



SIBA CAMPUS

SRI LANKA INTERNATIONAL BUDDHIST ACADEMY (SIBA)

Higher Education Project of the Temple of the Sacred Tooth Relic

STUDENT HANDBOOK



A Unique Liberal Arts Higher Educational Institution set up within an eco-friendly Environment

Sri Lanka International Buddhist Academy (SIBA), a Higher Educational Institute of the Temple of Sacred Tooth Relic was established in February 2009 and commenced its academic programs on 24th July 2009. SIBA is located at Pallekele, 08 kilometers away from Kandy, the hill capital. Sri Lanka International Buddhist Academy was registered in the Sri Lankan Government under Companies Act No. 07 of 2007.

Vision of the SIBA

realizing for oneself the validity and veracity of the teaching of the Buddha to enable To be a leading International Buddhist University of Buddhist learning providing guidance to leadership based on the development of wisdom and inculcation of moral values.

Mission of the SIBA

Providing and promoting education and training to interested laypersons and members of the monastic community in Sri Lanka and abroad by creating opportunities and facilities to learn, teach and apply the knowledge acquired for them to create such understanding in others and thereby serve humanity in general.

Management Board of Directors

SIBA is governed by a Board of Directors under the provisions of the above Act. The Board of Directors is consisting of members chaired by the Lay Custodian of the Temple of the Sacred Tooth Relic, Kandy.

Board of Studies

The Academic authority of the Institute chaired by the CEO/Rector.

UGC Accreditation

University Grants Commission of Sri Lanka has recognized SIBA as a degree awarding institute.

IAO Accreditation

SIBA has been accredited by the International Accreditation Organization USA to confer Postgraduate and First Degrees and Diplomas.

Affiliations:-

The Mahachulalongkornrajavidyalaya University of Thailand

The Degrees of B.A. in Buddhist Leadership and M.A in Buddhist Studies are awarded by Mahachulalongkornrajavidyalaya University, Bangkok, Thailand.

Dhammacchai Institute Thailand

Established SIBA - DCI Research Centre for Translation of Tripitaka Project.

International Buddhist College Thailand

SIBA has entered into an MOU with International Buddhist College Thailand to implement student and academic staff exchange programs. It has been accepted in principle to award the the Ph.D degree in Buddhist studies of SIBA by this institute.

Durakij Pandit University of Thailand

SIBA has developed a link with Durakij Pandit University of Thailand to exchange students and staff.

Virginia Polytechnic & State University – U.S.A.

The SIBA has developed links with this University for student exchange programs.

University of Hamburg – Germany

The SIBA has developed links with this University for student exchange programs.

University of Westchester – U.S.A.

The SIBA has developed links with this University for student exchange programs.

Queensland University of Technology, Brisbane, Australia

SIBA has developed affiliations with Queensland University of Technology, Brisbane, Australia where students registered with the SIBA could obtain the BIT Degree of that University by completing the second half of the academic program at Queensland University.

Qualification Requirements for Admission

Admission qualifications for Academic programs of SIBA are based on the Sri Lanka Qualification Framework approved by the Sri Lankan Government.

1. Bachelor of Arts Degree in Buddhist Leadership

1. Degree programme

A.

- a pass in G.C.E. A/L Examination in three subjects or intermediate level of oriental examination in three subjects. **(MCU)**
- a pass in an intermediate or equivalent to the G.C.E. A/L examination or a University entrance examination in the country concerned. **(for MCU Degree)**
- a pass in G.C.E. A/L Examination with at least 30% marks for the General English paper **(for UGC Accredited Degree)**
- Age of the applicant should not be less than 16 years
- Since the medium of instruction of the course is English, students with inadequate knowledge in English are advised to join the Diploma in English in the first instance.

B. Under SLQF Admission Criteria

- A pass in G.C.E. O/L Examination/Pirivena Final Examination subjects
- Age of the applicant should not be less than 16 years
- Since the medium of instruction of the course is English, students with inadequate knowledge in English are advised to join the Diploma in English in the first instance.

- Students who join based on G.C.E. O/L examination is required to complete a one year foundation program in order to qualify to enter the Degree program.

2. Diploma program

- A pass in G.C.E. O/L Examination in 06 subjects or a pass in an examination comparable to the G.C.E. O/L Examination
- Certificate Courses
- Who have passed G.C.E. O/L examination in 06 subjects or passed any examination comparable to the G.C.E. O/L examination

Documents required to be sent with the completed Application Form

- Certified copy of the birth certificate (or an equivalent document if the birth certificate is not available for some foreign students)
- Certified copy of the National Identity Card or the Passport
- Certified copy of the G.C.E. A/L certificate for the Degree Course and G.C.E. O/L certificate for the selected Diploma Course (For foreign student this should be a certificate that is accepted for admission to a University in their country for the Degree Course and for the Diploma course a certificate successful completion of the year 10 examination of the country concerned)
- A character certificate obtained from any one of the following persons

 - i. the chief monk of the temple of the applicant locality
 - ii. applicant's teacher
 - iii. Grama Niladhari of the area
 - iv. or any other responsible public officer or the head of the organization to which the applicant is attached
- Two passport size colour photographs of the applicant

Note.

- i. *The person certifying the application at the end on page 02 can be any one of the persons mentioned **** above*
- ii. *Students admitted to the Degree course will not be permitted to follow the Diploma Courses*
- iii. *Students may be allowed to follow any two Diploma Courses during given academic year provided it does not result in a clash of the timetables of the two courses chosen.*

A full-time B.A. Special Degree program of 04 years and the full time General Degree program of 03 years duration conducted on semester basis. Each academic year consists of two semesters.

