FACULTY OF NURSING
UNIVERSITY OF COLOMBO

Handbook 2022-2023

https://nursing.cmb.ac.lk

HANDBOOK

Academic Year – 2022/2023

Faculty of Nursing
University of Colombo

All rights reserved

DISCLAIMER

The Student Handbook of the Faculty of Nursing, University of Colombo has been prepared from the information received up to July 2025. It is hereby notified that this Student Handbook provides general information, and it is not for official purposes. The information in this book has to be confirmed by the relevant authorities.

TABLE OF CONTENT

1. INTRODUCTION

1.1 The University of Colombo

The University of Colombo is the oldest State University in Sri Lanka with a proud history that dates to 1870. In keeping with its motto "Wisdom Enlightens", the University of Colombo strives to maintain academic excellence in all areas of study with the intention of providing higher education throughout the country. The University is proud of its multi-cultural multi-ethnic student and staff populations and its emphasis on promoting social harmony, cultural diversity, equal opportunity, and unity. At present, the University of Colombo is organized across 10 Faculties and 68 academic departments within faculties, along with 6 Institutes, a Campus, a School, and 20+ Centres & Units. The University of Colombo offers many undergraduate and postgraduate study courses in the fields of Arts, Science, Technology, Information Technology, Medicine, Management, Finance, Law, Education, Aesthetic Studies, Molecular Biology etc. The Faculty of Nursing is the latest faculty to join the prestigious University of Colombo

1.2 Faculty of Nursing

The Faculty of Nursing at the University of Colombo is the first and only Faculty in the discipline name of Nursing that is dedicated to producing graduate nurses. It was established in 2017 by the order published in *Gazette Extraordinary* No. 2002/32 of January 18, 2017, to address a long-felt need in Sri Lanka to strengthen and upgrade nursing education. Faculty of Nursing offers a four-year Bachelor of Science Honours Degree in Nursing [B. Sc. Hons (Nursing)] to those who enroll in the faculty (Sri Lanka Qualification Framework Level 6). There are two entry pathways to the faculty, where 115 students are selected from the GCE A/L Biological Science stream and the 30% out of that intake are enrolled through the lateral entry pathway for nurses with a diploma-level education. The overall aim of the Faculty of Nursing is to enhance Sri Lanka's capacity to produce graduate nurses who are capable of catering to both national and international healthcare needs with advanced knowledge and skills which are based on a sound theoretical and practical foundation.

Faculty Vision

Strive to be a centre of excellence of national and international repute, building synergies among nursing education, research, and practice related to safe and quality health care.

Faculty Mission

To provide graduates with excellence in nursing who devote for thoughtful innovations in national and international healthcare services with competence and compassion

1.3 Academic Department of the Faculty of Nursing

Dean's office is the administrative department with Dean who is the academic and administrative head of the Faculty of Nursing. There are three academic departments established within the Faculty of Nursing to conduct the planned programs leading to a Bachelor of Science Honours Degree in Nursing.

The three departments are as follows.
a. Department of Basic Science and Social Science for Nursing
b. Department of Fundamental Nursing
c. Department of Clinical Nursing

1.4 The Nursing Profession

Nursing is an art as well as a science. It is a unique profession within the healthcare sector focused on the care of individuals, families, and communities. Florence Nightingale was the founder of modern nursing. She laid the foundation of professional nursing with the establishment of her nursing school at St Thomas Hospital, London in 1860. Nurses play a vital role in the health care system of any country whose main goals are to promote healthy lifestyles,

prevent diseases, alleviate suffering, and rehabilitate individuals with disabilities. Therefore, most of the countries have strengthened their nursing profession through degree-level education and specialization in selected fields of nursing in order to provide effective and efficient health care for the public

Nursing is identified as a profession based on the criteria that a profession must have.
➢ a systematic body of knowledge that provides the framework for the profession's practice, standardized formal higher education
➢ commitment to provide a service that benefits individuals and the community, maintenance of a unique role that recognizes autonomy
➢ responsibility and accountability
➢ control of practice responsibility of the profession through standards and a code of ethics
➢ evidence-based practice
➢ commitment to members of the profession through professional organizations and activities

The nurse's primary professional responsibility is to provide nursing care for patients, families and the community. Nurses are accountable for facilitating a safe and therapeutic environment for the patients, delivering holistic and personalized care, maintaining accurate and up-to-date records and reports, protecting patient's legal rights and privacy, maintaining collaborative relationships with other healthcare professionals, working within ethical and legal boundaries, delegating responsibility appropriately, providing health education, focusing on evidence-based practice, and contributing to continuous professional development.

1.5 **Program Learning Outcomes of the B.Sc. Nursing Degree (Hons) Program**
At the completion of the B.Sc. (Hons) in Nursing degree program of the University of Colombo, the student will be able to:

➢ Demonstrate the sound knowledge required for professional caring
➢ Practice nursing within a primary health care perspective and an ethic of professional caring
➢ Provide safe, ethical, competent care within established professional standards, guidelines, and relevant legislation.
➢ Demonstrate critical thinking in the assessment, planning, and evaluation of patient care through the synthesis and application of validated knowledge and theories
➢ Demonstrate advanced skills in leadership, communication, teaching, research, and management
➢ Access and update relevant information, required for professional caring, through the effective use of information technology
➢ Have an increased understanding of the levels of health care provided in Sri Lanka and participate in shaping policies affecting the health care system.

2. ORGANIZATION STRUCTURE

2.1 The University of Colombo

The Chancellor
Sasana Keerthi Sri Buddha Sasana Shobana Venerable Muruththettuwe Ananda Nayaka Thero
Chief Sanganayake, Western Province

The Vice Chancellor
Professor Indika Mahesh Karunathilake
(MBBS (Col.), CTHE (Col.), DMedEd (Dundee), MMedEd (Dundee), FCGP (Hon., SL), FHEA (UK), FCME (SL), FRCP (Edin.)

The Rector
Professor Prathibha Mahanamahewa
Ph.D in Law, T. C Beirne School of Law, University of Queensland, Australia.
Degree of Master of Laws (Honours) in Commercial Law, University of Melbourne, Australia
Degree of Bachelor of Laws (Honours), University of Colombo, Sri Lanka

Dean of the Faculties

Faculty of Arts
Senior Professor L. Manawadu
BA (Colombo), MSc (AIT), PhD (Colombo)

Faculty of Education
Dr. L.M. Kapila Bandara
Bed (Hons)(Colombo), PGDip (Com. Dev) (Colombo), Dip (Psy), Adv.cert (Guid & Coun), MEd (Colombo), PhD in Education

Faculty of Graduate Studies
Professor A. A. Azeez
Professor in Finance
PhD, Yokohama National University, Japan

Faculty of Indigenous Medicine
Professor. Pathirage Kamal Perera
PhD in Pharmacology (Nanjing/P.R.China), MSc (USJ/SL), BAMS (Hons.) (SL)

Faculty of Law
Professor. N. S. Punchihewa
LLB (Hons) (Sri Lanka), LLM (Germany), PhD (Germany)

Faculty of Management & Finance
Professor HM Nihal Hennayake
PhD (Japan), MA (Japan), MCom (Kelaniya), BA (Colombo)

Faculty of Medicine
Senior Professor Vidya Jothi Vajira H. W. Dissanayake
MBBS (Colombo), PhD (Nottingham), FNASSL

Faculty of Nursing
Professor SSP Warnakulasuriya
RN, RM, BScN (OUSL), MScN (Adelaide), PGDCP (Colombo), PhD (USJP)

Faculty of Science
Senior Professor Upul Sonnadara
BSc (Colombo), MSc (Pittsburgh), PhD (Pittsburgh), MIP (SL)

Faculty of Technology
Professor RUK Piyadasa
PhD in Hydrogeology (Russia), MSc (Russia)

The Registrar
Mrs K C Sanjeevani Perera
B.Sc. (Physical Science, First Class, USJP) PGDBM (Colombo) MBS (Merit, Colombo)

The Librarian
Dr. Pradeepa Wijetunge
PhD (LIS) (Colombo), MA (Colombo), MIS(Canberra), MLib (Wales), BA (Hons) (Peradeniya), FSLLA, FCILIP, CTHE

