



Student Rule Book for Academic & Disciplinary Conduct

10th Edition – 2018

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Introduction

This rule book has been compiled with incorporation of the rules which are applicable to the student community of Sri Lanka Institute of Information Technology, hereinafter referred to as SLIIT. The rules contained herein are currently applicable to each student and would remain so until the SLIIT management revises them to meet any demand for such revision.

SLIIT students are expected to be familiar with the rules which are applicable to them. Being unaware of any applicable rule will not be considered as an excuse that would exonerate any student from the binding consequences.

This book therefore, is meant to provide an opportunity for SLIIT students to familiarize themselves with the rules that would be applicable to them during their studentship at SLIIT. Students are accordingly requested to peruse this document with diligence and act in accordance with the expectations, of SLIIT during their studentship. Such action on the part of the students would help SLIIT authorities to serve them better and to provide them necessary assistance possible to make their life at SLIIT a memorable and a rewarding one.

Our Vision

To be a Center of Excellence to advance and disseminate knowledge, foster and promote innovation and produce world-class intellectual to best serve the nation and beyond.

Our Mission

To create a learning and research environment with best possible resources for our students and staff to be innovative and dedicated to excellence and to produce graduates with strong analytical, problem-solving and communication skills.

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1. General Rules

1.1 Registration

- Students are required to register on a semester basis and will be given an adequate period (registration period) to register for a semester. It is mandatory for students to register for a semester during the said registration period.
- Students who fail to register during the registration period will be liable to pay a late processing fee and the applicable penalty fees.
- No registrations will be entertained beyond the expiry of the late registration period specified in the Registration Notice.
- Any problems associated with the registration for a semester should be resolved prior to or during the registration period. A student whose name does not appear in the Class Attendance Lists is considered to have not been registered for the given semester. Such students should immediately contact the Student Help Desk to complete their registration.
- Any assessment or coursework submitted by a student who does not possess the valid registration for the module/ semester, will be deemed invalid and will not be considered in any future evaluations.

1.1.1. Regular Registration

- 1.1.1.1. Students are required to register for each semester as and when SLIIT announces the time period for registration via the Registration Notice.
- 1.1.1.2. A student who does not possess the valid registration for the respective semester would not be eligible to attend lectures, attempt assessments and sit for the Mid Semester/End Semester Examinations.
- 1.1.1.3. In order to become eligible for registration, every student/ applicant is required to satisfy the entry/ progression requirements specified for the program of enrollment as specified in the course documentation/ bylaws applicable for the relevant intake available on “Official Information Source for students”.
- 1.1.1.4. Every student is required to satisfy the following requirements in order for the “Registration” to become accepted.
 - i. The student should satisfy the eligibility for registration by having the necessary entry/ progression requirements for the said program. These requirements may be amended from time to time at the discretion of the faculty board.
 - ii. Making the due payment for the semester.
 - iii. Submitting the dully filled registration application.
 - iv. No active suspension of studentship or no active suspension of registration for the semester sought.

1.1.2. Pro-rata Registration

- 1.1.2.1. A student who wish to follow a module is required to register for the said module by paying the applicable pro rata fee of the module.
- 1.1.2.2. In cases where the student possess continuous assessment marks that are within the validity period specified in the course documentation/ bylaws applicable for the relevant intake available on 'Official Information Source for students', the student may sit only for the final exam component by applying for pro-rata.
- 1.1.2.3. The relevant faculty at their discretion may change the validity period of continuous assessment marks.

1.1.3. Repeat Registration

- 1.1.3.1. A student who possesses a valid regular semester registration and who has failed to obtain the pass mark in the Final Examination component of a module can register as a repeat candidate for the said module provided that the student has obtained a Pass grade for Continuous Assessment.

Information on repeat registration will be notified on 'official information source for students'.

1.2. Duration of Studentship

- 1.2.1. The duration of "Studentship" at SLIIT is limited to twice the duration of the course for which a student had initially been registered.
- 1.2.2. 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.
- 1.2.3. The studentship of such persons will be automatically terminated at the end of the applicable period.

1.3. Postponement of studentship

1.3.1. From one semester to another

- 1.3.1.1. Requests of students for the postponement of studentship from one semester to another will be entertained by SLIIT, subjected to the conditions governing the payment of course fees.
- 1.3.1.2. Maximum time period for studentship postponement is one year.
- 1.3.1.3. 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 week in to the semesters and hence this requirement).
- 1.3.1.4. If a student need to extend the postponement for longer than one year he/she should request for the above within the year of studentship postponement which has been already granted. The approval of extended student postponement beyond one year is upon discretion of the senate.

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

1.3.1.6. The semester fees paid by a student seeking a postponement will be allowed to utilize the same when re-registering; subjected 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.

1.4. Withdrawal of studentship

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

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

- 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.

If the withdrawal request is submitted during the course of a semester the SLIIT semester fee refund policy enumerated in section 1.7 of this Rule Book will apply.

1.5. Fee Structure

1.5.1. Registration fee

- 1.5.1.1. Students are required to pay an 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.
- 1.5.1.2. The payment dates will be announced through notices published via official information source for students and the students are expected to abide by the time frames published in making the payments.
- 1.5.1.3. Students registering for Degree Programmes of Partner Universities should pay the Partner University fee along with the SLIIT semester fee.
- 1.5.1.4. 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 reasonable grounds as adjudged by him/her.
- 1.5.1.5. The parent/guardian of the student will have to personally meet the Manager Academic Affairs to complete the relevant agreement.