Distance Education

Students those who are unable to attend day classes are given opportunity to continue their programs on distance Education system.

3. Diploma Courses offered by the Academy Course Duration 450 hours (225 hours theory + 225 hours practical)

1. Diploma in Pali
2. Diploma in Buddhist Counseling
3. Diploma in French
4. Diploma in Japanese
5. Diploma in French
6. Diploma in Management
7. Diploma in English
8. Diploma in Information Technology
9. Higher Diploma in Buddhist Counseling Psychology
10. Higher Diploma in English
11. Higher Diploma in Information Technology

Clarification

In the academy, you may hear frequently some words difficult to understand. Therefore we suppose to explain some essential terms.

Academic Semester

What is a semester? A semester is a term in the academy. Academic year is divided to two semesters. Duration of the Semester is 15 weeks. Semester consists of 16 weeks to avoid interruptions for the academic activities due to fall of holidays within the week.

Course Unit

Course unit is a subject that should be taught in the semester (i.e. 15 weeks)

Credit

Each course unit is assigned a credit such as 03 credits, 02 credits or 01 credit etc. A course having 02 teaching hours per week is called a 02 credit course. A 02 credit course has 30 teaching hours in a semester (2 hrs. x 15 weeks). Students have to obtain 120 credits at the end of their academic program in order to obtain UGC accredited B.A Degree and 140 credits at the end of their academic program in order to award the Degree in Buddhist Leadership by Mahachulalongkornrajavidyalaya University, Thailand.

Non Credit Course

Non credit courses are the courses that a student takes in addition to minimum number of courses required in order to award the Degree. Grades obtained by students for such courses will not be added to the GPA.

Grade Point (GP)

Grade Point is an indicator used to evaluate student performance based on marks from 00 – 100 earned by student at the end of each course. The marks received by student is converted to a letter A+,A, +B.....F etc. each of these letter in the scale is assigned 4.0 to 00 grade point. This is the internationally recognized method of evaluation.

Grade Point:

The range of marks is partitioned into a sequence of suitable sub-ranges (as decided by the Academy) and the sub-ranges are designated by the symbols **A⁺, A, A⁻, B⁺, B, B⁻, C⁺, C, C⁻, D⁺, D** and **E**. These are called grades and grade points are assigned as follows:

A⁺ = 4.0	B⁺ = 3.3	C⁺ = 2.3	D⁺ = 1.3
A = 4.0	B = 3.0	C = 2.0	D = 1.0

$$A^- = 3.7 \quad B^- = 2.7 \quad C^- = 1.7 \quad E = 0$$

(Note: **A⁺** and **A** have the same grade points)

Grade Point Average (GPA):

The grade point average for each level is the credit weighted mean of grade points obtained by a student for the course units he/she has offered at that level. It is calculated to the second decimal (**GPA**) place and is an indicator of the academic performance of the student. The final **GPA** is computed using these level **GPA**s' by giving percentage weights for different levels as described under item 6.

Mid Semester Break

A short term vacation not more than one week to be given to students within the semester.

Inter Semester Vacation

Inter Semester Vacation is a long vacation given to students at the end of each semester.

Special Summer Session

In the academic calendar there is a special summer session, at the end of Academic Year. Most of foreign Universities send their students to SIBA enable them to go through some course units at SIBA and interact with our students.

Evaluation Scheme

Student performances are evaluated at the end of each semester on the basis of continuous assessment system and the following mechanisms.

a. B.A. in Buddhist Leadership – UGC approved Degree

Marks	Grade	Grade Points	Results	Cut of levels for class passes at the Degree
100 – 90	A+	4.00	Excellent	CGPA \geq 3.70 First Class
89 - 90	A	4.00		
79 - 70	A-	3.70		
69 - 65	B+	3.30	Good	3.30 – 3.69 2 nd Class Upper Division
64 - 60	B	3.00		
59 - 55	B-	2.70		
54 - 50	C+	2.30		3.00- 3.29 2 nd Class Lower Division

49 - 45	C	2.00	Pass	
44 - 40	C-	1.70		
39 - 35	D+	1.30	Fail	
34 - 30	D	1.00		
29 - 00	F	00		

Note: Only grades A through F will be used in the computation of GPA

Non credit courses are not taken in to the account when counting GPA

$$\text{GPA} = \text{GP} \times \text{No of Credits}$$

$$\text{CGPA} = \frac{\text{Total Number of GP}}{\text{Number of Course Units}}$$

CGPA - Cumulative Grade Point Average

**b. B.A. in Buddhist Leadership MCU affiliated Degree
Evaluation Criteria**

	A Excellent	B+ Very Good	B Good	C+ Credit	C Pass	D+ Weak Pass	D Poor	F Fail
Grade Point (GP)	4.0	3.5	3.0	2.5	2.0	1.5	1.0	0.0
Marks Range	80 - 100	70 - 79	60 - 69	50 - 59	40 - 49	35 - 39	30 - 34	00 - 29

$$\text{Cumulative Grade Point Average} = \text{CGPA} = \frac{\text{GPA}}{\text{Number of Credits}}$$

4.00 – 3.00 First Class (With no passes lower than “C”)

2.50 – 2.90 2nd Class no pass lower than ‘D+’

1.50- 2.49 pass

Lowest passing grade is the symbol “D+”

Prerequisites:

The subject matter in a course unit at a lower level is sometimes essential to follow a course unit at a higher level. The course unit at the lower level so needed is called a prerequisite of the course unit at higher level. A student is required to obtain at least a **D+** grade for each of the prescribed prerequisite course units (if any) before offering the higher level course unless this requirement is waived by the department offering the higher level course. Each department will announce at the beginning of the academic year the courses it will offer and their prerequisites.

