



CODE OF BY – LAWS

For Academic & Disciplinary Conduct

Published by Training Division, GJRTI

Gem and Jewellery Research and Training Institute,
P.O. Box. 73/5/A, "Ruwan Sewana", Walivita, Kaduwela, Sri Lanka

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Gem and Jewellery Research and Training Institute

Declaration

This rule book has been compiled with incorporation of the rules which are applicable to the student community of Gem and Jewellery Research and Training Institute, hereinafter referred to as GJRTI. The rules contained herein are currently applicable to each student until the GJRTI management revises them to meet any demand for such revision.

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

Therefore, this book is meant to provide an opportunity for GJRTI students to familiarize themselves with the rules that would be applicable to them during their studentship at GJRTI.

Our Vision

Be the Regional Centre of Excellence in Research and Training in the Gem and Jewellery Industry while facilitating the Growth and Development of the Industry in Sri Lanka.

Our Mission

To enhance the Competitive capability of Sri Lanka Gem & Jewellery Industry by providing high quality Research & Training services leading to Exploration of Gem Deposits, Technological Innovation, Skill and Competency Development and Quality Improvement for the satisfaction of our Stakeholders.

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1. Background of GJRTI

Gem and Jewellery Research and Training Institute is the government arm with the vision of becoming the Regional Centre of Excellence in Research and Training in the Gem and Jewellery Industry while facilitating the Growth and Development of the Industry in Sri Lanka.

In 25 years of history the GJRTI has developed into a well-known reputed institute with in Sri Lanka and worldwide by providing high quality Research & Training services leading to Exploration of Gem Deposits, Technological Innovation, Skill and Competency Development and Quality Improvement for the satisfaction of our stakeholders. As such one of the main goal of the institute is to provide training facilities for the development of gem and jewellery industry. Following this goal consequently has led to the local and international reputation that the GJRTI enjoys today.

GJRTI education is considered the vertex of research, training and professional development in gems and jewellery in Sri Lanka. The courses are mainly focused

at the most demanding sectors in the world today and the knowledge needed to engage in the gem industry without being scammed. Accordingly, the courses have been created under the theme of ***'Mine to Market'*** where all the necessary knowledge starting with eco-friendly mining technology to production of gem studded jewellery to the market is provided under one roof.

With the developed credential as a hub of knowledge in the field, GJRTI has been able introduce more than 4391 number of trained professionals to the trade in past 5 years and as a fully funded government institute we expect to introduce over 1500 highly skilled workers to the industry per year.

We welcome those who willing to start a new career or taking the next step in your professional journey in the field of Gems and Jewellery to join hands with us.

2. Training Programs Offered at GJRTI

Diploma Programs

- Diploma in Professional Gemmology (Dip. PGSL)
- Diploma in Professional Jewellery (Dip. PJSL)
(NVQL 05)

NVQL Certificate Courses

- Gem Cutting and Polishing (NVQL 03/04)
- Jewellery Manufacturing (NVQL 03/04)
- Jewellery Stone Setting (NVQL 03)

Non - NVQL Certificate Courses

Gem Sector

- Basic Gemmology
- Gemmology
- Colour Grading and Marketing
- Geuda Heat Treatment
- Gem Carving and Bead Making
- Basic Gem Cutting Technology
- Eco Friendly Gem Mining Techniques
- Gem CAD and Fantasy Cutting Technology

Gem Sector

- Jewellery Designing
- Computer Aided Jewellery Designing and Manufacturing (CAD/CAM)
- Costume Jewellery Manufacturing
- Jewellery Casting and Electroplating
- Jewellery Assaying and Hallmarking

Other Short Courses

- Tailor Made Program for Local and International Students

Available Trade Certificates

- Gem Cutting and Polishing
- Jewellery Manufacturing
- Jewellery Stone Setting
- Geuda Heat Treatment

In Addition to above current courses institute's continuously develops new training programmes for the students to the developed with competency skill and knowledge related to the industry. These set of by laws would be applicable for the to be introduced in future.

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3. Course conduct Regulations

3.1 Registration

3.1.1. Diploma Programs

- 3.1.1.1. Applicants are expected to refer to the relevant advertisement in printed or electronic media or GJRTI website for details regarding the commencement of the diploma programme.
- 3.1.1.2. Relevant application forms can be obtained from GJRTI head office/regional centers or it can be downloaded from GJRTI official website.
- 3.1.1.3. Students should submit the dully completed application with set of basic information and other relevant documents (i.e. a copy of NIC/ passport/ driving license, a copy of birth certificate, copies of educational certificates, copies of service letters/ license related to the industry, 2 stamp size photographs and the payment receipt of application processing fee)

via registered post/ electronic media/ hand delivery to the coordination office before the application closing date.

- 3.1.1.4. Applications will be short listed based on the entry requirements.
- 3.1.1.5. The short listed applicants should pass the aptitude test and/or proved the entry qualifications at structured interview conducted by the institute.
- 3.1.1.6. Eligible applicants for the diploma enrolment will be notified in - writing via registered post or email.
- 3.1.1.7. Course fee payments should be done by selected candidates according to the section 3.4. Within the given time period to complete the registration.
- 3.1.1.8. A student whose name does not appear in the Class attendance lists is considered to have not been registered for the given diploma program. Such students should immediately contact the course coordinator to complete

their registration.

