



**SAEGIS CAMPUS NUGEGODA, SRI LANKA**  
**CODE OF STUDENT CONDUCT**

**Saegis Campus**  
**Nugegoda**  
**Sri Lanka**

(This Document contains 14 pages)

## **SAEGIS AT A GLANCE**

Saegis Campus, Nugegoda, Sri Lanka founded in 2013 as a subsidiary of Sakya Higher education institute stands as a leading tertiary educational institute with a distinctive tradition as an independent Private University Campus.

Saegis Campus is committed to provide the best undergraduate education in Sri Lanka through its high- ranking partner universities while ensuring that students reach their academic and professional goals successfully. Its educational vision extends beyond the general quest for the acquisition of knowledge and the development of skills. Its philosophy of education finds expression in a commitment to inculcate and nurture in its students positive attitudes and timeless moral values that are indispensable towards the development of wholeness of personality and a healthy democratic society.

Saegis Campus apart from providing educational services, empowers its students in their endeavours in a multitude of ways, ranging from facilitating, the mastery of the English language and Information technology to providing financial support through bursaries.

Armed with the vision “to be the foremost professional and higher educational institution in Sri Lanka”, Saegis campus provides affordable and innovative delivery of high quality education to achieve excellence in meeting the challenges anticipated by tomorrow’s workforce. The ultimate objective of Saegis Campus is to produce highly qualified competent well-rounded individuals who are ready to face challenges successfully. With is end in view the comprehensive curricular, co-curricular and extra-curricular activities are designed and improved from time to time to sharpen the mind and stimulate academic pursuits, while meeting the physical psychological and emotional needs of the students.

The Campus endeavours to provide a rich experience of unity within diversity, and a harmonious community spirit based on mutual acceptance and respect.

### **Our Vision**

“To be the preferred Higher Education provider in Sri Lanka”

### **Our Mission**

“To create high caliber, well-rounded readily employable graduates exemplifying academic excellence, professional competence and moral integrity. We deliver our services at an affordable cost in a caring and disciplined environment, thus helping students realise their maximum potential”

## **Our Values**

### **Student Centeredness:**

We carry out all our programmes and activities with a student centered mind-set enabling students to achieve excellence and competence as individuals and groups.

### **Respect diversity**

We foster unity and tolerance, thus aiming to create harmony and respect irrespective of creed, ethnicity, gender and social background.

### **Integrity and ethics**

We operate with the highest level of integrity and observance of ethics and inculcate moral behaviour in students enabling them to develop a higher degree of morality.

### **Transparency and accountability**

We act transparently and take accountability for the delivery of student outcomes and promote and expect similar transparent and accountable behavior from our students as we prepare them to the society.

### **Partnerships and innovation**

We deliver our programmes through highly reputed and recognized international and local partnerships delivering high quality education encouraging innovation.

## **Introduction**

This Code is compiled by the incorporation of the rules which are applicable to the student community of Saegis Campus. The rules contained herein are currently applicable to each student and would remain so until Saegis Campus management revises them to meet any further demand for revision.

Saegis Campus students are expected to be familiar with the rules which are applicable to them. Being unaware of any applicable rule will not be considered as an excuse that would exonerate any student from the binding consequences.

This Code is predestined to provide an opportunity for Saegis Campus students to familiarize themselves with the rules that would be applicable to them during their studentship at Saegis Campus. Students are accordingly requested to peruse this document with diligence and act in accordance with the expectations of Saegis Campus during their studentship. Such action on the part of the students would help Saegis

Campus Authorities to serve them better and to provide them whatever assistance possible to make their life at Saegis Campus a memorable and a rewarding one.

Saegis Campus, Nugegoda, Sri Lanka is hereinafter referred to as the 'Campus.'

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## **1.0.0 REGISTRATION**

- 1.0.1 Students shall be honest in all their dealings with the Campus and submit accurate and authentic documents to the Campus when called upon to do so. Submission of false documents, falsified documents could result in expulsion from the Campus.
- 1.0.2 Students are required to meet the deadlines and time frames set for the submission of applications, payment of Course/Examination fees to keep their registration intact. Failure to meet the announced deadlines may result in the student being levied with late processing fees; the loss of the placement or will be declined entry into the Campus premises.
- 1.0.3 The students are expected to act with a high sense of responsibility and themselves establish their eligibility for admission and to continue as students of Saegis Campus. [Students are thus required to submit valid documents in proof of the entry requirements such as qualifications possessed/obtained, Medical Certificates covering periods of absence from courses and examinations on medical grounds, request letters for postponements etc. to meet the announced deadlines.]
- 1.0.4 Students will be assigned official e-mail addresses on being registered. All correspondence with the campus officials should be done using such e-mail addresses. It is a requirement to indicate the student registration number in all such correspondences

## **2.0.0. STUDENT IDENTITY CARD**

- 2.0.1 Every student shall carry in his/her possession the Student Identity Card (SIC) in addition to the National Identity Card(NIC) whilst at the Campus premises, and shall produce the SIC when called upon to do so by any member of the Academic/Administrative or Security Staff.
- 2.0.2 If a student fails or refuses to produce his/her SIC on such demand, he or she may be denied access to the Campus premises and facilities.
- 2.0.3 Students shall carefully retain the SIC at all times and ensure the details are clearly visible.
- 2.0.4 If the Student's Identity Card is damaged/lost, he/she should immediately inform the Student Affairs Division. A replacement may be issued on payment of a fee.
- 2.0.5 Impersonation is strictly proscribed.

