



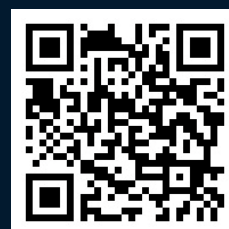
General Sir John Kotelawala
Defence University

FACULTY OF GRADUATE STUDIES



General Sir John Kotelawala
Defence University

P.O. Box 32, Ratmalana, Sri Lanka | www.kdu.ac.lk



STUDENT'S HANDBOOK

MASTER OF LAWS IN INTERNATIONAL LAW

FACULTY OF GRADUATE STUDIES

STUDENT'S HANDBOOK

MASTER OF LAWS IN INTERNATIONAL LAW



General Sir John Kotelawala Defence University





Key Appointments

- a. Chancellor

General Gerard Hector de Silva (Retired) RWP VSV USP ndc

- b. Vice Chancellor

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

- c. Deputy Vice Chancellor (Defence & Administration)

Brigadier W Chandrasiri RSP USP psc

- d. Deputy Vice Chancellor (Academic)

Prof. KAS Dhammika

PhD (Northern University of Malaysia), M.Com (Kelaniya), PGD in Business Statistics (USJP),
B.B.Mgt.(HR) (Kelaniya)

- e. Dean, Faculty of Graduate Studies

Brigadier RGU Rajapakshe RSP psc

BSc (DS) KDA, MSc (DS) Kelaniya, MASSS (NDU) Washington DC

- f. Dean, Faculty of Law

Mr WS Wijesinghe

Master of Laws (Medical Law), Bachelor of Laws, Postgraduate Diploma in International
Relations

- g. Registrar

Mr VD Kithsiri

Executive Master of Business Administration (USJP), BSc (USJP), Post Graduate Diploma in
Management (USJP)

“The way of success
is the way of continuous
pursuit of knowledge.”



Contents

Introduction	06
Objectives	06
Intended Learning Outcomes	06
Eligibility Criteria	07
Programme Structure	07
Continuous Assessments	07
Examination Offences and Punishments	08
Course Syllabus	12
Course Delivery Plan	12
Lecturer Panel	14
Reference Reading	16
Course Fee Structure	22
How to Apply	23
Contact Persons	23
Annexure	24



Master of Laws in International Law

Introduction

The specialized LLM Programme intends to inculcate the candidates with an advanced knowledge in the area of International Law; filling the dearth of legal practitioners with such expert knowledge and enhancing the career development and prospects of the students. The students upon the successful completion of this qualification will be able to gain employment as academics, legal officers in international organizations and institutes, engaged in legal practice in the area of International Law and involve in Foreign Services. The outlook for international law suggests growth, as this area of the law is expected to grow even faster than other areas. The teaching staff of the programme brings together the best legal minds in Sri Lanka which includes leading academics, practitioners and industry professionals with special expertise, as well as visiting international scholars. Students would benefit from the rich educational environment while intermingling with professionals from many backgrounds and industries, and building the specialized expertise and experience needed to gain a professional cutting edge.

Globalization brings private and public sectors closely together while enhancing the affairs between and among nations. Therefore, the demand for international lawyers has rapidly increased in the contemporary world. This development has created a place and a demand for lawyers with a Master's degree in International Law. Moreover, developing countries need lawyers to assist in their legal transformations and international and regional organizations to interpret their Charters and International Law.

Objectives

The breadth of the programme gives students an opportunity to harness their legal knowledge and skills, and enhance career prospects for the

purpose of attaining their personal and professional goals. Further,

- a. To provide an advanced knowledge and perception of the underpinnings of different fields of International Law and the skills required in practice.
- b. To develop critical awareness and provide practical solutions to the types of problems commonly encountered in the practice of International Law.
- c. To inculcate research skills at postgraduate level deemed appropriate to careers involving different fields of International Law.
- d. To provide the foundation for progression to doctoral level study in International Law.
- e. To enhance attitudes, values, ethics, and communication skills to create an expert in the field of International Law.

Intended Learning Outcomes

At the end of the Master of Laws in International Law, a student will be able to:

- a. Demonstrate critical awareness of current issues in International Law and be able to apply techniques relevant to profession/ area of specialization.
- b. Should be able to deal with complex issues systematically and creatively and make sound judgments and communicate decisions clearly to specialist and non-specialist groups.
- c. Should demonstrate self-direction and originality in tackling and solving problems and be able to plan and implement tasks at professional manner.