Nevertheless if a student gets required CGPA for a class pass but has not completed his/her examination within stipulated 08 semesters, he/she will not be eligible to receive a class pass. This rule is not applicable to students those who granted permission to extend the period of studies on medical grounds.

Examination registration

All students in the B.A. Degree program shall have to register for the semester and have to indicate all subjects he/she is going to take in the relevant semester.

Evaluation of Student Performance in B.A. Degree program

SIBA continues its academic programs in the B.A. in Buddhist Leadership Degree on semester basis. It is the responsibility of the subject lecturer to design a proper evaluation scheme to evaluate student performances in each and every semester on continuous assessment basis and end semester examination. Detailed teaching program and the evaluation scheme which were approved by the Board of Studies should be made available with the students at the beginning of each semester.

The Instructor, in consultation with the Head of the Department, shall announce at the commencement of the course unit how the course unit will be evaluated. A course unit may be evaluated by means of continuous assessments (assignments, quizzes and mid-semester examination) and end-semester examination, etc. Mid-semester examination is optional and the method of evaluation of each course will be announced at the beginning of the course. Following weights will be given the calculation of the final mark.

Continuous assessments (with or without mid-semester examination):20 - 40 %

End semester examination (comprehensive)

:60 - 80 %

Incomplete grades

Any student who could not sit the end semester examination, may get incomplete grades. The student shall inform his inability to sit the end semester examination within one week time to the Department of Admission, Examination and Evaluations with the documents to prove his/her inability to sit the examination. On the recommendation of the Department of Examinations and Evaluations, the Head of Department shall have to make arrangement to conduct a make-up examination for such student/s within one month time from the last date of the end semester examination.

Re taking subjects

If any student received F, D, D+ at the end semester examination, and if he/she is willing to upgrade the results, he/she is allowed to upgrade the results by retaking the examination. Students are not allowed to retake the same subject more than two attempts. Maximum letter grade obtainable from re take examination would be "C"

If a student avoids from sitting proper examination on medical grounds and submitted the medical certificate obtained from the Medical Practitioner, and on any exceptional reason which would be accepted by the BOS, He/she could earn maximum letter grade of "A". If a student would not be able to explain the valid reason/s from refraining from sitting examination, maximum letter grade obtainable would be "C" for such a student.

Examination Results

Results of the semester end examinations are released to the students at the first day of the following semester.

Fee Structure

	Local SLR	Foreign US\$
Semester registration fee	1,000.00	50.00
Semester Tuition fee	24,500.00	500.00
Re-take examination fee Per subject	250.00	5.00

**Subjects offered in the B.A. in Buddhist Leadership Degree Program (Study Plan)
B.A. (Special) Degree offered by Mahachulalongkornrajavidyalaya University**

Semester-based Study Plan for Students

Semester 1		Course title	Credits
MCU-BL	C	Buddhist Meditation I	0
MCU-BL	C	History of Buddhism	2
MCU-BL	C	Buddhist Festivals and Traditions	2
MCU-BL	G	Man and Society	2
MCU-BL	G	Sri Lankan Culture	2
MCU-BL	G	Techniques of Higher Education	0
MCU-BL	G	Elementary Sinhala or Tamil	2
MCU-BL	M	Early Buddhist Culture	3
SIBA-BL	R	Elementary Pali	0
SIBA-BL	R	Elementary English	0
SIBA-BL	R	Leadership Colloquium 1	0
		Total Credits of Semester 1	13
		Total Credits Completed	13

Semester 2		Course title	Credits
MCU-BL	C	Buddhist Meditation II	1
MCU-BL	C	Pali Usage 1	2
MCU-BL	C	Dhamma in English	2
MCU-BL	G	Man and Environment	2
MCU-BL	G	Current World Affairs	2
MCU-BL	G	Primary Health Care	2
MCU-BL	G	Post-Elementary Sinhala or Tamil	2
MCU-BL	M	Early Buddhist Doctrines	3
MCU-BL	M	Intro to Leadership	3
SIBA-BL	R	Post-Elementary English	0
SIBA-BL	R	Leadership Colloquium	0

		Total Credits of Semester 2	19
		Total Credits completed	32
Semester 3		Course title	Credits
MCU-BL	C	Buddhist Meditation III	0
MCU-BL	C	Pali Usage 2	2
MCU-BL	C	Dhamma Communication	2
MCU-BL	G	Intro to World Religions	2
MCU-BL	G	Language and Communication	2
MCU-BL	G	Basic Mathematics	2
MCU-BL	M	Judeo-Christianity and Western Culture	3
MCU-BL	M	Buddhism and Ecology	2
SIBA-BL	R	Intermediate Sinhala or Tamil	0
SIBA-BL	R	Intermediate English	0
SIBA-BL	R	Leadership Colloquium 3	0
		Total Credits	15
		Total Credits Completed	47

