



STUDENT HANDBOOK

FACULTY OF LAW

GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY
SRI LANKA
2021



Disclaimer

This handbook has been compiled with information received up to April 2021.

The University has made every effort to ensure the accuracy of the information in its handbooks.

However, the University reserves the right at any time, if the circumstances require:

- (i) to make alterations or changes to any of the published details of the opportunities on offer; or
- (ii) to add to or withdraw any of the opportunities on offer.

The students are given every assurance that any change to opportunities will only be made under compelling circumstances and the students will be fully informed as soon as possible.

Forward

The Handbook of Faculty of Law, General Sir John Kotelawala Defence University intends to provide information about the University and the Faculty, the LLB degree programme, examinations, lecture attendance, facilities, societies and other relevant information for the students.

When students enter into the university, they must have sufficient guidance about the University and the Faculty. The orientation programme of the University is conducted to introduce the university life to freshers. This Handbook provides further assistance with relevant information regarding the academic programmes and facilities. The Faculty takes effort to provide academic counselling and advise students about the opportunities to enhance their skills. All undergraduates must graduate with academic excellence and with leadership skills, ability to work with other companions and with other extracurricular activities such as sports and arts.

Therefore, this Handbook will help undergraduates to follow the LLB programme properly at the University, with a clear, accurate and comprehensive overview obtained in advance. For any further clarifications, the students are also encouraged to consult lecturers, student counsellors, Assistant Registrar, Heads of the Departments and Dean of the Faculty of Law.

Faculty of Law warmly welcomes the students and congratulates you for deciding to follow the LLB degree programme at the General Sir John Kotelawala Defence University, and wish you all success in your future endeavours in higher education.

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MESSAGE - DEAN

Since its inception in the year 2010, the Faculty of Law of the General Sir John Kotelawala Defence University (KDU) has earned a national reputation for educational excellence, academic potency and high professionalism. At the Faculty of Law of KDU, students from diverse backgrounds around the country learn together readily supporting each other in a spirit of comradeship, and in a disciplined and inclusive environment in a unique setting of military and civilian cooperation.



The extensive curriculum of the Bachelor of Laws (LLB) degree programme offered by the Faculty contains almost all fields of Law, including both substantive and procedural subjects. It has been designed based on the rationale that the theory and practice of Law are complementary rather than conflicting. The objective is to produce graduates not only well conversant with theoretical underpinnings of Law but also imbued with other skills such as reading, writing and research required to be a competent legal professional.

The Faculty of Law of KDU gives primacy to experiential learning with an emphasis on care and concern for others. It demands high standards, not simply diligence but also intellectual integrity and openness. It also stresses professional responsibility with service to others throughout the curriculum. Many of the academic and co-curricular activities relate directly to ensuring justice and fairness, repeatedly considering the impact of human actions on the poor, underprivileged and marginalized segments of the society. The students are also given opportunities to participate in a wide array of extracurricular activities.

Though, the importance of pro bono services has been emphasized, it does not in any way diminish the Faculty's commitment to a broad range of legal scholarship and learning, which continues to gain national and international recognition for its work in numerous areas of Law. The academic staff of the Faculty remain primarily focused on teaching and research but are open and accessible to the students even outside the lecture halls for support. Thus, the students excel in their studies, advocacy, and involvement in various community services.

At Faculty of Law of KDU, the students are groomed to meet the many challenges of a successful legal career as they study in a mutually supportive, academically conducive and collegial atmosphere. The goal is to prepare them not simply to manage the many roles that the legal professionals play but also to fulfill the responsibilities that clients entrust and that the society places on the profession: It is to prepare them to overcome the challenges that they will encounter, to improve the lives of the clients they represent, to make the public institutions grow stronger, and to help the society to find solutions that are fair, effective, principled and practical.

With the grant of exemptions from the Preliminary and Intermediate Examinations of the Sri Lanka Law College, by the Council of Legal Education in December 2020 to KDU LLB Graduates a long drawn issue came to an end. Such exception will enable them to become Attorneys-at-Law within one year of graduation.

I wish all students an intellectually exciting yet a most rewarding educational experience in the years to come at the Faculty of Law of KDU. When the students complete their legal education and take their own place as members of the Bar, whether it is in the courtroom, the boardroom or the classroom, KDU lawyers will be there to welcome them.

Mangala Wijesinghe,
Dean, Faculty of Law

1. GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY

Vision of the University

To be a university nationally and internationally known for its unique ability to engage both undergraduate and graduate students in distinctive and interdisciplinary defence related higher education that best serves the tri-services, the state sector and society at large.

Mission of the University

To ensure a high-quality, learner-centered educational experience through undergraduate, graduate, and professional programmes along with high quality research across many disciplines in the field of defence, in both residential and non-residential settings in the campus.



General Sir John Kotelawala Defence University (KDU) was established as the Sir John Kotelawala Defence Academy by the Parliamentary Act No. 68 of 1981 and subsequently granted the university status by the Amendment Act No. 27 of 1988, thereby empowering it to award Bachelors' and Postgraduate degrees.

KDU is a member of the Association of Commonwealth Universities (United Kingdom), International Association of Universities, (France) and maintains necessary standards for educating and grooming Officer Cadets and Day Scholars to meet the challenges of modern education, including Defence Studies, Medicine, Engineering, Law, Management, Social Sciences, Computing, Architecture etc.

Officers with exceptional performance can pursue postgraduate studies in accordance with the requirements of the Service to which they belong. Civil professionals are also offered a place in postgraduate studies to excel in related field of their expertise.



