



**UNIVERSITY OF COLOMBO**

**FACULTY OF NURSING**

**Handbook 2019-2020**



**<https://nursing.cmb.ac.lk>**

## **DISCLAIMER**

***The Student Handbook of the Faculty of Nursing, University of Colombo has been prepared from the information received up to May 2021. 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.***

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## 01. 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 back 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 emphasis on promoting social harmony, cultural diversity, equal opportunity and unity. At present, University of Colombo comprise of a Campus, 9 Faculties with 51 Academic Departments, a School, 7 Institutes and several Centres and Units. 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 in the University of Colombo is the first and only Faculty that is dedicated for 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 the nursing education. Faculty of Nursing offers a four-year Bachelors of Science Honours Degree in Nursing [BScHons (Nursing)] to those who enroll in the faculty (Sri Lanka Qualification Framework Level 6). There are two entry pathways to the faculty, where 70% of the students are selected from GCE A/L Biological Science stream and the remaining 30% are recruited through the lateral entry pathway for nurses with a diploma level education. Overall aim of the Faculty of Nursing is to enhance Sri Lanka’s capacity to produce graduate nurses who are capable of catering for both national and international health care needs with advanced knowledge and skills which are based on a sound theoretical and practical foundation.



### 1.3 Academic Departments of the Faculty of Nursing

Three academic departments have been established within the Faculty of Nursing in order to conduct the planned programs leading to Bachelor's Degree in Nursing. These three departments include

- 1) Department of Basic Sciences and Social Sciences for Nursing
- 2) Department of Fundamentals of Nursing
- 3) 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 health care 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 that are differently baled. 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 providing 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 providing nursing care for patients, family and community. Nurses are accountable for facilitating 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 relationship with other healthcare professionals, working within ethical and legal boundaries, delegating responsibility appropriately, providing health education, focusing on evidence-based practice and contributing to the continuous professional development.

### **1.5 Graduate Profile of the Faculty of Nursing**

A graduate obtaining a Bachelor of Science in Nursing of the University of Colombo should be able to demonstrate the following attributes:

- Demonstrate 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 legislations
- Demonstrate critical thinking in the assessment, planning, and evaluation of client 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 University of Colombo

#### Chancellor

Most Rev. Dr. Oswald Gomis  
Archbishop Emeritus of Colombo

#### Vice-Chancellor

Senior Professor Chandrika N.Wijeyaratne  
MBBS (Colombo), DM (Colombo), MD (Colombo),  
FRCP (London)

#### Deans of Faculties

##### Graduate Studies

Senior Professor Nayani Melegoda  
BA(Hons)(Colombo), MA(British Columbia),  
PhD (Leeds, UK)

##### Science

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

##### Medicine

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

##### Arts

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

##### Law

Dr. N. S. Punchihewa  
LLB (Hons) (Sri Lanka), LLM (Germany),  
PhD(Germany)

#### Management & Finance

Dr. M.P.P. Dharmadasa  
BSc(Sp) Bus.Adm.(SJP), MBA (Col),  
PhD (Bond, Australia)

#### Education

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

#### Technology

Professor Sumedha Jayanetti  
BSc (Colombo), PhD(CUNY)

#### Nursing

Professor SSP Warnakulasuriya  
RN, RMN, BScN(Hons), MNSc, PGDCP, PhD (USJP)

#### Registrar

Mr. K.A.S. Edward  
BA(Econ.)(Peradeniya), MA (Econ.) (Colombo),  
MBA (Keelle, UK)

#### Bursar

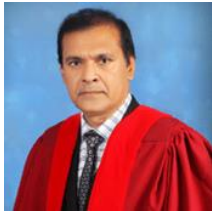
Ms. K.S.T. Swarnalatha Jayasooriya ACA.

#### Librarian

Dr. K.G.P.G. Wijetunge  
BA(Hons)(Peradeniya), Dip. Lib. Inf. Sc (Colombo),  
MLib (Wales), PhD (Colombo),  
MIS (Canberra), ASLLA, FSL



## 2.2 Faculty of Nursing



### Dean

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

### Assistant Registrar

Ms. S.S. Samarokoon  
BCom (India), MBA (PGIA, Peradeniya)

### Finance Officer (Acting)

To be appointed

### Address

Faculty of Nursing  
University of Colombo  
Sri Jayawardenepura  
Thalapathpitiya, Nugegoda

[dean@nursing.cmb.ac.lk](mailto:dean@nursing.cmb.ac.lk)

