



# STUDENT HANDBOOK



[www.lnbtii.lk](http://www.lnbtii.lk)

## Contents

|  |    |
|--|----|
| 1.0 Introduction.....  | 1  |
| <b>1.1 Background</b>  | 1  |
| <b>1.2 About LNBTI</b>   | 1  |
| <b>1.3 Vision of LNBTI</b>                                       | 3  |
| <b>1.4 Mission of LNBTI</b>                                      | 3  |
| <b>1.5 Our Core Values</b>                                       | 3  |
| <b>1.6 Our Commitment</b>  | 3  |
| <b>1.7 Objectives of LNBTI</b>                                   | 4  |
| <b>1.8 Message from the Chairman</b>                             | 5  |
| <b>1.9 Message from the Chairman of LNBTI Advisory Committee</b> | 6  |
| <b>1.10 Message from the Head of Academic Affairs</b>            | 8  |
| 2.0 Academic Programs at LNBTI .....                             | 10 |
| <b>2.1 Higher Diploma Program Structure</b>                      | 11 |
| <b>2.2 Duration of the Programs</b>                              | 11 |
| <b>2.3 Career Path Development with LNBTI</b>                    | 11 |
| <b>2.4 Student Registration</b>                                  | 13 |
| <b>2.5 Entry requirements for the Higher Diploma</b>             | 13 |
| <b>2.6 Student Registration Number</b>                           | 14 |
| <b>2.7 Student Registration Codes</b>                            | 14 |
| <b>2.8 Student Identity Card</b>                                 | 14 |
| 3.0 Structure of the Academic Program.....                       | 15 |
| <b>3.1 Semester System</b>                                       | 15 |
| <b>3.2 Hours and Credits System</b>                              | 15 |
| <b>3.3 Attendance</b>  | 16 |
| <b>3.4 Module Code System</b>                                    | 16 |
| <b>3.5 Internship Program</b>                                    | 16 |
| 4.0 LNBTI Curriculum.....  | 17 |
| <b>4.1 Grading System</b>  | 18 |

|  |           |
|--|-----------|
| <b>4.2 Module Completion</b>   | 19        |
| <b>4.3 Rules for Progression</b>   | 19        |
| <b>4.4 Graduation Requirements</b>                                       | 20        |
| <b>4.5 Minimum and Maximum Period of Study</b>                           | 21        |
| <b>4.6 Effective Date of Completion of Higher Diploma</b>                | 21        |
| <b>5.0 Assessment Structure.....</b>                                     | <b>22</b> |
| <b>5.1 Eligibility Requirement to Sit for the Examination</b>            | 22        |
| <b>5.2 Repeat Exam Policy</b>  | 22        |
| <b>5.3 Assessment Repeat Scenarios and Progression</b>                   | 23        |
| <b>5.4 Criteria for Completion of a Subject/Module</b>                   | 24        |
| <b>5.5 Assessment Mitigation Process at LNBTI</b>                        | 24        |
| <b>5.6 Possible Consequences for Students who Regularly Miss Classes</b> | 25        |
| <b>5.7 The Mitigation Process</b>  | 26        |
| <b>6.0 Examinations .....</b>  | <b>27</b> |
| <b>6.1 Examination Procedure</b>   | 27        |
| <b>6.2 Result Releasing Method</b>                                       | 29        |
| <b>7.0 Transferring to Japanese Universities .....</b>                   | <b>30</b> |
| <b>7.1 Procedure to Select Japanese Universities</b>                     | 30        |
| <b>7.2 Procedure to Issue Recommendation Letters for Students</b>        | 30        |
| <b>7.3 Procedure to Join a Job in Japan</b>                              | 31        |
| <b>8.0 Payment Details.....</b>  | <b>31</b> |
| <b>8.1 Registration Fees</b>   | 32        |
| <b>8.2 Course Fee</b>  | 32        |
| <b>8.3 Other External Examination and Evaluation Fees</b>                | 32        |
| <b>9.0 Student Code of Conduct .....</b>                                 | <b>34</b> |
| <b>9.1 Dress Code</b>  | 34        |
| <b>9.2 Attendance and Punctuality</b>                                    | 34        |
| <b>9.3 Student Behavior</b>  | 34        |
| <b>9.4 Admission of Visitors to the Campus Premises</b>                  | 36        |
| <b>9.5 Unethical and Illegal Actions within the LNBTI Premises</b>       | 36        |
| <b>9.6 Disciplinary Action</b>   | 37        |
|  | 37        |
| <b>10.0 Official Communication with Students and Parents .....</b>       | <b>38</b> |

|  |    |
|--|----|
| <b>10.1 Official Email Addresses</b>                       | 38 |
| <b>10.2 Common Notice Boards</b>                           | 38 |
| <b>10.3 LNBTI Learning Management System (LNBTI - LMS)</b> | 38 |
| <b>10.4 Useful Internet Resources</b>                      | 38 |
| <b>10.5 Changing Address</b>                               | 38 |
| <b>10.6 Changing Contact Numbers</b>                       | 39 |
| <b>10.7 Useful Contact Details</b>                         | 39 |
| 11.0 Students Services and Policies .....                  | 40 |
| <b>11.1 Computer Lab Policy</b>                            | 40 |
| <b>11.2 Operation of Student Societies</b>                 | 41 |
| <b>11.3 Student Support Services &amp; Welfare</b>         | 42 |
| 12.0 Staff of LNBTI.....                                   | 43 |
| <b>12.1 Board of Directors</b>                             | 43 |
| <b>12.2 Academic Staff</b>                                 | 44 |
| <b>12.3 Administrative Staff</b>                           | 46 |

## 1.0 Introduction

Lanka Nippon BizTech Institute (LNBTI) is a Japan-based higher education institute, established in 2016, in Sri Lanka. The main aim of LNBTI is to offer high quality Japanese information and communication-related technologies and Japanese language to Sri Lankan students. This handbook is prepared to guide students in acquiring academic qualifications through LNBTI, which is well recognized in Japan and around the world.

### 1.1 Background

Japan is a truly captivating country with world-renowned high quality. This course is designed to improve skills required to maintain that quality. LNBTI students will be able to utilize advanced ICT knowledge in practical industries, create new markets combining advanced technologies, and actively lead the industries.

LNBTI offers technical education as well as high-level Japanese quality standards. In today's ever-competitive society, knowledge of another language will help anyone stand out from the crowd, as well as to expand their understanding and view of the world. Therefore, LNBTI students will be able to make an active contribution to the Sri Lankan ICT industry by expanding ICT-related contracts from Japan and penetrating the Japanese market.

