

**GAMPAHA WICKRAMARACHCHI UNIVERSITY OF INDIGENOUS MEDICINE, SRI  
LANKA**

**STUDENT APPEALS COMMITTEE GUIDELINES**

**1. Introduction**

This Student Appeals Committee (hereinafter referred to as the “Appeals Committee”) shall be a sub-committee of the Senate of the Gampaha Wickramarachchi University of Indigenous Medicine, Sri Lanka (hereinafter referred to as the “University”).

These Guidelines shall be cited as the “Student Appeals Committee Guidelines” and shall come into force with effect from 11.05.2023.

These Guidelines will be adopted by the University recommended by the Senate of the University (hereinafter referred to as the “Senate”) at its 21<sup>st</sup> meeting held on 23.03.2023 , and confirmed by the Council of the University (hereinafter referred to as the “Council”) at its 25<sup>th</sup> meeting held on 11.05.2023.

All the Guidelines previously issued or applicable to the Student Appeals Committee shall be hereby repealed without any prejudice to what has already been implemented based on such instrument by the adoption of this Guidelines.

The guidelines for students who wish to submit appeals are given below. All or part of these guidelines may be amended as and when required with the approval of the Council of the Gampaha Wickramarachchi University of Indigenous Medicine, Sri Lanka.

**2. Purpose**

The Appeals Committee is established to provide an opportunity for undergraduates who seek a relief of a recommendation/s made relating to the academic matters stipulated under section 5 of this guideline. Each student appeal shall be considered separately by the Board.

The recommendations of the Appeals Committee shall be accepted by the Senate, and thereafter ratified by the Council to become effective.

This is a non-adversarial and non-judicial process, established for the benefit of undergraduates, and as such all undergraduates of the University should be made aware of the provisions granted under this redress mechanism.

### **3. Composition and Operational Aspects of the Appeals Committee**

- i) The Appeals Committee shall comprise of with the following members.
  - Dean of each Faculty except Dean of the Faculty of Graduate Studies
  - One senior academic member from each Faculty of the University except the Faculty of Graduate Studies nominated by the Senate from its members
  - University Medical Officer
  - University Ayurveda Medical Officer

The Administrative Officer in-charge of the Examination Division of the University shall function as the Secretary cum Convenor of the Appeals Committee.

- ii) The quorum for the meeting of the Appeals Committee shall be two thirds (2/3) of its members.
- iii) Every Senate-appointed member shall hold office for a term of two years. If any member vacates his/her office prior to the expiry of his/her term, his/her successor shall unless such successor vacates his/her office earlier, shall hold office for the unexpired portion of the term of office of his/her predecessor.
- iv) The Chairman of the Appeals Committee shall be the most senior Dean of the Faculties.
- v) Meetings of the Appeals Committee shall be held at least once a month.

### **4. Scope of the Appeals Committee**

The provisions granted for submitting appeals with respect to academic matters detailed in Section (5) of this guideline are applicable to students of following two categories:

- Students who are registered at the Gampaha Wickramarachchi Ayurveda Institute for courses of study leading to undergraduate degrees awarded by the University of Kelaniya, Sri Lanka as at 28.02.2021 and transferred to the Gampaha Wickramarachchi University of Indigenous Medicine, Sri Lanka as per the notice published in the Government Gazette Extraordinary No. 2209/75 dated 08.01.2021 by the University Grants Commission.
- Students who have enrolled and are maintaining active registration as internal students of the Gampaha Wickramarachchi University of Indigenous Medicine, Sri Lanka under section 15 (vii) of the University Act No. 16 of 1978, as amended.

### **5. Matters Covered and Guidelines for Students**

#### **5.1 Requests for deferment of academic year**

An enrolled student has the right to defer one academic year during the university studies. Deferments will be granted only for one academic year. However, under extraordinary reasons such as a long-term ailment, an extended deferment may be considered.