Chancellor

General Gerard Hector de Silva (Retd.)
RWP VSV USP ndc

Vice Chancellor

Major General Milinda Peiris
RWP RSP VSV USP ndc psc MPhil (Ind) PGDM

Deputy Vice Chancellor (Defence Administration)

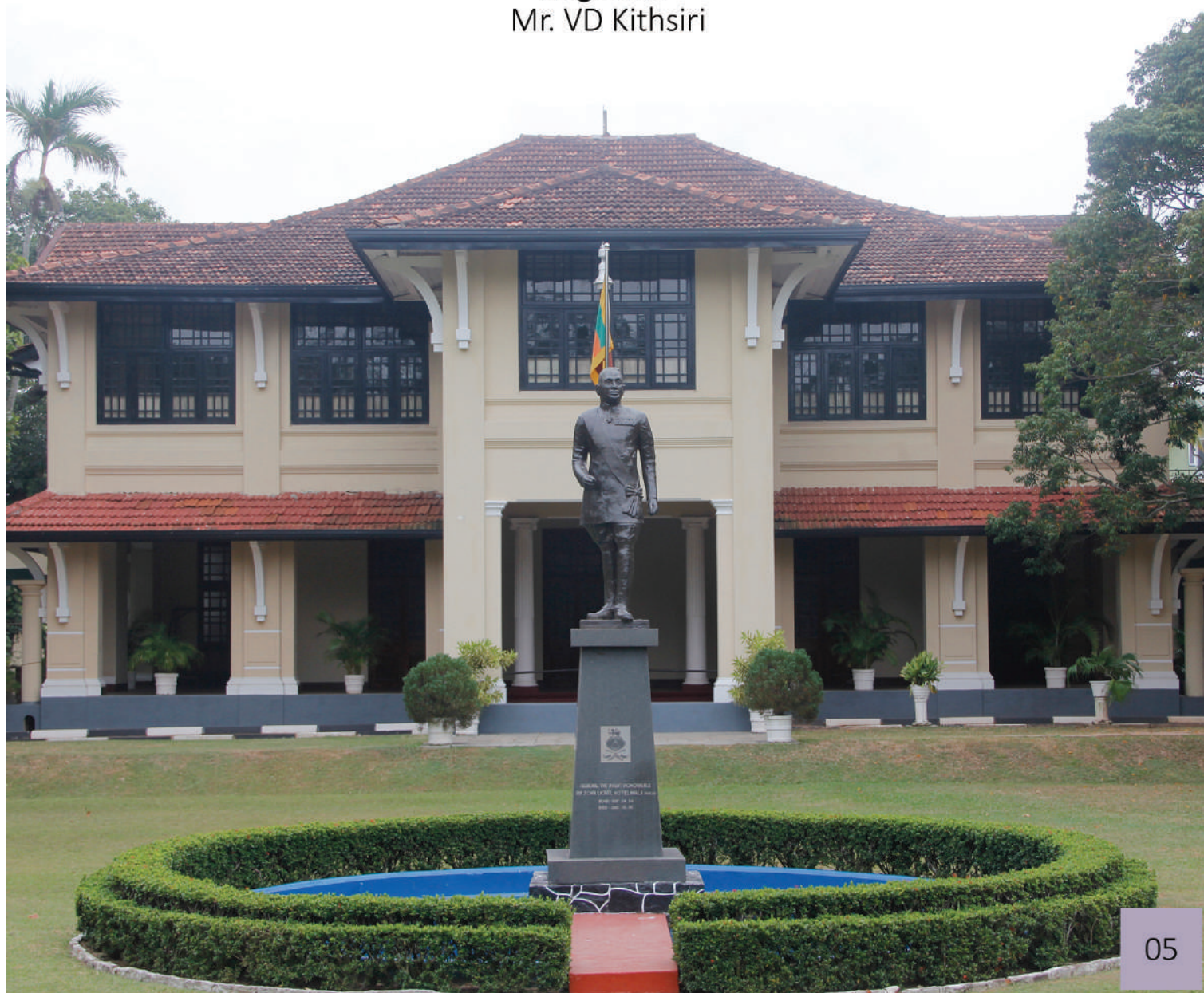
Brigadier Wipula Chandrasiri
RSP USP psc

Deputy Vice Chancellor (Academic)

Professor Sanath Dhammika

Registrar

Mr. VD Kithsiri




2. FACULTY OF LAW

Vision

To be a Faculty of Law nationally and internationally recognized for its unique ability to generate academically and professionally qualified distinctive graduates and postgraduates in the field of Law to serve in the Armed Forces and in the public sector, and society at large

Mission

To ensure through learner centered educational experience, properly guided under supervision of the Departments of Law academically and professionally well-qualified personnel, and with higher quality research exposure to make distinctive graduates and postgraduates in the field of Law.



The Faculty of Law of the General Sir John Kotelawala Defence University was originally established in 2010 with 22 students with the view of providing legal education to the Officer Cadets which would assist in qualifying them to become legal officers in the Armed Forces of Sri Lanka.

Presently, the Faculty accommodates over 500 students. They are Officer Cadets, Officers, Police Officers and Day Scholars.

The Faculty which offers both undergraduate and post-graduate degree programmes provides them with a dynamic academic experience with an innovative curriculum. The commitment of the Faculty is to continue to be recognized as a well-equipped leading seat of learning of Law among other competitive law schools at national, regional and international level.

Other than the academic activities, students participate in national and international level sports tournaments, mooting and debating competitions, research conferences, workshops and seminars. They represent the University in the Youth Parliament and UN youth programmes. Students have won several trophies at national and international level competitions.

Preparation of timetables, examination schedules and examination papers, revision of syllabus, and evaluation criteria are done by the Faculty. Academic staff is also engaged with research activities, welfare activities, students counseling, and organizing Research Conference, Open Day, seminars and workshops.

