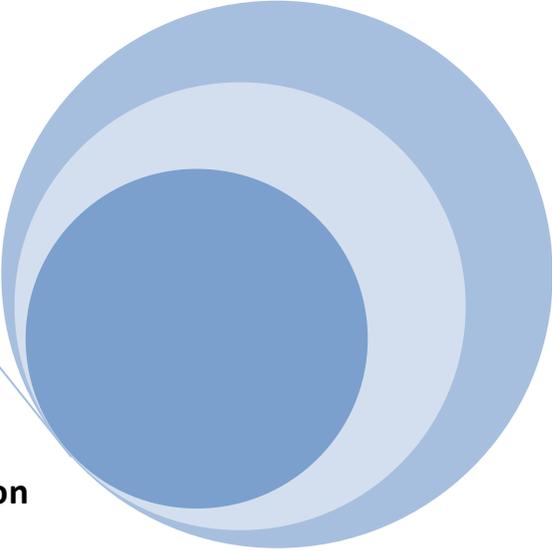




# Student Hand Book



No.704, Negombo Road, Welisara, Sri Lanka  
[www.iihsciences.com](http://www.iihsciences.com)  
+94 114 65 11 44



## **Our Vision**

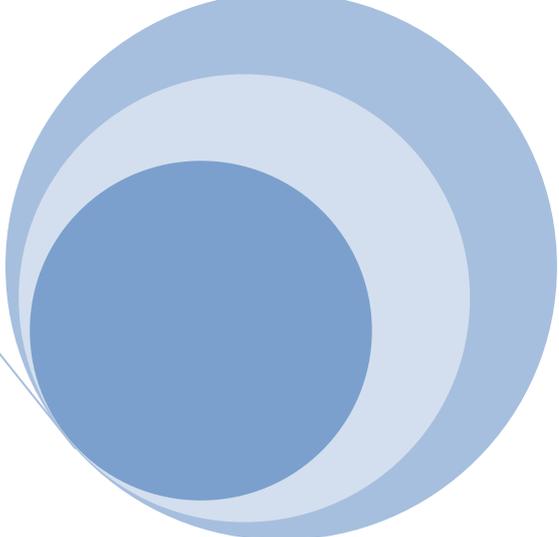
“To be the heart of innovative development of healthcare professionals for the globe”

## **Our Mission**



“We are a Healthcare training organization born to bring innovation to healthcare training at a green campus, infusing the traditional values of Healthcare professionalism, whilst adhering to international training standards to improve the quality of lives of healthcare professionals through developing their personalities, by partnering with international organizations, to provide a total solution to the global need of healthcare professionals.”





## Contents

Dean's Message

Deputy Chairman's Message

Introduction

Advantages in Selecting a Career in Healthcare

Unique Value Additions at IHS

Affiliations

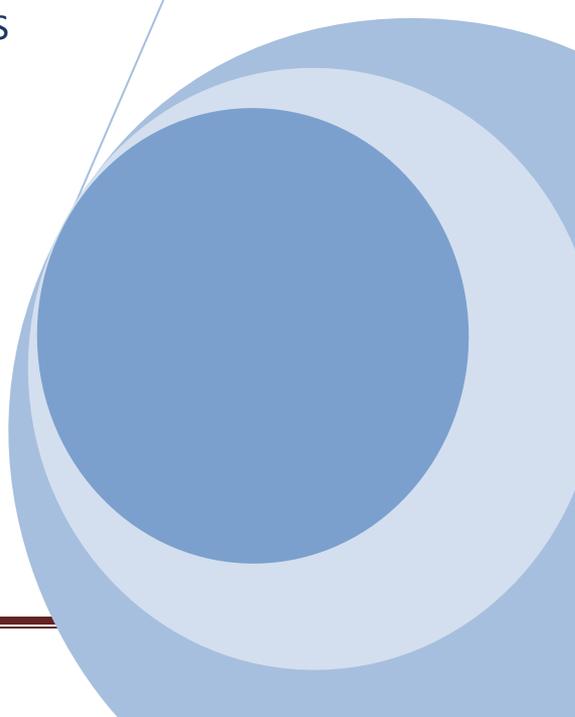
Our Focus

The Faculties

Policies

Course Structures

Channels of Communication



---

# Dean's Message

## **"Welcome new students"**

I congratulate you on being eligible to study at IIHS. Your efforts up to now have borne fruit and given you the opportunity and strength to go even further.