1.5.2. Repeat Exam fee

- 1.5.2.1. Students will be allowed to repeat failed modules by registering for the examination after the payment of the repeat examination fee.

- 1.5.2.2. The conditions laid down in sections 1.5.3 will apply to the payment of Repeat Examination fee as well.

1.5.3. Pro-rata fee

- 1.5.3.1. The pro-rata fee payable for each module is published via official information source for students.
- 1.5.3.2. The conditions governing payments, appearing in section 1.7 will apply to all pro-rata applicants.
- 1.5.3.3. Pro-rata fee cannot be paid in installments.

1.5.4. Students defaulting payment

- 1.5.4.1. 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.
- 1.5.4.2. Further, such students are prohibited from entering SLIIT premises.

1.5.5. Transfer of fees

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

1.6. Scholarship Recipients

SLIIT Scholarships – Performance based Scholarships are offered from First Year onwards, to selected students every semester.

- 1.6.1. Full and Partial Scholarships are available for undergraduate students at SLIIT. Recipients are selected on the basis of the performance of the students at each semester examination. Scholarship is a contribution by SLIIT to students with exceptional academic performance to further their education which should not be considered as an entitlement. The following criteria will be used as the minimum criteria to award the scholarships.
 - 1.6.1.1. Minimum semester GPA of the student should be 3.70
 - 1.6.1.2. Minimum class size of the said program or specialization group should be 100.
 - 1.6.1.3. The students in the said class will be ranked according to their semester GPA.
 - 1.6.1.4. The top 1% will be considered for a full scholarship, while the next 2% will be considered for a half scholarship.

1.6..1.5. In specializations with less than 100 students, those who have secured exceptionally high GPA may be offered a full scholarship or half scholarship depending on the number of scholarship awarded in total to the complete batch of students of the said semester.

1.6.2. The final decision will be taken by the Leave and Awards Committee and is non-negotiable.

1.6.3. Students registered for Degree Programmes of partner Universities of SLIIT would be eligible to be considered for these scholarships up to the SLIIT Diploma level only. Maximum scholarship amount for a semester would be the equivalent SLIIT program's semester fee.

1.7. Refund Policy

1.7.1. Refund policy - Regular registrations

- I. Applicants who have applied for a refund within one week of the commencement of the course - A refund of 90% of the payment shall be made, provided that the student has submitted documents mentioned in VI in section 1.7.1.
- II. 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.
- III. If and when the Orientation Programme has not been attended it will be the date of commencement of the Study Programme.
- IV. Applicants who have followed the course for less than one month – A refund of 50% of the payment shall be made, provided that the student has submitted documents mentioned in VI in section 1.7.1.1.
- V. In order to obtain a refund a student should submit, the lesson materials, SLIIT student identity card and a duly completed refund form to Student Services on or prior to the applicable deadlines.
- VI. No refund will be made after one month.
- VII. This applies to students who had obtained postponement of registration as well.

1.7.2. Refund policy - Pro-rata registrations

Refund policy mentioned under section 1.7.1. applies for refund policy of pro-rata registration fee.

1.7.3. Refund policy – Repeat registration

If a student registers for a final examination as a repeat candidate and subsequently obtain a Pass grade for the said module due to late release of results or re-scrutiny the student will be offered a full refund.

1.7.4. Refundable deposits

Students would be entitled to claim the refunds of refundable deposits after successful completion of the program or when opting for discontinuation of the program.

- 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 Library or can be downloaded by visiting the library web <http://library.sliit.lk>)**

1.8. Transfer from one study program to another

1.8.1. A duly filled application should be submitted to Student Services.

1.8.2. Upon approval Students may have to complete additional modules as per the requirements of the newly transferred program/specialization by paying the applicable fee.

1.8.3. The fee difference between the current program and the transferred program has to be paid by the student upon approval of the transfer.

1.9. Selection of fields of Specialization

1.9.1. Student will be selected for Specializations based on an eligibility criterion.

1.9.2. Selection for specializations, if only number of seats are available will be on merit basis.

1.10. Electives/ Humanities modules

1.10.1. Electives/ Humanities will be offered on first come first serve basis.

1.10.2. Students must register for the modules during the registration period. Failure to register will result in inability to complete the relevant module.

1.10.3. If a student wish to withdraw from a registered module, he/ she should withdraw within the registration period.

1.10.4. If a student wish to register for more than the specified number of modules, he/ she is required to pay an extra fee.

2. Code of conduct

2.1. Student Discipline

SLIIT shall be responsible for regulating the discipline of all students of SLIIT. These rules shall apply to all the students in SLIIT.