		Course title	Credits
Semester 4			
MCU-BL	C	Buddhist Meditation IV	1
MCU-BL	C	Pali Translation and Composition	2
MCU-BL	C	Research Works and Literary Works	2
MCU-BL	G	Intro to Philosophy	2
MCU-BL	G	General Law	2
MCU-BL	G	Introduction to Linguistics	2
MCU-BL	M	Hinduism and Hindu Culture	3
MCU-BL	M	Buddhist Leadership	3
SIBA-BL	R	Advanced Sinhala or Tamil	0
SIBA-BL	R	Advanced English	0
SIBA-BL	R	Leadership Colloquium 4	0
		Total Credits	17
		Total Credits Completed	64

**Subjects offered in the B.A. in Buddhist Leadership (Special) Degree Program
(Study Plan for UGC recognized SIBA Degree)**

Semester 5		Course title	Credits
MCU-BL	C	Buddhist Meditation V	0
MCU-BL	C	Tipitaka Studies	2
MCU-BL	C	Sri Lankan Sangha Administration	2
MCU-BL	G	Intro to Logic	2
MCU-BL	G	Basic Statistics and Research	2
MCU-BL	M	Text Readings on Buddhist Leadership	3
MCU-BL	M	Islam and Islamic Culture	3
MCU-BL	M	Buddhist Positive Thinking and Action	3
SIBA-BL	R	Elementary Thai, Japanese, Chinese, Korean, German, French, or Russian	0
SIBA-BL	R	IT 1	0
SIBA-BL	R	Leadership Colloquium 5	0
		Total Credits	17
		Total Credits Completed	81

Semester 6		Course title	Credits
MCU-BL	C	Buddhist Meditation VI	1
MCU-BL	C	Suttanta Pitaka	2
MCU-BL	M	East Asian Religions and Culture	3
MCU-BL	M	Personality Development	3
MCU-BL	M	Buddhist Ethics	3
MCU-BL	M	Buddhism and Social Works	2
MCU-BL	M	Management and Development	3
MCU-BL	M	Buddhism and International Relations	3
SIBA-BL	R	Post-Elementary Thai, Japanese, Chinese, Korean, German, French, or Russian	0
SIBA-BL	R	IT 2	0
SIBA-BL	R	Leadership Colloquium 6	0
		Total Credits	20
		Total Credits Completed	101

Semester 7		Course title	Credits
MCU-BL	C	Buddhist Meditation VII	1
MCU-BL	C	Vinaya Pitaka	2
MCU-BL	M	Buddhism and Modern Management	2
MCU-BL	M	Buddhist Psychology	3
MCU-BL	M	Buddhist Economics	2
MCU-BL	M	Buddhist Learning Organization	2
MCU-BL	M	Buddhist Education	3
MCU-BL	M	Buddhist Political Philosophy	3
SIBA-BL	R	Intermediate Thai, Japanese, Chinese, Korean, French, German, or Russian	0
SIBA-BL	R	Leadership Colloquium 7	0
		Total Credits	18
		Total Credits Completed	119

Semester 8		Course title	Credits
MCU-BL	C	Abhidhamma Pitaka	2
MCU-BL	M	Buddhist Counseling	3
MCU-BL	M	Strategic Management	2
MCU-BL	M	Buddhism and Science	2
MCU-BL	M	Buddhism and Gender	3
MCU-BL	M	Buddhism and Human Rights	3
MCU-BL	M	Buddhist Institutions and Organizations	3
MCU-BL	M	Buddhism and Peace Studies	3
SIBA-BL	R	Advanced Thai, Japanese, Chinese, Korean, French, German, or Russian	0
SIBA-BL	R	Leadership Colloquium	0
SIBA-BL	R	Buddhist Meditation VIII	0
		Total Credits	21
		Total Credits Completed	140

Attendance

If a student fails to maintain his/her attendance at the expected level of 80% without giving any valid reason/s, his/her studentship will be ceased. Please note that the attendance of students for each course unit will be evaluated at the end of each semester.

Leave of Absence

Maximum period of one year which is equivalent to two semesters, leave of absence can be granted upon the recommendation of the Board of Studies. A student who requests leave of absence should submit documents to support his/her request.

If a student refrains from attending class more than three consecutive days due to illness, he/she may have to submit a medical certificate obtained from Government registered Medical Practitioner.

Examination Procedure

1. All candidates are expected to be outside the examination hall at least 15 minutes before the commencement of each paper, but shall not enter the hall until he/she is requested to do so by the supervisor.
2. On admission to the hall a candidate shall occupy the seat allotted to him/her and shall not change it except on the specific instruction of the Supervisor.
3. For examinations which have duration of one or more hours, a candidate shall not be admitted to the examination hall after the expiry of half an hour from the commencement of the examination and shall not be allowed to leave the hall until half an hour has elapsed from the commencement of the examination or during the last 15 minutes of the paper.
4. A candidate shall have his/her student record book/student identity card/admission card with him/her in the examination hall on every occasion he/she presents himself/herself for a paper. Whether a student does not produce the student record book/student identity card/admission card when requested hi/her candidature will be cancelled. If he/she fails to bring

his/her student record book/student identity card /admission card, he/she shall sign a declaration in respect of the paper for which he/ she had not produced the student record book/student identity card/admission card in the form provided for it, and produce the student record book/student identity card/admission card to the Registrar or the Examination Officer within the next three working days. If a candidate loses his/her student record book/student identity card/admission card during the examination period, he/she shall obtain a duplicate of student record book/student identity card/admission card as the case may be from the Registrar or Examination Officer to produce at the examination hall.