Eligibility Criteria

A person may be eligible for admission to the Degree Programme provided he/she meets the following criteria;

- i. A Legal Officer in the Armed Forces, the Police or the Public/Private sector, or an independent practitioner; and
- ii. Possesses any of the following qualifications;
 - a. A Degree in Law with a 1st class/ 2nd class upper division; or
 - b. A Degree in Law with a 2nd class lower division and with 2 years professional experience, or
 - c. A Degree in Law without a class and with 3 years professional experience, or
 - d. An Attorney at Law with a minimum of 5 years professional experience.

Programme Structure

The Degree Programme shall be considered as full-time study programme with a research component of 15 credits and 12 modules of 45 credits (Total - 60) offered in 04 semesters. The duration of the Degree Programme shall be two (02) academic years (24 months). Lectures will be held on weekends according to the schedule provided by the Faculty of Law other than public holidays from 0830 hrs to 1730 hrs. The medium of instruction and evaluation of the Degree Programme is English.

Continuous Assessments

Instructions for Submission of Continuous Assessments

- a. FGS expects the highest professional, academic and scholarly standards in student assignments. Therefore, haphazard, incomplete or hurried assignments will not qualify for marking.
- b. Assignments call for a significant degree of knowledge, analysis and critique. FGS expects the students to work hard, consider these assignments seriously and concentrate on them. Assignments are potentially powerful learning resources for communication.
- c. Continuous Assessment shall be a library-based research containing 4000 words, conducted by the Candidate. Similarity level of the Continuous Assessment shall be below 20%.
- d. The Candidate shall be required to fulfill both the Continuous Assessment and the End Semester Examination in order to complete each subject module.
- e. There are no extensions on assignment submission dates. Students are responsible for submitting their assignments on due date.

Master of Laws in International Law

Do's

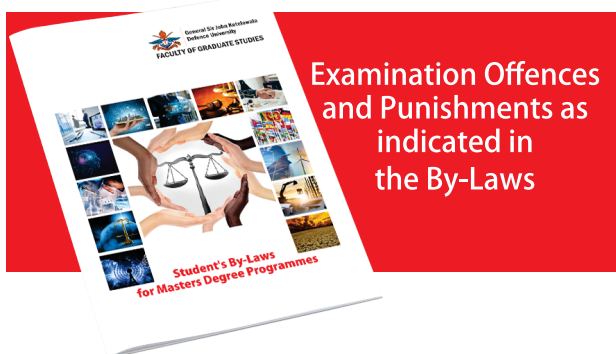


- a. Always enclose every single assignment in a separate folder.
- b. Fill in the following details on the first page of the folder.
 - ▶ Registration Number
 - ▶ Name
 - ▶ Course Code and Title
 - ▶ Semester
 - ▶ Name of the Resource Person
- c. Always submit your assignment to the Staff at the Faculty of Graduate Studies.
- d. Always submit your assignment on or before the last date of submission.
- e. You may have your assignment handed over by someone else on your behalf.

Don'ts



- a. Never hand over any assignment to unauthorized staff members at KDU personally known or unknown to you.
- b. Never mail assignments, unless specified.
- c. Never use one folder for more than one assignment.



Specifications for Assignments

- a. Students must always use only A4 size paper to compliance their assignments.
- b. Leave a 1" Margin on all four sides.
- c. Students must type or word process their assignment answers. If a student is unable to do so, he / she must write the answer very neatly and legibly. Assignments with illegible handwriting will not be marked.
- d. We recommend the 11/2" line spacing formats.
- e. Students must be creative in approaching and answering questions.
- f. If a student uses another author's idea, he / she must cite that author / publication with references.



“If you don't design your
own life plan, chances are you'll fall
into someone else's plan.”

Master of Laws in International Law

Specimen of Assignment Cover Page

PUBLIC INTERNATIONAL LAW

IL 11024

TOPIC OF THE ASSIGNMENT

NAME OF THE STUDENT

REGISTRATION NO: KDU/.....
LECTURER:

NAME OF THE DEGREE

PROGRAMME NO.... – YEAR – SEMESTER



Declaration Form

1. I declare that this assignment is my own work.
2. I have acknowledged ideas of other authors (if any) following the standard acknowledgement practice.
3. I am aware of the consequences of cheating and malpractice.
4. I am willing to answer any query raised by any Academic Staff Member in relation to this report at any time during the course.
5. I understand that the decision relating to mark on this report is purely based on my performance and that it is first and final.