In the future, we can expect an economic growth in both Sri Lanka and Japan from LNBTI students entering the industry. LNBTI is highly concerned about the future life quality of our students. The majority of our students will have the chance to continue their studies in Japanese universities. Students who would like to pursue job opportunities will be able to find work in ICT companies in Japan or any other country.

### 1.2 About LNBTI

LNBTI (Pvt.) Ltd., is registered under the Provisions of Companies Act, No.7 of 2007 of Sri Lanka under the company registration number of PV 109910 and was registered on 19th of November 2015. It was also registered under the Board of Investment (BOI) on 4th of December 2015, as a provider of higher education and training in ICT (Information and Communication Technology) and Business Management. The registration number is 4905/04/12/2015.

LNBTI is a joint venture between Metatechno Inc., Japan and hSenid Ventures, Sri Lanka. The primary objective of LNBTI is to provide ICT and management education to Sri

Lankan students and to make them suitable for related employment in Japan and in other countries.

Metatechno Inc. is a reputed Japanese company developing IT solutions for leading Japanese organizations. It has been operating in Sri Lanka for the past 18 years and has been employing Sri Lankan university graduates. Upon recruitment, the graduates are given a funded opportunity to learn the Japanese language as well as the Japanese work culture and etiquette. After successfully completing the program, they are afforded the opportunity to work in Japan for a few years. Thereafter, they will be given the opportunity to work in Sri Lanka or Japan on a need-basis. These professionally qualified Sri Lankan software engineers are working in many reputed companies in Japan, including Canon Inc., Sony Corporation, Olympus Corporation, JEOL Ltd, etc.

hSenid is a major Sri Lankan software solution producer to local and foreign customers for the past 21 years. They have been recruiting Sri Lankan graduates to develop their products, which are of international quality and standards. hSenid has offices in Australia, Singapore, and India, and an R&D center in Sri Lanka. hSenid is an application and service provider for the telecom, financial and enterprise markets, with specialization in human resource applications and mobile applications and is also widely recognized for its reliable offshore/outsourcing capabilities. hSenid is present in 30 countries and 18 industries, with 650 customers and over 350,000 users worldwide.

Upon realization of the competency and suitability of Sri Lankan graduates in hi-tech software jobs, Metatechno initiated this joint venture with hSenid to establish an educational institute to enhance employment opportunities for Sri Lankan students in Japan. The objective of the institution is to provide graduate-level IT education combined with Japanese language, and Japanese work culture. On the completion of the program, graduates are ready for employment in the IT sector in Japan and in other countries.

### 1.3 Vision of LNBTI

To produce high quality ICT and business experts who will be sought after by Japanese and worldwide companies for their Japanese quality as professionals and for their notable knowledge of Japanese customs and protocols.

### 1.4 Mission of LNBTI

To become the pinnacle of private higher education under a Japanese environment while ensuring students find employment in the Japanese or Sri Lankan ICT industry with excellent Japanese knowledge. One of LNBTI's strongest wishes is that students contribute their skills to the reinforcement of friendship and partnership between the two countries through accomplishment in their profession.

### 1.5 Our Core Values

- Teamwork among students and staff
- Trust and respect for all individuals
- Open and timely communication
- Performance excellence through Japanese influence
- Spirit of innovative adventure

### 1.6 Our Commitment

#### **To our Students**

We value our students and commit ourselves to actively improve our services and programs.

#### **To our employees**

We care for our staff by creating a conducive work environment, helping them to balance family and work commitments, recognizing their contributions, and developing them to their full potential.

#### **To our community**

We honor our social obligations and pledge to be a good corporate citizen by always acting professionally and ethically in all matters.

## 1.7 Objectives of LNBTI

- To strengthen the bond between Sri Lanka and Japan for national development
- To become a bridge between Japan and Sri Lanka to empower knowledge on demand for future needs in the industry and academia.
- To develop a solid pathway for Sri Lankan students to approach Japanese education and career opportunities
- To induce good cultural values and professional best practices gained by Japanese academic and professional institutions
- Develop a strong brand image that represents quality education on par with current technological trends and sustainable practices
- Contribute to the national workforce by producing graduates with dynamic personalities, enriched with hard and soft skills
- To cultivate a strong research culture among students and academia with the guidance of Japanese academia and professionals
- To contribute to the national GDP as local service providers in the education sector
- Act as a body producing a skilled workforce for foreign industry requirements
- Cultivation of international mindset by exposing to foreign education systems
- Our ultimate objective is to become the most excellent education institute in South-East Asia while building and improving the relationship between Japan and Sri Lanka
- To demonstrate an appropriate response to the increasing diversity in society through its policies, its educational and co-curricular programs, and its administrative and organizational practices.



## 1.8 Message from the Chairman



**Mr. Koga Michio**

Lanka Nippon BizTech Institute (LNBTI) is different in many ways. Our focus is to educate unique young individuals for a successful journey and career ahead of them. A journey based on mutual trust, responsibility and professionalism. It is a journey of enlightening young minds and empowering them to brighten the futures of two nations.

History has made Japanese people hardworking, quality-oriented and highly professional. Those qualities raised Japan to becoming a major global economic power. Today, Japanese products have a high recognition in the global market.

On the other hand, we have our own weaknesses to fight with. Our Japanese population has started to decrease, cost of human resources is very high, and its workforce is not enough to cater to market demands. Therefore, it is time for us to look for global partners, partners whom we can trust.

Metatechno Inc., the main investor of LNBTI, is a Japanese software development company, providing high quality software to many industrial giants in Japan. We have been able to maintain leadership in several niche markets, especially in embedded and printer software.

For the last 15 years, Metatechno has been recruiting Sri Lankan engineers for its technical positions. Their exceptional talents and professionalism have made them indispensable partners in our business. So I believe we have made the right decision by investing in Sri Lanka to groom future talent to take up our objective. It is an investment that will brighten the future of many Sri Lankan students, and also an investment that will provide a sustainable solution to one of our national-level problems in Japan.

## 1.9 Message from the Chairman of LNBTI Advisory Committee



### **Professor W. D. Lakshman (Vice Chancellor of Sanasa Campus)**

Japan has been a valued partner in Sri Lanka's development over the past 6-7 decades after diplomatic relations were established in 1952 between the two countries. In addition to being a major bilateral donor for Sri Lankan development projects, Japan has become, in more recent decades, a major partner in Sri Lankan education from a number of different angles. Since the mid-eighties, the Japanese language has gradually become the foreign language, after English, which is studied by the largest student population, particularly at the GCE (Advanced Level). Because of the availability of Mombusho and other scholarships, and the extensive availability of Japanese language learning facilities within Sri Lanka, Japan has also become one of the most highly sought after sources of tertiary and higher education, particularly at Masters and Doctoral levels. There are also large numbers of Sri Lankans in undergraduate education in many Japanese universities. As a source of technical training facilities for Sri Lankans, Japan is perhaps significantly more important than other countries providing such training opportunities. The demand for tertiary-level education and training opportunities in Japan has remained very high.

