

BSc Honours in Occupational Therapy

Student Handbook

April 2024

For the Academic Year 2023/2024



**Department of Disability Studies
Faculty of Medicine
University of Kelaniya**

BSc. Honours in Occupational Therapy
Department of Disability Studies
Faculty of Medicine - University of Kelaniya

Student Handbook
Academic Year 2023/2024

Batch 03

Cover Photograph:

Welcoming: OT1 Students

Copyright@2024 Audio Visual Unit

CONTENTS

CONTENTS.....	3
OFFICERS OF THE UNIVERSITY	7
OFFICERS OF THE FACULTY OF MEDICINE	7
UNIVERSITY OF KELANIYA.....	8
MISSION STATEMENT – UNIVERSITY OF KELANIYA.....	10
VISION	10
MISSION	10
THE FACULTY OF MEDICINE.....	11
MISSION STATEMENT – FACULTY OF MEDICINE	13
VISION	13
MISSION	13
QUALIFICATIONS OFFERED BY THE FACULTY	14
<i>Registration of Students.....</i>	<i>14</i>
<i>Identity Card.....</i>	<i>14</i>
<i>Change of name.....</i>	<i>15</i>
<i>Certificates and transcripts</i>	<i>15</i>
DEPARTMENT OF DISABILITY STUDIES	16
VISION	16
MISSION	16
ACADEMIC STAFF.....	17
DEMONSTRATORS.....	20
NON-ACADEMIC STAFF.....	22
BACHELOR OF SCIENCE HONOURS IN OCCUPATIONAL THERAPY	23
OVERVIEW OF THE DEGREE PROGRAMME	24
PROGRAMME AIMS AND LEARNING OUTCOMES	24
COMPOSITION OF THE PROGRAMME.....	24
THE MODULAR SYSTEM.....	25
NOTATION OF MODULES	25
CREDIT VALUES	25

STRUCTURE OF THE STUDY PROGRAMME	26
<i>Table 1: Modules for Year 1</i>	26
<i>Table 2: Modules for Year 2</i>	27
<i>Table 3: Modules for Year 3</i>	28
<i>Table 4: Modules for Year 4</i>	29
<i>Table 5: Non-GPA Courses</i>	30
EXAMINATION BY-LAWS AND REGULATIONS.....	31
<i>Table 6: Grade point value for grades</i>	34
<i>Table 7: List of modules with >50% or a B- grade pass mark.....</i>	35
<i>Academic leave</i>	44
<i>Plagiarism</i>	44
<i>Academic Misconduct.....</i>	44
EXAMINATION RULES.....	46
CODE OF CONDUCT FOR STUDENTS	51
<i>Purpose.....</i>	51
<i>Coverage.....</i>	53
<i>Definitions</i>	53
<i>Residential Facilities</i>	54
<i>Security and Safety</i>	57
<i>Library Service</i>	57
<i>Information Communication Services</i>	58
<i>Sports and Recreational Facilities</i>	58
<i>Aesthetic facilities.....</i>	59
<i>Student Support Services and Welfare Network</i>	59
<i>Governance and Management.....</i>	60
<i>Freedom of Expression.....</i>	60
<i>Student Representations.....</i>	61
PERSONAL CONDUCT	62
<i>Maintenance of Discipline and Law and Order</i>	64
UNETHICAL AND UNLAWFUL ACTIVITIES THAT ARE PROHIBITED IN UNIVERSITIES	65
<i>Plagiarism and Cheating.....</i>	65
<i>Disorderly Conduct, Dissent and Protests.....</i>	66
<i>Disrespect and Non-compliance.....</i>	66
<i>Wrongful Utilization of Goods, Services or Information.....</i>	67
<i>Unauthorized Collection of funds</i>	68
<i>Solicitation.....</i>	68
<i>Possession and consumption of alcohol, drugs and tobacco within the university premises</i>	68
<i>Gambling</i>	69

<i>Harassment/Violence</i>	69
<i>Hazing/Ragging</i>	70
<i>Sexual Harassment/Sexual Misconduct</i>	72
<i>Theft</i>	72
<i>Academic dishonesty</i>	73
<i>Vandalism</i>	74
<i>Unauthorized Entry</i>	74
<i>Co-operation with Authorities and Committees of Inquiry</i>	75
<i>Right of Appeal</i>	75
SPECIAL/EQUAL ACCESS POLICY FOR FACULTY OF MEDICINE	76
STUDENT WELFARE	79
STUDENT SOCIAL WELFARE & ADMISSIONS COMMITTEE.....	79
<i>Student advisors</i>	80
HOSTELS	81
<i>Boy's Hostels</i>	81
<i>Girl's Hostels</i>	81
<i>Hostel fees</i>	82
<i>Allocation of hostel places and rooms</i>	82
<i>General rules and regulations for hostellers</i>	83
<i>Electrical Appliances</i>	84
<i>Ragging</i>	84
<i>Unions / Association</i>	84
<i>Visitors</i>	84
<i>Clothes & cleaning of clothes</i>	85
<i>Lights</i>	85
<i>Garbage</i>	85
<i>Silence</i>	85
CANTEENS & COMMON ROOMS.....	86
<i>Common room</i>	86
SPORTS.....	86
<i>Facilities for sports</i>	86
<i>Sports Activities during Orientation Programme for new entrants</i>	89
<i>Cultural Centre</i>	89
<i>Annual Events</i>	89
<i>Sports Council Advisory Board members</i>	90
HEALTH CARE AND MEDICAL CERTIFICATES	90
<i>Physical illness</i>	90
<i>Psychiatric illness</i>	90
<i>Medical certificates (MCs)</i>	91
FINANCIAL ASSISTANCE	91
STUDENT SOCIETIES AND ASSOCIATIONS.....	93
<i>Student Council</i>	93

<i>Arts Society</i>	94
<i>The Buddhist Students Society, the Catholic Students Society & the Muslim Students Society</i>	94
<i>Kelaniya Medical Faculty Photography Society (KMFPS)</i>	94
<i>Green Society</i>	95
<i>Registration of new societies</i>	96
<i>Organisation of meetings, festivals, film shows, etc</i>	96
<i>Displaying notices</i>	97
<i>Collecting funds</i>	97
FACULTY SONG	98

OFFICERS OF THE UNIVERSITY

Chancellor	Ven. Prof. Kollupitiye Mahinda Sangharakkhitha Thera
Vice Chancellor	Prof. N.R de Silva MBBS (C'bo), MSc (London), MD (C'bo)
Registrar	Mr. K.K.K. Dharmathilaka BA (Hons) Econ SP (C'bo), PGDBFA(ICASL), MSSc Econ (Kel'ya), MBA (Kel'ya)
Librarian	Dr. C.C. Jayasundara B.A. Stat (Ruhuna), MSc (Sheffield) DLitt. (South Africa), AALIA (CP) Australia
Bursar	Mrs. U.T.M.I.D Tennakoon BSc (SJP), FCA, CPFA, MBA (UOC)

OFFICERS OF THE FACULTY OF MEDICINE

Dean	Prof. M.N. Chandratilake M.B.B.S. (C'bo), MMED (Dundee), Ph.D (Dundee)
Senior Assistant Registrar	Ms. W.E.M. Wagalath BA (Kel'ya), Dip in Mgt (OUSL), Dip in English (C'bo)
Assistant Registrar	Ms. I.S.A.S. Pothuhera B.Sc.(Hons)(Perad'ya)
Senior Assistant Bursar	Mrs. W.L.S. Wijesekara B.Sc. Mgt. (Public) (SJP), MPM (SLIDA), CBA, MAAT, Dip. in English (C'bo)
Senior Assistant Librarian	Dr. M.P.L.R. Marasinghe B.Sc. (Kel'ya), MLS (C'bo), Ph.D. (Kel'ya)

UNIVERSITY OF KELANIYA

The University of Kelaniya has its origin in the historic Vidyalankara Pirivena, founded in 1875 as a centre of learning for Buddhist monks. It was one of the two great national centres of traditional higher learning, heralding the first phase of the national movement and national resurgence. With the establishment of modern universities in Sri Lanka in the 1940s and 1950s, the Vidyalankara Pirivena became the Vidyalankara University in 1959, later the Vidyalankara Campus of the University of Ceylon in 1972 and, ultimately, the University of Kelaniya in 1978.

Today, the University of Kelaniya is one of the major national universities. It is located just outside the municipal limits of Colombo, in the ancient and historic city of Kelaniya, on the north bank of the Kelani River. It has seven Faculties and three institutions.

The seven Faculties, which form the main body of the University, are:

- Faculty of Humanities
- Faculty of Social Sciences
- Faculty of Science
- Faculty of Medicine
- Faculty of Commerce and Management Studies
- Faculty of Graduate Studies
- Faculty of Computing and Technology

Two institutes are attached to the University of Kelaniya.

- The Postgraduate Institute of Pali and Buddhist Studies (*PGIPBS*), Colombo
- The Postgraduate Institute of Archaeology (*PGIAR*), Colombo.

The main University itself has a student population of more than 8,500 undergraduates, with nearly 1000 more in the institutes, several

hundred postgraduate students and over 95,000 candidates registered for external degrees.

The University of Kelaniya has pioneered a number of new developments in Higher Education. It was one of the first Universities to begin teaching science in Sinhala, and also the first to restructure the traditional Arts Faculty into three separate Faculties of Humanities, Social Sciences and Commerce and Management studies. It also has several unique Departments not generally found in the Sri Lankan University system.

In keeping with its historic roots, the University is one of the national centres of excellence in Pali and Buddhist Studies and related fields. It has long-established and well-developed departments of Pali and Buddhist Studies (incorporating chairs in Buddhist Civilization and Buddhist Philosophy), Sanskrit, Linguistics, Philosophy, Sinhala and Hindi, as well as the Postgraduate Institute of Pali & Buddhist Studies. Kelaniya also maintains close links with the Buddhist and Pali University of Sri Lanka. Thus, the University of Kelaniya forms the centre of an academic complex, specializing in modern development in traditional disciplines. It also retains a close link with its mother institution, the Vidyalandara Pirivena, whose Head is also the Chancellor of the University.

The University of Kelaniya also has a modern and multi-cultural structure and perspective, with the Faculties of Science, Medicine, Social Sciences and Commerce & Management and a strong base in modern languages, including the teaching of Chinese, English, French, German, Hindi, Japanese, Russian, Tamil, and Modern Linguistics. Presently engaged in extensive restructuring as it enters the 21st century, the University of Kelaniya looks forward to a new phase in its 125-year history of development.

MISSION STATEMENT – UNIVERSITY OF KELANIYA

Vision

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

Mission

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

THE FACULTY OF MEDICINE

The Faculty of Medicine of the University of Kelaniya is situated on a spacious 35-acre campus at Ragama. It is one of eight state medical faculties in Sri Lanka. The faculty commenced classes with the admission of 120 students in September 1991. The first batch of students completed their five year course and graduated MBBS in September 1996. Today, the Faculty has about 1217 students on its roll. This includes several foreign students, mainly from other South Asian countries, who have been admitted on a fee levying basis. The Faculty also welcomes students for elective appointments and many students from medical schools in Europe, USA and Australia have spent their elective periods with us.

There is a permanent academic staff of about 127 and, in addition, there are over 40 temporary academic staff and over 60 visiting staff that include consultants who are based in the affiliated teaching hospitals. The Faculty comprises seventeen academic departments, a Molecular Medicine Unit, a Computer Centre, and a Research Support Centre. The Computer Centre is dedicated to providing computer training; it aids in self-directed learning, maintaining an intranet and providing internet connectivity. The Molecular Medicine Unit was established in 2003 with the aims of improving molecular diagnostic facilities for infectious diseases and providing DNA finger-printing. In 2007, the Disability Studies Unit was upgraded to the Department of Disability Studies, the only one of its kind in the South Asian region.

