below (see Table 01). The marks shall carry a Grade and a Grade Point Value (GPV) according to the Range in which it falls.

Range of Marks	Grade	Grade Point Value
85-100	A+	4.0
80-84	A	4.0
75-79	A-	3.7
70-74	B+	3.3
65-69	B	3.0
60-64	B-	2.7
55-59	C+	2.3
50-54	C	2.0
45-49	C-	1.7
40-44	D+	1.3
35-39	D	1.0
30-34	E	0.7
0-29	F	0.0
	I (Incomplete)	0.00

Table 01

2.

(a) Grades of all registered Courses in a Programme of Study shall be taken into account and all Courses shall be weighted according to their corresponding Credit Values when Grade Point Average (GPA) is calculated.

(b) The formula for the calculation of the GPA shall be as follows:

$$GPA = \frac{\sum_{i=1}^{n} c_i w_i}{\sum_{i=1}^{n} c_i}$$

Here ∑ represents the summation over index i, where i denotes each course taken; n is the total number of courses taken; wi is the Grade Point Value (GPV) of the respective course taken; ci is the number of credits carried by the respective course.

3. A candidate who has been admitted to the Degree Programme and who has successfully completed the minimum credit requirement for each specialization programme as specified by the Council with at least thirty (30) credits from each of Level I, Level II, Level III and Level IV,

and

(a) satisfies 16(a)
and

(b) satisfies 16(b)
and

(c) satisfies 16(c)
and

(d) obtaining GPA 2.00 or above for courses in Level IV of Degree Programme
and

(e) obtain a minimum overall GPA of 2.00
and

(f) obtain at least a D grade for all GPA Courses which are prescribed by the Council

as prescribed under these By-Laws and/ or any other Rules and Regulations made by the Campus, shall be considered to have passed the Degree of Bachelor of Science Honours in Engineering or Degree of Bachelor of Technology.

4. A candidate who has successfully completed a minimum of sixty (60) credits in Level I and Level II,
and

(a) satisfies 16(a)
and

(b) obtaining GPA 2.00 or above for courses in Level II of Degree Programme
and

(c) obtain a minimum overall GPA of 2.00 for courses in each Level I and Level II (taken together)
and

(d) obtain at least a D grade for all GPA Courses in each Level I and Level II which are prescribed by the Council

as prescribed under these By-Laws and/ or any other Rules and Regulations made by the Campus, shall be considered to have passed the Higher Diploma in relevant field.

4.1 (a) A candidate who has successfully completed Higher Diploma in relevant field, conducted by Sri Lanka Technological Campus (SLTC) shall be considered to be eligible to enroll to the 3rd level / year of Bachelor of Science Honors in Engineering degree programme or Bachelor of Technology degree programme conducted by SLTC.

5. A candidate who satisfies the requirements of the Degree may be awarded a First Class, Second Class (Upper Division), Second Class (Lower Division), or a Pass as the case may be, on the results of the examination and the GPA.

6. (a) A candidate shall be eligible for the award of classes only if he/she satisfies the requirements stipulated in the Section 22; of these By-Laws, within four (04) consecutive academic years of the Degree Programme.

(b) In the case of a candidate who repeats and passes any Academic Course(s) the Grade to be taken into consideration in determining the award of classes shall be C irrespective of the actual mark obtained, even if the actual mark obtained is higher.

7. Subject to Sections 18, 19, 22 and 25 of these By-Laws a student shall be deemed to have qualified for the award of First Class, Second Class (Upper Division) or Second Class (Lower Division) at the Degree on the basis of the following scheme.

First Class:

If he/she has a minimum overall GPA ≥ 3.7

Second Class (Upper Division) :

If he/she has a minimum overall 3.7 > GPA ≥ 3.3

Second Class (Lower Division) :

If he/she has a minimum overall 3.3 > GPA ≥ 3.00

5. Claiming of the Degree

A student who has satisfied the requirements for the award of the degree and obtain the required grade for the course offered by the Center for Communication Skills Development (CCSD) shall claim the degree by submitting the duly completed degree claim form 4 weeks prior to the date of convocation held in respective year.

6. Special Considerations

Notwithstanding the above provisions, each individual case may be dealt with on the basis of its own merit by the Senate, subject to approval by the University Council.

7. Student guide to registration and course completion

The student should conform to the Rules and Regulations of the Degree programme of the Sri Lanka Technological Campus given above.. Any clarification on the contents therein may be sought from the Director Academic Programme or the Registrar of the Campus.

Following sections provide answers only to frequently asked questions.

a. The course selection may be changed during ADD/DROP period, after which no changes in registration are possible. The students who were unable to drop a course during the ADD/DROP period should follow the whole course and the grade will appear in the Academic transcript.

b. The students who fail to satisfactorily follow a course will get a grade F.

Note: students who have failed to satisfy 80% attendance requirement of a course are considered to have not satisfactorily followed the course.

c. A grade of D is required to earn credit in any course. If the grade is

less than D the course should be repeated in a subsequent semester if the timetables allow fulfilling the attendance requirement. However the maximum grade awarded for a repeated course unit is a "C".

d. Specified number of credits should be obtained from the core and elective courses. The composition of the credits should satisfy the accreditation requirements specified for either engineering degree or technology degree by the Institution of Engineers Sri Lanka (IESL). For an engineering degree, credits should be earned from the courses of each of the three categories; comprising 25 credits from Mathematics, Basic Sciences, & Computing, 75 credits from Engineering Sciences and Engineering Design and 20 credits from Complementary Studies. For a technology degree, credits should be earned from the courses of each of the three categories; comprising 18 credits from Mathematics, Basic Sciences, & Computing, 72 credits from Engineering Sciences and Engineering Design and 18 credits from Complementary Studies.

e. The sum of the credits of the selected electives (both technical and general separately) may sometimes exceed the minimum requirement by 1 credit due to different credit values from 1 to 3. This is allowed.

f. A student seeking to get his/her registration deferred at the time of registration should inform the Campus giving reasons for such deferment , and obtain permission from the Campus for such deferment.

g. If a registered student is compelled to discontinue his/her course of study for any reason, he/she should notify the Registrar as soon as possible to obtain permission to be away from the Campus. If a registered student of the Campus has abandoned his/her course of study without notifying the Registrar, his/her request for readmission will not be entertained, unless special approval is granted by Senate.

h. If a student misses the registration for a course or has incorrectly registered for a course but failed to drop the course on time, the reasons need to be given in writing to the Program Lead to obtain permission to remedy the situation.

CODE OF CONDUCT

The purpose of a Code of Conduct within Sri Lanka Technological Campus is to impose rules and regulation to ensure the continuity of the good standing of the Campus and to maintain day to day operations without disruption.

The Code of Conduct is the document which promotes responsibilities which concern and respect for other people's Rights and property. It is the document which covers rules & regulations of student behaviour & conduct.

1.0 Prohibited Behaviour

1.1 SLTC prohibits any inappropriate behaviour including but not limited to

a. sexual misconduct

b. obscene acts

c. indecent exposure

d. sex discrimination

e. sexual assault

f. sexual harassment

g. stalking by anyone on campus premises

h. smoking or consuming alcoholic beverages in or around any part of the Campus premises

i. selling, using, or possessing alcohol/illegal drugs

j. entering campus premises in a state of intoxication

k. Verbally or physically threatening or harassing other students or staff

1.2 The Study area will be open till 10.00pm every day exclusively for study purposes. Any other room/ areas can be utilized only after obtaining written permission from the Registrar Office. Any unauthorized utilization is strictly prohibited and decorum shall be maintained at all times.

