



STUDENT HANDBOOK

FACULTY OF LAW

GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY
SRI LANKA
2023





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Disclaimer

This handbook has been compiled with information received up to January 2023.

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 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 the 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 their colleagues 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 Departments and Dean of the Faculty.

Faculty of Law warmly welcomes the students and congratulates you for deciding to follow the LL.B. 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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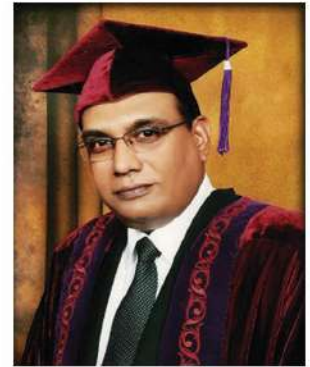


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MESSAGE - DEAN

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.

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 initially established as the Sir John Kotelawala Defence Academy by the Parliamentary Act No. 68 of 1981 and subsequently elevated to university status by the Amendment Act No. 27 of 1988.

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 and Strategic Studies, Medicine, Engineering, Law, Management and Finance, Social Sciences and Humanities including Languages, Computing, Technology, Architecture, Quantity Surveying, Spatial Sciences and Allied Health Sciences.

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 S H S Kottegoda (Retd.) WWV RWP RSP USP

Vice Chancellor

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

Deputy Vice Chancellor (Defence Administration)

Brigadier DCA Wickramasinghe USP USACGSC

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 curricula. 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 sport 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 curriculum, 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

Department of Public Law

Ms. LM De Silva Senior Lecturer Gr – II (**Head of the Department**)

Ms. BKM Jayasekare Senior Lecturer Gr – II

Ms. Ayodya Rathnayake, Lecturer (Probationary)

Ms. Mithila Jayathilaka Assistant Lecturer (Temporary)

Ms. KNKR Kodithuwakku Assistant Lecturer (Temporary)

Department of Business Law

Ms. Namudi Mudalige, Senior Lecturer – Gr II (**Head of the Department**)

Ms. Drashane Jayakody, Senior Lecturer – Gr II

Ms. BMAHH Balasuriya Assistant Lecturer (Temporary)

Department of International Law

Ms. MRIK Munasinghe Senior Lecturer – Gr II (**Head of the Department**)

Ms. Hasini Rathnamalala, Senior Lecturer – Gr II

Ms. Asanka Edirisinghe, Senior Lecturer – Gr II

Ms. Padmaja Wijesooriya, Lecturer

Department of Military Law

Col. NS Nallaperuma (**Head of the Department**)

External/Visiting Academic Staff

Mr. Palitha Fernando PC

Dr. Dantha Rodrigo PC

Mr. GKVR Gajanayaka PC

Jagath Wickramanayake PC

Mr. Gamini Balasuriya AAL

Mr. RKM Lankanath AAL

Mr. Oshada Rodrigo AAL



Non-academic Staff

Senior Assistant Registrar

Ms. Navodya Gurusinghe

Management Assistants

Ms. Upuli Gamage

Mr. Viranga Andradi

Ms. Yashodha Gunawardhana

Ms. Eranga Silva

Ms. Sandani Keshala (Temporary)

Office Assistants

Mr. Kayesh Lakmal

Ms. Inoka Bamunugedara

Mr. Dhanushka Peries

Mr. Theekshana Kumanayake



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 Cadets 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 the 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

Legal History and Legal Systems of Sri Lanka
Legal Methods
Law of Persons (Family Law)
Law of Succession
Law of Trust and Equity
Introduction to Information Technology
Communication Skills I
English: Basic Study Skills (Law)
Military Studies *

Semester II

Law of Contracts
Law of Delict
Law of Property (Land Law)
Military Law
Interpretation of Statutes and Documents
English: Advanced Study Skills (Law)
Communication Skills II
Military Studies*



Semester III

Constitutional Law
Administrative Law
Criminal Law
International Law
Environmental Law
English: Writing and Speaking Skills (Law)
Communication Skills III
Strategic & Defence Studies*
International Relations **
Military Studies *

Semester IV

Industrial Law
Commercial Law
Jurisprudence
Law Related to Forensic Medicine
Information Technology Law
Human Resource Management and Interpersonal Skills
English: Research Writing Skills (Law)
Military Studies *