Since 1991, the faculty has produced a large volume of research publications. Several of the staff have been awarded prestigious prizes for research papers presented at national and international scientific forum and Presidential Research Awards. The clinical and paraclinical academic departments have been recognized as training centres by the Postgraduate Institute of Medicine, University of Colombo. Postgraduate research degree programs - M. Phil, DM and Ph.D, are

conducted by the Faculty under the auspices of the Faculty of Graduate Studies. In collaboration with the University of London, the Disability Studies Unit conducted a diploma course in Speech and Language Therapy; this course was upgraded into a Bachelor of Science Special degree course and the first batch of students based on A' level results were admitted in August 2008. Many of the departments have academic links with foreign universities. The Colombo North Teaching Hospital, which is one of the busiest tertiary referral centres in the country, is the main teaching hospital. University clinical departments have wards in this hospital. Other allied teaching hospitals include, the Ragama Rehabilitation Hospital, Welisara Chest Hospital and Base Hospitals in Negombo and Gampaha.

The Faculty provides hostel facilities for most of its students. It also has an open air theatre, a sports ground, a multi-purpose court and a gymnasium. Funds are being sought to develop a sports complex and a swimming pool. A Cultural Centre was opened in January 2009 and programmes in music, dance, art and photography are conducted. Yoga classes are held every Thursday afternoon. Tamil classes are conducted every year to enable our graduates to be able to practice in any part of the country. There is an elected student council and several other thriving cultural and literary student societies.

MISSION STATEMENT – FACULTY OF MEDICINE

Vision

The faculty aspires to be an internationally recognized institution of higher education in a culture of excellence and integrity that helps to generate and impart knowledge in the medical sciences.

Mission

The Faculty of Medicine

- Educates medical students, postgraduate doctors, allied health care professionals and the public,
- Provides patient oriented medical care to prevent, diagnose and treat human illness, and
- Conducts basic, applied and clinical research

in an environment of high-quality education that nurtures a spirit of inquiry, initiative, equality and social responsibility.

Graduates of the Faculty will have the knowledge, the skills and attitudes to be successful in providing services to the community, country and beyond as individuals and opinion leaders in a globalised health care environment.

At the Faculty of Medicine, knowledge is advanced by an academic community with a passion for teaching, student training and scientific enquiry. By providing an excellent environment for learning and research, we will encourage scholarship at the highest level.

QUALIFICATIONS OFFERED BY THE FACULTY

The qualifications offered by the faculty at present are as follows:

Undergraduate degrees

- Bachelor of Medicine & Bachelor of Surgery
- Bachelor of Science Honours in Speech & Hearing Sciences
- Bachelor of Science Honours in Occupational Therapy

Postgraduate research degrees

- Master of Philosophy (MPhil)
- Doctor of Philosophy (PhD)
- Doctor of Medicine (DM)
- Master of Public Health (MPH)

Registration of Students

This is done by the Senior Assistant Registrar's Office in the Faculty, after initial registration by the Academic Branch of the University of Kelaniya. Registration must be renewed for each year of study with an endorsement by the SAR/Medicine on the student's University Identity Card.

Identity Card

All students registered in the University of Kelaniya are issued an identity card by the University's Academic Branch. Registration must be renewed annually thereafter at the SAR's Office in the Faculty of Medicine, on payment of a registration fee. Students who lose this identity card must obtain a duplicate card at their own expense.

Change of name

Students who wish to change their name by which they have first registered in the university may do so within the first three semesters in the medical faculty.

Certificates and transcripts

Original certificates submitted at the time of registration can be retrieved from the university, and student transcripts can be obtained through the SAR's Office.

DEPARTMENT OF DISABILITY STUDIES

Vision

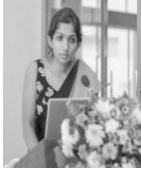
The department aims to uphold the Faculty's aspiration of being an internationally recognized institution of higher education in a culture of excellence and integrity that helps to generate and impart knowledge in speech and language therapy, audiology and occupational therapy.

Mission

- Educate undergraduate speech and hearing science students, occupational therapy students, allied healthcare professionals, educators and the public.
- Provide patient oriented care in early identification, prevention, diagnosis and rehabilitation of congenital and acquired speech, language, communication and hearing related impairments.
- Provide patient-centred occupational therapy care in early identification, prevention, diagnosis and rehabilitation of people with physical and psycho-social disabilities/mental health.
- Conduct basic, applied, and clinical research in the areas of occupational performance, activities of daily living, physical and cognitive rehabilitation, and disability in a multidisciplinary environment of high-quality education that nurtures a spirit of inquiry, initiative, equality, and social responsibility.

Graduates of the department will have the knowledge, the skills and attitudes to be successful in providing services to the community, country and beyond as individuals and leaders in a globalized health care environment

ACADEMIC STAFF



**Dr. A.D.S.A. Bakmeewewa - Senior Lecturer
Gr. I (Head)**

PhD (UK), MSc (UK), BSc (BASLP) (M'lore)



Prof. S.P. Sumanasena - Professor

*MD (Paed), MSc (Disability Studies) (UK), DCH
(C'bo), MBBS (C'bo), FRCPCH (UK)*



Prof. S. Hettiarachchi – Professor

*PhD (UK) MSc (Oxon), MSc (UK), MA (UK),
BA (Hons) (Kel'ya)*



Ms. L.D. Ileperuma - Senior Lecturer Gr. I

MPhil (Kel'ya), BSc (SLPA) (M'lore)



**Dr. L.B.T.C. Lokubalasooriya - Senior
Lecturer Gr. II**

PhD (C'bo), BSc (SHS) (Kel'ya),



Dr. Nandana Welage - Senior Lecturer Gr. II

*PhD (AUS), MSc (OT) (HK), BSc (OT) (Kel'ya),
HD OT (Col)*



Ms. M.D.K. De Silva - Senior Lecturer Gr.II
*MSc (Stat) (C'bo), MSc (ASLP) (India),
Dip. in Sign Language (NIE), BSc (SHS) (India).*



Ms. N.D. Danthanarayana – Lecturer
*MSc (Australia), MSc (UK), BSc (Hons) (SHS)
(Kel'ya)*



Ms. G. K Kodituwakku – Lecturer
(Probationary)
MSc. (USA), BSc. (SHS) (Kel'ya)



Ms. C.L. Jayathilake - Lecturer
(Probationary)
BSc. (Hons) (SHS) (Kel'ya), Grad.Chem. (CCS)



Ms. B. T. N. Adikari - Lecturer
(Probationary)
*Certificate in Postgraduate Research (C'bo),
BSc (Hons) (Kel'ya),
HDOT (C'bo)*



Ms. K.M. Bhagya Devagiri – Lecturer
(Probationary)
BSc (Hons) (SHS) (Kel'ya)



Ms. G.V. Prabodani – Lecturer
(Probationary)
BSc (Hons) (SHS) (Kel'ya)



Ms. M.K.C.L. Madushani – Lecturer
(Probationary)
BSc (Hons) (Psy) (UK)



Ms. W.M.A.G.A.S. Amarasinghe - Lecturer
(Assignment Basis)
BSc (Hons) (SHS) (Kel'ya)



Ms. A.M.N.L. Ampemohotti - Lecturer
(Assignment Basis)
BSc (Hons) (SHS) (Kel'ya)



Ms. S.A.H.D. Jayathilake - Lecturer
(Assignment Basis)
BSc (Hons) (SHS) (Kel'ya)



Ms. L. Balasuriya - Lecturer
(Assignment Basis)
BSc (Hons) (SHS) (Kel'ya)

DEMONSTRATORS



Ms. D.M.D.I. Dissanayake
BSc (Hons) (SHS) (Kel'ya)



Ms. D.A.K.B. Perera
BSc (Hons) (SHS) (Kel'ya)



Ms. Amanthi Jayathilaka
BSc (Hons) (SHS) (Kel'ya)



Ms. K.N. Mudunkotuwa
BSc (Hons) (SHS) (Kel'ya)



Mr. V. Sivaharan
BSc (Hons) (SHS) (Kel'ya)



Ms. S.K.P. Kavindya
BSc (Hons) (SHS) (Kel'ya)



Mr. Jerome Clifton
BSc (Hons) (SHS) (Kel'ya)



Dr. G.A.R.A. Gurusinghe
MBBS (C'bo)



Ms. K.A.D.A.P. Gunawardena
BSc (Hons) (Physio) (C'bo)

NON-ACADEMIC STAFF



Mrs. R.C.P. Kumari
Senior Staff Management Assistant



Mrs. N.N.D. Cooray
Technical Officer (Grade II)



Mr. K.N.D.E. Rodrigo
Lab Attendant (Special Grade)



Mr. H.M.V.S. Jayasundara-
Works Aide (Grade III)



Mr. K.A.D. Gayashan
Management Assistant (Assignment Basis)



Ms. K.A.K.R. Perera
Management Assistant (Assignment Basis)

BACHELOR OF SCIENCE HONOURS IN OCCUPATIONAL THERAPY



Strengthening: Batch 01 OT
Copyright @2024 Audio-visual Unit, Faculty of Medicine,
University of Kelaniya

OVERVIEW OF THE DEGREE PROGRAMME

This degree programme is the first university-approved professional training programme leading to a Bachelor of Science (Honours) Degree in Occupational Therapy in Sri Lanka. Successful completion of the programme indicates professional competence to practice as an Occupational Therapist in Sri Lanka. The curriculum includes both theoretical classroom based learning and practical experience in a variety of settings in the health, education and rehabilitation sectors.

PROGRAMME AIMS AND LEARNING OUTCOMES

The overall aim of the study programme is to train competent Occupational Therapists who have the necessary knowledge, attitudes and skills to provide a range of therapy services to people with physical and psycho-social disabilities/mental health, and to their families; to raise the level of awareness and knowledge about physical and psycho-social disabilities/mental health in the wider community of Sri Lanka and to contribute to the development of the academic base in the field, through research and their own professional development in practice.

COMPOSITION OF THE PROGRAMME

The duration of the degree programme is four (04) years (with two semesters in an academic year), a modular structure and a minimum requirement of 120 credits. There is a compulsory research project during the final year.

Each course unit has assessments attached to it and students must pass all course units in order to graduate. Details about assessment and progression requirements are given separately under the BSc (Hons.)

OT by-laws. **Students must pass all course units within 6 years** before they are eligible to graduate.

THE MODULAR SYSTEM

There are two types of course units, core and stream-specific that students will take over the 4 years of the study programme. The first type is the **CORE units** and the content delivered in the first two core units are not taken into calculation of the final GPA. The second type consists of **stream-specific units** related to Occupational Therapy.

NOTATION OF MODULES

An alpha numeric code is used to identify each module. The code consists of five digits prefixed by a set of four letters which refers to the type of module. Course units with the prefix 'CORE' are modules that should be taken by all students. Course units to be taken by students following the Speech & Language Therapy Track are designated by the letters SLTH, the Audiology track students are designated by the letters AUDI while those for the Occupational Therapy students are designated by the letter OCTH.

The first digit denotes the year of study (1-4), whereas the fifth digit signifies the credit value. The third and fourth digits together form the specific number assigned to that module for the specific year of study. The second digit signifies the semester of the year during which the module is offered. If the module is offered in the first semester, digit one (1) is used, if in the second semester, digit two (2) and if the module could be offered anytime during the year, then digit three (3) is used.

CREDIT VALUES

Course modules comprise a combination of lectures, practical work and occupational therapy practice. Students will earn one credit for 50 notional hours of study for taught modules, and one credit for 100 notional hours of study for clinical training and research.