Under these circumstances, the setting up of LNBTI a few years ago has been a significant initiative to provide facilities for the Sri Lankan youth demanding opportunities for Japan-based education, particularly in business and technological studies. Given the fact that education and training in Japan are essentially in the Japanese language medium, LNBTI has been operating as an institute combining technological studies with Japanese language training. LNBTI is the only such institute in Sri Lanka providing students with quality education in information technology through collaborations with Japanese universities that allow the transfer of credits gained at LNBTI to Japanese universities. For those completing its education, it has become a stepping-stone to ICT-based employment in Japanese firms in Japan as well as in other countries, including Sri Lanka.

We in the Sri Lankan academia, with exposure to the Japanese system of education and training, and being aware of the strengths of the Japanese system of tertiary education, value the initiatives of LNBTI within Sri Lanka greatly. Its progress as a tertiary-level education institute, opening up educational and training opportunities in Japan for capable and interested Sri Lankans, is viewed with interest, offering it good wishes for further progress.

I am indeed happy to be associated with LNBTI as the Chairman of its advisory committee from this year onward and look forward to making my contribution to its further development. My best wishes are with LNBTI in its journey forward.

#### **LNBTI Advisory Committee Members**

Professor W. D. Lakshman (Vice Chancellor of Sanasa Campus)

Dr. Manjula Sandirigama (Senior Lecturer - University of Peradeniya)

Dr. Toru Takehara (Chairman - Colombo Dockyard PLC)

Mr. P. Ranepura (Former Secretary - Ministry of Skill Development and Vocational Training)

Mr. Harsha Sanjeewa (Chief Technical Officer - hSenid Software International)

## 1.10 Message from the Head of Academic Affairs



**Dr. Hapugahage Thilak Chaminda**

LNBTI offers a specialized curriculum, which is formed according to Japanese university requirements and international standards. It has been evaluated by the Japanese government, multiple Japanese universities and local accreditation bodies. We have maximized student success through the following unique strengths:

- Guidance by a superior permanent and visiting academic panel
- Exposure to the Japanese working environment and culture through guest lectures conducted by prominent Japanese lecturers
- Research collaborations with high-ranking Japanese universities
- Language teaching by Japanese native lecturers
- Conducting collaborative projects with international students
- Using the latest technologies for the lectures
- Conducting Japanese cultural events
- Experience in team-work and collaborative learning
- Providing one-on-one attention in student matters
- Arrangement of small classes and individual attention
- Opportunities for hands-on career training with internships and community engagement

Students are frequently guided by LNBTI to progress in their careers in Japan in various ways. We believe that our students will be able to succeed in their careers in Japan and will be a bridge between Japan and Sri Lanka to strengthen the bond between both countries, both academically and otherwise.

In addition to our main higher diploma program, LNBTI has been privileged to work as a partner of the University of Moratuwa, Sri Lanka, for the Bachelor of Information Technology (BIT) degree program. LNBTI is confident of providing quality education with a superior academic panel in a high-tech environment for the BIT students.

Other than teaching, LNBTI provides extensive training for our students to improve skills in writing, public speaking, critical thinking, and research, regardless of their major, to make immediately employable in today's highly demanding industry.

The management, academics and all other support staff at LNBTI are committed and dedicated to making students comfortable in their journey with LNBTI.

## 2.0 Academic Programs at LNBTI

LNBTI has two academic departments such as, Department of Computing and Department of Languages based on the courses delivered by each department.

### Department of Computing

Courses offered by the Department of Computing

#### Higher Diploma Programs

- Higher Diploma in Software Engineering
- Higher Diploma in Information Technology

#### External Degree Programs

- Bachelor of Information Technology (BIT) external degree program of the University of Moratuwa

#### Preparation for Professional Qualifications

- Fundamental Information Technology Engineer Examination of Information-Technology Promotion Agency (IPA), Japan (FE)

### Department of Language Studies

Courses offered by the Department of Language Studies

- Preparation courses for Japanese Language Proficiency Test up to N2 level
- Preparation courses for Test of English for International Communication (TOEIC)
- Communication skills development courses

## 2.1 Higher Diploma Program Structure

The curriculum and other facilities in this program are designed to ensure that students are well qualified and highly capable of working in any related employment in Japan or any other part of the world. All higher diploma programs are full-time courses and are conducted in English.

The LNBTI higher diploma curriculum fulfils the following standards and criteria:

- Curriculum guidelines of Association for Computing Machinery (ACM) and Institute of Electrical and Electronics Engineers (IEEE)
- National Vocational Qualification (NVQ) level 5 and level 6 curricula in the Information and Communication Technology (ICT) area
- Software Engineering and Information Technology-related curricula in Japanese universities
- Curriculum of Japanese Language Proficiency Test (JLPT) up to N2 level
- Curriculum of Fundamental Information Technology Engineer Examination (FE)

## 2.2 Duration of the Programs

The higher diploma is for a period of three years. One academic year consists of two semesters with a minimum of fifteen weeks each. The full higher diploma program consists of six semesters.

## 2.3 Career Path Development with LNBTI

After obtaining the LNBTI Higher Diploma in Software Engineering or Information Technology, diploma holders will be eligible to progress through the following options\*;

- With the assistance of LNBTI, the students can transfer to the 3<sup>rd</sup> year of a Japanese university degree in Japan and graduate from the Japanese university degree with a 2-year education
- Opportunities are available for LNBTI higher diploma holders to find employment in Japanese companies
- Opportunities are available for LNBTI higher diploma holders to find suitable employment in IT companies in Sri Lanka or foreign countries.

\* Terms and conditions are applied in the selection criteria

### **Japanese Language Proficiency Test (JLPT)**

LNBTI conducts Japanese language classes from N5 level to N2 level and students must participate in classes to gain the required knowledge to pass the examination. Most of the universities in Japan require students to complete up to JLPT N2 level to be eligible for their degree program. Therefore, LNBTI expects students to pass the JLPT N2 level. JLPT N3 level is the minimum qualification to obtain LNBTI higher diploma. Students have to register for this examination through LNBTI.

*[For more information, please log into [www.jlpt.jp/e/](http://www.jlpt.jp/e/)]*

### **Test of English for International Communication (TOEIC)**

Test of English for International Communication (TOEIC) is an English language test that is highly recognized in Japan. Hence, passing this test is a responsibility of the student and the LNBTI will guide them to pass the examination in order to qualify for Japanese university programs. Students should obtain minimum of 800 marks to be eligible for graduation of Higher Diploma. Students have to register for this examination through LNBTI.