We at IIHS are trying to help you get ahead with programs that will help you to mature as individuals and also to be competitive in the job marketplace. You have to commit yourselves to be disciplined and make full use of the available modern resources.

The healthcare field is full of opportunity in Sri Lanka and abroad. The job market is secure for the foreseeable future. Your success is proportional to your effort. Your efforts will not be wasted.

Education at IIHS should not be considered competitive. You need not become the first in class. You do your best and share your knowledge with your colleagues, because all of you need to be good and successful. Sharing your knowledge only helps you to feel more confident about yourself and leaves a lasting mark in another person.

This is an exciting time of your life. A time in your life that will determine your future. Learn the pleasures (and pain) of studying. In the healthcare field it will be an activity



I wish you all the very best in your endeavors,

*Dr. Nihal De Silva,  
Dean, IIHS*

# Deputy Chairman's Message

To my mind an educational institute is not just about bricks, mortar and concrete, but about building character, enriching minds and about enriching experiences that lasts a lifetime.

Life is not a set of instructions but is a series of experiences and learning process. Healthcare is no exception. This is where IIHS steps in – to make a difference and where learning is not just series of instructions but a passion, which goes beyond books, beyond instructions, beyond learning horizons.

The pace of change in healthcare is rapid, and even more far reaching change may be on the way. We realize the importance of meeting and exceeding our expectations for comprehensive healthcare training. Every plan we make, every action we implement, is driven by the desire for quality and is keenly focused on the following pivotal tenets such as providing outstanding clinical quality, upgrading communication and



At IIHS, we believe in learning by capturing set of experiences and enable one to explore new realms of wisdom. We pave way for students to excellent local and foreign career pathways through high quality programmes at IIHS.

The institute is also engaged in supporting the students to refine the necessary skills, attitudes and the aptitude towards the corporate placement process in the campus by the way of periodical competitive tests and group interaction exercises.

Life has many opportunities which will be accessible at a particular time of life and it is essential that all students would grab these opportunities and make a progressive and fruitful life whilst serving for the betterment of the humanity.

Sincerely,

*Dr. Kithsiri Edirisinghe*  
*Deputy Chairman, IIHS*

## INTRODUCTION

IIHS is a healthcare training institute with a commitment to lifetime education. We believe in providing the education and guidance that will enable students to make a success of their chosen career. The institute consists of four main faculties, namely Nursing, Physiotherapy, Biological Sciences, Health Management and the supportive and the Occupational Skills Department.

The primary focus of IIHS is to provide a course of training with the highest standards that will qualify students to pursue satisfying careers and to seek well-paying foreign employment opportunities through those careers. Not only will the students benefit individually by their training and career potential, there will be opportunity for financial improvement for each family represented, with a corresponding economic boost for the country.



*IIHS, the Administrative Building*



*The Green environment*

## ADVANTAGES IN SELECTING A CAREER IN HEALTHCARE



Recession free due to continuous increase in demand  
Highly paid  
Excellent working environment  
Job variety  
Job satisfaction



## OUR AFFILIATIONS

### FORIGN

1. Deakin University, Australia
2. Edith Cowan University, Australia
3. State University of New York-Canton USA
4. Coventry University – UK
5. Open University – Malaysia
6. Asia e University – Malaysia
7. Box Hill Institute-Australia
8. TAFE South Australia



### LOCAL

1. Tertiary and Vocational Education Commission, Ministry of Vocational and Technical Training
2. Private Health Services Regulatory Council, Ministry of Healthcare and Nutrition
3. Board of Investment (BOI), Sri Lanka
4. National Online Distance Education Services, Ministry of Higher Education
5. Municipal Council of Colombo
6. Asiri Group of Hospitals, Sri Lanka
7. St. Peter's Hospital, Ragama
8. Anglican Elderly Care Centre, Welisera

