



## **ACADEMIC STAFF CODE OF CONDUCT**

### **BHIKSU UNIVERSITY OF SRI LANKA**

**Approved on - 13.09.2024**

The University's ability to deliver high-quality education and meet its objectives is significantly influenced by the ethical conduct demonstrated by its staff in their daily duties. In line with this principle, a code of conduct has been established to outline the overarching principles and expectations. The code of ethics is designed to serve as a voluntary framework within which academic staff members can exercise academic freedom.

#### **1. Professionalism**

- 1.1. All academic staff members must fulfil their duties with efficiency and diligence to meet the academic standards and performance norms set by the University Management.
- 1.2. All academic staff members should behave with dignity when interacting with superiors, colleagues, and students.
- 1.3. All academic staff must set examples of behaviour and conduct which can be imitated by students.
- 1.4. All academic staff members must demonstrate high standards of conduct to encourage students to do the same. Unacceptable behaviour such as discrimination, bullying, harassment in any form, intimidation, or misuse of social media will not be permitted.
- 1.5. Act with integrity, honesty, transparency, and impartiality in all dealings with colleagues, students, faculty and community members.
- 1.6. The members need to accept and appreciate the hierarchical order of the administration of the institution for the well-being of the institute.
- 1.7. Compliance with all relevant legislative, industrial, and administrative requirements, as well as the rules and regulations, policies, and procedures

established by the University Senate, Council, the relevant line ministry, and the University Grants Commission of Sri Lanka.

- 1.8. Academics are encouraged to actively participate in professional and representative bodies.

## **2. Relationship with the Dean of the Faculty and Head of the Department**

- 2.1 Deans and Heads of Department should at all times demonstrate high leadership qualities through the exhibition of integrity and objectivity.
- 2.2 Academic staff should offer Deans and Heads of Department the necessary support and cooperation to enable them to carry out their prescribed duties.

## **3. Relationship with Colleagues**

- 3.1 Academic staff shall respect the dignity of others, and respect their right to express different opinions.
- 3.2 Under no circumstance shall academic staff engage in any verbal or physical assault on colleagues.
- 3.3 Where an academic staff is aggrieved by the conduct of a colleague on any issue, he shall first report to the Head of Department or Dean for an attempt at settlement.
- 3.4 Academic staff shall not leak confidential information from meetings or official files to others, and neither should such information be used for unauthorised purposes.
- 3.5 Academic staff shall not solicit criticism of colleagues from other colleagues, students or subordinate staff.

## **4. Relationship with Subordinate Staff**

- 4.1 Academic staff shall respect the rights and dignity of subordinate staff.
- 4.2 Academic staff shall refrain from any type of harassment or discrimination against subordinate staff.
- 4.3 Academic staff shall under no circumstances incite subordinates or others against colleagues or University authorities.

## **5. Student Well-being and Relationship**

- 5.1 Academic staff must comply with University policies and procedures that support the well-being and development of students.
- 5.2 Academic staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of students.

- 5.3 Academic staff must follow reasonable instructions that support the development of students.
- 5.4 The staff-student relationships should be based on pedagogical goals and academic requirements.
- 5.5 Academic staff shall refrain from any type of harassment or discrimination against students
- 5.6 Academic staff shall not exploit their relationships with students for personal gratification, and neither shall they confer undue favours or apply pressure to influence students to yield to personal desires.
- 5.7 Academic staff shall ensure that their relationships with students do not develop in ways that can undermine objectivity in grading, evaluation or assessment.
- 5.8 Academic staff shall not engage in any verbal or physical assault with students.

## **6. General Behaviour in the University**

- 6.1 Academic staff shall make prudent use of and be accountable for University funds and other resources entrusted to their care.
- 6.2 Academic staff shall not engage in actions or behaviour that may cause loss or embarrassment to the University.
- 6.3 Academic staff shall avoid the use or abuse of University property, resources, or labour for personal gain.
- 6.4 Academic staff shall give support to University-wide activities through participation.
- 6.5 Academic staff must ensure regular and punctual attendance at University meetings. In advance, an excuse should be secured if unable to attend a meeting.
- 6.6 Academic Staff members seeking or accepting gifts, benefits, or hospitality from students, and other external parties (private sector, etc.) which may compromise or influence them in the performance of their duties are unacceptable.
- 6.7 If a gift is part of social, cultural, or ceremonial practice, then it remains the property of the University.
- 6.8 Staff must not engage in conducting outside work which could seriously damage the reputation and standing of the University or the employee's own reputation or the reputation of other members of the University.
- 6.9 Approval must be gained from the Dean/ Vice-Chancellor for activities undertaken during normal working hours and/or if they conflict with normal employment at the University.
- 6.10 Such activities must not involve the use of the University resources without prior permission and subsequent reimbursement of costs will be required if relevant.