2.0 Student Identity Card

2.1 Student Identity Cards, issued to each student at Registration, shall be carefully retained and readily produced by any student on being demanded by any Campus official or member of the academic / administrative staff or any other Campus employee authorized by the Campus Management.

2.2 If a student fails or refuses to readily produce his/ her Student Identity Card on such demand, he or she may be denied access to any or all University premises and facilities. If the Student's Identity Card is lost he/she should immediately inform the Registrar Office. A replacement may be issued on payment of a replacement fee as determined at the time of request.

2.3 If a student changes his/her contact details, he/she must notify the Registrar Office as soon as possible and without undue delay, no longer than five (05) working days.

3.0 Withdrawal from Campus

3.1 A student who wishes to withdraw/ disenrollment from the Campus should before withdrawing/disembroiling, firstly notify the Registrar Office through a written request, notification should also be issued to the Library to get a clearance from the Librarian and secondly return to the Registrar his/ her Student Identity Card or any other belongings entrusted to such student by SLTC. Thereafter, obtain a financial clearance from the Finance Department.

4.0 Attending Lectures

4.1 A student enrolled for a course or courses is expected to attend all lectures, tutorials, laboratory classes and all other requirements given in each course for which he/she is registered. All students should sign in the attendance sheet and 80% attendance is mandatory to sit for examinations.

4.2 All students are requested to be present at all lectures, tutorials, laboratory classes 5 min prior to the start time. Latecomers shall not be entertained at any class.

4.3 At the end of the semester anyone who has not completed 80% attendance will not get the admission to sit for the particular end semester exam. The next attempt will be taken as a repeat attempt and the Maximum grade that you could obtain is a "C" grade.

4.4 Student attendance will be monitored only through the finger scanner until further notified.

Keeping the finger print and not been in the class or faking a signature in a manual attendance sheet are considered as highly offensive actions which can lead to even suspension from the programme or even more.

4.5 The fingerprint will only be considered 30min prior to the starting time and 15min after the starting time

4.6 No medicals nor excuses will be considered for attending lectures.

5.0 Dress code

5.1 Students are requested at all times to enter the campus premises in a suitable attire. (shorts, three quarters, miniskirts, short dresses are not permitted)

5.2 Suitable footwear is mandatory. Rubber bathroom slippers are prohibited.

5.3 It is mandatory to wear smart casual to enter the Lecture halls and Labs. (Shirt tucked in to the trouser, wearing shoes/ shirt, blouse tucked in to the skirt or trouser)

5.4 It is not allowed to wear t-shirts without collars within the premises of the main building of the Campus.

6.0 Cafeteria

6.1 Students are given the freedom to use the Campus Cafeteria till 10.00pm each day only for consuming meals.

6.2 Meals in the canteen will be available at following times.

Breakfast
from 7.30 am - 8.30 am

Lunch
from 12.00 pm - 2.00 pm

Dinner
from 6.30 pm - 7.30 pm

6.3 Students can either use the Cash card / cash for all purchases from the cafeteria.

7.0 Vehicle Passes

7.1 Any vehicle entering SLTC premises will be given a vehicle pass issued with from SLTC Administration Department.

7.2 All students are requested to obtain vehicle passes from the Administration Department if the student wishes to enter a vehicle into the campus premises.

8.0 Use of Library Facilities

SLTC Management expects the library to be clean, comfortable and a safe place

for selecting study materials, reading, researching, studying and writing. To this end, the Librarian is responsible for establishing rules of conduct to protect the rights and safety of library users and staff, and for preserving and protecting the library's materials, equipment, facilities and grounds.

Enforcement of these rules will be conducted in a fair and reasonable manner by the Librarian or an Authorized Officer. The determination made by such officer will be considered a final determination. Library staff and/or security staff will intervene to stop prohibited activities and behaviors. Failure to comply with the library's established rules, regulations, and policies could result in removal from the premises and expulsion from the library for a period of one day to one year. Violations could also result in the restriction and/or termination of library privileges, including the use of library computers and other equipment.

8.1 Other than the general exceptions set out in 1.1 above, for the comfort and safety of students and staff, and the protection of library property, the following actions are examples of conduct not allowed on library property.

8.2 Engaging in any activity in violation of applicable law.

8.3 Soliciting or conducting surveys which are not authorized.

8.4 Stealing, damaging, altering, or inappropriate use of library property in library facilities or on library grounds, including computer hardware and software, printers, copiers, phones, and other equipment; please note that security cameras are in place for the protection of library property and occupant safety.

8.5 Trespassing in nonpublic areas, being in the library without permission of an authorized library employee before or after library operating hours, or camping on library grounds.

8.6 Creating disruptive noises such as loud talking, screaming, or banging on computer keyboards.

8.7 Gambling and group activities which are disruptive to the library environment. Using audible devices without headphones or with headphones set at a volume that disturbs others.

8.8 Using cell phones, pagers, and other communication devices in a manner that disturbs others. Cell phone and pager audible ringers must be turned off.

8.9 Littering.

8.10 Smoking, chewing, and use of tobacco use in library facilities, strictly prohibited.

8.11 Entering the library barefooted, without a shirt, with offensive body odor or personal hygiene, or being otherwise attired so as to be disruptive to the library environment.

8.12 Consuming food or beverages in public areas of the library, including restrooms (except for water in closed containers as permitted by authorized library employees).

8.13 Bringing in garbage, articles with a foul odor, or articles which, alone or in their aggregate, impede the use of the library by other users.

8.14 Lying down or sleeping in the restrooms or on any floor, couch, table, or seat in the library, and by blocking aisles, exits, or entrances by sitting or lying down in them.

8.15 All bags and other articles are subject to inspection by security and other authorized personnel. The library reserves the right to limit the size and number of items brought into the library.

9.0 Use of Computer Laboratory

Other than the general exceptions set out in 1.1 above;

9.1 All currently registered undergraduate students of the SLT Campus can use the lab facilities.

9.2 Every student should request and obtain an account at the computer facility. Students must provide the University ID when creating the account.

9.3 Students are allowed to use only one computer to work on at a time.

9.4 Computer facilities should be used only for academic purposes. Your account will be terminated if computers are used for any other purposes.

9.5 No material that is objectionable to others (e.g. Computer Games/ pornography) can be displayed, viewed or played in the lab at any time. Screen savers on lab computers are restricted to the default set of the operating system. Swearing and language objectionable to others is not permitted.

9.6 Do not use the internet and computers to download pirated software's or pornography.

9.7 Student shall not download files above 100MB, to download large files Lab Administrator has to authorize.

9.8 It is an offence to use another user's or staff accounts to log in to the computers

9.9 Consumption of foods and drinks within the facility is strictly prohibited.

9.10 Mobile phones are allowed, but in silence mode.Phone conversations are not allowed in the labs.

9.11 Visitors are not allowed to use the facility

9.12 User logged computers should not be left unattended. It is considered a security breach.

9.13 Touching the monitor is prohibited to avoid damage to the screen.

9.14 Students should never place their own "Reserved" or "Do not Touch" signs on computers.

9.15 Students cannot take ownership of a particular computer workstation in the lab. If a student leaves a workstation for a period of one hour or longer, all materials belonging to that student must be removed from around the workstation so others can use it.

