EUROPEAN CITY CAMPUS (PVT) LTD

STUDENT POLICIES

Policy on Student Engagement in Quality Assurance and Enhancement

Reasoning and Objective:

Engaging students in quality assurance endeavors stands as a pivotal element in education, crucial for enriching the educational journey at ECC. Actively involving students and valuing their viewpoints enables educators to refine teaching methods effectively. The insights gleaned from students serve as invaluable information for academic personnel and institution administrators, empowering them to make informed decisions that enhance the overall learning atmosphere.

Acknowledging the pivotal role of student involvement in quality assurance, ECC has formulated this policy as a cornerstone for existing activities in this domain. This policy articulates ECC's commitment to involving students in quality assurance efforts and outlines formal avenues through which students can engage in these initiatives.

The policy delineates various educational facets where students can voice their opinions, including strategic planning, new student orientation, curriculum design, course delivery, learning resources, student support, assessment, community outreach, and student welfare.

Scope:

This policy aligns with ECC's Quality Assurance Policy and By-law.

Policy Declaration:

1. All ECC students will be provided with opportunities to engage in quality assurance and enhancement activities appropriate to their level and circumstances.
2. ECC is devoted to fostering active student involvement in its quality assurance systems, including:
   - Gathering student feedback on study programs, courses, teaching, learning, and assessment.
   - Establishing transparent mechanisms, in collaboration with students, for selecting or electing students to bodies where their representation is vital in quality assurance activities.
   - Offering necessary training and continual support for students to partake in quality assurance roles.
   - Regularly monitoring, reviewing, and refining policies and processes for student engagement in quality assurance activities.
3. ECC acknowledges that active student engagement is crucial to:
   - Encouraging students to take ownership of their learning.
   - Amplifying transformative learning experiences.
   - Recognizing collective student representation in learning processes and welfare activities.
   - Cultivating effective communication channels for feedback, aiding overall student life development at ECC.
   - Cultivating a mutually beneficial relationship between staff and students.
4. All students, irrespective of their program, gender, religion, or disability, have equal opportunities to contribute.
5. ECC encourages students to initiate discussions, provide suggestions, and actively engage in decision-making processes.
6. ECC advocates for dialogue between staff and students, empowering students to establish suitable learning goals aligned with their needs.
7. ECC supports students in engaging independently in learning within and beyond their core programs.

8. ECC acknowledges the significance of active student engagement in enhancing employability, professionalism, and active citizenship in local and global contexts.

9. ECC encourages and equips students to undertake formal roles within departmental, faculty, and university-level bodies, subject-based student associations, and other pertinent student organizations.

10. ECC ensures staff members are well-informed about student engagement in quality assurance and enhancement activities.

11. ECC appropriately recognizes and values student engagement within the education process.

12. ECC consistently monitors and evaluates the effectiveness of student engagement in quality assurance and enhancement activities.

Framework for Student Engagement:

1. The Quality Assurance Committee (QAC) oversees ECC's student engagement strategy's development, implementation, and monitoring.

2. Student representatives are invited to participate in the Committee on Quality Assurance and other pertinent committees as determined by ECC's Vice Chancellor, as necessary.

3. Students have the chance to contribute to institutional and program reviews by assisting in self-evaluation reports, meeting review teams, and collaborating with academic staff in responding to review outcomes.

Admissions Policy and Guidelines at ECC

1. Introduction:

1.1 Objective:

ECC is committed to providing a professional admissions service that ensures access to its programs. These regulations establish clear and consistently applied entry criteria to promote academic excellence. Applications are evaluated based on individual merit and potential, irrespective of the background of prospective candidates. ECC adheres to The Quality Code of the Quality Assurance Agency, along with relevant statutes such as the 2023 Gender Equality Draft bill, Right to Information Act, No. 12 of 2016, Personal Data Protection Act, No. 9 of 2022, Human Rights Commission of Sri Lanka Act, No. 21 of 1996, and ILO legal frame.

