

Lecturer Engagement Policy – Terms & Conditions

Starliks Campus

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1. Purpose

This policy outlines the responsibilities, expectations, and ethical guidelines for all lecturers and facilitators engaged with Starliks Campus. It ensures consistency, professionalism, and quality in course delivery while safeguarding the interests of both the institution and its stakeholders.

2. Scope

This policy applies to all part-time, full-time, and sessional facilitators engaged in the delivery of physical, online, or hybrid courses offered by Starliks Campus.

3. Policy Guidelines

3.1 Confidentiality

Facilitators must keep all course materials, student data, internal documents, and communications confidential. No third-party disclosure is allowed without written permission from Starliks Campus management.

3.2 Course Delivery Commitment

Facilitators are expected to conduct and complete the course as per the approved schedule. Absences must be communicated in advance, and substitute arrangements must be approved by management.

3.3 Course Content & Intellectual Property

- Recorded video sessions delivered via Starliks Campus platforms are the **intellectual property of the institution** and may be stored, reused, or shared for academic or promotional purposes.
- Course materials such as documents and slides remain the facilitator's intellectual property. However, Starliks Campus may only reproduce or distribute them with the facilitator's **prior written consent**.

- Facilitators must also seek approval before using or repurposing any co-branded content developed with the institution.

3.4 Professional Conduct

Facilitators must act in a professional and respectful manner, upholding academic integrity and the values of the institution. Discrimination, harassment, or unethical behavior will not be tolerated.

3.5 Payment Terms

Payments will be disbursed based on predefined milestones or upon course completion. Facilitators must submit accurate banking details for processing.

3.6 Marketing Consent

Facilitators agree that their **name, profile picture, and qualifications** may be used on the website, social media, brochures, and other promotional materials, unless otherwise requested in writing.

3.7 Certification Authority

Only Starliks Campus may issue certificates, endorsed by relevant local or international bodies. Facilitators shall not issue certificates independently under any name.

3.8 Use of Licensed Software

Only **licensed or legally authorized software** and tools may be used for instruction. Use of pirated or unlicensed software is strictly prohibited.

3.9 Gender Sensitivity & Inclusion

Facilitators must use gender-sensitive language and foster an inclusive learning environment. All examples, teaching methods, and communications must reflect respect toward all gender identities and diverse backgrounds.

3.10 Termination Clause

The institution reserves the right to terminate facilitator engagement for non-compliance, misconduct, or failure to deliver agreed services. Facilitators may also resign with two weeks' written notice and valid justification.

3.11 Use of Technology

Facilitators must be proficient in using LMS platforms, Google Meet, and other virtual tools required for course delivery. Basic training may be provided when necessary.

3.12 Legal Compliance

Facilitators must comply with all relevant laws, including Sri Lankan regulations and international education standards set by accreditation or awarding partners.

3.13 Exclusivity Clause

Facilitators may not deliver the same course content at another private institution or platform during their engagement with Starliks Campus without written approval.

3.14 LMS & Content Delivery

All sessions must follow the approved course plan. Facilitators or Starliks Campus are responsible for uploading course materials, assessments, and recordings promptly on the LMS.

3.15 Responsiveness & Coordination

Facilitators must respond to student queries in a timely manner and coordinate with the admin and academic teams to ensure smooth course operations.

4. Acknowledgment

All facilitators must sign an agreement confirming their understanding and acceptance of this policy before starting any teaching engagement.



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