[ar@nursing.cmb.ac.lk](mailto:ar@nursing.cmb.ac.lk)

Tel: +94112778944

+94112778949

Web: <http://nursing.cmb.ac.lk>





## Departments and Academic staff of the Faculty

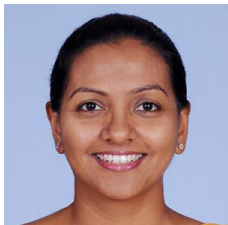
### Department of Basic Sciences and Social Sciences for Nursing



**Dr. G.A. Sirimal Premakumara**

BSc(Colombo), Dip (Psy Coun), PhD (Colombo), CTHE(USJP)  
MIChemC, MIBiol, CChem, CBiol, FIBiol, FIChemC, FNAS

**Senior Lecturer G I/ Head**



**Dr. Achala Kamaladasa**

BSc (Colombo), PhD (USJP)

**Senior Lecturer G II**



**Dr. D.A.S. Elvitigala**

BSc (Colombo), MSc, PhD (JNU, Rep. of Korea), MIBiol

**Lecturer**



**Ms. D.L.N.L Ubhayawardana**

BSc Human Biology (USJP), MPhil (USJP)

**Lecturer**



**Mr. Thimira Amarasinghe**

B.Sc (Hons) in Nursing (UoP)

**Lecturer (Probationary)**



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## Department of Fundamentals of Nursing



**Ms. W.A. Rupa Pathmini Menike**  
RN, RM, Dip (Teach & Sup in Nursing)  
BScN (Hons) (OUSL) M.Sc. (OUM, Malaysia)  
CTHE (Colombo)  
**Senior Lecturer G II/Head**



**Ms. N.A. Ranjani Nettasinghe**  
RN, RM, BSc (OUSL) MSc (HKR, Sweden)  
M.Sc. (OUM, Malaysia)  
**Senior Lecturer G II**



**Ms. M.G.A. Shiroma Malkanthie**  
RN, RM, BScN (OUSL), MSc (Inje, Rep. of Korea)  
**Senior Lecturer G II**



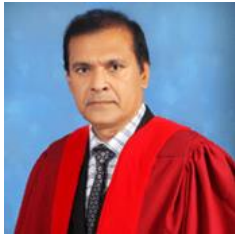
**Dr. Thanuja Ariyasinghe Asurakkody**  
RN, Dip.(Psy), Dip. (Teach & Sup),  
Dip (Korean Language), BScN(Hons)(OUSL),  
MSc, Ph.D(Inje, Rep. of Korea)  
**Senior Lecturer Gr-II**



**Ms. Ayesha Medagedara**  
RN, BSc. Nursing (Hons)(UoP)  
**Lecturer (Probationary)**



**Miss. Sachintha Lokuyaddage**  
RN, BSc Nursing (UoP)  
**Lecturer (Probationary)**  
**Department of Clinical Nursing**



**Professor. S.S.P. Warnakulasuriya**  
RN, RM, BScN (OUSL), MScN (Adelaide),  
PGDCP (Colombo), PhD (USJP)  
**Professor in Nursing & Dean of the Faculty**



**Dr. G Kisokanth**  
BScN (Hons) (USJP), RN, PhD (USJP)  
**Senior Lecturer G II/ Head**



**Ms. H.M. Chandrani Menike Herath**  
RN, RM, Dip. in Mgt & Sup in Nursing,  
BScN (Hons) (OUSL), MSc in Food & Nut. (UoP)  
**Lecturer (Unconfirmed)**



**Ms. Ruwandi De Silva**  
RN, BScN (OUSL)  
MPH in Epidemiology (Kelaniya)  
**Lecturer (Probationary)**



**Ms. KMD Nadeeshani**  
BSc (Hons) Nursing (KDU)  
**Lecturer (Probationary)**



**Ms. U.G. Nirmala Priyadarshani**  
BSc (Hons) Nursing(UoR),  
PGDip (Health Development(UoC))  
**Lecturer (Probationary)**



**Ms. Hewage Shereen Senarathne**  
RN, RM, Dip (Teach & Sup in Nursing), BScN (OUSL), PGDHD, Master of Nursing (OUM, Malaysia)  
**Lecturer (Probationary)**



## **Director of Studies**

The director of studies is responsible for the undergraduate programme of the Faculty of Nursing and is the chairperson of 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

## **Academic Advisors**

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

Department of Basic Sciences and Social Sciences for Nursing : Dr. Achala Kamaladasa

