

## 16. Online applications available in the Course Web.

1. Application for postponement of registration
2. Application for reference letters
3. Transfer Application between Degree Programmes
4. Application to be excused from Examinations.
5. Application for Certificates
6. Application for Academic Transcripts/Result Sheets.

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## 17. Other information and services that are available through the Course Web.

The SLIIT Course Web facilitates students to obtain information on the following through the “Academic Affairs” section.

1. Examination Results and Academic Profile– Viewing and obtaining copies
2. SLIIT Notices
3. Examination Time Tables
4. Semester Time tables
5. Examination Hall arrangements

- End -

## 1. General Rules

### 1.1 Registration

Students will have to register on a semester basis and will be given an adequate period to register online for a semester. They should essentially register during this period.

Those who fail to register during this period will be required to pay high late processing fees.

Late applications will not be entertained after the expiry of two weeks into the semester.

Immediately at the expiry of the registration period students should verify their registration status by logging into the online registration portal. Class Attendance lists also will show the registered students. Any student whose name is not included in the class attendance list is not registered. Any student whose registration is pending should get the issues sorted out through the “Student Help Desk” in the course web.

The failure to get the registration completed on the part of the student could lead to problems in securing marks for assignments and other assessments and them being in accounted for due incomplete “Registration”.

#### 1.1. A Regular Registration

1.1.1 Students are required to register for individual semesters as and when the SLIIT announces the relevant time frames. **(Use the link published in the respective registration notices to register online)**

1.1.2 A student who is not carrying the valid registration for the respective semesters would not be eligible to attend lectures, attempt assessments and sit for the Mid Semester/End Semester Examinations.

1.1.3 For the “Registration” to become effective, the following requirements should be satisfied by every student.

##### 1.1.3.1 At First year level –

- I Pass the aptitude Test,
- II Possession of passes in three subjects at the G. C. E. (A/L) Examination.  
( Note : Students awaiting results of the G. C. E. (A/L) Examination should

notify the Student Services Division the results immediately on receipt of the same. The original result sheet issued by the Department of Examinations should be submitted along with a photo copy) and,

III The payment of the relevant Course fee.

#### 1.1.3.2. At Second year level –

I Satisfying the progression criteria stipulated under section 1.6 of this document,

II Payment of the relevant course fee, and

III Receipt of the online notification on registration issued by SLIIT.

#### 1.1.3.3. At Third year level –

I Possession of three passes in three subjects at the G.C.E (A/L) Examination obtained at one and the same sitting

II Satisfying the Progression criteria stipulated under section 1.6 of this document,

III Payment of the relevant course fee, and

IV Receipt of the online notification on registration issued by SLIIT.

#### 1.1.3.4. At Fourth year Level –

I Satisfying the progression requirements stipulated under section 1.6 of this document,

II Payment of the relevant course fee, and

III Receipt of the online notification on registration issued by SLIIT.

#### 1.1. B Pro-rata Registration

1.1.4 Students who do not satisfy the progression criteria to register in the following year (see sections 1.6 and 1.6.3 for requirements) are required to register on a pro -rata basis to complete the outstanding modules.

**(Use online application in Course Web under the “Academic Affairs Section”)**

by SLIIT as compulsory, to become eligible to receive the Diploma/Degree of the study programme to which the transfer would be granted.

The Institute may not be in a position to adjust its time tables to provide opportunities for students seeking transfer to join and continue in the new course without any interruption. Students seeking transfers are required to be mindful of this situation.

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## 15. Student Help Desk

15.1 The students should use the “Student Help Desk” in the course web to resolve issues relating to the following,

1. Registration for semesters
2. Examination related matters
3. Request letters.

### Application for Reference Letters, Transcripts and Certificates

15.2 Students who are in need of reference letters, Academic Transcripts and Certificates are required to visit the SLIIT Course Web and use the online applications available under the “Student help Desk” section to obtain the respective documents.

15.3 The letters could be obtained from the reception counter within three days from the date of the request

15.4 Transcripts will be issued within a period of two weeks from the date of application and could be collected from the reception counter.

15.5 Associate Diploma/Diploma/Advanced Diploma or the Degree certificates will be issued within one month from the date of request from the reception counter.

15.6 A student requesting certificates before the above mentioned normal processing period could opt to obtain a fast service by making a payment of Rs. 750/-. The certificate will be made available within five working days from the date of application under the fast processing scheme.

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Transfers from the BSc in IT Degree programme with credit for prior learning in the BSc in IT Degree programme to the BSc Special Honours Degree programme are not available.

**(Use online application in Course Web under the “Academic Affairs” Banner)**

- 14.1.2 Students expecting such transfers shall fill up the transfer application and submit same to the Manager Academic Affairs preferably before the completion of the academic year for which he/she has been registered.
- 14.1.3 Applications for transfer from one programme to another will not be entertained after the commencement of the academic Activities of the course to which the transfer is being sought.
- 14.1.4 Late applicants will be considered for transfer to the course to which the transfer has been sought as from the following Academic Year based on the date of submission of the application.

**14.2 Eligibility Requirements**

14.2.1 The eligibility requirements for the transfer from one course to another offered by SLIIT are as appearing below.

- I) Possession of the Admission requirements of the Course to which the transfer is being sought.
- II) Passes in the stipulated number of subjects at the G.C.E (A/L) Examination as the prerequisite to be registered for the course to which the transfer is being sought.
- III) Students seeking transfers on lateral entry basis should possess credits acquired in the relevant modules in the Examinations of the course for which he/she was initially registered to become eligible to seek credit transfer to the course to which the transfer is being sought.

Only comparable credits will be transferred. Students will have to register and complete any outstanding modules.

**14.3 Other requirements**

Students applying for transfer from one programme to another would be required to complete any outstanding modules of the course already followed at first, second or third year level/s as applicable, and the modules of the study programme to which the transfer is sought which would be identified

- 1.1.5 Such students are required to entirely repeat the failed modules and attempt all assessments including assignments, mid semester Examination and the end of the semester examination and, obtain results that would qualify them to proceed to the next academic year in terms of section 1.6 and 1.6.3.
- 1.1.6 Students registering on a prorated basis could also seek approval to use their Continuous Assessment marks (Assignment and mid semester Examination marks) earned during the preceding year. (Use of CA marks earned prior to the preceding year will not be permitted) This approval should be sought at the time of registration. The student would be bound by the Faculty ruling either to allow the request or to advise the student to repeat all assessments.

**1.1.7 Duration of Studentship**

The duration of “Studentship” at SLIIT shall be limited to twice the duration of the course for which a student had initially been registered. A student who fails to satisfy the requirements for the award of the Degree for which he/she had registered during the period of “Studentship”, will not qualify for the award of the Degree.