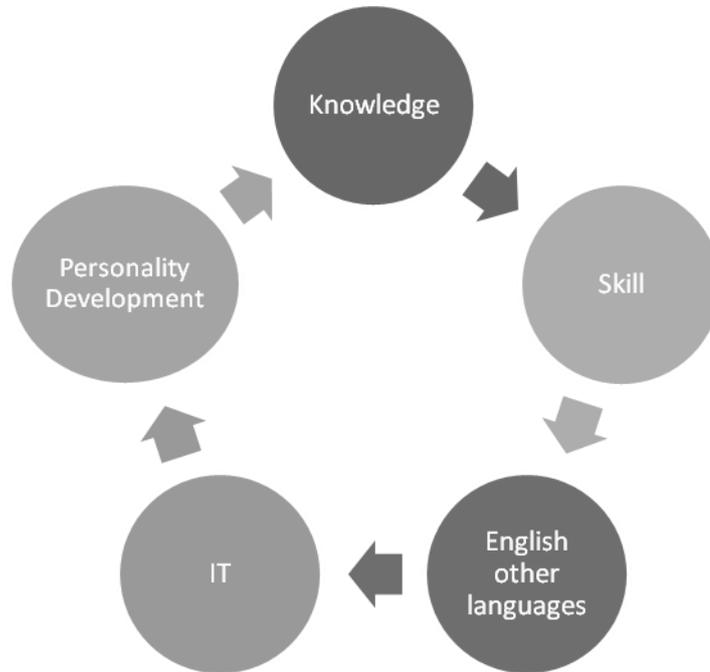


## OUR FOCUS

- Conducting of job oriented study programmes to suit the foreign market with a view to attract foreign revenue to Sri Lanka.
- Building the image of Sri Lanka as a country supplying Skilled Healthcare Professionals for the international market.
- Catering to local and foreign students.
- Collaboration and adherence to the standards set by local and foreign regulatory bodies.
- Local and foreign hospitals and clinics as Industry Partners.
- Associations and affiliations with local and foreign training institutes and Universities as Academic partners.
- All Training courses are conducted in English and orientation for IELTS language screening test.
- Development of the Personality, IT and Management Skills in addition to the Technical skills of the trainees.
- Support placement of qualified healthcare professionals in Australia, United Kingdom, United States, Canada, New Zealand, Malaysia, Singapore and Europe.

## UNIQUE VALUE PROPOSITION OF IIHS

IIHS strives to inculcate not only the international level knowledge and skill but also English, IT in Healthcare and most importantly the personality development in to all the programmes that it conducts, thus giving the student the extra edge to compete in the international arena.



*The Ideal Environment for Healthcare Training*

## THE FACULTIES

The institution conducts programmes under the four faculties of Nursing, Allied Health Sciences, Health Management and Language (English & Supportive Studies).



### FACULTY OF NURSING

- . Master of Nursing- Open University- Malaysia
- . BSc Nursing-Deakin University-Australia
- . BSc Nursing – Edith Cowan University – Australia
- . BSc. (Hons) Nursing Science – Open University of Nursing
- . Certificate in Health Science-Pathway to

Nursing – Australia

- . Certificate 111 in Aged Care – Charlton Brown Institute - Australia
- . IVQ Specialist Diploma in Healthcare (Aged Care)- Pathway to Bridgwater College - UK

### FACULTY OF PHYSIOTHERAPY

- . Associate Degree in Physical Therapy – SUNY Canton, USA
- . Diploma in Physiotherapy-Pathway to MSc Advancing Physiotherapy Practice – Coventry University - UK



### FACULTY OF BIOLOGICAL SCIENCES

- . Foundation in Biological Sciences
- . Pathway to Bachelor of Biotechnology & Innovation – Boxhill Institute-Australia
- . Advanced Diploma in Biomedical Sciences

### FACULTY OF HEALTH MANAGEMENT

- . Master of Health Administration-La Trobe University-Australia
- . Master of Health Services Management-Edith Cowan University-Australia
- . Executive Master of Science (Health Administration)-AeU-Malaysia
- . Post Graduate Diploma in Hospital Administration

### OCCUPATIONAL SKILLS DEPARTMENT

- . IELTS Preparation Programme
- . Personality Development
- . IT



# **POLICIES**

## **TITLE OF POLICY: ADMISSION REQUIREMENTS FOR APPLICANTS**

**POLICY:** All applicants to the Faculties are to apply through the Department of Administration located in the College House.

Applicants are required to supply the following credentials:

- a. Official Secondary School Records
- b. Official Government result sheets
- c. Official transcript of any other courses taken
- d. Copy of National Identification Card or Passport
- e. Any additional information or testing as deemed necessary

An interview may be requested by either the applicant or the Institute but is not routinely required.