Academic Staff

Dean

Mr. Mangala Wijesinghe, Senior Lecturer- Gr I and
University Legal Advisor

Head of the Department (Civil Law)

Ms. Kalyani Jayasekera, Senior Lecturer - Gr II

Head of the Department (Military Law)

Major Shiran Mendis

Internal Academic Staff

Ms. Ishara Munasinghe, Senior Lecturer - Gr II
Ms. Hasini Rathnamalala, Senior Lecturer - Gr II
Ms. Drashane Jayakody, Senior Lecturer - Gr II
Ms. Asanka Edirisinghe, Senior Lecturer - Gr II
Ms. Namudi Mudalige, Senior Lecturer - Gr II
Ms. Lihini De Silva, Senior Lecturer - Gr II
Ms. Padmaja Wijesooriya, Lecturer
Dr. Yasoda Wijeratne, Lecturer

External/Visiting Academic Staff

Mr. Palitha Fernando PC
Mr. Vasantha Gajanayaka PC
Prof. Jeeva Niriella
Dr. Dantha Radrigo
Mr. Mahesh Abeynayaka
Mr. RKM Lankanath
Mr. Gamini Balasuriya
Mr. Oshada Rodrigo
Major Dilantha Aluthge

Non-academic Staff

Senior Assistant Registrar

Ms. Navodya Gurusinghe

Management Assistants

Ms. Upuli Gamage

Mr. Viranga Andradi

Ms. Yashodha Gunawardhana

Ms. Eranga Silva

Office Assistants

Mr. Dhanushka Peris

Mr. Theekshana Kumanayake

Mr. Kayesh Lakmal

Ms. Inoka Bamunugedara

3. LLB DEGREE PROGRAMME

3.1 Duration



Faculty of Law conducts a fulltime four (04) years Bachelor of Laws degree programme for the military and non-military students. Medium of instructions is in English. Officer Cadet have to follow three years academic programme at the Faculty and one year training programme at Military Academies. Day Scholars have to follow four years academic programme offered by the Faculty to complete the degree. Each year there are two (02) semesters. The first semester starts in the first week of January and the second semester in first week of July each year. Each semester includes 16 weeks during which lectures, tutorials and assignments are conducted. Thereafter, one (01) week study leave period is given and the End Semester Examinations are held.

Undergraduates, after admitting to the Faculty, must complete the degree within 16 Semesters from the date of enlistment.

3.2 Subjects Offered

Faculty offers Law and Law related subjects. All subjects are compulsory and there are no electives.

Semester I

- Constitutional Law I
- Legal Methods
- Legal System and Legal History of Sri Lanka
- Roman Law
- Criminal Law I
- Introduction to Information Technology
- Communication Skills I
- English: Basic Study Skills (Law)
- Military Studies *

Semester II

- Constitutional Law II
- Family Law
- Jurisprudence
- Law of Contract
- Interpretation of Statutes and Documents
- Criminal Law II
- English: Advanced Study Skills (Law)
- Communication Skills II
- Military Studies*

Semester III

Labour Law
Administrative Law
Law of Delict
Public International Law
Business Law
Law of Equity and Trust
English: Writing and Speaking Skills (Law)
Communication Skills III
Strategic & Defence Studies*
International Relations **
Military Studies *

Semester IV

Intellectual Property Law
International Investment Law
Company Law
Human Resource Management and
Interpersonal Skills
Human Rights Law
Military Law
English: Research Writing Skills (Law)
Military Studies *



Semester V

Research Methodology
Law of the Sea
Law of Taxation
Land Law
Law of Space
International Humanitarian Law
Law Related to Forensic Medicine
English for International Legal English Certificate (ILEC)
Conflict Resolution

Semester VI

Civil Procedure
Criminal Procedure
Conveyancing
Trust Accounts and Professional Ethics
Law of Evidence
Information Technology Law
English: Genre Analysis (Law)
(Either) Sinhala: Basics for Beginners (or)
Tamil: Basics for Beginners
Research Project*

Semester VII

Environmental Law**
Private International Law**
Legal Clinics**
Leadership Training**

Semester VIII

Internship **
Research Project **
Construction Law**
Arbitration Law**
Finance Law**

* only for the Officer Cadets

** only for the Day Scholars

Note:

Legal Clinics – Learning of this subject includes visits to judicial fora and submitting case study reports. It has no other type of assignments or End Semester Examinations. ***

Internship – Students must submit a Reflective Diary and Evaluation Report. Then they have to face a Viva Voce. It also has no other type of assignments or End Semester Examinations. ****

Research Project – Students should submit a Dissertation as the Research Project. *****

*** See Annexure 'A' for the format of the Case Study Reports.

**** See Annexure 'B' for Reflective Diary and Evaluation Report guidelines.

***** See Annexure 'C' for Dissertation guidelines.

3.3 Teaching Framework

Students shall attend lectures during the 16 academic weeks and 80% attendance is required to be eligible to sit the End Semester Examinations. The syllabi for all the subjects are available in the Faculty website (<http://lms.kdu.ac.lk/lms/course/index.php?categoryid=4>). The teaching framework includes lectures, tutorials, discussions, workshops, seminars, clinical legal education projects, research, presentation of papers, self-study exercises and other forms of study approved by the Faculty. Past papers are available in the KDU Library from which photocopies could be obtained for a fee.

KDU also has a Learning Management System (LMS). Lecturers upload relevant reading materials to the LMS. Students can log into it and download/read the materials. Login ID and password can be collected from the IT Department of the University.

Students also are encouraged to give their feedback about the lectures by filling the Student Feedback Form in order to improve the quality of teaching. This form will be provided by the Assistant Registrar of the Faculty.