Semester V

Human Rights Law
International Humanitarian Law
Research Methodology
Intellectual Property Law
English for Legal Purposes
Conflict Resolution

Semester VI

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

**Semester VII**

Military Training at the Respective Military Academies*

Maritime Law **

Aviation Law **

Law of the Space **

Law of the Sea **

Investment Law **

Semester VIII

Military Training at the Respective Military Academies*

Arbitration Law**

Construction Law**

Law of Taxation **

Finance Law**

Research Project (Dissertation)*****

Internship ****

* only for the Cadet Officers

** only for the Day Scholars

Note:

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

Research Project – Students should submit a Dissertation of 8000-10000 words as the Research Project. *****


**** Refer for Reflective Diary and Evaluation Report Guidelines.

***** Refer for Dissertation Guidelines.



SUBJECT ALLOCATION FOR DEPARTMENTS

Department of Public Law



Constitutional Law
Administrative Law
Jurisprudence
Legal Method
Law of Interpretation of Statutes and Documents
Law of Equity and Trust
Legal System and Legal History of Sri Lanka
Criminal Law
Law of Taxation
Research Methodology
Law of Evidence
Civil Procedure
Criminal Procedure
Roman Law
Constitutional Law I*
Criminal Law I*
Constitutional Law II*
Criminal Law II*
Criminal Law**

Department of Business Law



Law of Property (Land Law)
Law of Persons (Family Law)
Commercial Law
Law of Contract
Industrial Law
Law of Delict
Conveyancing
Trust Accounts and Professional Ethics
Construction Law
Law of Succession
Human Resource Management & Interpersonal Skills
Business Law
Company Law
Land Law
Family Law

* Intake 28-38 students only

**Intake 38 students only



SUBJECT ALLOCATION FOR DEPARTMENTS

Department of International Law

International Law
Maritime Law
Information Technology Law
Intellectual Property Law
International Investment Law
Environmental Law
Arbitration Law
Human Rights Law
Finance Law
Aviation Law
English for International
Legal English Certificate (ILEC)
English for Legal Purposes***
(Intake 39 Onwards)
Private International Law*
Public International Law*



Department of Military Law

Military Law
International Humanitarian Law
Law of the Space
Law of the Sea
Law Related to Forensic Medicine
Research Project (Dissertation)
Strategic & Defence Studies
International Relations
Conflict Resolution
Leadership Training
Legal Clinics
Internship
English: Basic Study Skills (Law),
English: Advanced Study Skills (Law),
English: Writing and Speaking Skills (Law),
English: Research Writing Skills (Law),
English: Genre Analysis (Law)
Communication Skills I,
Communication Skills II,
Communication Skills III
Sinhala: Basics for Beginners
(Or) Tamil: Basics for Beginners
Introduction to Information Technology