As a general rule, applicants should pass the admission test.

Students are required to undergo a medical examination.

## **TITLE OF POLICY: GENERAL GUIDELINES**

### **ATTENDANCE**

1. The school hours of the International Institute of Health Sciences are as follows:

Monday – Friday: 9.00 AM to 5.00 PM

Saturday: 9.00 AM to 5.00 PM

Sunday: 9.00 AM to 5.00 PM

Students are expected to be present for classes in time, and any student who comes to the school after 9.30 AM will not be allowed to attend the lectures scheduled for that time.

2. The students should wear the uniform and sign-in at the main wing before going to the lecture room.
3. Students are expected to be present at all classes, skills and clinical lab appointments on time in order to achieve the 80% attendance per subject.
4. If a student misses any class or clinical lab appointment, he/she must inform the Academic Department about the absence in writing upon returning to the school.
5. Absence for more than 3 days for medical purposes requires a medical certificate issued by a licensed General Physician.

## **LEAVE TAKING PROCEDURE**

1. The students should obtain a Student Leave Application Form from the HOAA's office/ VLE and get it signed by the relevant lecturer, Program Coordinator and HOAA.
2. The signed Student Leave Application Form should be submitted to HOAA.
3. For attendance approval the supportive documents should be submitted.

## **REQUESTING FOR LETTERS**

1. The student should make the request in writing to the respective programme coordinator and fill the "Students' Letters' Request Form" given by the coordinator.
2. Please note that the letter will be prepared according to the information given in the form and reprinting of the letter would not be done.
3. The request should be made 14 working days prior to the date that the letter is needed for the student.
4. The students can collect the letter from Head of Academic Affairs.

## **APPEARANCE AND CLEANLINESS**

1. All the students should wear the uniform confirmed by IIHS (See the Policy on Dress Code).
2. The uniform must be clean and neat.
3. Personal hygiene is a top priority and it is the responsibility of every student to maintain personal hygiene.

## **LECTURE HALLS**

1. Students are not allowed to use lecture hall computers or to save any document in the computer.
2. It is advised that students cannot operate the projector. Any damage to the projector may lead to action according to the disciplinary procedure of the Academic Board.
3. If you find any difficulties in the lecture halls please inform Facility management and we are ready to solve it at any given time.
4. Students must leave their bags in designated areas and places.
5. The last student to leave the lecture hall must ensure that the A/C and lights are switched off.

6. Students are not allowed to use mobile phones during lecture hours. Any phone used in any way is liable to be confiscated.



*Lecture hall*

*The Anatomy Laboratory*



*The Clinical Simulation Laboratory*



## **TITLE OF POLICY: STUDENT HEALTH EVALUATIONS**

**POLICY:** Undergraduate students must have a health evaluation upon admission and a health evaluation update annually thereafter. Students will not be permitted to register or participate in clinical activities until the completed health form has been submitted.

### **PROCEDURE:**

1. Students receive the appropriate health evaluation form from Student Services and must return it by the due date.
2. Students are responsible for arranging and paying for required health evaluations.
3. Student Support Services monitors health evaluation forms for completeness and determines that the health requirements are met and that there are appropriate signatures
4. Student Support Services notifies the student if there are any deficiencies and places an academic hold, which will prevent a student from registering, on the record of any student who has not met health requirements. Once the appropriate health form and laboratory tests have been submitted, the hold will be removed and the student can register.

## **TITLE OF POLICY: DRESS CODE**

**POLICY:** The uniform identifies an individual as a student in the International Institute of Health Sciences, and is to reflect a positive and professional image of the individual and the Institute. The following regulations govern Student Dress Code.

*Dress Code for Female Students (Institute and Hospital Uniform):*

- The students should wear the T-shirt given by the institute with a dark blue pant.
- The students should wear shoes (not half open shoes) and wearing slippers and sandals are not allowed at college premises.

*Dress Code for Male Students: (Institute and Hospital Uniform) Uniform will be selected by the Institute.*

### **Where Uniforms are worn**

- The uniform is worn at all times during clinical laboratory experiences and lectures.
- The uniform can be worn during travel between one's place of residence, classes and areas of clinical practice.