Under the General Code of Conduct for students, the following shall constitute as misconduct:

- I. Acts of dishonesty including fraud, deceit, deception in relation to the Institute or in relation to being a student of the Institute (including but not limited to falsifying or misusing Institute records or documents; including identity cards, transcripts and certificates of any kind).
 - II. Accessing confidential information from databases of the Institution and or obtaining confidential information or data of the Institution, which are not accessible to the students such as Question Papers, Model Answers of mid-semester or end of semester examinations to be held, Marks etc. from whatever source.
 - III. Use of confidential information of the Institution for personal gain, or to damage the reputation of the Institution or revealing them to outsiders.
 - IV. Disruption or improper interference with the academic, administrative, sporting, social or other activities of the Institute, whether on Institute premises or elsewhere.
 - V. Obstruction or improper interference with the functions, duties or activities of any student, member of staff or other employee of the Institute or any authorized visit to the Institute.
 - VI. Violent, indecent, disorderly, threatening or offensive behavior or language whilst engaged in any Institute work, study or activity (whether expressed orally, in writing or electronically).
 - VII. Action likely to cause injury, impair safety or raise false alarm on Institute premises.
 - VIII. Use of offensive or improper language or to behave in an offensive or improper way or display unwanted conduct which on the grounds of color, age, disability, ethnic origin, gender, marital status, nationality, race, religion or sexual orientation, has the effect of
 - Violating another person's dignity
- Or
- Creating an intimidating, hostile, degrading, humiliating or offensive environment for students, employees of the Institute or visitors to the Institute.
 - IX. Damage or defacement of Institute property (including property loaned to the Institute) or the property of other members of the Institute Community caused intentionally or recklessly, and misappropriation of such property.
 - X. Misuse or unauthorized use of Institutional premises or items of property including IT facilities or safety equipment.
 - XI. Improper Conduct within or outside the Institutional premises.
 - XII. Harassment (of any kind including ragging) of any student, member of staff or any authorized visitor to SLIIT.
 - XIII. Sexual misconduct of any kind.

- XIV. Breach of the provisions of SLIIT's rules, regulations and procedures.
- XV. Instigating other students to breach the rules and regulations of the Institute.
- XVI. Aiding and abetting other students or outsiders to violate the rules and regulations of the Institute.
- XVII. Absconding when summoned for official reasons.
- XXVIII. Involving in assault and or causing physical harm to fellow student/s or a staff member.
- XIX. Causing disturbances to the activities of the Institute and or attempting to influence the impartial and independent culture being maintained within the Institute.
- XX. Behaviour, which brings the name of the Institute into disrepute.
- XXI. Indulging in any unauthorized activity.
- XXII. Conduct which constitutes a criminal offence where that conduct:
 - a. takes place on Institute premises or
 - b. affects or concerns other members of the institute or
 - c. damages the good name of the Institute or
 - d. Constitutes misconduct within the terms of these Rules.
- XXIII. For the avoidance of doubt, the Institute may proceed under these Rules notwithstanding the instigation or outcome of any criminal proceedings. However, the Institute reserves the right to defer any action pending any criminal investigation or prosecution.
- XXIV. Offences involving academic misconduct including plagiarism, collusion and examination irregularities etc (a complete description of academic misconducts are provided in Compendium of Rules, Regulations and Guidelines document in Courseweb).
- XXV. 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.
- XXVI. Failure to inform the Institute of being cautioned or arrested for, or charges with a criminal offence.
- XXVII. Organizing activities, trips, fund raising, meetings etc. without the approval from the Vice Chancellor.
- XXVIII. Using the name and the Logo of SLIIT for whatever activity without the approval of the Vice Chancellor.
- XXIX. Violating the IT Policy of SLIIT.
- XXX. Distribution of leaflets, newspapers and/or any other printed material and or audio or video material through any electronic media including but not limited to Email, Facebook, Twitter etc. containing texts or data which have not been approved for distribution among students or staff of SLIIT by the Vice Chancellor.
- XXXI. Failure to comply with a previously imposed penalty under these Rules within a reasonable time.
- XXXII. Any other act or behavior which may be reasonably interpreted as a disciplinary offence or misconduct.

2.2. Student ID

- 2.2.1. Every student shall carry in his/her possession the Student Identity Card (SIC) issued by SLIIT whilst at SLIIT premises and shall produce the SIC when called upon to do so by a member of the Academic/Administrative or Security Staff of SLIIT.
- 2.2.2. If a student fails or refuses to produce his/her SIC on such request, he or she may be denied access to the Institute's premises and facilities.
- 2.2.3. Students must carefully retain the SIC at all times and ensure the details are clearly visible.
- 2.2.4. If a Student's Identity Card is damaged, lost or misplaced the student should immediately inform the Student Services Unit. A replacement will be issued on the payment of a fee where applicable.

2.3. Dress Code

- 2.3.1. Students should note that the dress code is introduced for their own benefit. The dress code is one of the most common associations made to professionalism. Therefore, it is important to maintain a standard of dress that creates a positive impression.
 - The student(s) are advised to be properly attired in a dress in a manner acceptable to the academic environment.
 - Wearing clothing that are inappropriately exposing the body such as shorts, miniskirts, short dresses, skinnies are not allowed.
 - Intentionally cut or torn/ slashed pants are considered inappropriate
 - Students should not wear rubber slippers
 - Attire should not hinder the identification of the student.
 - If a physical disability compels a student to wear otherwise, he/she will be required to obtain written permission from the Dean of the Faculty
- 2.3.2. Students should always be polite to the fellow students and the other members of SLIIT community namely academic and non-Academic staff and other service providers.
- 2.3.3. Students shall not behave in any way that would demean or embarrass any member of the SLIIT community.
- 2.3.4. Students will individually be responsible for safeguarding the rights of the fellow students and others in the SLIIT community.
- 2.3.5. Students are expected to be concerned about the safety and proper usage of the resources, the property and equipment of the Institute.
- 2.3.6. Students shall comply with the rules and regulations of the Institute. Being unaware of the student rules and regulations will not in any way exempt any student from the consequences associated with the breach of a rule or regulation.
- 2.3.7. 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 the students being liable to a late processing fee or the loss of the placement.