Learning

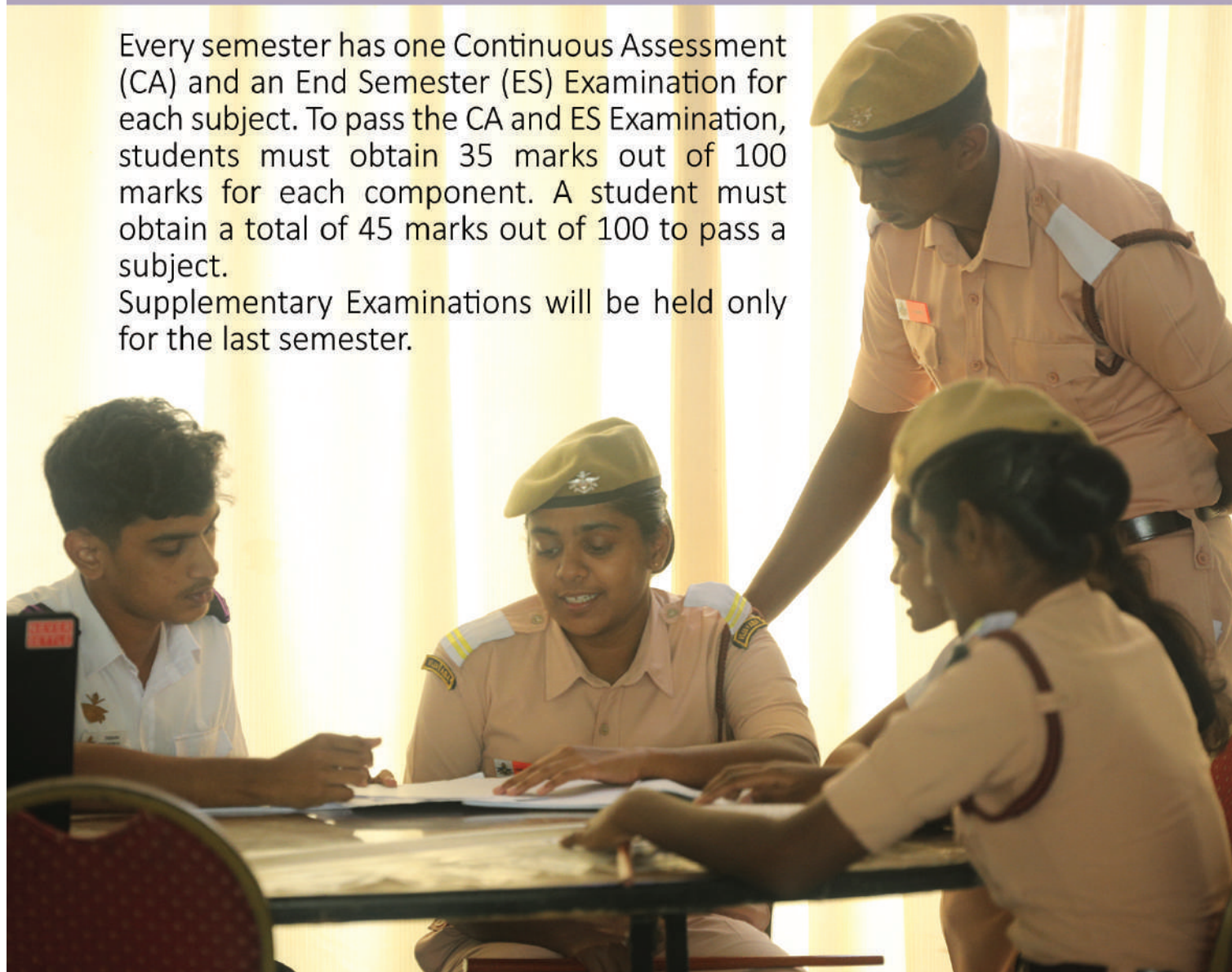
Students shall do self-studies using prescribed textbooks and by additional reading. Prescribed textbooks and additional references are indicated in syllabi, and lecturers will also inform the students about the relevant reading materials.



4. ASSESSMENTS

Every semester has one Continuous Assessment (CA) and an End Semester (ES) Examination for each subject. To pass the CA and ES Examination, students must obtain 35 marks out of 100 marks for each component. A student must obtain a total of 45 marks out of 100 to pass a subject.

Supplementary Examinations will be held only for the last semester.



4.1 Continuous Assessment

Continuous Assessment carries 30 marks for the End Semester evaluation. This can be a class room test or a take home assignment. Type of the assignment can vary from semester to semester and subject to subject. Faculty Board will decide the type of assignment to be given.

There are good academic practices in the Faculty such as using Turnitin for checking plagiarism and OSCOLA for referencing. After submitting the hard copy and soft copy of the assignments by the students, the Faculty checks for plagiarism. If some one had done any plagiarism, he would be penalized under the plagiarism rules. After marking the answers, the students are allowed to see them and their marks. Students must get 35 marks out of 100 for the assignment to pass the CA component.

4.2 End Semester Examination

Every Semester has an End Semester Examination and these examinations are held in May/June and November /December in each year. Each paper carries 70 marks. All End Semester Examinations are closed book examinations. There are seven (07) questions in each paper and students have to answer four (04) questions. Each question carries equal marks. Students must get 35 marks out of 100 to pass the End Semester examination

But the modules of Research Project, Leadership Training, Legal Clinics and Internship have different evaluation criteria.



4.3 Examination Offences

Examination Offences may be categorized as committing any one or more of the followings:

- Possession of unauthorized materials.
- Copying
- Cheating
- Removal of stationary
- Disorderly Conduct
- Impersonation
- Improper knowledge
- Aiding and abetting

See <https://www.kdu.ac.lk/examinations/downloads/ExamByLaws.pdf>



5. ATTENDANCE REQUIREMENT

There will be an attendance sheet to mark attendance for each lecture everyday. Everyone must sign the sheet and no one can sign for other persons which is an offence. 80% attendance for the lectures is required to be eligible for End Semester Examinations.



6. MEDICAL CERTIFICATES AND LEAVE OF ABSENCE

In the event a student is unable to attend lectures due to ill-health, he shall submit a medical certificate. A medical certificate must be submitted within 7 days from the date of sickness, with the request Form issued by the Faculty. Submitted medical certificates will be referred to the University Medical Officer for approval.