Date:

Signature

Name

Specimen Letter for handing over Assignments

(Address)

(Your Ref) _____

DEAN
FGS
KDU

SUBMISSION OF _____ *(Subject Name)*

1. Assignment of _____ (Module) or
(Research) is forwarded herewith for *(making / approval)* please.

(Signature)

(Name in upper case)

(Rank)

(Registration No)

Master of Laws in International Law

Course Syllabus

The programme contains 12 compulsory subject modules and a dissertation on guided research. The medium of instruction and evaluation of the Degree Programme shall be English. Each subject module shall carry a maximum of 100 marks. Performance of the candidate in each module shall be evaluated by means of a Continuous Assessment and an End Semester Examination. Continuous Assessment shall be a library-based research containing 4000 words, conducted by the Candidate. Similarity level of the Continuous Assessment shall be below 20%. The Candidate shall be required to fulfil both the Continuous Assessment and the End Semester Examination in order to complete each subject module. A candidate is also required to produce a dissertation which shall be a well-researched document of high academic standard of 25000 words. A Candidate shall defend both his research proposal and the Dissertation in front of an Evaluation Panel.

Master of Laws in International Law Programme – Summary of the Course Delivery Plan

Code	Module	Contact Hours	Notional Hours	No. of Credits
LLM/C 11014	Legal Research Methodology	60	200	4
IL 11024	Public International Law	60	200	4
IL 11034	International Environmental Law	60	200	4
IL 11043	Aviation Law	45	150	3
Total Credits		225	750	15
IL 12054	International Trade Law	60	200	4
IL 12064	International Investment Law	60	200	4
IL 12074	Law of the Sea	60	200	4
IL 12083	Maritime Law	45	150	3
Total Credits		225	750	15
IL 21014	International Humanitarian Law	60	200	4
IL 21024	International Human Rights Law	60	200	4
IL 21034	International Criminal Justice	60	200	4
IL 21043	Law of the Space	45	150	3
Total Credits		225	750	15
LLM/C 22015	Dissertation		750	15
Total Credits			750	15
Total		675	3000	60

“The way of success is the
way of continuous pursuit
of knowledge.”

Master of Laws in International Law

Lecturer Panel

Ms BKM Jayasekera

LLM (SAU), LLB (Hons) (Colombo), Attorney at Law
Senior Lecturer - Faculty of Law - KDU

Ms MRIK Munasinghe

Master of Human Rights (Colombo), LLM in International Trade Law (Wales, UK), PG Dip in Human Rights (Colombo), Attorney at Law
Senior Lecturer - Faculty of Law - KDU

Ms RBWMH Rathnamalala

LLM in Human Rights Law (Minnesota, USA), LLM (Colombo), LLB (Hons) (Colombo), Attorney at Law
Senior Lecturer - Faculty of Law - KDU

Dr YP Wijerathna

PhD (Malaya), LLM (West London), LLB (Hons) (Colombo), Attorney-at-Law
Senior Lecturer - Faculty of Law - KDU

Ms AA Edirisinghe

MPhil (Colombo), LLM (West London), LLB (Hons) (Colombo), Attorney-at-Law
Senior Lecturer - Faculty of Law - KDU

Ms MPC Wijesooriya

LLM in Intellectual Property Law (Exeter, UK), LLM (Colombo), LLB (Hons) (Colombo), Attorney at Law
Lecturer - Faculty of Law - KDU

Dr CS Talagala

PhD (Griffith), LL.M (Hons), PG Dip in IPL (Hons) (Colombo), ADMA (UK), LLB (Hons) (Colombo)
Attorney at Law
Member, Australian Center for Intellectual Property in Agriculture

Palitha Fernando, PC

LLM (Colombo), LLM (Bistol), LLB (Colombo)
Former Attorney General, Attorney General Department

Dr Kalana Senaratne

PhD (Hong Kong), LLM (London), LLB (London)
Department of Law, University of Peradeniya.

Dr Sumudu Atapattu

PhD (Cambridge), LLM (Cambridge), Law School (Wisconsin, USA), Attorney at Law

Dr Lalanath De Silva

PhD (Sydney), LLM (Washington), Attorney at Law
Head, Independent Redress Mechanism of Green Climate Fund, UNCCC

Mr Rajiv Goonetilleke

LLM (Colombo), LLM (Wales), LLB (Colombo), Attorney at Law
Deputy Solicitor General, Attorney General Department.

Ms Anusha Wickramasinghe

PhD (Leiden) (Reading), LLM (McGill), LLB (OUSL), Attorney at Law

Mr Rayhan Wannappa

Attorney at Law
Director, Air transport and Economic Regulation, Civil Aviation Authority.

