



Sabaragamuwa University of Sri Lanka

Policy Title – Policies for Mentoring

Policy Number – Policy / SUSL / Stu & Sup / 02

Effective Date – 24.02.2020

Revised Dates – NA

Approving Authority – The Council, Sabaragamuwa University of Sri Lanka

Administrative Responsibility – Academic staff

Student mentoring policy

Purpose

Creating one-to-one relationship between student and academics over the student life, with providing consistent support, guidance help to student

Scope

This policy is applicable to all internal students of the university.

Legislative context:

This policy for mentoring is supported by the university establishment code, UGC Circulars and internal circulars and circular letters, guidelines and etc...

Definitions

Term	Definition
University	Sabaragamuwa University of Sri Lanka
Students	Internal students of the university
Academic	Member of the permanent academic staff of the University
All three languages	Sinhala, Tamil and English

Policy statement:

Mentoring policy helps all the students to acquire the skills and confidence to be responsible for their own futures and develop to their full academic and personal potential.

Supporting Documents:

- I. The university act, including its subsequent amendments
- II. Establishment code for HEI
- III. University students' charter
- IV. Administrative and Financial Circulars and circular letters of UGC
- V. University by laws
- VI. Other policy documents

Responsibility:

The academic staff will be responsible for carrying out this

Promulgation:

- I. This policy will be circulated as a document and prepared in all three languages
- II. Appear in the web site of the university
- III. Students will be given a copy of this document, when they enroll to the first year

Implementation:

- I. The Dean of each of the Faculty will appoint the mentors for the students from among the academic members of the faculty. Based on the student population and the number of academic staff members, the respective Dean may decide the size of the each group assigned to each mentor.
- II. Those mentors can act as the mentor for selected group of students for a period of one year. This can be extended. The period of mentoring for each student shall be two years ahead of their enrollment to the first year.
- III. Each and every lecturer appointed as mentors, must be available for students to meet and discuss at least two hours period, per week.
- IV. The mentoring is implemented as guidance and not as a dependence relationship
- V. The relationship between the mentor and student must only be in professional and ethical manner and no personal relationships cannot be maintained, which will tarnish the goodwill of the University.
- VI. The mentoring between the mentor and the student shall be taken place at the mentor's cabin room, board room of the Faculty or at lecture halls. However it would be prohibited to use following places as meeting places for mentoring, to both of the mentor and the student/s.
 - a. University quarters

- b. University hostels
 - c. Personal houses and boarding places
 - d. Any other places decided by the University, which may tarnish the image of the University
- VII. The inside of the mentor's staff cabin room, should be clearly visible from outside, when the mentoring is done.
- VIII. The mentor and the student shall be in the same sex, and if the both parties are agreed, they can be chosen from different sex.
- IX. University must organize training programs to improve mentoring skills of the lecturers of SUSL.
- X. The summary of mentoring meetings with students must be filed confidentially, and be kept at the custody of the respective mentor. After the cessation of the mentoring period of a student, the records may archive at the record room of the students affairs branch, confidentially.
- XI. Both mentor and the student must maintain the professionalism and decent behavior within the SUSL.

********This policy has been approved at 236th Senate meeting and at 257th Council***

*****This policy was originally in Internal Quality Assurance Policies (Amended) document as Policy 02. Policies for Mentoring. It was taken as a separate document in order to categories them in to different policy areas.***