- 2.3.8. The students are expected to act with diligence and establish their eligibility for admission and for continuation 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.
- 2.3.9. Behavior of students within classrooms, laboratories and other areas of SLIIT premises should always be exemplary.
- 2.3.10. Students are required to always be well behaved outside SLIIT premises and safeguard the good name of SLIIT and shall not tarnish its image.
- 2.3.11. 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.
- 2.3.12. Students shall not indulge in any act that would bring disrepute to the Institution, within or outside SLIIT premises.
- 2.3.13. SLIIT students are required to respect intellectual property rights of others and shall avoid plagiarism.
- 2.3.14. Students will be assigned official SLIIT e-mail addresses on being registered. All correspondence with SLIIT officials should be done using such e-mail addresses. It is a requirement to indicate student registration number in all such correspondences.

2.4. SLIIT's Commitment on Sexual and Gender Based Violence (SGBV)

SLIIT is committed to the promotion of Gender Equity/Equality (GEE) where all students, academic, administrative and support staff, female and male, enjoy equal opportunities, human rights, and free from all forms of discrimination and harassment. As such members of the Institute have the responsibility of ensuring that it is free from gender inequity and Sexual and Gender Based Violence (SGBV).

2.5. Attendance and Punctuality

- 2.5.1. All students should maintain a minimum of 80% attendance at classes. Those who fail to maintain such attendance will not be allowed to sit for the End of Semester/Final Examination.
- 2.5.2. The Institute expects its students to be punctual at classes, i.e. they should be in the Lecture halls, Tutorial classes, examination halls well in time.

2.6. Absence from study programmes

- 2.6.1. Students should not absent themselves from a registered study programme without the prior written approval from the Faculty.
- 2.6.2. Students who need leave of absence from the study programme should submit the reason in writing 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.

2.7. Admission of Visitors into the Campus Premises

- 2.7.1. 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 after obtaining necessary permission.]

2.8. Academic Misconduct

Academic Misconduct includes the following (refer to section 4 for definition of Examination);

- 2.8.1. Possession of unauthorized notes/ formulas/ documents / equipment or use of any other mechanism during an examination that is considered as to provide undue advantages for the students.
- Notes/formulas written on the material such as Institute booklet, admission card, paper, pencil case, calculator, clothes, water bottles, own body etc.
 - Possession of electronic equipment such as mobile devices, tablets, note-books, data processing wrist-watches, communication devices etc.
- 2.8.2. Copy or attempt to copy
- Copy or attempt to copy from any external resource (book, electronic media, etc.) or from the script/ submission of another candidate.
 - Facilitating or providing opportunity to others to copy by keeping his/her answer scripts/ submissions or any other means of communication to support others.
- 2.8.3. Removal of equipment or any other material provided in an examination.
- 2.8.4. Writing name on the answer script/submission unless it is requested.
- 2.8.5. Disorderly Conduct
- Not carrying out the guidelines given to the students via Official Information Sources or through any other official authority appointed to conduct examination.
 - Disturbing Lecturer/ supervisor/ SLIIT staff, or to other candidates in the examination hall or its precincts.
- 2.8.6. Impersonation
- A student getting another to act on his/ her is considered as violating academic conduct. Both parties involved are considered to have committed an offense and will be charged accordingly.
 - In cases where the impersonator is an outsider he/ she will be charged outside the SLIIT Academic Misconduct process.
- 2.8.7. Obtain or attempt to obtain prior knowledge of confidential documentation.

2.8.8. Influencing Academic or Non-academic staff members who are involved in examinations activities.

2.8.9. Aiding and abetting to the 2.8.7 and 2.8.8 mentioned above.

2.8.10. Plagiarism

Work that has been copied from that of another person (whether published or not) without attribution, or the presentation of another's work as if it were his/her own. This includes copying text from a website without acknowledgment or simply changing a few words on an assignment without referencing.

2.8.11. Self-plagiarism or duplication: copying and reproducing work that was originally completed and submitted by the student and resubmitted for another purpose, including examinations without acknowledgment of this, unless resubmission was permitted. Self-plagiarism occurs;

- a. When a student submit work or larger sections of previous assessments of his/ her own for different assessments either in the same unit or subsequent units.
- b. Where a student is required to repeat a unit and the work completed when the student first undertook the unit is submitted again.
- c. When a student reuses work they have previously presented/ published.

2.8.12. Collusion

A form of an agreement between the two or more people to act with the intention to deceive an assessor as to who was actually responsible for producing the material submitted for the assessment. The agreement may be overt (openly discussed) or covert (not specifically discussed but implied).

2.8.13. Contract cheating

Posting a message on a website or community forum asking for people to bid on the job of doing assignments, coursework, reports, project work or any other academic submissions to be submitted by the student(s).

Purchasing academic related work as given above from someone or from a website with the intention to deceive.