STRUCTURE OF THE STUDY PROGRAMME

Table 1: Modules for Year 1

Course code	Module	Credit value
Year 1		
Core 11013	Disability: Theory and Concept	3
Core 11044	Introduction to Professional Practice	4
CORE 11054	Basic and Applied Sciences	4
CORE 12062	Human Growth and Development across the Life Span	2
OCTH 12014	Advanced Anatomy and Physiology for OT Practice	4
OCTH 12024	Occupational Health and Well-being and the Context of Occupational Therapy	4
OCTH 12032	Biomechanics	2
OCTH 12042	The Study of Human Occupation	2
	Sub Total	25

Table 2: Modules for Year 2

Course code	Module	Credit value
Year 2		
CORE 21072	Advanced Psychology for Allied Health Professionals	2
CORE 21082	Personal and Professional Development 1	2
CORE 21092	Literature Review and Evidence-based Practice	2
CORE 21102	Paediatrics	2
OCTH 21052	Conditions affecting the Musculoskeletal System	2
OCTH 21062	Conditions that affect Mental Health	2
OCTH 21073	Applied Occupational Therapy for Musculo-skeletal Conditions	3
OCTH 22082	OT in Learning Disabilities	2
CORE 22112	Neurology	2
OCTH 22093	Applied Occupational Therapy for General Medical and Neurological Conditions	3
OCTH 22103	Psychosocial Practice in Occupational Therapy	3

OCTH 22113	Applied Occupational Therapy for Paediatric Conditions	3
OCTH 22122	Clinical Practice in Occupational Therapy 1	2
	Sub Total	30

Table 3: Modules for Year 3

Course code	Module	Credit value
Year 3		
CORE 31123	Research Methods 1	3
CORE 31132	Personal and Professional Development 2	2
OCTH 31133	Emerging Practice in Occupational Therapy	3
OCTH 31143	The Enabling Environment: from Home to Community	3
OCTH 31152	Community Based Rehabilitation	2
OCTH 31163	Health and Well-being for Older Adults	3
OCTH 31173	Knowledge and Skills for Occupational Therapy practice	3
CORE 32142	Research Methods 2: Proposal Development	2

CORE 32153	Management and Leadership	3
OCTH 32182	Clinical Practice in OT3 (Rheumatology & Orthopaedics)	2
OCTH 32192	Clinical Practice in OT3 (Mental Health)	2
OCTH 32202	Clinical Practice in OT3 (General Medical & Neurology)	2
OCTH 32212	Clinical Practice in OT3 (Paediatrics)	2
OCTH 32223	Clinical Practice in OT3 (Community)	3
	Sub Total	35

Table 4: Modules for Year 4

Present course code	Course Title	Current credit value
Year 4		
CORE 4117	Research Project	7
CORE 4113	Transfer of Skills	3
OCTH 43234	Clinical Practice in OT4 (Rheumatology & Orthopedics)	4
OCTH 43244	Clinical Practice in OT4 (Mental Health)	4

OCTH 43254	Clinical Practice in OT4 (General Medicine & Neurology)	4
OCTH 43264	Clinical Practice in OT4 (Pediatrics)	4
OCTH 43274	Clinical Practice in OT4 (Community)	4
	Sub Total	30

Table 5: Non-GPA Courses

Year/ Sem	Course code	Course title	Credi t
Y1/S 1	CORE 11012	Orientation and Basic Study Skills	2
Y1/S 1	CORE 11023	English for Disability Studies	3

EXAMINATION BY-LAWS AND REGULATIONS

BACHELOR OF SCIENCE (HONOURS) DEGREE IN OCCUPATIONAL THERAPY

- 1) These by-laws made by the Council of the University of Kelaniya under Section 135(1) (a) and (b) of the Universities Act No 16 of 1978 as amended by the Universities (Amendment) Act No 7 of 1985 may be cited as the Bachelor of Science Honours in Occupational Therapy by-laws No 1 of 2022 and shall come into operation with effect from 1 June 2022.

- 2) Subject to these by-laws, a student may be admitted to the Bachelor of Science Honours in Occupational Therapy, if he/she
 - a) has been admitted as an internal student of the university, AND
 - b) has been registered as a student of the university for a period not less than 4 academic years, AND
 - c) has completed to the satisfaction of the Senate, courses of study as prescribed by these by-laws and rules and regulations made there under, AND
 - d) has passed each course unit of the degree through evaluation at each end of semester examination within six academic years of commencement of academic work (subject to conditions stipulated in Section 19), AND
 - e) has paid such fees or other dues as may be prescribed by the university, AND

has fulfilled any other conditions or requirements as may be prescribed by the university.

- 3) The courses of study and syllabi for the examinations/assessments leading to the Bachelor of Science Honours in Occupational Therapy and the number of papers, oral presentations and other forms of evaluation in each course unit shall be prescribed by the regulations made by the Senate.
- 4) Each of the examinations/assessments prescribed by these by-laws and the regulations there under shall be conducted by a Board of Examiners constituted for the conduct of that examination/assessment.
- 5) A candidate shall present himself/herself for each examination/assessment leading to the Bachelor of Science Honours in Occupational Therapy at the earliest scheduled examination/assessment after completion of the relevant coursework, on the first occasion at which he/she is required to do so, provided that it shall be within the power of the Senate to declare that he/she is eligible to appear for that examination/assessment.
- 6) A candidate must have evidence of satisfactory completion of the relevant mandatory coursework which is specified by the module, in order to be eligible to enter the end-of-course examinations/assessments. A student must also secure 80% attendance at practical classes and 90% attendance at clinical placements and a satisfactory competency report from clinical supervisors from all clinical placements relevant to the year's

coursework in order to be eligible to sit for the relevant examination. There will be no provisions for cover up/ cover up assignments as a make up for the shortfall in attendance below the above specified requirement.

- 7) A student who has less than the required mandatory attendance for a course unit in a given semester, will not be allowed to enter the assessment of that course unit, which will be then deemed to be a failed attempt which will be given an E grade.
- 8) For clinical rotations and related modules (see Table 7) the student will be required to make up the shortfall in attendance of that course unit in order to be eligible to enter the assessment. Conditions for cover up have been specified in the BSc. OT Examinations SOP.
- 9) A student may be granted permission to postpone a scheduled attempt at an examination on the basis of a valid excuse accepted by the Senate. The attempt at which he/she sits the examination after the postponement shall be regarded as the attempt for which he/she has submitted a valid excuse.
- 10) In the absence of an excuse accepted by the Senate (an excuse accepted by the Senate on the recommendation of the Student Appeals Committee (where relevant), the Faculty Board and the Medical Faculty Management Committee), failure to register and/or sit any due or scheduled examination/assessment shall be considered as an unsuccessful attempt at that examination/assessment which shall be given an E grade.

11) Marks obtained in each course unit shall be graded according to the following grading system. A grade point value as indicated below is assigned to each grade.

Table 6: Grade point value for grades

Range of marks	Grade	Grade point
85-100	A+	4.00
70-84	A	4.00
65-69	A-	3.70
60-64	B+	3.30
55-59	B	3.00
50-54	B-	2.70
45-49	C+	2.30
40-44	C	2.00
35-39	C-	1.70
30-34	D+	1.30
25-29	D	1.00
00-24	E	0.00

12) Students are required to pass all course units to graduate.

- a) The pass mark is $\geq 40\%$ or a C in all modules except clinical rotation modules.

- b) For the modules listed in table 7 below, the pass mark is $\geq 50\%$ or a B- grade.

Table 7: List of modules with $\geq 50\%$ or a B- grade pass mark

Year/ Semester	Module code	Module	Credi t
Y2/S2	OCTH 22122	Clinical Practice in Occupational Therapy 1	2
Y3/S2	OCTH 32182	Clinical Practice in OT3 (Rheumatology & Orthopaedics)	2
Y3/S2	OCTH 32192	Clinical Practice in OT3 (Mental Health)	2
Y3/S2	OCTH 32202	Clinical Practice in OT3 (General Medical & Neurology)	2
Y3/S2	OCTH 32212	Clinical Practice in OT3 (Paediatrics)	2
Y3/S2	OCTH 32223	Clinical Practice in OT3 (Community)	3
Y4/S2	OCTH 43234	Clinical Practice in OT4 (Rheumatology & Orthopaedics)	4
Y4/S2	OCTH 43244	Clinical Practice in OT4 (Mental Health)	4
Y4/S2	OCTH 43254	Clinical Practice in OT4 (General Medicine & Neurology)	4

Y4/S2	OCTH 43264	Clinical Practice in OT4 (Paediatrics)	4
Y4/S2	OCTH 43274	Clinical Practice in OT4 (Community)	4

13) Students who obtain a C+ grade or lower (<50%) for modules listed in table 7 above and a 'C-' grade or lower (<40%) for all other modules, shall be given the opportunity to retake the relevant assessments/examinations. There shall be **three re-sits (a total of 4 attempts)** to pass a given course unit. Any student who fails to meet this requirement shall not be eligible to graduate.

14) Where a course unit has more than one assessment/examination component, and a student obtains a grade of C- (35-39%) for one or more components, the student shall not be required to re-take the particular assessment/examination component/s, provided the overall grade for all components is a C grade or better.

However, this rule will not apply to course units listed in table 7 and the research project course unit. In all course units listed in table 7, the student must obtain a grade of B- or better in all assessment components. For the research project module, a student must obtain a grade of C or better in all assessment components in order to pass.

Note: When computing the overall grade for all course units, original marks of the assessment component/s passed in the first attempt shall be used to calculate the overall grade for course units during the second attempt. For any further attempts, marks

of the assessment component/s passed in first attempt shall not be considered when computing the overall grade. In such cases, marks for assessment component/s passed in the first attempt shall always be considered as the pass mark of 'C' grade (40 marks) or B- (50 marks), as relevant.

15) Where a course unit (other than those specified in table 7) has more than one assessment/examination component, if a student who gains a C- for one or more components, does not gain an overall C grade for the course unit, OR if a student obtains a D+, D or E grade for one or more assessment components, the student shall be required to re-take that/those particular component/s.

16) In order to be permitted to register for the 4th year of study, a student

- a) should have passed all course units in the 1st, and 2nd years of study, AND
- b) not have more than two failed course units excluding the clinical practice and research methods course units in the 3rd year of study, AND
- c) have passed all components of the English course unit examinations.

Note: Where a course consists of more than one unit, failure in any component of the course unit shall be considered as a failed course unit.

In exceptional circumstances, a student may be permitted to proceed to the 4th year of study without passing more than two course units offered in the third year of study on the basis of a valid excuse (an excuse accepted by the Senate on the recommendation of the Student Appeals Committee (where relevant), the Faculty Board and the Medical Faculty Management Committee).

A student who is not allowed to register for the 4th year of study is required to attend all practical classes and/or clinical placements related to the failed course unit/s and pass the assessments in order to be eligible to enter the 4th year of study.

17) A student who has failed one or more components of the English course unit must re-sit those particular components. A student who has failed two or more components must follow the on-going English course and show satisfactory attendance. A student shall be required to have passed all components of the English course unit before registering for the 4th year of study.

18) In the final calculation for degree classification,

- a) all re-sits of components/course units subsequent to failure at first attempt or missed first attempt due to an invalid reason (as deemed by the Faculty Board and Senate), shall not be given more than 40 marks or a 'C' grade. For modules specified in table 7, the maximum mark awarded will be 50 marks or a B- grade.

- b) original marks of the assessment component/s passed in the first attempt shall be used to calculate the overall grade for the course unit during the second attempt. For any further attempts, marks of the assessment component/s passed in the first attempt shall not be considered when computing the overall grade. In such cases, marks for assessment component/s passed in the first attempt shall always be considered as the pass mark of 'C' grade, (40 marks) or B- grade, as relevant.
- 19) Interruption of study and repetition of studies (e.g. repeating a year) at the request of a student shall be granted under the regulations of the University of Kelaniya and after consideration by the University Appeals Committee. A student who has valid reasons may be allowed up to two extra academic years (a total of eight academic years) in which to complete all requirements for graduation. Such permission shall be granted by the Senate on the recommendation of the Faculty Board and the University Appeals Committee.
- 20) Grade Point Average (GPA) is the credit weighted arithmetic mean of the Grade Point Values, which is determined by dividing the total credit-weighted Grade Point Value by the total number of credits. GPA shall be computed to the second decimal place.
- 21) To be eligible for the award of the Bachelor of Science Honours in Occupational Therapy, a student should have:
- a) accumulated grades of C or B-, as relevant or better in course units aggregating to at least 120 credits, AND

- b) obtained a GPA of 2.00 or greater, AND
- c) completed the relevant requirements within a period of six consecutive academic years (subject to conditions stipulated in Section 19).