The Bursar
Ms J T L Dharmasena
B.Sc. (Accountancy and Financial Management) USJP, MPAM (UOC), FCA, CPFA (UK),
APFA (Sri Lanka)

2.2 Faculty of Nursing

Address
Faculty of Nursing
University of Colombo
Thalapathpitiya,
Nugegoda
Tel: +94112778944,
       +94112778949
Web: http://nursing.cmb.ac.lk

2.2.1   Dean's Office
Dean

Professor SSP Warnakulasuriya
RN, RM, BScN (OUSL), MScN (Adelaide), PGDCP (Colombo), PhD (USJP)
Professor in Nursing
dean@nursing.cmb.ac.lk
Tel: +94112778944

Senior Assistant Registrar

Mr. I.Thayaparan
BA(SUSL), MBA (WUSL), Diploma in Human Rights (IHR)
Executive Diploma in MF and Livelihood Development (SLF)
sar@nursing.cmb.ac.lk
Tel: +94112778949

Deputy Bursar

Mrs.R.A.V.S.Perera (Acting)
Msc in Applied Finance(J'pura), B.Com Sp (Col) ,HN-DIPPCA , APFA, MAAT

Academic Departments and Academic staff of the faculty

2.2.2   **Department of Basic Science and Social Science for Nursing**

Head of the Department

Dr. Nirosha P. Edirisinghe
Senior Lecturer Gr-II
RN, Dip. in IT (Colombo), BSc (Special) in Nursing (USJP), PhD (USJP)
head@dss.cmb.ac.lk
Tel: +94112778895

Academic Staff

Prof. D.A.S. Elvitigala
Professor
BSc (Colombo), MSc, PhD (JNU, Rep. of Korea), MIBiol
anushka@dss.cmb.ac.lk

Ms. D.L.N.L Ubhayawardana
Senior Lecturer Gr-II
BSc (Hons) Human Biology (USJ), MPhil (USJ)
nushka@dss.cmb.ac.lk

Dr. M. D. Thilina Lakmini Gunathilaka
Senior Lecturer Gr-II
B.Sc (Special) in Human Biology (USJP), PhD (USJP), M. I. Biol (Sri Lanka)
thilina@dss.cmb.ac.lk

2.2.3 Department of Fundamental Nursing
Head of the Department

Dr. Thanuja Asurakkody
Senior Lecturer Gr-II
RN, Dip.(Psy), Dip. (Teach & Sup), Dip (Korean Language), BScN (Hons) (OUSL), MSc, Ph.D (Inje, Rep. of Korea)
head@fnd.cmb.ac.lk, thanuja@fnd.cmb.ac.lk
Tel: +94112778869

Academic Staff

Ms. W.A. Rupa Pathmini Menike
Senior Lecturer G II
RN, RM, Dip (Teach & Sup in Nursing), BScN (Hons) (OUSL) M.Sc. (OUM, Malaysia) CTHE (UOC)
rupapm@fnd.cmb.ac.lk

Ms. M.G.A. S. Malkanthie
Senior Lecturer G II
RN, RM, BScN (OUSL), MSc (Inje, Rep. of Korea), Dip.in Psy. Nursing (NIMHANS, India), C.B.T (SL)
shiroma@fnd.cmb.ac.lk

Ms. M.W Nilushi Nisansala
Senior Lecturer Gr-II
RN, BSc (Hons) in Nursing (USJP). M.phil (USJP)
nisansala@fnd.cmb.ac.lk

Dr. Nirosha P. Edirisinghe
Senior Lecturer Gr-II
RN, Dip. in IT (Colombo), BSc (Special) in Nursing (USJP), PhD (USJP)
niroshae@fnd.cmb.ac.lk

Ms. R.A.N.D.Ranaweera
Lecturer (Probationary)
BSc (Hons) in Nursing (KDU). MScN
ranaweera@fnd.cmb.ac.lk

2.2.4 **Department of Clinical Nursing**
Head of the Department

Prof. G. Kisokanth
Professor in Clinical Nursing
BScN (Hons) (USJP), RN, PhD (USJP)
head@dcn.cmb.ac.lk, kiso@dcn.cmb.ac.lk
Tel: +94112778298

Academic Staff

Prof. S.S.P. Warnakulasuriya
Professor in Nursing
RN, RM, BScN (OUSL), MScN (Adelaide), PGDCP (Colombo), PhD
(USJP)
sudath@dcn.cmb.ac.lk

Ms. H.M. Chandrani Menike Herath
Lecturer
RN, RM, Dip. in Mgt & Sup in Nursing, BScN (Hons) (OUSL), MSc in
Food & Nut. (UoP)
chandraniherath@dcn.cmb.ac.lk

Mrs. S.N. Chathurika
Lecturer (Unconfirmed)
B.Sc. Nursing-UOP, M.Sc. Biostatistics-UOP, M.Phil-UOP., RN
chathurikasepala@dcn.cmb.ac.lk
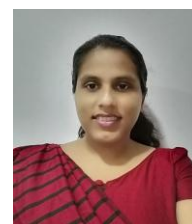
Ms. U.G. Nirmala Priyadarshani
Lecturer (Probationary)
BSc (Hons) Nursing (UoR), PGDip (Health Development (UoC)
nirmala@dcn.cmb.ac.lk

Ms. Hewage Shereen Senarathne
Lecturer (Probationary)
RN, RM, Dip (Teach & Sup in Nursing), BScN (OUSL),
PGDHD, Master of Nursing (OUM, Malaysia)
shereensenarathne@dcn.cmb.ac.lk

2.3 Director of Studies

The director of studies is responsible for the undergraduate programme of the Faculty of Nursing and is the chairperson of the Curriculum Development and Evaluation Committee (CDEC) of the faculty. Information and clarifications of the degree programmes could be obtained from the director of studies.

Professor S.S.P. Warnakulasuriya

2.4 Academic Advisors

Each of the three departments has academic advisors to provide students with advice related to the academic programme offered by the department

Department of Basic Science and Social Science for Nursing
Dr. Nirosha P. Edirisinghe

Department of Fundamental Nursing
Dr. Thanuja Asurakkody

Department of Clinical Nursing
Prof. G.Kisokanth

2.5 Examination Coordinator
Prof. D.A.S. Elvitigala

2.6 Student Counseling and Welfare Services

Every student has the opportunity of seeking advice and assistance from a student counselor on academic and other related matters to their undergraduate work.

Senior Student Counselor of the University of Colombo
Dr. Rushan Abeygunawardana (Acting)

Student Counselors of the Faculty of Nursing
Dr. Thanuja Asurakkody (Permanent Student Counselor)
Dr. Thilina Gunathilaka
Ms. M.W Nilushi Nisansala
Ms. H.M. Chandrani Menike Herath
Ms. U.G. Nirmala Priyadarshani

2.7 Student and staff welfare branch

The following assistance and services are available at the Student and Staff Welfare branch.
1. Payment of Mahapola and Bursary
2. Managing hostel accommodation
3. Facilitating scholarships
4. Managing student services
5. Facilitating student unions and student society matters
6. Managing the Amalgamated club and the Art Council
7. Issuing season tickets

Tel:011 258 2336

Hostels
Hostel accommodation will be provided to those who are listed as eligible for receiving hostel facilities by the Student and Staff Welfare Branch. The faculty maintains a boy's hostel and a girl's hostel and the respective wardens are listed below.

Academic wardens
Girl's Hostel - Mrs. Shereen Senarathne
Boy's Hostel - Prof. D.A.S. Elvitigala

2.8 Department of Physical Education
Sports and related activities are organized by the Department of Physical Education and all students are entitled to use the sports facilities available at the University. The Department of Physical Education conducts an Inter Faculty Fresher's Tournament and an Inter Faculty Tournament annually. Further, the Department of Physical Education facilitates participation of students at the Inter University, International Tournaments and World University Games.