If students need to go out of the University premises after having arrived, they have to fill an application taken from the gate and should submit the completed form to the gate with the necessary approvals.

7. STUDENT APPEALS/ REQUESTS

Every student is encouraged to discuss any grievance he has with the Assistant Registrar, Students Counselors, and Heads of the Departments and Dean of the Faculty. They may also submit a completed Form for any other request. The relevant Form is available with the Assistant Registrar of the Faculty.



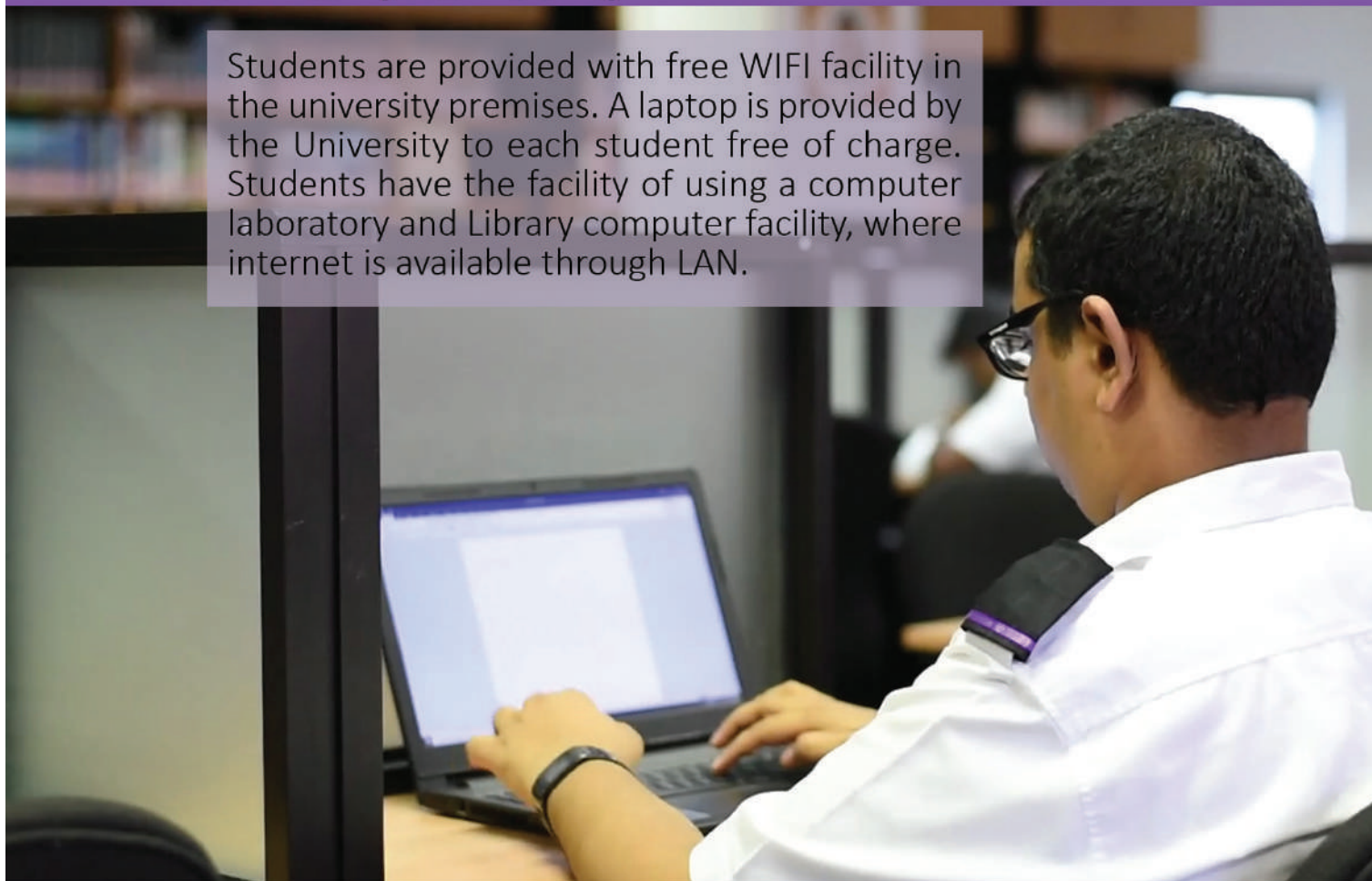
8. STUDENT FACILITIES

University provides a laptop computer to every student and the University premises is a free WIFI Zone. Every student should get his own University E-mail created with the help of the Director of Information Technology (DIT) and obtain the WIFI password. Students are provided with the facilities of computer laboratory, library, e-resources, medical services, counseling services, club activities, sports facilities and career guidance. All required information such as weekly timetable and notices will be sent to the student's university e-mail address. Therefore, the students must regularly check their e-mails.



8.1 Computer Facility

Students are provided with free WIFI facility in the university premises. A laptop is provided by the University to each student free of charge. Students have the facility of using a computer laboratory and Library computer facility, where internet is available through LAN.



8.2 Law Library



The library provides adequate reading materials to cover all subject areas taught in the University. The Reference Library and the Periodical Room contain the current and past issues of periodicals. The Library is open on all working days from 0800 hrs to 1600 hrs and on Saturdays from 0900 hrs to 1645 hrs. In addition, e-library facilities are also available for students and staff. All students will be given full membership of the KDU Library and are encouraged to use the resources available to their optimum level.

Other than the hard copies of the books, undergraduates have access to e-resources such as Hein Online which can be accessed via KDU WIFI and LAN.

Further, see <https://www.kdu.ac.lk/library/e-resources/>. Students must not violate the library rules such as hiding books, marking on books, defacing books or tearing off pages. These are strictly forbidden and punishable.