9.16 50MB space will be allocated to each user (in your Z drive). You should save your files in the space allocated to you in Z drives, Desktop or My documents cannot be used to save files.

9.17 Your personal home pages could be hosted in public html directory of Z drive and they could be accessible through the http://www.pgia.ac.lk/~username/ url.

9.18 Your email address would be username@ sltc.edu.lk You are responsible in maintaining the confidentiality of their account information, username and corresponding password. A user should not allow any other person to use his/ her account

9.19 You should not attempt to tamper with any software installed on workstations or on the network. They are meant for general use and users should not try modifying or erasing them.

9.20 Before leaving the workstation a user must logout from his/her account in order to make sure that it is inaccessible to others, loss of data is the user's responsibility.

9.21 You should not misuse the facilities available at the computing center and you should not disturb any other user/s.

9.22 Acceptable User Policy (AUP)

9.22.1 IT facilities of SLTC are provided to following users only:

1. Internal students with a currently valid registration, either full-time or part-time
2. Staff in current employment with SLTC, either permanent or contract
3. Persons employed by SLTC departments, divisions, projects, etc with valid authorization for use of IT facilities given by the head of the relevant unit
4. External users with a currently valid authorization for IT facilities use

9.22.2 The IT facilities of SLTC can be used for following legitimate university purposes only:

1. Conduct and participation of academic coursework
2. Conduct and participation of academic research activities
3. Performing and usage of academic and non-academic administrative services

9.22.3 The objective of the Acceptable Use Policy (AUP) for IT facilities by students of the SLTC is to protect the essential interests of the SLTC without unduly restricting the use of IT facilities and services which has been established for the greater benefit of students, staff and the SLTC generally.

For the interpretation and application of this AUP, a computer is defined as a digital device that can store and process data with interfaces for external communication and data transfer to and from other devices or communication networks.

9.22.4 Users of the IT facilities must be aware of the conditions on which access is provided. Unlawful use of IT facilities by a user will breach this AUP and will be dealt with as a disciplinary offence. Unlawful use of IT facilities may lead to civil and criminal legal action being taken against individual users. The SLTC will not defend or support any user who uses IT facilities for unlawful purposes.

9.22.5 Permitted Activities

The SLTC IT facilities are expected to be used for following activities in general:

1. Access to authorized academic course materials and online activities hosted within the SLTC IT facilities
2. Access to materials hosted outside the SLTC IT facilities for study, research and academic or non-academic administrative purposes
3 Access to software used in academic study, research and academic or non-academic administrative work hosted within the SLTC IT facilities
4. Access to software hosted outside the SLTC IT facilities for study, research and academic or non-academic administrative purposes
5. For development of software for academic, research and administrative purposes
6. For organizing and managing academic, research and administrative work
7. For organizing and managing authorized extra-curricular activities
8. For limited recreational purposes that are in strict conformity with this AUP including restrictions on resource usage, intellectual property rights, applicable civil and criminal laws. The recreational activities shall be strictly limited to listening to music, viewing videos, participating in social networking sites, and participating in blog sites. Such recreational activities should not in anyway be offensive, disturbing, or embarrassing to any member of the SLTC community

9.22.6 Prohibited Activities

The users of SLTC IT facilities are strictly prohibited from misusing those equipments, services and facilities.

1. Unauthorized access to user accounts - users are expressly prohibited from accessing SLTC IT facilities from an account other than their own
2. Unauthorized access to IT resources - users are expressly prohibited from unauthorized access to any accounts, data and services on SLTC IT facilities
3. Unauthorized installation of programs - users are strictly prohibited from installing unauthorized programs on SLTC IT facilities. Specific authorization must be obtained from the head of the relevant unit for installing programs
4. Conduct of unauthorized commercial activities - users are not permitted to run a for-profit or non-profit business on SLTC IT facilities without authorization from the relevant SLTC authorities
5. Examinations, Assessments and Assignments - users are not permitted to use IT facilities to sell, purchase or broker in assignments, to solicit or offer to write assignments for others
6. Plagiarism – users are strictly prohibited from engaging in plagiarism
7. Game playing - game playing is not allowed on SLTC IT facilities without authorization
8. Pornography - users are strictly prohibited from accessing pornographic materials using SLTC IT facilities. The creation, storage or distribution of pornographic materials is also strictly prohibited
9. Unfair use - users are strictly prohibited from using SLTC IT facilities in a manner that is inequitable or disruptive to other users

The SLTC accepts no responsibility for

1. Direct losses or damages or consequential losses or damages due to the use of SLTC IT facilities for academic, non-academic or personal purposes
2. Loss of data or interference with files due to the SLTC efforts to maintain, protect and improve the IT facilities

9.22.7 Relevant Laws

Users need to be aware of conduct which may breach national laws and lead to criminal or civil legal proceedings and penalties for which they will be held personally responsible. Some of the newly legislated acts of parliament in this respect are:

1. The Computer Crimes Act No. 24 of 2007 of Sri Lanka
2. The Electronic Transaction Act No. 19 of 2006 of Sri Lanka
3. The Intellectual Property Act No. 36 of 2003 of Sri Lanka

9.22.8 Violation of the AUP policy

The SLTC reserves the right to withdraw the permission granted to any user for use of SLTC IT facilities under following circumstances

1. The user violating any provisions in this AUP
2. The use of IT facilities by the user places those facilities at risk
3. The use of IT facilities by the user poses a security or other threat to other users, the SLTC, general public or to national security
4. The user violating privacy and personal rights of others

Additionally, the SLTC may take appropriate disciplinary and administrative action under the relevant rules and regulations against the AUP violators.

9.22.9 Electronic Messaging Services including E-mail

Users are entitled to use the SLTC electronic messaging services for official and private purposes provided that such use is lawful and are in accordance with this AUP. The electronic messaging facilities referred to include but are not limited to e-mail, IM, VoIP, chat sessions, IRC, newsgroups and electronic conferences.

The users of SLTC IT facilities are explicitly prohibited from knowingly originating or retransmitting following

1. Defamatory messages
2. Aggressive or rude messages to other users
3. Threatening or harassing messages
4. Messages containing sexually explicit content
5. Bulk unsolicited messages
6. Commercial unsolicited messages (spamming)
7. Chain e-mail
8. Messages that seek to impersonate another person (spoofing)
9. Messages containing malware such as viruses, worms, Trojans, etc

10. Copyrighted content without authorization or license. This restriction specifically include uploading and downloading of audio, video, text or any other copyrighted material

9.22.10 Internet Use

In the course of their studies, students are expected to make reasonable use of the Internet for academic, research and administrative work including communicating and collaborating with other students, academic staff and third parties. For such reasonable use the students and staff are not charged a fee and the cost of providing access to the Internet is borne by the SLTC.

In determining fair and reasonable use of Internet access, users should use their discretion. The SLTC from time to time will inform the users on specific limits on the usage and quotas made available. The SLTC reserves the right to levy charges it deems appropriate for usage above set limits.