The studentship of such persons will automatically get terminated at the end of the eighth year.

**1.2 Code of Conduct**

**Students at SLIIT shall be bound by the SLIIT Student Code of Conduct**

- 1.2.1 Every student shall carry in his/her possession the Student Identity card whilst at SLIIT premises and shall produce the ID card when called upon to do so by a member of the Academic/Administrative or Security Staff.
- 1.2.2 Students are expected to be properly attired within the Institute premises.
- 1.2.3 Students should always be polite to the fellow students and the other members of the SLIIT community namely academic and non Academic staff and other service providers.
- 1.2.4 They shall not behave in any way that would result in causing embarrassment to any person of the SLIIT community.
- 1.2.5 Students will individually be responsible for safeguarding the rights of the fellow students and others in the SLIIT community is expected from students, individually.

1.2.6 They are expected to be concerned about the safety and proper usage of the resources, the property and equipment of the Institute.

1.2.7 Students are required to fully comply with the rules and regulations of the Institute in so far as they are applicable to them.

[Being unaware of the student rules and regulations will not in any way exempt any student from the consequences associated with breaching a rule or a regulation.]

1.2.8 Students are required to meet the deadlines and time frames set for the submission of applications, payment of Course/Examination fees to keep their registration intact. Failure to meet the announced deadlines may result in being levied late processing fees or the loss of the placement.

1.2.9 The students are expected to act with a high sense of responsibility and themselves establish their eligibility for admission and to continue as a student of SLIIT.

[Students are thus required to submit valid documents in proof of the entry requirements such as qualifications possessed/obtained, Medical Certificates covering periods of absence from Courses and Examinations on Medical grounds, Request letters for postponements etc to meet the announced deadlines.]

1.2.10 The behavior of students within classrooms, laboratories and other areas of SLIIT premises should always be exemplary.

1.2.11 Students are required to always be well behaved outside SLIIT premises and safeguard the good name of SLIIT and shall not tarnish its image.

1.2.12 Students shall be honest in all their dealings with SLIIT and submit accurate and authentic documents to the Institute when called upon to do so.

[Submission of false documents, falsified documents could result in the matter being reported to the Police fraud bureau for appropriate legal action]

1.2.13 Students shall not indulge in any act that would bring disrepute to the Institution, within or outside SLIIT premises.

1.2.14 SLIIT students are required to respect intellectual property rights of others and shall avoid plagiarism.

1.2.15 Students will be assigned official SLIIT e-mail addresses on being registered. All correspondence with SLIIT officials should be done using

## 13 Students following Programmes leading to Degrees offered by overseas Partner Universities/Institutes

13.1 Except in case of Registration and Examination related matters, students who register to follow study Programmes leading to Degrees and Diplomas of SLIIT Overseas Partner Universities and Institutions at SLIIT would be bound by the regulations applicable to students who are following courses leading to the SLIIT Degrees/Diplomas.

13.2 The Registration and Examination regulations of Overseas Partner Universities/Institutions will directly be applicable to students following courses leading to the Degrees /Diplomas of such Universities/Institutions.

13.3 Students enrolling in Degree Programmes offered by SLIIT Partner Universities will be provided with access to the web sites of such Universities.

Students should use the guidelines and application forms provided in such sites to sort out issues related to their studentship at such Universities. Students are advised to refer copies of such correspondence to the manager Student services for information.

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## 14. Transfer from one study programme to another.

### 14.1 Application Procedure

14.1.1 Students would be permitted to transfer their registration from one specialization to another in the ensuing year.

#### Use online application in Course Web.

Students could seek a transfer from the B.Sc Special Honours Degree Programme to the B.Sc in IT Degree Programme at the end of the second year of study.

Since the syllabuses of the two Degree programmes differ such students will be called upon to complete any outstanding modules of the Degree programme.

## 12. Extra Curricular Activities

### 12.1 Formation of Societies

- 12.1.1 The Student Interactive Society (SIS) in the Apex student body at SLIIT. It is appointed by the MD/CEO annually to peruse the objectives defined in the SIS constitution ranging from creating interest in sports, extracurricular activities to promote healthy interpersonal relationships among the student community and the staff of SLIIT. Its patrons are the Chairman and the President of SLIIT.
- 12.1.2 Students would be permitted to form societies to promote extracurricular activities, approved by the SLIIT Management, under the umbrella of the Institute's Students Interaction Society. **(Application Form to stage events or to engage in societal activities must be obtained from the Academic Affairs Division)**
- 12.1.3 Member students of any approved Society should only indulge in activities for which approval has been obtained.
- 12.1.4 Indulging in activities which have not been approved would be regarded as a violation of the student disciplinary code.
- 12.1.5 It shall be the responsibility of the Junior Treasurer of any approved student Society to submit accounts of each and every approved event staged, to the Senior Treasurer within 14 days from the date of the event and the final accounts covering all events staged at the end of the tenure of office before relinquishing duties.

The failure to satisfy this requirement would result in no reference letters or recommendations being issued on graduation by either the Faculty or the Academic Affairs Division.

### 12.2 Participation in Sports

All students of the SLIIT would be entitled and are invited to take part in Sports for recreational purposes or for competition.

Students are expected to fill the Sports Questionnaire available at the Reception Counter and submit the same to the Manager, Physical Education for further assistance in incorporating them to the SLIIT sports activities. **(Sports Questionnaire Form should be obtained from the reception Counter).**

Student members of the SLIIT sports teams should display true sportsmanship on and off the field at all instances.

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such e mail addresses. It is a requirement to indicate ones registration number in all such correspondence.

### 1.3 Admission of visitors into the campus premises

- 1.3.1 Students are not permitted to bring outsiders into the Campus premises. In case of necessity, permission should be duly obtained from the office of the Director Administration.

[Parents would be allowed to enter the premises between 8.30 a.m. and 5.00 p. m. during week days.]

### 1.4 Attendance and Punctuality

- 1.4.1 All students should maintain at least 80% of attendance at classes. Those who fail to maintain such attendance will not be allowed to sit for the end of semester/Final Examination.
- 1.4.2 The Institute expects its students to be punctual at classes, i.e. they should be in the Lecture halls, Tutorial classes well in time.