We encourage applications from candidates with the necessary credentials, regardless of their background. These regulations aim to facilitate students' understanding of the admissions process, covering undergraduate and postgraduate programs, full-time or part-time, and various modes of delivery.

2. Admission Guidelines:

2.1 Fair Admission:

ECC establishes admission requirements for each subject, ensuring fairness by considering applicants' individual qualifications, experiences, and abilities. Discrimination based on race, religion, or other protected characteristics is strictly avoided. Accommodations are made for disabled students through necessary adjustments in the admissions process.

2.2 Requirements for Admission:

Admission requirements are clearly outlined, taking into account knowledge, abilities, and qualifications. ECC regularly evaluates and updates entry requirements to ensure accurate information is available on our website and partner institutions' websites.

2.3 Undergraduate Admission Prerequisites:

Minimum qualifications for Level 4 entry include passes at GCE or higher, or recognized preparatory courses. ECC may consider alternative qualifications and experiences, assessing applicants through interviews, auditions, or reviews.

2.4 Prior Higher Education Research:

Applicants must wait one academic year after weak academic progress before reapplying. International students are not allowed to study multiple awards simultaneously.

2.5 Requirements for Postgraduate Taught Entrance:

Level 7 entry requires an honors degree or equivalent experience. For graduate research, a master's degree is necessary, with a minimum IELTS score of 7.0.

2.6 Admission Prerequisites for Graduate Research:

Research Master's or Doctoral programs require a master's degree, and minimum IELTS scores apply. Relevant work must be completed within the last two years.

2.7 Prerequisites for Entry into an Apprenticeship:

Apprenticeship candidates must meet English and math proficiency requirements, with eligibility determined through evaluations.

2.8 Interviews, Entrance Exams, and Portfolios:

Interviews, exams, or portfolios may be required based on courses. ECC ensures fair interview processes and accommodates candidates' needs. Electronic portfolios and video interviews are accepted.

3. Decision-Making Process:

3.1 Optional Courses:

Applicants not meeting entry requirements may be considered for alternative courses or Foundation year programs.

3.2 Communication of Determination:

Application results are communicated via email. Applicants must agree to ECC's Terms and Conditions during registration.

3.3 Entry Deferral:

Some courses allow deferred entry, subject to fulfilling offer conditions.

3.4 APCL and RPL:

Accreditation of Prior Certificated Learning (APCL) and Recognition of Prior Learning (RPL) may be accepted for advanced standing, subject to evaluation.

3.5 Verification of Documents and Fraudulent Activity:

Credentials are authenticated, and applicants must provide supporting documents. ECC investigates fraud or plagiarism and shares information with relevant authorities.

3.6 Applicants with Disabilities or Specific Cognitive Differences:

ECC considers applications from individuals with disabilities, ensuring equal opportunities without affecting academic decisions.

3.7 Applicants with Criminal Records:

Applicants must disclose criminal convictions for regulated courses. Declarations are evaluated according to our Safeguarding Policy.

3.8 International Applicants:

International students are subject to specific visa and English language requirements, detailed in the Tuition Fee Policy.

4. Procedures for Filing Complaints and Appealing Decisions:

4.1 General:

ECC handles complaints and appeals fairly, ensuring no discrimination against applicants.

4.2 Appellate Process:

Formal appeals must be filed within 10 business days, detailing the grounds for appeal. The Admissions Committee reviews the appeal and responds within 10 business days.

4.3 Procedure for Complaints:

Applicants dissatisfied with the admissions decision due to procedural irregularity, prejudice, or bias can appeal. The Appeals and Complaints Procedure is initiated for further investigation.

4.4 Educational Decisions:

The Admissions Committee assesses written complaints, referring valid cases for investigation. ECC provides a written response, detailing findings and remedies.

4.5 Criminal Convictions:

An appeals process exists for applicants with criminal convictions, addressing procedural issues, prejudice, or bias.