Department of Fundamentals of Nursing : Ms. W.A.R.P. Menike

Department of Clinical Nursing : Dr. G Kisokanth

## **Examination Coordinator**

Dr. G. Kisokanth

Senior Lecturer/ Head

Department of Clinical Nursing

## **2.3 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**

Dr. GRP Silva

Ms. SRSDK Weerawansa

### **Student Counselors of the Faculty of Nursing**

Ms. M.G.A.S. Malkanthie (Permanent Student Counselor)

Dr. D.A.S. Elvitigala

Ms. Ruwandi De Silva

### **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 other scholarships such as EETCS, Commercial Bank, Mitsubishi etc.,



4. Managing student services such as photocopy centres and cafeterias at each faculty
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. In instances where the faculty is unable to provide hostel facilities to an eligible student, a hostel bursary will be paid in lieu of hostel facilities. The faculty maintains a boy's hostel and a girl's hostel and the respective wardens are listed below.

### **Academic wardens of the Girl's Hostel**

Ms. W.A.R.P Menike

Ms. D.L.N.L Ubhayawardana

### **Academic wardens of the Boy's Hostel**

Dr.D.A.S.Elvitigala

## **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. Department of Physical Education conducts an Inter Faculty Fresher's Tournament and an Inter Faculty Tournament annually. Further, Department of Physical Education facilitates participation of students at the Inter University, International Tournaments and World University Games.

Tel: 0112502405

## **University Health Centre**

The University Health Centre serves to 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 Reid Avenue and the other at the Faculty of Medicine. These two medical centre's 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.

Tel: 011 2055646



### 3. DEGREE PROGRAMME

#### The Degree Organization

The Bachelor of Science in Nursing degree program consists of three main subject areas: General core subjects in Basic Sciences and Social Science, Nursing core subjects and Professional Nursing subjects. The entire degree programme operates on a credit based system. A credit is a time-based quantity assigned to a course unit and depends on the length and the type of the course. One credit is equal to 15 lecture hours or 30 practical hours or 60 practice hours. The complete degree programme comprises of 123 credits of course work and 8 credits of student project, giving a total of 131 credit hours and 4 credits of enhancement courses.

#### Duration of the Degree and the Academic Year

The minimum period of study for the Degree of Bachelor of Science in Nursing is four academic years. Therefore, Bachelor of Science in Nursing is classified as a SLQF level 6 (Sri Lanka Qualification Framework) 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 eight academic years from the date of first registration.**

Semester 1	Semester 2
First half - 7 weeks	First half - 7 weeks
Mid semester break - 1 week	Mid semester break - 1 week
Second half - 8 weeks	Second half - 8 weeks
Study leave - 1 weeks	Study leave - 1 weeks
Examination - 4 weeks	Examination - 4 weeks
Vacation - 5 weeks	Vacation - 5 weeks

Exams for the courses are carried out during that semester will be held at the end of each semester. In addition, continuous assessments and other form of evaluation may also be carried out throughout the semester.

#### Medium of Instruction

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



## Course outline for the Bachelor of Science Degree in Nursing

### Level I - Semester 1

Subject Code	Course Title	Total Credits	Credits & Hours					
			Theory		Practical		Practice	
			Credit	Hours	Credit	Hours	Credit	Hours
FN 1301	English I	3	3	45				
FN 1316	Human Anatomy & Physiology I	3	2.5	38	0.5	15		
FN 1211	Communication and Interpersonal Relationship	2	2	30				
FN 1207	Socio-Cultural Aspects in Nursing	2	2	30				
FN 1208	Psychology	2	2	30				
FN 1309	Introduction to Nursing	3	2	30	1	30		
		15						

### Level I - Semester 2

Subject Code	Course Title	Total Credits	Credits & Hours					
			Theory		Practical		Practice	
			Credit	Hours	Credit	Hours	Credit	Hours
FN 1310	English II	3	3	45				
FN 1117	Pharmacology 1	1	1	15				
FN 1318	Human Anatomy & Physiology II	3	2.5	38	0.5	15		
FN 1319	Microbiology & Parasitology	3	3	45				
FN 1205	Biochemistry	2	2	30				
FN 1420	Fundamentals of Nursing I - Theory	4	4	60				
FN 1221	Fundamentals of Nursing I - Practice	2			1	30	1	60
		18						