### 1.5 Academic Standards

- 1.5.1 SLIIT expects its students to maintain high academic standards, throughout. A student who earns a cumulative GPA of 3.70 or above is considered to be of a good academic standing with the Institute. Students whose GPA falls below 2.0 will be placed on academic probation. It is compulsory for such students to meet the Module Lecturers and Academic Advisors for academic advice.
- 1.5.2 Students registered at SLIIT should follow the compulsory foundation course, designed to improve English Language Skills, Mathematical Skills and Computer Skills, prior to their embarking on a Diploma/Degree Programme.
- 1.5.3 Absence from study programmes.

Students should not absent themselves from a registered study programme unless with approval from the Faculty.

Students who need leave of absence from the study programme should submit the reason with supporting documents to the Head of the Department for consideration and approval by the Faculty. Leave should only be availed of with such approval.

## 1.6 Academic progression

### 1.6.1 Computing, Business and Engineering Faculties

A student will be permitted to proceed to the next year of study, if

- 1) He/ she has not exceeded the number of repeat modules allowed in a particular year as shown below, and
- 2) He/she possesses the requisite GCE (A/L) qualifications.

**Year 1 to year 2 (SLIIT)** - No more than Five (5) failed modules

**Year 2 to Year 3 (SLIIT)** - Not more than Three (3) failed modules

**Year 2 to Year 3 (Curtin CSN)** - No failed modules

**Year 2 to Year 3 (Curtin IT)** - No failed module

**Year 2 to Year 3 (Curtin SE)** - No failed modules

**Year 2 to Year 3 (SHU -BBA)** - No failed modules

**Year 3 to Year 4** – As determined by the Faculty

An exception to the rule 1 above will be made if a parent of a student insists in writing, that his/her son/daughter be allowed to proceed to the next year in spite of the advice given against it.

Such students are required to initially meet the Head of the Department concerned along with the parent and submit the collectively prepared application (which can be down loaded from the “Help Desk” in the Course Web) to advance to the next level of the study programme outside the progression criteria and a copy of his/her Academic Profile which could be down loaded from the course web for consideration.

The Head of the Department will arrange academic advice to the student and the parent on the best course of action to be taken to complete the study programme successfully.

The Head of the Department will provide direction to the Manager Academic Affairs through the application for follow up action. Thereafter the student is required to meet Manager Academic Affairs along with the parent to complete the registration process.

## 10. Refund of Refundable Deposits

Students would be entitled to claim the refunds of refundable deposits either at the end of a semester or at the end of the course or at the time of leaving SLIIT for whatever reason.

Refund of payments made but for which the due services have not been obtained could be claimed **(Application Form to obtain Refundable Deposits are at the Reception Counter)**

Hostel security Deposits should be claimed using claim form reserved for that purpose

**(Application Forms to obtain Refundable Deposits are at the Reception Counter)**

Library deposit could be claimed by using the relevant form. **(Application Form to obtain deposits are available at the reception counter)**

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## 11. Student Activity Hours within the SLIIT premises

11.1 Students shall not remain within the SLIIT premises after 8.00 p.m. on week days as well as on weekends.

11.2 Week End students whose lectures are conducted till 8.00 P.M, would however be given permission to leave the SLIIT premises by 8.30 the latest.

11.3 Any student/s who wishes to remain within the SLIIT premises to take part in any officially approved activity shall obtain permission for his/ her/their stay within the SLIIT premises after 8.00 p.m. from the Director Administration/ MD/CEO.

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If and when the Orientation Programme has not been attended it will be the date of commencement of the Study Programme.

II. Applicants who have followed the course for less than one month – A refund of 50% of the payment shall be made provided the lesson material and SLIIT Student Identity Card are returned to the Academic Affairs Division.

III. No refund after one month.

IV. This applies to students who had obtained postponement of Registration as well.

### 9.6.2 Repeat Examination Fees

Refunds should be applied for within 14 days of the absence.

I. 80% of the payment will be refunded provided valid Medical Certificates\* are submitted.

II. 50% of the payment will be refunded provided the reason furnished would be accepted as a valid reason by the SLIIT Authorities.

\*Valid Medical Certificates are-MC's issued by Government Hospitals, MC's issued by the Institute's Medical Officer and MC's certified by the Institute's Medical Officer.

### 9.6.3 Scholarship Winners

Payments made by students to cover the Semester fees will be refunded in full or in half, depending on the nature of the scholarship won, if and when they win a full or a half Scholarship.

## 9.7 Transfer of fees

Students will not be permitted to transfer the fees paid by them to SLIIT to the credit of another student under any circumstance.

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1.6.2 Students who have been admitted to the study programs offered by SLIIT whilst pending results at the G.C.E (A/L) Examination or with the option of passing the G.C.E (A/L) Examination (by obtaining passes in three subjects at one and the same sitting) within the first two years of the respective study programs, are essentially required to obtain such qualifications during the said period to become eligible to proceed beyond the Diploma to the third year of the B.Sc. Special Honors Degree programme.

Such students should essentially submit their G.C.E Advanced Level result sheet to the Student Services Division during the first two academic years.

1.6.3 Students who are required to repeat the failed modules to qualify to proceed to the next level of the study programme will be required to register for such modules on a pro rata basis and attend Lectures, Practical sessions and compulsorily undertake all Continuous Assessments (Assignments, Class Tests, Lab Tests Quizzes and the Mid Semester Examination) and end of Semester Examinations.

**(Use online application in Course Web under the “Academic Affairs Section”)**

## 1.7 Selection of Fields of Specializations and Optional Modules.

### 1.7.1 The selection of the fields of Specializations

The selection of the fields of Specializations in the respective Degree programmes offered at SLIIT vary as follows.

#### Faculty of Computing

- “Computer Systems & Networking” and “Information Technology” Specializations as from the first year
- “Information Systems” Specializations as from the second year of study
- “Software Engineering”, “Cyber Security” and “Interactive Media” specializations as from the third year of study.

#### Faculty of Business

- All specializations after a common first year of study.

#### Faculty of Engineering

- All Specializations after a common first year of study.

Students are advised to contact the Departmental and Faculty Academic Advisors before selecting a field of specialization.

Changes in the fields of specializations will not be allowed after the expiry of four weeks in to the semester.

### 1.7.2 Selection of Optional Modules

Students are required to offer Compulsory as well as optional modules in their study programmes.

The Optional Modules are usually offered in the third and fourth years of the study programmes as explained in the study guides.

Students are advised to obtain advice from the Academic Advisors before choosing and registering for their optional modules.

Changes in the registered optional modules will not be permitted after one week in to the semester.

### 1.8 Requirements for Graduation.

1.8.1 To graduate from the respective Degree Programmes offered by SLIIT and those conducted at SLIIT.

The students are required to,

I Satisfy the Performance Criteria of the respective Degree Programmes and

II Clear all Liabilities

1.8.2 The Degree Programmes conducted by SLIIT are conducted under the Course Unit System and accordingly the results are released and classes are determined on the basis of the Grade Point Average (GPA) on a scale 0-4.