3.1.1.9. A student who does not possess the valid registration for the respective program would not be eligible to attend lectures, attempt assessments and sit for the End modular/End Semester Examinations.

3.1.1.10. Minimum entry requirements for the diploma programs would be as follows.

Diploma in Professional Gemology (Dip. PGSL)

- 3 Simple Passes for G.C.E Advanced Level or Equivalent Qualification.

Or

- A certificate issued by a foundation course in relevant field, which is equivalent to SLQF 2.

Or

- A NVQ level 4 certificate obtained from TVEC accredited institute.

Or

- Minimum of two years' work experience in Gem and Jewellery Industry.

Or

- A credit passes in the certificate course in gemmology conducted by GJRTI.

And

- Pass the Aptitude test and structured interview
- The minimum age to apply is 18 years.

**Diploma in Professional Jewellery (Dip. PJSL)
(NVQL 05)**

- 3 Simple Passes for G.C.E Advanced Level or Equivalent Qualification.

Or

- A NVQ level 4 certificate obtained from TVEC accredited institute
- The minimum age to apply is 18 years.

3.1.1.11. Entry Qualifications for the NVQL 05 program
may be revised according to the standards

published by Tertiary and Vocational Education Commission (TVEC).

- 3.1.1.12. Non –NVQ Diploma (Dip. PJSL) can be obtained for the students if they have fulfilled the similar qualification as Diploma in Gemmology. Eligibility of those students for the enrolment should be decided by the Board of Student Affairs.

3.1.2. NVQL 1-4 Certificate Courses

- 3.1.2.1. Applicants are expected to refer the printed and electronic advertisements regarding the details of course commencement of NVQL certificate courses.
- 3.1.2.2. The relevant application form should be obtained and submitted to the academic coordination office on or before the application closing date with relevant documents (i.e. . a copy of NIC/ passport/ driving license, a copy of birth certificate,

copies of educational certificates, copies of service letters related to the industry etc.)

3.1.2.3. Entry Qualifications for the NVQL programs will be as follows.

- Age should be in between 16 to 55
- No Educational Qualifications is required.
- Applicants for the NVQL 04 courses should pose their consent to attend OJT after the in-class training.

3.1.2.4. Applicants should be passed the structured interview conducted by the institute.

3.1.2.5. Eligible applicants for the enrolment will be notified in - writing via registered post or email.

3.1.2.6. Course fee payments should be done by the selected candidates according to the section 3.4. Within the given time period to complete the registration.

3.1.2.7. Students who fail to register during the registration period will have late registration period, until completion of 25% of the course

duration. No enrolment will be allowed for the after the late registration period.

3.1.2.8. Payments related to registration will be given in Section 3.4.

3.1.3. Non - NVQL Certificate Courses

3.1.3.1. Students registration should be carried out same as the section 3.1.2.1., 3.1.2.2., 3.1.2.4., 3.1.2.5., 3.1.2.6., 3.1.2.7., 3.1.1.8

3.1.3.2. Payments should be done by selected courses according to section 3.4

3.1.3.3. Entry Qualifications for the Non- NVQL Payable courses will be as follows.

- No age limit applicable
- No Educational Qualifications is required.

3.1.3.4. Entry Qualifications for the Non- NVQL subsidized courses will be as follows.

- Age should be in between 16 to 55.

- No Educational Qualifications is required.
- Applicant should be a Sri Lankan citizen.
- Candidate should belong to a low income family and should be able to prove their financial status via certification issued by Gramasewa Niladari / Divisional Secretariat/ Justice in Peace/ Incumbent/ Clergy etc.

3.1.3.5. Above close 3.1.3.3. Is not applicable for courses designed as special projects conducted with the collaboration of external institutes.

3.1.4. Tailor Made Programs

3.1.4.1. Applicants should submit a Tailor-made application form with mentioning the educational requirement along with the required documents (i.e. copies of NIC, birth certificate, educational qualifications, industrial experience etc.)

- 3.1.4.2. Application will be processed and the applicants will be received the description course plan within Seven (07) workings days
- 3.1.4.3. Students who enrolled for the tailor made programs should manage their time to complete the attendance of the training program within the allocated time period.
- 3.1.4.4. Processing the Students registration will be completed the within the time schedule after making the course fee payments as per the Section 3.4.

3.1.5. Training Programs for International Students

- 3.1.5.1. International applicants should submit their application forms with mentioning the (educational) requirement along with the required following documents (i.e. copies of passport, VISA certificates for stay immigration documents , educational certificates, industrial experiences etc.)

- 3.1.5.2. Total course duration of the international students should be less than the visa/passport expiration period of the applicant. In case the student needs a confirmation letter from the institute for the purpose of extending the visa, he/she must submit a request letter after completion of the course registration.
- 3.1.5.3. Food, accommodation, transport and safety medical care of the international students during studentship should bear by themselves.
- 3.1.5.4. Students registration will be completed after doing the course fee payments as per the Section 3.4.