* Intake 28-38 students only

** Intake 38 students only

*** Intake 39 onwards



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

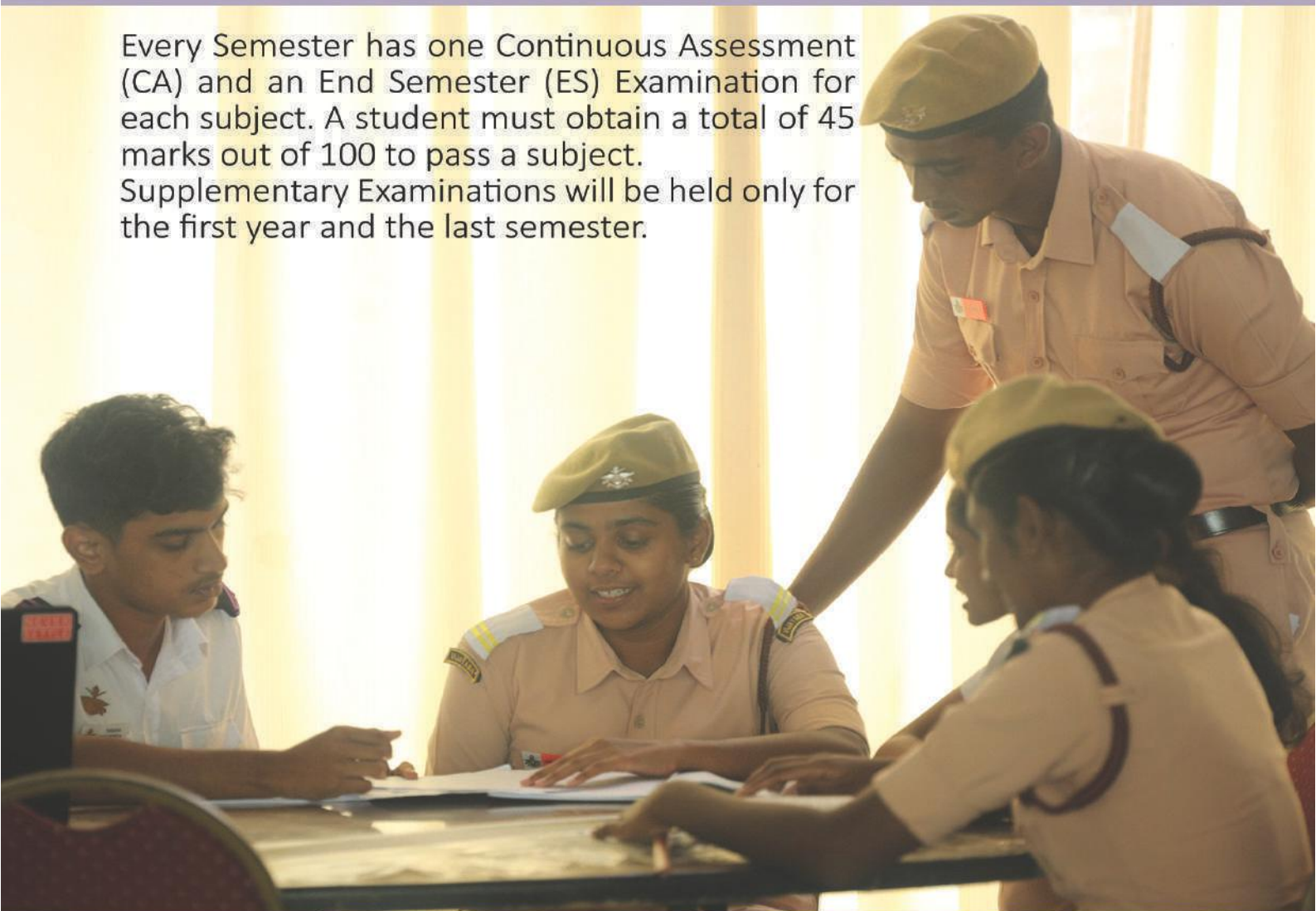
Students shall do self-studies using prescribed textbooks and by additional reading. Prescribed textbooks and additional references are indicated in syllabi and lecturers will also inform the student the relevant reading materials.





4. ASSESSMENTS

Every Semester has one Continuous Assessment (CA) and an End Semester (ES) Examination for each subject. A student must obtain a total of 45 marks out of 100 to pass a subject. Supplementary Examinations will be held only for the first year and the last semester.



4.1 Continuous Assessment

Continuous Assessment carries 20 marks for the End Semester evaluation. Type of the assignment can vary from semester to semester and subject to subject. Faculty Board decides the type of assignment to be given.

There are good academic practices in the Faculty such as using Turnitin for checking plagiarism, OSCOLA for referencing. After submitting the hard copy and soft copy of the assignments by the students, the Faculty checks for plagiarism. Similarity percentage allowed, is decided by the Faculty Board. If any student had been found guilty for plagiarism, he would be penalized under the Examination Rules. After marking the Answer Scripts, the students are allowed to see the marked Answer Scripts and their marks.