### **3.0.0 GENERAL CONDUCT**

- 3.0.1 Students should always be polite to the fellow students, visitors and members of the Campus community i.e. Administrative, Academic and Non- Academic staff, other service providers and visitors.
- 3.0.2 Students shall not behave in any way that would result in causing embarrassment to any person of the Campus community.
- 3.0.3 Students shall not disturb any staff member or a service provider in performing his/her duties.
- 3.0.4 Disobedience or disrespecting the lecturers, officers and other members of the staff of the Campus or any other misbehaviour that may be considered to be prejudicial to the maintenance of discipline at the Campus may constitute an offence.
- 3.0.5 Students will individually be responsible for safeguarding the rights of the fellow students and others of the Saegis Campus community.

### **4.0.0 ATTENDANCE AND PUNCTUALITY**

- 4.0.1 All students should maintain at least 80% of attendance at classes. Those who fail to maintain such attendance will not be allowed to sit the Semester-End Examination /Final Examination.
- 4.0.2 Students are expected to observe a high degree of academic discipline. All students must be inside their relevant classrooms at least 5 minutes before the commencement of lectures. If a student is delayed for any reason for lectures without prior written approval, it shall be brought to the notice of the course coordinators. Further, no student is permitted outside the Campus before the completion of lectures.
- 4.0.3 Proper turn out is expected by all the students at all times and they should set an example for others.
- 4.0.4 All students must leave Campus premises before 1700hrs unless there is a scheduled activity. Any extension of time should have the written approval of the relevant authority and is allowed only for the purpose of attending academic and approved extra-curricular activities. Further, any extension of time for any reason should be brought to the notice of the Vice Chancellor /Dean through the respective co-ordinator, the Manager of Students' Affairs or the Head of the Department.

### **5.0.0. SAFETY AND SECURITY**

- 5.0.1 Students are expected to be concerned about the safety and proper usage of the resources, the property and equipment of the Campus.
- 5.0.2 Each student shall ensure his individual actions will not endanger his/her or any other person's life or property. Ensuring the safety of personal belongings, including valuable items, is an individual responsibility of a student.
- 5.0.3 Each student shall be responsible for his/her personal security and for the security of colleagues within the Campus premises, and shall comply with the relevant instructions that are given while engaging in activities outside the Campus premises.

### **6.0.0 GENERAL BEHAVIOUR**

- 6.0.1 The behaviour of students within classrooms, laboratories and other areas of the Campus premises should always be exemplary.
- 6.0.2 Students are required to always be well behaved outside the Campus premises and safeguard the reputation of the Campus and shall not tarnish its image.
- 6.0.3 Students shall not indulge in any act that would bring discredit to the Institution, within or outside the Campus premises.
- 6.0.4 Wrongful appropriation of property is prohibited. Taking or withholding of property of another without his/her permission with the intent to temporarily appropriate the property for one's use or for the use of any other person other than the owner, constitutes wrongful appropriation.

### **7.0.0. CLASS ROOM DISCIPLINE**

- 7.0.1 Students shall stand up and greet the Lecturer appropriately, depending on the time of the day, when the Lecturer enters the lecture room.
- 7.0.2 Inattention or paying less attention to lectures by students, as may be evident by sleeping, conversing, reading irrelevant material, or causing any other form of distraction will not be tolerated. Further, all mobile phones are to be switched off when entering lecture halls.
- 7.0.3 Students shall strictly adhere to the time table given by respective Departments or Faculties. Change of time table may be indicated on the notice board, informed verbally or emailed to the respective individuals.



7.0.4 Students loitering during lecture hours is discouraged. A person is guilty of loitering when he/she remains at a place within the precincts of the Campus without any reasonable cause, or relationship involving custody of or responsibility for a student, or any other specific legitimate reason, or entry in to a restricted area without permission from a person authorized to grant such permission. No student is permitted to loiter inside the Campus premises especially after the commencement of the academic schedule.

#### **8.0.0. DRESS CODE-HAIR CUT ETC.**

8.0.1 Students are expected to be properly attired within the Campus premises. Shorts, Short skirts, Mini-skirts, 3/4 trousers, rubber slippers and improper clothing will not be permitted inside the Campus.