For information: 0112502405

Sport advisory committee representatives from the Faculty of Nursing:
Prof. SSP Warnakulasooriya
Ms. M.G.A.S. Malkanthie

2.9 University Health Centre
The University Health Centre serves the entire university community including both staff and students. The aim of the health Center is to provide the necessary services that would enable students and staff of the University to lead an active life, free of mental and physical ailments. There are two medical centers in the University. The main centre is located at the Reid Avenue and the other at the Faculty of Medicine. These two medical centres provide outdoor patient care only. Those who need specialist treatment or residential treatment are directed to relevant hospitals. Further, the medical centre at Reid Avenue provides limited laboratory facilities and Dental treatments. Dental treatment is available during the morning session of Monday, Wednesday, and Friday.

For information: 011 2055646

2.10 Career Guidance Unit
The Career Guidance Unit supports the undergraduates by conducting many programs to develop their attitude, motivation, and skills necessary to become efficient members of the workforce.

Objectives of the CGU:
➢ To develop relations between University and Employment Sector in a mutually beneficial way.
➢ To help undergraduates to choose and proceed on an optimal career path based on the
➢ students' ability, desire, and available opportunities.
➢ To help undergraduates to obtain an orientation to the employment sector and develop transferable skills such as effective communication skills, leadership skills, teamwork skills, and management skills; so that they will become productive and efficient members of the workforce. To liaise with private and public sector organizations to find existing jobs opportunities, bring them to the notice of graduates and direct the most suitable applicants to the organization.

Faculty Coordinator: Ms. M.G.A.S. Malkanthie

3. DEGREE PROGRAMME

3.1 The Degree Organization

The Bachelor of Science (Hons) in Nursing degree program consists of Subject course units and Enhancement course units. There are two (02) types of subject course units, namely Core course units and Optional course units., All core course units are mandatory to be completed within the degree program, but students can select one optional course unit at the final year of his or her studies out of the all optional course unit offered in the degree programme. The entire degree programme operates on a credit-based system. A credit is a time-based quantity assigned to the relevant course unit and depends on the length and the type of the course unit. One credit is equal to 50 notional hours for a taught course unit or a laboratory practical course unit and 100 notional hours for a clinical practice course unit, including 15 direct contact hours concerning theory course units 30 direct contact hours concerning laboratory practical course units, and 60 direct contact hours concerning clinical practice course units. At the final semester of the final year of the degree program, the student shall complete all core course units, one (01) optional course unit (carrying a total of one hundred and thirty-one [131] credits), and enhancement course units carrying two (02) credits

3.2 Duration of the Degree and the Academic Year

The minimum period of the study for the Degree of Bachelor of Science (Hons) in Nursing is 04 academic years. Therefore, Bachelor of Science (Hons) in Nursing is classified as a SLQF level 6 (Sri Lanka Qualification Framework-2015) programme as defined by the Ministry of Higher Education. The sequential academic years are identified as degree Level 1, Level 2, Level 3 and Level 4. Each level of the degree programme consists of two semesters and each semester spans 15 weeks. The maximum period allowed to complete the Degree Programme is 08 academic years from the date of first registration. Continuous assessments for the subject course units are carried out during that semester and final examinations will be held at the end of each semester.

3.3 Medium of Instruction

The medium of instruction (all lectures, practicals, examinations and project reports etc..) shall be English.

3.4 Course Outline for the BSc Nursing
Level I - Semester I

#	Subject Code	Course Title	Total Credits	Theory Credit	Theory Hours	Practical Credit	Practical Hours	Practice Credit	Practice Hours
	Core Course Units								
01	FN 1301	English I	3	3	45				
02	FN 1316	Human Anatomy & Physiology I	3	2.5	37.5	0.5	15		
03	FN 1211	Communication and Interpersonal Relationship	2	2	30				
04	FN 1207	Socio-Cultural Aspects in Nursing	2	2	30				
05	FN 1208	Psychology	2	2	30				
06	FN 1309	Introduction to Nursing	3	2	30	1	30		
			15						
	Enhancement Course Units								
07	EC1101	Basic Computer Literacy	1	1	15				1

Level I - Semester II

#	Subject Code	Course Title	Total Credits	Theory		Practical		Practice	
				Credit	Hours	Credit	Hours	Credit	Hours
	Core Course Units								
08	FN 1310	English II	3	3	45				
09	FN 1117	Pharmacology 1	1	1	15				
10	FN 1318	Human Anatomy & Physiology II	3	2.5	37.5	0.5	15		
11	FN 1319	Microbiology & Parasitology	3	3	45				
12	FN 1205	Biochemistry	2	2	30				
13	FN 1420	Fundamentals of Nursing I – Theory	4	4	60				
14	FN 1221	Fundamentals of Nursing I – Practice	2			1	30	1	60
			18						

Level II Semester I

#	Subject Code	Course Title	Total Credits	Theory		Practical		Practice	
				Credit	Hours	Credit	Hours	Credit	Hours
	Core Course Units								
15	FN 2208	Health Assessment	2	1	15	1	30		
16	FN 2209	Pharmacology II	2	2	30				
17	FN 2410	Fundamentals of Nursing II – Theory	4	4	60				
18	FN 2311	Fundamentals of Nursing II – Practice	3			1	30	2	120
19	FN 2303	Adult Health Nursing I	3	2	30			1	60
20	FN 2212	Pathology	2	2	30				
			16						

Level II Semester II

#	Subject Code	Course Title	Total Credits	Credits & Hours					
				Theory		Practical		Practice	
				Credit	Hours	Credit	Hours	Credit	Hours
	Core Course Units								
21	FN 2313	Clinical Nutrition	3	2	30	1	30		
22	FN 2314	Adult Health Nursing II - Theory	3	3	45				
23	FN 2315	Adult Health Nursing II - Practice	3					3	180
24	FN 2316	Women's Health Nursing I - Theory	3	3	45				
25	FN 2217	Women's Health Nursing I - Practice	2					2	120
26	FN 2407	Fundamentals of Nursing III	4	3	45	0.5	15	0.5	30
			18						
	Enhancement Course Units								
27	EC2101	Clinical Laboratory Practice	1			1	30		

Level III Semester I

#	Subject Code	Course Title	Total Credits	Credits & Hours					
				Theory		Practical		Practice	
				Credit	Hours	Credit	Hours	Credit	Hours
	Core Course Units								
28	FN 3309	Adult Health Nursing III - Theory	3	3	45				
29	FN 3410	Adult Health Nursing III - Practice	4					4	240
30	FN 3302	Women's Health Nursing II	3	2	30			1	60
31	FN 3311	Child Health Nursing I - Theory	3	3	45				
32	FN 3212	Child Health Nursing I - Practice	2					2	120
			15						

Level III Semester II

#	Subject Code	Course Title	Total Credits	Credits & Hours					
				Theory		Practical		Practice	
				Credit	Hours	Credit	Hours	Credit	Hours
	Core Course Units								
33	FN 3104	Nursing Informatics	1	1	15				
34	FN 3213	Statistics	2	2	30				
35	FN 3205	Nursing Research	2	2	30				
36	FN 3306	Adult Health Nursing IV	3	2	30			1	60
37	FN 3307	Child Health Nursing II	3	2	30			1	60
38	FN 3414	Community Health Nursing - Theory	4	4	60				
39	FN 3315	Community Health Nursing - Practice	3					3	180
			18						

Level IV Semester I

	Subject Code	Course Title	Total Credits	Credits & Hours					
				Theory		Practical		Practice	
				Credit	Hours	Credit	Hours	Credit	Hours
	Core Course Units								
40	FN 4201	Ethics and Professional Development	2	2	30				
41	FN 4402	Psychiatric and Mental Health Nursing	4	3	45			1	60
42	FN 4815	Nursing Project*	8	1	15			7	420
43	FN 4204	Emergency and Disaster Nursing	2	2	15			1	60
44	FN 4205	Palliative Care Nursing	2	1	15			1	60
			18						

*This course will continue until level IV semester II and the final evaluation will be held at the end of Level IV semester II.