3.1.6. Trade Certificates

- 3.1.6.1. The relevant application form should be obtained from the GJRTI head office/ regional center or GJRTI official website and submitted to the dully completed application with relevant documents (i.e. a copy of NIC/passport/ Driving license, a copy of birth certificate,

copies of educational certificate, documents to prove industrial experiences.)

- 3.1.6.2. Payments for the trade certificates should be done according to the section 3.4. to complete the registration.

3.1.7. Special Training programmes/Projects

- 3.1.7.1. Request application should be forwarded clearly stating the requirement for training and project objectives.
- 3.1.7.2. External project proposer or applicants should bear the responsibility of identifying students, infrastructure when the institute has not ability to provide such requirements.
- 3.1.7.3. Project value is determined by the parties considering specific activities and core purpose of the programme.
- 3.1.7.4. The external party/s should enter into a MOU with the institute contending all conditions relating to implementation of the project.

- 3.1.7.5. Certificate of course completion is to be institute's formal certificate and in case of external party/s would expect to include their institute in the certificate, it is necessary to issue a separate certificate jointly.

3.2. Student Identity

- 3.2.1. Every student shall carry in his/her possession the Student Identity Card (SIC)/ Student Record Book (SRB) whilst at the institutional premises, and shall produce the SIC when called upon to do so by any member of the Academic/Administrative or Security Staff.
- 3.2.2. If a student fails or refuses to produce his/her SIC / SRB on such demand, he or she may be denied access to the institutional premises.
- 3.2.3. Students shall carefully retain the SIC/SRB at all times and ensure the details are clearly visible.
- 3.2.4. If the Student's Identity Card is damaged/lost,

he/she should immediately inform the Academic Coordination Office. A replacement may be issued on payment of a fee.

- 3.2.5. Impersonation of SIC/ SRB is strictly proscribed.

3.3 Duration of Studentship

- 3.3.1. Maximum time period for studentship postponement is three times (03) of the course duration.
- 3.3.2. A student who fails to satisfy the requirements for the award of the Diploma/Certificate, for which he/she had registered during the period of “Studentship”, will not qualify for the award of the Diploma/ Certificate.
- 3.3.3. The studentship of such persons will be automatically terminated at the end of the applicable period and has to re-enroll for a new batch after completion of relevant payments.

- 3.3.4. Requests of students for the postponement of studentship from one batch to another will be entertained by GJRTI, subjected to the conditions governing the payment of course fees.
- 3.3.5. The reason for the postponement request should be valid and accepted by the Board of Student Affairs.
- 3.3.6. A student can withdraw her/his studentship at any given time after submitting a withdrawal application to the academic coordination office along with the request letter (Clearly mention the reason), library and tools clearance certification.

The payment refund policy associated with the studentship withdrawal is given in section 3.4.

- 3.3.7. The SID/ SRB and other properties belong to GJRTI should be returned to the academic coordination office to accept the studentship withdrawal.

3.4. Fee Structure *

3.4.1. Course Fee for Local and International Students

3.4.1.1. Diploma Programs

- 3.4.1.1.1. Applicants should pay application processing fee/Registration fee and send the payment slip along with the diploma application to initiate the application processing.
- 3.4.1.1.2. Selected candidates for the diploma programs should proceed the payments of the registration and course fee after receiving the selection confirmation letter.
- 3.4.1.1.3. The payment description and closing dates will be announced through a letter or notices published via official website and the students are expected to abide by the time frames published in making the payments.

- 3.4.1.1.4. Students under normal circumstances will be allowed to pay the course fees maximum in two (02) installments. Exceptions to this rule may be made at the discretion of the Director General based on reasonable grounds as adjudged by him/her.
- 3.4.1.1.5. The second installment of the course fee should pay at the 50% of course duration and due dates of the payment will be announced by the course coordinator.
- 3.4.1.1.6. The student or parent/guardian of the student will have to personally send a request letter to Director General through Director (Training and Development) to complete the relevant agreement.

International Students

- 3.4.1.1.7. Under normal circumstances international students will not be allowed to pay the course fee as installments. They should

pay the total fee to complete the enrolment.

- 3.4.1.1.8. The administration has the authority to hold the studentship and examinations of the students in nonpayment of course fee payments before the due date.

3.4.1.2. NVQ or Non- NVQ Certificate Courses

- 3.4.1.2.1. Selected candidates for the certificate courses will be notified through a letter and the selected candidates should pay the registration and course fee within the given time period.
- 3.4.1.2.2. Students who are enrolled for the short courses (duration less than or equal to Four (04) months) do not allow to pay the course fee as installments.
- 3.4.1.2.3. All other local students will be allowed to pay minimum 50% of the course fee at the

registration and complete the balance of the payment with 2nd half of the course duration.

3.4.1.2.4. International students will not allow paying the course fee as installments. They should pay the total fee to complete the enrolment.

3.4.1.2.5. The administration has the authority to hold the studentship and examinations of the students who do not settle the course fee payments before the due date.