8.3 Medical Centre

Emergency medical care will be provided at the University Medical Centre inside University premises for students. University Medical Officer has the sole authority to issue medical certificates for Day Scholars. Valid external medical certificates can be provided to explain absence, subject to approval by the University Medical Officer.

Notes: "A valid medical certificate" is defined as: A government hospital- Health Form 307 or an Ayurvedic Medical Certificate, issued by a consultant/ specialist.

Medical Certificates should be forwarded to the University Medical officer through the Assistant Registrar of the Faculty, within 7 days from the date of sickness.

Note- Please refer to "Programme Rules" for further details on Medical Procedure.

8.4 Counseling Services

Undergraduates can bring their grievances to their Squadron Commanders or Counselors of the Faculty or Counseling Unit of the University and seek help. This is to promote the well-being of the students.

Student Counsellors of the Faculty:

Ms. Dharshani Jayakody, Senior Lecturer- Gr II (Senior Student Counsellor)

Additionally, there are four assigned student Counsellors for each Intake.

Intake 35 – Ms. BKM Jayasekara

Intake 36 – Mr. MRIK Munasinghe

Intake 37 – Ms. LM de Silva

Intake 38 – Ms. MPC Wijesooriya

9. PUBLICATIONS OF THE FACULTY

9.1 KDU Law Journal

Law Journal of the Faculty is a research journal published by the Faculty of Law. It is a peer reviewed journal and researchers are encouraged to write legal research articles to be published in the journal. The Editorial Committee of the journal comprises the Dean, Heads of the Departments, and two other Senior Lecturers.



9.2 International Research Conference Proceedings

International Research Conference (IRC) is a platform to share their research and knowledge forum for researchers. KDU organizes an International Research Conference annually. The Undergraduates can also present papers at IRC.



PLENARY SESSION - LAW

The Role of Law in National Growth and Security



9.3 News-Letter

News-letter includes achievements, seminars, conferences and workshops, recruitments and promotions of staff, notices etc.

10. STUDENTS ACHIEVEMENTS

10.1 Legal Aid Service



Students of the Faculty of Law, participate in Legal Aid Programmes from time to time. Programmes like Legal Aid Clinics assist people in need to find legal relief for their legal issues.

Seminars, Workshops, and guest lectures contribute to increase legal literacy and legal awareness of the public. These events are organized by the Faculty in collaboration with other relevant institutions, and with the involvement of experts in the relevant fields.

10.2 Mooting and Debating

Faculty of Law encourages and provides assistance for its students to develop their core skills to enable them to become competent legal professionals in the future. Mooting and Debating play an important role in developing their research, reading and writing, and debating skills. Students representing KDU take-part in many debating and mooting competitions every year, and have won prominent places in such competitions in the past such as Inter University Debates, Hulftsdorp Debates, HV Perera QC International Moot Court Competition, Victors Moot, Henry Dunant Moot Court Competition, Law Goes Green Debate ect. General Sir John Kotelawala Memorial Trophy Mooting Competition has been commenced from the year 2021.



10.3 Corporate Social Responsibility

Law students also play their role in discharging Corporate Social Responsibility (CSE), They attend to the needs of those who are disadvantaged due to poverty, illiteracy or marginalization by providing various services or relief, especially legal aid.

10.4 KDU - EARTH

Environmental Assistance, Research and Training Hub of General Sir John Kotelawala Defence University (KDU-EARTH) is a Centre aimed at providing different stakeholders a platform to fulfil the constitutional duty imposed upon every person in Sri Lanka to protect the environment and to conserve its riches.

11. CREATING A PEACEFUL ENVIRONMENT



Undergraduates must ensure the peaceful environment of the University premises. Ragging and student unions are prohibited in the University. The students can join established clubs, societies etc. As part of extra curricula activities. Students should be thoroughly aware of the Rules relating to the students, including the Day Scholars Guidance which are available on the University web site.

12. CONTACT INFORMATION

Dean

Mr. Mangala Wijesinghe, Senior Lecturer- Gr I,
University Legal Advisor

0112 623028 / 0710219228

Head of the Department (Civil Law)

Ms. Kalyani Jayasekara, Senior Lecturer- Gr II

0112635268 (Extension 298)
0710219278

Head of the Department (Military Law)

Major Shiran Mendis

0112635268 (Extension 296)
0710219262

Internal Academic Staff

0112635268 (Extension 680)

Senior Assistant Registrar

0112635268 (Extension 324)
0710219363

Management Assistants

0112635268 (Extension 680)

Office Assistants

0112635268 (Extension 680)

Annexure A**GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY****FACULTY OF LAW****LEGAL CLINICS - CASE REPORTS**

1. Each student is required to submit a report on an actual legal matter currently pending before a legal forum in respect of each legal clinic (10 case reports).
2. Respective legal clinics are on the following areas:
 1. Human Rights
 2. Elders' Rights
 3. Rights of the Disabled
 4. Consumer Rights
 5. Environmental Rights
 6. Family Law
 7. Land/Property Law
 8. Children's Rights
 9. Women's Rights
 10. Industrial Relations/Workers' Rights
3. A case report shall be in the prescribed format and computer printed.
4. Marks will be given out of 10 for each case report (10 x 10 = 100).
5. Students shall attend a legal forum under the supervision of a Registered Attorney/Counsel of their choice.
6. Registered Attorney/Counsel shall certify each case report. Required information on Registered Attorney/Counsel shall be provided for verification.

GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY
FACULTY OF LAW
LEGAL CLINICS (LW 7392)



STUDENT'S NAME :
REGISTRATION NO :
CASE REPORT NO :

1. Judicial Forum :

2. Case No :

2. Names of Parties :

Complainant/Petitioner/Plaintiff/Appellant Accused/Defendant/Respondent

3. Names of Registered Attorneys :

For Complainant/Petitioner/Plaintiff/Appellant For Accused/Defendant/Respondent

4. Names of Counsel :

For Complainant/Petitioner/Plaintiff/Appellant For Accused/Defendant/Respondent

5. Material Facts of Case :

6. Legal Submissions for Parties :

For Complainant/Petitioner/Plaintiff/Appellant For Accused/Defendant/Respondent

7. Legal Authorities Cited by Counsel :

8. Observations on Day's Legal Proceedings :

9. Certificate :

I do hereby certify that Mr./Ms. attended the
 aforementioned judicial forum and observed the legal proceedings under my supervision.

Counsel/Registered Attorney
 (For Complainant/Petitioner/Plaintiff/Appellant/Accused/Defendant/Respondent)

Name :

Address :

Tel/Mob No. :



**GENERAL SIR JOHN KOTELAWALA DEFENCE
UNIVERSITY
FACULTY OF LAW
INTERNSHIPS**

1. As a part of the Curriculum, the final year LL.B. undergraduates are required to do their Internships with a practicing attorney or at a legal firm or at another relevant organization. The objectives are for the undergraduates to gain experience of the procedural aspects and practical application of the substantive legal principles that they have learnt and to learn the skills required of a competent legal professional.
2. The Internships carrying 25 Credits amount to 375 hours in the 08th Semester of the Degree Programme from July to November (approximately 18 hours per week). Students are released on Wednesdays, Thursdays and Fridays from academic activities for the Internships. Additionally, weekday evenings, Saturdays and Sundays may also be used for the same purpose.
3. The above module will be assessed by:
 - i. Reflective Diary -

Students should record the activities done during the Internships, with their reflections. The format is attached hereto and a softcopy of the same will be emailed to the students. Each entry should be should be computer printed and initialled by the supervising attorney.
 - ii. Evaluation Report -
 - a. This Report should contain:
 - A short description of the organization in which the Internship was done.
 - A description of the tasks performed, including relevant literature and legal research.

- A description of the problems encountered during the Internship and the solutions provided.
- b. The report should consist of 4-5 A4 pages in length, written in Times New Roman (12 points), 1.5-line spacing and 1" margins.
- c. Referencing Style - Oxford Standards for Citation of Legal Authorities (OSCOLA).

iii. Viva Voce -

- a) A viva voce will be conducted by a Panel of Examiners on a date/dates during the End Semester Examination time.
- b) In addition to the substantive Law, the students should be familiar with the Procedures of Courts and Procedural Laws, for the viva voce including;
 - Supreme Court Rules on Applications and Appeals
 - Civil Procedure Code
 - Criminal Procedure Code
 - Primary Courts Procedure Act
 - ® Evidence Ordinance
- c) A Student would be examined for about 5 minutes or more during the viva voce.

4. Assessment Criteria for the Internships are as follows:

- | | | |
|----------------------|---|-----|
| a. Reflective Diary | - | 30% |
| b. Evaluation Report | - | 30% |
| c. Viva Voce | - | 40% |

5. A letter for Internships will be given to those who have completed all academic activities of Semesters 1-6 in due course after the verification of results by DR (Examination).

Annexure C

**GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY
FACULTY OF LAW
UNDERGRADUATE DISSERTATIONS**

**GUIDELINES FOR THE SUBMISSION OF
RESEARCH PROPOSAL**

The research proposal should include the following and must not exceed 1500- 2000 words.

1. Introduction

Broad Area of Study
Specific Area of Study
Tentative Title
Background of the Study
Significance and Relevance
Limitations

2. Research Problem

3. Research Questions

4. Research Objectives

5. Literature Review

Select not more than 10 pieces of literature relevant to your study and provide a brief review of how the material is relevant to your dissertation.

6. Research Methods

7. Research Methodology

8. Theoretical Foundation

9. Tentative Chapter Outline

10. Timeline

11. Conclusion

12. References

**GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY****FACULTY OF LAW****GUIDELINES FOR THE SUBMISSION OF UNDERGRADUATE DISSERTATIONS IN
PARTIAL FULFILLMENT OF THE BACHELOR OF LAWS DEGREE PROGRAMME****1. DISSERTATION:**

The dissertation must be a well-researched document of high academic standing which does not exceed 10000 words. Minimum word limit is 8000. Whilst the candidates are permitted to decide on their chapter breakdown and the number of chapters to suit the particular study in consultations with their respective supervisors, the dissertations must include the following chapters mandatorily.

Introduction

Recommendations and Conclusion

2. SUPERVISION:

The dissertations must be an original work of the candidate demonstrating high academic quality and must be written under the constant supervision of a supervisor appointed by the Faculty Board.

There must be at least 8 supervisor–candidate meetings and at the end of each meeting the supervisor forms must be completed in duplicate by both the supervisor and the candidate. The supervisor forms must be submitted along with the dissertations as attachments.

3. GENERAL DOCUMENT GUIDELINES:

- Paper: The Dissertation must be printed on good quality white paper on one side of the paper only.
- Length: Word count is 8000 - 10000 which only includes the main text and excludes the endnotes, appendices, and list of references.
- Margins: Left Margin – 1 ½ inches, Top Margin – 1 ½ inches.
- Right Margin – 1 inch, Bottom Margin – 1 ½ inches
- Font Size and Type: 12 and Times New Roman.
- Line Spacing: Document should be 1.5-line spacing throughout, with the exception of the table of contents, Bibliography, and quotations of more than four lines.
- Paragraph Indentations: 0.75
- Order of Material: Title Page, Signature Page, Acknowledgments, Table of Contents, List of Tables, List of Figures, Abstract, Text of the Dissertation, Bibliography, Appendix.
- Numbering of Pages: Page numbers must be centered two lines below the bottom margin. There is no heading to the left or right of the page number. The placement of page numbers must be consistent throughout the thesis. Pages should be numbered sequentially throughout the chapter. Preliminary pages are numbered as follows:
 - The title page is counted as page ‘i’ (assumed, do not print number)
 - The signature page is counted as page ‘ii’ (assumed, do not print number)
 - The acknowledgment page is counted as page ‘iii’ (assumed, do not print number)
 - The remaining preliminary pages are numbered with lower case Roman numerals (iv, v, vi, etc).
- The main body of the text and the reference section are consecutively numbered with Arabic numerals. First page should be numbered as “1” and continued throughout, including text, illustrative materials, list of references, and appendices.