Level IV Semester II

#	Subject Code	Course Title	Total Credits	Theory Credit	Theory Hours	Practical Credit	Practical Hours	Practice Credit	Practice Hours
	Core Course Units								
45	FN 4406	Nursing Management and Leadership	4	3	45			1	60
46	FN 4212	Trends and Issues in Nursing	2	2	30				
47	FN 4310	Integrated Nursing Practice	3					3	180
48	FN 4208	Geriatric Care Nursing	2	1	15			1	60
	Optional Course Units (students shall select one (01) out of the given course units)								
49	FN 4209	Critical Care Nursing	2	1	15			1	60
50	FN 4211	Immunology	2	2	30				
51	FN 4213	Global Health	2	2	30				
52	FN 4214	Clinical Genetics	2	2	30				
53	FN 4215	Operating Room Nursing	2	1	15			1	60
	Enhancement Course Units								
54	EC 4201	Tamil	2	2	30				

Courses to be followed by the Lateral Entry students
Level III Semester I
Level III Semester II
Level IV Semester I
Level IV Semester II

and
Level I Semester I
FN 1211 Communication and Interpersonal relationship

Level I Semester II
FN 1205 Biochemistry
FN 1310 English II

Level II Semester I
FN 2208 Health Assessment

4. REGISTRATION OF COURSES

4.1 Renewal of Registration

Renewal of Registration for courses for **each academic year** commences **one week** prior to the start of the first semester and continues during the first two weeks of the first semester. Registration for courses is done online through the Student's Information System (SIS) of the Faculty of Nursing (http://nus.cmb.ac.lk/sis). In addition, during the degree programme, the student. **shall register for enhancement course units carrying a minimum of two (02) credits.**

4.2 Course Registration

The faculty in consultation with the DR/SAR/AR examination of the University will publish a notice for students to register for the courses after the renewal of the registration for the academic year preferably within four (04) weeks from the renewal of registration at the beginning of the academic year for both semesters. This notice will indicate the date of closure of registration. The students are informed to apply through the SIS or manually.

4.3 Exam Registration

The faculty in consultation with the DR/SAR/AR examination of the University will publish a notice for candidates to register for examinations preferably four (04) weeks before the first day of examination. This notice will indicate the date of closure of applications. The students are informed to apply through the SIS/LMS where applicable or manually.

Repeat students and the re-attempt students on medical ground should submit the manual application form as well. Repeat students should submit the payment slip with the repeat application form.

5. EVALUATION PROCEDURE

Course units will be evaluated by theory, practical and clinical examinations (mid semester or continuous and end of semester), assignments, reports, presentation and oral examination or a combination of any of the above. The method of evaluation of course units will be announced by the relevant departments at the beginning of each semester

5.1 Grading System

The total marks obtained for course units are graded according to the standard grading scheme given in the table below. Each grade carries a Grade Point Value (GPV) as specified in the same table. The transcript includes the grades obtained for all course units together with the respective credit ranges but not actual marks.

Grade	Range of Marks	Grade Point Value	Attainment
A+	85 - 100	4.00	
A	75 - 84	4.00	Superior
A-	70 - 74	3.70	
B+	65 - 69	3.30	
B	60 - 64	3.00	Meritorious
B-	55 - 59	2.70	
C+	50 - 54	2.30	
C	45 - 49	2.00	Adequate
C-	40 - 44	1.70	
D+	35 - 39	1.30	
D	30 - 34	1.00	Minimal
D-	25 - 29	0.70	
F	00 - 24	0.00	Failure

5.2 Grade Point Average

When calculating the Grade Point Average all courses are weighted according to their corresponding credit values. GPA is computed to the second decimal place.

5.3 Enhancement Course Units

All enhancement course units carry only a letter grade as specified below and does not carry a grade point value.

Range of Marks	Grade	Attainment
70 - 100	H	Honours (Exceptional)
50 - 69	S	Satisfactory
40 - 49	P	Pass
00 - 39	U	Unsatisfactory

6. **EXAMINATIONS**

All examinations are conducted and completed within a given semester except for course units having practical or research projects that may go beyond a semester. Results of examinations conducted within a given semester will be released within three months of completion of the examination. Duration of the end of semester theory examinations may vary based on the credit rating of the course from one hour (for one credit course) to three hours (for three credit courses and above). The duration of other forms of examinations, e.g. practical, oral, etc., will be decided by the individual departments and the students will be informed at the beginning of the semester. See Appendix 1 for the comprehensive list of regulations pertaining to examinations.

6.1 Attendance

Students are strongly advised to attend all lectures, practical and practice classes of all course units that they have registered for. A student shall not be permitted to take an end of semester (or final) examination unless the Head/s of the relevant Department/s has certified that he/she has satisfied all the requirements of the relevant Course Units, including hundred percent (100%) attendance at laboratory classes, clinical practice, community field visits, geriatric care placement and submission of assignments at the appropriate time, and eighty percent (80%) attendance for lectures as prescribed by the Senate on the recommendation of the Faculty Board.

6.2 Examination Offenses

Possession of unauthorized documents at the examination hall, removal of examination stationery, disorderly conduct, copying, obtaining improper assistance, cheating or attempting to cheat, impersonation, aiding and abetting are considered as examination offenses. Committing one or more of these offenses or any other offense that can be proved will be considered as an examination offense. A candidate who is found guilty of an examination offence is liable to any one or more of the following punishments.

➢ Removal of his/ her name from the result list
➢ Cancellation of his/ her candidature from whole or part of the examination
➢ Suspension from any university examination for a period specified by the senate
➢ Cancellation of studentship

6.3 Plagiarism Policy

Plagiarism is the passing of academic work that has been previously published or submitted for any academic programme, either by self or another, as the author's original work. Instance of plagiarism would include, but are not limited to, the following:

➢ Intentional or unintentional copying, borrowing of ideas of others without due acknowledgement
➢ Intentional or unintentional copying, borrowing of ideas of author's previous work without due acknowledgement
➢ Translation of work of others or self without due acknowledgement

The University of Colombo has adopted a policy on plagiarism to ensure that knowledge products generated by undergraduates, postgraduates and members of the academic staff are produced in an ethical manner, respecting the rights of other scholars.

The faculty will take steps to educate the students about how to avoid plagiarism with the help of the University Library, who will provide the necessary resources for such awareness programmes. At the end of the awareness programme all students should ratify a Honor code. The courses for which the policy would be enforced will be announced at the beginning of the commencement of the said course. For such courses, any form of academic work submitted for evaluation should be accompanied by a signed declaration of academic integrity. The disciplinary actions that will be taken against plagiarism if the accuse student was found to be guilty will be proportionate, consistent and appropriate. The

penalties will range from

➢ A formal written caution that will go into student's record
➢ Rejection followed by resubmission of the entire or part of the assessed work
➢ Assigning a mark for the assessed work after removing the plagiarized section
➢ Imposing an upper limit to the mark obtainable for the assessed work if it was found to contain plagiarized material
➢ Reduce the proportion of the mark or all of the mark depending on the amount of plagiarized material in the assessed work
➢ Failing the subject with the opportunity to repeat.
➢ Failing the subject without opportunity to repeat.

The students who are suspected of plagiarism will be notified and the student will be given an opportunity to provide his/ her defense if the student is not in agreement with the plagiarism charge. Further, the faculty will maintain a record of those who have been warned or penalized for acts of plagiarism and impose higher penalties for repeat offenders.

6.4 Completion of a Course Unit

A student must participate in and complete all the assessment procedures (i.e continuous assessments, mid-semester and end of semester examinations, practical assessments and whichever other assessments applicable for the course unit he/she has registered for and obtain a final grade for each course unit for it to be considered as complete. The word "completed" in the above Sections shall be interpreted to mean that the candidate has taken and/or submitted all required projects and assignments and sat for the final examination, if any. All such course units shall be considered for the awarding of the degree. However, the final GPA will be calculated for all registered subject course units. If a student is absent for any or all assessment procedures of a course unit and has not repeated, then the course unit shall be considered incomplete.

6.5 Repeat Examination

A student following the Degree Programme should take the relevant examinations of Course Units in that Level at the very first occasion the examinations are held. A student obtaining a C- or lower grade in a Subject Course Unit or a grade lower than satisfactory (S) for Enhancement Course Unit shall re-sit the end of semester examination for the purpose of improving the grade.

Two relevant rules:
1. **A student shall be deemed to have sat the first scheduled examination if the student has registered for the Course Unit irrespective of the fact whether he/she has actually sat or not** unless the candidate can present evidence to prove that he/she has been prevented from sitting the examination due to illness or any other reasonable cause, which must be accepted as valid by the Faculty Board.