22) To be eligible for the award of the Bachelor of Science Honours in Occupational Therapy with a First Class, a student must have:

- a) accumulated grades of C or B-, as relevant or better in the first attempt in course units across all 4 years aggregating to at least 120 credits, AND
- b) obtained a GPA of 3.70 or greater, AND
- c) accumulated grades of A or better in at least 50% of the course units offered in **each** academic year, **in all four years of study**, AND
- d) completed the above requirements within a period of four consecutive academic years.

23) To be eligible for the award of the Bachelor of Science Honours in Occupational Therapy with a Second Class (Upper Division), a student must have:

- a) accumulated grades of C or B-, as relevant or better in course units aggregating to at least 120 credits, AND
- b) obtained a GPA of 3.30 or greater, AND
- c) accumulated grades of B or better in at least 50% course units offered in **each** academic year **in all four years of study**, AND
- d) passed all course units of the 4th year of study during the first attempt, AND

- e) completed the relevant requirements within a period of four consecutive academic years.
- 24) To be eligible for the award of the Bachelor of Science Honours in Occupational Therapy with a Second Class (Lower Division), a student must have:
- a) accumulated grades of C or B-, as relevant or better in course units aggregating to at least 120 credits, AND
 - b) obtained a GPA of 3.00 or greater, AND
 - c) accumulated grades of B or better in at least 50% course units offered in each academic year in all four years of study, AND
 - d) passed all course units of the 4th year of study during the first attempt, AND
 - e) completed the relevant requirements within a period of four consecutive academic years.
- 25) The student who has the highest GPA on completing the Bachelor of Science Honours in Occupational Therapy, shall be awarded a gold medal, provided that the student
- a) has completed the relevant requirements within four consecutive academic years, AND
 - b) has passed all course units during the first attempt, AND
 - c) has obtained grades of B or better in more than 50% of the total number of credits offered, AND
 - d) has obtained a minimum GPA of 3.70

- 26) A student who does not fulfil the requirements stipulated in Section 21) for award of the Bachelor of Science Honours in Occupational Therapy but who
- a) accumulates grades of C or better in course units aggregating to at least 30 credits of SLQL 3, 4, 5 and/or 6, AND
 - b) obtains a GPA of 2.00 or greater, AND
 - c) completes the relevant requirements within a period of four academic years may be considered by the Board of Examiners for the award of a Diploma in Human Occupational Sciences.

Note: when awarding this qualification, clinical practice course units shall not be considered under the credit requirement.

- 27) A student who does not fulfil the requirements stipulated in Section 21) for award of the Bachelor of Science Honours in Occupational Therapy, but who
- a) accumulates grades of C or better in course units aggregating to at least 60 credits of SLQL 3, 4, 5 and/or 6, AND
 - b) obtains a GPA of 2.00 or greater, AND
 - c) completes the relevant requirements within a period of four academic years may be considered by the Board of Examiners for the award of a Higher Diploma in Human Occupational Sciences.

Note: when awarding this qualification, clinical practice course units shall not be considered under the credit requirement.

28) After awarding any qualification named in Sections 26) and 27) it cannot be changed and/or reverted back under any circumstances.

29) If there are assignments required in the assessment of any course units, students shall be notified of the date and time for submitting each piece of coursework (e.g. assignment, research proposal, research dissertation, research poster, etc.) on the day the course work is assigned. Work should be handed to the exam unit/designated person at the department/online and a stamped receipt obtained (this does not apply to online submissions). In exceptional cases an extension may be given, but this should be discussed with the course coordinator on or before the submission date. Course work which is submitted late is subjected to following conditions.

- Coursework submitted up to 24 hours after the set date and time: 10% of allocated mark shall be deducted
- Coursework submitted up to 1 week after the set date and time: 20% of allocated mark shall be deducted.
- Coursework submitted up to 2 weeks after the set date and time: 30% of allocated mark shall be deducted.
- Coursework submitted 2 weeks after the set date and time shall not be awarded any mark.

Note: Acceptance of course work that is later than 1 week is up to the module committee.

30) In case of plagiarism in submitted coursework (e.g. assignments, dissertations, etc.): with similarities above 20%, the student shall submit revised coursework within 2 weeks.

Academic leave

Interruption of study and repetition of studies (e.g. repeating a year) will be granted under the regulations of the University of Kelaniya after consideration by the relevant board. The entire programme must be completed within a maximum of **6** years in total.

Plagiarism

The University considers plagiarism a serious offence and students will be penalized if they knowingly present the work or property of another person as if it were their own. Plagiarism is cheating and can take various forms. Examples of plagiarism include:

- (i) word for word copying of sentences or paragraphs from one or more sources which are the work or data of other persons (including books, articles, thesis, unpublished works, working papers, seminar and conference papers, internal reports, lecture notes or tapes) without clearly identifying their origin by appropriate referencing;
- (ii) Submitting work which has been produced by someone else on the student's behalf as if it were the work of the student;

Plagiarised work will be liable for penalty.

Academic Misconduct

Students must conduct their studies at the university honestly, ethically and in accordance with accepted standards of academic conduct. Any form of academic conduct that is contrary to these standards is academic misconduct, for which penalties may be

imposed on students by the university. Specifically, it is academic misconduct for a student to:

- present copied, falsified or improperly obtained data as if it were the result of their own research, clinical work or other investigatory work;
- include in their work material that is the result of significant assistance from another person if that assistance was unacceptable according to the instructions or guidelines for that work;
- assist another student in the presentation of that student's individual work in a way that is unacceptable according to the instructions or guidelines given for that work;
- cheat: (cheating is dishonest conduct in assessment);
- plagiarise (knowingly presenting the work or property of another person as if it were one's own).

EXAMINATION RULES

1. **Attendance:** Candidates shall be in attendance outside the examination hall at least 15 minutes before the commencement of each paper, but shall not enter the hall until they are requested to do so by the Supervisor.
2. **Seating:** On admission to the hall a candidate shall occupy the seat allotted to him and shall not change it except on the specific instructions of the Supervisor.
3. **Admission to hall:** No candidate shall be admitted to the examination hall for any reason whatsoever after the expiry of half-an-hour from the commencement of the examination. In the clinical examinations, candidates shall not be admitted to the examination hall after commencement of the examination.
4. **Admission card:** A candidate shall have his Admission Card with him in the examination hall on every occasion he presents himself for a paper. His candidature is liable to be cancelled if he does not produce the Admission card.
5. **Items that should not be brought into the exam hall:** No candidate shall have on his person or in his clothes, or on the Admission Card or timetable, any notes, signs or formulae etc. Books, notes, parcels, handbags etc. which a candidate has brought with him/her should be kept at a place indicated by the Supervisor / Invigilator.

6. **Declaration of articles in possession:** A candidate may be required by the Supervisor to declare any item in his possession or person.
7. **Copying:** No candidate shall copy or attempt to copy from the script of another candidate. Nor shall any candidate help another candidate.
8. **Articles candidates can bring:** Candidates shall bring their own pens, erasers, pencils etc., which they have been instructed to bring.
9. **University property:** All materials supplied, whether used or unused, shall be left behind on the desk and not removed from the examination hall.
10. **Index number:** Every candidate shall enter his Index Number on the Answer Book and on every continuation paper. He shall also enter all necessary particulars as indicated on the cover of the Answer Book. A candidate who inserts on his script an Index Number other than his own is liable to be considered as having attempted to cheat. A script that bears no Index Number or an Index Number which cannot be identified, is liable to be rejected. No candidate shall write his name or any other identifying mark on the answer script.
11. **Rough work:** All calculations and rough work shall be done only on paper supplied for the examination and left behind on the table.

12. **Conduct:** Every candidate shall conduct himself in the examination hall and its precincts so as not to cause disturbance or inconvenience to the Supervisor or his staff or to other candidates. In entering and leaving the hall, (s)he shall conduct himself as quietly as possible. A candidate is liable to be evicted from the examination hall for disorderly conduct.
13. **Stopping work:** Candidates shall stop work promptly when ordered to do so by the Supervisor / Invigilator.
14. **Silence:** Absolute silence shall be maintained in the examination hall and its precincts. The attention of the Supervisor / Invigilator shall be drawn by the candidate by raising his hand from where he is seated.
15. **Cancellation /postponement:** If circumstances arise which in the opinion of the Supervisor render the cancellation or postponement of the examination necessary, (s)he shall stop the examination, collect the scripts already written and then report the matter as soon as possible to the Senior Asst. Registrar / Dean.
16. **Withdrawal:** Every candidate who registers for an examination shall be deemed to have sat the examination unless he/she submits a Medical Certificate prior to the commencement of the examination. The Medical Certificate should be from a Government Medical Practitioner. Only Medical Certificates authorised by the University Medical Officer shall be accepted by the University.

17. Eligibility for classes: A student who withdraws or absents him/herself from the examination shall not be eligible for classes at the next examination unless the Senate decides otherwise.

18. Eligibility to continue to sit: No student shall sit an examination, if he has exhausted the number of attempts that (s)he is allowed to sit that particular examination, unless (s)he is granted permission to do so by the Senate. In the event that a student has to submit medical certificates for the postponement of a scheduled attempt at an examination on more than **one** (01) occasion, the student will have to appear before a Board appointed by the Faculty, before being permitted to sit for the examination. The recommendation of the Board shall be then submitted to the Faculty Board for ratification. The decision of the Faculty Board will be final. Each such period of exemption shall be considered on the basis of individual merit by the Faculty.

19. Appeals regarding Examination Results

Students will be informed of their grade in each subject at each main examination one week before the formal release of the results. During this week, they will be permitted to make appeals regarding their results to the relevant department. Appeals will not be entertained on academic grounds, and as such, examination papers will not be re-corrected. Appeals will only be considered on grounds of administrative error, and will be entertained for a period of 2 working days after notification of results. A non-refundable administrative fee of one hundred rupees will be charged for each subject that is re-checked.

Dealing with the appeal will consist of the following;

- 1.1 A check to ensure that the aggregate mark of each examiner has been correctly recorded.
- 1.2 A check to ensure that the aggregate mark of each examiner was correctly presented to the Board of Examiners at their meeting to determine results.
- 1.3 A check to ensure that the mark considered by the Board was in accordance with the agreed marking classification guidelines for the examination in question.
- 1.4 A check to ensure that the notified results are in accordance with the marks awarded by the Board of Examiners.

CODE OF CONDUCT FOR STUDENTS

Purpose

This student code of conduct for the Faculty of Medicine, University of Kelaniya, has been formulated by the students and the staff of the faculty to provide a clear statement of the faculty's expectations of students in respect of academic and general conduct during their studentship at the Faculty of Medicine, University of Kelaniya.

Studying at the Faculty of Medicine provides opportunities for students to interact with other members of the university community. All students of the faculty, upon completion of their degree, enter in to vocations with direct patient contact. During their studies, they work within this professional environment and are privileged to access patients and their health information. The trust that patients place in healthcare professionals carries a significant responsibility and any breach of these expectations could result in serious repercussions for the students in their future careers.

Furthermore, through their conduct, the students shape the image and the reputation of the faculty among the general public. It is essential that the students take responsibility of their actions which will have an effect on the reputation of the faculty and the university.

The Faculty of Medicine, University of Kelaniya recognizes and values the diversity of student experiences and expectations, and is committed to treating students, both academically and personally, in a fair and transparent manner. All students, in return, are required to comply with the requirements set down in this student code of conduct.

This code of conduct will be revised and reprinted triennially with the participation of the staff and the students of the faculty of Medicine.