However, Internet access which results in excessive use of SLTC IT facilities such as communication link bandwidth, server storage capacities and server processor cycles will breach this AUP and the responsible user will be personally charged the cost of access and any other applicable fees. All Internet activities are recorded in log files and can be traced to a particular username and the user associated with that username will be held responsible for any violations of this AUP and will be personally liable.

The users of SLTC IT facilities are strictly prohibited from making digital copies of copyrighted content without authorization or license. This restriction specifically include uploading, downloading, redistribution by whole or by part (torrents), and local storage of music, movie, images, e-books or any other copyrighted material.

10.0 Use of Electronic Engineering Laboratory

The Board of Directors of SLT Campus expects the Electronic Engineering Laboratory to be clean, comfortable and a safe place for conducting experiments and carrying out experimental researches. To this end, the Technical Officer/Demonstrator is responsible for establishing rules of conduct to protect the rights and safety of laboratory users and staff, and for preserving and protecting the laboratory's materials, equipment, facilities and grounds.

Enforcement of these rules will be conducted in a fair and reasonable manner by the Technical Officer/Demonstrator or an Authorized Officer. The determination made by such officer will be considered a final determination. Laboratory staff and/or security staff will intervene to stop prohibited activities and behaviors. Failure to comply with the laboratory's established rules, regulations, and policies could result in removal from the laboratory premises. Violations could also result in the restriction and/or termination of laboratory privileges, including the use of laboratory equipment.

Other than the general exceptions set out in 1.1 above, for the comfort and safety of students and staff, and the protection of laboratory property, the following actions are examples of conduct not allowed on laboratory property.

10.1 Engaging in any activity in violation of applicable law, or laboratory policy.

10.2 Soliciting or conducting surveys not authorized by the laboratory.

10.3 Stealing, damaging, altering, or inappropriate use of laboratory property in laboratory facilities or on laboratory grounds, including computer hardware and software, printers, copiers, phones, and other equipment; please note that security cameras are in place for the protection of laboratory property and occupant safety.

10.4 Opening (removing cover) of any equipment in the laboratory.

10.5 Trespassing in nonpublic areas, being in the laboratory without permission of an authorized laboratory employee before or after laboratory operating hours, or camping on laboratory grounds.

10.6 Fighting or challenging to fight, running, pushing, shoving, or throwing things.

10.7 Creating disruptive noises such as loud talking, screaming, or banging on computer keyboards.

10.8 Gambling and group activities which are disruptive to the laboratory environment.

10.9 Using audible devices without headphones or with headphones set at a volume that disturbs others. Using cell phones, pagers, and other communication devices in a manner that disturbs others. Cell phone and pager audible ringers must be turned off.

10.10 Using restrooms for bathing or shampooing, doing laundry, or changing clothes.

10.11 Littering.

10.12 Smoking, chewing, and other tobacco use in laboratory facilities.

10.13 Entering the laboratory barefooted, without a shirt, with offensive body odor or personal hygiene, or being otherwise attired so as to be disruptive to the laboratory environment.

10.14 Consuming food or beverages in the laboratory (except for water in closed containers as permitted by authorized laboratory employees).

10.15 Leaving bags, phones, briefcases and other irrelevant personal belongings on the lab table.

10.16 Bringing in garbage, articles with a foul odor, or articles which, alone or in their aggregate, impede the use of the laboratory by other users.

10.17 Using wheeled devices in laboratory property or on laboratory grounds, except in designated areas, including skateboarding, roller-skating, bicycling, scooters, and shopping carts (exceptions i.e. wheelchairs, walkers, and strollers).

10.18 Lying down or sleeping in the restrooms or on any floor, couch, table, or seat in the laboratory, and by blocking aisles, exits, or entrances by sitting or lying down in them.

10.19 Jewellery, ties and clothing which, in the opinion of the laboratory staff, is hazardous must not be worn while working with machinery in the laboratory. All users must wear full shoes (not sandals) and at least a shirt and full-length trousers. Long hair must be held back securely with a head band or a net. Medallions or jewellery hanging from the neck must not be worn.

10.20 Keep your workspace tidy and set aside all equipment and leads that are not actually part of the test being conducted.

10.21 Move around slowly to avoid knocking things over.

10.22 Use the proper power cord and correct fuse. Replace the power cord if it is cracked or broken or has any pins missing. Make sure that all devices are using a three-wire power cable when powered from a 220V outlet. Use extension cords only when necessary and only on a temporary basis.

10.23 Voltages above 50V rms ac and 50Vdc are always dangerous. Extra precautions should be considered as voltage levels are increased.

10.24 Always be careful when electricity is applied to the experiment circuit. Some circuit elements such as capacitors and inductors may produce high voltages even when the power supply voltage is low.

10.25 Never handle "live" equipment when hands, feet, or body are wet or perspiring, when standing on a wet floor or on a metal surface.

10.26 While manipulating a circuit with an applied voltage or current, put one hand in your pocket or behind your back.

10.27 All accidents, including minor injuries and all hazardous conditions are to be reported immediately to the laboratory staff.

10.28 Be aware of the nearest fire extinguisher and the location of the safety station.

10.29 Laboratory shall remain locked other than laboratory hours.

10.30 All bags and other articles are subject to inspection by security and other authorized personnel.

10.31 The laboratory reserves the right to limit the size and number of items brought into the laboratory.

10.32 Students are not allowed to be in the laboratory or use any lab equipment without the supervision of any authorized person (i.e. Lecturer/ Teaching Assistant/ lab Demonstrator / Technical Officer)

10.33 While Lab sessions are in progress students are not allowed to leave or enter the laboratory without permission of the authorized person/ Lab-in-charge.

11.0 Rules and Regulations related to Examination

11.1 Candidate shall be present outside the examination hall at least 15 minutes before the commencement of the examination. He/She shall not enter the Hall until they are requested by the supervisor.

11.2. On admission to the Hall, a candidate shall occupy the seat allocated to him and shall not change it except on specific instructions of the supervisor.

11.3. No candidate shall be admitted to the examination Hall for any reason after the expiry of half an hour from the commencement of the examination. A candidate is not allowed to leave the Hall until an hour has lasted after the commencement of the examination. A candidate is not allowed to leave during the last 15 minutes of the examination.

11.4. Candidate should have his Identity Card with him in the Hall on every occasion he presents himself for an Examination. His candidature is liable to be cancelled if he cannot produce the Identity Card. The student shall sign a declaration if he fails to produce the Identity Card and produce the Identity card the very next day. If it is the last day of the examination he shall produce the ID to the Examination Registrar next day. If he has lost the Identity Card he should obtain a duplicate and produce to the Examination Supervisor.

11.5. No candidate shall in his possession or in his clothes or on Identity Card keep notes or any signs, formulas, or material with him. All notes, books, Parcels, hand bags etc should be kept away and placed at a table indicated by the Supervisor or Invigilator.

11.6. If the Supervisor so requires each candidate shall declare everything he has in his possession during Examination.

11.7. No candidate shall copy or attempt to copy from any book or paper or notes or similar material or from the scripts of another candidate. No candidate is allowed to talk, discuss or ask any help, answers or obtain assistance from any other candidate during the examination time.

11.8. No candidate shall help another candidate during the examination.

11.9. No candidate shall 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 papers or any practical examination conducted by him/her.