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 80 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. But the modules of Research Project 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>



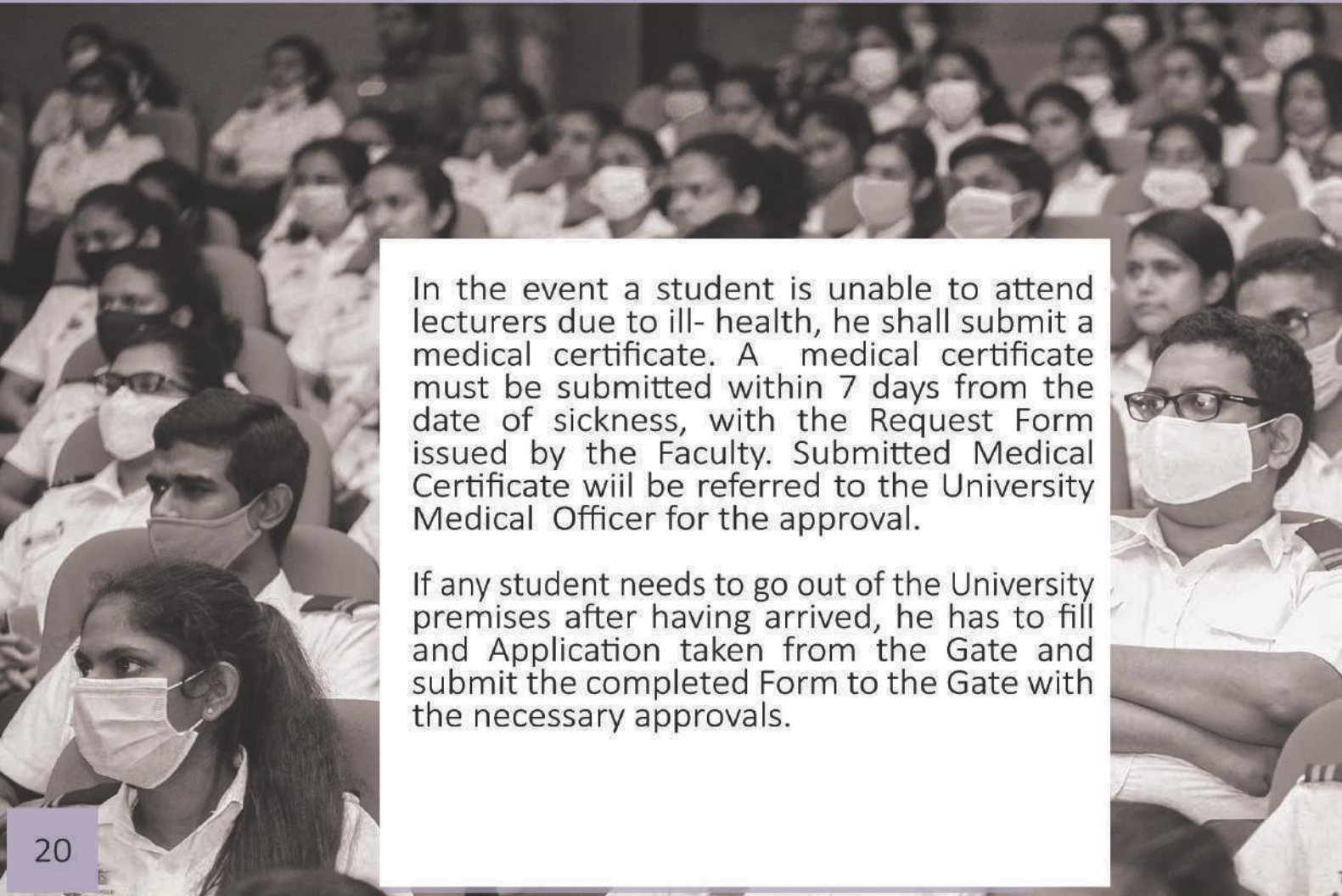


5. ATTENDANCE REQUIREMENT

There will be an attendance sheet to mark attendance for each lecture everyday. 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 Certificate will be referred to the University Medical Officer for the approval.

If any student needs to go out of the University premises after having arrived, he has to fill and Application taken from the Gate and 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 Departments and Dean of the Faculty. They may also submit a completed Students Request 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 acts 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: Valid Medical Certificate issued by a Government Medical Officer or a Consultant Specialist and certified by University Medical Officer (UMO).

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 By laws pertaining to the reporting sickness and submission of Medical Certificates (2015 and 2020) 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:

Intake 37 – Ms. MARIK Munasinghe
Ms. BMHH Balasuriya

Intake 38 – Ms. NKK Mudalige
Ms. Mithila Jayathilaka

Intake 39 – Ms. BKM Jayasekare
Ms. AP Rathnayake

Intake 40 – Ms. MPC Wijesooriya

Further, mentors have been allocated to each Officer Cadet.