1.8.3 SLIIT performance Criteria require students to repeat all referred modules and obtain required grading to become eligible to graduate.

Students who secure a semester result with not more than one “D” grade per semester (except for the English Language Skills modules) in the first year only with a GPA of 2.00 or above, will become eligible to pass the semester. They could graduate, by acquiring cumulative GPA of 2.00 or above with passes in all remaining modules of the Degree Programme.

Students who pass all but one module of the Degree programme, with a C- grade for the outstanding module and a GPA of 2.00 or above may be graduated under the “Conceded Pass “criterion. The C- grade at SLIIT is a failure and should be repeated. A student who has obtained a C- grade in a previous attempt would be considered for graduation under this criterion if

9.4.2 The prorated fee payable for each module in such situations will be the halved per module fee. (Semester fee divided by the number of modules and halved)

(Such students will be required to follow the referred/failed modules and do the practicals, assignments and sit the mid Semester and end semester Examinations of the modules being repeated).

9.4.3 Students who have completed following a study programme or who are not registering for a semester should register for outstanding modules on a prorated basis.

The prorated fee payable for each module in such situations will be the per module fee. (Semester fee divided by the number of modules)

9.4.4 The conditions governing payments, appearing in sections 9.1.1, 9.1.2, 9.1.3, will apply to students repeating modules and sitting examinations as repeat candidates.

### 9.5 Students defaulting payment

Students, whose Semester Fees /Pro Rata Fees (which covers lecture, tutorial, regular examination, access to computer laboratories and the library fees) are outstanding, will not be entitled to any facilities offered by SLIIT.

Students who have not paid fees and hence are not registered and thus are not legitimate students are prohibited from entering the SLIIT Premises.

### 9.6 Refund of fees paid

Students shall be entitled to receive refunds of Tuition and Repeat Examination Fees as follows. **(Application form for Refunds is available in the course web**

#### 9.6.1 Tuition Fees

I. Applicants who have not followed the course for more than one week - A refund of 90% of the payment shall be made provided the lesson material and SLIIT Student Identity Card are returned to the Academic Affairs Division.

For purpose of refunds of the first year first semester fee the date of commencement of the Orientation Programme, will be reckoned as the date of commencement of the study programme.



- 9.1.4 Students under normal circumstances will not be allowed to pay the Semester Fees in installments. Exceptions to this rule may be made at the discretion of the Manager Academic Affairs based on acceptable reasons as adjudged by him/her.

The parent of the student will have to personally meet the Manager Academic Affairs to complete the relevant agreement.

- 9.1.5 Students are required to use SLIIT Bank Paying in Slips available at the Banks to make payment of fees.

The student's Registration Number/the National Identity Card Number and the Name should be correctly written on the Bank Paying in Slip.

## 9.2 Examination Fees

Generally Examination fees are not charged from first attempt candidates

## 9.3 Repeat Examination Fees

- 9.3.1 Students will be allowed to repeat failed modules at the very next two opportunities offered by SLIIT, without any charge.

Those who do not utilize the first two repeat opportunities offered by the Institute to attempt examinations free of charge, for whatever reason (due to medical and other reasons which qualify them to receive "IC" status) are required to pay Rs 8,000/= per module to attempt such modules at the third opportunity offered by the Institute and beyond.

This applies to students who had missed the regular/repeat examination for whatever reason as well.

- 9.3.2 The conditions laid down in sections 8.1.2, 8.1.3, will apply to the payment of repeat Examination Fees as well.

## 9.4 Payment to repeat courses

- 9.4.1 Students with a valid semester registration but who wish to repeat outstanding modules of years beyond the immediate preceding year, (in order to become eligible to advance to the next year or to complete the performance criteria for the award of Diploma/Degree), also should register for such modules on a pro rata basis in addition to the registration for the semester. (See section 1.6 above)

he/she had continuously attempted the examination in that module and if the grade secured at the latest attempt is not an "E" grade.

- 1.8.4 The requirements for academic honours at Degree Level are as follows.

### CGPA 3.7 - First Class Honours

3.3 < CGPA < 3.7 – Second Class Honours Upper Division

3.0 < CGPA < 3.3 - Second Class Honours Lower Division

2.0 < CGPA < 3.0 - Pass

- 1.8.5 Under no circumstances will any request or an appeal for the review of the CGPA be considered. Awarded academic honours or the academic honours that is to be awarded, will not be adjusted, on grounds that the CGPA is in the border line, in view of the adverse impact it would have on the standards set by SLIIT.

## 1.9 Student discipline

- 1.9.1 Under the General Code of Conduct for students, the following behavior is prohibited.

- I Impersonation
- II Submission of false information, false documents and falsified documents to the Institution.
- III Accessing confidential information from data bases of the Institution and or obtaining confidential information or data of the Institution, which are not meant to be seen by students such as Question Papers, Model Answers of mid-semester or end of semester examinations to be held, Marks etc. from whatever source.
- IV Using confidential information of the Institution for personal gain, or to damage the reputation of the Institution or revealing them to outsiders.
- V Damaging Institutional property.
- VI Improper Conduct within or outside the Institutional premises.
- VII Harassment of fellow students and or others in the SLIIT community.
- VIII Violating the rules and regulations enforced on students by the Institute.
- IX Instigating other students to breach the rules and regulations of the Institute.

- X Aiding and abetting other students or outsiders to violate the rules and regulations of the Institute.
- XI Stealing Institutional and or Intellectual property and or misusing Institutional and or Intellectual property.
- XII Absconding when summoned for official reasons.
- XIII Involving in assault and or causing physical harm to fellow student/s or a staff member.
- XIV Causing disturbances to the activities of the Institute and or attempting to influence the impartial and independent culture being maintained within the Institute.
- XV Committing any act that would bring disrepute to the Institution.
- XVI Indulging in any unauthorized activity.
- XVII Violating the Penal Code of the country.
- XVIII Plagiarism and or committing any offence at examinations
- XIX Keeping in one's possession Liquor and or narcotics/unlawful drugs within the SLIIT premises and or consumption of Liquor or narcotics/ Unlawful Drugs within the Institutional premises and or being within the Institutional premises under the influence of liquor or narcotics/ unlawful Drugs.
- XX Being remanded or being a suspected party of a police investigation.
- XXI Organizing activities, trips, fund raising, meetings etc without the approval from the MD/CEO
- XXII Using the name and the Logo of SLIIT for whatever activity without the approval of the MD/CEO
- XXIII Violating the IT Policy of SLIIT
- XXIV Distribution of leaflets, News papers and other printed material and or audio or video material containing texts or data which have not been approved for distribution among students or staff of SLIIT by the MD/CEO.
- XXV Debarring any staff member or a service provider in performing his/her duties.