11.10. No candidate shall use any unfair means or obtain or render improper assistance at the examination.

11.11. No candidate shall submit a practical or field book or any dissertation or project report or any answer script which has been done wholly or partly by anybody other than the candidate himself.

11.12. Candidate shall bring their own pens, ink, pencils mathematical instrument, erasers or any other equipment which the candidates have been requested to bring to the examination hall. Candidates are not allowed to bring electronic devices, cellular phones or mini tape recorders to the Examination Hall.

11.13. Stationery required for the examination (Writing paper, Drawing paper, graph paper etc) will be supplied by the institute. Answer sheets or paper supplied to a candidate shall not be torn or crumpled or folded or damaged or mutilated. No other papers shall be used by the candidates during the examination other than what is provided by the institute within the examination hall during the relevant examination. The unused papers or graph tables provided should be used with care and left behind on the desk and not to be removed from the examination hall.

11.14. Every candidate shall enter his/her Index Number on the answer book and on every continuation paper. He/she shall also enter all necessary particulars as indicated in the cover of the answer book. A candidate who inserts an Index Number other than his own number is liable to be considered as cheating. A script that bears no Index Number or that bears an Index Number which cannot be identified is liable to be rejected. No candidate is permitted to write his name or any other identifies & marks on the answer script.

11.15. All calculations and rough work shall be done on the papers provided and shall be attached to the answer scripts. Such work should not be done on admission card, or on any other paper. Any candidate who disregards these instructions will be considered as having written notes or outline of answers with the intention of copying.

11.16. Any answer or part of any answer which is not to be considered for the assessment shall be neatly crossed out. If the same question has been attempted in more than one place it shall be crossed out carefully.

11.17. All candidates are under the authority of the supervisor during the examination and candidates should assist him by obeying and carrying out his instruction and assist invigilators before and after the examination.

11.18. Each candidate shall conduct and behave himself in the Examination Hall and should not cause any disturbance to or inconvenience to the Examination staff or any other candidates. In entering & leaving the Hall he shall conduct himself as quietly as possible. A candidate is liable to be excluded from the Examination Hall for disorderly conduct.

11.19. Candidates shall stop work promptly when announced or ordered by the Supervisor or Invigilator.

11.20. Absolute silence shall be maintained in the Examination Hall. A candidate is not permitted for any reason to communicate or have any dealings with other students other than the Supervisor or Invigilator.
In case of urgency the candidate can communicate with the Supervisor or Invigilator. The attention can be drawn by raising his hand from where he is seated.

11.21. During the course of answering a paper no candidate is permitted to leave the Examination Hall temporarily. In case of an emergency the Supervisor/Invigilator will grant permission to do so but the candidate will be under his supervision.

11.22 No person shall impersonate a candidate whether in the Examination

Hall or before or after the Examination. Nor shall any candidate be allowed to be impersonated by another person.

11.23 No candidate shall obtain or attempt to obtain prior knowledge of Questions

11.24 Serious Action/Disciplinary Action will be taken if any dishonest assistance is given to a candidate by any person.

11.25. If any circumstances aroused or under emergency situation in which opinion of the Supervisor renders the cancellation or postponement of the examination is necessary he shall stop the examination, collect the scripts written by the student and report matter as soon as possible to Registrar (Higher Authority)

11.26. The supervisor/Invigilator is empowered to obtain a statement in writing regarding any matter, examination offence which has been aroused during the course of the examination conducted and such statement shall be signed by the candidate. No candidate shall refuse to make statement or to sign it.

11.27. Candidates shall not contact any person other than the Registrar or Head of Programme regarding their any matter concerning examinations or Examination Matters.

11.28. Every candidate must hand over their answer scripts to the Supervisor/ Invigilator or shall remain in the seat until the answer sheets are collected. Candidates shall not handover their answer scripts to the attendant or any minor employer of the Institute.

11.29. If a candidate who was registered for a programme could not sit an examination due to ill health, he/ she shall notify it to the Registrar or Head of Programme immediately. This should be confirmed with supporting documents within 7 days days from last date of examination to Registrar or to Head of Programme.

11.30. A student who was absent for an examination is not eligible for classes or merits unless the academic committee approval is granted.

11.31. No student shall sit for an examination without any permission or approval obtained from the Head of Programme or Registrar.

11.32. There are some acceptable reasons for absence from an examination. Excuse will be granted only if the absence is due to a grave cause such as:

i. Student's serious ill health (Accident, Surgery, Confinement etc.)

ii. Death of a member of his immediate Family (Mother, Father or sibling)

iii. Any other grave cause acceptable by the Academic Board

iv. A candidate who is absent for an examination due to medical reason shall submit a medical certificate acceptable to the Academic Syndicate. In the case of hospitalization student shall submit diagnosis card, prescription on discharge and any other proof of hospitalization within 07 days after the Exam. This medical certificate shall be presented to the Results Board by the Examination Division.

v. In the case of infectious diseases candidate should submit a medical certificate from a registered medical officer and should be informed to the examination unit before the examination date.

vi. Absence of a candidate from an examination due to a death of a parent or a sister, brother, spouse or child will be excused if approval is granted by the Results Board on producing appropriate documentary evidence.

vii. In Case of a Marriage - Documentary evidence should be produced as a proof.

11.33 Repeat Examinations : Students are entitled to sit for the Repeat Examinations according to the conditions specified in the By Laws of the Electronic Engineering Degree Programme.

11.34 Special Notice Please note that the candidates are not allowed to use any mobile communication device during the examination. If such items are found in their possession during the examination, the devices will be confiscated and returned to them only after the offence board makes the decision to return. A parent should be present to witness the returning of the confiscated item by SLTC authorities.

11.35 What are the consequences if violated?

If examiners or invigilators notice someone cheating during an examination, they make a note of it on the work after it has been handed in and they also confiscate any pieces of evidence. After the examination, the examiners or invigilators write a report for the Board of Examiners (BoE). In the case of plagiarism, the lecturer involved will notify this fact to the BoE. The type of punishment students can expect, if they plagiarize something or cheat, depends on the seriousness of the misconduct. The BoE can impose one or more of the following measures: In all cases: the examination involved is declared invalid;

11.36 The examinee is excluded from up to five specified examination opportunities. In doing so, the BoE takes the stage reached in the examinees course of study into account; If there is fraud involved in writing up a thesis, a new thesis will have to be written.

11.37 Plagiarism & Ethics

SLTC have a zero tolerance policy for plagiarism and other violations of our ethics policy. Ethics violations of any kind are taken seriously and may result in dismissal from our program. The best way you can keep yourself from committing an act of plagiarism is to be properly informed. At a minimum, please remember that any words taken verbatim from a source must be cited and contained within quotation marks. Even if you have paraphrased an idea from a source you must provide the appropriate citations. Ignorance of these principles will not be an acceptable excuse for violation of the policy.

