



Dear Student,

Thank you for showing interest in the undergraduate programme. Please note that your studentship period is valid for six years for full-time students & eight years for part-time students, starting from the date of registration. You are required to complete your undergraduate programme within this period.

Please read each section of this document carefully. You must sign this document, along with one of your parents or your guardian, and return it to your marketing counsellor along with your other documents. If there is anything you do not fully understand, please contact your marketing counsellor .

**This document contains the following Sections (Please read carefully):**

<b>Section A</b>	<b>Academic Terms &amp; Conditions</b>
<b>Section B</b>	<b>Payment Terms &amp; Conditions</b>
<b>Section C</b>	<b>Refund Policies</b>
<b>Section D</b>	<b>Code of Conduct for Students</b>

**SECTION A** **ACADEMIC TERMS & CONDITIONS**

**A.1 ENTRY REQUIREMENT FOR THE UNDERGRADUATE PROGRAMME**

**1. Minimum Qualifications**

● **O/L Examination**

Attainment of **six passes** at the Local GCE Ordinary Level (O/L) examination or **five passes** at the London Ordinary Level (O/L) examination or an equivalent qualification, with a minimum of **three credit passes, including credit passes in English and Mathematics.**

**AND**

Parent/Guardian Signature	Student Signature	Date

● **A/L Examination**

Students are required to achieve the points specified below from local A-levels in a single sitting. For London A-levels, each subject must be achieved according to the points scheme outlined below, also in a single sitting.

Local/ London Result	Awarded Points
A	10
B	8
C	6
S/D	4
E	2

Programme	A/L Stream	Special Note	Entry Points
BEng (Hons) Software Engineering	Physical Science		12
	Biological Science		12
	Technology	With Mathematics	12
	Technology		14
BSc (Hons) Computer Science	Commerce	If IT/Business Statistics is a Main Subject	12
	Commerce		14
	Arts	If IT/ Business Statistics /Mathematics is a Main Subject	18

Parent/Guardian Signature

Student Signature

Date

Programme	A/L Stream	Special Note	Entry Points
BSc (Hons) Business Computing	Physical Science		12
	Biological Science		12
	Technology	With Mathematics	12
	Technology		14
	Commerce		12
	Arts	If IT/Business Statistics /Mathematics is a Main subject	14
BSc (Hons) Business Data Analytics	Physical Science		12
	Biological Science		12
	Technology	With Mathematics	12
	Technology		14
	Commerce	If IT/Business Statistics is a Main Subject	12
	Commerce		14
	Arts	If IT/Business Statistics / Mathematics is a Main subject	14
BSc (Hons) AI & Data Science	Physical Science		12
	Biological Science		12
	Technology	With Mathematics	12
AND	Entrance Exam		50%

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Student Signature

Date

BA (Hons) Business Management	Physical Science		12
	Biological Science		12
	Technology		12
	Commerce		12
	Arts		12

## 1. 2. Pending Local/London A/L Results

You will be given only a conditional offer, subject to the following condition:

Within five working days of the official release of your A/L results, you must submit your results sheet to the Registry. If you do not meet the entry requirements, your studies will be transferred to the Foundation Programme with immediate effect

### A.2 REQUIRED DOCUMENTS

Upon registration, you will be required to present the original documents and submit copies of the documents listed below to the Registrar's Office to complete the acceptance of your offer. The Registrar's Office will send an email informing you of the specific date for submission.

Required Documents (this is the title and needs to be in bold letters):

1. Birth Certificate
2. NIC or Passport
3. NIC or Passport of one parent or your guardian
4. O/L Certificate
5. O/L Transcript (only applicable for London O/L students)
6. A/L Certificate
7. One reference letter with signature (The reference letter must be printed on official letterhead. If a letterhead is not available, the letter must bear an official seal.)

You must present the original documents in order to officially enrol in the programme. Failure to do so will result in the termination of your offer letter.

Parent/Guardian Signature	Student Signature	Date

### A.3 OTHER ACADEMIC CONDITIONS

- Transfers of course or mode (full-time to part-time) can only be applied for before the start of the academic year. Deadlines will be notified by the Registry via your IIT email. Any requests received after the deadline will be rejected.
- If module registration is not completed before the deadline, it will be suspended for the entire academic year.
- The student must adhere to the rules and regulations of the University of Westminster and Robert Gordon University.
- All communications after enrolment the programme will be conducted through your student IIT email.
- Students must pay the university fees before the due date to receive their university credentials. Failure to do so will result in suspension of the programme.

### A.4 SUSPENSIONS UoW (UNIVERSITY OF WESTMINSTER) (SELF-SUSPENSION)

- If a student wishes to suspend the course voluntarily (self-suspension), the suspension notice must be made in writing by the student.
- Suspension must be notified within the first week of the relevant semester.
- The maximum period of suspension is one year. Suspension should be officially notified to the Registry via email at [suspensions@iit.ac.lk](mailto:suspensions@iit.ac.lk).
- Suspension is only effective once an official suspension letter is issued by the registry.
- Verbal communication is not accepted.
- The student is responsible for maintaining contact with the institution during the suspension period.
- After the suspension period, your continuation must be officially notified to [continuations@iit.ac.lk](mailto:continuations@iit.ac.lk) and a re-enrolment letter must be obtained.
- Inactivity for more than six months without prior written approval of suspension from the Registry will result in termination from the programme.