### Level II - Semester 1

Subject Code	Course Title	Total Credits	Credits & Hours					
			Theory		Practical		Practice	
			Credit	Hours	Credit	Hours	Credit	Hours
FN 2208	Health Assessment	2	1	15	1	30		
FN 2209	Pharmacology II	2	2	30				
FN 2410	Fundamentals of Nursing II - Theory	4	4	60				
FN 2311	Fundamentals of Nursing II - Practice	3			1	30	2	120
FN 2303	Adult Health Nursing I	3	2	30			1	60
FN 2212	Pathology	2	2	30				
		16						





**Level II - Semester 2**

Subject Code	Course Title	Total Credits	Credits & Hours					
			Theory		Practical		Practice	
			Credit	Hours	Credit	Hours	Credit	Hours
FN 2313	Clinical Nutrition	3	2	30	1	30		
FN 2314	Adult Health Nursing II - Theory	3	3	45				
FN 2315	Adult Health Nursing II - Practice	3					3	180
FN 2316	Women's Health Nursing I - Theory	3	3	45				
FN 2217	Women's Health Nursing I - Practice	2					2	120
FN 2407	Fundamentals of Nursing III	4	3	45	1	30		
		18						

**Level III - Semester 1**

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

**Level III - Semester 2**

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



**Level IV - Semester 1**

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

**Level IV - Semester 2**

Subject Code	Course Title	Total Credits	Credits & Hours					
			Theory		Practical		Practice	
			Credit	Hours	Credit	Hours	Credit	Hours
FN 4406	Nursing Management and Leadership	4	3	45			1	60
FN 4212	Trends and Issues in Nursing	2	2	30				
FN 4310	Integrated Nursing Practice	3					3	180
FN 4208	Geriatric Care Nursing	2	1	15			1	60
		11						

**Optional and Enhancement courses**

Subject Code	Course Title	Total Credits	Credits & Hours					
			Theory		Practical		Practice	
			Credit	Hours	Credit	Hours	Credit	Hours
<b>Optional Courses</b>								
FN 4209	Critical Care Nursing	2	1	15			1	60
FN 4211	Immunology	2	2	30			1	60
FN 4213	Global Health	2	2	30				
FN 4214	Clinical Genetics	2	2	30				
FN 4215	Operating Room Nursing	2	1	15			1	60
<b>Enhancement courses</b>								
EC 4201	Tamil	2	2	15				
EC 1101	Basic Computer Literacy	1	1	15				
EC 2101	Clinical Laboratory Practice	1			1	30		



#### 4. REGISTRATION OF COURSES

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>). The students must register for a minimum of 30 academic course credits and the required number of enhancement course units per year.

##### **Minimum Achievement Level Required to Register for Level II, Level III and Level IV**

In order to be eligible to be admitted to the next Level of the Programme, a student must obtain a grade of at least C in Subject Course Units totaling a minimum of 15 credits in a Level. **It should be noted that a student must obtain a grade of at least C for the Subject Course units aggregating a minimum of 24 credits at each Level in order to be eligible to graduate.**



## 5. EVALUATION PROCEDURE

Course units will be evaluated by theory examinations (mid semester, end of semester or continuous), 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.

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



### **Grade Point Average (GPA)**

When calculating the Grade Point Average all courses are weighted according to their corresponding credit values. GPA is computed to the second decimal place. Grades of all registered course units in a study programme are taken into account when calculating the GPA. When calculating the GPA for classes A+ is given a grade point value of 4.33.

### **Enhancement Course Units**

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

<b>Range of Marks</b>	<b>Grade</b>	<b>Attainment</b>
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 two 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). 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 Annex 1 for the comprehensive list of regulations pertaining to examinations.

### Attendance

Students are strongly advised to attend all lectures, practical and practice classes of all course units that they have registered for. For theory course units, completion of all the assignments that are assigned marks and sitting for the final examination are required to obtain a grade of C or better. For theory course units with a practical component minimum of 80% attendance at practicals, completion of all the theory and practical assignments that are assigned marks and sitting for the final theory and practical examinations are required to obtain a grade of C or better. For practical course units, which are evaluated through a practical examination a minimum of 80% attendance at practical classes, completion of all the practical assignments that are assigned marks and sitting for the final practical examination are required to obtain a grade of C or better.