2.8.14. Selling material

Any means of sharing examination content with or without a financial transaction is strictly prohibited.

2.8.15. Falsifying data for any academic or non-academic purposes.

2.8.16. Dishonest practices

Dishonest conduct of academic related matters mentioned in section 2.2, section 4 or any other act deemed as dishonest practice by the SLIIT is liable for suitable punishment.

2.8.17. Aiding and abetting any of the above offences shall be deemed to have committed that offence.

2.8.18. Forging signature of any official of the University or Outsiders related to the Examination process

- a. In dissertation - by undergraduates
- b. In other examination or official documents- by undergraduates
- c. In any document - by Postgraduate students

- 2.8.19. If any malpractice is detected which is not covered in the above clauses 2.8.1 to 2.8.18 shall be reported to the Academic Misconduct Investigation Panel for recommendation of suitable punishment/s.

2.9. Disciplinary Inquiry on General Discipline

- 2.9.1. If a student commits any of the misconducts set out in section 2 above, the Institute shall conduct a two-staged disciplinary inquiry in the manner set out below.
- I. There shall be a preliminary inquiry conducted by a committee presided by the Director, Academic Affairs or any other authorized officer
 - II. The purpose of this preliminary inquiry is to determine whether there is a prima facie case against the student who has allegedly committed the misconduct.
 - III. The presiding officer will hear all relevant parties including the accused student and determine whether misconduct has been committed and if she/he determines that the misconduct had been committed she/he shall submit a report to the Disciplinary Committee for the formal inquiry.
 - IV. Following the determination of the preliminary inquiry and during the pendency of the formal inquiry, the Vice Chancellor has the discretion to suspend or declare the premises of the Institute as out of bounds to the accused student. In cases where the Vice Chancellor decides that the incident reported can affect the smooth operation of the institute, he/ she has the discretion to suspend or declare the premises out of bounds to **all/ some of** the students reported to have involved in the incident.
 - V. The Disciplinary Committee will appoint a Formal Inquiry Committee presided by the Chairman of the Disciplinary Committee.
 - VI. The Disciplinary Committee or an Inquiry Committee appointed by the Disciplinary Committee shall commence the formal inquiry within a reasonable period from the date of the decision of the presiding officer in the preliminary inquiry.
 - VII. The Inquiry Committee shall commence the inquiry by formally framing the charges against the accused student and inform the same to the accused student. In addition the Inquiry Committee shall agree on the manner in which the inquiry shall be conducted.
 - VIII. At the inquiry, the accused student shall be granted the opportunity to be represented by another person who shall not represent her/him as an attorney at law. He or she shall in addition be given the opportunity of summoning witnesses subject to providing the details about the witnesses to the Disciplinary/ Inquiry Committee, with their consents in writing prior to summoning the witnesses.
 - IX. The accused student will be permitted to cross-examine the witnesses called by the Institute at the formal Inquiry.
 - X. At the conclusion of the hearing, the Inquiry Committee shall in writing communicate its findings and/or recommendations to the Disciplinary Committee.
 - XI. The Disciplinary Committee, upon receipt of the Report of the Inquiry Committee, will communicate its recommendations (including punishments) to the Vice Chancellor for execution.
 - XII. The Vice Chancellor, upon the receipt of the Report of the Disciplinary Committee act as follows:
 - a. If the Committee has found the accused student guilty of all or any of the charges made against him/her, shall make order as provided for in section 2.11.

- b. If the Committee has found the accused student not guilty of all charges made against him/her, shall make an order to the effect that the accused student is exonerated of any misconduct or any other breach.

2.10. Disciplinary Inquiry on Academic Misconduct

- I. In all cases of academic misconduct both within and outside the examination hall, the supervisor, examiner, coordinator or relevant officer responsible in the said academic operation shall report the misconduct to the Manager examinations in writing. Manager Examinations shall report the incident to the Academic Misconduct Investigation Panel (AMIP).
- II. There shall be an Academic Misconduct Investigation Panel (AMIP) of three academics appointed by the Senate with Manager, Examinations as its convener to investigate into and make recommendations (including punishments) regarding the matters relating to academic misconduct referred to it.
- III. The Manager, Examinations shall place all reports of academic misconduct for the consideration of the Academic Misconduct Investigation Panel (AMIP) for further action.
- IV. Student who has committed academic misconduct will be informed explaining the offense that he/she committed, to present his views and evidence before the panel.
- V. The module/ assessment results of such candidate/s shall be withheld by the Manager, Examinations on the recommendation of the Academic Misconduct Investigation Panel (AMIP) pending the conclusion of the investigation.
- VI. A candidate who is found guilty of an academic misconduct is liable to any one or more of the punishments listed in section 2.12 below as per the recommendation of the AMIP.
- VII. The punishments recommended by the Academic Misconduct Investigation Panel (AMIP) shall be submitted to the Senate of the SLIIT for approval. The decision of the Senate shall be final and conclusive.

2.11. Punishments, Appeals and Complaints

2.11.1. Punishments on General Disciplinary Grounds

A student who is found to have violated the 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 or suspension of right to access institute's 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.
- 2.11.2. 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/ year will automatically

be nullified and the student will be required to repeat the entire semester/ year at the expiry of the suspension.

If a student is suspended within a semester during which the offence is occurred, any fee paid within the respective semester will not be liable for refund.