11.37.1 Violations of procedures which protect the integrity of a quiz, examination, or similar evaluation, such as:

a. Possessing, referring to, or employing open textbooks or notes or other devices not authorized by the faculty member;

b. Copying from another person's work;

c. Communication with, providing assistance to, or receiving assistance from another person in a manner not authorized by the faculty member;

d. Possessing, buying, selling, obtaining, giving, or using a copy of any unauthorized materials intended to be used as or in the preparation of a quiz or examination or similar evaluation;

e. Taking a quiz or examination or similar evaluation in the place of another person;

f. Utilizing another person to take a quiz, examination, or similar evaluation in place of oneself;

g. Changing material on a graded examination and then requesting a re-grading of the examination;

h. The use of any form of technology capable of originating, storing, receiving or sending alphanumeric data and photographic or other images to accomplish or abet any of the violations listed in parts a through g.

11.37.2 Plagiarism - defined as "intentionally or knowingly representing the words or ideas of others as one's own in any academic exercise" or violations of procedures prescribed to protect the integrity of an assignment, such as:

a. Submitting an assignment purporting to be the student's original work which has been wholly or partly created by another person;

b. Presenting as one's own work the ideas, representations or words of another person without customary and

proper acknowledgment of sources;

c. Submitting as newly executed work, without faculty member's prior knowledge and consent, one's own work which has been previously presented for another class at Ball State University or elsewhere;

d. Knowingly permitting one's work to be submitted by another person as if it were the submitter's original work.

When a student involved in an academic ethics case, the University's Vice President will be consulted on how to best resolve allegations in a timely and fair manner that meets the University's statutory compliance and ethical obligations.

The case will be referred the BoE (Board of Examiners) and as soon as the BoE has decided on appropriate sanctions, the student involved is informed in writing of the decision. If the student does not agree with the imposed punishment, he or she can appeal in writing to the University Council.

12.0 Code of Conduct within Accommodation

12.1 Sri Lanka Technological Campus is committed to provide students with good accommodation facilities and favorable living environment while studying at SLTC at a reasonable price. The main purpose of providing student accommodation is to promote the concept of SLTC being a residential campus and to encourage development of communities on and off campus that support the academic educational aims of the campus.

12.2 Purpose

The Sri Lanka Technological Campus Student Accommodation Policy was formulated with the following principles and objectives.

To provide guidelines with regard to Campus hostel and accommodation rules and regulations.

To explain the type of disciplinary action that would be taken if students break the provisions of rules and regulations.

To deliver a good living experience and foster a sense of community among the residents at a reasonable price.

12.3 Application

This policy applies to all students pursuing their studies as full time basis undergoing academic programmes provided by Sri Lanka Technological Campus who have opted to reside in campus.

12.4 Accommodation Eligibility

All full time students will be eligible for accommodation depending on their request and considering the distance to the Campus from home.

The first year students shall be given priority in offering hostel accommodation within the Campus premises.

Hostel accommodation rotation shall be carried out in a period of 6 months.

12.5 General Regulations

12.5.1 STUDENT RESPONSIBILITIES

Other than the general exceptions set out in 1.1 above, Students should maintain peace and harmony at all time.

All students are responsible in keeping all accommodation facilities and properties clean, intact in good conditions.

All students must fully understand the accommodation policy by signing the Student's declaration.

All students will have to pay the monthly fee for accommodation specified by the management for the period defined for accomodation given on either a monthly basis, bi-annual or annual basis defined by the management.

In case any student who can not adhere to the above mentioned payment structure will have to leave the accommodation within the given notice period.

12.5.2 Room Allocation and Transfer

A student tenant is required to remain in his/her designated room. In the event of the student requesting for transfer, he/she must follow the accommodation process by submitting a completed Transfer Room Form for approval by Registrar office.

The management may re-allocate a student to another accommodation facility with sufficient prior notice.

If in case a student who is not staying in the hostel may requires to stay in the hostel for a shorter period of time for study or reasonable other purposes, such student may request permission from the Registrar office and inform the Warden well in advance. The granting of approval is at the discretion of the Registrar Office. If any student is violating the rule shall be subjected to penalization.

12.5.3 Cleanliness

All students shall observe cleanliness of their rooms, personal belongings and common properties or areas at all times.

Daily, weekly, monthly hostel inspections will be carried out by any member who will be authorized by the SLTC Management. These inspections can be unannounced and all tenants are required to give their fullest cooperation to conduct the inspection without any interference.

12.5.4 Appliances of Any Kind

Safety of personal belongings and equipment entrusted to the tenants is the obligation of the tenants. The Campus shall not in any case be responsible for any loss of personal belongings. However, any items lost should be reported to the relevant authorities.

Student tenants are not allowed to make any electrical and telephone extensions. This is to prevent short circuits and fire hazards.

All electrical switches must be switched off and water taps must be turned off when leaving hostels.

Use of cooking apparatus of any kind, Cooking/ preparation of any kind of food inside the premises of the hostels is not authorized unless a special approval is being given by the SLTC Management.

No tenant may modify any electrical appliance or power outlet. This is considered a severe violation of safety.

12.5.5 Security and Safety

All students are required to display the Student ID and sign in the register at the main gate when leaving campus premises after 5.00pm.

Girls are required to be at the hostel room by 7.00pm and special approval shall be sought out from the warden if any individual needs to go out after 7.00pm. All the girls shall inform the warden in advance if getting late on a particular date.

Boys are required to be at the hostel room by 10.00pm and special approval shall be sought out from the warden if any individual needs to go out after 10.00pm. All the boys shall inform the warden in advance if getting late on a particular date.

All students shall only leave the hostel room after 7.00am and if any individual needs to leave the hostel premises prior special approval shall be sought from the hostel warden.

Any student who shall not comply with the above mentioned time lines, specific penalties may be imposed accordingly.

12.5.6 Visitors' Guideline within the hostel accommodation area

Visitors are only allowed to be within the accommodation area till 10.00pm.

All visitors will have to sign in the register at the main gate before entering the Campus premises.

If a visitor is coming in a vehicle which needs to be entered into Campus premises, the particular individual shall obtain a gate pass in advance in order to be issued at the main gate.

12.5.7 Conduct and Behaviour

Student tenants are strictly

prohibited from the followings:

12.5.7.1 Any behaviour or conduct considered indecent by Sri Lankan law.

12.5.7.2 Verbally or Physically threatening or harassing other students or staff, including stalking, staring, lurking, offensive touching and obscene acts such as sex acts and indecent exposure.

12.5.7.3 Fighting or Challenging to fight, running, pushing, shoving or thowing things.

12.5.7.4 Male intrusion into female accommodation and vice versa (except at a permitted area).

12.5.7.5 Smoking: Smoking cigarette, cigar and/or shisha in any Campus facility or vehicle.

12.5.7.6 Pets: Any kind of pets.

12.5.7.7 Gambling: Any gambling activity.

12.5.7.8 Drugs: Unlawful or unauthorized possession, distribution, delivery, dispensing, manufacture or sale of any drug; unlawful possession of any drug with intent to distribute, deliver, dispense, manufacture or sell any drug; or being unlawfully (drunkard/feeling high, ?) under the influence of any drug.

12.5.7.9 Alcohol: Unlawful or unauthorized possession, use, distribution, dispensing, delivery, sale or consumption of any alcoholic beverage.

12.5.7.10 Sexual Assault: Sexual assault or any other uninvited behaviour of a sexually explicit nature.

12.5.7.9 Harassment (Ragging): Engaging or attempting to engage in any act for the purpose of injuring, threatening or unreasonably alarming another or for the purpose of unreasonably interfering with any person's work, education, or the environment or activities surrounding one's work or education.