A student shall not be permitted to take an end of semester examination unless the Head/s of the relevant Department/s has/have certified that he/she has satisfied all the requirements of the relevant Course Units, including, but not limited to, regular attendance at lectures, laboratory classes, hospital practice and submission of assignments at the appropriate time. **Students who do not have the required attendance for lectures and practical classes shall not be allowed to sit for the corresponding final examination/ assessment that year and will have to sit for the final examination in the following year as a repeat candidate.**



## Examination Offenses

Possession of unauthorized documents at the examination hall, removal of examination stationary, disorderly conduct, copying, obtaining or attempting obtain 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

## 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 accused



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 a 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.

### **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. All such course units shall be considered for the awarding of the degree. However, the final GPA will be calculated for all registered 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.

### **Repeating Examinations**

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 may 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 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.

If a student obtains a lower grade in the repeat examination, he/she is entitled to keep the better grade. **If a student obtains a better grade than C in a repeat attempt, this grade is taken into account for the calculation of the final GPA. However, the highest grade considered for the determination of award of a class is C.**

### Medical Certificates

If a student has been prevented from sitting for a theory or practical examination or lectures due to medical 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 Nursing Faculty/ SAR Examinations for relief indicating the reason for such absence within **three (3)** working 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 guideline 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 Nursing Faculty or SAR Examinations that CMO or UMO have agreed to issues a Medical Certificate within a period of **two (2)** weeks.



3. The student in question is advised to verify from the Dean of the Nursing Faculty 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 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 through the Dean of the Nursing Faculty or SAR Examinations within **seven (7)** days from the last date of the recommended medical leave. The relevant student 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.



## Duration of the Degree Programme

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

## 7. DEGREE AWARDING CRITERIA

To be eligible for the award of BSc Degree in Nursing, a student must

- i. Complete a minimum of 120 Credits, with a minimum of 30 Credits each from Levels I, II III and IV, including a Research Project of 8 credits in Level IV,
- ii. Obtain a grade not lower than C in Subject Course Units aggregating a minimum of 96 Credits, with a minimum of 24 credits in each of Levels I, II III and IV,
- iii. **Not** have a grade(s) of NC (Not Complete)
- iv. **Not** obtain grades of F in Subject Course Units totaling 8 or more credits
- v. Fulfill all other requirements stipulated by the Faculty Board, **and**
- vi. Obtain a minimum Grade Point Average of 2.00
- vii. Obtain pass grades for enhancement course units aggregating to at least four credits
- viii. Complete the relevant requirements within a period of **Eight (8)** academic years.

## Award of Honours

### First Class

A student may be awarded First Class Honours provided that he/she has

- i. Obtained Grades not lower than C in Subject Course Units aggregating to at least 100 credits, and
- ii. An overall minimum GPA of 3.70
- iii. Completed all the relevant requirements within a period of four consecutive academic years.



### **Second Class (Upper Division)**

A student may be awarded Second Class (Upper Division) Honours provided that he/she has

- i. Obtained Grades not lower than C in Subject Course Units aggregating to at least 100 credits, and
- ii. An overall minimum GPA of 3.30
- iii. Completed all the relevant requirements within a period of four consecutive academic years

### **Second Class (Lower Division)**

A student may be awarded Second Class (Lower Division) Honours provided that he/she has

- i. Obtained Grades not lower than C in Subject Course Units aggregating to at least 100 credits, and
- ii. An overall minimum GPA of 3.00
- iii. Completed all the relevant requirements within a period of four consecutive academic years.

### **Award of the Degree**

A student should apply for the award of the degree on satisfying the requirements. On completion of the degree a student is entitled for a transcript giving grades obtained for the respective course units after the conformation 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 “open awards” which students in all Faculties compete for.

### **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.



## Faculty Awards and Dean's List

### Selection Criteria

#### Introduction

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 for each year separately, therefore, the faculty decided to apply the "Faculty Awards and Dean's List Concept" to undergraduates at each of the four levels of the degree programme offered by the faculty.

Faculty Awards shall be bestowed to the overall best performing students at each of the four levels of the academic programme, at the end of a given academic year. The best five outstanding students at each of the four levels of the academic programme shall be selected based on the guideline described below.

Dean's List shall be published at the end of each semester 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 guideline described below.

The Dean's Office of the Faculty shall administer both awards with the assistance of Examination and Student Affairs branches.

### A) Faculty Awards

#### 1. Objectives

This scheme of award is introduced to recognize highly motivated students who are equally talented in academic and extracurricular activities. Apart from academic merit, other areas of consideration are,

- Exceptional leadership.
- Community service and good studentship.
- Outstanding talents in fields of sports.
- Creativity and exceptional ability in aesthetic or technical fields.