8.5. Career Guidance Programme

The Career Guidance Unit (CGU) of General Sir John Kotelawala Defence University (KDU) was established in September 2020 to assist the Officer Cadets and Day-Scholars to develop soft skills, attitudes and positive thinking in order to support them to reach their future employer requirements, to enhance leadership skills and patriotism and to lead the students of KDU in a path which will be highly recognized by the military and the corporate sector.





9. PUBLICATIONS OF THE FACULTY

9.1 KDU Law Journal

KDU Law Journal is a peer reviewed biannual academic publication of the Faculty of Law, General Sir John Kotelawala Defence University (KDU). Issue I of Volume 01 of KDU Law Journal was launched in May, 2021 and up to now 04 issues of 02 volumes have been published. KDU Law Journal has been indexed in the HeinOnline database as a recognized scholarly publication with effect from 30.08.2022.



9.2 International Research Conference Proceedings

International Research Conference (IRC) is a platform to share their research and a knowledge forum for researchers. This Conference is one of the major events conducted at KDU, which is held annually. KDU concluded its fifteenth consecutive International Research Conference in September 2022 on the theme, “Economic Revival, National Security, and Sustainability through Advancement of Science, Techonology and Innovation.”

This Research platform is open for all researchers, including undergraduates. Undergraduates are always encouraged to present at the Research Conference.



9.3 News-Letter

News-Letter includes Faculty achievements, seminars, conferences and workshops, recruitments and promotions of staff, notices and the like.



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 etc.



General Sir John Kotelawala Memorial Trophy Mooting Competition has been commenced from the year 2021. Further, an Inter- Faculty Debating Competition is held annually.

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 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.

It conducts research on legal aspect of environmental protection and sustainable development, promotes the integration of knowledge in responding to crucial domestic and transboundary environmental issues by collaborating with with national and international scholars, experts and organizations, advises and educates general public on the legal safeguards available against ecological destruction, environmental pollution, unsustainable consumption of natural resources, and conducts and facilitates educational and training programmes for academics, professionals and general public.





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 | 0112623028/ 0710219228 |
| Head of the Department (Public Law) Ms. Lihini De Silva, Senior Lecturer – Gr II | 0112623028/ 0710219497 |
| Head of the Department (International Law) Ms. Ishara Munasinghe, Senior Lecturer – Gr II | 0112623028/ 0710219498 |
| Head of the Department (Business Law) Ms. Namudi Mudalige, Senior Lecturer – Gr II | 0112623028/ 0710219500 |
| Head of the Department (Military Law) Col Naminda Nallaperuma | 0112623028/ 0710219262 |
| Internal Academic Staff | 0112635268 (Extension 680) |
| Senior Assistant Registrar | 0112635268 (Extension 324) |
| Management Assistants | 0112635268 (Extension 680) |
| Office Assistants | 0112635268 (Extension 680) |



Guidelines on Comprehensive Examination

GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY

ADDITIONAL RULES PERTAINING TO CONDUCT OF LLB DEGREE PROGRAMME

FACULTY OF LAW

1. PRELIMINARY

- i. These Rules shall come into operation with the admission of students of intake 39.
- ii. These Rules shall be in operation in addition to the 'Rules for the Conduct of Degree Programmes of General Sir John Kotelawala Defence University of 2021'.
- iii. In case of any inconsistency these Specific Rules shall prevail over the General Rules.

2. PROGRAMME OUTLINE

- i. The Degree Programme be a full-time study programme with a research component.
- ii. The duration of the Degree Programme shall be four (04) academic years (48 months).
- iii. The medium of instruction and evaluation of the Degree Programme shall be English.

3. PROGRAMME PLAN

- i. Programme Plan with the relevant timelines shall be provided to the students at the beginning of each academic year of the Degree Programme.
- ii. No deviation from the stipulated timelines shall be made except under exceptional circumstances.
- iii. Any unwarranted attempt to interfere with the stipulated Programme Plan, shall be considered as undue influence and deemed to be a ground for disciplinary action.