### A. 5 SUSPENSIONS RGU (UNIVERSITY OF ROBERT GORDON) (SELF- SUSPENSION)

- If a student wishes to suspend the course voluntarily (self-suspension), the suspension notice must be made in writing and submitted to the relevant Assistant Registrar or SRU officer handling the programme.

Parent/Guardian Signature

Student Signature

Date

- The relevant Assistant Registrar or SRU officer will then send the suspension form, which the student must complete and submit for approval by the Course Leader.
- Once approval is obtained, the student must return the completed suspension form to the relevant Assistant Registrar, who will forward the suspension request to the university for final approval.
- The student may only suspend from the programme after receiving final approval from the university.
- Suspensions must be notified within the first week of the relevant semester.
- The maximum suspension period is one year.
- The student is responsible for maintaining contact with the institution during the suspension period.
- After the suspension period, the student's continuation must be officially notified to [continuations@iit.ac.lk](mailto:continuations@iit.ac.lk), after which a re-enrolment letter must be obtained.
- The university will email you to confirm continuation of your studies; you must respond to this email to confirm your return.
- It is compulsory to inform both IIT and RGU of your resumption of studies. Failure to do so will result in termination from the programme.
- Inactivity for more than six months without prior written approval of suspension from the

## **A.6 WITHDRAWAL**

- Withdrawal must be officially notified to the Registry via email at [withdrawal@iit.ac.lk](mailto:withdrawal@iit.ac.lk). Once the withdrawal letter is issued, you may check the availability of any refundable payment.
- Students who wish to withdraw must complete an exit form in order to obtain the withdrawal letter.
- Verbal communication will not be accepted.

**If you require any further clarification, please feel free to contact the Registrar's Office.  
Email: [registry\\_inquiries@iit.ac.lk](mailto:registry_inquiries@iit.ac.lk) | [registryenrollments@iit.ac.lk](mailto:registryenrollments@iit.ac.lk)**

Parent/Guardian Signature

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**B.1 DISCIPLINE POLICY**

As members of the university community, students are required to adhere to standards of conduct that reflect responsibility and respect towards others. This expectation encompasses interactions with fellow students, university staff, visitors, and members of the local community. Upholding a sense of responsibility and demonstrating respect fosters a positive and harmonious environment within our community. Your commitment to these principles is vital in maintaining the integrity of our shared space and contributes to creating a positive and inclusive academic community.

**B.2 ATTIRE**

Students are expected to maintain a professional and respectful appearance while on campus. As part of the university's commitment to fostering a conducive learning environment, the following dress code guidelines must be adhered to:

- i. Embrace a smart and casual dress code suitable for a university setting, incorporating pants, shirts, skirts, blouses, saris, and dresses.
- ii. Choose T-shirts, appropriate jeans, and full-length pants for lectures or tutorial sessions. Sportswear, including leggings, is not deemed suitable.
- iii. Ensure pants are securely fastened at the waist, avoiding a sagging appearance.
- iv. Unless medically necessary, refrain from wearing caps or hats. Requests for medical headgear must be submitted in writing to the management for approval.
- v. Maintain clean, neat attire without offending odours.
- vi. Prefer light colognes over overpowering perfumes in classroom settings.
- vii. Keep jewellery conservative in style, limiting the amount worn.

**B.3 PERSONAL APPEARANCE**

To uphold a standard of professionalism, students are prohibited from excessive or visible body piercings inside the campus premises.

Parent/Guardian Signature

Student Signature

Date

## **B.4 CLASSROOM BEHAVIOUR**

Students are expected to attend classes regularly and arrive on time. Disruptive behaviour, including excessive noise, use of electronic devices, and engaging in unrelated conversations, is not tolerated.

## **B.5 RESPECT FOR OTHERS**

Demonstrate respect for faculty, staff, and fellow students. Avoid any form of harassment, discrimination, or disruptive behaviour that infringes on the rights and well-being of others.

## **B.6 USE OF UNIVERSITY FACILITIES**

Respect university property and facilities. Vandalism, theft, or unauthorized use of equipment is strictly prohibited.

## **B.7 ALCOHOL AND SUBSTANCE ABUSE**

The use, possession, or distribution of alcohol, smoking and illegal substances on university premises is strictly prohibited.

## **B.8 CAMPUS SAFETY**

Follow safety guidelines and emergency procedures. Report any suspicious activities promptly to relevant officials of the campus.

## **B.9 SOCIAL MEDIA ETIQUETTE**

Exercise responsible and respectful behaviour on social media platforms, refraining from posting content that could harm the reputation of the university or its members.

## **B.10 BEHAVIOUR OUTSIDE THE CAMPUS**

Illegal or unethical behaviour outside the campus, which tarnishes the image of the institution, is strictly prohibited.

## **B.11 DISCIPLINARY ACTION**

Violations of the Student Disciplinary Conduct Code may result in appropriate disciplinary actions, including warnings, barring or expulsion, depending on the severity of the offense.

Parent/Guardian Signature

Student Signature

Date

- I confirm that I have read and understood the Terms & Conditions and accepted it.
- I understand that fees are reviewed annually and may increase each year. I understand that if fees rise, I will be liable to pay the new amount applying for the study period/s in which I am enrolled.
- I confirm that I have the financial capacity to meet the costs of my studies.
- I understand failure to pay the outstanding fee within six months without prior approved suspension, will result in termination of studentship and IIT will not be liable to provide certificates, transcripts or any other recognition including recommendation to the student.

Student Name : .....

Student NIC No : .....

Signature : .....

Parent/Guradian Name : .....

Parent/Guardian NIC No : .....

Signature : .....

Date : .....