## 2. Application Procedure

- The Dean of the faculty shall call for applications at the end of an academic year.
- Any student who believes that he/she is eligible should submit an application for the Faculty Awards.
- This application form will serve as a tool of assessment against established evaluation criteria.
- Application forms shall be available at Dean's Office and can also be downloaded from University web site.
- Students shall submit certified copies of all the documentary evidence with the application.
- Students shall submit their applications through their Academic Advisers who shall certify the contents of the applications.
- Students shall prepare and participate for an interview if the selection panel requests.

## 3. 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 year, including all the compulsory courses.
- The applicant shall have a **GPA of 3.30 or above** for the considered year.

## 4. Ineligible Students

- Any student who obtains an improved grade/grades subsequently, by repeating a module/modules shall not be eligible.
- Any student on whom disciplinary action has been taken by the Vice-Chancellor, Deputy Vice Chancellor or Dean for any misconduct shall not be eligible.
- Any applicant having **less than 70% of the total marks** for the application will not be considered for evaluation.

## 5. Appointment of a Selection Committee

- A selection Committee consisting of 5 members 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.

## 6. Selection Criterion

**Best five (05) students from each level** of the internal academic programmes will be selected annually.



**Academic Achievements (60 %)**

Applicants who have obtained a GPA of 3.30 or more will be considered for evaluation. The marks of a particular GPA will be evaluated as

$$\text{Marks of the Applicant} = (\text{GPA of the Applicant} / 4.00) \times 60$$

**Extracurricular Activities (40 %)**

Any achievement considered under this category should be within the relevant period of the academic programme and can be recounted in consecutive years throughout the programme.

**A. Leadership of a recognized body**

Leadership (office bearer) of a recognized national body		
A.	Recognition of a National Body	10
B.	President / Chairperson	5/ year
C.	General Secretary	4/ year
D.	Treasurer	3/ year
E.	Committee Member	2/ year
Leadership post of University/ Faculty organization		
A.	President of a Student Union, Secretary of Student Union/ President of a Student Society	3/ year
B.	Treasurer of Student Union/ Secretary or Treasurer of a Student Society	2/ year
C.	Committee Member of Student Union/ of a Student Society	1/ year

**B. Community Service and Good Citizenship**

Ideals of Community Service and Good Citizenship		
	Assisting a victim of an accident, serving as a volunteer in a natural disaster, assisting fellow citizens in an exceptional way	8/ Case

**C. Outstanding Talents in Sports**

Olympic games/ South Asian Games or equivalent International Sporting Event		
A.	First Place	30
B.	Second Place	25
C.	Third Place	20
D.	Participation in an event	10
World University Games/ National Games		
A.	First Place	20
B.	Second Place	15
C.	Third Place	10





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D.	Participation in an event	5
International Sports Event Representing the University		
A.	First Place	10
B.	Second Place	8
C.	Third Place	6
D.	Participation in an event	3
Inter University Events		
A.	First Place	6
B.	Second Place	5
C.	Third Place	4
D.	Participation in an event	2
Inter Faculty Events		
A.	First Place	1.5
B.	Second Place	1
C.	Third Place	05
University Colors/ Best Athlete/ Player of the Year		3
President, Vice President, Secretary, Treasurer, Editor etc of Sports Council		1/ position /year

**D. Creativity and exceptional ability in Aesthetic or Technical Fields**

Aesthetic Competition		
A.	International awards/ accolades	20
B.	National awards/ accolades	10
Completion of examinations or graduating performance in aesthetic fields		
<i>Visharada</i> in oriental music, Royal/ Trinity college examinations in western music/ Arangetaram in Bharathanatim or equivalent qualification		5
Public, Mass media performance in aesthetic fields (Outside the University)		
A.	Stage Drama	6
B.	Movie	4
C.	Place in a TV reality show	4
Performance in aesthetic fields at a university approved event		
A.	University Level: First Place	5
B.	University Level: Second Place	4
C.	University Level: Third Place	3
D.	Faculty Level: First Place	2
E.	Faculty Level: Second Place	1.5
F.	Faculty Level: Third Place	0.5
Invention in technological field or taking part in a project in technological advancement (depending on the scale and degree of creativity committee can award up to a maximum of 10 points		10



### E. Research or pursuing new knowledge

Peer Reviewed Publication		
A.	Author of a paper in a peer reviewed indexed journal	15
B.	Author of a paper in a peer reviewed non-indexed journal	10
Presentation at a Scientific Forum		
A.	International Conference	6
B.	National Conference	3
Author of a book/ book chapter		
	Author of a book	6
	Author of a book chapter	2
Active contributor to outstanding research project		
	Notable contribution to a national project	4
	Notable contribution to an institutional level project	2

### B) Dean's Honors List

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

#### 1. Objective

This scheme of award 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 semester, including all the compulsory courses.
- The applicant shall have a **GPA of 3.70 or above** for the considered year.