Deferred academic year/s are not counted within the regular period of graduation. Requests for deferment of an academic year should be submitted through the official channels stipulated under each category at least 4 weeks prior to the commencement date of the relevant academic year.

a) Deferment of the first academic year

A student who wishes to defer his/her 1<sup>st</sup> academic year after having enrolled in the degree programme, should submit a written request indicating valid reasons supported with evidence within two weeks from the date of enrollment. The request should be submitted through the Dean of the relevant Faculty to the Division of Student Registration of the University.

b) Deferment of the 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> or 5<sup>th</sup> academic year

If a student who is in the 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> year of the degree programme wishes to defer his/her academic year should submit a written request indicating valid reasons with supportive evidence, four weeks before the commencement of the Academic Year he/she suppose to defer. The request should be submitted through the Head of the Department and the Dean of the relevant Faculty to the Division of Student Registration of the University.

c) Deferment of an academic year due to medical reasons

A student who wishes to defer his/her academic year due to medical reasons, he/she shall submit a written request supported with medical certificate from the University Medical Officer (UMO) or government hospital or a Consultant Physician of western medicine or a Government Ayurvedic Hospital certified by the UMO. The request should be submitted through the Head of the Department and the Dean of the relevant Faculty to the Division of Student Registration of the University.

d) Deferment of an academic year due to financial difficulties or any other acceptable reasons by the Appeal Committee

If a student wishes to defer his/her academic year due to financial difficulties, he/she shall submit a written request with justification supported by a report on the financial status of the family of the student obtained from the Grama Niladhari of his/her family residence with the certification of relevant Divisional Secretary to prove his/her claim. If a student wishes to defer his/her academic year due to any other acceptable reason/s by the Appeal Committee, he/she shall submit a written request with a strong justification supported by evidence to prove the reason.

The request should be submitted through the Head of the Department and the Dean of the relevant Faculty to the Division of Student Registration of the University.

e) Deferment of an academic year due to complications of pregnancy

If a student wishes to defer the academic year due to a complications of pregnancy, she should submit a medical report from the University Medical Officer (UMO) or a government hospital or a Consultant Physician of western medicine or a Government Ayurvedic Hospital certified by the UMO in this regard. The request should be submitted through the Head of the Department and the Dean of the relevant Faculty to the Division of Student Registration of the University.

f). Deferment of an academic year due to a training programme of Police/Armed forces

If a student who is an employee of the Sri Lanka Police or Armed Forces, wishes to defer the academic year due to a training programme conducted by the Police or Armed Forces, he/she should provide documentary evidence obtained from the relevant institution along with his/her request. The request should be submitted through the Head of the Department and the Dean of the relevant Faculty to the Division of Student Registration of University.

All such requests mentioned under (a) – (f) should be submitted along with the Faculty Board Recommendation.

## 5.2 Leave of Absence from an Academic Programme

(a). If a student wishes to obtain leave for a part of an academic programme, to take up a scholarship, or attend a seminar and workshop, training programme, sports event or any other event, offered/arranged by the University, he/she must submit his/her request through the Head of the Department and the Dean of the relevant Faculty to the Student Division of Registration of University at least 4 weeks prior to the commencement date of the relevant semester/academic year. Maximum permissible period is one year for such leave. However, under extraordinary reasons such as a long-term ailment, an extended deferment may be considered.

(b). Appeals for study leave for a period of not less than one year for a foreign scholarship or training programme, arranged by him/her through personal efforts may be considered provided sufficient documentary evidence are presented. He/she should submit the request through the relevant Head of the Department and the Dean of the relevant Faculty to the Division of Student Registration of University at least 4 weeks prior to the commencement date of the academic year. In such events the students shall not be eligible for Mahapola/Bursary or any other scholarships granted for higher education and/or any other facility provided by the University for the respective period.

In order to join the same batch of the study programme, upon expiry of such leave, such student shall provide documentary evidence to prove the participation of such programme, again through the same channel as stated above. However, he/she should complete the Academic Activities in the Study Leave Period after joining.

Decisions with regard to awarding of classes for the degree of the students mentioned under (a) and (b) shall be considered by the Senate on case by case basis based on the recommendation of the Appeals Committee.