4.6 Decisions under the 2010 Equality Act:

Requests for additional assistance under the 2010 Equality Act are considered case-by-case, with a formal appeal process available.

4.7 First Stage: Complaints Procedure:

Complaints are submitted in writing to the Head of the Admissions Committee. The Admissions Committee responds within 15 business days, explaining the decision and any remedy offered.

4.8 Second Stage: Complaints Procedure:

If dissatisfied with Stage 1 results, applicants can initiate the formal Admissions Complaints Procedure.

4.9 Submitting an Official Complaint:

Formal complaints are referred to ECC's Board of Governance, which coordinates the Complaints Procedure.

5. External Links to Additional Institutional Policies and Procedures:

5.1 Internal Regulations:

This policy aligns with other institutional policies, including Accreditation of Prior and Experiential Learning, Admissions of Students Under 18, Disclosure and Barring Checks, Safeguarding Procedures, and Student Disability Disclosure. Applicants are encouraged to refer to these policies for comprehensive information.

Student Disability Disclosure

Summary: The ECC acknowledges the significance of offering equal educational opportunities for individuals with disabilities, aligning with global and national standards. Despite limited enrollment of disabled students in Sri Lankan universities, the ECC pledges to establish an accessible and inclusive learning setting. This policy outlines the ECC's dedication to upholding the rights of disabled students, fostering a discrimination-free atmosphere, and making necessary adjustments for their access, engagement, and learning requirements.

Scope and Application: This policy applies to all students engaged in ECC-related activities, including visitors from other institutions.

Policy Declaration: The ECC is committed to ensuring the complete engagement of disabled students in all academic and social aspects of the institution. Key policy elements include:

1. Procedures: The ECC will explore reasonable means to facilitate full participation of disabled students in all institutional activities.
2. Access and Equity: The ECC pledges to comply with disability-related legislation concerning access and fairness. This encompasses service access, building accessibility, information availability, staff support, employment opportunities, and other relevant activities. The institution will implement Universal Design principles and eliminate disability-based discrimination to ensure equal rights within the campus community.
3. Reasonable Adjustment: The ECC will adjust course content, delivery, and assessment methods without compromising academic standards. These adjustments may involve aids, facilities, services, or alternative exam arrangements, including specially adapted rooms tailored to individual disabled students' needs.
4. Disclosure of Disability: While disclosure of disability status is not mandatory unless adjustments are required, individuals needing assistance are encouraged to disclose their status with appropriate documentation. Disclosure information will remain confidential and shared only with relevant staff on a need-to-know basis.
5. Complaints: Disabled students can file complaints if they perceive discrimination or lack of equitable access. The ECC will promptly handle these complaints, ensuring thorough and confidential resolution.
6. Disability Action Plan (DAP): The ECC will implement a Disability Action Plan detailing the institution's approach to fulfilling its obligations, including grievance procedures.

Definitions: The policy provides explanations for terms like disability, chronic medical conditions, direct and indirect disability discrimination, reasonable adjustments, and universal design. Additionally, it references relevant acts, regulations, and key circulars.

This policy underscores ECC's dedication to crafting an inclusive and accessible learning environment, ensuring equal opportunities for all students, including those with disabilities.

Student Initiated Intermission Withdrawal and Transfer Policy

This policy applies to currently enrolled students at ECC and addresses various student-driven actions related to course enrollment. ECC reserves the right to initiate breaks or withdrawals if students breach course rules, attendance policies, admission terms, or fee regulations. Students will be promptly notified of such decisions.

Student-Initiated Breaks:
A student-initiated break, such as a study pause or leave of absence, occurs when a student requests a temporary halt in studies at ECC, intending to resume later. The initial break can't exceed one academic year; however, multiple breaks might be allowed. The maximum duration for breaks from the initial enrollment is two academic years, but students can only request one-year intervals at a time. Failure to resume studies after the agreed break results in automatic course removal. Students must inform ECC promptly when requesting a break for proper support and decision-making.