*[For more information, please log into [www.ets.org/toeic](http://www.ets.org/toeic)]*

### **Fundamental Information Technology Engineer Examination (FE)**

LNBTI expects students to pass the Fundamental Information Technology Engineer Examination if they are willing to work in Japan as it has a higher recognition in the Japanese IT industry. Students have to register for this examination through LNBTI.

*[For more information, please log into [www.itpec.org/index.html](http://www.itpec.org/index.html)]*



## 2.4 Student Registration

In the admission process, candidates should submit the completed application form with all other required material to the Registrar Department of LNBTI. The Registrar Department will evaluate the documents to confirm the entry requirements are met.

Selected students will receive an offer letter from the Registrar Department. Thereafter, students can pay their registration fee and become enrolled. Then the student will receive a letter of confirmation of registration to the course.

## 2.5 Entry requirements for the Higher Diploma

### Higher Diploma in Software Engineering

- 3 passes in A/L (local or London in the stream of Physical Science, Technology or Biological Science)
- or
- Completion of NVQ level 4 in Information and Communication Technology stream) – In the case of failing A/L (local and London in the stream of Physical Science, Technology or Biological Science)

### Higher Diploma in Information Technology

- 3 passes in A/L (local or London in any stream)
- or
- Completion of NVQ level 4 in Information and Communication Technology stream) – In the case of failing A/L (local and London in any stream)

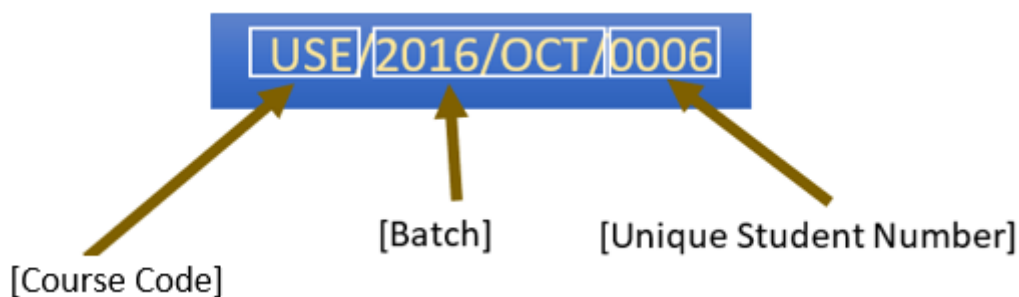
### Documents needed for registration

- Completed application form
- Three passport size photographs and one digital copy
- National identity card or passport
- Applicant's educational transcripts to satisfy entry requirements
- Proof of registration fee payments

### Bank Account Details

Bank Account Name - Lanka Nippon BizTech Institute (Pvt) Ltd  
Bank Name & Address - Commercial Bank of Ceylon PLC, Ward Place Branch,  
Colombo 07.  
Bank Account No - 1145015110

### 2.6 Student Registration Number



### 2.7 Student Registration Codes

UIT – Information Technology

USE – Software Engineering

### 2.8 Student Identity Card

- All students shall carry the student identity card while on LNBTI premises.
- Students shall carefully retain the student identity card at all times and ensure the details are clearly visible.
- If the student identity card is damaged/lost, students should immediately inform the registrar's office.
- After completion of the course, the students should return the student identity card to the registrar office. The higher diploma certificate will not be provided unless the student has returned the card.

## 3.0 Structure of the Academic Program

### 3.1 Semester System

The duration of a semester is 15 weeks. Lectures, practical, tutorials, continuous assessments, projects, presentations, viva, workshops, and laboratory works shall be spread over a period of 15 weeks. After 15 weeks of teaching, a study leave period is granted, followed by the end-of-course written examinations that are conducted within a period of 1 to 2 weeks.

### 3.2 Hours and Credits System

The credit system of the higher diploma based on the Sri Lanka Qualification Framework (SLQF) developed in accordance with the standards of the University Grant Commission and National Vocational Qualification Framework developed in accordance with the standards of the Tertiary and Vocational Education Commission:

A course unit is a subject module that has a credit value. A credit is a time-based quantitative measure used in calculating the Grade Point Average (GPA). The course modules are organized at four levels namely level 1, level 2 and level 3. For level 1, level 2 and level 3 course units, credit ratings are as follows (According to SLQF):

- i. One credit of theory is equivalent to 15 hours of lectures
- ii. One credit of laboratory work is equivalent to 30 hours of such work
- iii. One credit of tutorial/practical is equivalent to 30 hours of tutorial work
- iv. One credit of research/project is equivalent to a minimum of 100 notional hours including time spent on literature review
- v. One credit of internship is equivalent to a minimum of 100 notional hours

NVQ level 5 & 6 courses have been developed with credit system in parallel with European Credit system for education. Accordingly 1 credit unit is equal to 25 notional hours. Here Notional hours include both direct learning from face to face instruction and indirect learning from self study related learning exercises.

### 3.3 Attendance

80% attendance will be a requirement for a course to be satisfied before taking the corresponding examination. Attendance for the lectures is monitored through the manual attendance marking system.

### 3.4 Module Code System

- Each module code consists of seven digits along with the prefix LNG or ICT to indicate whether it is a Language subject (LNG) or Information & Communication Technology subject (ICT).
- The first digit of each module code is the corresponding year (e.g.: For a module in the second year, it will be 2xxx)
- The second digit represents the number of credits for that module
- When “X” is used as second digit, it indicates non-credit module
- When “J” is used as second digit, it indicates Japanese Language non-credit module
- When “E” is used as second digit, it indicates English Language non-credit module
- Fourth and fifth digits are sequence numbers for the modules

### 3.5 Internship Program

Industrial training is an integral part of the higher diploma program. This enables us to provide much-needed industrial exposure for the students. Industrial training is an essential part of education to produce quality graduates in the fields of software engineering and information technology to meet industrial standards.

The industrial training is scheduled for a period of 6 months (approximately) during the second semester of the third year of the students. Students are monitored by the National Apprentice and Industrial Training Authority (NAITA) during the industrial training.