If the withdrawal request is submitted during the course of a semester the SLIIT semester fee refund policy enumerated in section 8.5 of this Rule Book will apply.

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## 9. Payment of Fees

### 9.1 Registration Fees

- 9.1.1 Students are required to pay the all inclusive fee to cover the Lectures, Tutorials, Examinations and Access to the Laboratories and the library, Sports and Recreational and all other facilities provided to students and Government Taxes, before the commencement of the respective semesters.
- 9.1.2 The payment dates will be announced through Notices published on notice Boards and in the course web and the students are expected to abide by the time frames published in making the payments.
- 9.1.3 Students registering for Degree Programmes of Partner Universities should pay the partner University fee along with the SLIIT semester fee.

#### Semester Registration Dates

**An academic year will comprise two semesters and generally payments for the respective semesters will have to be made in the following periods.**

**December – 2015**

**June – 2016**

**December – 2017**

**June – 2017**

**December – 2018**

**June – 2018**

**December – 2019**

**June - 2019**

- 9.1.3 Students who fail to meet the deadlines set for the Payments will be given a limited additional time to make the payments with a late processing fee. Payments made after this extended time frame will not be accepted for registration and would be refunded.

share the responsibility of staying informed about the Institute's policies regarding the use of IT Resources and complying with all other applicable policies.

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## 7. Postponement of studentship

### 7.1 From one semester to another

**7.1.1** Requests of students for the postponement of studentship from one semester to another will be entertained by the SLIIT subject to the conditions governing the payment of course fees.

Applications to postpone the registration should preferably be submitted before the commencement of a semester or a within four weeks into the semester. (Continuous assessments will be done in the study programmes from the very first weeks in to the semesters and hence this requirement)

CA marks earned during the semester up to the date of postponement of registration will be disregarded .

The semester fees paid by a student seeking a postponement will be allowed to be utilized when re registering subject to the condition of paying the balance fees between the semester fee already paid and the semester fee of the year/semester in which the re registration takes place.

(Use online application available in the Course Web under "Academic Affairs" section)

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## 8. Withdrawal of studentship

A student is entitled to withdraw from a course at any given time subject to the following conditions,

A withdrawal application should be submitted to the Student Services Division addressed to the Manager along with the following.

- A certification from the Librarian to the effect that all books have been returned and dues settled.
- The SLIIT Identity card should be returned to the Academic Affairs Division.

1.9.2 The students shall be subjected to the M.D/C.E.O's power to make the Institutional premises out of bounds for a student who is reported to have committed any of the above mentioned offenses pending the conclusion of an Investigation/Inquiry proceeding.

1.9.3 At the inquiry the accused student shall receive the opportunity to be represented by another person who shall not be a lawyer. He or she shall in addition be given the opportunity of summoning witnesses provided; details about them are submitted to the Inquiry Officer/Panel well in advance, with their consents in writing.

1.9.4 The accused will be permitted to cross examine the witnesses at a formal Inquiry.

1.9.5 A student who is found to have violated the Student Disciplinary Code is liable to be subjected to any one or more of the following punishments.

- I. A severe warning.
- II. A fine and a warning.
- III. Suspension of studentship for a specified period and or suspension of right to access IT Facilities
- IV. Recovering the cost of replacement (in case of damaging Institutional property) with a heavy surcharge.
- V. A combination of any of the punishments listed above.
- VI. Expulsion from the Institute.

1.9.6 If a student is subjected to a suspension of studentship for a defined period of time for committing a serious act of misconduct during a semester the marks earned in the semester will automatically be nullified and the student will be required to repeat the entire semester at the expiry of the suspension.

1.9.7 If a student is suspected of committing an act falling within the Penal Code, the matter will be reported to the Police for investigation. The Institute has the right to concurrently conduct the Institutional Inquiry against the suspected student under the Student Disciplinary Code of the Institute.

1.9.8 A student against whom disciplinary action has been instituted consequent to a disciplinary Inquiry, will be permitted to appeal against the disciplinary Order.

- 1.9.9 The ruling given by the Disciplinary Authority in relation to such an appeal shall be final.

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## 2. Examinations

### 2.1 Examination Rules

- 2.1.1 To be a candidate at an examination, a student will have to be duly registered for the respective semester on a regular or a pro-rata basis.

Candidates who attempt examinations as repeat candidates should possess valid registration as repeat candidates.

Any student attempting an examination without a valid registration will be committing an examination offence and his/her answer scripts will not be assessed.

Students should verify their eligibility to attempt SLIIT Examinations from the "Eligibility Lists" displayed for the information of the students before the examinations on notice Boards and in the Course Web. Students whose names are not in the eligibility lists should notify the Manager Examinations or the Manager Academic Affairs to sort out their candidature prior to the examination.

All SLIIT students are bound by the Code of Conduct for candidates at SLIIT Examinations.

- 2.1.2 All candidates should be present near the examination hall before 15 minutes from the scheduled time of commencement of an examination.
- 2.1.3 Candidates should have in their possession their valid Student Identity Cards.
- 2.1.4 Candidates should enter the Examination hall only after an announcement is made by the Supervisor. After entering the hall the candidates should occupy the allocated seats.
- 2.1.5 Candidates shall always sit an Examination in the Examination Hall allocated to him/her. The discretion of allowing a candidate to sit the Examination in a Hall other than the one which has been allocated to him/ her is solely vested in the Supervisor. The supervisor could refuse a candidate whose name is

- V Users shall not forge the identity of or impersonate another person in an email.
- VI Users shall not knowingly transmit by email any harmful or malicious content (e.g. viruses) or any other content or material that may otherwise violate the civil and criminal laws of Sri Lanka.
- VII Users shall not flood an individual, group or the email system with numerous or large emails.

In addition to disciplinary actions taken by the Institute, Users may be subject to criminal prosecution, civil liability or both for unlawful use of any of the IT Resources. Users are reminded that unauthorized access to, modification or interception of computer programmes or data can amount to serious criminal offences under the Prevention of Computer Crimes Act and the general law.

### 6.8. Channel of Recourse

Any User who suspects that the Institute or its representatives have made unwarranted access to his or her computer systems may feedback his or her concerns to the Managing Director / Chief Executive Officer, who will investigate the report.