3.4.1.3. Tailor- made Programs for Local and International Students

3.4.1.3.1. Registration and course fee of the students will be notified an email or a letter.

3.4.1.3.2. All local and international Students should pay the total fee within the given time period to complete the enrolment.

3.4.2. *Repeat Exam Fees*

- 3.4.2.1. Diploma Students will be allowed to repeat failed or absent exam for only four modular free of charge and the balance by registering for the examination after the payment of the repeat examination fee.
- 3.4.2.2. Students who are enrolled for the certificate/ tailor made courses will be allowed to repeat failed or absent final examinations after payment of repeat examination fee.
- 3.4.2.3. Absentees due to valid medical reasons will be allowed to repeat the exams Free of Charge.
- 3.4.2.4. Candidates who applied for a trade certificate should re-register by paying re-sit examination fee in a case of fail viwa or final examination.

3.4.3. *Transfer of Fees*

- 3.4.3.1. Students will not be permitted to transfer the fees paid by her/him to GJRTI to the credit of another student under any circumstance.
- 3.4.3.2. Students will be allowed to transfer the fees paid by one (01) study program to another under the same student's name through an approval grant by academic coordination office. Approval will be granted only if the student have zero attendance for the initially registered course.
- 3.4.3.3. The fee difference between the current program and the transferred program has to be paid by the student upon approval of the transfer.

3.5. Refund Policy

- 3.5.1. Applicants who have applied for a refund within one (01) week of the commencement of the course - A refund of 90% of the payment shall

be made, provided that the student has submitted required documents with a request letter.

- 3.5.2. Applicants who have followed the course for less than one (01) month – A refund of 50% of the payment shall be made, provided that the student has submitted required documents with a request letter.
- 3.5.3. In order to obtain a refund a student should submit, the lesson materials, GJRTI student identity card and a duly completed refund form to academic coordination office.
- 3.5.4. No refund will be made on any resources except to above circumstances.
- 3.5.5. If the training program unable to start whiting three (03) months period, students can claim the refund 100% of their course fee payment.

3.6. Refundable Deposits

- 3.6.1. Students would be entitled to claim to refund refundable deposits after successful completion of the program or when opting for discontinuation of the program.
- 3.6.2. Students should submit an application to obtain refundable deposit to the academic coordination office with the clearance recommendation of relevant instructor or laboratory in- charge.
- 3.6.3. Refundable deposits of students who do not submit the application within three (03) months after the course completion will be added to institutional income.
- 3.6.4. Library deposit could be claimed by using the relevant form.

4. General Regulations

4.1. Attendance and Punctuality

- 4.1.1. All students should maintain a minimum of 80% attendance at classes. Those who fail to maintain such attendance will not be allowed to sit for the

End module/Final Examination.

- 4.1.2. Students who need leave of absence from the study programme should submit the reason in writing with supporting documents to the Head of the Division for consideration. Leave should only be availed of with such approval.
- 4.1.3. The Institute expects its students to be punctual at classes, i.e. they should be in the Lecture halls, Tutorial classes, examination halls well in time.

4.2. Dress Code

- 4.2.1. Students should maintain a standard of dress that creates a positive impression and professionalism. So the student(s) are advised to be properly attired in a dress in a manner acceptable to the academic environment.
- 4.2.2. Wearing clothing that are inappropriately exposing the body such as shorts, miniskirts, short dresses, skinnies are not allowed.

- 4.2.3. Students should not wear rubber slippers
- 4.2.4. Attire should not hinder the identification of the student.
- 4.2.5. If a physical disability compels a student to wear otherwise, he/she will be required to obtain written permission from the Head of the Training Division.

4.3. Students Discipline

- 4.3.1. Students should always be polite to the fellow students and the other members of GJRTI community namely academic and non-Academic staff and other service providers.
- 4.3.2. Students shall not be having in any way that would demean or embarrass any member of the GJRTI community.
- 4.3.3. Students are expected to be concerned about the

safety and proper usage of the resources, the property and equipment of the Institute.

- 4.3.4. Students shall comply with the rules and regulations of the Institute. Being unaware of the student rules and regulations will not in any way exempt any student from the consequences associated with the breach of a rule or regulation.
- 4.3.5. Students shall be honest in all their dealings with GJRTI and submit accurate and authentic documents to the Institute when called upon to do so. Submission of false documents, falsified documents could result in the matter being reported to the Police fraud bureau for appropriate legal action.
- 4.3.6. GJRTI students are required to respect intellectual property rights of others and shall avoid plagiarism.
- 4.3.7. Accessing confidential information from

databases of the Institution and or obtaining confidential information or data of the Institution, which are not accessible to the students such as Question Papers, Model Answers of examinations to be held, and Marks etc. from whatever source consider as misconduct.

4.3.8. Students are not allowed to use of confidential information of the Institution for personal gain, or to damage the reputation of the Institution or revealing them to outsiders.

4.3.9. Students will be directed to punishments for the use of offensive or improper language or to behave in an offensive or improper way or display unwanted conduct which on the grounds of color, age, disability, ethnic origin, gender, marital status, nationality, race, religion or sexual orientation as per the Section 4.4.