### **General Regulations for All Students**

1. Variations in dress code due to the requirements of the clinical setting will be clarified by faculty or clinical coordinator. Exceptions to the dress code which are related to cultural or religious beliefs may be granted by the Dean or a designee, upon written request by the student.
2. The students should wear the Student ID during the college hours.
3. The uniform is to be neat and clean at all times. Shoes must be neat and clean. No open-toed shoes or sandals
4. Watch and stethoscope are required accessories.
5. A white laboratory coat may be worn over uniform when directed by faculty.
6. Hair is to be neatly groomed, off the collar, in a style appropriate for a professional person. Hair wraps in solid black or white color may be worn after approval by instructor and clinical facility.
7. Male students are to be clean shaven or have a neatly trimmed beard.
8. Female students' hair should be neatly combed and one plaited.
9. Nails are to be clean, neat, and short in length. A clear or light pink shade of nail polish is acceptable.

10. Make-up can be applied so that a natural look is conveyed.
11. The only jewelry that may be worn with the uniform is the following:
  - Smooth band ring
  - Small button-style pierced earrings (one per lobe),
  - Federal service pins for recognized professional and honor societies.
12. Visible body jewelry must be removed.
13. Tattoos cannot be visible.
14. Students not in uniform will be required to leave the premises and will not be able to attend lectures or examinations.

### **TITLE OF POLICY: COMMUNICATION**

1. All communication inside school premises should be done in English only.
2. Academic department and students' communication to be done through yahoo group and VLE.
3. It is recommended to make all requests in writing.

### **CHANNELS OF COMMUNICATION**

It helps to know that certain persons are responsible for various matters concerned with school functions. Requests submitted to the proper person or persons bring results more quickly.

Requests related to:

TOPIC	CONTACT
1. Academic Program Concerns	1. Head of Academic, Clinical affairs Or Program Coordinator
2. Finances	2. Finance Executive
3. Student Issues	3. Head of Academic, Clinical affairs,, Administration Department Or Student Counselor
4. Graduation Ceremonies	4. Administration Department
5. Class/ lab assistance/ information	5. Course Instructor
6. Personal and Health Concerns	6. Student Counselor

## TITLE OF POLICY: EXAMINATION

### **Student responsibilities during the exams**

In order to ensure the academic integrity of exams, IHS students must:

- Be registered in the course to sit for the exam.
- Turn off and place all cell phones, personal audio equipment and other electronic devices in bags.
- Place all bags and personal belongings in a designated area in the room. No personal belongings can be brought to the exam desk.
- Sign the attendance sheet and place the student ID or photo on the upright hand corner of the desk for verification.
- Have no pencil cases on the desk, only writing materials.
- Should not have any materials on the desk than those given by the invigilator. (e.g. formula sheet, calculator).
- Have no food or drink during the exam unless medically required.
- Remove hats/caps before starting the exam unless required by religious observance.
- Strict silence must be observed at all times in the examination room.
- Raise your hand to ask a question, use the washroom or to request for additional supplies.
- In case of an emergency, hand in all exam materials, take your personal belongings and follow instructions of the invigilator.

Students must remain seated until all answer sheets have been collected and counted and the invigilator gives the signal to leave the room.

### **Grievance Handling and Appeals**

- All grievances should be forwarded in writing to the Head of Academic Affairs, who can then take appropriate action in consultation with the Academic Board.

### **Conditions of Repeating the Exams**

- Repeat exams will only take maximum of B Grade.
- Sick or special condition (sick **mc needed**, death immediate relation **copy of dc needed**). This is considered as 01<sup>st</sup> attempt and the students should pay a sum of Rs.2500 as the repeat exam fee.
- If students get absent for a valid reason they can participate for the repeat exam after verifying the supportive documents.
- Failed students can only take 3 attempts including the final exam.
- The students should comply with the below requirements to participate for the repeat exam:
  - Should apply before the semester begins via VLE.
  - The relevant payment should be made within seven days after the request is made to confirm the repeat exam.

- Refer IIHS VLE for the exam date and time.
- Get the Admission Slip from the academic department before the exam.