5. A candidate shall not have on his/her possession or in his/her clothes or on the admission card, time-table, student record book/student identity card, any notes, signs or formulae etc., except those items that are permitted. All unauthorized items which a candidate has brought with him/her should be kept at a place indicated by the Supervisor.
8. No candidate shall copy or attempt to copy from any book or paper or notes or similar material or from the scripts of another candidate. A candidate shall neither help another candidate nor obtain help from another candidate or any other person. A candidate shall not 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. No candidate shall use any other unfair means or obtain or render improper assistance at the examination.
9. If any candidate was found to have copied from another candidate by an examiner at the time of marking, he/she would be treated as having committed a punishable offence.
10. No candidate shall submit a practical book or field book or dissertation/thesis or project study or answer script or assignment which has been prepared wholly or partly by anyone other than the candidate himself/herself.
11. A candidate shall bring pens, ink, mathematical instruments, erasers, pencils or any other approved equipment or stationery which he/she has been instructed to bring.
12. Examination stationery (i.e. writing paper, graph paper, drawing paper, ledger paper, precise paper etc.) will be supplied at the examination hall as and when necessary. No sheet of paper or answer book supplied to a candidate may be torn, crumbled, folded or otherwise mutilated. No papers other than those supplied to him/her by the Supervisor/Invigilator shall be

used by candidates. All material supplied, whether used or unused, shall be left behind on the desk and not removed from the examination hall.

14. All calculations and rough work shall be done only on paper supplied for the examination, and shall be cancelled and attached to the answer script. Such work should not be done on any other material.
15. Any answer or part of an 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 to be considered shall be neatly crossed out.
19. 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.
20. During the course of answering a question paper no candidate shall be permitted to leave the examination hall temporarily. In case of an emergency, the Supervisor/Invigilator may grant him/her permission to do so but the candidate will be under his/her surveillance.
24. The Supervisor/Invigilator is empowered to require 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. If such a candidate refuses to make such a statement or refuses to sign it, the Supervisor/Invigilator shall make his own statement and report the matter to the Rector/Registrar.
26. 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.
29. Candidates found guilty of an examination offence shall not be eligible for honors.

2. Part II – Examination Offences and Punishments

2.1. Offences

- 1 Any candidate who violates Examination regulations shall be deemed guilty of the offence of possession of unauthorized documents/items and his/her candidature for the examinations of that semester shall be cancelled and he/she shall be prohibited from sitting any examination of this university for a period varying from 1 - 5 semesters.
- 2 Any candidate who violates Examination Rule 8 or 9 shall be deemed guilty of the offence of copying and therefore his/her candidature shall be cancelled from the examinations of that semester and he/she, shall be prohibited from sitting any examination of SIBA for a period of five semesters.
- 3 Any candidate who violates Examination Rule 10 shall be deemed guilty of the offence of having cheated at the examination and his/her candidature for the examinations of that semester shall be cancelled and he/she shall be prohibited from sitting any examination of this Institution for period varying from 1 - 9 semesters.
- 4 Any candidate who is detected removing examination stationery and other material provided for the examination (Rule 12) shall deemed guilty of an examination offence and his/her candidature for the examinations of that semester shall be cancelled and he/she shall be liable to be prohibited from sitting any examination of university for a period of three semesters.
- 5 Any candidate who violates any one or more of the rules in 7, 16, 17, 18, 19 and 20 shall be deemed guilty of the offence of disorderly conduct and his/her candidature shall be cancelled from the examinations of that semester and he/she shall be prohibited from sitting any examination of this university for a period of three semesters.
- 6 Any candidate who violates Examination Rule 21 shall be guilty of the offence of impersonation and his/her candidature for the examinations of that semester shall be cancelled and he/she shall be prohibited from sitting any examination of this university. Impersonator/s may also be liable to any punishment under the Penal Code/Criminal Law. In the event the

impersonator is found to be a graduate of this university, his/her Degree shall be withdrawn.

- 7 Any candidate who violates Examination Rule 22 shall be guilty of an examination offence and his/her candidature for from the examinations of that semester shall be cancelled and he/she shall be prohibited from sitting any examination of this university for a period of 1 - 5 semesters.
- 8 Any candidate found aiding and abetting in the commission of any of the above examination offences shall be deemed to have committed that offence and shall be punished in respect of the offence in accordance with the provisions of the relevant section.
- 9 Any other offence which is not covered in the above sections alleged to have been committed by a candidate and reported to the relevant authority by a supervisor or examiner shall be inquired into and appropriate action taken.

3. Part III - Procedure Regarding Examination Offences Committed by Candidates

1. There shall be an Examination Disciplinary Committee of not less than 3 members of whom at least one outside member is appointed for each case by the Rector to inquire into and make recommendations (including punishments) on examination offences referred to it. Member(s) from outside shall be selected from a panel of members appointed for this purpose by the Rector.