4. PRELIMINARY PAGES:

The preliminary pages include the title and signature pages, acknowledgements, table of contents, list of tables, list of figures and abstract. There are no page numbers for the title page, signature page, Supervisor comment sheet and acknowledgements page but they are assumed to be page i, ii, iii and iv. The Table of Contents page will be numbered with lower case Roman numerals and considered to be page 'v'.

- **Title Page:**

1. Name of the University and the Faculty: Upper case, Times New Roman, Font Size 12, Alignment - Centered, Bold.
2. Logo of the University
3. Title of Thesis: Upper case, Bold, Times New Roman, Font Size 20, Alignment - Centered.
4. Statement of presentation in the form:
“In Partial Fulfillment of the Requirements of the Degree of BACHELOR OF LAWS”; Times New Roman, Font Size 14, Alignment - Centered.
5. Student's Name and ID: Upper case, Bold, Times New Roman, Font Size 14, Alignment - Centered.
6. Supervisor's name and Degree: Upper case, Bold, Times New Roman, Font Size 14, Alignment - Centered.
7. Location: Sentence case, Times New Roman, Font Size 14, Alignment - Centered.
8. Year of Dissertation submission

- **Signature Page:**

1. Title of Dissertation: Upper case, Bold, Times New Roman, Font Size 14, Alignment - Centered.
2. Original Signatures in the final copy are required (if submitting electronically, the signature page is left unsigned)

- **Acknowledgments**

This page is to thank those who have helped in the process of obtaining the degree.

Acknowledgments for grants and special funding. This should be single paged.

- **Table of Contents:**

Follow the format of the abbreviated sample included in these instructions. For clarity, use Font Size, 12. All chapter titles, headings and subheadings should appear in the Table of Contents. Font style of items listed within the Table of Contents should be same as the font used within the text (e.g. headings listed within the Table of Contents are in the same font style as in the body of the dissertation).

5. BODY OF THE DISSERTATION:

- **Page numbering:**

The body of the dissertation and appendices are numbered in Arabic numerals starting with 1 and continuing until the last page of the dissertation.

- **Headings of Major Divisions:**

The first line of the first chapter will be “CHAPTER I”.

Three lines below this, mention the title of the chapter in capital letters, Alignment - centered. Use an inverted pyramid and 1.5 line spacing succeeding lines of the title if it is longer than one line. Three lines below the chapter title, place the first line of text. Succeeding chapters, “CHAPTER II”, etc., should follow this same format. Do not use terminal punctuation on any chapter headings.

Each chapter should begin on a new page.

- **Headings of Subdivisions:**

The subdivision within a chapter or section does not begin on a new page unless the preceding page is filled. If there is no room for the complete heading and if there are only two lines of text at the bottom of a page, the new subdivision should begin on the next page. All chapter titles and

headings should follow the following.

Example

CHAPTER I INTRODUCTION

1.1 First level heading: Sentence case, Bold, Font Size 12.

1.1.1 Second level heading: Sentence case, Bold, Italic, Font Size 12.

1.1.1.1. Third level heading: Sentence case, Bold, Italic, Font Size 12.

6. TABLES:

Tables should be numbered consecutively throughout the Dissertation (i.e. Table 1, Table 2, Table 3, etc.). The table number should be followed by a brief and descriptive title. If not an original table, the source of the table should be placed below the table. Tables may be placed on the page in portrait or landscape orientation and may appear on a single page or in – line with the text depending on the size of the table. Margin width and page number placement should be consistent with the rest of the text.

7. CITATIONS AND REFERENCES

Source material must be documented in the body of the paper by citing the author(s) and date(s) of the sources. The principle is that ideas and words of others must be formally acknowledged. Readers can access the source citation from Bibliography

The reference style expected to follow is the 4th Edition of The Oxford Standard for Citation of Legal Authorities (OSCOLA). (www.law.ox.ac.uk/oscola)

8. APPENDICES:

Appendices may include data tables, source codes, analytical procedures, survey forms, or any other supplementary material provided by the supervisor.

Each Appendix begins on a separate page. Each Appendix is labelled as A, B, C and arrange in ascending order. Pages should be numbered in sequence with the rest of the Dissertation. Same margins should be maintained as used in the body of the text.

9. BINDING:

The Dissertation must be hard bound with the gold colour embossed letters on the cover page. On the side of the hard bound cover, (Spine) indicate title, student's name and number in Times New Roman, Font Size 12, Upper Case, Gold Colour.

10. SUBMISSION:

Two copies of the Dissertation must be submitted to the Faculty of Law on or before the deadline.

11. ELECTRONIC FORMATS:

Students must submit their Dissertation in electronic format. The final version of your Dissertation should be converted to a PDF document. Once this is completed give one copy of the document to the Faculty on a CD/DVD – Rom in hard case labelled with student's name, ID, Dissertation title, location and year of submission.



GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY

FACULTY OF LAW

DECLARATION

I,, declare that this dissertation has not been submitted by me for any degree at this University or any other University. This dissertation is my own work and all the material accommodated to this work has been properly acknowledged by footnotes giving explicit references.

Date:

SIGNATURE OF THE UNDERGRADUATE: -

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