## **7. Update of Knowledge and Skills**

- 7.1 Academic staff should continuously improve and maintain a high level of their subject knowledge to ensure that it is up-to-date in our rapidly advancing world. It's important to make sure that the course contents are current, accurate, relevant, and appropriate to the level of the study program, covering the minimum requirements defined in the subject benchmark statements.
- 7.2 Academic staff should also work on improving their teaching methods to enhance their pedagogical skills. This includes clearly communicating the course objectives to the students at the beginning of the course and aligning them with the objectives of the degree program. Furthermore, selecting appropriate methods of instruction and being aware of alternative instructional methods or strategies that may be more effective in helping students achieve the intended learning outcomes is crucial.

## **8. Academic Activities**

- 8.1 Academic Staff should endeavour to be present as much as possible in the University.
- 8.2 Academic staff should evaluate students' performance in a timely and objective manner, according to the course outline and cover the full syllabus for the semester.
- 8.3 Academic staff members and students must ensure that classes start promptly. The same applies to the exam schedule.
- 8.4 Students must be informed in advance if an academic staff will be absent or late for a lecture.
- 8.5 The use of students' theses or any other assignments for research purposes is prohibited without their prior consent or participation.
- 8.6 Academic staff should ensure that student grades, attendance records and private communications are treated as confidential material.
- 8.7 Academic staff must every semester teach over the full period officially designated for teaching. If for any reason a lecturer is unable to fulfil this, alternative arrangements should be made with the Head of the Department.
- 8.8 Academic staff must provide course outlines/reading lists for distribution to students at the beginning of each semester. Academic staff must regularly revise their teaching and reading materials to reflect current trends in the discipline.
- 8.9 The Department must ensure that essential reading materials are available to students.
- 8.10 Academic staff shall not be partial in the assessment of a student or deliberately overmark, undermark or victimize a student on any grounds.

- 8.11 Lecturers shall indicate their office hours and hours for consultation on their office doors, and make themselves available at the stipulated times.

## **9. Examination**

- 9.1 Academic staff must, as far as possible, type their examination questions themselves. Where necessary, however, they may seek help for typing through the Head of Department.
- 9.2 Academic staff must ensure that they meet deadlines for the submission of examination questions.
- 9.3 Heads of Department must ensure that examination questions are moderated externally or internally.
- 9.4 Academic staff must scrutinise their examination questions before submitted for printing.
- 9.5 Academic staff must refrain from repeating verbatim, questions from the previous years' examinations.
- 9.6 Academic Staff are obliged to perform invigilation duties during examinations.
- 9.7 Academic staff must ensure that all answer scripts are collected from the examination centre at the end of the examination.
- 9.8 Academic staff must mark examination scripts and submit marks within the University's stipulated deadlines.
- 9.9 Academic staff must keep examination scripts under strict security conditions.
- 9.10 Academic staff must enter exam marks in the prescribed manner by themselves.
- 9.11 Academic staff must supervise and mark theses/ dissertations carefully and must submit marks promptly.

## **10. Conflict of Interest**

- 10.1 In situations where an academic member of staff teaches a course or is involved in examination matters that are taken by his former child or own monastic brother, own monastic pupil or friend, this conflict of interest must be officially declared at the beginning of the examination to the Head of Department or to the DR/SAR/AR (Examinations), who will ensure that the relevant examination scripts are either marked or cross-checked by another member of staff.
- 10.2 Assure that there are no private interests that could influence, or appear to influence, judgments made during their duties.

**11. Procedure for Handling Misconduct**

- 11.1 This code of conduct does not replace the categories of misconduct identified in the University Establishments Code.
- 11.2 These by-laws should be interpreted in conjunction with the laws and regulations governing the Bhiksu University of Sri Lanka.
- 11.3 All academic staff and officers are required to report any instances of wrongdoing, including bribery and corruption, maladministration, serious or substantial waste of public money or resources, contravention of public information, or any other type of wrongdoing or misconduct to the relevant authority in the University. The University will protect whistleblowers and create an environment that enables such reporting.
- 11.4 The breach of any of the above statements shall be dealt with appropriately under the disciplinary procedures outlined in Chapters XVIII and XIX of the University Establishment Code.

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