2. Classification of Offences

Examination offences may be broadly classified as follows:

- 2.1 Possession of unauthorized documents/items
- 2.2 Copying
- 2.3 Cheating
- 2.4 Removal of stationery
- 2.5 Disorderly conduct
- 2.6 Impersonation
- 2.7 Unauthorized assistance
- 2.8 Aiding and abetting in the commission of above offences
- 2.9 Plagiarism

3. Punishments

As determined by the Examination Discipline Committee appointed by the Rector

1. Cancellation of candidature for the examination
2. Debarred from sitting any examination conducted by SIBA for a specific period determined by the disciplinary board
3. Cancellation of studentship of SIBA

4. **Procedure**

- 4.1 In all cases of violation of examination rules detected, the supervisor shall take action as outlined below and forward his/her report to the Rector/Registrar.
- 4.2 In cases of disorderly conduct the supervisor shall in the first instance warn the candidate to be of good behaviour. Disorderly conduct shall be considered grave, only if such conduct in the opinion of the supervisor is considered as causing a disturbance in the conduct of the examination. Where the candidate persists in unruly or disorderly conduct the supervisor may exclude the candidate from the examination hall and issue him a letter with a copy to the Rector/Registrar, cancelling his/her candidature from the examination.
- 4.3 In all cases of examination offences detected, the supervisor shall send a report to the Rector along with any material taken into custody. Material taken into custody should be authenticated by placing the signatures of the candidate and the Supervisor/Invigilator and the date, time and place of detection. A supervisor should give particulars of any incriminating material of which he/she cannot take possession. The Supervisor's report should be countersigned by one of the Invigilators.
- 4.4 The Rector after preliminary inquiry shall place all reports of examination offences submitted by supervisors for action of the relevant Examination Disciplinary Committee for further action.
- 4.5 Supervisor, Examiner, Head of Department or any other official of SIBA who detects an examination offence shall report the matter in writing to the Rector, who shall after preliminary inquiry submit his findings to the relevant Examination Disciplinary Committee for further action.
- 4.6 Any allegations regarding the commission of examination offences from whosoever received shall be submitted by the Rector after preliminary inquiry to the Examination Disciplinary Committee for further action.

5. **The Decision**

- 5.1 The punishment recommended by the Examination Disciplinary Committee shall be submitted to the Board of Studies for a decision and the decision will be reported to the Board of Directors.

Registrar of SIBA shall be the Convener/Secretary of the inquiring committee on examination offences.

6. **Appeals Board**

- 6.1 There shall be an Appeals Board, consisting of three members, appointed by the Rector to consider appeals regarding the decision referred to in 3 above. Any student on whom a punishment has been imposed may, within a period of two weeks from the date of communication to him/her of such punishment, appeal against such punishment to the Rector.

7. **Postgraduate Unit**

- 7.1 In the case of Postgraduate Unit the functions of the Rector and the Board of Studies with regard to these regulations shall be performed respectively by the Director and the Coordinating Committee of the Postgraduate unit..

Medical Certificates

1. Students are requested to support the absence from course work or examination due to illness by a valid medical certificate conforming to the format of a medical certificate issued by a government hospital. Such medical certificate should be obtained from the following persons:

SIBA Medical Officer
Government Hospital
Consultant Specialist in the particular field
Head of a Government Base Hospital
Ayurvedic Physician registered in the Council

Under exceptional circumstances, medical certificates issued by private hospitals or registered private practitioners could be considered by the University Medical Board.

2. Students who fall ill during sessions or examination time should contact the SIBA Medical Officer at the SIBA Health Centre immediately.

If a student falls sick at home or elsewhere during sessions or examination time he/she or his/her guardian should inform the Examination Branch within seven (7) days by telegram/fax/e-mail followed by a letter indicating

the nature of the illness and the name of the attending Medical Practitioner etc. A medical certificate of the student also should be sent to the Examination Department.

Under exceptional circumstances if a student was not able to meet the deadline mentioned above, he/she could send his/her appeal to the Rector.

4. When students request exemption from examinations of course work upon the basis of illness, the ultimate decision on question of exemption, repetition of course and of eligibility for honours, shall be the functions of the relevant Faculty Board upon the recommendation of the Medical Board or the Chief Medical Officer.

Library

The Library of SIBA has a collection of books consisting of the latest publications for the use of students, staff members and researchers. In addition to the books the Library has a collection of Audio Visual materials.

Computer Laboratories

SIBA has well organized Computer Laboratories with internet facility for the use of students and staff members.

Lecture Theatres

Lecture rooms of SIBA are well equipped with multimedia and overhead projector facilities.

Meditation Hall & Shrine Room

A large Meditation Hall with a Shrine Room is available for the practice of meditation.

Welfare Facilities

- **Accommodation**

While foreign Monks, and female students will have hostel facilities in SIBA premises, Local Monks, and male students will have hostel facilities in close proximity to SIBA premises at reasonable rates. Guidelines for the hostellers are as follows;

All students who are given accommodation in the SIBA hostel should pay their hostel fees before 10th day of each month. Fees structure for the accommodation is as follows.

	Local SLR	Foreign US\$
Shared Rooms Large 04 students *	2,500.00	35.00
Single Room*	6,000.00	100.00
* Refundable Security Deposit	5,000. 00	150. 00
Visitors (per night)	500. 00	5.00

In case a shared room is occupied by two, at their request, the fee shall be \$ 50 per person for foreign students and Rs.2000.00 for local students.

- This hostel is a property of SIBA, a higher Educational project of the Temple of the Sacred Tooth Relic. Cooperation of the students is invited to make the hostel environment conducive.
- It is kindly requested not to provide accommodation to Visitors and Relations in the hostel. Visitors could be entertained at the SIBA Canteen. Kindly refrain from accompanying them to the hostel.
- Cooking and partaking of meals in bedrooms are strictly prohibited
- Garbage/litters must be put in to the Dustbins provided
- Inmates shall be in their respective rooms before 6.00 pm.
- Trips and Picnics could be arranged only with prior approval of the authorities.
- Once the rooms are allocated students are expected not to vacate them without permission.
- Usage of Electricity and water must be at the minimum.
- Forming of associations of any nature such as Welfare, Social, and Religious are strictly prohibited.