#### 3. Ineligible Students

- Any student who obtains an improved grade/grades subsequently, by repeating a module/modules shall not be eligible.
- Any student on whom disciplinary action has been taken by the Vice-Chancellor, Deputy 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 Faculty shall be admitted to the Dean's list each semester if the student fulfills the conditions listed above



Faculty Awards and Dean's Honors Lists will be prepared **annually** and, upon obtaining the recommendation of the Faculty Board, will be published by displaying in the Faculty website and/ or Faculty notice board.

**Special Benefits to the Students**

- Faculty Award and Dean's Honors List will be noted on the Academic Transcript
- A certificate signed by the VC and Dean will be issued to the student.
- Students will be given an opportunity to serve as Student Ambassadors who will extend their support to quality assurance activities of the Faculty and represent the University in national and international events when requested by the VC.



### Annex 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. Nor shall a 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 do not produce the Identity Card when requested to do so. If he/ she failed 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, Time Tables 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, hand bags, 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 the 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 on the answer book and on every continuation paper.** He/ she shall also enter all necessary particulars as indicated in the cover of the answer book. A candidate who inserts 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 work 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, time tables, 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.
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.

### **Examination Attempts**

Every candidate who registers for an examination shall be deemed to have sat the examination unless:

When a candidate is unable to present himself/ herself for any part/ section of an examination, he/ she shall notify or cause to be notified this fact to the Registrar, immediately. This should be confirmed in writing with support documents within 48 hours by registered post. He/ she is permitted by the Senate for valid reason to withdraw from such examination on a ground acceptable to the Senate within the specified period.

OR

He/ she submits a medical certificate prior to the commencement of the examination. The medical certificate shall be from the University Medical Officer. If this is not possible the medical certificate should be obtained from the Government Medical Practitioner and submitted to the University Medical Officer at the earliest possible time, but in any case not later than one week from the first day of the examination (Please indicate the Faculty and the Registration Number in Medical Certificate).

A student eligible to sit the examination shall be deemed to have sat the first scheduled examination irrespective of whether he/ she has already sat or not unless the Senate is satisfied that he/ she has been prevented from sitting the examination due to illness or any other reasonable cause.

A student who withdraws or absents himself/ herself from the examination shall not be eligible for Honours at the next examination unless the Senate decided otherwise.



Candidates who are unsuccessful at the first attempt will be given two further consecutive attempts to complete the examination. The student shall be deemed to have sat the examination irrespective of whether he/ she sat or not unless the Senate is satisfied that he/ she has been prevented from sitting the examination due to illness or any other reasonable cause.

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.

The Degree Programme shall be conducted under the semester system and all theory examinations shall be held within a given semester and / or at the end of each semester unless otherwise decided.

Every student following a Level of the Degree Programme shall take the relevant examinations for Course Units in that Level at the very first occasion they are held.

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 but not limited to regular attendance at lectures, laboratory classes, hospital practice and submission of assignments at the appropriate time, as prescribed by the Senate on the recommendation of the Faculty Board.

Every candidate who registers for an examination shall be deemed to have sat the examination **unless**:

When a candidate is unable to present himself/ herself for any part/ section of an examination, he/ she shall notify or cause to be notified this fact to the Registrar, immediately. This should be confirmed in writing with support documents within 48 hours by registered post. He/ she is permitted by the Senate for valid reason to withdraw from such examination on a ground acceptable to the Senate within the specified period.

OR

He/ she submits a medical certificate prior to the commencement of the examination. The medical certificate shall be from the University Medical Officer. If this is not possible the medical certificate should be obtained from the Government Medical Practitioner and submitted to the University Medical Officer at the earliest possible time, but in any case not later than one week from the first day of the examination (Please indicate the Faculty and the Registration Number in Medical Certificate).





A student eligible to sit the examination shall be deemed to have sat the first scheduled examination irrespective of whether he/ she has already sat or not unless the Senate is satisfied that he/ she has been prevented from sitting the examination due to illness or any other reasonable cause.