Dr Chathura Warnasooriya

PhD (Brunel), LLM (Wales), LLM (London), Attorney at Law

Dr Harsha Cabral, PC

PhD (Canberra), Member, International Chamber of Commerce (ICC), International Court of Arbitration in Paris.
Fellow, Institute of Chartered Secretaries & Administrators, UK

Ms Amasara Gajadeera

LLM (Washington), BSc (London), LLB (Colombo)
Senior State Council, Attorney General's Department

Justice PA Rathnayaka, PC

Former Judge, Supreme Court of Sri Lanka

Capt Asanka Karunarathne

M.P.A.M (Colombo), MA (Kelaniya), LL.M (Malta), LLB (Hons) (Colombo)
Sri Lanka Navy



Dr Dan Malik Gunasekara

PhD (Hamburg), LL.M (Utrecht, Netherlands)

Dr Nishara Mendis

PhD (Maastricht), LL.M (Yale), LL.B (Hons) (Colombo),
Attorney at Law
Department of Public and International Law,
Faculty of Law, University of Colombo

Ms Ganga Wakishta Arachchi

LL.M (London), Attorney at law
Senior State Counsel, Attorney general Department

Mr Nimal Punchihewa

Attorney at Law
Chairman, Election Commission of Sri Lanka

Manori De Silva PC

Attorney in UK (Solicitor)

Dr Asoka De Silva

PhD (Southampton), LL.M (Southampton), LL.B (Hons)
(Colombo)

Ms Shirani Thilakawardena

Attorney at Law
Former Judge, Supreme Court of Sri Lanka

Farzana Jameel PC

LL.M. (Colombo), LL.M (London), LL.B (Colombo)
Deputy Solicitor General, Attorney General's Department.

Mr KAAAN Thilakarathna

CTHE(Colombo), LL.M (Merit)(KDU), LL.B (Colombo),
Attorney at Law
Lecturer, IHRA, University of Colombo.

Mr Ratnaweera Nawinna

Attorney at Law
Civil Aviation Authority, Dubai, United Arab Emirates

Dr Ruwantissa Abeyratna

PhD (Colombo), LL.M (Monash), DCL (McGill), LL.B
(Colombo)
University of McGill

Mr Nandasiri Jasenthuliyana

LL.M (McGill), LL.B (Ceylon), Attorney at Law
Former Director, United Nations Office for Outer Space
Affairs, Former Deputy Director-General,
United Nations Office, Vienna

Note: Lecturer panel subject to change as per the University requirements.



Lecturer Room



Computer Lab

Reference Reading

Module	Recommended Readings
Legal Research Methodology	Singh R, Legal Research Methodology (2nd edn, LexisNexis 2016). Van Hoecke M, Methodologies of Legal Research (Hart Publishing 2013). Van Bon K, Empirical Legal Research (Edward Elgar Publishing 2020). Nirmal B.C., Singhe R.K and Nirmal A, Legal Research Methodology (Sathyam Law International 2019). Hoffman M and Rumsey M, International And Foreign Legal Research (2nd edn, Martinus Nijhoff Publishers 2012). Cahillane L and Schweppe J, Legal Research Methods: Principles And Practicalities (Clarus Press 2016). Watkins D and Burton M, Research Methods In Law (2nd edn, Routledge 2017). Sundström M, How Not To Write A Thesis Or Dissertation (Edward Elgar Publishing 2020).
Public International Law	Shaw M.N, International Law (8th edn, Cambridge University Press 2017). Crawford J, Brownlie's Principles of Public International Law (9th edn, Oxford University Press 2019). Cassese A, International Law (3rd edn, Oxford University Press 2020). Abass A, Complete International Law (2nd edn, Oxford University Press 2014). Orakhelashvili A, Akehurst's Modern International Law (8th edn, Routledge 2018). Hoffmann F, The Oxford Handbook of the Theory of International Law (Oxford University Press 2016).
International Environmental Law	Sands P and Peel P, Principles of International Environmental Law (4th edn, Cambridge University Press 2018). Godden L, Peel J and McDonald J, Environmental Law (2nd edn, Oxford University Press 2018). Boyle A and Redgwell C, Birnie, Boyle, and Redgwell's International Law and the Environment (4th edn, Oxford University Press 2021).