2. A student who fails to fulfill the attendance requirement, fails to obtain a C grade or more or does not complete any subject course Unit/s in the first attempt shall be eligible to repeat such Course Unit/s in **two more attempts only**. No further attempts shall be permitted to any student to sit for the Course Unit/s. No student shall sit an examination if he/ she has exhausted the number of attempts that he/she is allowed to sit the particular examination, unless he/ she has been granted special permission to do so by the Senate.

6.6 Guidelines for Submitting Medical Certificates and Requesting Academic Relief for Absences

If a student has been prevented from sitting for a   l examination or lectures/ practical or clinical practice sessions due to medical or any other valid reasons, the student should submit a Medical Certificate (MC) issued by the Chief Medical Officer (CMO)/ University Medical Officer (UMO) of the University of Colombo or a valid Medical Certificate recommended by the CMO/UMO if they seek

relief. Such students should make a written request to the Dean of the 'Faculty of Nursing / SAR Examinations for relief indicating the reason for such absence within **fourteen (14)** days from the date of absence such examination/ lecture or practical. Students are advised to strictly adhere to the following guidelines in this regard. Failure to follow the guidelines may result in the medical certificate being rejected and the absence being treated as one without a valid reason.

1. A student who falls ill during a period of examination should report to the CMO or UMO of the University of Colombo. The CMO or UMO will examine the student and issue a Medical Certificate if necessary.

2. The student should notify the Dean of the Faculty of Nursing or SAR Examinations that CMO or UMO have agreed to issue a Medical Certificate within a period of **two (2)** weeks.

3. The student in question is advised to verify from the Dean of the Faculty of Nursing or SAR Examinations whether the Medical Certificate has been received from the CMO or UMO.

4. If a student who resides outside the Colombo city limits falls ill during a period of examination or finds it difficult to report to the CMO or UMO due to seriousness of the illness, they should get treatment preferably from the nearest Government Medical Institution or in exceptional case from Registered Practitioner or a registered Institute. In such instance he/she should follow the procedure given below regard to submission of Medical Certificates.

   ➢ All medical certificates other than those issued by the CMO or UMO must be submitted to the CMO or UMO within seven (7) days from the last date of the recommended medical leave. The relevant students should be present at the University Medical Center along with the medical certificate.
   ➢ The CMO or UMO shall have the discretion to decline to give his/her observation or recommendations on the Medical Certificates submitted or received after the above period.
   ➢ Only Medical Certificates falling into following categories will be accepted by the CMO or UMO for consideration when they are submitted in terms of the above guidelines
   ➢ Medical Certificates issued by a Government Hospital/ District Medical officer
   ➢ A medical certificate issued by a Private Medical Practitioner only if the period of leave is less than **five (5)** days, provided CMO/ UMO may, at their discretion, in appropriate cases may consider accepting a medical certificate issued by a Private Practitioner where the nature and seriousness of illness and the treatment administered, in the opinion of the CMO or UMO are acceptable.
   ➢ The CMO or UMO may request receipt or payment for the Medical Certificate from Government Hospital, prescriptions of the medicines taken, reports of blood tests etc., of further proof of the illness and if the student fails to submit the required documents, the application for the medical certificate may get rejected.

5. The CMO or UMO shall not take any responsibility for the acceptance or rejection of medical certificates issued by any outside institution. It will be the responsibility of the student who has sought medical assistance from such institutions.

6. If and when necessary, the UMO arranges a Medical Board to consider a request for medical leave by a student.

6.7 Duration of the Degree Programme
No student shall be permitted to continue to be on the degree programme beyond a period of **eight (8) academic years from the date of first registration**. Students are allowed to repeat examinations subject to the above time limit. Therefore, students are strongly advised to aim   obtaining good grades from the very beginning of their programme.

7. **DEGREE AWARDING CRITERIA**
    A candidate shall be considered to have qualified for the award of the Degree, provided that he/she has:
    I.   completed Subject Course Units totaling **131** credits
          AND

    II.   obtained a grade not lower than **C** in Subject Course Units in each of Levels I, II, III, and IV,
          AND

    III. Fulfilled **Enhancement Course** requirements by obtaining a minimum of 'Pass' grade as defined by the degree programme
          AND

    IV.   fulfilled any other requirements stipulated by the Faculty Board,
          AND

    V.   obtained a **minimum Grade Point Average of 2.00**, as prescribed by these By-Laws and/or any other Rules and Regulations made by the University.

7.1 Award of Honours
First Class
A candidate must:
1. Obtain Grades **not lower than C** in all registered **Subject Course Units** in the **first sitting**
    AND

2. Have a **minimum GPA of 3.70**

Second Class (Upper Division)
A candidate must:
1. Obtains no more than 1 grade below "C" in all registered **Subject Course Units**
    AND

2. Have a **minimum GPA of 3.30**

Second Class (Lower Division)
A candidate must:
1. Obtain no more than 2 Grades **below "C"** in all registered **Subject Course Units**
    AND

2. Has a **minimum GPA of 3.00**

7.2 Award of the Degree
A student should apply for the award of the degree to satisfy the requirements. On completion of the degree a student is entitled for a transcript giving grades obtained for the respective course units after the confirmation of the results by the University Senate.

8. STUDENT AWARDS

Awards are presented to eligible students who have successfully completed their degree programme. There are four "student awards" which students in all Faculties compete for.

8.1 Open Awards

The Student of the Year Award

The award is granted to a student who shows excellence in his/ her academic studies and also someone with sportsmanship, an interest in aesthetic and cultural activities, with proven leadership and exemplary conduct and character.

The D. P. P. Samarasekera Peace Prize

The prize is given to a student who worked to foster social harmony either within the University community or outside it through diverse activities and /or to a student who assisted those in need in a courteous, considerate, kind and understanding manner.

The Canekeratne Prize for General Merit

This prize is limited to students who receive First- or Second-Class Upper Division in a Honors Degree from any Faculty. This student should show considerable achievements in extracurricular activities, such as holding the captaincy or getting colours in a University 'A' team; having achievements in debating or oratory competitions; producing or acting as lead in plays for recognized University Societies; or winning gold, silver, or bronze Medal at the University cultural or similar activity. The eligible student must also have a positive academic record with good attendance and excellent conduct throughout the entire period spent at the University. The student must provide documentary evidence to prove his/her eligibility.

Prof. Thilak Hettiarachchi Award for Academic Excellence

This award is presented to a student who secured a first class in the special or general degree programme of any Faculty in the University of Colombo. Consideration for the award shall be given to publication and research carried out during his/her undergraduate carrier; prizes and medals won; scholarships/studentships obtained at the year I examination; any other endowed scholarships/bursaries including commonwealth elective bursary obtained for academic performances during the undergraduate career

8.2 Dean's List and Faculty Awards

The Faculty of Nursing (FON), having discussed the necessity of implementing a system for motivating students to achieve their best performance in both academic as well as extracurricular activities, has given its concurrence to adopt and implement the Faculty Awards and Dean's List Concept recommended by the University Grants Commission by the letter dated 05.02.2018.

Undergraduate students of the FON follow a four-year study programme and the academic performance of the students is measured using a GPA scale ranging from 0 to 4. GPA values are calculated each year separately, therefore, the faculty decided to apply the Dean's List Concept" to undergraduates at each of the four levels of the degree programme offered by the faculty.

Dean's List shall be published at the end of each level where the students with the best academic performance at each of the four levels of the academic programme will be recognized. Students who are eligible for the Dean's list shall be selected based on the guidelines described below.

Dean's List

This scheme of awards is introduced to recognize students with high academic performance.

1. Objective
   This scheme of awards is introduced to recognize students with high academic performance.

2. Eligibility Requirements
   ➢ The applicant should be an undergraduate student registered to follow any internal degree programme offered by the faculty.
   ➢ The applicant should have completed all the academic requirements of the considered level, including all the compulsory courses.
   ➢ The applicant shall have a **GPA of 3.70 or above** for the level considered.

3. Ineligible Students
   ➢ Any student who obtains an improved grade/grades subsequently, by repeating a module/module shall not be eligible.
   ➢ Any student on whom disciplinary action has been taken by the Vice-Chancellor, or Dean for any misconduct shall not be eligible.