With the vision and mission of the faculty (Pg. 13) in mind, the Faculty reaffirms its commitments to:

- high academic standards and a high-quality education
- intellectual freedom and social responsibility
- recognition of the importance of ideas and the pursuit of critical and open inquiry
- tolerance, honesty and respect as the hallmarks of relationships throughout the university community
- high standards of ethical behaviour

All students of the Faculty of Medicine, University of Kelaniya are subject to the statutory provisions of university discipline set out in regulations. The University of Kelaniya expects students to behave in a manner appropriate to the above principles.

All students of the Faculty of Medicine, University of Kelaniya are legally bound to read, understand and abide by these regulations at all times.

Students whose conduct may harm the good name of the University of Kelaniya and its employees, students or patients of the partner hospitals may be subjected to disciplinary action deemed appropriate by the university administration.

Coverage

This student code of conduct applies to all students of the Faculty of Medicine, University of Kelaniya, in respect of all actions and activities relating to or impacting on the Faculty or its students and employees. It must be read in conjunction with the statutes, rules, and resolutions of the University.

Definitions

In this student charter:

Student means all students of the Faculty of Medicine, University of Kelaniya, including undergraduate students of all study programs, foreign category students, external students, exchange students, and postgraduate students.

Employee means all staff (academic and non-academic) of the University of Kelaniya including full-time, part-time or contracted staff.

Faculty means the Faculty of Medicine, University of Kelaniya, unless stated otherwise.

University means University of Kelaniya.

Academic environment and student support services

The university provides a conducive academic atmosphere which promotes the realization of the full potential of students and staff. A standard set of facilities, student services, and common amenities are provided in par with all other universities of the country, though the availability and quality of some may vary.

In addition to the educational curriculum, it is desired the undergraduates obtain a ‘basket’ of complementary and transferable skills, namely, English language skills, information and communication technology skills, interpersonal skills,

entrepreneurial skills, leadership skills, etiquette, personality traits, etc.

In use of these facilities and services, the students are encouraged to make the full use of these while assuring their availability for future generations of students. Since many of the resources are limited it is envisaged that their distribution is done in a fair and just manner.

Residential Facilities

- The residential facilities will be provided for a limited period of time for a fee, depending on the availability and the faculty policy of their distribution.

- The faculty policy is based on the following principles.
 - The residential facilities will be allocated following application in response to advertisement.
 - The senior most batches will be provided with residential facilities due to their educational demands to facilitate their academic activities.
 - After providing residential facilities to the senior most batches, equal ratios will be maintained between genders and study programmes in filling the remainder of the vacancies.
 - A 6:4 ratio will be maintained between the second and the first academic years of the same study programme.
 - Selection of students for residential facilities within a batch will be done using a pre-determined set of criteria. Such criteria will be determined with concurrence of the student body.

- Upon receiving the residential facilities, the student should do the following
 - Pay the fee and register with the university.
 - Accept the inventory for the room after inspection of the inventory items.
 - Make sure the room can be appropriately secured when the occupants are away.

- In using and handing back the facility the student should
 - Use the furniture and the facilities with care to avoid any unnecessary damage.
 - Any damage to furniture or the facility resulting either from accident or normal wear and tear should be informed to the relevant authorities.
 - Pay the funds required for repair or purchase of any property damaged by misuse or improper use
 - Vacate the rooms after the period to which it was provided on or before the date specified

- The residential facilities will be common university property. Every student should guarantee that their conduct and behaviour is in accordance with the university rules and regulations. In addition to these, the following should be followed in order to provide a peaceful, secure environment conducive for living.
 - Use of the residential facility and other amenities are for the occupants of the residential facility. No outsiders should be allowed to stay within the facility as it will cause inconvenience to other occupants and compromise the security and privacy of occupants.

- Residents should avoid playing loud music and engage in other activities that may disturb the fellow occupants.
- Any sport activities should be restricted to the designated areas.
- Visitor policy for residential facilities.
 - All occupants of the residential facility may go in and out of the facility anytime during the day.
 - There are 2 categories of visitors to the hostel;
 - Firstly, students of the faculty who are not residents of the said facility.
 - Secondly, those that do not belong to category 1, but visit the facility to meet a resident of the facility.
 - The residents may enter the facility up on identifying themselves if requested by the security personnel.
 - The first category of visitors may enter the facility up on identifying themselves with a student ID and signing an entry log.
 - The second category of visitors may enter the facility only accompanied by a resident and signing an entry log. They will be required to produce identification at the entry.
 - The first category of visitors may enter the facility anytime during the day while category two will be allowed entry only between 6AM and 8PM. Any visits outside these hours for emergencies should be with the approval of the sub-warden of the facility.
 - No male visitor will be allowed in a female residential facility without prior permission of the sub-warden or the warden.

Security and Safety

- The University marshals and security officers are entrusted with maintaining security and safety of the faculty and its individual staff and students.
- Students should adhere to the regulations laid down to safeguard the safety of the students within the University premises.
- At no time the students should undermine the authority of the security personnel in carrying out their duty.
- The students should produce identification documents, if requested by security personnel while within the university premises.

Library Service

- The library is a place dedicated for reading and self-study. Students should use the library in such a way that other users are not disturbed in their work.
- The books, journals and other furniture of the library should be used with care and any damage during their proper use should be brought to the notice of the staff.
- Students should pay the value of replacement in case of damage to books, journals or furniture by misuse or improper use.
- All material borrowed should be returned and all dues should be paid to the library prior to completion of study.

Information Communication Services

- The faculty has a computer centre dedicated for students and staff and an internet facility within the faculty premises to be used for educational purposes.
- All these facilities are password protected and the students should log on with their personal login details.
- The misuse, overuse and inappropriate use of these facilities will be centrally monitored. In the event of being detected with such activities, the account will be suspended.
- The students are encouraged to use the services in a way that does not hamper the use by others.

When using these facilities, the students should not bring the University, the Faculty or fellow students to disrepute, especially when posting messages on the internet and in social media

Sports and Recreational Facilities

- The faculty provides students with state-of-the-art sports facilities that include expensive and sophisticated infrastructure and equipment.
- The students should take good care of these facilities and avoid damage by misuse or improper use.
- Any damage during their proper use should be brought to the notice of the staff.
- The students will be liable to pay damages caused to property and equipment in the event of misuse or improper use.
- There are clearly laid down rules and regulations for the use of these facilities and these should be strictly adhered to at all times.

- The students should identify themselves and enter an entry log when entering some facilities such as the gymnasium.
- Students should assist the staff who are responsible for their operations and maintenance.
- The facilities should be used in a fair and just manner respecting the equal right of every student of the faculty.

Aesthetic facilities

- The faculty has a facility for aesthetic activities. Students are encouraged to use them in order to develop their aesthetic skills, express themselves and to have a healthy balance in life.
- The facilities should be used in a fair and just manner in harmony with fellow students.
- The proper usage of the equipment is essential to assure their functioning and durability.
- Any damage to equipment and instruments during their proper use should be brought to the notice of the staff.
- Users will be liable to any damage caused to equipment or property due to misuse or improper use.

Student Support Services and Welfare Network

- The faculty has a separate administrative and service division to assist students in all matters relating to their admission, hostel accommodation and other essential services.
- This network consists of staff and students and therefore the students are encouraged to actively participate in its activities.
- In many instances this committee is entrusted with distributing limited resources among the students who desire

those. Students are expected to be honest during application process to prevent injustice to the deserving fellow students.

- Non-usage of facilities provided by the faculty (eg. Accommodation) leads to deprivation of a fellow student of that facility and hence such action should be avoided.

Governance and Management

- State universities are established, structured and governed by the provision granted by the Universities Act No.16 of 1978. All universities are fully authorized and empowered to manage their core functions and to acquire the capacity to design, formulate, implement and deliver their services, and redress grievances and maintain discipline of students and staff.
- State universities are fully aware that while they function as the centres of excellence in training future leaders who will shape the future of the country in all spheres, they should also have a paramount role to play and function as role models for state institutions.
- Students should assist the governance system of the faculty and the university at all times. In the event there are disagreements such concerns should be raised through the proper channels and discussed.

Freedom of Expression

- Freedom of expression is guaranteed for all university students.
- Students are encouraged to form opinions and express their views on matters ranging from academic affairs,

administrative and welfare issues and also on political and social issues and themes.

- Students should follow the basic principles of freedom of expression
 - One should always respect the right of the others to their opinions and views.
 - One's freedom of expression should not lead to violation of rights of others.
 - Avoid going to the extent of personalizing or targeting individuals.
 - Reply to a point of view or any clarifications should be through similar media.
 - The confidentiality and privacy of individuals should be respected at all times.
 - Be aware of the legal and other consequences of comments on public domain and social media.
- Students should only use language, content and media that is appropriate to a student of the faculty.
- The use of the faculty and/or university name should be reserved only when the faculty or the university is represented in an official capacity.

Student Representations

- Under the Universities Act No.16 of 1978 as amended, matters of welfare concerns and on certain matters relating to the administrative and academic nature, students are entitled to make representations through the student representatives.
- Student representatives are required to sit in the Faculty Boards, Food and Canteen Committees, Security Committees, Hostel Committees, Sports Committees, Green

practices committees and also in ad hoc committees for various events organized by the faculty.

- Students should make representation to all these committees and take an active role in improving the facilities of the faculty.
- The students should make sure the attendees at these committees are actually representing the larger student body with representation from all study programmes and all batches of study.

Right to form Students Associations Under the Universities Act No.16 of 1978 as amended, the students are granted the right of forming or grouping into associations or societies or unions.

- The students are encouraged to form such associations that are free of any vested or politically driven motivations.
- The right of students who wish to join a different association or wish to remain independent and disassociate themselves from such associations or societies should be respected.
- In forming such associations, the students should guarantee appropriate representation of both genders, all study programmes and all academic years.

Personal Conduct

- Each individual making up the university community should fully understand the prestige of the institution and the self-esteem of its members.
- Therefore, all should conduct themselves in a manner compatible with their role in the faculty.
- Students need to be mindful of their personal hygiene, etiquette, dress or attire, speech, etc.

- No student should offend the feelings of fellow students or members of the community.
- People are free to dress or eat in a manner that is befitting their accepted cultural practices. As such, no one should impose their will on others to dress or to eat to suit one’s own liking.
- A strict professional conduct should be maintained when dealing with clients/patients during the clinical training.
- A guide dress code is as below

	Clinical work (Working hours)	Formal Teaching / Learning
Examples	Ward work and clinicals in government and private hospitals, schools, private clinical settings. (All above during working hours 8am-2pm/ 4pm/5pm/6pm)	Lectures, tutorials, seminars, lab classes, lecture demonstrations
Male	Shirt Trousers Dress shoes Hair / beard neat ID White coat/ Purple scrubs	Shirt Trousers Dress shoes Hair / beard neat ID
Female	Blouse (sleeved)/ shirt Skirt (knee length) Dress Shoes / sandals Hair short/ neat /bun/plaited ID White coat/Purple scrubs	Blouse / shirt Skirt Dress Shoes / Sandals Hair short/ neat /bun/plaited/ponyta il ID

- The dress code should be strictly followed in clinical settings and other times of patient contact.
- Students must be polite in their words and actions and should allow space for all people to live in harmony.
- Offensive activities will be subject to the laws under the public nuisance framework and disciplinary regulations of the University.

Maintenance of Discipline and Law and Order

- Faculty is a centre of excellence in training and developing future leaders. Therefore, it is imperative that students behave in a responsible and dignified manner, conforming to all norms and practices of the civil society.
- Further, they have to abide by all rules and regulations enacted by the University.
- All students are required to adhere to the highest behavioural and ethical standards.
- They are expected to protect the reputation of the University and should not indulge in any unethical, immoral and illegal activity that will bring disrepute to the university.
- Non-compliance with the university rules and regulations and resorting to disruptive measures leading to breaking of law and order of the land and institution, will result in activation of disciplinary procedures within the university as specified in the student By-laws approved by the Council of the University.
- According to the law of the land the authorities may hand over the offenders to the law enforcing agency, the police, to be dealt with under the civil/criminal law.