### 6.9. Indemnity

Failure by Users to observe the abovementioned policies may result, whether directly or indirectly, in the Institute being involved in claims and/or suffering damages, losses and expenses. The User shall indemnify the Institute and its officers from any such claims, damages, losses and expenses resulting from the User's failure to observe any of the provisions of this Policy.

### 6.10. Consent to Disclosure of Information

In addition, the User must understand that the Institute will cooperate in any official investigations resulting from any breach of this Policy and may, in its discretion, furnish the relevant authorities/parties with the relevant information and your consent to any such disclosure shall be deemed by your acceptance of this Policy.

### 6.11. Changes to Policy

The Institute reserves the right to amend this Policy or implement additional policies, without the User's consent, from time to time in the future. Although the IT Services Division will inform Users of policy changes, Users must

applications, email, public folders, newsgroups, online discussion forums, dialup, network, Internet and databases, etc.

All students who have been granted access to the IT Resources are to comply with this Policy.

### 6.3. Waiver

When restrictions in this Policy interfere with their research, educational or service Activities, users may request for a written waiver from specific clauses from the Head of IT Services Division.

Such waiver shall only be granted in very exceptional Circumstances.

### 6.4. General Prohibited Uses

#### 6.4.1 Uses in Violation of Law

#### 6.5.3 Software License and Copyright

Users shall not use or install unlicensed software or programs. Users shall not infringe the copyright of any software available over the Institute network. As the Institute is bound by the terms of software license agreements, the Users, as end-users, agree to comply with the terms and conditions of use as stated in the respective software licenses, a copy of which is available for your perusal upon request.

#### 6.5.4 Email

Email is used frequently for correspondence internally and externally.

- I Users shall not transmit libelous, slanderous, and defamatory in nature, threatening or abusive messages or any messages that may be reasonably construed as such.
- II Users shall not send annoying, abusive or unwanted messages to others.
- III Users shall not send unsolicited mass emails within or external to the Institute, without prior approval of a Divisional Head, Director or higher authority of the Institute.
- IV Users shall not forward messages containing general appeals or warnings like 'virus warnings', 'request for help', by mass mail or otherwise. Users should instead send these messages to the IT Services Helpdesk of the Institute for verification.

not in the eligibility list from entering the Hall without a validation letter from the Academic Affairs Division.

All students should confirm their candidature by checking the eligibility lists in the courseweb in advance of the date/s of the examinations.

- 2.1.6 Candidates should produce the Student Identity Cards when requested for inspection by the Supervisor/Invigilator during the examination.
- 2.1.7 Examination Halls will be closed sharp at the time of commencement of the Examination. Late comers, if any, will be admitted after ten (10) minutes from the commencement time. Such candidates should remain outside the hall till the Supervisor/Invigilator calls them in. Such candidates will not be allowed additional time to answer the question paper.
- 2.1.8 Candidates should not bring any writing paper into the Examination Hall.
- 2.1.9 Items such as calculators that would be permitted to be brought into the Examination Hall will be announced by the respective Examiners in advance and by the Supervisor before the commencement of the Examination. Candidates are prohibited from bringing any other item (unauthorized items including mobile phones) into the Examination Hall.
- 2.1.10 Candidates will not be admitted to the Examination Hall after 30 minutes from the time of commencement of the Examination. (Exceptions may be made purely at the discretion of the Supervisor on account of any unforeseen events.)
- 2.1.11 Candidates should commence answering only after the Supervisor announces them to do so.
- 2.1.12 Only pens with blue or black colored inks shall be used to answer examination papers.
- 2.1.13 The candidates should write their Registration Numbers in the space provided on the first page of the answer booklet and should not write their names on the answer scripts. Writing ones name on answer script will construe an offence.
- 2.1.14 Candidates will not be permitted to leave the Examination Hall during the first and the last 30 minutes of the Examination.
- 2.1.15 Any candidate who has to leave the Examination Hall during an examination to attend to a call of nature shall inform the Supervisor/Invigilator about the requirement.

- 2.1.16 Candidates who are in need of any clarification/Information should raise their hand and remain seated until the matter is attended to by the Supervisor/Invigilator.
- 2.1.17 Candidates are not permitted to speak or to communicate with another candidate in any form during an Examination.
- 2.1.18 The candidates should sign the attendance Sheet provided by the Supervisor/Invigilator during the examination.
- 2.1.19 When the Supervisor/Invigilator announces to stop answering; candidates should comply and remain seated till the answer booklets are collected by the Invigilators.
- 2.1.20 Candidates will be permitted to remove the question papers at the end of the Examination unless they are instructed to return the question papers to the Invigilators along with the answer booklets.
- 2.1.21 If a candidate is suspected of committing an Examination Offence or is detected in the process of committing such an offence, he/she should give a written statement to the Supervisor at the end of the Examination.
- 2.1.22 Candidates who are detected to be having in their possession any unauthorized material should hand over such material to the Supervisor/Invigilator when called upon to do so.
- 2.1.23 Any candidate who is found to be carrying unauthorized data, text /s or figures written on one's self or on ones clothing should copy the contents onto a paper and hand over the copied text to the Supervisor/Invigilator with his/her signature on it when called upon to do so.
- 2.1.24. Candidates should not have their answer script open to be seen or perused by fellow candidates. Such act shall be treated as abating fellow students to commit the act of copying and would construe an examinations offence.
- 2.1.25 Obtaining unauthorized information from whatever source during an online examination will be a violation of the Examination regulations.

## 2.2 Absence from Examinations

- 2.2.1 Students are required to attempt examinations as and when they are offered and those who absent themselves from an Examination/ module/s of an examination will be treated as having failed the particular Examination/ module / s. If he/she passes the particular Examination/ module /s at a repeat

- 5.6.2 If a book is lost or damage, student will be required to either replace the lost or damaged book with an identical one in original form acceptable to the Librarian within a period of one month. In the alternative the student shall pay to the SLIIT the replacement cost plus any additional levies imposed by the SLIIT equal to or exceeding 50% of book value and any other additional charges as penalty as determined by SLIIT.
- 5.7 All students using the SLIIT library for reading purposes should use the facilities with care and shall ensure that the items in the library are not damaged or distorted.
- 5.8 SLIIT students using the library shall maintain silence and shall behave in a responsible manner not disturbing fellow readers.
- 5.9 Food, Beverages, bags, other text Books will not be allowed to be brought into the library.
- 5.10 Reading room can be used for student discussions and students are allowed to bring their own books and bags to this reading area. Students are not allowed to bring food, beverages and water bottle to the reading room.
- 5.11 Use of Mobile Phones within the library is strictly prohibited. Wi-Fi facilities inside the libraries are provided and request students to use this facility for academic purposes only.