4.3.10. Damage or defacement of Institute property (including property loaned to the Institute) or the

property of other members of the Institute Community caused intentionally or recklessly, and misappropriation of such property.

- 4.3.11. Misuse or unauthorized use of Institutional premises or items of property including IT facilities or safety equipment.

4.4. Academic Misconduct

- 4.4.1. Possession of unauthorized notes/ formulas/ documents / equipment or use of any other mechanism during an examination that is considered as to provide undue advantages for the students.
- 4.4.2. Notes/formulas written on the material such as Institute booklet, admission card, paper, pencil case, calculator, clothes, water bottles, own body etc.
- 4.4.3. Possession of electronic equipment such as

mobile devices, tablets, note-books, data processing wrist-watches, communication devices etc.

4.4.4. Copy or attempt to copy

4.4.4.1. Copy or attempt to copy from any external resource (book, electronic media, etc.) or from the script/ submission of another candidate.

4.4.4.2. Facilitating or providing opportunity to others to copy by keeping his/her answer scripts/ submissions or any other means of communication to support others.

4.4.5. Removal of equipment or any other material provided in an examination.

4.4.6. Writing name on the answer script/submission unless it is requested.

4.4.7. Disorderly Conduct

4.4.7.1. Not carrying out the guidelines given to the students via Official Information Sources or through any other official authority appointed to

conduct examination.

4.4.7.2. Disturbing Lecturer/ supervisor/ GJRTI staff,
or to other candidates in the examination hall
or its precincts.

4.4.8. Impersonation

4.4.8.1. A student getting another to act on his/ her is
considered as violating academic conduct. Both
parties involved are considered to have
committed an offense and will be charged
accordingly.

4.4.8.2. In cases where the impersonator is an outsider
he/ she will be charged outside the GJRTI
Academic Misconduct process.

4.4.9. Obtain or attempt to obtain prior knowledge of
confidential documentation.

4.4.10. Influencing Academic or Non-academic staff

members who are involved in examinations activities.

4.4.11. Plagiarism

Work that has been copied from that of another person (whether published or not) without attribution, or the presentation of another's work as if it were his/her own. This includes copying text from a website without acknowledgment or simply changing a few words on an assignment without referencing.

4.4.12. Any means of sharing examination content with or without a financial transaction is strictly prohibited.

4.4.13. Forging signature of any official of the University or Outsiders related to the Examination/ attendance or any other document.

4.4.14. If any malpractice is detected which is not covered in the above clauses 4.4.1. to 4.4.13. shall be reported to the Board of Academic

Affairs for recommendation of suitable punishment/s.

4.5. Punishments, Appeals and Complaints

4.5.1. Punishments on General Disciplinary

Grounds

4.5.1.1. A student who is found to have violated the Disciplinary Code is liable to be subjected to any one or more of the following punishments.

- A severe warning.
- A fine and a warning.
- Suspension of studentship for a specified period
- Recovering the cost of replacement (in case of damaging Institutional property) with a heavy surcharge.
- A combination of any of the punishments listed above.
- Expulsion from the Institute and publish in GJRTI official website as a blacklist student.

4.5.1.2. If a student is subjected to a suspension of

studentship for a defined period of time for committing a serious act of misconduct during a studentship the marks earned in the particular batch/ year will automatically be nullified and the student will be required to repeat the entire studentship duration/ year at the expiry of the suspension.

- 4.5.1.3. If a student is suspended within a batch/year during which the offence is occurred, any fee paid within the respective batch will not be liable for refund.
- 4.5.1.4. If a student is suspected of committing a criminal offence, the act will be immediately reported to the Police for investigation. The Institute has the right to concurrently conduct the disciplinary Inquiry against the suspected student under the Disciplinary Code of the Institute.

4.5.2. Punishments on Academic Misconduct

4.5.2.1. A student who is found to be guilty of an academic misconduct is liable to be subjected to any one or more of the following punishments.

- Written warning
- Nullifying the results/ marks of the particular assessment in which the offence occurred.
- Nullifying the results/marks of all the assessments of the particular module examination/ final examination that the offence occurred.
- Nullifying the results/ marks of all the assessments of the particular module examination/ final examination that the offence occurred and debarring the student from sitting the said module examination/ final examination or equivalent module during the next two batches / next academic year.

- Nullifying the results/ marks of the all assessments of all the modules in the study course/ year and debarring the student from taking any assessment for a specified period considering the scale of offense
- Suspension of studentship for a specified period considering the scale of offense.
- Termination of studentship

4.5.2.2. Punishments for the 4.4.1. and 4.4.2. will be decided by the Board of Academic Affairs.

4.5.3. Appeal Procedure

4.5.3.1. General Discipline Inquiry

4.5.3.1.1. If a student is dissatisfied with outcome of the Disciplinary Inquiry, the student shall appeal within a period of fourteen days (14 days) through an appeal letter. The appeal shall be submitted to the Director (Training and Development).