The unethical and unlawful activities which the students should refrain from are outlined in next chapter

Unethical and Unlawful Activities that are prohibited in universities

- The students of the faculty should be aware that laws of the land will apply to university students without any exception.
- Students of the faculty are required to refrain from engaging or committing the following unethical and unlawful activities which will result in disciplinary action by the institution and punitive action by the Police and Courts of Law.

Plagiarism and Cheating

- Students are required to maintain high academic standards and commit themselves to academic honesty and integrity in their academic work and examinations.
- Keeping unauthorized material at examinations, copying, plagiarising or reproducing work of the others in student reports or theses or assignments without disclosing the source of information is not allowed.
- Disciplinary action would be taken against all violators.
- All students are advised to ensure that any work submitted is their own work and that use of work of others should appropriately be acknowledged.

Disorderly Conduct, Dissent and Protests

- Violating the contemporary community standards of morality and/or in violation of university norms will not be tolerated.
- Any type of offensive or vulgar or rude or indecent conduct in campus or at university sponsored events, on or off campus will not be tolerated.
- Organizing, sponsoring, implementing or conducting programmes or activities which are disorderly and/or violation of civil laws or university regulations are prohibited and will be subjected to disciplinary action.

Disrespect and Non-compliance

- Failure to comply with the directives of university officials acting in performance of their duties is prohibited.
- Disciplinary action can be applied in such situations including, but not limited to, the following acts:
 - Use of abusive or insulting language.
 - Engaging in indecent and unbecoming gestures.
 - Providing fraudulent or false information to university officials.
 - Showing disrespect or refusing to comply with a reasonable request from a university official.
 - Not responding to a reasonable request within a specific timeline, including absence for assigned appointments.
 - Intentionally and knowingly interfering with teaching.
 - Obstructing or hindering the investigation of an incident.

Wrongful Utilization of Goods, Services or Information

- Students are required to demonstrate sincerity and honesty in their dealings with the University and the public.
- The following activities are prohibited for students and their guests:
 - Possessing any property without authorization, group of people or offering any service without authorization.
 - Embezzling, defrauding or procuring money, goods or services under false pretence.
 - Possessing, purchasing or receiving property, money or services knowing them to be stolen or embezzled.
 - Issuing a cheque for payment of dues or for any other purpose on campus knowing that it will not be honoured at payment.
 - Duplicating keys, computer access codes or other devices without proper authorization.
 - Forging, altering or causing any false information to be entered on an administrative record or presented such information at administrative or disciplinary proceedings.
 - Unauthorized use of the computer system, computer access codes and restricted areas of computer services.
 - Possession or use of false identification.
 - Possession and/or use of keys or any other devices (such as number codes or sweep cards) for access to offices or laboratories of department or faculty buildings or rooms of resident halls by anyone other than those authorized by the University.

Unauthorized Collection of funds

- Any solicitation of funds for a university activity organized by students should be pursued only with proper authorization.
- Any external communications requesting sponsorships or funds should be done by a letter addressed to the external organization under approval of the relevant authorities.
- Without such approval, solicitation for or collection of funds for political purposes or purported charitable or social activities is not allowed either within or outside the university premises.

Solicitation

- No outside person, organization or business may solicit on the university premises without permission of the relevant authorities.
- This includes holding meetings, distribution of any type of leaflet, or posting, exchange of goods or services and bartering or selling of services or goods.

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

- Sri Lankan society discourages consumption of alcohol, drugs and tobacco, as the consumption of all forms of such substances intoxicates the human mind and alters the human behaviour and hence, derails their mental and physical capacities.
- Therefore, the state universities adopt a code of practices that prohibits possession and consumption of alcohol, illicit drugs and tobacco within the University premises.

- Hence, students are strongly advised to refrain from bringing alcohol into the campus and to any premises of the University.
- Students are discouraged from entering the university premises after consuming alcohol and/or illicit drugs.

Gambling

- Gambling is not permissible within the campus.
- Any form of betting, acceptance of bets, payment or running of any betting scheme is not permitted. Any student/s caught gambling will be punished under the prevailing law and university regulations.

Harassment/Violence

- Harassment of an individual or group of individuals or inciting violence inside or outside the university is a punishable offence under the civil law and the civil law regarding harassment and violence is equally applicable both inside and outside the university.
- This includes, but is not limited to, the following activities against members of the university faculty, administrative staff, student body or guests by direct or indirect methods.
 - Threatening and /or using physical force on an individual or a group of persons.
 - Engaging in violence or commotion resulting in bodily injuries and/or psychological trauma of individuals or group of individuals and/or damages to properties.
 - Causing intimidation, bullying or cruelty on individuals or a group of individuals.
 - Pestering or causing annoyance on others.

- Causing harassment through telephone, mail or computer emails or other means of communication.

Hazing/Ragging

- Ragging is now a criminal offence under the Prohibition of Ragging and Other Forms of Violence in Educational Institutions Act, No. 20 of 1998 passed by the Parliament in 1998.
- The Police has been empowered to take punitive action against the offenders through the Court of Law.
- The university administrations have been empowered through the UGC Circular No. 919 of 15th January 2010 which sets strict guidelines to curb the menace of ragging in the Universities/Higher Educational Institutes, to take stern action against those who commit any unethical and unlawful activities.
- Further, the UGC has given instructions through UGC Circular No. 902 of 1st December 2008 to all universities to make offenders accountable for any damages to the university property and charge the cost of damages from the responsible individuals or, reduce the cost of damages from the allocations made to student societies and councils.
- Therefore, the punishment that would be imposed by the university may range from recovering damages and/or issuing a warning letter to temporary suspension for a period of time from academic work and/or university residential facilities and expulsion from the university in addition to the punishments imposed by a Court of Law.

- The students should not engage in any activity related to Ragging or Hazing of fellow students either within the university premises or outside.
- The actions prohibited under these regulations include, but are not limited to, the following.
 - Forcing individuals to perform and/or engage in demeaning or humiliating acts.
 - Bullying or coercing, or intimidating individuals or group of individuals.
 - Creation of excessive physical or mental fatigue.
 - Causing physical or psychological shock.
 - Forcing to wear clothing which is conspicuous or bad in taste.
 - Forcing an individual or individuals to engage in morally degrading or humiliating acts, games or activities.
 - Forcing individuals or group of individuals to engage in early morning or late evening work sessions which are not in conformity with norms of civil society and/or that may interfere with academic performance.
 - Body marking/painting or any activity that is not consistent with the policy of the university which would adversely affect the University's mission and damage its image.
- Students shall not engage in these activities and should not encourage or contribute to them in any form or manner.
- A student who witnesses any such activity should bring it to the notice of the authorities either way of a formal complaint without delay to avoid being responsible of aiding a criminal offence.
- Students should not act against those who actively engage in preventing ragging of fellow students.

Sexual Harassment/Sexual Misconduct

- The faculty student population is a mixed population of males and females.
- The freedom to engage in sexual behaviour cannot be practically restricted other than on moral and ethical grounds.
- Student shall not force their will on others causing sexual harassment and misconduct.
- Any act of sexual harassment or misconduct by trying to impose their sexual desires on another person, be it a person of the opposite sex or of the same sex, will be dealt with a formal enquiry and action will be taken under the prevailing law to bring justice and punish the offender.

Theft

- Stealing physical goods as well as stealing intangible assets such as intellectual properties (*plagiarism; i.e. academic and research work and innovations of others*) are punishable offences under the civil law as well as under the university disciplinary procedures.
- Stealing of physical goods, either personal items or things provided or lent from the university, will be defined as possession of any property without the knowledge and consent of the rightful owner/ guardian.
- Plagiarism is claim to the academic and research work and innovations of others without adequately citing and acknowledging the original source.
- Such acts as well as any attempts to conceal such wrongdoing will lead to disciplinary action according to the prevailing laws and regulations.

Academic dishonesty

- Students are encouraged to carry out academic and research work and present at scientific meetings within and outside the faculty to showcase their work.
- Since the faculty and the university are represented in such work it is important to follow the governing principles of scientific publishing.
- Academic dishonesty could result, though not exclusively, from the following
 - Plagiarism – Use of another person’s work without acknowledgement.
 - Copyright violations – Use of restricted tools and questionnaires without proper permission from the owners.
 - Research without ethics review and approval – conducting research without proper ethics clearance.
 - Violation of study protocols / conditions – Non adherence to the approved research protocol or the conditions laid down by the ethics review committee or the clinical trials registry.
 - Non-recognition of contributors – Omitting contributors in the publications.
 - Ghost authorship – Inclusion of authors that have not significantly contributed to the work.
 - Inclusion of authors without prior permission – Inclusion of an investigator / author without their consent in research grant applications, ethics review applications or research publications.
 - Publication of false data – Inclusion of false data or data multiplication.

- Duplication of publications – Multiple publications of the same work without citing previous publications.
- Misuse of research grants – Use of funds obtained for research work for purposes other than what it was granted without the prior approval of the granting agency.
- Any such acts committed by either omission or commission shall result in disqualification or downgrading at the assessment as well as disciplinary action against all those responsible.

Vandalism

- Vandalizing property of the university or provoking others to do so will be dealt with under the law of the land concerning public property and privately held assets, and the university regulations.
- Students or student groups who are responsible will be liable to pay damages to repair or replace any damaged items such as classroom furniture, hostel furniture, laboratory equipment, computers and accessories, equipment at the cultural centre, and playground equipment.
- Students who leave university property insecurely exposing them to acts of vandalism will also be liable to pay damages.
- In case of student agitations / social events resulting in vandalism, the organisers of such events will be liable to pay damages.

Unauthorized Entry

- The faculty will be open to students throughout the day. However, some areas and facilities will have limited open hours and students need to honour such regulations.

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

Co-operation with Authorities and Committees of Inquiry

- The Dean or the university may appoint committees of inquiry on disciplinary matters and empowered officers may summon students to provide verbal or written evidence. On such events it is necessary for students to cooperate with the authorities.
- If students fail to cooperate by being stubborn or by resisting the action taken by authorities, this may be construed as an act of disregard to the university authority and may become the cause for another disciplinary action.
- Students are strongly advised to cooperate with the authorities whenever requests for information are made.

Right of Appeal

- Right of appeal is enshrined in the fundamental rights up until the level of the Supreme Court. This principle applies to the university as well, and therefore one can appeal to the Vice Chancellor against a decision given by the disciplinary authorities regarding any matter.

- This may be done collectively or individually and a fair hearing for such appeals will be given by the Vice Chancellor through appropriate channels.

Students should always use the available methods of appeals and complains when disagreements exist with the authorities regarding decisions made. Such appeals and complains should be through the student representatives such as student union, faculty board representatives or batch representatives where appropriate.

Special/Equal Access Policy for Faculty of Medicine

1) **Self-reporting a special need / identification of students with disabilities**

Upon registration at the Faculty, a student can apply for consideration of benefits that are provided under special access policy. The relevant application forms will be distributed to the new students during the registration process and need to be handed over to the dean's office within (two weeks) of enrolment. Current students can obtain applications from the dean's office upon request. Student has to be currently enrolled in the course for consideration of the application. Both new entrants and current students are urged contact the Coordinating Centre for Students with Disabilities (CCSD) for further information on special accommodation and application process.

Eligibility for granting special access will include;

- a) Permanent physical conditions that will require special access (e.g. impairment of vision/hearing, anatomical deformities).
- b) Temporary physical conditions that will require special access (e.g. injuries/fractures).

c) Re-consideration of the current status of special access granted.

2) **Evaluation of application for special access /reasonable accommodations**

The applications will be evaluated by a committee nominated by the dean. The committee will have representation from the CCSD welfare committee, medical specialists and other academic staff members as required. The decision of the committee will be conveyed to the dean, who will make final recommendations on granting privileges/reasonable adjustments appropriate for the situation.