12.5.7.11 Fireworks and Explosives: Using or possessing bombs, explosives, incendiary devices, or fireworks.

12.5.7.12 Firearms, Ammunitions, Dangerous Weapons and Dangerous Chemicals: Possessing or selling firearms, ammunitions, other dangerous weapons, or dangerous chemicals on the campus premises.

12.5.7.13 False Alarm: Turning in a false fire alarm or bomb threat or misusing fire safety equipment on the campus.

12.5.7.14 Hazing: Hazing any person. The intent of any person engaging in hazing activity or the consent or cooperation of any person who is a victim of hazing will not constitute a defense to an allegation of misconduct for hazing.

12.5.7.15 Indecent Exposure: Committing any unlawful act of indecent exposure or public indecency.

12.5.7.16 Unauthorized Use of any University's Property: Unauthorized use of any University property, facility, equipment or material.

12.5.7.17 Unauthorized Keys and Unlocking Devices: Possessing, producing, manufacturing, or having manufactured without proper authorization, any key or unlocking device for use on any University's facility or lock.

12.5.7.18 Fires: Setting or attempting to set any fire on the campus, except in fireplaces or other facilities designated for fires.

12.5.7.19 Property Damage: Damaging or attempting to damage any property of the University or of another individual.

12.5.7.20 Theft: Theft or attempted theft of any property.

12.5.7.21 Dangerous Conduct: Any conduct which is unreasonably dangerous to the health or safety of other persons or oneself.

12.5.7.22 Prohibited Items: Personal television, fridge, washing machine, water heater, stove, multi purpose cooker and electric musical instrument.

12.5.7.23 Phonographic and Vulgar Materials: Any variety of media, ranging from books, magazines, postcards, photos, sculptures, drawings, paintings, animations, sound recordings, films, videos, or video games is strictly prohibited.

12.5.7.24 Other Unlawful Acts: Any act by a student which occurs on the campus, on the premises of any student accommodation unit or at any activity or event sponsored by the University or an organization which is in violation of any Civil law, of Sri Lanka, shall constitute misconduct.

12.6 Breach of Rules and Regulations

Specific penalties for student tenants who do not conform to the Accommodation Policy shall be imposed.

One or more of the following disciplinary sanctions may be imposed whenever a student or student organization is found to be guilty of misconduct under this Code of Conduct or under other published policies or regulations of the Campus prescribing standards of student conduct:

12.6.1 Warning: A written notice warning shall be issued to the student or student organization that has committed misconduct. Continuation or repetition of a specified misconduct may be a cause for other disciplinary action(s).

12.6.2 Reimbursement for damage to or misappropriation of property or reimbursement for medical expenses incurred by a third party as a direct result of misconduct. Reimbursement may take the form of service, other indirect compensation or direct financial compensation.

12.6.3 Confiscation: Weapons, pointed weapens, stones or other dangerous weapons possessed, used or stored on the campus in violation of the Code of Conduct may be confiscated.

12.6.4 Behavioural Requirement: Written conditions imposed by University which establish specific requirements for the student or student organization.

12.6.5 Suspension: Exclusion from all or specified classes and/or exclusion from all or specified privileges or activities of the University and/ or exclusion from the campus for a specified period of time. In cases involving organizations, suspension may include loss of all privileges, including loss of University recognition for a specified period of time.

12.6.6 Expulsion: Permanent termination of student status or organizational status at the Campus.

12.7 Amendments to the Accommodation Policy

The Accommodation Policy shall be reviewed, revised and amended as deemed necessary by the management with prior approval from the President/ CEO of Sri Lanka Technological Campus

12.8 Definitions

12.8.1. Alcoholic Beverage - Alcoholic beverage shall include alcohol, spirits, wine, beer and every liquid or solid containing alcohol, spirits, wine or beer and capable of being consumed as a beverage by a human being.

12.8.2. Campus - Campus shall mean all lands, buildings and facilities of or owned, used or controlled by the SLTC and all streets, alleys, sidewalks and public ways abutting any land of the Campus.

12.8.3 Dangerous Weapon - Dangerous weapon shall mean any firearm, knife, bludgeon, or other device, instrument, material, or substance, whether animate or inanimate, which in the manner it is used or intended to be used is capable of producing bodily injury or death.

12.8.4 Drug - Drug shall mean any controlled substance, which lists controlled substances regulated under Sri Lankan criminal laws relating to drugs and narcotics.

12.8.5 Firearm - Firearm shall mean any weapon which is designed to or may readily by converted to expel any projectile by the action of an explosive or frame or receiver of such weapon.

12.8.6 Hazing - Hazing shall mean any activity by an organization or by a member of an organization in which a member, prospective member, pledge or associate of the organization is subjected to acts which cause harm or create risk of harm to the physical or mental health of the member, prospective member or pledge. Hazing includes, but is not limited to, any act or activity which causes or might reasonably be expected to cause fear or intimidation, extended deprivation of sleep or rest, forced consumption of any substance, physical exhaustion, physical harm (beating, boarding, paddling, branding or exposure to weather), or damage to property.

12.8.7 Misconduct - Misconduct shall mean any act of misconduct prescribed in this Code of Conduct or violation of any other published University policy or regulation prescribing a standard of student conduct.

12.8.8 Organization - Organization or student organization shall mean any student group recognized by the University pursuant to any policy of the University relating to student organizations. The term organization shall include any student organization established by or recognized by an academic or administrative unit of the University.

12.8.9. Student - Student shall mean any person taking courses at Sri Lanka Technological Campus

13.0 Whistleblowing Policy and Procedure

13.1 Introduction

Sri Lanka Technological Campus is committed to openness and accountability. In line with this commitment we expect students to come forward and voice those concerns with the knowledge that, if made in good faith, their action will be viewed positively.

13.2 What does the policy cover?

The Whistleblowing Policy and Procedure gives students and third parties a clear procedure on how to raise any concerns which do not fall under the remit of the Code of Coduct and procedures. Whistleblowing is not the same as a complaint. It is about raising concerns regarding malpractice or wrongdoing within the Sri Lanka Technological Campus. The Whistleblowing Policy and Procedure may not be used to re-open or review a matter already decided under other policies and procedures.

13.3 The concerns covered by the Whistleblowing Policy and Procedure are:

- actual or suspected criminal offences
- failure to comply with legal obligations
- Violation of imminent risk of violation of the Code of Conduct
- serious health and safety risks
- damage to the environment
- financial malpractice, impropriety or fraud
- academic or professional malpractice
- deliberate suppression or concealment of any of the above

13.4 What to do next if you wish to raise a concern?

In the first instance, please contact your tutor, Registrar If this is not possible please contact the President/Chief Executive Officer.

13.5 policy/procedure.1. Policy Statement

1.1 The aims of this policy are:

1.1.1 To encourage individuals to bring concerns to the Sri Lanka Technological Campus's attention using informal routes as a starting point where relevant.

1.1.2 To establish a formal route where informal routes are not appropriate.

1.1.3 To enable individuals to report suspected malpractice, impropriety or wrongdoing as soon as possible, in the knowledge that their concerns will be taken seriously and investigated as appropriate.