4. EVALUATION

- A) i. Each Course Module shall carry a maximum of 100 marks. Performance of a candidate in each Module shall be evaluated by means of Continuous Assessment and End Semester Examination: Continuous Assessment component shall carry 20% of the total marks and End Semester Examination component shall carry 80% of the total marks.
- ii. A candidate shall be deemed to have passed a Module if he obtains total of 45% or above for a Module in the Continuous Assessment and at the End Semester Examination.
- iii. End Semester Examination marks of a candidate who is absent for the Continuous Assessment Component of a Module with a valid excuse shall be calculated out of 100.
- iv. End Semester Examination marks of repeat candidates shall be calculated out of 100 and the maximum grade awarded for such candidates shall be 'C'.
- B) i. The nature of the Continuous Assessment shall be decided by the Lecturer/ Examiner of the respective Module, which may be in the form of Classroom Tests (Essay Questions, and/or Structured Essay Questions, and/or Multiple-Choice Questions) and/or Take-Home Assignments and/or Case Studies and/or Presentations and/or any such other form of assessment.
1. Continuous Assessments of the Candidates shall be evaluated by the Lecturer/ Examiner of the respective Module.
2. Continuous Assessments shall be held preferably in the 7th and/or 8th weeks of each Semester and, marks shall be given to the students not later than four (04) weeks from the date of each assessment.
- C) i. End Semester Examination of each Course Module shall be a closed book written examination unless otherwise specifically provided.
- ii. End Semester Examination Question Papers shall be set by the lecturer of the respective Module and be moderated by a moderator appointed by the Faculty Board of FOL.
- iii. Setter shall prepare a Marking Guideline containing the marks allocated to each question and distribution of marks within an answer, with the End Semester Question Paper.
- iv. End semester examination Answer Scripts shall normally be evaluated by the lecturer of the respective Module.



5. RESEARCH PROJECT

- i. Research Project shall be in the form of a Dissertation.
- ii. Guidelines for the Submission of Research Proposal and Research Project (Dissertation) are attached to these Rules as 'Annex A' and 'Annex B'.

6. TRANSITIONAL PROVISIONS

- i. The candidates admitted for LLB Degree Programme till intake 38 shall be permitted to continue with the said Programme under the Rules applicable to such candidates at the time of their admission.
- ii. Any such candidate who fails to complete the LLB Degree Programme as provided above in paragraph 6(i) shall be deemed to have discontinued from the said Programme.



Guidelines on Conduct of Research

GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY
FACULTY OF LAW
GUIDELINES FOR SUBMISSION OF RESEARCH PROPOSAL
DISSERTATION OF THE BACHELOR OF LAWS DEGREE PROGRAMME

1. WORD LIMIT

The Research Proposal shall not exceed 1500 - 2000 words.

2. COMPONENTS

a) Introduction

Tentative Title

Background of the Study

Significance and Relevance

Limitations

b) Research Problem

c) Research Questions

d) Research Objectives

e) Literature Review

Select not less than ten (10) authoritative literatures relevant to the field of study and provide a brief review of the materials.

f) Research Methodology and Methods

g) Theoretical Foundation

h) Tentative Chapter Outline

i) Timeline

j) Bibliography

3. CITATIONS AND REFERENCES

The ideas and words of others must be formally acknowledged. The reference style that shall be followed is the latest edition of the Oxford Standards for Citation of Legal Authorities (OSCOLA). In citing International Law sources, OSCOLA Standards for citing International Law Sources Section shall be followed.

4. SUBMISSION

The Research Proposal must be submitted to the Faculty of Law on or before the deadline.



GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY
FACULTY OF LAW

GUIDELINES FOR SUBMISSION OF DISSERTATION
BACHELOR OF LAWS DEGREE PROGRAMME

1. DISSERTATION:

The Dissertation shall be a well-researched document of high academic standard, which does not exceed 10000 words and minimum word limit is 8000 (excluding footnotes). Whilst the Candidates are permitted to decide on the chapter breakdown and the number of chapters to suit the particular study in consultation with the supervisors, the dissertations shall include the following chapters mandatorily:

- Introduction
- Conclusion/ Recommendations

2. SUPERVISION:

- (i) The Dissertation shall be an original work of the Candidate demonstrating high academic quality and shall be written under the constant supervision of a Supervisor appointed by the Faculty Board of the Faculty of Law.
- (ii) There shall be at least eight (08) Supervisor–Candidate Meetings and at the end of each meeting the Supervisor Forms in the format provided in ‘Annex 01’ shall be completed in duplicate by the Supervisor.
- (iii) Supervisor Forms shall be attached to the Dissertation as Annexures in two hard bound copies.