Student-Initiated Withdrawals:
Students opting to discontinue studies at ECC without intending to return must formally withdraw from their courses. Re-enrollment requires a new application, assessed based on various factors. Timely notification of withdrawal facilitates informed decisions.

Student Transfers:
Transferring to another ECC course or institution requires consideration of ECC policies and deadlines. Course transfers might have limitations after the second week, depending on completed modules and qualifications. Proper notification and withdrawal from the current course are necessary for assistance with decisions.

Alignment with ECC Policies:
This policy aligns with ECC's other regulations, including Admissions, Tuition Fees, and Engagement and Attendance.

Useful Information:
A detailed checklist is provided for students considering transfers, withdrawals, or breaks. It covers fee responsibilities, academic consequences, professional implications, scholarships, and grants. Students must consider timing and potential academic impacts. Contacting Student Support Services for unexpected situations is advised.

Seeking Assistance:
Students can consult Academic Advisers or Program Leaders for academic discussions and support services. Contacting Student Support Services via email or phone is recommended for campus students needing guidance.

After a Request:
Upon receiving a formal request, ECC determines the last engagement date, applies fee policies, and notifies relevant agencies. Withdrawn students receive the highest attained qualification. Clearing obligations, maintaining contact information, checking emails, and formally requesting return changes are required.

Absent and Missing Students Policy & Procedure

Student Absence and Missing Policy and Procedure

The EUROPEAN CITY CAMPUS acknowledges its responsibility to safeguard the well-being of its students, providing them with a secure and supportive environment for learning and, when necessary, residing. In instances of absence, the institution is committed to addressing concerns promptly and appropriately.

Policy Objectives:

1. Clearly outline the process for determining student absence or disappearance and prescribe the necessary actions.

2. Define administrative responsibilities, ensuring a swift and effective response and effective communication with the student's family and relevant authorities.

3. Ensure supportive treatment of all parties involved.

Definitions:

- Absent: Not present at the expected location without apparent risk.

- Missing: Whereabouts cannot be determined, and circumstances suggest potential harm or criminal involvement.

Scope:

This policy applies exclusively to currently enrolled students at EUROPEAN CITY CAMPUS. Collaborative partners must establish their own policies, while emergencies are addressed separately under Incident Management procedures.

Duties and Accountabilities:

Student Accountability:

All students must adhere to attendance requirements, with monitoring initiated if attendance falls below 75%.

Responsibilities for Monitoring Attendance:

Lecturers, Student Coordinators, and Academic Staff are responsible for monitoring attendance and promptly reporting concerns to the Student Support team.

Institutional Response Principles:

a. EUROPEAN CITY CAMPUS will respond promptly to reports of absent or missing students, analyzing records and contacting relevant support teams for information.

b. Student Support will assess risk levels for "missing" and "absent" classifications.

c. Collaboration with external agencies for investigations or administrative activities will occur, ensuring an appropriate response.

d. Care and discretion will be extended to individuals associated with the student.

e. Information will be handled discreetly, adhering to data protection regulations. Public statements will be released only after verification by the Communications Office.

Procedure for Reporting and Responding:

1.1 Initial Investigation and Report:

Staff members report concerns, and Student Support conducts an initial investigation, attempting discreet contact via various channels.

1.2 Escalation to Academic Council:

If initial inquiries are unsuccessful, the Student Retention team escalates the situation to the Academic Council for additional efforts, including campus searches and contact with last known contacts.

1.3 Declare the Student Missing:

If the student's location cannot be confirmed, the Head of Student Support reports to the Police and relevant authorities, notifying the Board of Governance and academic officials.

1.4 Assist the Identified Learner:

After locating the student, relevant staff members offer support, including reminders of attendance expectations and assistance with underlying difficulties. If a deceased student is discovered, the procedure for Responding to Student Death is implemented.