- 2.11.3. If a student is suspected of committing a criminal offence, the act will be immediately reported to the Police for investigation. The Institute has the right to concurrently conduct the disciplinary Inquiry against the suspected student under the Disciplinary Code of the Institute.

2.12. Punishments on Academic Misconduct

A student who is found to be guilty of an academic misconduct is liable to be subjected to any one or more of the following punishments.

- i. Written warning
- ii. Nullifying the results/ marks of the particular assessment in which the offence occurred.
- iii. Nullifying the results/marks of all the assessments of the particular module examination that the offence occurred.
- iv. Nullifying the results/ marks of all the assessments of the particular module examination that the offence occurred and debaring the student from sitting the said module examination or equivalent module during the next two semesters / next academic year
- v. Nullifying the results/ marks of the all assessments of all the modules in the study semester/ year and debaring the student from taking any assessment for a specified period considering the scale of offense
- vi. Suspension of studentship for a specified period considering the scale of offense.
- vii. Termination of studentship

2.13. Appeal Procedure

Further details about the appeals procedure will be communicated via official information sources for students.

2.13.1. General Discipline Inquiry

- a. If a student is dissatisfied with outcome of the Disciplinary Inquiry, the student shall appeal within a period of fourteen days (14 days). The appeal shall be submitted to the Director Academic Affairs.
- b. Upon the receipt of the appeal, the Vice Chancellor shall appoint an Appeals Committee to inquire into the appeal and make recommendations to the Vice Chancellor.
- c. The Ruling given by the Appeals Committee appointed by the Vice Chancellor shall be final and binding upon the accused student.

2.13.2 Inquiry on Academic Misconduct

Any appeal against the decision of the Senate shall be made to the Council/ Board. The Council/ Board at their discretion may decide to appoint a committee to make further investigations in to the said academic misconduct to make a final decision or may decide to reject the appeal.

2.14. Complaints Procedure and Problem Resolution

- 2.14.1. 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.
- 2.14.2. Students who wish to meet Academic Staff Members are required to arrange an appointment with the Academic Staff member concerned in advance.
- 2.14.3. 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.
 - a. Medical – SLIIT Medical Officer (2nd Floor)
 - b. Employment and Career Guidance – Manager, Career Guidance
 - c. Registration at overseas Partner Universities – Manager, International Office
 - d. Semester Registration, Registration for Examinations, Postponement of Admission, Leave of Absence, Transfer between Courses, Withdrawals from Programme – Manager Academic Affairs (Student Services).
- 2.14.4. Students should visit official information source for updated Schedule of events at SLIIT and the procedures to be followed.

2.15. Miscellaneous

- 2.15.1. In the event the accused student fails and/or neglects and/or willfully restraints from participating in the disciplinary inquiry mentioned above in 2.9 and 2.10, it will amount to an admission of guilt on the part of the student. The respective committee/ panel shall make a decision accordingly.
- 2.15.2. All proceedings and/or communications will be in English.

2.16. ICT policy

2.16.1. 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 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.

2.16.2. 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.

2.16.3. 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.

2.16.4. 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.
- 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.

2.16.5. Channel of Recourse

Any User who suspects that the Institute or its representatives have made unwarranted access to his or her computer systems may report his or her concerns to the Director, Academic Affairs/ Manager, Academic Affairs, who will investigate the report.

2.16.6. Indemnity

If the failure by Users to observe the abovementioned policies 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.

2.16.7. 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.

2.16.8. 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. The IT Services Division will inform the Users of policy changes. However, the Users are responsible to be aware of the Institute’s policies regarding the use of IT Resources and complying with all other applicable policies.

2.17. Student activity hours within SLIIT premises

- 2.17.1. Students shall not remain within the SLIIT premises after 10.00 p.m. on week days. Institute may change the student activity hours as and when required.
- 2.17.2. Week End students whose lectures are conducted till 8.00 P.M, would be given permission to leave the SLIIT premises by 10.00 p.m. latest.
- 2.17.3. Any student/s who wishes to remain within the SLIIT premises to take part in any officially approved activity beyond permitted student activity hours shall obtain permission for his/her/their stay within the SLIIT premises after 10.00 p.m. from the Director Administration/Vice Chancellor.

3. Academic Standards

- a. 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.
- b. Students registered at SLIIT are advised to follow the foundation course, designed to improve Communication Skills, Mathematical Skills and Computer Skills, prior to them embarking on a Diploma/Degree Programme

3.1. Academic Progression

Student shall meet the progression criteria specified in the study program to progress to the next semester/ year. Under exceptional circumstances, faculty board at their discretion may waive off some of the conditions specified in the progression criteria.

- 3.1.1. Students who fail to meet the progression criteria to be registered for the next semester/ year can apply for consideration of their eligibility under exceptional circumstances.
- 3.1.2. Students who fail to proceed to the next semester/ year can complete their pending module(s) by registering as pro-rata students.
- 3.1.3. Students shall produce original documentation confirming the entry/ progression requirements of the program of study (such as AL results sheet issued by Department of Examinations) in order for their registration applications to be accepted. The applications of students who fail to produce the documentary proof acceptable to SLIIT, will be rejected.
- 3.1.4. In cases where the student is given provisional registration with pending documentary evidence will have to submit those documents within the stipulated time period given by SLIIT, failing which the student's registration will be cancelled.