8.0.2 During formal functions (will be specified) male students should wear a long sleeved shirt and tie with a blazer. Female students should wear a Saree either in Kandian or Indian style or an appropriate formal dress.

8.0.3 Dress for special occasions and functions will be informed by the relevant official /course coordinator.

8.0.4 Male students should have a decent hair-cut with an appropriate hair style suitable to the Campus. Female students are not allowed to wear loose hair and their hair should be properly done in line with the dress regulations of the Campus. Hair with fancy styles, highlights are strictly discouraged.

8.0.5 Growing beard is discouraged for male students. However, if a student wishes to grow beard / moustache, it is to be trimmed appropriately and regularly.

8.0.6 It is highly recommended that female students should wear decent jewellery, appropriate for a student of Saegis Campus.

8.0.7 Sports attire for the male students should be blue track bottom or decent PT short with white or decent T-shirt and deck shoes. However, the length of the PT short is to be above the knee. Female students are to be clad in blue track bottom with white or decent T-shirt and deck shoes.

## **9.0.0 PHYSICAL AND PSYCHOLOGICAL VIOLENCE**

- 9.0.1 Involving in assault and or causing physical harm to fellow student/s or a staff member; causing disturbances to the activities of the Institute and or attempting to influence the impartial and independent culture maintained within the Campus or indulging in any unauthorized activity will be dealt with seriousness.
- 9.0.2 Hazing is prohibited. Treating other students with violence or offering to commit physical harm with a malice intention to cause harm or injure the other, or improper treatment which is tyrannical, abusive, shameful, insulting or humiliating in nature. Hazing may include verbal abuse and psychological harassment.

## **10.0.0 CONSUMPTION OF ALCOHOLIC BEVERAGES –SMOKING-GAMBLING**

- 10.0.1 Keeping in one's possession Liquor and/ or narcotics/unlawful drugs within the Campus premises and or consumption of Liquor or narcotics/ unlawful Drugs within the Institutional premises and or being within the Campus premises under the influence of liquor or narcotics/ unlawful Drugs is considered as a serious offence.
- 10.0.2 However, students may be permitted to consume alcoholic beverages under supervision at an approved social function. Students who decide to consume alcoholic beverages on such permitted occasions at the Campus, shall do so in a responsible and non – abusive manner: They shall bear personal responsibility for their own conduct and continuing responsibility for setting an example for their colleagues.
- 10.0.3 Smoking is strictly prohibited for all students within the premises of the Campus.
- 10.0.4 Students are not allowed to gamble within the premises of the Campus. No games of chance or games of skill for bets can be played at the Campus.

## **11.00 ACADEMIC DISCIPLINE**

- 11.0.1 Saegis Campus students are required to respect intellectual property rights of others and shall avoid plagiarism at all times, and or committing any offence at examinations
- 11.0.2 Students shall abide by the stipulated examination regulations of the Campus. (Annexure I )

## **12.0.0 ADMISSION OF VISITORS**

- 12.0.1 Students are neither permitted to entertain guests inside the Campus premises nor to accompany outsiders into the Campus premises without prior written approval. In case of necessity, permission should be duly obtained from the office of the Director Academic Affairs.
- 12.0.2 Parents would be allowed to enter the premises between 8.30 a.m. and 5.00 p.m. If a parent wishes to meet a lecturer or an administrative officer, he/she shall obtain prior permission.
- 12.0.3 If a student or an office bearer of a student organization invites a visitor/visitors to the Campus with prior permission, it shall be the duty of such student or the office bearer to bear the responsibility of the visitor/visitors until he/she/they leave the Campus premises.

## **13.0.0 COMMITMENT ON SEXUAL AND GENDER BASED VIOLENCE (SGBV).**

- 13.0.1 Saegis Campus is committed to promote Gender Equity/Equality (GEE) where all students, academic, administrative and support staff, female and male, enjoy equal opportunities, human rights, and free from all forms of discrimination and harassment. As such members of the Campus have the responsibility of ensuring that the Campus is free from gender inequity and Sexual and Gender Based Violence (SGBV).
- 13.0.2 Sexual harassment is a behaviour that shall not be tolerated. Sexual harassment results if the victim determines that it was an unwarranted behaviour on the part of the other.
- 13.0.3 Sexual harassment may include influencing, offering to influence, or threatening physically or using one's position in exchange of favours of sexual nature; or deliberate or repeated offensive comments and gestures, or physical contact of a sexual nature in a work related environment.
- 13.0.4 Persons who witness such behaviour or are victimized by sexual harassment shall bring such incidents to the immediate notice of the relevant authority for the purpose of corrective action and to prevent future recurrence.