3. GENERAL DOCUMENT GUIDELINES:

- (i) Paper: The Dissertation shall be printed on good quality white paper on one side of the paper only.
- (ii) Length: Word count shall be 8000-10000 which shall only include the main text and shall exclude the endnotes, footnotes, appendices, and bibliography.
- (iii) Margins: Left Margin - 1 ½ inches, Top Margin - 1 ½ inches.
- (iv) Right Margin - 1-inch, Bottom Margin - 1 ½ inches
- (v) Font Size and Type: 12 and Times New Roman.
- (vi) Line Spacing: Line spacing of the document shall be 1.5 with the exceptions of the Table of Contents, Table of Acronyms, List of Tables, List of Figures and Bibliography.
- (vii) Paragraph Indentations: 0.75
- (viii) Order of Material: Title Page, Declaration Page, Acknowledgment, Abstract, Table of Contents, Table of Acronyms, List of Tables, List of Figures, Text of the Dissertation, Bibliography and Annexures.
- (ix) Numbering of Pages: Page numbers shall be centered two lines below the bottom margin. The placement of page numbers shall be consistent throughout the Dissertation. Pages shall be numbered sequentially throughout the Dissertation except preliminary pages which shall be numbered as follows:
 - The Title Page is counted as page ‘i’ (assumed, do not print number).
 - The Declaration 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 shall be numbered as “1” and continued throughout, including text, illustrative materials, Bibliography, and Appendices.



4. COVER PAGE

The Cover Page shall be a hard cover and shall contain;

- (i) The Title of the Dissertation: Upper Case, Times New Roman, Font Size 16, Alignment - Centered, Bold
- (ii) Name and the Registration Number of the Candidate: Sentence case, Times New Roman, Font Size 12, Alignment - Centered, Bold
- (iii) Name of the Degree Programme: Sentence Case, Times New Roman, Font Size 12, Alignment - Centered, Bold
- (iv) Name of the Faculty and the University: Sentence Case, Times New Roman, Font Size 12, Alignment - Centered, Bold
- (v) Year of Dissertation Submission

An example Cover Page is provided in 'Annex 02'.

5. PRELIMINARY PAGES:

The preliminary pages shall include the Title Page, Declaration Page, Acknowledgements, Abstract, Table of Contents, Table of Acronyms, List of Tables and List of Figures. The Table of Contents page shall be numbered with Lower Case Roman Numerals and considered to be page 'v'.

- **Title Page:**

- (i) Name of the University and the Faculty: Sentence Case, Times New Roman, Font Size 12, Alignment - Centered, Bold.
- (ii) Logo of the University
- (iii) Title of Dissertation: Upper Case, Bold, Times New Roman, Font Size 16, Alignment - Centered.
- (iv) Statement of Presentation in the form:
 - a. "Submitted in Partial Fulfillment of the Requirements for the Degree of Bachelor of Laws"
 - b. Times New Roman, Font Size 12, Alignment - Centered.



- (v) Name and the Registration Number of the Candidate: Sentence Case, Bold, Times New Roman, Font Size 12, Alignment - Centered.
- (vi) Year of Dissertation Submission
An example Title Page is provided in 'Annex 03'.

- **Declaration Page:**

- (i) The Declaration Page shall contain the following statement signed and dated by the Candidate.
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.
- (ii) The following statement should appear below the signature of the Candidate and shall be signed and dated by the Supervisor.

I certify that this research is carried out under my supervision.

The format of the Declaration Page is provided in 'Annex 04'.

- **Acknowledgments**

The Candidates may acknowledge any assistance that they received in the preparation of the Dissertations in this page.

- **Table of Contents:**

Use Font Size, 12. All chapter titles, headings and subheadings shall appear in the Table of Contents. Font style of items listed in the Table of Contents shall be the same as the font used in the text (e.g. headings listed in the Table of Contents shall be 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 shall be numbered in Arabic Numerals starting with 1 and continued until the last page of the Dissertation.