Complaints Policy

At ECC, we highly value our students' input as integral to continually improving our operations. Seeking feedback actively through diverse channels is a priority for us, ensuring students can formally raise concerns about any aspect of our services.

Our formal complaints procedure aims to address substantial issues related to program delivery or ECC services that can't be resolved informally. This process excludes certain categories, such as appeals against assessment decisions, outcomes of disciplinary actions, and complaints unrelated to ECC-owned businesses or student conduct. Matters involving academic judgment are also outside this procedure's scope.

To ensure a thorough resolution, we encourage students to explore other avenues like program committees or discussions with leaders before lodging a formal complaint. If a complaint is filed, it must be done within a month of the triggering event or final incident, and students must exhaust available resolution options at each stage.

Initially, a written complaint outlining concerns should be submitted to a designated staff member. If an agreed-upon resolution requiring action is reached, both parties sign the form jointly. After this informal stage, the student receives a written response with the proposed resolution or an explanation if no resolution is suggested.

Sequential pursuit of subsequent stages is advised. However, in cases of extreme significance, escalation to Stage 2 can occur at the discretion of the Students' Complaints & Grievances Committee, requiring supporting evidence.

Understanding the Complaints Procedure thoroughly before initiation is crucial. Clearly articulating the desired outcome in the Stage 1 complaint letter is important. Adhering to outlined deadlines, addressing complaints promptly, and considering available resolution options are urged. For further assistance, students can contact the Students' Complaints and Grievances Committee at scgc@europeancitycampus.lk. Detailed information on the ECC Complaints Procedure is available in the provided resources.

Disclaimer Statement

ECC endeavors to ensure the accuracy of information presented on its website, digital platforms, channels, publications, and resources at the time of creation or modification. However, ECC disclaims responsibility for any errors, omissions, or inaccuracies, and assumes no liability for resulting loss or damage, regardless of the cause. ECC reserves the right to modify or remove the website without notice and to edit or delete content as deemed necessary.

The information regarding courses and study programs on the website is intended for comparison purposes only and does not constitute a contractual agreement; ECC retains the right to withdraw or modify courses and programs as necessary. Users are responsible for verifying the accuracy of relevant information before entering into any agreements, and ECC is not liable for direct or indirect losses or injuries resulting from inaccuracies found on its website.

The ECC website includes links to external websites not affiliated with the campus, for which ECC bears no responsibility or control. The presence of links should not be construed as an endorsement or recommendation of the information, products, or services offered by these sites. ECC assumes no liability for losses or harm incurred due to the use of these linked websites or the information contained on their pages.

While efforts are made to ensure content is virus-free and the website operates smoothly, ECC cannot be held accountable for damages caused by virus infections. Additionally, ECC is not liable for temporary unavailability of the website due to technical or other reasons.

ECC encourages comments, suggestions, and reports of inaccuracies on its website. To provide feedback, please email the web admin at webadmin@europeancitycampus.lk.

Engagement and Attendance

Scope and Goals of the Policy
1.1 Objective

Throughout your enrollment at ECC, we will actively assess your involvement in the program. This involves evaluating your use of learning tools such as Teams and Moodle activities, interactions with your Academic Advisor, and attendance in scheduled classes.

1.2 Applicability

This policy is relevant to all undergraduate and graduate students, regardless of enrollment status (full-time, part-time, or distance learning). It covers students in apprenticeship and professional practice programs, as well as courses with placements. Specific requirements may apply to different study modalities.

Policy Statement
2.1 Expectations

As an ECC student, attendance is mandatory for all scheduled sessions, including lectures, seminars, group projects, and tutorials. Active engagement in dissertation work during extended projects is also required, with adherence to attendance guidelines outlined in the dissertation module.

Punctuality, active participation, respectful conduct, and thorough preparation are expected from all students.

2.2 Purpose of Monitoring Attendance and Participation

We monitor attendance and participation to maximize your academic and professional experience at ECC. Non-compliance not only affects personal progress but also impacts other students. Employers of apprentices require reporting of absences, and legal obligations mandate reporting to funding bodies.