4.5.3.1.2. Upon the receipt of the appeal, the Director General shall appoint an Appeals Committee to inquire into the appeal and make recommendations to the Director General.

4.5.3.1.3. The Ruling given by the Appeals Committee appointed by the Director General shall be final and binding upon the accused student.

4.5.3.2. Inquiry on Academic Misconduct

4.5.3.2.1. Any appeal against the decision of the Board of Academic Affairs shall be made to the Director General. The Director General at their discretion may decide to appoint a committee to make further investigations in to the said academic misconduct to make a final decision or may decide to reject the appeal.

4.5.4. Complaint Procedure

4.5.4.1. In case of problems associated with

Academic matters, students are required to approach the course coordinator or Instructor or the Lecturer concerned to find a solution to the problem. It is necessary for the student him/herself meet the official concerned. They should seek the help of a higher Authority only if they fail to solve the problem with the assistance of the Instructor/Lecturer concerned.

- 4.5.4.2. Students who wish to meet Academic Staff Members are required to arrange an appointment with the Academic Staff member concerned in advance.

4.5.5. Requirements for Graduation/ Certificate Awarding

- 4.5.5.1. In order to graduate from the respective Diploma/ Certificate Programmes offered by GJRTI,

The student;

- a. Should satisfy the graduation

requirements of the respective Diploma/
Certificate Programmes

- b. Should clear all the liabilities
- c. Should not have any active suspension/
punishment against him/ her on
disciplinary grounds
- d. Should not have any on-going inquiry
against him/ her on disciplinary grounds

4.5.5.2. The Diploma Programmes conducted by GJRTI are conducted in accordance to the Course Unit System and accordingly the results are released and classes are determined on the basis of the Grade Point Average (GPA) on a scale 0-4.

4.5.5.3. Students are required to obtain a pass grade for 30 credited modules under the diploma program and obtain a minimum Cumulative /

Weighted GPA of 2.0 at the completion of the year of the study program.

4.5.6. Library Facilities

- 4.5.6.1. All students of GJRTI with a valid registration are entitled to use the library for study and reference purposes.
- 4.5.6.2. For extended library services students can obtain Library membership by paying the applicable refundable deposit to GJRTI and submitting the receipt to the Library along with the duly completed application form.
- 4.5.6.3. Acceptable behavior in library premises, refund procedure of library deposits, library fines and replacement of lost library material will be informed

5. Examination Regulations

5.1. Eligibility to sit for the Examinations

- 5.1.1. To be an eligible candidate for an examination of a module/ final examination, a student will have to be duly registered for the respective module/course and should not be barred from taking up the examinations from the said module(s)/ course.
- 5.1.2. No student shall be permitted to sit for an examination unless the instructor/ lecturer has/have certified that he/she has completed the courses of study for the examination.
- 5.1.3. The student must maintain a minimum of 70% attendance to be eligible to sit for the end modular/ final examination of a diploma/ course.
- 5.1.4. The students who do not complete attendance should complete their attendance engaging with the next batch and such student should do additional payment to reserve chair from the

next batch. The payment will be proportionally calculated as duration of the student has to cover for the course fee of the respective programme.

- 5.1.5. Candidates who attempt examinations as repeat candidates should possess valid registration as repeat candidates by submitting repeat exam application with relevant payment receipt.
- 5.1.6. Any student attempting an examination without a valid registration will be committing an examination offence and his/her answer scripts will not be assessed.
- 5.1.7. Students should verify their eligibility to attempt final/ end module Examinations from the “Eligibility Lists” published for the information of the students before the examinations. Students whose names are not in the eligibility lists should notify the Academic Coordination Office to sort out

their candidature prior to the examination.

- 5.1.8. The student must have handed in Assignment/Project papers on time for assessment and evaluation. Otherwise marks deduction after due date will be applicable.

5.2. Absence for an Examination

- 5.2.1. The reasons for absence from the examinations of a course/ unit or module could be due to medical reasons (MED), absent with valid reasons and deferred which has been approved by the Board of Academic Affairs. Absent without valid reason is equivalent to failing course/ module/ unit examinations.
- 5.2.2. A student who is unable to attend an examination or a module/s of an examination on medical or any other reasonable grounds is required to inform to the instructor/ lecturer immediately through a letter with medical or relevant documents for purpose of registering

the next exam (Within Two (02) weeks).

- 5.2.3. Acceptable Medical Certificates will be, Medical Certificates issued by Government Medical Hospitals, a SLMC registered Medical Officer, Medical practitioners, registered Indigenous Medical Officer etc.

5.3. Regulations related to the conduct of Examinations

5.3.1. Schedule Examinations

- 5.3.1.1. Final/ end module examinations will be scheduled as per the annual examination plan and the invigilators/ supervisor will be appointed accordingly.
- 5.3.1.2. Before 2weeks of the scheduled examination date instructor/ training officer/ lecturer should forward the eligible student list with the recommendation of Officer-in-Charge according to the given format.

- 5.3.1.3. Exam supervisor will be received the sealed exam papers with eligible student list, student attendance sheet and exam instruction sheet on or 2days before the examination.