### **Payments for Repeat Exam as at 01<sup>st</sup> April 2013**

To repeat the exam to upgrade the results:

1. Only once is possible.
2. With another batch Rs.5000/-
3. Only for the special exam the cost will be Rs.15, 000/-

To repeat the exam due to failure of the subject

1. With another batch cost will be Rs.2500/-
2. Only for the special exam the cost will be Rs.10, 000/-

### **TITLE OF POLICY: ASSIGNMENT SUBMISSION**

- Written assignments should be submitted with cover page format relevant to the academic study program.
- Assignments should be type set. Headings in font size 12, body font size 12, spacing 1.5, left hand aligned 1" margins and using Times New Roman, Arial or Calibri font. (Please refer the APA/ Harvard style in VLE- ODL page).
- Assignments should be submitted on or before due dates given in hard copy. Failure to do so will result in penalties. A soft copy must be sent either via email or the VLE.
- Late submission may result in delayed return of marked assignment. Late submission **will incur a reduction of 1 point** from the total grade for the assignment for each delayed day. After 5 days financial penalty may apply.
- All the assignments must be handed over to the course coordinator and counter signed by the student in the assignment submission register.
- Note: If you leave the assignments in the staff room without signing in the assignment submission register, the coordinator will not accept it.
- The course coordinator will return all assignments after marking has been completed by the individual lecturer.

## **TITLE OF POLICY: EVALUATION METHODOLOGY**

The breakdown of final marks for each course for the General Programs is as follows:

**Final Paper: 60 %**

**Assignments: 20%**

**Viva: 10%<sup>1</sup>**

**Attendance: 10%**

### **Clinical Subjects:**

**Clinical (40%)**

**Viva (10%)**

**Theory (50 %)\* as according to the above criteria**

- ***The academic board reserves the right to change the criterion of mark allocation for final grade for individual subjects.***

### 1.1 Subject/ module Final Exam

Two weeks after the completion of each course a written exam (conducted according to the IIHS examination policy) must be held.

Longer courses (of duration more than one term/ semester) such as Anatomy and Physiology may have more than one final exam (one evaluation per semester, per subject).

A minimum of 50% must be scored at the final paper for the candidate to pass the whole exam. For clinical subjects, at the clinical too the candidate must score a minimum of 50 % to pass the whole subject. If two exams are held, the average of both papers should be more than 50% for the candidate to pass.

The pass mark for the cumulative evaluation is 50%.

### 1.2 Assignments

Assignments can be written or presentation based. A minimum of two assignments should be given. Additional assignments can be given and an average mark awarded at the discretion of each individual lecturer.

Assignments can be returned to the students once the marks have been forwarded to the relevant coordinator, with a mark list.

---

<sup>1</sup> If for unavoidable reasons a viva cannot be conducted, 30% will be allocated for assignments

### 1.3 Viva

This can be conducted at the discretion of the lecturer. A minimum of two faculty members, approved by the Dean and the HOA, need to be forwarded to the relevant coordinator.

### 1.4 Attendance

Attendance will be scored according to the guideline in the table below.

Attendance (%)	Marks awarded
80- 100%	10
70 -79	08
60 -69	06
50 – 59	05
0- 49	0

Absence at lectures will be excused only with a medical certificate from a Government Hospital.

### 2. Failure at final exam

- Students who have failed a final exam will be asked to be given a special repeat paper within three (3) months of the exam results being issued.
- If the student fails this exam as well, the student will be expected to repeat the exam with the next batch.
- A student will get three attempts to sit a final exam. If the student fails at the third attempt he/she will have to miss a batch.
- Repeat examination candidates can score a maximum of 75% and the final grade will only be calculated from the exam mark and therefore will be limited to a 'B' grade.

### 3. Attendance at Lectures

If a student has not achieved a minimum of 50 % attendance for a subject he/she will be allowed to sit for the final exam as a re-sit candidate with all financial and academic penalties applicable.

**\* *Special Circumstances: Academic Board will decide on action regarding special cases. The students who belong to special cases should be approved by two members of the Academic Board (Campus Director and Head of Academic Affairs).***

- The students with lower attendance will be given only a percentile of 0.5 for the GPA calculation.

### 4. Absence at an exam

- The Student can sit for the exam with re-sit students if there is such an exam, if not they will have to sit the exam with the next batch
- The institute will not be liable to give extra tuition to fill any gaps which are a result of any changes in lecture content in later batches.

- Candidates must inform the HAA before the exam that she/he will not be sitting the exam
- In case of medical issues, the candidate must forward a medical certificate approved by a designated medical professional of IIHS. If so, the candidate can sit the re-sit exam as his/her first attempt. Re-sit fees will be waived only if a government hospital medical certificate is presented.
- In the case of missing an exam due to other personal reasons, the Academic board will take decisions accordingly.