## 4.0 LNBTI Curriculum

|                          | Module Code                                | Module Title                                  | Credits                                | Core / Elective |   |
|--------------------------|--|---|--|-----------------|---|
| Orientation              | LNG0E01                                    | English Language                              | Non-Credit                             | C               |   |
|                          | LNG0J02                                    | Studying Techniques of LNBTI and Japan        | Non-Credit                             | C               |   |
|                          | ICT0X01                                    | Basic Mathematics/ Physics for ICT            | Non-Credit                             | C               |   |
|                          | ICT0X02                                    | Introduction to ICT and basic computer skills | Non-Credit                             | C               |   |
| Year 1                   | Semester 1                                 | ICT1201                                       | Mathematics 1                          | 2               | C |
|                          |  | ICT1402                                       | ICT Applications and Computer Systems  | 4               | C |
|                          |  | LNG1J01                                       | Japanese 1 (Beginner level)            | Non-Credit      | C |
|                          |  | ICT1203                                       | Physical Training                      | 2               | C |
|                          |  | ICT1304                                       | Graphic Design                         | 3               | C |
|                          |  | ICT1405                                       | Programming Methodologies              | 4               | C |
|                          |  | ICT1206                                       | Database Systems 1                     | 2               | C |
|                          |  | ICT1207                                       | System Analysis and Design             | 2               | C |
|                          | ICT1208                                    | Business Management & Regulatory Studies 1    | 2                                      | C               |   |
|                          | <b>Number of Credits</b>                   |   |  | <b>21</b>       |   |
|                          | Semester 2                                 | ICT1209                                       | Mathematics 2                          | 2               | C |
|                          |  | ICT1410                                       | Database Systems 2                     | 4               | C |
|                          |  | LNG1J02                                       | Japanese 2 (Beginner level)            | Non-Credit      | C |
|                          |  | ICT1411                                       | Object Oriented Programming            | 4               | C |
|                          |  | ICT1412                                       | Web Designing                          | 4               | C |
| ICT1313                  |  | Physics and Digital Electronics               | 3                                      | C               |   |
| ICT1314                  |  | Computer Networks and Security                | 3                                      | C               |   |
| ICT1215                  | Business Management & Regulatory Studies 2 | 2   | C                                      |                 |   |
| <b>Number of Credits</b> |  |   | <b>22</b>                              |                 |   |
| Year 2                   | Semester 1                                 | ICT2201                                       | Mathematics 3                          | 2               | C |
|                          |  | ICT2202                                       | Operating Systems                      | 2               | C |
|                          |  | LNG2J03                                       | Japanese 3 (Intermediate level)        | Non-Credit      | C |
|                          |  | ICT2203                                       | Computer Architecture                  | 2               | C |
|                          |  | ICT2405                                       | Software Engineering                   | 4               | C |
|                          |  | ICT2305                                       | Software Project Management            | 3               | C |
|                          |  | ICT2206                                       | Data Structures and Algorithms         | 2               | C |
|                          | ICT2207                                    | Business Management & Regulatory Studies 3    | 2                                      | C               |   |
|                          | <b>Number of Credits</b>                   |   |  | <b>17</b>       |   |
|                          | Semester 2                                 | ICT2408                                       | Mathematics 4                          | 2               | C |
|                          |  | ICT2209                                       | Software Testing and Quality Assurance | 3               | C |
|                          |  | LNG2J04                                       | Japanese 4 (Intermediate level)        | Non-Credit      | C |
|                          |  | ICT2410                                       | Software Development Group Project     | 4               | C |
| ICT2411                  |  | Web Programming                               | 4                                      | C               |   |
| ICT2212                  |  | Business Management & Regulatory Studies 4    | 2                                      | C               |   |
| ICT2313                  | General Studies 2                          | 3   | C                                      |                 |   |
| <b>Number of Credits</b> |  |   | <b>18</b>                              |                 |   |
| Year 3                   | Semester 1                                 | LNG3J05                                       | Japanese 5 (Advanced Level)            | Non-Credit      | C |
|                          |  | ICT3201                                       | Mathematics 5                          | 2               | C |
|                          |  | ICT3302                                       | Mobile Application Development         | 3               | C |
|                          |  | ICT3303                                       | General Studies 2                      | 3               | C |
|                          |  | ICT3404                                       | System Development Project 1           | 4               | C |
|                          |  | ICT3305                                       | Human Computer Interaction             | 3               | E |
|                          |  | ICT3306                                       | Data Mining and Machine Learning       | 3               | E |

|  |                   |   |                                    |            |   |
|--|-------------------|---|------------------------------------|------------|---|
|  |                   | ICT3307   | Embedded Systems                   | 3          | E |
|  |                   | ICT3308   | Image Processing                   | 3          | E |
|  |                   | ICT3309   | Parallel Processing and Algorithms | 3          | E |
|  |                   | ICT3310   | Management Information Systems     | 3          | E |
|  |                   | ICT3311   | Game Development and Programming   | 3          | E |
|  |                   | ICT3312   | Introduction to Robotics           | 3          | E |
|  |                   | ICT3313   | Cyber Security                     | 3          | E |
|  |                   | <b>Number of Credits (Select 1 elective module)</b> |                                    | <b>15</b>  |   |
|  | <b>Semester 2</b> | ICT3414   | System Development Project 2       | 4          | C |
|  |                   | ICT3615   | Industrial Training                | 6          | C |
|  |                   | LNG3J06   | Japanese 6 (Advanced Level)        | Non-Credit | C |
|  |                   | LNG3E02   | TOEIC Exercises                    | Non-Credit | C |
|  |                   | ICT3X03   | FE Exercises                       | Non-Credit | C |
|  |                   | <b>Number of Credits</b>                            |                                    | <b>10</b>  |   |
|  |                   | <b>Total Credits</b>                                |                                    | <b>103</b> |   |

## 4.1 Grading System

LNBTI uses the following grades and corresponding Graded Point Average (GPA) values to evaluate the students' performance at examinations.

| Mark Range | Grade | Grade Point | Description      |
|------------|-------|-------------|------------------|
| 85 – 100   | A+    | 4.0         | Excellent        |
| 80 – 84    | A     | 4.0         |                  |
| 75 – 79    | A-    | 3.7         | Good             |
| 70 – 74    | B+    | 3.3         |                  |
| 65 – 69    | B     | 3.0         |                  |
| 60 – 64    | B-    | 2.7         | Pass             |
| 55 – 59    | C+    | 2.3         |                  |
| 50 – 54    | C     | 2.0         |                  |
| 45 – 49    | C-    | 1.7         | Weak Pass        |
| 40 – 44    | D+    | 1.3         | Conditional Pass |
| 30 – 39    | D     | 1.0         | Fail             |
| 00 – 30    | F     | 0           |                  |
|            | T     | -           | Absent           |
|            | I     | -           | Incomplete       |

- The Pass grade at LNBTI is "C".

- Students should pass all the modules to complete the Higher Diploma.