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## 6. ICT Policy -

### 6.1. Purpose

These set of rules is intended to prescribe the appropriate behavior and use of IT Resources by students in an effective, ethical and lawful manner. It sets out the parameters of permitted use of the IT Resources and is in addition to any other policies that govern the use of the IT Resources. In the event of a conflict between other policies and this Policy, this Policy shall prevail.

### 6.2. Scope

This Policy applies to the use of the IT Resources owned, controlled or managed by the Institute, such as computer accounts, personal computers, servers, workstations, disk storage, software, administrative and academic

- 5.3.2 Application for refunds will be entertained at the end of a semester during periods that will be announced periodically.
- 5.3.3 Accordingly a student may request for a refund: at the end of the course for which he/she is registered, or if he/she no longer wishes to continue with the borrowing facility (Such applications should be forwarded at the periods mentioned above)
- 5.3.4 However if a student leaves SLIIT for any reason, such a student may claim the refund at the time of leaving
- 5.3.5 It should be noted that a student should apply for the refund **within a period of two years**, after graduation or otherwise he/she will lose the claim for refund
- 5.4 Students who have a library membership are allowed to borrow one book for a period of 7 days. Books on high demand will be issued for overnight use during the demanding period. During holidays this period may be increased up to 14 days. Books issued for the weekend may also vary depending on the demand during that period. Post Graduate students are also allowed to borrow one book for a period of 14 days. (One week)
- 5.4.1 If a member requires the same book to be renewed for a further period of time he/she will allowed to renew the same for another half a period of entitle duration (3days for under graduates) by using the library website <http://library.sliit.lk>
- 5.4.2 Members will get the user name and password for online usage which allows them to search and reserve library materials by using the Library OPAC (Online Public Access Catalogue).

### 5.5 Library Fines

- 5.5.1 Students should return the borrowed books on time or else will be required to pay a fine of Rs.115/- per delayed day per book.
- 5.6 Replacement of Lost Library Materials
- 5.6.1 If a student has misplaced or lost or damage the borrowed book he/she should inform the Library immediately. Library staff will provide the necessary information as how he/she should deal with such a situation.

examination even with a high mark/s, he/she shall receive only 'C' Grade Pass/ as for such modules.

2.2.2 A student who is unable to attend an examination or a module/s of an examination **on medical or any other acceptable grounds** is required to inform the position to the Manager Academic Affairs immediately by e-mail through [examinations@sliit.lk](mailto:examinations@sliit.lk) for purpose of registering the request(Within 24 hours). In case of Continuous Assessments (Class tests, Lab Tests, Quizzes, mid Semester Examination) the inability to attend the examination should be notified to the Lecturer in Charge in writing within 24 hours. The lecturer in charge will arrange an alternative assessment /a repeat opportunity for students who had failed to attempt any sub component of the Continuous Assessments (CA) within the semester. Students must meet the Lecturers in Charge within seven (07) days from the date of absence and arrange for this concession with documentary proof about absence where possible.

The opportunity so permitted by the lecturers in charge for students who had missed a particular sub component of the CA component for acceptable reasons will be regarded as their first attempt in that particular sub component.

Students who miss sub components of the CA component without any valid reason too will be allowed to repeat such sub components within the semester but such attempts will be regarded as repeat attempts and any pass mark will be capped at Minimum Pass Mark level irrespective of the actual mark earned.

### (Use online application in Course Web under the “Academic Affairs Section”)

Students who are unable to attend an examination or a module/s of an examination on acceptable grounds other than medical should submit documentary evidence in proof of the inability to attend the examination within 14 days from the date of absence to Manager Examinations along with the duly completed application form to receive concession of being considered as a First Attempt Candidate of that Examination/ module /s when he/she attempts it again.

Students who absent themselves on medical grounds should submit **acceptable Medical Certificate**/\*s to cover the period of absence **within 14 days** from the date of the Examination or the examination of that particular module/s as the case may be, to the Manager Examinations along with the duly completed application form to receive a concession on medical and other acceptable grounds.

Students who wish to be excused from examinations for other reasons should submit documentary evidence and reasons for the absence for consideration before or during the examination to the Manager Examinations.

Candidates who will be adjudged as eligible on the basis of the Medical Certificates in medical cases or based on acceptable evidence in other cases will receive an 'IC' grading, ['IC' being INCOMPLETE], and would become eligible to receive the grade applicable to the marks obtained at the next attempt, as a first attempt candidate.

\* (Acceptable Medical Certificates will be, Medical Certificates issued by Government Medical Hospitals, Medical Certificates issued by the Medical Officer of the SLIIT or Medical Certificates issued by Medical practitioners and certified as authentic by the SLIIT Medical Officer.)

2.2.3 Applications for concession under 2.2.2 will not be entertained, after 2 weeks from the date of absence.

## 2.3 Repeat Examination Policy

There shall be no "Repeat Examinations" at SLIIT except in the first year and final years in the Computing Faculty unless otherwise decided by the Senate. However there will be repeating opportunities during end of the semester examinations.

Where repeat examinations are not offered candidates who fail in any module/s as a first attempt candidate will be provided the opportunity to repeat the end semester examination of the module at the corresponding semester of the following academic year.

The Continuous Assessment Marks (Assignment and Mid Semester marks) earned in a particular academic year will be valid up to the end of the following academic year/corresponding semester.

Thereafter, the candidate, if is still required to repeat a module/s, he/she shall follow the entire module afresh and sit the mid semester examination, complete the assignments and sit the end of the semester examination of such modules. This would apply to a student who would be repeating a module after the expiry of two Academic Years including the one in which the CA marks were scored.

If a repeating candidate is successful in gaining marks beyond the range applicable for a "C" grade (pass grade) he/she would be assigned a "C" grade for the repeating module irrespective of the actual marks secured for that module.

seek permission to leave the Hostel. Such students should report to the Manager/Administration on their return and fill the second part of the register before entering the Apartment.. When a resident student is away under such circumstances the SLIIT will not be responsible for them.

- 4.9 Usage of any electrical equipment in the allocated apartment, other than those provided by the Campus or authorized by the Manager/Administration is prohibited for students.
- 4.10 It will be the responsibility of individual resident students to bring to the notice of the OIC/ Manager/Administration, cases of illness affecting any resident student.
- 4.11 Students should not form societies/associations within the hostel without the written approval of the Manager Administration.
- 4.12 Resident students are not permitted to conduct meetings within the houses/ rooms.