3) **Benefits / reasonable accommodations / adjustments granted**

The benefits/reasonable accommodations/adjustments granted will be decided on a case by case basis. These benefits/reasonable accommodations/adjustments are intended for facilitating the requirements of a student to minimize the obstacles in achieving his/her fullest potential. If the applicant finds it difficult to continue with his/her studies under the currently granted benefits/reasonable adjustments, he/she can re-apply with a letter requesting amendments. This application will also be processed as described for a new application.

The exemptions/reasonable accommodations pertaining to examination related matters will be granted according to the examinations by-laws of the University of Kelaniya. Granting of extra-time for examinations will be subjected to the certification of the Medical Board chaired by the Chief Medical Officer of the university.

4) **Compliance with special access policy**

The faculty within its limitations will make the best effort to provide the physical and psychological support required to students with disabilities /special needs students.

5) **Coordinating Centre for Students with Disabilities (CCSD)**

The remit of the *Coordinating Centre for Students with Disabilities* (CCSD) is to offer students with disabilities relevant and timely advice, guidance and medical, psychosocial and academic support as necessary to enable equal and equitable access to university education as their peers without disabilities, promoting individual growth and independence. The main focus of the centre is to offer a safe space in which students with disabilities can meet an advisor and discuss their concerns and needs and gain advice on a multitude of areas including their medical, academic, psychosocial or socio-economic concerns. In addition, the centre encourages diversity and equal and equitable participation of all students with disabilities in all aspects of university life by decreasing barriers and promoting inclusion. This includes promoting renovation and upgrade of existing buildings and pre-planning of new infrastructure projects in keeping with current legislature, advice on making accessible sanitary amenities and washrooms as well as appropriate inclusive hostel facilities and extending library resources, helping to mainstream disability into policy and practice. In addition, the centre is committed to challenging societal and attitudinal barriers deterring students with disabilities from full and equal participation in university life, with the support of the entire student body.

Student Welfare

Student Social Welfare & Admissions Committee

This committee consists of academic staff, student representatives from each batch, and the Senior Assistant Registrar of the medical faculty. In addition to academic staff members appointed to the Committee by the Faculty Board, all student counsellors, hostel wardens and sub-wardens, and the Sports Council Advisory Board members are also *ex officio* members.

The functions of the committee include the following

- Making recommendations to the Faculty Board regarding admissions and transfer of students between this medical faculty and other faculties.
- Making recommendations to the Faculty Board regarding approval of medical certificates submitted by students
- Organisation of any activities related to student welfare
- Dealing with complaints regarding hostels and canteens

Director, Student Affairs, University of Kelaniya

Dr Kasun Frenando, Dept of Applied Computing, Faculty of Technology

Senior Student Counsellor, Faculty of Medicine

Dr SASR Siriwardhana, Dept of Anatomy

Student Counsellors, Faculty of Medicine

Dr P Shiromi Perera, Dept of Biochemistry and Clinical Chemistry

Dr. DP Perera, Dept of Family Medicine

Dr A Hapangama, Dept of Psychiatry

Dr AKAB Baminiwatta, Dept of Psychiatry

Student Counsellors, Department of Disability Studies

Ms. Lasanthika Madushani

The duties of student counsellors are as follows:

- To enquire into complaints and queries of students and to advise them or direct them to the relevant persons.
- To advise students regarding the organization and planning of trips.
- To supervise the collection of monies from students within the faculty premises.
- To facilitate the activities of student organisations, such as meetings with guest speakers, dramas, films, etc.
- To advise the Vice-Chancellor regarding student welfare activities.

Student advisors

An academic staff member is appointed as a student advisor for every student in the Faculty of Medicine, to help students with any academic or personal problems they may face during their stay in the Faculty. Even in the absence of any problems, students are expected to meet their advisors at least once in three months, and inform them of their progress in the faculty. If a student finds that their advisor is on long leave, they should inform the Asst Registrar, so that another advisor may be appointed.

Hostels

Boy's Hostels

Warden : Dr Maithree Rupasinghe
Full time sub-warden : Mr DDD Withanage

<i>Hostel</i>	<i>No. of places</i>
Block C1	24
Block C4	22
Block D3	52
Block D5	50
Block B1	104
Block D6	42
Block D8	24
Block D12	100

Girl's Hostels

Warden : Prof PAS Edrisinghe/ Dr PS Perera
Full time sub-warden : Mrs MND Senevirathna

<i>Hostel</i>	<i>No. of places</i>
Block B3	100
Block B4	102
Block B5	92
Block C4	22
Block C7	100
Block C8	392

Hostel fees

Admission fee to the hostels is Rs 500/=. In addition, a hall fee of Rs. 600.00 per academic year has to be paid at the beginning of each year. Except for medical reasons certified by the University Medical Officer, students are not allowed to deposit hostel fees at a reduced rate for any other reason. The hostel fees have to be paid in full from the date they have been informed of their selection for hostel accommodations. If hostel fees are not paid on the required date an additional 25% fee will be charged. Although selected for hostel accommodation students may not be taken in to the hostel until the fees are paid.

Students selected for hostel accommodation should occupy hostel rooms on the date they are informed to do so. A student who does not report to the hostel within 7 days, will be replaced by another student.

The full-time sub-warden's duties include maintaining inventories for each room, supervision of cleaning, co-ordinating maintenance of buildings, formation of hostel committees, maintenance and checking of student registers, checking on hostel security and unauthorized occupants, preventing and reporting on ragging in hostels.

Allocation of hostel places and rooms

At the beginning of each academic year, student hostel committees headed by the warden are appointed for each hostel. The objectives of the students' committees are to report on matters pertaining to welfare of students. Hostel rooms are allocated by the warden / sub-warden.

General rules and regulations for hostellers

1. Students should not change their rooms without permission from the warden / sub-warden.
2. Hostellers should be in their rooms after 10.00 p.m. They also should respect the privacy of others.
3. No hosteller should behave in the room or outside in a manner that disturbs other students.
4. Accommodation should not be provided to any outsider without permission from the warden / sub-warden.
5. Items in one room should not be moved to another without permission from the warden / sub-warden.
6. Furniture should not be left out in the balcony or outside the room exposed to sun and / or rain.
7. When a room is occupied by more than one student, each of these students should be individually, and as a group, responsible for the protection of property in the room. Students will be charged for loss, damage, or destruction of property.
8. Students should not keep any items (such as knives, forks, spoons, furniture etc.) in his room other than items given to him.
9. Keys and other items given to hostellers should be returned to the warden / sub-warden when they leave rooms for vacation or on completion of their stay in the hostel.
10. Supply of keys to replace lost keys and repair of broken keys are the responsibility of the hosteller.
11. Students are not allowed to enter hostels during vacation.
12. No money should be given to minor employees.

Electrical Appliances

1. Students are not allowed to keep kettles, electric cookers, irons, table lamps etc. without prior permission from the warden / sub-warden.
2. The warden / sub-warden should get such items inspected by a University Electrician before granting permission for their use.

Ragging

1. Ragging in any form is prohibited in hostels.
2. Collection of money from new entrants and participating or organizing any activity to harass the new entrants is not permitted.

Unions / Association

1. Students should not form any unions or associations in the hostels without permission from the warden or sub-wardens.
2. No speaker should be invited for lectures or meetings to the hostels without prior permission from the warden or sub-wardens.

Visitors

1. If required, a warden / sub-warden has the authority to order a visitor to leave the hostel at any time.
2. Female students should not allow any male visitors to enter their rooms without permission from the Warden/ sub-warden. Male students should not allow any female visitors to enter their rooms without permission from the warden/sub-warden.

Clothes & cleaning of clothes

1. Clothes should not be spread on windows, doors, balconies or on furniture for drying.
2. Clothes should not be left soaking in basins in bath-rooms.

Lights

1. Lights should be switched off when leaving rooms / washrooms.
2. Lights in corridors, study rooms, common rooms should be switched off at 10.00 p.m.

Garbage

1. Garbage should be disposed only in to bins provided, should not be left in corridors or thrown to the garden.
2. Students should keep their rooms clean. The waste swept from rooms should be keep outside the door for workers to collect, before 8.00 a.m. A broom will be provided for each room and the hostellers should cleaning their own rooms.

Silence

1. Silence should prevail in the hostels from 9.30 p.m. to 6.00 a.m.
2. Use of the common TV & radio, and any musical instruments is not allowed from 9.30 p.m. to 6.00 a.m.

All students who accept hostel accommodation must follow the instructions given above. Wardens and sub-wardens have the

authority to take disciplinary action against students who do not follow these rules and regulations.

Canteens & Common rooms

There are two **canteens** and a milk bar in the faculty premises. These are kept open throughout the year (including vacations) except during Sinhala and Tamil New Year, and the Christmas holidays. All three meals, soft drinks, and short-eats can be purchased from these canteens at a subsidized rate.

Common room

Facilities are available for students in the same area as the main canteen in the Faculty. Students may use this for resting or for engaging in indoor recreation activities during their free time. Photocopying facilities for students are available in a stall next to the main canteen in the faculty.

Sports

Facilities for sports

The Faculty has a gymnasium in which facilities for indoor games such as Badminton, Table Tennis, Carom, Chess and Weight Lifting. Gymnasium is open for students' and staff to use from 10.00 a.m. to 10.00 p.m. on weekdays and 8.00 a.m. to 10.00 p.m. on weekends.

Two small playgrounds have been constructed in the faculty premises for softball cricket.

A court complex has been constructed with tennis, basketball, volleyball and netball courts in the boys' hostel compound. This complex is with lighting facilities.

Arrangements are made to provide transport for students participating in swimming practices at the Sugathadasa Swimming Pool in Colombo. Students are also encouraged to go to Kelaniya and get involved in sports activities at the main campus.

Organization of sports activities at the main Campus, Kelaniya is done by its Physical Education Unit. Sports conducted by the Physical Education Unit include Volleyball, Badminton, Rugby football, Basketball, Athletics, Netball, Hockey, Elle, Swimming, Tennis, Table Tennis, Cricket, Wrestling, Weight lifting, Football, Judo, Carrom, Chess and Taekwondo. Students at Faculty of Medicine also can participate in organized training programmes in these events.

Every year a special programme is conducted to introduce sports activities to new entrants. All new entrants are requested to fill in New Entrant's Sports Information form and submit it to the Director, Physical Education Unit.

Sports Programmes organized by the Physical Education Unit, Dalugama, Kelaniya are as follows:

Stage 01	Programmes for New Entrants
	Sports Orientation Programmes for Freshers
	Freshers Meet
	Inter-Faculty Competitions
Stage 02	Fresher's and open competitions
	Establishment of coaching camps and implementation of coaching camp programmes
	Competitions between sports teams of other Universities and recognized Sports Club
Stage 03	Annual assessments and Colours Awards

In addition to above programmes, participation of University Teams for National Competitions conducted by National Sports Clubs, Inter-University and World University sports programme, and providing opportunities to represent Universities in National Coaching Camps are also arranged by Unit.

Information and instructions of sports programmes and trainings can be obtained from the Physical Education Unit in the students Centre Building. Facilities for sports in the main campus are being expanded and at present two playgrounds, a gymnasium, Fitness Investigation Unit and a complete Exercise Unit are being run under the supervision of the Physical Education Unit.

Sports Activities during Orientation Programme for new entrants

A session is held for the new entrants to introduce them the facilities for sports and sports activities in the faculty and at the main University premises at Kelaniya.

This is followed by an inter-group sports competition for Carrom, Badminton, Chess, Cricket, Table Tennis, etc held in the Faculty during the orientation programme, with the assistance of the Physical Education Unit, University of Kelaniya.

Cultural Centre

The Cultural centre will be opened for the student activities from 10.00 a.m. to 6.00 p.m. every Monday, Tuesday and Wednesday.