3.2. Requirements for Graduation

- 3.2.1. In order to graduate from the respective Degree Programmes offered by SLIIT and those conducted at SLIIT.

The student;

- a. Should satisfy the graduation requirements of the respective Degree Programmes/ specialization
 - b. Should clear all the liabilities
 - c. Should not have any active suspension/ punishment against him/ her on disciplinary grounds
 - d. Should not have any on-going inquiry against him/ her on disciplinary grounds
- 3.2.2. The Degree Programmes conducted by SLIIT are conducted in accordance to 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.
 - 3.2.3. Students are required to obtain a pass grade in all the modules required under the degree program/ specialization and obtain a minimum Cumulative / Weighted GPA of 2.0 at the completion of all years of the study program.

A student may obtain a “Conceded Pass “for a module as per the criterion applicable to the study program/ specialization upon receiving the approval of the senate.

3.2.4. Requirements for academic honours at Degree Level are as follows.

WGPA 3.7 - First Class Honours

3.3 □ WGPA < 3.7 – Second Class Honours Upper Division

3.0 □ WGPA < 3.3 - Second Class Honours Lower Division

2.0 □ WGPA <3.0 - Pass

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

3.3. Degrees offered by Overseas Partner Universities/Institutes

- 3.3.1. 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.
- 3.3.2. 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.
- 3.3.3. Students enrolling in Degree Programmes offered by SLIIT Partner Universities will be provided with access to the web sites of such Universities.
- 3.3.4. Students should abide by the guidelines provided by the relevant partner university in addition to guidelines provided by SLIIT.

4. Examinations

“Examinations” at SLIIT comprise,

- Class Tests,
- Lab Tests,
- Quizzes,
- Presentations,
- Viva,
- Mid Semester Examinations
- Other Assessments
- End Semester Examinations

4.1. Examination rules

- 4.1.1. To be an eligible candidate for an examination of a module, a student will have to be duly registered for the respective semester on a regular or a pro-rata basis and should not be barred from taking up the examinations from the said module(s).
- 4.1.2. Candidates who attempt examinations as repeat candidates should possess valid registration as repeat candidates.
- 4.1.3. Any student attempting an examination without a valid registration will be committing an examination offence and his/her answer scripts will not be assessed.
- 4.1.4. Students should verify their eligibility to attempt SLIIT Examinations from the “Eligibility Lists” published for the information of the students before the examinations. 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.
- 4.1.5. All SLIIT students are bound by the Code of Conduct for candidates at SLIIT Examinations.
- 4.1.6. For further information students can refer the “Compendium of Examination Rules, Regulations and Guidelines” available on Courseweb.

4.2. Absence from examination

- 4.2.1. 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.
- 4.2.2. A student who is unable to attend an examination or a module/s of an examination on medical or any other reasonable grounds is required to inform the position to the Manager Examinations immediately by e-mail through examinations@slit.lk for purpose of registering the request (Within 24 hours).
- 4.2.3. In case of Continuous Assessments (Class tests, Lab Tests, Quizzes, Presentations, Viva) the inability to attend the examination should be notified to the Lecturer in Charge in writing within 24 hours. The documentary evidence for the reasons of such absence should be forwarded to the relevant lecturer or examiner.

4.2.4. Students who are unable to attend an examination or a module/s of an examination on reasonable grounds other than medical reasons should submit documentary evidence in proof of the inability to attend the examination within 7 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.

4.2.5. Students who absent themselves on medical grounds should submit **acceptable Medical Certificate**/*s to cover the period of absence **within 7 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.

* (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.)

4.2.6. 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.

4.2.7. 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.

Applications for concession under 4.2.2 will not be entertained, after 2 weeks from the date of absence.

4.2.8. IC status will be granted under following circumstances;

- I. If the student has attempted the module right after IC status was granted he/she will receive the full grade without being capped at 'C' grade.
- II. If a module is attempted on a later time period after 'IC' status has been granted he/she grade will be capped at 'C'.

4.2.9. If he/she passes the particular Examination/ module/s at a repeat examination even with a high mark/s, he/she shall receive only 'C' Grade or Pass mark for such modules or assessments.

4.2.10. If you are absent from a final examination due to a valid medical reason or loss of an immediate family member

4.2.11. If the CA mark validity period has expired the attempt will become invalid. Furthermore, student will require to attempt the module as a second attempt and the marks obtained will be capped at 'C'.

4.3. Examination offences

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.

ix. Any other act mentioned above that is considered by SLIIT as an examination offense

Any other act mentioned under section 2.8. is also considered as an act of punishable offenses.

The above mentioned offenses when committed at any “Examination” would lead to any one or more of the following punishments mentioned in 4.4 and 4.5.

4.4. Punishments for examination offences

4.4.1. Cancellation of the candidature in the module/s and debarring from repeating the examinations in that particular module/s for a period as per the punishment enforced on the student.

4.4.2. A student who commits an offence at any “Examination” may lose his/her examination candidature for the entire semester and will be suspended for a specified duration (please refer to specifications provided below

- Suspension for one Semester.
- Suspension for two semesters.
- Any other punishment deemed necessary which could also be a combination of the punishments listed above.
- Suspension for the examination and from the Institution for two years.
- Cancellation of registration and expulsion from the Institute.