4. Appointment of a Selection Committee
   ➢ A selection Committee consisting of Heads of the Department shall be appointed by the Faculty under the Chairmanship of the Dean of the Faculty.
   ➢ The Section Committee shall be responsible in organizing the selection process and final decision on recipients.

5. Students who are following the degree programs in the Faulty shall be admitted to the Dean's list each level if the student fulfills the conditions listed above.

Faculty Awards

Innodata Lanka (Pvt) Ltd is a US-based, global services and technology solutions company that has been operating in Sri Lanka since 1994, provided a Gold Medal.

I. <u>Innodata Lanka Gold Medal for the most Outstanding graduate from the Faculty of Nursing</u>
   Criterion for the gold medal

The Dr. George Rajanayagam Handy and Dr. Mary Srikanthi Handy Educational Trust Fund provided three Gold Medals in memory of Dr.George Rajanayagam Handy and Dr. Mary Srikanthi Handy in recognition of exceptional academic performance, professional excellence, and dedication to the field of nursing.

II. <u>The DR G.R Handy Gold Medal for Adult Health Nursing</u>
   Students who obtained GPA 3.7 or above can only apply for the medal.

III. <u>The DR G.R Handy Gold Medal for Child Health Nursing</u>
   Students who obtained GPA 3.7 or above can only apply for the medal

IV. <u>The DR M.S Handy Gold Medal for RESEARCH</u>
   Students who obtained GPA 3.7 or above can only apply for the medal

9. **APPENDICES**

9.1 Appendix 1

General regulations regarding examinations

1. On the day of the Examination, candidates are required to be at the examination hall at least **fifteen (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. No candidate shall be admitted to the examination hall for any reason whatsoever **after the expiry of half an hour (30 min)** from the commencement of the examination. No candidate be allowed to leave the hall until **half-an-hour has lapsed (30 min)** from the commencement of the examination or **during the last 15 minutes** of the paper.

3. On admission to the hall, a candidate shall occupy the seat allotted to him/her and shall not change it except on the specific instructions of the supervisor.

4. A candidate shall have his/her **student Identity Card** and the **Admission Card** with him/ her in the examination hall on every occasion he/she presents himself/ herself for a paper. His/ her candidature is liable to be cancelled if he/ she does not produce the Identity Card when requested to do so. If he/ she fails to bring his/her Identity Card on any occasion, he/ she shall sign a declaration in respect of the paper for which he/ she had not produced the Identity Card in the form provided for it and produce the Identity Card to the Registrar on the following day. If a candidate loses his/ her Identity Card in the course of the Examination, he/ she shall obtain a duplicate Identity Card from the Registrar for production at the examination hall.

5. Admission Cards signed in the presence of the Supervisor/ Invigilator shall be handed over to the Supervisor/ Invigilator on the day of the last paper of the candidate.

6. Candidates shall bring their own pens, ink, mathematical instruments, erasers, pencils or any other approved equipment or stationery which they have been instructed to bring.

7. Examination stationery (ie. writing paper, graph paper, drawing paper, ledger paper, precise paper etc.) will be supplied as and when necessary. **No sheet of paper or answer book supplied to a candidate may be torn, crumpled, folded or otherwise mutilated. No papers other than those supplied to him/her by the Supervisor/ Invigilator shall be used by a candidate.** Log tables or any other material provided shall be used with care and left behind on the desk. **All material supplied whether used or unused, other than the answer scripts, shall be left behind on the desk and not removed from the examination halls.**

8. No candidate shall have on his/ her person or in his/ her clothes or on the admission Card, Timetables or any other object he/ she is permitted to bring into the examination hall, any notes, signs and formula or any other unauthorized material. Books, notes, parcels, handbags, cellular phones etc. which a candidate has brought with him/her should be kept at a place indicated by the Supervisor/ Invigilator. The supervisor shall not take responsibility in case any of these materials kept is lost.

9. A candidate may be required by the Supervisor to declare any item in his/her possession or person.

10. **Every candidate shall enter his/ her Index Number at the appropriate place in the answer book and on every continuation paper.** He/ she shall also enter all necessary particulars as indicated on the cover of the answer book. A candidate who inserts on his/ her script an Index Number other than his/ her own is liable to be considered as having attempted to cheat. The Supervisor/ Invigilator has the authority to check the answer scripts of the candidate. 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 scripts.

11. Candidates are under the authority of the Supervisor and shall assist him/her by carrying out his/her instructions and those of the Invigilators during the examination and immediately before and after it.

12. Every candidate shall conduct himself/ herself in the examination hall and its precincts so as not to cause disturbance or inconvenience to the Supervisor or his/ her staff or to the other candidates. In entering and leaving the hall, he/ she shall conduct himself/ herself as quietly as possible. A candidate is liable to be excluded from the examination hall for disorderly conduct.

13. Absolute silence shall be maintained in the examination hall and its precincts. A candidate is not permitted for any reason whatsoever to communicate or to have any dealings with any person other than the Supervisor/ Invigilator. The attention of the Supervisor/ Invigilator shall be drawn by the candidate by raising his/her hand from where he/she is seated.

14. After the examination has commenced no candidate shall be permitted to leave the examination hall even temporarily. In case of an emergency, the Supervisor/ Invigilator shall grant him/her permission to do so but the candidate shall be under his constant surveillance.

15. Candidates shall stop working promptly when ordered by the Supervisor/ Invigilator to do so. If this instruction is not strictly followed the Supervisor/ Invigilator has the authority to make an endorsement to this effect on the answer scripts.

16. All calculations and rough work shall be done only on paper supplied for the examination and shall be canceled and attached to the answer scripts. Such work should not be done on admission cards, timetables, question papers, record books or on any other paper. Any candidate who disregards these instructions is liable to be considered as having written notes or outlines of answer with the intention of copying.

17. Any answer or part of the answer which is not to be considered for the purpose of assessment shall be neatly crossed out. If the same question has been attempted in more than one place the answer or answers that are not be considered shall be neatly crossed out.

18. Every candidate shall hand over the answer script personally to the Supervisor/ Invigilator or remain in his/ her seat until it is collected. On no account shall a candidate hand over his/her answer script to an Attendant, a minor employee or another candidate.

19. A candidate who has handed over his/ her answer script shall under no circumstances be entitled to call it back.

Examination Offences

1. No candidate shall remove his/ her or any other candidate's answer script from the examination hall.

2. No candidate shall copy or attempt to copy from any book or paper or notes or similar materials or from the scripts of another candidate. Nor shall any candidate either help another candidate or obtain help from another candidate or any other person. Nor shall any candidate conduct himself/herself so negligently that an opportunity is given to any other candidate to read anything written by him/ her or to watch any practical examination performed by him/ her. Nor shall any candidate use any other unfair means or obtain or render improper assistance at the examination.

3. No candidate shall submit a practical or field book or dissertation or project study or term paper or assignment or answer script which has been done wholly or partly by anyone other than the candidate himself/ herself.

4. No person shall impersonate a candidate at the examination, nor shall any candidate allow himself/ herself to be impersonated by another person.

5. If circumstance arises which in the opinion of the Supervisor render the cancellation or postponement of the examination necessary, he/ she shall stop the examination, collect the scripts already written and then report the matter as soon as possible to the Vice- Chancellor/ Registrar, through the Dean of the faculty.

6. The Supervisor/ Invigilator is empowered to request any candidate to make a statement in writing on any matter which may have arisen during the course of the examination and such statement shall be signed by the candidate. No candidate shall refuse to make such a statement or to sign it.

9.2 Appendix 2
Professional Appearance and the Dress Code of the undergraduates
Introduction and Rationale

All students must maintain a professional appearance and adhere to the relevant dress code when attending university premises and any practicum site. The aims are to uphold faculty's principles of excellence, adherence to professional standards, and to support and empower students. This is intended to ensure that the nursing faculty students are easily identified as professional members of the health care team.

Professional Appearance and the Dress Code Guidelines

1. Dress and appearance of the students should conform to the professional standards expected of them

2. Wear the prescribed faculty nursing uniform at all clinical settings.

3. Some clinical practice placements may require dress and shoes other than the faculty uniform (Ex: ICU, Operation Theater etc.…), where students must adhere to those required standards.