5.3.2. Conduct Examinations

- 5.3.2.1. All examination candidates should be present near the examination hall 30 minutes before the commencement of examinations and should enter the examination hall only after the announcement made by the supervisor.
- 5.3.2.2. After entering the examination hall, candidates should occupy the seats allocated to them.
- 5.3.2.3. Candidates are permitted to bring only the permitted items such as pens, pencils, erasers, rulers, calculators and geometrical instruments to the examination hall. It is the responsibility of the candidates to ensure that no written or printed material is brought into

the examination hall for their personal use or the use of others except for the permitted modules. Such material should be verified by the lecturer/assessor before the candidate enters the examination hall. It is the responsibility of every examination candidate to ensure that no attempt is made in whatever form to engage in examination misconduct.

- 5.3.2.4. It is strictly prohibited to bring mobile phones or other electronic devices capable of storing data into the examination hall.
- 5.3.2.5. No candidate will be admitted to the examination hall after 30 minutes from the commencement of the examination. No candidate will be allowed to leave the examination hall during the last 30 minutes of the examination. No attempt should be made to leave the examination hall without permission.

- 5.3.2.6. All examination candidates should bring their examination admission card and/or the student identity card into the examination hall. The identity card should carry the photograph of the student and should be duly signed by the authorized officer of the institute. If there is a discrepancy in the examination admission card and/or student id card , it should be certified by the Director (Training and Development). In the absence of such a certificate, the National Identity Card or a letter from the Director (Training and Development) should be produced.
- 5.3.2.7. Examination candidates are required to produce any document in their possession when requested by the supervisor/ invigilator.
- 5.3.2.8. Candidates will not be allowed to speak or to communicate with other candidates or borrow any article from other candidates or try to copy from other candidates. If any assistance is required, it should be indicated to the

supervisor/ invigilator.

- 5.3.2.9. Candidates should use only the duly issued answer sheets and continuation sheets duly signed and dated by the supervisors/ invigilators, to answer the question papers.
- 5.3.2.10. All stationery such as date stamped answer sheets, drawing papers and graph papers will be issued to the candidates. Any such item issued to candidates should not be destroyed in any manner. Only the stationery items supplied by the supervisor/ invigilator should be used by the candidates. Statistical tables and other items used should be left on the candidates table after use. No item what so ever should be removed out of the examination hall under any circumstances.
- 5.3.2.11. Before commencement of answering, candidates should indicate their Index Number with the subject name and code in the specified place. All papers used should carry the Index

Number. No candidate should indicate his/her name or any other identification mark on the answer script.

5.3.2.12. All sheets of papers used for rough work should be attached to the answer sheets. All sections not relevant should be clearly struck off. Rough work should not be done on the admission timetable or the question paper.

5.3.2.13. All examination candidates should behave properly within the examination hall so as not to disturb supervisors / invigilators, hall attendants and other candidates. Silence should be observed within the examination hall and the surroundings.

5.3.2.14. No candidate should produce an extract or in full, some other person's work without stating so, other than his/her, in a sessional paper, assignment, reference, research paper, practical or field book or thesis which amounts to the theft of intellectual property.

- 5.2.3.15. No candidate should allow any other person to appear on his/her behalf for an examination and should not appear on behalf of any other.
- 5.2.3.16. Supervisors and invigilators are authorized to obtain declarations from examination candidates regarding any examination irregularities occurring within the examination hall and hand them over to the Director (Training and Development)
- 5.3.2.15. Candidates should know that they are liable for punishments on examination irregularities if the marking examiner is convinced that an examination irregularity has taken place.
- 5.3.2.16. All Assignments / course work and practical reports should be submitted on or before the deadline. Failure to do so and late submissions will result in the student getting 5% marks deduction per day for the assignments.

- 5.3.2.17. Students with physical or mental disabilities can request for practical based examinations under the special approval of Board of Academic affairs.

5.4 Examination Offences/ Irregularities

- 5.4.1. The following acts committed by candidates at any Examination at GJRTI would be punishable offenses.

- Removal of stationary belonging to the Institute from the Examination Hall.
- An act considered by the Supervisor as an examination offence.
- Possessing unauthorized items within the examination hall.
- Misbehaving within the examination hall or disturbing the smooth functioning and peaceful atmosphere of the examination hall.
- Copying or attempting to copy in any manner
- Cheating.
- Plagiarism.

- Impersonation.
- Entering the examination hall without permission.
- Leaving the examination hall without permission or attempting to do so or helping such acts.
- Attempting or assisting to tear off any paper/ answer book or destroying such items
- Behaving in a manner harmful to the self- respect of and causing mental stress to the supervisors/invigilators/hall attendants/other candidates.
- Planning and attempting to harm mentally or physically the supervisors/ invigilators/hall attendants/other candidates.
- Irregularities found by the marking examiner.
- Inability proves identity by providing Student ID or NIC or any document accepted by the Section 5.3.

5.4.2. Any other act mentioned above that is considered by GJRTI as an examination offense.

- 5.4.3. The above mentioned offenses when committed at any “Examination” would lead to any one or more of the following punishments mentioned in Section 4.5.