## **14.0.0 VANDALISM**

14.0.1 Students shall not cause damage to property, building, trees, animals or pets belonging to the Campus, public or private individuals. Those who are found guilty for causing such damage /vandalism will be required to indemnify the damage caused, in addition disciplinary action will be taken.

## **15.0.0 PROHIBITED AND RESTRICTED ACTIVITIES:**

Under the General Code of Conduct for students, the following behaviour is proscribed.

15.0.1 Stealing Institutional and or Intellectual property and or misusing Institutional and or Intellectual property.

15.0.2 Absconding when summoned for official reasons.

15.0.3 Extortion and bullying

15.0.4 Violating the IT Policy of Saegis Campus (**Annexure II**)

15.0.5 Being remanded or being a suspected party of a police investigation. In the event of a court case it shall be responsibility of the student to inform the Campus authority of the same.

15.0.6 Organizing activities, trips, fund raising, meetings etc. without the written approval from the VC/CEO

15.0.7 Violating the rules and regulations enforced on students by the Institute.

15.0.8 Instigating other students to breach the rules and regulations of the Institute.

15.0.9 Aiding and abetting other students or outsiders to violate the rules and regulations of the Institute.

15.1.0 Accessing confidential information from databases of the Institution and or obtaining confidential information or data of the Institution, which are not meant to be seen by students such as Question Papers, Model Answers of mid-semester or end of semester examinations to be held, Marks etc. from whatever source.

15.1.1 Using confidential information of the Institution for personal gain, or to damage the reputation of the Institution or revealing them to outsiders.

15.1.2 Intentional possession of any dangerous articles or substances which may be used to injure another person.

15.1.3 Technological harassment of another person which includes harassment in on - line forums or social network media.

- 15.1.4. Participating in or accepting members into any organization that the campus has banned or unauthorised by the Campus.
- 15.1.5 Any kind of gathering for the purpose of inciting, participating or encouraging disturbance of peace.
- 15.1.6 Consuming food and arranging celebrations inside the class room without permission.
- 15.1.7 Any kind of conduct that would violate the legal rights of others.
- 15.1.8. Knowingly bringing a false complaint of allegation against another person.
- 15.1.9 Attacking fellow students with water and food substances within the Campus premises.
- 15.2.0 Violation of conditions stipulated in the usage of the students' lounge and the behaviour inside the students' lounge of the Campus. (**Annexure V**)
- 15.2.1 Unauthorised use of Class rooms and equipment including computers that are meant for lecturers.
- 15.2.2 Students shall use the vehicle park that is reserved for the students and are requested to avoid parking in other areas within the Campus premises. Parking at the Campus premises is at the risk of the owner of the vehicle.
- 15.2.3 Students are strictly requested to use the main entrance for and the main lift for entrance to and exit from the Campus premises.
- 15.2.3 Violating the Penal Code of the country.

#### **16.0.0 USAGE OF CAMPUS LOGO and NAME**

- 16.0.1 Using the name and the Logo of Saegis Campus for whatever activity without the approval of the VC/CEO
- 16.0.2 Distribution of leaflets, News-papers and other printed material and or audio or video material containing texts or data which have not been approved for distribution among students or staff of Saegis Campus by the VC/ CEO.

#### **17.00 CONCEALMENT OF DISEASES**

- 17.0.1 It is an offence for a student to conceal a disease that is communicable in nature and attend lectures and other functions at the Campus.

## **18.00 AWARENESS OF OFFENCES AND PUNISHMENTS**

- 18.0.1 The students shall be subjected to make the Institutional premises out of bounds for committing any of the above mentioned offenses pending the conclusion of an Investigation/Inquiry proceeding. (**Annexure IV**)
- 18.0.2 If a student is subjected to a suspension of studentship for a defined period of time for committing a serious act of misconduct during a semester, the marks earned in the semester will be carried forward to continue with the academic activities in a period at the expiry/withdrawal /altering of the suspension.
- 18.0.3 If a student is suspected of committing an act falling within the Penal Code, the matter will be reported to the Police for investigation. The Institute has the right to concurrently conduct the Institutional Inquiry against the suspected student under the Student Disciplinary Code of the Institute.
- 18.0.4 A student against whom disciplinary action has been instituted consequent to a disciplinary Inquiry, will be permitted to appeal against the Disciplinary Order. Punishments prescribed against different offences are given in (**Annexure IV**).
- 18.0.5 The ruling given by the Disciplinary Authority in relation to such an appeal shall be final.
- 18.0.6 Students are required to fully comply with the rules and regulations and procedures of the Campus. Being unaware of the student rules and regulations will not in any way exempt any student from the consequences associated with breaching a rule or a regulation

### Annexures:

- I. Rules and Regulations of Examinations*
- II Policy on Information Technology*
- II. Disciplinary Regulations-Procedure of Inquiry*
- IV. Recommended Punishments for proven offences*
- V Saegis Campus students' lounge Guidelines*