- **Headings of Major Divisions:**

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

One line below this, mention the title of the chapter in Capital Letters, Alignment - centered. Three lines below the chapter title, place the first line of text. Succeeding chapters, “CHAPTER II”, etc., shall follow the same format. Do not use terminal punctuation on any chapter headings.

Each chapter should begin on a new page.

- **Headings of Subdivisions:**

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

**Example:**

| |
|--|
| <p>CHAPTER I</p> <p>INTRODUCTION</p> <p>1.1 First level heading: Sentence case, Bold, Font Size 12.</p> <p><i>1.1.1 Second level heading: Sentence case, Bold, Italic, Font Size 12.</i></p> |
|--|

6. TABLES:

Tables shall be numbered consecutively throughout the Dissertation (i.e. Table 1, Table 2, Table 3, etc.). The table number shall be followed by a brief and descriptive title. Both Table Number and the Title shall appear above the table. 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 shall be consistent with the rest of the text.

Example:

Table 01 - Title

| | | |
|------------|------------|------------|
| XXX | XXX | XXX |
| YYY | YYY | YYY |
| <i>ZZZ</i> | <i>ZZZ</i> | <i>ZZZ</i> |



7. FIGURES

Figures shall be numbered consecutively throughout the Dissertation (i.e. Figure 1, Figure 2, Figure 3, etc.). The figure number shall be followed by a brief and descriptive title. Both figure number and the title shall appear below the figure. If it is not an original figure, the source of the figure shall be placed below the figure. Figures 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 figure. Margin width and page number placement shall be consistent with the rest of the text.

Example:

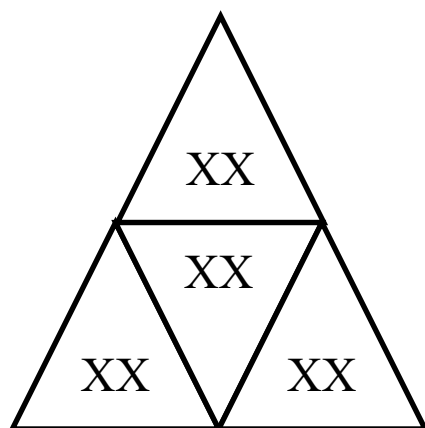


Figure 01 - Title

8. CITATIONS AND REFERENCES

The ideas and words of others shall be formally acknowledged. The reference style shall be the 4th Edition of the Oxford Standard for Citation of Legal Authorities (OSCOLA). In citing International Law sources, OSCOLA Standard for citing International Law Sources Section (2006) should be followed.

9. APPENDICES:

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

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



10. SUBMISSION - HARD COPY AND SOFT COPY

Two copies of the hard bound Dissertation must be submitted to the Faculty of Law on or before the deadline for evaluation along with a PDF copy of the dissertation saved in a CD/DVD labeled with Candidate's name and Registration Number, Title of the Dissertation, Programme and Year of Submission.

Dissertation shall be bound in brown hard cover with the gold colour embossed letters. On the side of the hard bound cover (Spine), the Title, Candidate's Name and Registration Number shall be indicated in Times New Roman, Font Size 12, Upper Case in Gold colour.



General Sir John Kotelawala Defence University
Bachelor of Law
Undergraduate Dissertations
Intake 37 (Day-Scholars) & Intake 38 (Officer Cadets)

Supervisor Form

1. Name of the Student —
2. Name of the Supervisor —
3. Date of the meeting —
4. Issues discussed at the meeting —
5. Supervisor's comments/ observations —
6. Date -
7. Signature of the supervisor



TITLE OF THE DISSERTATION

Name of the Candidate

Registration Number

Bachelor of Laws



GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY

FACULTY OF LAW



TITLE OF THE DISSERTATION

In Partial Fulfillment of the Requirements of the Degree of Bachelor of Laws

Name of the Candidate

Registration Number

Supervised By: Name of the Supervisor

Year



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:

Name of the Undergraduate

Signature of the Undergraduate

COMMENTS OF THE SUPERVISOR:

I certify that this research is carried out under my supervision.

Signature of the Supervisor

Name of the Supervisor

Date



**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).