- Please do not put/hang washed Robs and Cloths everywhere in the hostel premises. Students are requested to use the ropes behind the hostel premises to hang wet Robs/Cloths.
- Rooms should be neatly arranged and well kept.
- Complete silence is expected to be observed in the hostel
- Students are required to obtain prior approval from the Warden when they need to stay away from hostel for overnight. A register is maintained for this purpose at the Office of the Warden.
- Smoking and consuming liquor inside the hostel are strictly prohibited.
- Students are expected to safe guard the fitting and fixture of the room & Pantry and Utensils provided to students by SIBA.
- All students given hostel facilities should maintain regular attendance to the lectures and other activities.
- It is a responsibility of all students given accommodation in the hostel to protect the assets belonging to the hostel. In case of a damage and or occurred by students to the hostel or property that belong to the hostel, the market value of the property will be a liability to be surcharged from student/s with a departmental charges of 25%.
- Cooperation of the students in the hostel is requested for the extracurricular activities organized by the SIBA.

- **Medical Centre**

The medical Centre of the SIBA provides services for the minor medical requirements of the students and staff members.

- **Student Common Room & Cafeteria**

A well-furnished student common room located near the cafeteria and having daily English newspapers is available to spend the leisure hours.

- **Internet Access**

Wi-fi Facility is available within SIBA premises

Student Identity Cards

Students of SIBA Degree program are issued a Student Identity Card authorized by the Registrar. Student should produce it when an officer of SIBA requires to check the student's identity. Please note that all students should return their identity card when they have completed their studies at SIBA. In case of lost, misplace of student identity card student may apply for a second copy of the identity card along with a Police report. A nominal fee of Rs. 500/= will be charged from student for a duplicate of the Identity card.

Students are kindly requested to;

- Remove shoes at the entrance when they enter the main building, Shrine room and IT Laboratories.
- Sri Lanka International Buddhist Academy is setup within the Eco-friendly environment. Hence, please dispose garbage in proper manner, and minimize the use of polythene in the academy premises.

Student Counselors

Each and every student in SIBA is assigned to an academic staff member so called as a student Counselor to facilitate student in numerous ways. Students are supposed to see their student counselor every Wednesday in need of his/her assistance.

Academic Certificates and Confirmation Letters

All passed out students have a right to obtain certificates, transcripts and certificates from SIBA Admission, Examination and Evaluation Branch. Following nominal fee structure has been implemented in this connection.

Fee Structure – Local Students

	Ph.D.		M.A		B.A.		Diploma/ Certificate	
	One day	Normal Three day	One day	Normal Three day	One day	Normal Three day	One day	Normal Three day
Academic Transcript	Rs.3,000	Rs 1,500	Rs 2,000	Rs 1,000	Rs 1,000	Rs 750	Rs 500	Rs 250
Detailed Certificate	Rs 2,000	Rs 1,000	Rs 1,500	Rs 1,000	Rs 750	Rs 500	Rs 250	Rs 200

Provisional Certificate	Rs 1,000	Rs 750	Rs 750	Rs 500	Rs 500	Rs 250	Rs 200	Rs 150
Pending Results	Rs 1,000	Rs 750	Rs 750	Rs 500	Rs 500	Rs 250	Rs 200	Rs 150

Fee Structure – Foreign Students

	Ph.D.		M.A		B.A.		Diploma/Certificate	
	One day	Normal Three day	One day	Normal Three day	One day	Normal Three day	One day	Normal Three day
Academic Transcript	US\$ 30	US\$15	US\$20	US\$10	US\$10	US\$7.50	US\$5.00	US\$2.50
Detailed Certificate	US\$ 20	US\$10	US\$15	US\$10	US\$7.50	US\$5.00	US\$2.50	US\$2.00
Provisional Certificate	US\$ 10	US\$7.50	US\$7.50	US\$5.00	US\$5.00	US\$2.50	US\$2.00	US\$1.50
Pending Results	US\$10	US\$7.50	US\$7.50	US\$5.00	US\$5.00	US\$2.50	US\$2.00	US\$1.50

BY -LAWS

PART 1 - GENERAL

1. These By-Laws may be cited as **STUDENT DCISCIPLINE BY-LAWS**
2. The Chairman of the Academy shall take appropriate action he deems necessary to maintain discipline at the Academy and nothing in these By-Laws shall be construed in a manner to detract from the powers, duties and functions conferred on or imposed upon the Chairman of the Academy by the Rules contained in the First Schedule of the aforesaid Act.
3. (1) Upon the coming into operation of these By-Laws there shall be established a Board of Discipline constituted as provided in subparagraph (2)

(2) The Board of Discipline shall consist of the following members who shall hold office for a period of (3) years with effect from the date of appointment.
 - (i) The Rector (Ex-officio Chairman)
 - (ii) Two Directors nominated by the Board of Directors from among its appointed members
 - (iii) Director of Buddhist Studies
 - (iv) Head, Department of Buddhist Studies
 - (v) Head, Department of English
4. The Registrar shall be the ex-officio Secretary of the Board of Discipline.
5. The Chairman of the Board of Discipline shall be the Rector of the SIBA. If the Chairman is unable to preside at a meeting of the Board of Discipline, the members shall elect any appointed Director to preside at such meeting.
6. The quorum for the meeting of the Board of Discipline shall be three members.