A student who withdraws or absents himself/ herself from the examination shall not be eligible for Honours at the next examination unless the Senate decided otherwise.



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## **Annex 2. Professional Appearance and the Dress Code of the undergraduates – Faculty of Nursing**

### **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.
11. Tattoos are not allowed.
12. Fingernails must be short, clean, and free of nail polish. No artificial nails can be worn.
13. Any open sores or wounds must be covered.
14. Hand and arm jewelry and necklaces are not permitted for clinical setting.
15. Wrist watch or uniform watch is permitted.
16. For female students, hair must be clean and neatly combed. No hair styles are permitted.
17. For male students, hair should be trimmed short and are expected to be well shaven.
18. 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.
19. 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.



20. Underwear garments must be clean, and non-visible.
21. 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.
22. 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.
23. Wearing inappropriate clothing such as T-shirts, slippers, other accessories, and body adornments are not allowed either in the faculty or at clinical settings.



### Annex 3. Social media policy of the University

The University of Colombo gives its best to maintain a safe community that nurtures an enabling environment to express independent views on social media while upholding our university's global reputation. University students are expected to follow social media platforms adopting the highest ethical and behavioral standards as per university social media guidelines. It covers appropriate best practices when you share your ideas as an individual or a group, on dynamic and socially interactive applications such as Facebook, WhatsApp, Tumblr, Instagram, Twitter, Viber, LinkedIn, Telegram, Blogs, YouTube, TikTok, Snapchat, etc.

1. As a registered student of the University of Colombo, you are kindly requested to protect and safeguard the reputation of our University. If you are not satisfied with some services, rules/regulations of the university, or staff members, you can communicate your concerns to your counsellors, academic coordinators/tutors, or other officials of the university and seek a feasible solution. Problems cannot be solved by criticizing on social media alone.
2. When you are sharing a post of some other people (friends or third parties) in social media, you must be mindful that such postings may not be correct. If you have participated in false propaganda intentionally or unintentionally, the university may have to take disciplinary action.
3. In social media, people could easily fabricate the truth when posting messages or photographs. Such persons may invite you to participate in a protest campaign using your personal identity and asking you to post contents/share messages or emails to both university officials and outside parties. We kindly advise you to be very mindful when you participate in such activities that can bring disrespect to your University.
4. Every citizen has freedom of speech and expression. However, social media should not be used to attack organizations, groups, or individuals by posting hate speech, sharing critical or sensitive messages written by others, expressing opinions that will create suspicion or social unrest within the wider society. If you have contributed to or assisted in such activities using social media, you would face disciplinary action.
5. It is very important not to disturb academic activities through social media by posting answers for questions or requesting unauthorized assistance from others while engaging in academic activities. For example, sharing answers to assignments/exam paper questions through social media is unacceptable. Such activities may lead to disciplinary action.
6. Some may assume that it is 'safe' to engage in wrongful activities using a bogus identity/account and such a method will protect the actual person. Technology and tools are available to trace the real identity of such persons. Authorities could identify the person, the actual device, and physical location if and when necessary.



Therefore, we strongly advise you not to engage in unauthorized or illegal activities using a bogus identity.

7. If you publish digital contents as the University of Colombo on social media using the University name, logo, or any other university intellectual property such as scanned books, past papers, etc., prior permission from the Registrar's office is required. If you use the University of Colombo Logo, you must follow the [Logo guidelines](#).
8. Your communications in social media must not include offensive or derogatory posts, blogs, images, videos, false rumours or comments relating to gender, ethnicity, race, nationality, disability, reassignment, sexual orientation, religious basis, or those that pose a threat to national security.
9. You are advised to refrain from posting someone else's images, videos, or any other digital contents without proper permission of the original content publisher. You should also not share any copyrighted material without proper approval from the respective publisher(s).
10. It is important to recognize that online conduct is governed by the same laws, policies, and rules of conduct that applies to all day-to-day activities. The University of Colombo urges students to be aware of the potential risks when making personal information public; to think about future implications and possible consequences of all posts, and to ensure safety through responsible and conscious decisions when using social media.
11. It is your responsibility, to protect your social media accounts and for being aware of third-party applications that share your personal information to the public. If you need technical advice that protects your social media accounts, the university IT experts are available to help you here. [IT Coordinators](#)



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## Appendix 4: University of Colombo 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.**

### 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 facie 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.

(v) 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.

(vi) 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.

(vii) 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.



(viii) 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.

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