4. Faculty ID must be visible at all times in the clinical setting.

5. Arrive at the faculty and clinical setting with a clean, wrinkle free dress

6. Wear the uniform only for the clinical placement setting and not while traveling

7. Students who are inappropriately attired, unkempt, or malodourous may be asked by faculty member or relevant staff to leave the clinical practice setting or the class room.

8. Students have the responsibility to ensure their personal hygiene and cleanliness to meet professional standards.

9. The use of electronic devices is not permitted while providing direct patient care.

10. Tattoos are not allowed.

11. Fingernails must be short, clean, and free of nail polish. No artificial nails can be worn.

12.   Any open sores or wounds must be covered.

13.   Hand and arm jewelry and necklaces are not permitted for clinical setting.

14.   Wristwatch or uniform watch is permitted.

15.   For female students, hair must be clean and neatly combed. No hair styles are permitted.

16.   For male students, hair should be trimmed short and are expected to be well shaven.

17.   Shoulder length or longer hair must be pulled back and secured away from the face for female students. They should wear a hair net at the clinical setting.

18.   Male students must wear a shirt (short/ long sleeve) and trousers with a belt while at the university premises. The shirt should be fully buttoned.

19.   Underwear garments must be clean, and non-visible.

20.   Female students must wear a skirt and blouse or a frock which is appropriate and conforms to the profession standards expected of nurses while at the university premises.

21.   Students must wear footwear with clean socks when present at clinical settings. Footwear should have non-slip soles, supportive and comfortable and does not inhibit practice activities; Flat heels are recommended.

22.   Wearing inappropriate clothing such as T-shirts, slippers, other accessories, and body adornments are not allowed either in the faculty or at clinical settings.

9.3 Appendix 3
Policy Against Sexual Harassment and Procedural Steps for Enforcement
This Policy provides for the prevention of sexual harassment, and a complaints mechanism for persons affected by sexual harassment. It applies to persons and places that come under the aegis of the University of Colombo.

1.   General Principles
The University of Colombo is committed to maintaining a learning environment and workplace that are free of sexual harassment to all persons, irrespective of gender. Based on the fundamental values of human dignity, gender equality and respect for due process, this policy seeks to spell what sexual harassment means, prevent the occurrence of sexual harassment within the University of Colombo, and provide suitable procedures for inquiring into, and punishing acts of sexual harassment.

In Sri Lanka, sexual harassment is a criminal offence under Section 345 of the Penal Code and is criminalized in the context of Higher Education under Section 2(2) of the *Prohibition on Ragging and All Forms of Violence in Education Institutions Act* No 20 of 1998. Furthermore, the Constitution guarantees the right to equality and equal protection of the law including the prohibition of discrimination on the basis of sex (Article 12 (1) & (2)), and guarantees the freedom to engage in a lawful occupation (Article 14(1)(g)). Sri Lanka's international legal obligations under CEDAW (the Convention on the Elimination of All forms of Discrimination Against Women) and the ILO (International Labour Organization) Convention 111 titled 'Discrimination in Respect of Employment and Occupation' also require the prevention of sexual harassment in the workplace and the provision of remedies for victims of sexual harassment.

1.1. Objectives
(i)   To promote a culture at the University of Colombo in which the dignity and equality of all persons are respected
(ii) To prevent the occurrence of sexual harassment through targeted, preventative interventions
(iii) To adopt a zero tolerance on acts of sexual harassment and mechanisms to provide for the resolution of complaints through mediation and/or disciplinary action

1.2. Definition of Sexual Harassment
Sexual Harassment refers to any act (physical, verbal, gestural, visual, tacit or written) that inflicts physical, mental or other harm or annoyance based on another person's gender and/or sexuality. Such acts constitute sexual harassment, which applies when all members of the university community (see 1.4 for persons governed under this policy) engage in any of the above acts. (For examples see Acts Subject to Disciplinary Action – Section 2).

1.3. General Conduct
All persons who are governed by this Policy are required to follow accepted ethical standards in their conduct and are required to refrain from committing acts of sexual harassment, abstain from promoting sexual harassment or encouraging it, desist from concealing acts of sexual harassment, contribute to efforts undertaken by the University to prevent sexual harassment, and promote a culture of respect for all persons irrespective of gender.

Such persons shall, for example,
(i)   Refrain from making reference to sexuality explicitly or implicitly a term or condition of an individual's employment or academic advancement, work benefits or activity.

(ii) Refrain from using the rejection, or non-acceptance of sexual advances by an individual, as a basis for employment or academic decisions affecting or concerning such an individual.

(iii) Refrain from conduct that has a negative impact, on the basis of rejection or non-acceptance of sexual advances, on an individual's work or academic performance, or creates, or solicits others to create an intimidating, hostile, or offensive working and academic environment.

(iv) Refrain from concealing formal or informal complaints of sexual harassment; and

 (v) Refrain from using ICT for acts of sexual harassment

1.4. Persons and Places governed by this Policy
(i)   All those who derive their authority under the University Act and who act under the aegis of the University of Colombo are governed by this Policy (Ex. University administration and academic staff, temporary and visiting academic staff, students, external supervisors and examiners, evaluation panelists, academic support staff, non-academic staff, contract staff, employees of outsourced service providers).

(ii) All acts carried out under the aegis of the authority of the University are governed by this Policy whether within or outside the University premises.

2.   Acts Subject to Disciplinary Action
Sexual harassment, perpetrated individually, or as a group, against an individual or a group for the purposes of disciplinary action by the Council of the University of Colombo constitutes the following kinds of behavior, but are not limited to:

2.1. Specific Acts of Sexual Harassment

(i)   Unwelcome sexual advances and unwanted sexually oriented comments in the form of verbal, non-verbal, or physical conduct (Ex. lewd comments, lurid stares, sexually loaded insults, slander, remarks, gestures, jokes, letters, phone calls, electronic mail (email), SMS, MMS, and communications on social media)

(ii) Showing of pornography, making, or attempting to make physical contact or   molestation, stalking, sounds including whistling, or display of a sexual nature

(iii) Requests for sexual favours

(iv) Sexualised requests or demands for favours accompanied by explicit or implicit promised rewards or threatened punishment

(v) Sexual assault or threatened sexual assault

(vi) False allegations of any of the above

2.2. Acts of Intimidation Connected with Complaints

Acts of harassment (Ex. slander, intimidation, discrimination, victimization, threats, indirect harassment) against any person who has complained of conduct covered by this Policy, or who is a witness, or who assists in the investigation of such a complaint shall constitute conduct subject to disciplinary action by the Council of the University.

3.   Complaints of Sexual Harassment and Procedures

3.1. The Mechanism

The Council of the University of Colombo shall appoint a committee to conduct a preliminary investigation to gather prima facie evidence, and thereafter inquire into complaints of sexual harassment that will, following its inquiry, recommend in appropriate cases disciplinary action to the Vice Chancellor. This committee shall be known as the Committee of Inquiry on Sexual Harassment (CISH). The committee shall comprise ten members, and have gender parity, reflect the diversity of the university community and have at least three external members. All its members should have a proven track record of working on issues of gender equality and equity and be trained to investigate and inquire into cases of sexual harassment. The CISH will also have the authority to appoint mediators in consultation with the Vice Chancellor and the parties concerned, towards an informal resolution process where necessary.

3.2. Who May Complain?

All persons governed by this policy (See 1.4. (i)) shall complain, as well as a visitor to the University and/or a third party who has a personal or professional link to the alleged victim or who has witnessed the alleged harassment (Ex. family member, member of the academic staff, student counsellor).

3.3. The Form of the Complaint and Procedures

(i)   A person governed by this Policy may seek resolution through a written or oral complaint to the Vice Chancellor, and/or the Chair of the CISH, and/or the Faculty Grievance Committee. In the case of the complaint of sexual harassment being made to the Vice Chancellor or the Faculty Grievance Committee the latter shall forward it to the Chair of CISH for a preliminary investigation and thereafter where necessary an inquiry.

(ii) Any complaint should be made in writing and signed, or if the complaint is oral, the oral complaint shall be recorded in writing by the authority receiving the complaint (Ex. Rector, Director of Institute, Dean, Head of Department, Student Counsellor, Coordinator of Programs) and signed by the complainant.

