

01. Policy on Semester Registration, Late Fees, and Validity of Assessments

Students are required to register on a semester basis and the student will be given an adequate period (registration period) to register for a semester. It is mandatory for the 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 an applicable penalty fee.

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 Affairs Division 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.

01. Policy on Regular Registration

- Students are required to register for individual semesters as and when SLIIT CITY UNI announces the time period for registration.
- A student who does not possess 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.
- For the “Registration” to become effective, the following requirements should be satisfied by every student.

At First year level –

- I Pass the aptitude Test,
- Possession of passes in three subjects at the G. C. E. (A/L) Examination obtained in one and the same sitting for Local degree programs or have met the minimum entry criteria which is prescribed for foreign degree programs
- (Note: Students awaiting results of the G. C. E. (A/L) Examination should notify the Student Affairs 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 certified copy)

And

- The payment of the relevant Course fee.

At Second year level –

- Satisfying the progression criteria stipulated under section 1.7 of this document, These requirements may be amended from time to time as the discretion of board.
- Making do payment for the semester,
and
- Submitting the duly filled application along with the payment receipt.
- No active suspension of studentship or no active suspension of registration for the semester sought.

At Third year level –

- Possession of three passes in three subjects at the G.C.E (A/L) Examination obtained in one and the same sitting program or have met the minimum entry criteria which is prescribed for foreign degree programs
- Satisfying the Progression criteria stipulated under section 1.7 of this document,
- Making due payment for the semester
- Submitting the duly filled application along with the payment receipt
- No active suspension of studentship or no active suspension of registration for the semester sought.

02. Policy on Pro-rata Registration

- Students who do not satisfy the progression criteria to register for the next level (see sections 1.7 and 1.7.3 for requirements) are required to register on a pro-rata basis to complete the outstanding modules.
- Such students are required to 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.
- Students registering on a pro-rata basis could request the Faculty to approve their previous Continuous Assessment marks (Assignment and mid semester Examination marks) earned during the preceding year for the modules. (Use of CA marks earned prior to the preceding year will not be permitted). Such request should be made at the time of registration. The Faculty has the discretion to allow such request or reject the same and the students are bound by the decision of the Faculty.

03. Policy on Repeat Registration

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.

04. Duration of Studentship

The duration of “Studentship” at SLIIT CITY UNI 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 be automatically terminated at the end of the applicable year.

05. Code of Conduct

- Every student shall carry in his/her possession the Student Identity Card (SIC) issued by SLIIT CITY UNI whilst at SLIIT CITY UNI premises and shall produce the SIC when called upon to do so by a member of the Academic/Administrative or Security Staff of SLIIT CITY UNI.
- If a student fails or refuses to produce his/her SIC on such demand, he or she may be denied access to the Institute premises and facilities.
- Students shall carefully retain the SIC at all times and ensure the details are clearly visible.
- If the Student's Identity Card is damaged/lost he/she should immediately inform the Student Services Division. A replacement will be issued on payment of a fee.
- Students are expected to be properly attired within the Institute premises.
- Students should always be polite to the fellow students and the other members of the SLIIT CITY UNI community namely academic and non Academic staff and other service providers.
- Students shall not behave in any way that would demean or embarrass any member of the SLIIT CITY UNI community.
- Students will individually be responsible for safeguarding the rights of the fellow students and others in the SLIIT CITY UNI community.
- Students are expected to be concerned about the safety and proper usage of the resources, the property and equipment of the Institute.
- 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.
- 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.

- The students are expected to act with diligence and establish their eligibility for admission and for continuation as a student of SLIIT CITY UNI.

[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.]

- The behavior of students within classrooms, laboratories and other areas of SLIIT CITY UNI premises should always be exemplary.
- Students are required to always be well behaved outside SLIIT CITY UNI premises and safeguard the good name of SLIIT CITY UNI and shall not tarnish its image.
- Students shall be honest in all their dealings with SLIIT CITY UNI 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]

- Students shall not indulge in any act that would bring disrepute to the Institution, within or outside SLIIT CITY UNI premises.
- SLIIT CITY UNI students are required to respect intellectual property rights of others and shall avoid plagiarism.
- Students will be assigned official SLIIT CITY UNI e-mail addresses on being registered. All correspondence with SLIIT CITY UNI officials should be done using such e-mail addresses. It is a requirement to indicate student registration number in all such correspondences.

06. SLIIT CITY UNI's Commitment on Sexual and Gender Based Violence (SGBV)

SLIIT CITY UNI 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).

07. Policy of Admission Of Visitors into the Campus Premises

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 Head Administration.

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

08. Policy of Attendance and Punctuality

- 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.
- The Institute expects its students to be punctual at classes, i.e. they should be in the Lecture halls, Tutorial classes well in time.

09. Policy of Academic Standards

- SLIIT CITY UNI 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.
- Students registered at SLIIT CITY UNI should follow the compulsory foundation course, designed to improve Communication Skills, Mathematical Skills and Computer Skills, prior to them embarking on a Higher National Diploma/Degree Programme.
- Absence from study programmes.

Students should not absent themselves from a registered study programme without the prior written approval from the faculty.

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.

10. Academic Progression

Computing, Business and Engineering Faculties

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

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

Year 1 to year 2 (SLIIT CITY UNI) - Not more than Five (5) failed modules

Year 2 to Year 3 (SLIIT CITY UNI) - 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 downloaded from the “Help Desk” in the Course web, [courseweb.SLIIT CITY UNI.lk/](http://courseweb.SLIITCITYUNI.lk/)) 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 downloaded 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 operations 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.

- 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 prorata 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.

(Collect the applications from Student Affairs Division)

11. Requirements for Graduation.

- To graduate from the respective Degree Programmes offered by SLIIT or respective foreign universities and those conducted at SLIIT CITY UNI.
- The students are required to,
 - Satisfy the Performance Criteria of the respective Degree Programmes
 - Clear all Liabilities
 - should not have any active suspension/ punishment against him/ her on disciplinary grounds
 - Should not have any on-going inquiry against him/ her on disciplinary grounds
- The Degree Programmes conducted by SLIIT CITY UNI 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.
- SLIIT CITY UNI performance Criteria require students to repeat all referred modules and obtain required grading to become eligible to graduate.
- 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

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 CITY UNI.