Meetings may be conducted in connection with approved events in the common areas of the Main buildings with the prior approval of the Manager/ Administration.

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## 5. Rules Governing Library Membership

- 5.1 Library membership is obligatory for all SLIIT students
- 5.2 Students are required to obtain Library Membership by paying a deposit of Rs. 3000/- to the Finance Division and submitting the receipt to the Library along with the duly completed application form and become eligible to borrow one book. If a student needs to borrow more than one book at a time, (not two books in same title) an additional refundable deposit of Rs.3000/- will have to be paid per book.
- 5.3 Refund of the Library deposit
  - 5.3.1 Students may claim the refund of the security deposit after handing over the duly filled application form available at the library.



It is the responsibility of the incoming student to check the Furniture and any other equipment in the apartment as to be in usable form/working order.

- 4.2 Resident students shall immediately bring to the notice of the Officer in Charge (OIC) any loss or damage which had occurred to any of the SLIIT property allocated to them for use within the Hostel premises.
- 4.3 The resident students should confine themselves to the accommodation allocated to them and should not change without prior approval of the OIC and the Manager/Administration. When changing accommodation with such approval, the student should formally hand over the items in his previous location and formally take over the items in the new place as per sections 4.1 above.
- 4.4 The furniture/equipment in the rooms should not be changed or additional furniture/equipment be brought into the room without the prior approval of the OIC/Manager Administration.
- 4.5 At the time of leaving the apartment or changing location either at the end of the semester or in the event of closure of the Campus due to some reason or other, all resident students would be subjected to a check out procedure with the OIC which includes stock verification and the payment for any damages. Residents in these circumstances must personally hand over the keys of the room/cupboards/drawers etc. to the Manager Administration.
- They should remove their personal belongings from the apartment on such occasions at the time of leaving and not later.
- 4.6 Resident students should behave in a reasonable manner at all times and shall not cause any disturbance to the fellow resident students, SLIIT community and outsiders.
- 4.7 Students residing in the SLIIT hostels are not permitted to bring parents/visitors into the Apartment under any circumstances. If any student wishes to meet parents and visitors this is only permitted in the common rooms of the main Campus buildings. All visitors must have approval from the Manager/Administration to enter the hostel premises.

Responsibility of the visitors and their adherence to the hostel rules lay with the students.

- 4.8 Resident students are required to be in occupation of the allocated rooms during term time. Any resident student, who wishes to keep away from the hostel even for a day, should obtain prior permission from the Manager/Administration by submitting a written request through the register meant to

## 2.4 Release of Results and Re correction application procedure

Results of Examinations will be released after the respective Boards of Examiners Meetings. Results will be displayed on Notice Boards and in the course web.

Students, who wish to get their answer scripts re assessed, could apply for re correction within 14 days from the date of release of the results.

Such applications should accompany a payment receipt for a sum of Rs 1000/- made to the Cashier to cover the re correction fee.

## 2.5 Examination offences

“Examinations” at SLIIT comprise,

- Class Tests,
- Lab Tests,
- Quizzes,
- Mid Semester Examinations
- other Assessments
- End semester Examinations

The following acts committed by candidates at any Examination at SLIIT would be punishable offenses.

- I) Removal of stationary belonging to the Institute from the Examination Hall.
- II) An act considered by the Supervisor as an examination offence.
- III) Possessing unauthorized items within the examination hall.
- IV) Misbehaving within the examination hall.
- V) Copying.
- VI) Cheating.
- VII) Plagiarism
- VIII) Impersonation

The abovementioned offenses when committed at any “Examination” would lead to any one or more of the following punishments

## 2.6 Punishments

- I Cancellation of the candidature in the module/s and debarring from repeating the examinations in that particular module/s for a period of one year. All assessments will have to be repeated

A student who commits an offence at any “Examination” will lose his/her examination candidature for the entire module/s during a period of one year. (Until the corresponding semester examination of the following academic year).

He/she will only be allowed to repeat the assessments of the relevant module/s in the corresponding semester in the following academic year.

II Suspension for one Semester.

III Suspension for two semesters.

IV Any other punishment deemed necessary which could also be a combination of the punishments listed above.

V Suspension for the examination and from the Institution for two years.

VI Cancellation of registration and expulsion from the Institute.

### 2.7 Consequences of being found guilty of examination offence/s

2.7.1 The parents of a candidate who is found to have committed an Examination Offence at a particular Examination will be kept informed about the incident and the resulting punishment.

2.7.2 A candidate found guilty of committing an examination offence at a regular or a repeat examination will be permitted to attempt the respective paper next, (if the next sitting has not been suspended by punishment), only at the regular examination of the corresponding semester of the following year..

2.7.3 Once a candidate is found guilty of an examination offence/s and a punishment is imposed, one appeal will be entertained within two weeks.

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### 3. Complaints Procedure and Problem Resolution

3.1 In case of problems associated with Academic matters, students are required to approach the Faculty Academic Advisors or Instructor or the Lecturer concerned to find a solution to the problem. It is necessary for the student him/herself meet the official concerned. They should seek the help of a higher Authority only if they fail to solve the problem with the assistance of the Instructor/Lecturer concerned.

- 3.2 Students who wish to meet Academic Staff Members are required to arrange an appointment with the Academic Staff member concerned in advance.
- 3.3 Students should seek assistance from the following staff members for advice and guidance in the given fields by logging into the “Student help Desk” in the Course Web.

Medical – SLIIT Medical Officer (2nd Floor)  
 Student Services and Career Guidance – Manager Student Services (1st Floor)  
 Registration at overseas Partner Universities - Manager International Office  
 Semester Registration, Transfer between Course, Withdrawals from programme, Refund, Postponement of Admission, Leave of absence  
 - Manager, Registry & Examinations- Malabe  
 - Manager, Academic Affairs - Metro  
 - Manager, Kandy Centre  
 - Manager, Matara Centre  
 - Manager, Jaffna Centre

Registration for Examinations - Manager, Registry & Examinations

- 3.5 Students should visit SLIIT Notice Boards and the Course Web frequently to be updated on the Schedule of events at SLIIT and the procedures to be followed.

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### 4. Rules applicable to Hostellers

Rules applicable for the general student body will apply to resident students as well. In addition the following rules will apply to resident students.

**(Read the Hostel agreement & Use the online application in Course Web under the “Academic Affairs Section”)**

- 4.1 All resident students should sign and take the accommodation allocated to them, along with the furniture, equipment and other accessories in the apartment before they check in.

[They will be held responsible and accountable for such assets of the Institute and would be liable to bear up the repair or the replacement cost of any damaged or broken item, either individually or collectively.