2.3 Student Responsibilities Regarding Attendance and Participation

Demonstrate commitment through regular attendance, active participation, and resource utilization. Attend and engage in all sessions, following course instructors' guidance. Timely arrival, full participation, and adherence to scheduled activities are essential. Proper registration of attendance/participation is required through physical card swiping or online check-ins.

In case of challenges, promptly inform Academic Advisors or module/course leaders.

2.4 Student ID Management

Students must carry their ID cards on campus at all times. Lost, damaged, or defective cards should be reported to the Student Counsellor immediately.

2.5 Managing Absences

Students are expected to arrange external commitments around scheduled sessions. Communication with Academic Advisors or Course Leaders is crucial in case of difficulties attending sessions. Apprentices must inform employers of any absence and notify Student Support Services.

Extended absence or modified timetables should be communicated for appropriate guidance and support.

2.6 Handling Missed Assessment Deadlines

In cases preventing meeting assessment deadlines, submit an extenuation form. Further details are available in the Extenuation Guidelines.

2.7 Consequences of Poor Attendance and Participation

Continuous monitoring ensures engagement. Non-compliance may lead to program withdrawal due to unsatisfactory participation, with appeals subject to specific guidelines.

2.8 Policy Application to Distance Learning and Part-Time Students

Distance learning and part-time students must actively participate in essential activities specified in handbooks. Timely completion of coursework and exams is expected, with assessment based on logged-in activity and assignments.

2.9 Departure from ECC

Early notification of difficulties is encouraged, with Student Support Services available for assistance in exploring departure options.

2.10 Addressing Dissatisfaction with Attendance Monitoring

Students dissatisfied with attendance records should contact Student Support Services for resolution.

Connections to Additional Institutional Policies and Procedures
This policy is linked to various institutional regulations and policies, including Evaluation Policy, Extenuating Circumstances, Appeal Procedures and Guidelines, Complaints Policies and Procedures, and Engagement, Retention, and Success for Students.

Definitions

- Attendance: Recorded through ID card swiping or online check-ins for mandatory sessions.
- Engagement: Participation in institution-wide activities, including online interactions and physical presence.
- Retention: Students returning to the institution after the initial enrollment.
- Progression: Meeting specific level learning outcomes, enabling advancement in the program.
- Moodle Activity: Student engagement with program materials on Moodle.
- Institutional Data Analytics: Software used for progress and achievement tracking.
- Institutional Engagement Data: Data compiled from various online platforms indicating student engagement.
- Team's Activities: Participation in learning activities on MS Teams platform.

Extension Policy

Introduction and Definitions

1.1. During their academic journey, students might encounter obstacles that hinder their full participation in coursework and assessments. Planning ahead for expected and unforeseen challenges is encouraged.

1.2. Extensions are available to support students needing extra time to complete an assessment.

1.3. Each student can request one extension per term, regardless of their study method.

1.4. To request an extension, students must submit a letter explaining their reasons. While detailed evidence isn't required, a general rationale should be provided.

1.5. Improperly submitted letters will follow standard ECC procedures and might qualify for a 24-hour late submission allowance.

1.6. Module supervisors, detailed in the Student Handbook, must specify which assessments do not qualify for extensions.

Procedures for Requesting Extensions

2.1. Extension requests must be submitted by 23:59 (SL time) on the specified deadline day. Late submissions will follow the ECC procedure outlined in section 1.6.

2.2. Upon submission, the student must deliver the assignment within seven consecutive days after the original deadline without facing penalties.

2.3. Assignments submitted beyond the seven-day limit will receive a zero grade, resulting in a failure.

2.4. Extensions are meant to facilitate regular student engagement with studies and can be viewed as a support mechanism.

Additional Important Information

3.1. Extension requests shouldn't be a last-resort solution. Students are encouraged to engage with academic support and discuss challenges they encounter; an extension could be one potential solution.