5. Procedure for entering scores into the transcript.

a) Once the final mark has been calculated, it should be assigned the relevant grade. The grading criteria are below.

90 - 100	A
85 - 89	A-
80 - 84	B+
75 - 79	B
70 - 74	B-
65 - 69	C+
60 - 64	C
56 - 59	C-
50 - 55	D
50>	F

b) The relevant credit of each subject is multiplied by a percentile assigned according to the attendance of the candidate for that particular subject. The percentile / attendance ratio is as follows:

Attendance percentage	Percentile
>80%	1
70 – 80%	0.8
60 – 69%	0.6
50 – 59%	0.5
50>	0

- c) The result of this multiplication is multiplied by the relevant grade numeral (grade, numeral key is given below)

Grading system			
Grade	Points	Grade	Points
A	4	D	1.3
A-	3.7		
B+	3.3		
B	3	F	0
B-	2.7		
C+	2.3		
C	2		
C-	1.7		

The result of this multiplication is the student's grade point for the relevant subject

- d) Grade point average

The grade point average is calculated by dividing the sum of the grade points by the total sum of credits for the program.

## **TITLE OF POLICY: LIBRARY**

### **MISSION**

The mission of the Institute Library is to support the academic and personal enrichment of students, faculty, and staff with leading edge: service; information resources; facilities; and systems.

### **LIBRARY HOURS**

The library is open during the following hours:

**9:00a.m. – 10:30a.m./12:00p.m. – 01:30p.m./4.30p.m.-5.00p.m - Weekdays**

**12:00p.m. – 01:30p.m. – Saturdays & Sundays**

**9:00a.m. – 05:00p.m. - (exclusively for programmes conducted on Sunday )**

The library is generally closed on Institute holidays and mercantile holidays

### **CIRCULATION POLICY**

#### **Borrower Registration:**

- All members of the Institute (teaching staff, administrative staff, and students) are eligible to borrow materials from the library.
- All the students and the staff should be registered under the Institute library.
- A library card is issued free of charge for all the students and the staff following the registration.
- Library card is valid for a period of 3 years.
- Report your lost library card immediately to prevent unauthorized use of your card.
- Rs.500/= is charged for a lost card, expired or not
- All new students from September batch need to deposit Rs. 1,500 to obtain the library card.

#### **Circulation:**

- 3-day loan period for books and video tapes for the students
- 7-day loan period for books and video tapes for the staff
- Reference books, reserve books, unprocessed books, journals, original audio-visual materials, final year project reports, and newspapers are non-circulating materials.
- All loaned materials are subject to recall by the library earlier than their due date, if required urgently for teaching purposes.
- The borrowed material can be renewed once for the same period provided that another user does not require it.

- Books should be checked for missing pages or damage before issue. The student will be held responsible for any damage/missing pages found, and the penalty would be at the discretion of the librarian.

### **OVERDUE/LOST/DAMAGED MATERIALS**

- Overdue materials are notified three times at one-week intervals beginning one week after the due date.
- Overdue material are subject to fine of Rs.20/= per day to the student welfare fund
- Lost, replaced or damaged library material is the combination of the following: cost of material + 20%
- Lost items should be reported promptly to avoid the accrual of overdue fines. A borrower who reports that an item has been lost is responsible for the replacement charge and processing fee (and binding charge, if applicable), plus any fines accumulated prior to the time the item was reported lost. Borrowers may be assessed repair or replacement charges for damaged items.
- Replacement charges are assessed by the library management committee and the charges will depend on the material.

### **RULES & REGULATIONS**

- Silence should be maintained in the library premises.
- Issued books/Personal Books, files, notes, food and other personal belongings are not allowed to be brought into in the library.
- Students are not allowed to use personal pen drives/CDs/floppies in any of library computer systems.
- Mobile Phone is to be switched off within the library premises.
- Exercise care in handling all library materials
- Report damage to materials prior to check-out.
- Defaulting of the above rules will lead to termination of library membership.