The students may take part the following activities

1. Photography
2. Drama and
3. Music

Organization and all the activities relevant to the above programmes are done by the Lecturers of the Main Cultural Centre, University of Kelaniya.

Annual Events

An annual staff-student sports day is held at the faculty playgrounds. The games held during this day include Cricket and Netball matches between Staff and Students.

Students may take part in Inter-faculty and Inter-University Sports Competitions co-ordinated by the Physical Education Unit of the University of Kelaniya.

Sports Council Advisory Board members

Senior Prof. SRD Kalingamudali (Chairman)	Department of Physics, Faculty of Science
Prof. Madhawa Chandraithilaka	Department of Medical Education
Prof. KTA Anuradhani Kasthurirathna	Department of Public Health
Dr. Chamara Wijesinghe	Department of Psychiatry

Health care and Medical Certificates

Physical illness

Students can obtain treatment for minor ailments from the University Medical Officer who is stationed at the University of Kelaniya. In event of an emergency, they could contact any Consultant from NCTH.

Psychiatric illness

Students could meet a medical officer working in Ward 28 and get a referral to the outpatient clinic of Prof. Shehan Williams (clinic day Saturday 8.00 a.m.) or Prof. Miyuru Chandradasa (clinic day every Monday from 8.00 a.m. to 4.00 p.m.) or Dr.Lalin Fernando (clinic days Monday 2.00 p.m. and Thursday 2.00 p.m.). Once a referral has been given they should visit the clinic on the date specified and meet the relevant consultant. The students who visit the clinic for the first time should bring a file.

The students are also free to visit the psychiatry ward and talk to any doctor on duty, in the event of an emergency.

The Faculty's academic staff too could be seen at the Psychiatry Department by prior appointment (Appointments to meet them could be made by meeting the relevant doctors concerned or by contacting the receptionist who works at the Family Health Clinic). All students who need medication will be requested to register at the outpatient psychiatry clinic of the Colombo North Teaching Hospital.

Medical certificates (MCs)

Only medical certificates issued by consultants will be accepted for official purposes. All such medical certificates will have to be channelled through the University Medical Officer to the relevant Head of Department. MCs will have to be forwarded within two months of the said period of illness. No MCs will be issued to cover periods of illness prior to the initial consultation (Further details are available in the section on examination regulations).

Financial assistance

1. **Mahapola scholarships.** This scheme was started by the Ministry of Trade and Commerce. Scholarships are awarded by the said Ministry on the basis of A' level marks, the students district of admission, and family income. Occupational therapy students are given a monthly minimum of **Rs. 5000.00** for a period of four years. Payments are made through the Peoples Bank, Ragama.

2. **Bursaries** maximum of **Rs. 4000** per month are awarded to students in need of financial assistance, but are not in receipt of Mahapola scholarships.
3. For students who have won **Year 5 scholarships** in school, but are not in receipt of any other financial assistance, these scholarships can be extended to cover the undergraduate period as well. Students who wish to make use of this scheme should inform the AR in writing.
4. **The DJ Wijeratne Foundation Scholarship:** This is awarded to a student from the Galle District, with the highest A' level aggregate mark, and entering any Faculty of the University of Kelaniya.
5. **The Vice-Chancellor's Fund:** This was set up with the intention of giving students assistance in the event of sudden financial distress. A student is entitled to this form of assistance only once during his / her undergraduate period. Assistance is given in the form of a loan, on the recommendation of the Senior Student Counsellor, and the Committee of Deans. The relevant application forms can be obtained from the Student Welfare Branch of the University.
6. **PT De Silva Scholarship:** PT de Silva scholarship is a single scholarship awarded to a selected student registered for the 2nd year of study in the SLT, Audiology OR Occupational therapy programs. The scholarship considers both academic merit and need for financial assistance. The student selected for this scholarship shall receive a sum of Rs 100,000/- for each academic year, paid in 10 equally divided instalments.

Note: The Vice-Chancellor of the University can suspend a scholarship or award temporarily or permanently in the following instances:

- Inadequate attendance at tutorials, practical or clinical sessions.
- Disorderly behaviour inside or outside the university premises
- Award of another scholarship
- Non-registration for the academic year
- Obtaining employment.

Presentation of a valid University identity card is essential in claiming payments made under any form of financial assistance. The SAR's office should be notified immediately if a student ID is lost.

Student societies and associations

Student Council

Activities include,

- Ensuring the student's rights are protected.
- Hostel facilities, maintenance, cleanliness are supervised.
- Sports and recreation facilities both in the faculty and hostels are maintained and improved.
- Canteen facilities improved, maintained and cleanliness and standards supervised.
- Establishing telephone booths and communication facilities for students.

The Student's Council works closely with the Student Social Welfare Committee and the Dean in order to carry out the above activities.

The Students Council also carries out the following:

- Organization of health promotion exhibitions
- Health camps organized in the border villages and remote areas
- Building of an outdoor theatre

Arts Society

Activities include

- Organising an annual Arts festival "*Nim Thera*".
- Popular films screened in the Faculty auditorium
- Popular stage plays are presented at the Faculty.
- Publication of "Prabathaya" - a biannual newsletter
- Presenting various creations at Arts festivals held in other Universities

The Buddhist Students Society, the Catholic Students Society & the Muslim Students Society

These organize various forms of religious activities.

Kelaniya Medical Faculty Photography Society (KMFPS)

The KMFPS was established in 2015 with the primary objective of discovering and developing the creative ability of students, non- academics, academics and alumni of the Faculty of

Medicine, through photography. It provides a common platform to improve the artistic and scientific photography skills, while encouraging and fostering cultural and social harmony through working together. The membership consists of two categories: members and associate members. Membership is open to any student registered for a course conducted at the Faculty of Medicine, University of Kelaniya and further details can be obtained from the Cultural Center of the Faculty of Medicine, University of Kelaniya. The society plans to hold an annual photographic exhibition and currently the ‘best photograph of the week’ is displayed on the faculty electronic notice board.

Green Society

The Green Society, which was established in 2015, brings together students, staff and faculty members who are interested in various green activities. Its objectives are:

- i. To promote and enhance the knowledge, attitudes and skills required to adopt green concept and environment friendly lifestyle.
- ii. To identify/develop/adopt new mechanisms to sustain current green practices in the faculty of medicine.
- iii. To encourage and foster cultural and social harmony through green concept.

As an integral aspect of the University’s vision of becoming a centre of excellence in creating and distributing knowledge for sustainable development, the University of Kelaniya was declared **the first national green university in Sri Lanka in December 2014**. The main objective of this initiative is to adopt green practices in all aspects of universities activities and to

promote and popularize environmental conservation and sustainable development among university community. The Faculty of Medicine, University of Kelaniya at Ragama premises has been pro-active in adopting green practices into various aspects of its routine operations.

Registration of new societies

1. Students who wish to form a new society or association should first seek advice from the Senior Assistant Registrar or a Student Counsellor.
2. After publicizing their intention of forming a new society in the Faculty, the students concerned should then hold a public meeting and adopt a constitution for the society. A copy of a model constitution may be obtained from the Student Welfare Branch of the University.
3. All such duly constituted societies must be registered with the SAR's office.
4. Only registered students of the University of Kelaniya are entitled to be members of such societies.
5. Student societies cannot be affiliated in any way to any society outside the University.
6. Societies that have not been registered with the SAR's office have no right to carry out any activities within the university premises.

Organisation of meetings, festivals, film shows, etc

Student societies that wish to hold any of the above activities should first obtain an application form from the SAR's office. Written permission to hold such activities will be granted after

obtaining the permission of the Dean and Student Counsellors of the Faculty.

Displaying notices

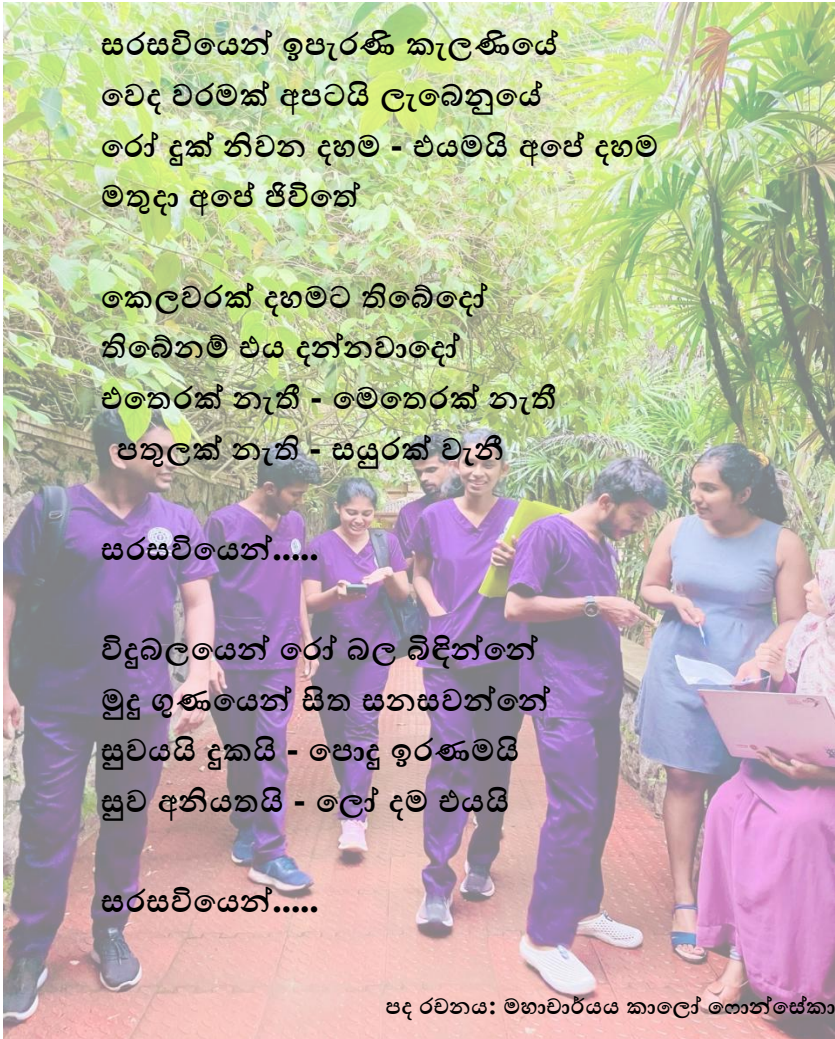
The following rules must be observed in displaying notices and posters.

1. All notices and posters must be approved and signed by a Student Counsellor, and displayed only in areas designated for the purpose.
2. A notice should not be displayed for more than 10 days.

Collecting funds

1. Every student society must have a Senior Treasurer from among the academic staff and a Junior Treasurer from among the student body.
2. Funds for a society may be collected through membership fees and other fund-raising activities.
3. Every society must have a bank account in its own name. All payments must be made by voucher, after approval of the Snr Treasurer.
4. A statement of income and expenditure must be presented to the Dean's Office by the Senior Treasurer within one week of the end of each academic year.

FACULTY SONG



සරසවියෙන් ඉපැරණි කැලණියේ
වෙද වරමක් අපටයි ලැබෙනුයේ
රෝ දුක් නිවන දහම - එයමයි අපේ දහම
මතුදා අපේ ජීවිතේ

කෙලවරක් දහමට තිබේදෝ
තිබෙනම් එය දන්නවාදෝ
එතෙරක් නැතී - මෙතෙරක් නැතී
පතුලක් නැතී - සයුරක් වැනී

සරසවියෙන්.....

විදුබලයෙන් රෝ බල බිඳින්නේ
මුදු ගුණයෙන් සිත සනසවන්නේ
සුවයයි දුකයි - පොදු ඉරණමයි
සුව අනියතයි - ලෝ දම එයයි

සරසවියෙන්.....

පද රචනය: මහාචාර්යය කාලෝ මොන්සේකා

Sharing: OT BATCH 1
Copyright@2024 Audio Visual Unit,
Faculty of Medicine,
University of Kelaniya.