3.2. Students shouldn't seek extensions to resolve conflicting assessment deadlines, especially if the conflict arises from another extended assessment. Effective time and responsibility management are the students' responsibility.

3.3. Students can request either an extension or an exception but cannot apply for both simultaneously.

3.4. If a student, having obtained an extension, finds it impossible to participate in later assessments, they may apply for extenuation. The extension will be revoked if extenuation is approved; otherwise, it remains valid.

3.5. When a student requests an extension and the department believes additional support or extenuation might be necessary, a recommendation will be made to the relevant support services or extenuation panel.

3.6. If a student requests an extension and submits the assignment on time (or within the 24-hour late submission window), the extension is considered used and cannot be retracted.

Induction Policy

1. The Objectives and Scope of the Policy

Our organization views student induction as a crucial element in achieving the seamless integration of students into campus life. Recognizing the significant impact of orientation on students' perceptions of our services and commitment to excellence, this policy outlines induction requirements for all incoming students across levels. Aligned with our organizational goals, the policy emphasizes our commitment to enhancing the overall student experience and integrating students into faculties through the assignment of Personal Tutors. We are committed to continuous quality improvement, ensuring ongoing efficacy through assessment, feedback collection, and monitoring of implementation.

Induction Objective

The primary purpose of induction is to warmly welcome and orient new students to ECC, expressing gratitude for their choice to join our diverse educational community. Our goal is to facilitate a smooth settling-in process, ensuring timely acclimation and awareness of available support services. Additionally, we aim to establish a collaborative partnership, empowering students to actively engage in tailoring their educational journey and optimizing their ECC experience.

2. Key Elements of the Induction Process

The essential components of the induction process should include:

Warm Welcome: Creating opportunities for social interaction between staff and students to express gratitude for their decision to study with us.
Orientation: Providing a comprehensive introduction to services, facilities, regulatory guidelines, the student hardship fund, student charter, and complaints procedure.
Fostering a Learning Partnership: Introducing or reinforcing study programs, assessment methods, appeals processes, and offering information and advice about postgraduate and employment opportunities through regular tutorial evaluations.
Efficient Administration: Allowing students to engage with necessary administrative procedures, ensuring accurate enrollment, and registration for modules.

3. Accountability

New students will be personally welcomed by the Chancellor, Vice-Chancellor, Heads of Faculties, or other Corporate Management Team members.
Heads of Faculties are responsible for planning and executing induction programs within their faculties, including evaluating their effectiveness.
Personal Tutors will lead academic reviews, identifying challenges and providing support, referring students to internal services when necessary.
The Director of Studies ensures a suitable induction program, promoting best practices and coordinating relevant Student Services.
All ECC employees are expected to treat both new and continuing students with courtesy and respect.

4. Monitoring Policy

Each Head of Faculty, with guidance from the Director of Studies, supervises policy implementation. Annually, in December, the Corporate Management Team receives a comprehensive summary report on the induction process.

5. Essential Components

The following elements are integral to all induction programs:

Icebreaker and team-building activities
Warm welcome and congratulations to students
Social gatherings with teaching staff
Guidance on financial and time management
Introduction to social events, clubs, societies, and facilities
Information about ECC
Campus and library tours
Introduction to IT facilities
Overview of counseling and health services
Career counseling insights
Information on academic programs and campus maps
Explanation of ECC Regulations
Procedures for student complaints and appeals
Information about service areas
Explanation of the Student Charter and transportation options between campuses.
Academic Components

Clarification of study program aims and objectives
Meetings with staff to discuss curriculum design
Sharing academic calendars, program schedules, and course structures
Discussions about higher education expectations
Diagnostic testing for English and Mathematics
Facilitation of self-assessment of key skills
Guidance on referencing and plagiarism
Introduction to the Student Handbook
Explanation of assessment methods and criteria
Insights into credit accumulation
Addressing English language proficiency requirements
Advice on study skills and available support
Familiarization with ICT usage
Sharing reading lists and offering program guidance
Explanation of health and safety regulations for laboratory and studio-based courses.

