

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

**EXAMINATIONS OFFENCES INVESTIGATING COMMITTEE
GUIDELINES**

1. Introduction

The Examinations Offences Investigating Committee (hereinafter referred to as the “Examinations Offences Investigating 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”).

Below mentioned are the guidelines to be followed by the Examination Disciplinary Committee in dealing with matters related to examination offences and irregularities. 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.

These Guidelines shall be cited as the “Examinations Offences Investigating 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 21st meeting held on 23.03.2023, and confirmed by the Council of the University (hereinafter referred to as the “Council”) at its 25th meeting held on 11.05.2023

All the Guidelines previously issued or applicable to the Examinations Offences Investigating Committee shall be hereby repealed without any prejudice to what has already been implemented based on such instrument by the adoption of this Guidelines.

2. Purpose

The Examinations Offences Investigating Committee shall be mandated to investigate into the complaints/ reports referred to it on the matters related to examination offences or irregularities stipulated in the Schedule No.12 of the By-Laws on Examination Procedure and Punishment No. 01 of 2023 and make recommendations (including punishments). The recommendations of the Examinations Offences Investigating Committee shall be submitted to the Senate for the final decision.

This is a non-adversarial, non-judicial process established to ensure the quality of the academic activities and the individual integrity.

3. Composition and Operational Aspects of the Examination Offences Investigating Committee

- 1) The committee comprises with following members.
 - i. Dean of each Faculty except Dean of the Faculty of Graduate Studies
 - ii. One member from each Faculty appointed by the Senate among its members
 - iii. One Professor appointed by the Senate

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

- 2) The quorum for the meeting shall be two thirds (2/3) of its members.
- 3) Every Senate appointed member shall hold office for a term of two years. However, 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, hold office for the unexpired portion of the term of office of his/her predecessor.
- 4) The Chairman of the committee shall be the most senior Dean of the Faculties from among the committee members.
- 5) Meetings of the sub-committee shall be held as and when required.

4. Scope

- This guideline is applicable for the 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.
- This guideline is applicable for the students who are enrolled and registered 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

- Any offences and unauthorized activities stipulated under Schedule No. 12 of the By-Laws on Examination Procedure and Punishment, committed by the students of an undergraduate degree programmes during an examination conducted by the University.
- Any misconduct/malpractice/misdemeanor or fault not listed in Schedule 12 of the By-Laws on Examination Procedure and Punishment, but deemed to be considered as a malpractice by the Supervisor of Examinations and ratified by Senate.

6. Discretionary Authority

This document is a mere guideline. The Examinations Offences Investigating 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 specified under this guideline or a concern about a conflict on the part of another shall promptly report it to the Chair of the sub-committee, who shall take appropriate action. The 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 reputation, privacy, and positions of all involved persons by diligently keeping information received during the process as confidential.

9. Investigation Procedure

- 1) As soon as any offence stipulated under Schedule No. 12 of the By-Laws on Examination Procedure and Punishment is detected by any person including students and employees of the university, he/she should bring the malpractice or offence to the notice of the relevant authority at least within two working days (Head of Department/ Dean/ Administrative Officer in charge of the Faculty/ Officer in charge of the Examination Division/ Registrar) and relevant authority should refer such incidents to the Vice-Chancellor immediately for necessary

action. The procedure to be adopted in reporting examination offences is stipulated under the section on Inquiries on Malpractices at Examinations of the By-Laws on Examination Procedure and Punishment.

- 2) Such matter/s shall bring into the attention of the Examinations Offences Investigating Committee through the Secretary cum Convenor of the Committee by the Vice-Chancellor. As well the Secretary cum Convenor of the Committee shall inform the same to the attention of the Senate.
- 3) When recommending punishments, committee shall adhere to the Punishments for malpractices in Examinations and provisions stipulated under Schedule No. 12 of the By-Laws on Examination Procedure and Punishment, unless otherwise specifically instructed. The Chair of the Examinations Offences Investigating Committee shall forward the recommendations of the committee to the next immediate Senate for due approval. Taking the recommendation of the Committee into consideration, the Senate shall decide on the appropriate punishments for the offence/s. The decision of the Senate shall be final.
- 4) The student/s shall be appropriately informed of the decision of the Senate by the Secretary cum Convenor of the Examination Offence Committee, once the Senate decision is ratified by the Council.

10. Appeals Procedure for Students against a decision by the Examinations Offences Investigating Committee

- 1) Student/s who have been punished for examination malpractice/s, may submit an appeal in writing to the Vice Chancellor.
- 2) Appeal/s against such punishment/s shall be made by a student within 14 days of the receipt of the letter sent by the Officer-in-Charge of the Examination Division informing her/him of the punishment.
- 3) Candidates have no right to appeal after 14 days of receiving the letter.
- 4) The Vice Chancellor, will direct such appeals to a three-member appeals committee appointed by the Council from among its appointed members to investigate the appeal and submit a report to the Vice-Chancellor. This Committee is called as Examination Offences Appeals Committee.
- 5) The Vice-Chancellor shall table the recommendation/s of the said appeals committee at the next immediate meeting of the Council.

- 6) The decision taken by the Council after considering the recommendation/s of the said appeals committee shall be final.
- 7) The decision of the Council shall inform by the Registrar of the University to the relevant student/s once the Council decision has been ratified.

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