

LYCEUM CAMPUS STUDENT CHARTER

1. INTRODUCTION

The achievement of the mission of the Lyceum Campus is only possible, through the respectful interactions of all members of the Campus community, and active student participation in campus life and community. The Campus values its students and is committed to providing a supportive and safe education environment, that fosters student engagement and success.

The Student Charter is a statement of the aspirations of the campus, and the mutual expectations of the Campus and its students, as they work together to achieve the Campus mission. The Charter details the partnership between the Campus and its students.

In the Charter the students are clearly informed of their rights and responsibilities, and the conduct for successfully completing the programme of study.

The need for a Student Charter is in alignment with the following UGC-HETC STANDARD in the *Manual for Review of Undergraduate Study Programmes of Sri Lankan Universities and Higher Education Institutions* (2015).

‘The Faculty guides the students to comply with the code of conduct for students (Student Charter), discharge their rights and responsibilities and utilize services available in a prudent manner’ STANDARD 6.4 pp65.

2. PURPOSE

The Charter sets out what students are responsible for, and what they are entitled to expect from the Campus. It does not constitute a legally binding contract, but gives an overview of how we work together to establish and maintain our unique learning and living culture.

All students are encouraged to read the Charter so that they know what they can expect and what is expected of them at Campus.

3. SCOPE

The Student Charter applies to all students of the Campus, including undergraduate, postgraduate, short courses and research .

4. THE STUDENT CHARTER

4.1 In order to provide a high quality learning experience expectations in Teaching learning, assessment and research

4.1.1 The Students can expect :

- induction programmes to all incoming students, to orientate them in their transition from school to campus; induction programmes also offer rules and regulations of the Campus;
- provision of high quality research-led student-centred teaching, support, advice, and guidance at undergraduate and postgraduate level, that adheres to standards outlined in the UGC-HETC publications and Code of good practice for Research;
- adequate, timely and fair assessment and feedback of work, to enable students to learn and improve their performance, and make reasonable adjustments where possible and appropriate;
- clear information about programmes and course requirements through website, university handbook and faculty prospectus;
- offer activities and opportunities within and beyond the curriculum, for students to enhance their employability prospects and personal development;
- data to be collected, analyzed and reported about their learning, for the purpose of informing student-centred education practices and optimizing the learning environment;

- support to enhance the experience and effective engagement of studying at campus, by providing high quality professional services, and access to quality library, information technology services and other specialist facilities; and
- a fair, equitable, and mutually supportive learning and working environment.

4.1.2 Campus expects students to :

- attend your induction sessions, participate in time-tabled classes and attend meetings with your lecturers and tutors;
- ensure that you familiarize yourself with the Campus regulations and all other procedures, regarding academic and personal conduct;
- be aware of the academic community around you, and work to engage as best as you can; actively engaging in your studies and research, committing sufficient time to independent study; participating fully in group work;
- provide useful and constructive feedback during annual monitoring of programmes/courses and periodic review of programmes, for use in enhancing the quality of learning and teaching and the student experience;
- take responsibility for managing their own learning by being active participants, and positively engaging in their programmes of study, in accordance with the academic calendar and timetables, whilst engaging in adequate self-study, and participating fully in all learning activities assessments by stated deadlines, and reflecting on the feedback provided;
- submit assessed work by stated deadlines and attend all examinations ;
- comply with programme and course requirements;
- to regularly check for Campus communications;
- respect and take care of the physical environment and facilities of the Campus;
- avoid engaging in any conduct which prevents, obstructs or disrupts, or is intended to prevent, obstruct or disrupt :
 - teaching, learning, assessment, or research, within the Campus, or on field work, or industrial placement;
 - administration of the Campus;
 - the discharge of duties or activities by any members of the Campus staff.

4.2 Equity and ethical considerations

4.2.1 Students can expect

- to be treated with courtesy, respect and dignity;
- support services with a separate administration and service division, to assist with student services;
- their reasonable needs to be respectfully addressed, regardless of gender, ethnicity, religion, age, background, disability or sexual orientation;
- to participate fully in Campus activities, free from harassment, discrimination, bullying, or other anti-social or unlawful behaviours;
- reasonable access to academic, professional and personal support;
- to enjoy freedom of speech on Campus and activities;
- access to information on the Campus policies and procedures;
- a transparent admission system that is inclusive and equitable , administered in accordance with published criteria;
- their personal information to remain confidential, and to be released only with their consent and knowledge, or when legally required, or, when their personal safety or the safety of others is at risk;
- the Campus to provide a safe and healthy learning environment, through security service network and access to medical assistance; and
- sports and recreational facilities with fully equipped indoor gymnasium and outdoor play ground and swimming pools.

4.2.2 The Campus expects students to :

- treat and communicate with Campus staff and fellow students with courtesy, dignity and respect, at all times, including electronically and via social media;
- observe acceptable standards of behaviour with respect to all Campus activities and Campus property;
- promote an inclusive culture with a zero tolerance approach, to harassment, discrimination, bullying, victimization or other forms of intimidating or unlawful behaviour, against fellow students and staff or reporting situation in which they occur;
- not damage in any way Campus materials, furniture, and equipment;

- uphold professional standards of behaviour, towards all persons they interact with, in their capacity as a campus students whilst undertaking activities related to their degrees, that are external to the Campus;
- be committed to assist Campus, to maintain aesthetically pleasing and serene environment conducive to learning;
- in the interest of the security of all members of the Campus, they must show Campus identity card whenever they are requested;
- adhere to the highest ethical standards, and undertake assessment tasks in an honest and trustworthy manner consistent with their purpose;
- all mobile phones and other electronic devices must be switched off in class; no video or tape recording of any session should take place without permission of the tutor;
- follow the legitimate instruction of an authorized officer of the Campus;
- disclose relevant information about circumstances that may impact on their capacity to undertake their studies; and
- take personal responsibility and accountability for one's behaviour, actions, and decision making, and actively taking steps to understand their impact.

4.3 Feedback, Complaints, and Discipline Expectations

4.3.1 Students can expect:

- their complaints to be addressed in a timely and professional manner. Campus to seek and welcome their feedback on matters relating to the learning environment and courses, and to be advised of the outcomes of such reviews; and
- to access information about how to apply for a review of a decision or submit a complaint.

4.3.2 The Campus expects students to:

- attempt to resolve issues informally, before seeking a review of a decision or making a student complaint;
- cooperate with committee of inquiry; and
- use the right of appeal against decision given by disciplinary authorities.

5. BREACHES OF THE CAMPUS POLICIES AND REGULATIONS

Non-compliance with Campus rules and regulations, and resorting to disruptive measures leading to breakdown of law and order of the land, and the Campus, will result in activation of disciplinary measures within the campus, as specified in **By-laws relating to Students' Conduct and Discipline, approved by the Lyceum Campus Council.**

Unethical, Unlawful activities, that are prohibited in the Campus are :

- plagiarism and cheating;
- disorderly conduct, dissent and protests;
- disrespect and non-compliance;
- wrongful utilization of goods, services, or information;
- unauthorized collection of funds;
- solicitation;
- possession and consumption of alcohol, drugs, and tobacco within the campus premises;
- gambling;
- harassment/violence;
- hazing/ragging;
- sexual harassment /sexual misconduct;
- theft;
- vandalism;
- unauthorized entry into premises, buildings; and
- non-cooperation with authorities and committees of inquiry.

End of document

PS: This is a draft document to be finalized after students enrollment.

Category	Student administration
Type	Code of practice
Approved By	President
Effective Date	08.08.2022
Last Approved Revision	
Sponsor	Registrar
Responsible Officer	Deputy Registrar