1.1.4 To reassure individuals that they should be able to raise genuine concerns in good faith without fear of reprisals.

1.1.5 To provide individuals with guidance as to how to raise those concerns.

2. What is whistleblowing?

2.1 This may include information relating to:

2.1.1 actual or suspected criminal offences

2.1.2 failure to comply with legal obligations

2.1.3 Actual or imminent violations of the Code of Conduct

2.1.4 serious health and safety risks

2.1.5 financial malpractice, impropriety or fraud

2.1.6 academic or professional malpractice

2.1.7 deliberate suppression or concealment of any of the above

2.1.4 damage to the environment

2.2 A 'whistleblower' is a person who raises a genuine serious concern in good faith relating to any of the above.

3. The whistleblowing procedure may not be used to re-open or review a matter already decided under other policies and procedures.

4. Concerns should be made in writing to the designated person.

5. What will happen next?

5.1 If, on preliminary examination, the concern is judged to be wholly without substance or merit, no further action will be taken and the whistleblower will be informed by the designated person.

5.2 If there is a prima facie indication of malpractice, the designated person will arrange for an investigation.

5.3 The designated person may appoint another person to undertake the investigation on his/her behalf.

5.4 In cases of a disclosure of a financial nature the designated person may refer the matter to the head of the Finance department.

5.5 The designated person will inform the whistleblower the name of the person chosen to conduct the investigation, and they have 2 working days to notify the designated person, in writing, if they have any reasonable objection (as determined by the designated person) to that person carrying out the investigation. The designated person has the final decision on the matter.

5.6 The person who carries out the investigation will report their findings to the designated person.

5.7 The designated person will then decide

on the course of action to be taken. This may be one or more of the following:

5.7.1 Take no further formal action, aside to inform the whistleblower of the decision and reasons for it (recommendations may include training, mediation etc.);

5.7.2 Refer the matter for appropriate action within existing Sri Lanka Technological Campus procedures

5.7.3 Refer the matter to the police in the case of alleged criminal activities.

6. Notification to the subject(s) of the disclosure

6.1 Where there is an investigation, the person or persons identified as the subject of the concern will be informed of each allegation made against him/ her and any evidence supporting it and will be allowed to respond before any investigation is concluded.

7. Suspension

7.1 The Sri Lanka Technological Campus reserves the right to enforce a suspension where deemed necessary in accordance with the Code of Conduct and Discipline of Students (students).

8. Representation

8.1 All students invited to co-operate with an investigation have the right to be accompanied by a fellow student or Students' Union representative.

8.2 The companion will be required to respect the confidentiality of the disclosure and subsequent investigation.

9. Confidentiality

9.1 Where possible, the identity of the whistleblower will be protected. There may be circumstances, however, where it will not be possible to proceed without revealing the whistleblower's identity, for example if the whistleblower's evidence is needed in the investigatory process, at a disciplinary or court

hearing. Should this be the case, the matter will be discussed with the whistleblower at the earliest opportunity.

9.2 Note that the need for confidentiality may prevent the designated person from providing the specific details of the investigation or actions taken, to the whistleblower.

9.3 The whistleblower should treat any information about the investigation as confidential.

10. Malicious Allegations

10.1 If an investigation under this procedure concludes that a disclosure has been made maliciously, in bad faith or with a view to personal gain, the Sri Lanka Technological Campus reserves the right to take appropriate action, which may include disciplinary action for students.

11. Protection of whistleblowers

11.1 Individuals who raise genuinely-held concerns in good faith under this procedure will not be dismissed or subjected to any detriment as a result of such action, even if they turn out to be mistaken. Detriment includes unwarranted disciplinary action or victimisation.

12. Records

12.1 All concerns raised and action taken in response to disclosures will be recorded, and reports on all disclosures and investigations will be retained by the designated person for a period of two years.

14. General Rules to be emphasized

14.1 Submission of Medicals and other excuses for Final Examination

- Any Medical submitted should be from a government hospital.
- Any other excuse should be certified by the Parent/ Guardian.
- All medicals/excuses should be submitted to the Office of Student Affairs within 2 weeks of absence for the particular examination date. Deadline will be specified. Any late submissions will not be accommodated in any circumstances.
- All medicals/excuses should be submitted along with the completed form shared by the Office of Student Affairs.
- All excuses will be analyzed and approved by the Senate. If any medicals/excuses were not approved shall be informed to the student immediately and will go as a repeat student.

14.2 Repeat Subject fee

- There will be a payment of Rs. 3000.00 to pay for all repeat subjects per paper.
- This payment will have to be made to the Finance department and along with the payment receipt, should submit the exam request form to the Examination department within the given deadline.

14.3 Re-correction fee

- There will be a payment of Rs. 500.00 to be paid when requesting for Re-correction per subject.
- This payment will have to be made to Finance department and along with the payment receipt, a re-correction request form should be submitted to the Examination department within the given deadline.
- If the grade improves after re- correction the payment will be refunded.

14.4 Completion of Continuous Assessment when repeating

Repeat due to - NO 80% ATTENDANCE

- When repeating a subject due to not having 80% attendance at a given first attempt, student is required to complete 80% attendance at the next attempt in order to sit for the examination as a repeater.
- Student is also required to complete the Continuous assessment at the next attempt in order to sit for the examination as a repeater.

Repeat due to - COUNCIL APPROVED VALID EXCUSE

- At the point of repeating a subject having a valid excuse at a given first attempt, and if student has completed 80% attendance at that particular attempt, student is allowed to sit for the exam as their first attempt.
- If the Student has completed the Continuous assessment at the first attempt, student is eligible to sit for the exam as their first attempt.

14.5 Examination results

- Mid semester results will be published by the specific Lecturer itself within approximately one month from the last date of examination.
- They will be no make up exams for Mid semester examinations nor excuses will be taken into consideration.

14.6 Fee Payments

- Semester fee payment will have to be settled on or before the deadlines informed by the SLTC Finance/ Office of Student Affairs
- In any case that students are unable to settle the Semester fee it is required to immediately inform the SLTC Registrar Office.
- The course fee will required be settled definitely before the Mid – semester examination.
- The Campus hold the right to discontinue his/her studies if there are pending payments. (course fee/ hostel fee)
- In case of withdrawing from the course the clearance will be not be given for Students who have payment arrears.

14.7 Submission of Assignments

- Submission of Assignments after the deadline set by the examiner, are not being considered for any grading.

14.8 Lab Groups

- Specified Lab groups at the beginning of a semester shall not be changed under any circumstances once it has been published.

14.9 Management imposed Deadlines

- If there are any deadlines set for any submission or any other consequence for a student to adhere, it will be strictly monitored and no any late submissions will be taken into consideration in any circumstance.

14.10 Centre for Communication Skill Development (CCSD)

- It is compulsory to participate for the Winning Edge Communication Skill Development Programme conducted by the CCSD, according to the group specified by the CCSD at the beginning of the programme.
- 80% or more attendance is strictly monitored for these classes.
- No one will be able to graduate without passing/ obtaining required grades for this programme within the 4 years of academics.
- There are altogether 4 levels in this programme.

Any act of breaking or failing to observe the Code of Conduct shall be considered as a punishable offence.

As students at SLTC, we require all students to understand the importance of adhering to good behavioral practices and to observe strict discipline at all times.

SLTC

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