Reference Reading

Module	Recommended Readings
International Environmental Law	Hughes D, Jewell T, Lowther J, Parpworth N, and de Prez P, Environmental Law (4th edn, Oxford University Press 2002). Fisher E, Lange B and Scotford E, Environmental Law: Text, Cases & Materials (2nd edn, Oxford University Press 2019). Freestone D, Sustainable Development and International Environmental Law (Edward Elgar Publication 2018).
Aviation Law	Speciale R, Fundamentals of Aviation Law (1st edn, McGraw-Hill Education 2006). Havel B.F and Sanchez G.S, The Principles and Practice of International Aviation Law (Cambridge University Press 2014). Pearson M.W and Riley D.S, Foundations of Aviation Law (1st edn, Routledge 2015). Bartsch R, International Aviation Law: A Practical Guide (2nd edn, Routledge 2020). Scott B.I and Trimarchi A, Fundamentals of International Aviation Law and Policy (1st edn, Routledge 2020). Jarvis R.M, Crouse J.T, Fox J.R and Walden G.S, Aviation Law: Cases and Materials (Carolina Academic Press 2006).
International Trade Law	Chuah J, Law of International Trade: Cross-Border Commercial Transactions (6th Edn, Sweet & Maxwell 2019). Trebilcock M, Howse R and Eliason A, The Regulation of International Trade (Revised Edn, Routledge 2013). Carr I, International Trade Law (6th edn, Routledge 2018). van Houtte H, Law of International Trade (2nd edn, Sweet & Maxwell 2002). Raj B, Dictionary of International Trade Law (LEXISNEXIS 2008). Murray C, Holloway D, Timson-Hunt D, (ed) Schmitthoff's Export Trade: The Law And Practice Of International Trade (11th edn, Sweet and Maxwell 2007).

Reference Reading

Module	Recommended Readings
International Investment Law	Miles K, The Origin of International Investment Law (Cambridge University Press 2013). Dolzer R and Schreuer C, Principles of International Investment Law (2nd edn, Oxford University Press 2012). Sornarajah M, The International Law on Foreign Investment (3rd edn, Cambridge University Press 2012). Douglas Z, Pauwelyn J, and Viñuales J.E, The Foundations of International Investment Law: Bringing Theory into Practice (OUP 2014).
Law of the Sea	Churchill R.R and Lowe A.V, The Law of the Sea (3rd edn, Juris Publishing: Manchester University Press 2002). O'Connell D.P and Shearer I.A, The International Law of the Sea: Volume I and II (1st edn, Oxford University Press 1988). Tanaka Y, The International Law of the Sea (3rd edn, Cambridge University Press 2019). Rothwell D.R and Stephens T, The International Law of the Sea (1st edn, Hart Publishing 2016). Rothwell D, Elferink A.O, Scott K and Stephens T, The Oxford Handbook of the Law of the Sea (Oxford University Press 2015).
Maritime Law	Baatz Y, Maritime Law (4th edn, Routledge 2017). Force R, Admiralty and maritime law (University of Michigan Library 2004). Baughen S, Shipping Law (7th edn, Routledge 2018). Evans M.D (ed), Maritime Security and the Law of the Sea (Edward Elgar 2020). Gurses O, Marine Insurance Law (2nd edn, Routledge 2016). Gabriela Arguello, Marine Pollution, Shipping Waste and International Law (Routledge 2020).



Reference Reading

Module	Recommended Readings
International Humanitarian Law	Henckaerts J.M and Doswald-Beck L, Customary International Humanitarian Law (Volume I, Cambridge University Press 2005). Crawford E and Pert A, International Humanitarian Law (2nd edn, Cambridge University Press 2020). Fleck D, The Handbook of International Humanitarian Law (3rd edn, Oxford University Press 2013). Kolb R and Hyde R, An Introduction to International Law of Armed Conflicts (1st edn, Hart Publishing 2008). Marco Sassòli and Patrick Nagler, International Humanitarian Law: rules, controversies and solutions to problems arising in warfare (Edward Elgar 2019). Jonathan Crowe, Bond University and Kylie Weston-Scheuber, Principles and International Humanitarian Law (Edward Elgar 2015)
International Human Rights Law	Alston P and Goodman R, International Human Rights Law (2nd edn, Oxford University Press 2013). Weissbrodt D, International Human Rights: Law, Policy, and Process (4th edn, LexisNexis 2009). Donnelly J, Universal Human Rights in Theory and Practice (3rd edn, Cornell University Press 2013). Bantekas I and Oette L, International Human Rights Law and Practice (2nd edn, Cambridge University 2016). Shelton D (ed), The Oxford International Human Rights Law (Oxford University Press 2013). De Schutter O, International Human Rights Law: Cases, Materials, Commentary (3rd edn, Cambridge University Press 2019).