*Library*

**TITLE OF POLICY: IT LAB**

## DO's

- Use for study purposes
- Secure permission before entering the IT lab(from the administration department & the relevant lecturer)
- Do use computer facility for thirty minutes, unless otherwise authorized by the lecturer in charge.
- Leave the terminal when asked to do so by authorized staff (i.e. lecturer or administration department).
- Respect the privacy of other users
- Do save the documents in my documents
- Use the computer assigned to you
- Use the password given to you
- Switch off the computer after use
- Switch off the breaker after computer session(i.e. the monitor will be assigned)
- Scan anypen drives at the designated computer in the admin room before insertion into computers in the IT lab.
- Limit use of your pen drives in the IT Lab computers.

## DON'Ts

- Install, download, modify software, change any computer settings
- Attempt to gain unauthorized access to restricted files or networks, or to damage or modify computer equipment or software
- Save documents on the desktop(i.e.: home page, screensaver, wallpaper)
- Check email in computer sessions(unless supervised by lecturer)
- Use own DVDs/VCDs in the institute computers(because it brings in unnecessary viruses to facility's computers)
- Access to web sites i.e. Social network web sites (e.g. Facebook etc)
- Stay after 5.00pm

\*If following is not obeyed the administration department is authorized to suspend the computer facility.

\* Internet sessions available per day may be limited by the Lecturer in-charge. Such limitations will be dependent on facility-specific demand in order to provide access for the majority of users

\*Students or external parties are not supposed to modify (i.e. SPECIALY delete/change) any settings in the computer or lap top provided by the institute.

## **TERMINATION OR PROHIBITION OF USER ACCESS**

- The administration is authorized to terminate any user's access session, or to prohibit a user from subsequent access sessions for up to two weeks, if they have caused to believe that the user has failed to comply with the Internet Acceptable Use Policy and/or Rules of Conduct.



IT Lab

## **TITLE OF POLICY: APPLICATION FOR GRADUATION**

**POLICY:** An official Application for Graduation must be filed by each candidate for graduation by the deadline date of the term in which graduation is expected. The deadline dates are established by the Registrar's Office.

### **PROCEDURE**

1. The student obtains the Application for Graduation form from their respective department/VLE or Registrar's office.
2. The student completes the application and submits it to the Programme Coordinator for signature.
3. By signing the application the Programme Coordinator is verifying that, upon completion of the current term, the student will have completed all requirements for graduation.
4. The completed, signed Application for Graduation form is submitted by the student to the Registrar's Office.
5. If for some reason the student will not graduate that term, it is the student's responsibility to inform the Programme Coordinator, who then notifies the Registrar's office in writing.
6. The student must then reapply for graduation in the appropriate term.

**Important:**

**Please note that no student is allowed to take part in the Graduation Ceremony and will not receive the transcript/certificate without completing the requirements given in the Application Form – Graduation Ceremony.**

**TITLE OF POLICY: PAYMENT OF FEES**

Payment of the amount due should be made in Sri Lankan Rupees (LKR) to International Institute of Health Sciences (Pvt) Ltd by cash, Cheque or international bank draft. Payment may also be directly made to IIHS bank account -NDB Bank 011001006650 (Wattala Branch) or to any other account that may be officially informed to you.

If you do deposit your payments directly to the above bank account you must state your name and/or IIHS student ID & the IIHS Study program in the bank payment slip and fax it to 0112 951 292 or provide IIHS with proof of payment. It is your responsibility to collect an official receipt for your payment.

**CONDITIONS OF ENROLMENT**

**Fees**

1. All fees, charges and accounts will be payable in advance as determined by IIHS and as per the payment plan given to you at the commencement of the program. You will not be permitted to attend classroom / clinical sessions until all outstanding fees, charges or accounts are paid as per the due date.
2. Any payments not made by the due date will incur a late payment penalty. IIHS reserves the right to vary its fees at any time.
3. Should it be necessary for the student to repeat a subject/module IIHS reserves the right to decide on its fees.
4. If you have any clarification about payment please visit our Finance Department.
5. Fees once paid will not be refunded under any circumstances.
6. The students who change the study program after two weeks of registration should pay a sum of Rs.5000.00 and also late levies, due payments, cost of the course material given by the institute etc.

*Please note: IIHS will guide and facilitate the students in the visa process for the transfer programs for further studies abroad. IIHS is not liable for obtaining visa as the visa assessment is based on the information/Documents provided by the students.*

Approved by:

.....

Dr.GeorgePerera

Head of Academic Affairs

.....

Nishani Kulathunga

Campus Director