4.4.3. For further information on punishment on examination offences, please refer to Compendium of Examination Rules, Regulations and Guidelines document on Courseweb.

4.5. Consequences of being found guilty of examination offence/s

4.5.1. Parents of a candidate who is found to have committed an Examination Offence at a particular Examination may be contacted about the incident and the resulting punishment.

4.5.2. 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.

4.5.3. Once a candidate is found guilty of an examination offence/s and a punishment is imposed, only one appeal will be entertained.

4.6. Re-sit/ Repeat/ Supplementary Examination Policy

4.6.1. Students who have failed in a module will have the option of taking the module or the final examination of the module (subject to eligibility) in the next available opportunity. Under special circumstances Faculties at their discretion will decide to hold special examinations for candidates as

a repeat examination or as a supplementary examination. Eligibility for registration for supplementary examinations will be based on the criteria specified by the faculty.

- 4.6.2. 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.
- 4.6.3. The Continuous Assessment Marks (Assignment and Mid Semester marks) earned in a particular academic year will be valid for a specified duration as per the rules governing the particular program. Such marks may be carried forward during the validity period to be considered for the calculation of the final mark and grade.
- 4.6.4. In cases where the valid continuous assessment marks are not available the repeating candidate shall follow the entire module afresh and sit for all the assessments including the end of the semester examination of such modules.
- 4.6.5. 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.

4.7. Release of Semester Results

- 4.7.1. Results of Examinations will be released after the respective Boards of Examiners Meetings. Results will be available to students via their respective student profiles.
- 4.7.2. 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.
- 4.7.3. Such applications should accompany a payment receipt for the due payment made to the Cashier to cover the re correction fee.

4.8. Semester Performance criteria

- 4.8.1. Students should earn a minimum of a “C” grade to pass a module and should pass all the modules offered in the semester with a minimum semester GPA of 2.00 to pass the semester.
- 4.8.2. Some programs may have exemptions (as given below) to the above criteria and in such instances the rule will be explicitly stated in the program documentation.
- 4.8.3. Students who have failed to obtain a pass in one module but still secure a GPA of 2.00 or above may be awarded a pass (Conceded Pass) in the applicable semester provided the fail grade is “D” or above.

5. Library Facilities

5.1. Library Membership

- 5.1.1. All students of SLIIT with a valid registration are entitled to use the library for study and reference purposes.

- 5.1.2. For extended library services students can obtain Library membership by paying the applicable refundable deposit to SLIIT and submitting the receipt to the Library along with the duly completed application form.

5.2. Code of conduct – Library premises

- 5.2.1. All students using 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.
- 5.2.2. SLIIT students using the library shall maintain **silence** and shall behave in a responsible manner not disturbing fellow readers.
- 5.2.3. Food, Beverages, bags, other text Books will not be allowed to be brought into the library.
- 5.2.4. Reading room (located outside the main library area) 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.
- 5.2.5. Use of Mobile Phones within the library is strictly prohibited. Students can access the Wi-Fi facilities inside the libraries however; students are urged to use the Wi-Fi facilities for academic purposes only.

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 available at the library or library web.
- 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.
- 5.3.6. Students who have a library membership are allowed to borrow one books for the applicable loan period. Books on high demand will be issued for a limited duration during the demanding period. During holidays loan period may be extended.
- 5.3.7. 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 by using the library website.
- 5.3.8. 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).

5.4. Library Fines

- 5.4.1. 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.

5.5. Replacement of Lost Library Materials

- 5.5.1. If a student has misplaced, lost or damaged the borrowed book (on loan or for reference purposes), he/she should inform the Library immediately. Library staff will provide the necessary information as how he/she should deal with such a situation.
- 5.5.2. If a book is lost or damaged, 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 or the student shall pay SLIIT the replacement cost plus any additional levies imposed by SLIIT as penalty fees.

6. Extracurricular activities

6.1. Formation of Societies

- 6.1.1. The Student Interactive Society (SIS) is the Apex student body at SLIIT. It is appointed by a committee headed by the Vice Chancellor 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 Chancellor and the Vice Chancellor of SLIIT.
- 6.1.2. Students would be permitted to form societies to promote extracurricular activities, under the umbrella of the Institute's Students Interactive Society or as an independent entity under SLIIT. Approval for such societies will be granted by SLIIT after reviewing the constitution and the application form.
- 6.1.3. To stage events or to engage in societal activities societies must obtain prior approval by submitting an Event Form two weeks prior to the event and obtaining approval for the same.
- 6.1.4. Member students of any approved Society should only indulge in activities for which approval has been granted.
- 6.1.5. Indulging in activities which have not been approved would be regarded as a violation of the student disciplinary code.
- 6.1.6. 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.

7. Student counselling

Counseling is available for students for academic, vocational, emotional, personal or social concerns. Students are encouraged to make an appointment in order to make use of the counselling services available.

Contact details are provided in the Courseweb.

8. Health Facilities

Medical consultation is available for students when needed within SLIIT premises. A qualified Medical Doctor is available during working days for consultation.

9. Undertaking

I have read and understood the Rules and Regulations contained in this Rule Book and I agree that I will abide by the Rules and Regulations contained herein and any amendments made to the same hereafter during my tenure as a Student at SLIIT.

Reg No :

Name :

Signature :