Reference Reading

Module	Recommended Readings
International Criminal Justice	Werle G and Jeßberger F, Introduction to International Criminal Law (4th edn, Oxford University Press 2020). Cryer R, Robinson D and Vasiliev S, Introduction to Criminal Law and Procedure (4th edn, Cambridge University Press 2019). Cassese A and Gaeta P, Cassese's International Criminal Law (3rd edn, Oxford University Press 2013). Simpson G.J, Law, War and Crime: War Crimes, Trials and the Reinvention of International Law (1st edn, Polity 2007). Hernandez G.I, The International Court of Justice and Judicial Function (Oxford University Press 2014). Schabas W. A, The International Criminal Court (6th edn, Cambridge University Press 2020).
Law of the Space	Rand P.S, Routledge Handbook of Space Law (1st edn, Routledge 2019). Von der Dunk F.G, Perlman H & S, Handbook of Space Law (Elgar 2015). F and P.B, Space Law (2nd edn, Routledge 2018). Failat Y.A and Ferreira-Snyman A, Outer Space Law: Legal Policy and Practice (Globe Law and Business 2017). Masson-Zwaan T.L and Hobe S, The Law of Outer Space (BRILL 2010). Masson-Zwaan T and Hofmann M, Introduction to Space Law (4th edn, Kluwer 2019).

“A library is the delivery room
for the birth of ideas, a place where
history comes to life.”

Master of Laws in International Law

Course Fee Structure

Item	Amount (Full Time / Part Time)	
	Military/Police/MOD	Civil
Tuition Fee	Rs. 350,000.00	Rs. 350,000.00
Registration Fee - 3 Years (Initial Registration)	Rs. 4,000.00	Rs. 5,000.00
Library Fees	Rs. 2,000.00	Rs. 2,000.00
Refundable Library Deposit	Rs. 10,000.00	Rs. 10,000.00
Refundable Mess Deposit	Rs. 2,000.00	Rs. 2,000.00
Study Pack	Rs. 2,500.00	Rs. 2,500.00
Total	Rs. 370,500.00	Rs. 371,500.00

Registration Renewal Fee

- 1st Year after initial registration - Rs. 12,500/=
- 2nd Year after initial registration period - Rs. 25,000/=
- Continuation to another additional year under any circumstances - Rs. 100,000/=

Repeat Examination Fee

- For entire semester - Rs. 2,500/=
- For one subject - Rs. 1,000/=
- Repeat Thesis Defence - Rs. 11,500/=
- Viva-Voce Fee - Rs. 11,500/=

- Selected candidates may opt to pay programme fee in two equal instalments, first of which should be paid at the time of registration (for the 1st academic year), together with all other cost components.
- 2nd instalment – Before commencement 1st semester of the 2nd academic year.
- **Any candidate who has not settled the course fees by the beginning of the 1st semester of the 2nd academic year after the initial registration will not be allowed to proceed further.**

Note:

1. FGS will be compelled to not permit the students who are unable to pay the course fee to sit for semester examinations.
2. Course fee and other payments mentioned in above subject to change as per the University Board of Management decisions.



How to Apply

Legal officers of the Tri-services and Police should apply through their Service Commanders and the Inspector General of Police, respectively; and public and private sector personnel through their heads of departments. The application should be addressed to the Dean, Faculty of Graduate Studies. All applicants are required to pass an aptitude test conducted by KDU.

Contact Persons:

Programme Coordinator (Academic)

Ms M R I K Munasinghe

Masters in Human Rights (Colombo), LLM in
International Trade Law (Wales, UK), PG Dip in
Human Rights (Colombo), LLB (Hons) (Colombo)

Tel : 0713937465

Email : ishara.munasinghe@kdu.ac.lk

Programme Coordinator (Admin)

Lieutenant Commander (ND) JPCJ De Silva psc

MSc (D&SS)

Tel : 0710219325

Email : soiifgs@kdu.ac.lk

Annex A

E- Library Policy

1. Only visit approved Internet sites.
2. Never give out your personal information.
3. Inform the authority if you see something uncomfortable or inappropriate.
4. Never download irrelevant anything without permission.
5. Leave your workspace as you found it.
6. Print only if you have permission.
7. Never change any settings without permission.
8. Touch the mouse and keyboard gently.
9. Do not eat or drink near devices.