At the end of the program, the Cumulative GPA (CGPA) is calculated on the basis SGPA (Subject GPA) of grades obtained in all the subjects.

$$\text{SGPA} = \frac{\text{Point secured in the semester}}{\text{Credit registered in the semester}}$$

$$\text{CGPA} = \frac{\text{Cumulative points secured in all passed courses}}{\text{Cumulative earned credits}}$$

#### Example for GPA calculation

| Courses              | Credits | Results for the Courses                       |
|----------------------|---------|---|
| Physics of ICT (104) | 04      | A (GPA of 4)                                  |
| Digital Design (105) | 03      | B (GPA of 3)                                  |
| <b>SGPA</b>          |         | $(04 \times 4.0) + (03 \times 3.0) / (3 + 4)$ |
|                      |         | <b>3.57</b>                                   |

## 4.2 Module Completion

- A student is required to obtain a minimum of 50 marks (C Grade) for a module to be considered as having passed (completed) that module.
- Those who do not fulfill this requirement for a module should repeat the failed assessment components or the complete module with attendance as determined by the Academic Board.
- A completed module contributes the full credit allocation of that module towards the total credit requirement of the award.

## 4.3 Rules for Progression

The following rules will be implemented for academic progression.

- Year 1 to Year 2 – Not more than 4 failed modules
- Year 2 to Year 3 – Not more than 4 failed modules

## 4.4 Graduation Requirements

Upon completion of the program, the student will receive the LNBTI Higher Diploma in Software Engineering or Higher Diploma in Information Technology.

For graduation, student would complete:

- LNBTI curriculum with minimum GPA of 2.00, within minimum 3 years and maximum 6 years.
- Satisfy the following credit requirements to be eligible for graduation by completing all academic requirements including internship where applicable.

| Academic Year        | Credit |
|----------------------|--------|
| 1 <sup>st</sup> Year | 43     |
| 2 <sup>nd</sup> Year | 35     |
| 3 <sup>rd</sup> Year | 25     |
| Total                | 103    |

- All core and required number of elective modules with a minimum of “C” grade and completion of 103 credits.
- Japanese Language knowledge up to Japanese Language Proficiency Test (JLPT) N3 level
- Passing of National Vocational Qualification (NVQ) level 5 and 6 in ICT
- Minimum of 800 marks from the Test of English for International Communication (TOEIC)
- 6 months fulltime industrial training in an IT company
- Pay all dues
- Completion of program as mentioned in the following table:



## 4.5 Minimum and Maximum Period of Study

| Course name                              | Minimum Period of study | Maximum Period of Study |
|--|-------------------------|-------------------------|
| Higher Diploma in Software Engineering   | 3 academic years        | 6 academic years        |
| Higher Diploma in Information Technology | 3 academic years        | 6 academic years        |

- ❖ The LNBTI management may grant extensions beyond the generally defined “Maximum Period of Study” to deserving students who had been subject to extenuating circumstances during their studentship.

## 4.6 Effective Date of Completion of Higher Diploma

The effective date of awarding the higher diploma shall be from the first day of the month following the last date of the second semester examination in the third year.

## 5.0 Assessment Structure

### 5.1 Eligibility Requirement to Sit for the Examination

- Should be a registered student of the course
- Regular attendance in classes is compulsory. In any case, 80% attendance is necessary as a requirement to sit the examination
- Inability to attend classes and or examinations must be brought to the notice of the Head of Academic Affairs (HOA) or Registrar immediately
- Students should not have any payments outstanding for the registered course
- Completion of assignments and the students should have obtained the required marks to be eligible for the final examination (for some of the modules)
- Examination admission must be obtained from the registrar
- Students will be allowed to sit for the final examinations of selected subjects, even without completing particular continuous assessment on “under protest” condition. Results of the examination/s will not be issued until the pending assessments are completed.

### 5.2 Repeat Exam Policy

- A student failing in assessments and internship will have to pass the same to fulfill the graduating requirements.
- A student obtaining a grade below C (GPA below 2.00) may re-sit the course examination to improve the grade. In the event of a student obtaining a lower grade while repeating, he/she is entitled to the previous grade. However, in calculating the award of a class in the final degree, maximum contribution from a repeated course is a C grade.
- Repeat candidates must apply for courses they wish to repeat when the Registrar Office publishes the notices and the student must pay the required examination fees to re-sit the exam.
- Students who have failed the final examination or/and continuous assessments receive an incomplete grade “I”.

### 5.3 Assessment Repeat Scenarios and Progression

| Scenario | Eligible for the module | Continuous Assessments | Final Examination   | Grade | Progress   |
|----------|-------------------------|------------------------|---|-------|--|
| 1        | Yes                     | Pass                   | <ul style="list-style-type: none"> <li>Absent</li> <li>Mitigation Accepted</li> </ul> | T     | <ul style="list-style-type: none"> <li>Considered as 1<sup>st</sup> attempt</li> <li>Allowed to do final examination only</li> </ul>   |
| 2        | Yes                     | Mitigation Accepted    | Pass  | T     | <ul style="list-style-type: none"> <li>Considered as 1<sup>st</sup> attempt</li> <li>Allowed to do continuous assessments only</li> </ul>  |
| 3        | Yes                     | Mitigation Accepted    | <ul style="list-style-type: none"> <li>Absent</li> <li>Mitigation Accepted</li> </ul> | T     | <ul style="list-style-type: none"> <li>Considered as 1<sup>st</sup> attempt</li> <li>Allowed to do continuous assessments and final examination</li> </ul>                         |
| 4        | Yes                     | Pass                   | Fail  | I     | <ul style="list-style-type: none"> <li>Considered as repeat candidate</li> <li>Allowed to do final examination only</li> <li>Maximum Grade C</li> </ul>                            |
| 5        | Yes                     | Fail                   | Pass  | I     | <ul style="list-style-type: none"> <li>Considered as repeat candidate</li> <li>Allowed to do continuous assessments only</li> <li>Maximum Grade C</li> </ul>                       |
| 6        | Yes                     | Fail                   | Fail  | F     | <ul style="list-style-type: none"> <li>Considered as repeat candidate</li> <li>Allowed to do both continuous assessments and final examination</li> <li>Maximum Grade C</li> </ul> |

- When a mitigation request for an assessment is not accepted, the grade for that assessment will be considered as Fail (F). In such conditions, the rejected assessment component should be repeated, and the maximum final grade will be considered as Credit (C).

- Students should pass all the subjects before they qualify for the Higher Diploma. Those who failed a subject could sit the examination in the subsequent semester examination. Students are allowed to continue the course with failed subjects as per the “Rules for Progression” as mentioned above.

#### 5.4 Criteria for Completion of a Subject/Module

A student is considered to have completed a module

- If he/she has received a grade of “C” or above
- If he/she has completed all assessments of that module successfully
- If he/she has fulfilled the attendance requirement predefined at the beginning of the module

#### 5.5 Assessment Mitigation Process at LNBTI

Mitigating circumstances (or "Mitigation") are circumstances that have occurred during the assessment process (e.g.: during or in the days leading up to an examination or submission deadline) and which have, in some way, detrimentally impacted on a student's performance or even prevented the student from completing one or more assessment tasks.