6. Registration and Enrollment

Guidance through the registration process
Assistance with completing enrollment forms
Facilitation of attendance at enrollment centers
Provision of information on fee payment
Issuance of identification cards
Notification of network log-in codes.

Privacy Statement

ECC acknowledges the importance of privacy and commits to aligning its website practices with relevant Sri Lankan laws. This privacy statement clarifies the information collection process and its utilization when visitors access the ECC central website. Please be aware that this Privacy Policy may undergo periodic updates, and it is recommended to regularly review this page for any changes.

As of now, users are not required to register or disclose personal information to browse the ECC main website. No personally identifiable information is gathered without the user's awareness and consent.

In instances where personal information is collected, such as through web forms for prospectus requests or study applications, users will be informed about the information being provided and its intended purpose. The collected personal information will be exclusively used for the specified purpose or for communication related to the stated purpose, adhering to our data protection policy. It is crucial to note that this policy does not extend to external websites linked within our site.

Details of Data Collection

Log Records: The ECC website automatically logs certain request-related details, including IP addresses, session information, requested files, and the browser used. This data will be accessible to authorized ECC personnel or their representatives for site management, issue identification, statistical analysis, and auditing. Relevant subsets of this data may be shared with computer security teams and other administrators for necessary investigations.

Personal Information on Forms: Fillable forms on the website are managed in compliance with the Data Protection Act of 2018. Information collected through these forms will only be used for the stated purpose, and user consent is presumed by providing this information.

Cookies: ECC may send cookies to users' computers to enhance website functionality. These cookies identify the user's computer, not the user personally. Users have the option to configure their browsers to reject cookies, though this might limit access to certain website features. Google Analytics, a service used by ECC, employs cookies to assess website visits and compile reports for site improvement.

Data Protection and Security Assurance

ECC is committed to protecting users' personal information and has implemented security measures to prevent loss, misuse, or alteration of this data. ECC complies with the Data Protection Act (DPA) regulations and is actively working on necessary adjustments to ensure compliance. All employees will participate in these efforts to responsibly manage and use personal data.

Protected Data under Data Protection Regulation (DPR)

The Data Protection Act (DPA) governs the handling of personal data by organizations, safeguarding individuals' rights regarding their personal data. ECC, in alignment with DPA regulations, ensures the protection of personal information and confidential data of users.

Response to a Student Death

At ECC, in the unfortunate event of a student's passing, our response is determined by factors like where it occurred and the cause. This policy sets out our approach to handling such situations, aiming for a coordinated, compassionate, and timely response.

Goals:
1. Coordinated Response: ECC seeks an organized and efficient reaction to student fatalities.
2. Administrative Roles: Clear roles will be defined to manage the situation effectively.
3. Compassionate Approach: ECC is committed to responding with care and sensitivity.
4. Timely Support: Immediate supportive measures will be provided.
5. Collaboration: External agencies will be engaged for accurate communication and investigations.

Policy Scope: Applies to ECC-enrolled students attending classes or distance learning. Partner institutions are expected to follow their policies. Specific protocols include:

1. Notification:
• ECC personnel gather essential details upon receiving news of a student's passing.
• Notifications reach designated authorities for necessary action.

2. Initial Response (Within 24 Hours):
• On/off-campus departments follow checklists coordinated by key personnel.
• Priorities include fact-finding, aiding emergency services, ensuring security, and support planning.

3. Ongoing Response:
• Communication plans are implemented, offering support and updating records.
• Contact is made with the family and facilitating funeral attendance, if desired.

4. Reflection and Acknowledgment:
• Debriefing sessions are conducted, and 'lessons learned' are emphasized.
• Posthumous actions are considered, with family consultation and board approval.

This policy ensures a respectful and supportive approach towards student fatalities, emphasizing coordination, support, and learning.