### 5.3 Leave of Absence from Examinations

- a) A student who has failed to sit for a scheduled examination due to illness or any other valid reason could submit an application for leave of absence for examination by submitting a medical certificate from the University Medical Officer (UMO) or a government hospital or a Consultant Physician of western medicine or a Government Ayurvedic Hospital certified by the UMO covering the examination period or a valid justification for his/her failure to sit the examination through the Head of the Department and the Dean of the relevant Faculty to the Division of Student Registration of University. Such request should be submitted to the Medical Centre of the University within 14 days from the date of holding the examination of the relevant course unit. The full process of submitting medical report should be completed within 21 days from the date of holding the examination of relevant course unit.

However, such students should immediately inform his/her inability in writing to the Dean of the Faculty once they failed to sit for scheduled examination. However, if a student is granted leave of absence for Medical Reason/s, he/she shall sit for next available examination, and such a student shall be considered as a proper candidate for the examination conducted.

- b) Request for leave of absence from an examination due to a short-term reasonable personal tour out of the country may also be considered under this category, and such request shall be submitted through the Head of the Department and the Dean of the relevant Faculty to the Division of Student Registration of University at least 4 weeks prior to the commencement date of the relevant examination. However, if the student is granted the leave of absence, for such a reason, he/she shall sit for next available examination, and such a student shall be considered as a repeat candidate for the examination conducted.

### 5.4 Requests for Grace Attempts

- a) A student who has lapsed the proper and repeat attempts for a given course/s but has not passed within the maximum stipulated time period (maximum duration of the degree), may request for a grace attempt with a strong justification, to complete the requirements of that course/s. Such appeal should be made at least by the 4<sup>th</sup> week of the semester.

- b) A request for a grace chance must accompany strong justification supported by documentary evidence, and be submitted through the Head of the Department and the Dean of the relevant Faculty to the Examination Division of University at least 12 weeks prior to the commencement date of a particular examination of the course unit.
- c) In the event of receiving a grace attempt, the student should register for the relevant course unit (s) of the semester (s) or years that he/she wishes to make the grace attempt.
- d) In the event of receiving a grace attempt, the granted grace attempt will be considered as the last attempt, and no more requests shall be accepted from the same student for the same course thereafter.

## **6. Discretionary Authority**

The instructions provided to students are merely guidelines. The Appeals Committee has the final discretion to decide whether the issues referred to the Committee fall under its jurisdiction or not.

## **7. Conflict of interest**

A conflict of interest is a significant professional or personal involvement with the facts or the parties to a dispute. Any party or administrator who has a conflict of interest in a dispute under this guideline or a concern about a conflict on the part of another shall promptly report it to the Chair of the Appeals Committee, who shall take appropriate action. The Appeals Committee members should have no personal interest in the outcome of the proceedings, and should not have any personal involvement in earlier stages of the matter. The chair will rule on any challenge regarding conflict of interest, unless the conflict lies with the chair, in which case, the alleged conflict will be referred to the Senate to take an appropriate action.

## **8. Confidentiality**

All persons involved in administering these procedures shall make diligent efforts to protect the reputations, privacy, and positions of all involved persons by diligently keeping information received during the process as confidential.

## **9. Appeal Submission Procedure**

- 1) The students should submit written appeals along with relevant documentary evidence through the relevant Head of the Department to the Dean of the Faculty within the specified time period stated in relevant sub-sections of Section 5 in order to submit to the Appeals Committee. The Faculty should forward the same along with the Faculty Board recommendation to the Examination Division of the University for necessary action.

- 2) The students should adhere to the procedure described in this document when submitting an appeal.
- 3) If the submission is relevant and considered for processing, the Chair of the Appeals Committee, through the Secretary of the Committee shall acknowledge the receipt of the appeal as soon as possible.
- 4) If the committee finds that the appeal is incomplete due to insufficient information or clarity, or submission is lacking the documentary evidence, the Secretary of Appeals Committee shall contact the respective student(s) and direct the student (s) to submit the relevant information to complete the submission.
- 5) The Chair of the Appeals Committee shall submit the decisions of the Appeals committee with respect to the students' appeals through the Secretary of the Committee to the next scheduled meeting of the Senate.
- 6) The relevant student (s) shall be appropriately informed of the decision (s) of the Senate by the Secretary of the Committee once the approval is granted by the Senate and ratified by the Council.

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