The following reasons are considered as acceptable grounds for mitigation at LNBTI:

1. Death in the immediate family. Student records shall determine what relationships constitute the immediate family
2. Illness of the student. The registrar shall require a doctor's certificate from the parent/guardian of a student reported continuously absent or ill
3. Court Summons
4. Hazardous weather conditions. Hazardous weather conditions shall be interpreted to mean weather conditions that would endanger the health and safety of the student when in transit to and from LNBTI
5. Any work or activities approved or sponsored by the LNBTI
6. State emergency or national crisis

7. Suspension
8. Lack of authorized transportation. This shall not include students denied authorized transportation for disciplinary reasons
9. Any other emergency or set of circumstances which, in the judgment of the Head of Academic Affairs (HOA), constitutes a good and sufficient cause for absence from assessment

All students, including students who have been suspended, are to be offered make-up work for the time during which they were lawfully absent.

### 5.6 Possible Consequences for Students who Regularly Miss Classes

- Behavioral probation
- Written understanding
- Counseling
- Removal of school privileges
- Reduction in grades or loss of credit
- Restriction of extracurricular activities
- Denial of opportunity to make-up class/homework assignments, tests, and/or quizzes (for unlawful absences)

The following reasons are NOT considered as acceptable grounds for mitigation:

1. Family, work, financial or other general problems that lie outside of the circumstances identified above
2. Poor awareness of LNBTI academic regulations
3. Being unaware of, or misunderstanding, a submission deadline or the date of an examination
4. Computer, disc, printer or any other technical failure for which the student is responsible (students should ensure that they keep a back-up copy of their work)

## 5.7 The Mitigation Process

1. LNBTI expects students to plan their workload effectively so minor illness, computer/printing problems or other circumstances do not prevent them from completing an assessment by the submission deadline or sitting for an examination on the first sitting.
2. If a student feels an illness or other adverse personal circumstances may affect their ability to undertake an assessment, they are able to apply for an extension or a deferral through what the LNBTI calls the 'Mitigation Process'.
3. A student can seek advice before mitigating an assessment from relevant Module Leader, Level Coordinator, Head of Academic Affairs, and Registrar before making a mitigation decision.
4. A mitigation form must be filled and submitted to the registrar's office (hard copy) as soon as possible or at the latest within 14 working days (2 weeks) of the affected assessment submission examination sit date.
5. Supporting evidence must be provided (within 10 working days of the assessment date/2 weeks at the very latest) along with the mitigation form.
6. A response for the mitigation decision is totally subject to the Mitigation Board held with the participation of the Mitigation Committee. (The date of Mitigation Board is informed prior to the Board meeting)
7. The response for the mitigation decision is emailed to the student's official email address by the registrar.
8. The decision may take a long time, particularly if the evidence attached is not enough or evidence is missing.
9. Mitigation Committee decision will be considered as the final decision.

## 6.0 Examinations

### 6.1 Examination Procedure

Rules and regulations of examinations:

- To be a candidate at an examination, a student will have to be duly registered for the respective semester.
- Any student attempting an examination without a valid registration will be committing an examination offence and his/her answer scripts will not be assessed.
- Examination candidate should be presented at the examination hall 10 minutes prior to the examination starting time.
- Candidates should provide his/her Student Identity Card to prove identity. If the student's ID card is not available, the national identity card or passport can be presented.
- Candidates should enter the examination hall only after an announcement is made by the supervisor. After entering the hall, the candidates should occupy the allocated seats.
- Examination halls will be closed sharp at the time of commencement of the examination. Late comers, if any, will be admitted after ten (10) minutes from the commencement time. Such candidates should remain outside the hall till the supervisor/invigilator calls them in. Such candidates will not be allowed additional time to answer the question paper.
- Candidates should not bring any unauthorized material into the examination hall.
- Items such as calculators that would be permitted to be brought into the examination hall will be announced by the respective examiners in advance and by the supervisor before the commencement of examination. Candidates are prohibited from bringing any other item (unauthorized items including mobile phones) into the examination hall.

- Candidates will not be admitted to the examination hall after 30 minutes from the time of commencement of examination. (Exceptions may be made purely at the discretion of the Supervisor because of any unforeseen events.)
- Candidates should commence answering only after the supervisor announces to do so.
- Only pens with blue or black colored inks shall be used to answer examination papers.
- The candidate should write his/her index number in the answer booklet and question paper; and should not write their names.
- Candidates will not be permitted to leave the examination hall during the first and last 30 minutes of the examination.
- If any candidate requires to leave the examination hall during the examination period, the candidate should inform the Supervisor/Invigilator about the requirement.
- Candidates who need any clarification/information should raise their hand and remain seated until the matter is attended to by the Supervisor/Invigilator.
- Candidates are not permitted to speak to or to communicate with another candidate in any form during an examination.
- The candidates should sign the attendance sheet provided by the Supervisor/Invigilator during the examination.
- When the Supervisor/Invigilator announces to stop answering, candidates should stop answering and remain seated till the answer booklets are collected by Invigilators.
- At the end of the examination, candidates should return question papers to the Invigilators along with the answer booklets.
- If a candidate is suspected of committing an examination offence or is detected in the process of committing such an offence, he/she should give a written statement to the Supervisor at the end of the examination.
- Candidates should hand over any unauthorized material to the Supervisor/Invigilator when called upon to do so and if the supervisor finds any



unauthorized material during the examination, it will be noted and submitted to the registrar for action. LNBTI has the right to remove students from the examination hall during the examination or to cancel the students' examination due to such incidents.

- Any candidate who is found to be carrying unauthorized data, text/s or figures written on their body or clothing, should copy the contents onto a paper and hand over the copied text to the supervisor/invigilator with his/her signature on it. LNBTI has the right to remove students from the examination hall during the examination or to cancel the students' examination due to such incidents.
- Candidates should not have their answer script open to be seen or perused by fellow candidates. Such act shall be treated as abetting fellow students to commit the act of copying.
- Obtaining unauthorized information from whatever source during an online examination will be a violation of the examination regulations.

## 6.2 Result Releasing Method

Results will be published in the LNBTI official notice board after the examination. Results are expected to be released on a semester basis. Semester-wise result sheets will be issued to the students by the registrar.

## 7.0 Transferring to Japanese Universities

Japanese university transferring program is based on a credit transferring process for student from LNBTI to a Japanese University. Transferring credits and the subjects are decided by the Japanese University in advance. Student has to complete the remaining credits for the degree in third and fourth years of the Japanese University. Then the student will be able to graduate with the degree he/she joined in Japanese University.