(iii) A complainant may seek resolution through mediation and/or formal procedure.

(iv) Such procedures do not in any way prevent the complainant from, at any point, seeking redress under any law that may apply.

3.3.1.   Mediation

(i) A complainant may opt for mediation to bring closure to the matter /and or prevent its recurrence. Use of the mediation process in no way precludes the complainant from using the formal adjudicative procedure.

(ii) By this mediation procedure, the complainant formally requests ameliorative action on the part of the accused by a written communication.

(iii) In consultation with the Vice Chancellor, the CISH shall appoint two mediators, acceptable to all parties to the complaint, consisting of one internal and one external member, who should also represent the genders of the parties to the complaint. An observer (non-legal) who represents the interests of each of the parties to the complaint, and a representative of CISH may be present at the mediation proceedings. The CISH has the responsibility to ensure that the mediation process is carried out in a collegial and non-threatening environment.

(iv) If the mediation procedure is concluded to the satisfaction of both parties the matter is reported to the Vice Chancellor and closed.

(v) Confidentiality should be maintained regarding all complaints. Interview recordings if any, communications, documentations, and reports shall be divulged only to authorized persons.

3.3.2.   Formal Procedure

(i) The formal procedure shall be initiated by a party to a complaint through a written communication to the CISH through the Vice Chancellor and/or the Faculty Grievance Committee in the following instances:

   (a) Where the mediation process fails (either during its process or at its conclusion) to satisfy either party

   (b) Where either party chooses to adjudicate the complaint through the formal process

(ii) Where the Vice Chancellor initiates a formal process at his/her discretion and refers the complaint to the CISH for the same.

(iii) The CISH should complete its preliminary investigation and, if prima farcie evidence is found, its inquiry and submit its report and recommendations to the Vice Chancellor within two months of receiving the complaint. The Vice Chancellor shall thereafter, make his or her recommendations on the report and forward it to the Council of the University for necessary action.

(iv) Members of the CISH who serve on the preliminary investigation should not serve on the subsequent inquiry

(v) If the CISH finds that a malicious false complaint has been made, it shall be reported to the Vice Chancellor who shall consider the matter and refer this to the Council of the University for necessary action. However, inability to prove a complaint of sexual harassment should not be designated a false complaint.

(vi) The sexual history and/or sexual orientation of the complainant shall be deemed irrelevant to a complaint of sexual harassment at any one given time.

(vii) When any complaint is being considered for resolution, the parties to the complaint shall not be permitted to continue with, or undertake any activity, that can intimidate or unduly influence the complainant to withdraw the complaint or discontinue the process in any way. During this time, the parties shall, in general, be required to maintain minimum contact.

(viii) Nothing in this Policy shall prevent the Vice Chancellor initiating a formal disciplinary procedure in respect of conduct that comes within the scope of this Policy and constitutes grave misconduct for the purpose of disciplinary action under the University Establishment Code.

(ix) Any findings or conclusions arrived at through the procedure do not preclude the application of any law that may apply.

4. Prevention of Sexual Harassment

(i) This Policy shall be accessible to the entire university community and made available in Sinhala, Tamil, English and Braille, and be published in student handbooks, the university calendar and the university website.

(ii) A clause on this Policy and General Code of Conduct should be included in all staff contracts and letters of appointment.

(iii) This Policy shall be discussed at all relevant staff development and orientation programs conducted by the university.

(iv) Staff Development and Training Programs of the University for academic and non-academic staff shall include a component designed for promoting gender equality and equity and for developing gender sensitivity in the workplace. Such programs shall include a session on this Policy.

(v) Any constitution of Student Associations of the University shall include a reference to this Policy and to the Prohibition on Ragging and All Forms of Violence in Education Institutions Act.

(vi) All service contracts entered into by the University with providers of outsourced services shall include a provision which states the obligation of any party entering into such contract to adhere to this Policy.

(vii) The University shall provide a trained counselling service to address prevention and consequences of sexual harassment. This service shall also be made available to any of the parties to a complaint made under this Policy.

9.4   Appendix 4
Definition of The Logo (https://cmb.ac.lk/visual-identity/definition-of-the-logo)

Creator	Former Assistant Commissioner of Archeology (Architecture), Kalapathi, Kalabhushana, Pura Vidya Chakrawarthi Mr S. M.Senevirathne
Year Designed	1972
Interpretation of symbols	Sanskrit Motto – "Buddhi Sarvathra Bhrajathe"
English Meaning of the base slogan "Wisdom Enlightens"	Base The Sanskrit slogan is included in the base of the logo. It symbolizes the Earth. The edges have been decorated with the wave design. The earth is enriched not only with water but also with flora and blossoms as well. That is represented by the creeper and blossom design on both ends.
Circle of Petals	Lotus petals (palaa pethi) have been arranged in the form of the traditional Sinhala decorative art of petals in order to indicate purity, freedom and supremacy of wisdom. (The lotus symbolizes Lord Buddha.) The impeccability of the human mind and independent thoughts are represented by this.
Procession of swan	This stands for discipline, decorum and spirituality gained by the human along with wisdom. The meaning of this symbol is intensified by how the swan carries a lotus bud.
Center	I. The Ola leaf book– historical academic and scientific quest for knowledge of an institute implementing scientific methodology is implied by this. II. Lamp – "Knowledge and Intelligence" is a ray of light. It sheds light once the lamp of wisdom is lit. The lamp signifies how wisdom enlightens the whole world. III. The lamp has been designed with "three flames". This is to signify it is better to have a middle path toward different viewpoints, rather than having an extremist approach.
The lion passant holding the sword	This conveys the pride of the nation and the glory of mother Sri Lanka.
Red colour	Energy, heroism and self-dependence on one's own intelligence are represented by this. In particular, it implies that any ideology must be put forward in a revolutionized way to the original opinion.
Dark Maroon colour	This is a combination of black and red, which stands for revolution. This colour is the symbol of the freshness and independent nature of the ideology.

9.5   Appendix 5
<u>**Usage guidelines of the logo (https://cmb.ac.lk/visual-identity)**</u>

1. Currently registered and enrolled students and staff members can use the logos in relation to their administrative activities, academic material including theses, presentations, letterheads, email signatures, etc. Nevertheless, for using logos on material connected with fundraising activities such as T-shirts, mugs, bookmarks printing, a prior written approval is required from the Registrar of University of Colombo.

2. The logos must be used in their full form. Do not use only a part of the logos or in close proximity to any other design, trademark, text, graphic or another element in a manner that could cause confusion. Do not alter or distort the appearance of the logos in any way, for example, by adding your own design elements or changing the colors, font or scale. Logos should not be adulterated by combining them into a composite with marks owned by others, or by otherwise redrawing or modifying them.

3. It is essential to apply on all printed and digital versions of the logos, the exact CMYK, RGB or Hexadecimal color values as specified in the colors section below.

4. The minimum printing width of the primary logo must be 35mm and the size of the logo must be directly proportional to its width and height ratio 1: 1.46.

5. You must only use the latest version of the logos as depicted in the downloadable formats above and you should not use any previous version(s) of the logos.

6. Do not use logos in a manner that disparages the reputation of the University of Colombo or violates any applicable laws or regulations or internal rules of the University of Colombo.

7. The secondary logo must include the name of the University of Colombo in Sinhala, Tamil and English respectively.

8. The exclusion zone (indicated by the blue line as seen below) is the minimum area around the primary logo that must remain clear, and nothing must fall inside this region. The dimensions are based on 10% of the width and 10% of height respectively.
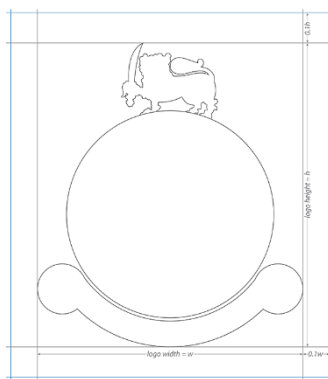
9. Do not use logos for any commercial purposes, including but not limited to, placement on non-university systems, advertising or promotional campaigns, non-university events, sponsorships or teaching sessions, unless a prior written approval of the Registrar of University of Colombo is obtained for such specific purpose. (Email: registrar@cmb.ac.lk)