7. Subject to the provisions of the aforesaid Companies Act, the Board of Discipline shall have the following powers, duties and functions.
 - (i) To regulate and determine all matters concerning the maintenance of student discipline within the Academy.
 - (ii) To make rules pertaining to student discipline within the Academy.
 - (iii) To hold inquiries or cause inquiries to be held pertaining to allegations of indiscipline or misconduct on the part of any student or students of the Academy.
 - (iv) The Chairman of the Academy in consultation with the Rector may appoint a Committee of Inquiry to inquire into an incident where he thinks it appropriate in the circumstances and the Board of Discipline shall consider such reports made by the Committee and recommend appropriate action.
 - (v) To impose appropriate penalties or punishments on any student or students who have been found guilty of an offence under these Bye-Laws or of acting in contravention of the provisions of these Bye-Laws.

PART II

8. Without prejudice to the generality of the powers, duties and functions conferred upon or imposed on the Board of Directors by the Companies Act, the Board of Directors shall be responsible for the administration and implementation of these Bye-Laws.
9.
 - (1) These Bye-Laws shall apply to every registered student of the SIBA
 - (2) For the purpose of these Bye-Laws “registered student” means any student (lay or bhikku) who had already been admitted and registered at the SIBA for any academic semester or any student who is duly admitted and registered from time to time in respect of any other period of study
 - (3) Every student of the SIBA shall be of good behavior and shall at all times conduct himself/herself in an orderly manner befitting the status of a diploma, undergraduate or graduate student. They shall at all times endeavor to safeguard the dignity, good name and reputation of the SIBA.
10. Each and every student duly registered as a student of SIBA shall be issued with a copy of these Bye-Laws, the provisions of which will be binding on him/her.
11. Upon the receipt of an application form for registration as a student of the SIBA the Registrar or such other officer nominated by the Rector shall register such student and shall issue the student so registered an identity card bearing the photograph of the student concerned duly embossed with the seal of the SIBA which shall be final and conclusive evidence pertaining to the identity of the student.

12. Every registered student of the SIBA shall have in his/her possession such identity card which he/she shall produce when called upon to do so by a member of the academic staff or by any officer authorized by the Rector for this purpose.
13. Upon the coming into operation of these By-Laws the SIBA shall have full power and authority to consider and assess the conduct of each student in determining the eligibility of such student for the conferment of the Degree, Diploma certificate of other academic distinctions.
14. Every registered student shall be bound to protect and safeguard the property of the SIBA (means buildings, libraries, furniture, equipment and all other movable and immovable assets of the SIBA).
15. If in the event of any student being found guilty of damaging or destroying or attempting to damage or destroy the property of the SIBA, he shall be deemed to have committed an offence and shall be dealt with in accordance with provisions of these Bye-Laws.
16. Every student shall endeavour to foster a corporate and community spirit of life and shall always respect the liberty, freedom and personality of fellow students.
17. No student shall engage in anti-social actions or in any act calculated to humiliate, ridicule, hurt or harass a fellow student, or any other person within the SIBA or engage in any other anti-social conduct which may bring the SIBA to disrepute.
18. No student shall incite, provoke, aid and abet any other fellow student to bring disrepute to the SIBA.
19. Any student or students who acts/act in violation of relevant sections above shall be guilty of an offence punishable under the provisions of these Bye-Laws.
20. No meeting may be held within the Academy premises by any student or students except with the written approval of the Rector.
21. No notice, pamphlet, publication or other printed material detrimental to the good name of the Academy may be published, circulated or exhibited in the precincts of the Academy.
22. The Board of Discipline may for any breach of these By -Laws by any registered student, recommend to the Chairman /Rector the imposing on him anyone or more of the following punishments:-
 - (i) A written warning or a severe reprimand;
 - (ii) Suspension from the Academy;
 - (iii) Withdrawal of hostel facilities and accommodation;
 - (iv) Withdrawal, cancellation or suspension of any financial benefits and

scholarships granted;

- (v) Disqualification from sitting any examination of the Academy for a specific period of time;
- (vi) Suspension of the release of results of any examination for a specific period; and
- (vi) Expulsion from the Academy.

23. Any committee of inquiry appointed by the Chairman/Rector or the Board of Discipline shall have the power to summon any student of the Academy, to attend any inquiry or to give evidence there and to direct any student to make a written statement concerning any matter pertaining to his/her conduct or behavior or to the conduct of any other student within the Academy.
24. Such committee of inquiry shall conduct such inquiries in accordance with the natural justice as far as possible.
25. Before the commencement of the inquiry, every accused student should be informed of the charge or charges against him to be tried at the inquiry before the committee of inquiry.
26. The findings and recommendations of the committee of inquiry shall be forwarded to the Rector for placing before the Board of Discipline. In accordance with its decision, appropriate action will be taken by the Chairman against such student or students.
27. It would be the duty of the Warden of a hostel to impose discipline among the students in the hostel and act in consultation with the Rector/Registrar regarding matters pertaining to student discipline in the hostel. Breach of discipline by any student or students shall be reported forthwith to the Rector who shall take appropriate action in accordance with the provisions of these Bye-Laws.