5.5. Punishments for Examination Offenses

- 5.5.1. Cancellation of the candidature in the module(s)/ batch and debarring from repeating the examinations in that particular module(s)/ final exams for a period as per the punishment enforced on the student.
- 5.5.2. A student who commits an offence at any “Examination” may lose his/her examination candidature for the entire semester/ batch and will be suspended for a specified duration as follows.
- Suspension for one Semester/ batch.
 - Suspension for two semesters/ batches.
 - Suspension for the examination and from the Institution for two years.
 - Cancellation of registration and expulsion from the Institute.

5.5.3. In addition, one or many of the following punishments will be decided by the Board of Academic Affairs based on the particular examination irregularity.

- Denying the attendance at the convocation / award ceremony.
- Cancellation of results of the particular course module/ final exam and the adjustment of maximum marks that can be obtained in a re-sitting to the marks equivalent to an ordinary pass. Re sitting will be approved subjected to the relevant payments.
- Disqualified from being awarded classes / merit passes
- Cancellation of studentship.
- In the case of a non-student, action will be taken according to the law of the land

5.6. Re-sit/ Repeat Examination Policy

5.6.1. Students who have failed in a final/ module exams will have the option of taking the module

or the final examination with the next available opportunity. Under special circumstances institute at their discretion will decide to hold special examinations for candidates as a repeat examination or as a supplementary examination.

- 5.6.2. The Continuous Assessment Marks earned in a particular academic year/ course will be valid for 5 years. Such marks may be carried forward during the validity period to be considered for the calculation of the final mark and grade.
- 5.6.3. If a repeating candidate (except medical reasons) is successful in gaining marks beyond the range applicable for a “C” grade (pass grade) he/she would be assigned a “C” grade for the repeating module irrespective of the actual marks secured for that module.

6. Release of Examination Results and Certificate Awarding

6.1. Release of Examination Results

6.1.1. Results of Examinations will be released after the respective Boards of Examination Meetings. Results will be available to students in institutional notice board, official website or student login within 1 or 2 months after the exam.

6.1.2. Students, who wish to get their answer scripts re-assessed, could apply for re-correction within 14 days from the date of release of the results and the relevant application should submit with the payment receipt to cover the re-correction fee.

6.2. Certificate Awarding

6.2.1. Non- NVQL Certificate Courses and Tailor made Courses conducted for Local or International Students

- 6.2.1.1. Students who passed final examination of the certificate courses in GJRTI will be notify a specific duration via call and letter to collect their certificates.
- 6.2.1.2. Generally, certificates will be available to collect within 3months from the exam date and students will be given period of 3months collect their certificates.
- 6.2.1.3. Students who unable to collect within the given time period should inform the reason in-writing with relevant documents and a specific date that they are willing to collect certificate to Academic Coordination Office though the Training Officer.
- 6.2.1.4. Maximum duration that the uncollected certificates will be available within the institute

is 5 year and after that the institute will not get any responsibility on such certificates.

6.2.1.5. Students should check the spellings and initial of their name before assume the certificate with keeping the on certificate issuing book. If there any error or a printing mistake it should inform to the relevant training officer or student coordination office as soon as possible to re-print the certificate.

6.2.1.6. If the error has occurred due to the incorrect information given by the student, he/she should submit an application with certificate re-print payment receipt.

6.2.1.7. The certificate will be allowed to collect only by the relevant student after proving her/his identity. If a student needs to collect her/ his certificate through a 3rd person, he/she should send a request letter with giving attorney to the 3rd person to assume her/his certificate with a copy of NIC.

6.2.1.8. Generally, students should collect their certificates from the academic coordination office or relevant regional center. In special case, students can request to send her/his certificate via registered post or courier service. For that student should submit a request letter, relevant application form and a copy of the payment receipt. In such case, the institute will not bear any responsibility of any damaging or destroying happens to the certificate.

6.2.2. NVQL 1-4 Certificate Courses

6.2.2.1. All the students should sit for the final examinations arranged by the Institute and its certificate can be obtained according to the Section 6.2.1.

6.2.2.2. Subsequently, the students should sit for the examinations conduct by the TVEC after completion of required industrial qualifications.

6.2.2.3. The NVQ certificate can be obtained based on the examination results released by TVEC and the

student should bear the cost of the NVQ certificate charged by TVEC.

6.2.2.4. All NVQL exams and certificate issuing will be arranged according to the circulars issued by TVEC.

6.2.3. Diploma Programs

6.2.3.1. Students should complete minimum 30 credits and obtain minimum GPA of 2.00 to become eligible for the diploma certificate awarding.

6.2.3.2. Diploma certificate will be giving at an award ceremony and the student those who are unable to attend to the ceremony can collect their certificate from the academic coordination unit at any date (within 5years) after the award ceremony.

6.2.3.3. The student who obtained the highest GPA for the diploma program will be received a gold medal at the award ceremony.

6.2.3.4. Diploma students will be received one academic transcript free of charge. If a student needs more than one original transcripts, he/she must submit

additional transcript request form with a copy of
payment receipt to the academic coordination
office..