### 7.1 Procedure to Select Japanese Universities

LNBTI is coordinating with universities in Japan to transfer the students. University selection process is as follows:

- 1) LNBTI will introduce a list of universities and their courses in Japan to the students
- 2) Requirements of each university will be informed to the students
- 3) Students will be asked to select universities according to their preferences
- 4) Students will be shortlisted according to their preferences and qualifications based on Japanese university requirements
- 5) Shortlisted students will be allowed to sit for the entrance examinations of Japanese universities
- 6) Japanese universities will select students who fulfill the requirements to join with them

### 7.2 Procedure to Issue Recommendation Letters for Students

When students are joining Japanese Universities or jobs in Japan, they need to provide a recommendation letter from the higher education institute they were in. Therefore, LNBTI issues a recommendation letter to such bodies on behalf of the student.

The following criteria is to be followed when issuing a recommendation letter for the students, in order to give the overall idea about the student:

| <b>Evaluation Criteria</b>              | <b>Weight</b> |
|---|---------------|
| Attendance for lectures and assessments | 30%           |
| Academic performance (GPA)              | 20%           |
| Discipline                              | 10%           |
| Classroom behavior                      | 10%           |
| Participation in competitions           | 10%           |
| Contributions to research work          | 10%           |
| Extracurricular activities              | 10%           |

### 7.3 Procedure to Join a Job in Japan

It is recommended to complete the following qualifications to get a better job opportunity in Japan:

- 1) LNBTI Higher Diploma
- 2) JLPT examination N2 level
- 3) Pass the FE examination
- 4) Pass the TOEIC with minimum of 800 marks

LNBTI will support students to find job opportunities according to their qualifications, in Japan or Sri Lanka.

## 8.0 Payment Details

### 8.1 Registration Fees

Every registered student must pay the stipulated fees in full before the specified deadlines. If a student does not make these payments, he/she will be de-registered from all courses and his/her name will be struck-off from the list.

### 8.2 Course Fee

Course fee for the LNBTI should be paid regularly according to the agreements with LNBTI. Admissions for examinations will not be issued till the agreed course fee is paid to LNBTI.

### 8.3 Other External Examination and Evaluation Fees

- JLPT examination fee should be paid to LNBTI and the updated/new examination fees will be announced by JLPTI examination center prior to the examination. There are two examinations per year (June and December). Students should pass JLPT N5 level to N2 Level during the course; and the approximate fee, which depends on the dollar rate, will be around Rs 4,000. Fees are subjected to be changed by the organizers of JLPT examination.
- TOIEC examination fee (approximately Rs 16,000) should be paid to LNBTI and the updated/new examination fees will be announced by TOIEC examination center prior to the examination. Examinations will be held every month and the students must pass this examination prior to the 2<sup>nd</sup> semester of the 3<sup>rd</sup> year in order to apply for Japanese universities. Fees are subjected to be changed by the organizers of TOEIC examination.
- FE examination is an optional requirement for the Higher Diploma and the students can sit for the examination as per their convenience.
- Industrial training will be monitored and managed by the National Apprentice Industrial Training Authority (NAITA). Therefore, the student should pay approximately Rs 30,000 to NAITA and register with them for 6 months. Fees are subjected to be changed by NAITA.
- The LNBTI registration fee is non-refundable, and the student should pay the course fees according to the payment option, 5 days prior to the course starting date to be eligible to attend for lectures.

- The first repeat attempt of any subjects will be given free of charge for LNBTI Higher Diploma (students must pay for the repeat subject from the 2<sup>nd</sup> repeat attempt).

## 9.0 Student Code of Conduct

### 9.1 Dress Code

- Students should be properly dressed to suit the learning environment
- Students should not come to classes with clothing that is normally classified as very casual wear, beach wear, sportswear, etc.
- No hats or caps should be worn within the institute premises
- Rubber slippers and beach sandals are not allowed

### 9.2 Attendance and Punctuality

- Students should be in the lecture room or laboratory before starting the lecture according to the time table
- Lateness of more than 15 minutes will be considered as absent
- All students shall maintain 80% of attendance for all classes
- Absent only for 20% without valid reason may be granted
- Lateness for classes consecutively for 3 days will be considered as absent per day

### 9.3 Student Behavior

- Use of mobile phones or any other communication devices is strictly prohibited within the classrooms.
- When a mobile phone is used during lectures, the phone will be taken by the administration and will be released to their parents.
- Seating arrangement will be done as per the recommendation of teacher.
- Disturbing others during class will lead to removal of the student from the class and result in being marked as absent.
- Students are expected to respect both academic and non-academic staff and communicate with them properly.

- Students are not authorized to access the following areas within the LNBTI premise
  - Examinations unit
  - Roof top of the building
  - Basement of the building
  - Server room
- Students should maintain silence within the library premises and should not disturb others.
- Decent behavior is always expected from all students within the institute and all other study center premises.
- After regular lecture hours, if students are required to engage in study or group work within the canteen or classrooms, special permission must be obtained from the Administration.
- Food and drink are not allowed in classrooms and labs.
- Students are expected to have good habits when using lifts, corridors, toilets, hang out area, etc.
- They are expected to be concerned about the safety and proper usage of resources of the institute.
- All students are expected to conduct themselves in an exemplary manner by way of good conduct, good behavior and discipline both within LNBTI and outside.
- Student should not engage in acts that will bring discredit to LNBTI or tarnish the image and good name of LNBTI.
- LNBTI recognizes that students have the right to be free from harassment. As such, any action by a student or a group of students that causes mental or physical harm or discomfort of any sort to a fellow student is forbidden.
- The students are expected to conduct themselves in a manner that provides a safe working environment for women.

- Sexual harassment and any other harassment is unacceptable and LNBTI is authorized to take appropriate disciplinary action against any students who are directly or indirectly involved in such cases.
- Any student who is unable to attend classes due to any illness should inform the Registrar Office and a medical certificate must be submitted for consideration. LNBTI will evaluate the submitted medical certificates and take appropriate actions but students are not authorized to take any negative action against the decisions taken based on such medical certificates.
- Any student who is unable to sit an examination due to illness should submit a medical certificate from a recognized medical officer/hospital to the Registrar's Office immediately.

#### 9.4 Admission of Visitors to the Campus Premises

- Students are not permitted to bring outsiders into the institute premises. In case of necessity, permission should be duly obtained from the Registrar Office.
- Parents would be allowed to enter the premises between 8.30 a.m. and 5.30 p.m. on prior approval of Registrar.

#### 9.5 Unethical and Illegal Actions within the LNBTI Premises

- Aggressive behavior, dissent and remonstrance
- Illegal use of property, services and information
- Misuse of LNBTI ID Card and school identity
- Using LNBTI name or logo at any event or material without permission
- Collecting funds without permission
- Keeping and consuming alcohol, narcotics and tobacco within the premises
- Harassment/violence
- Mental torture and ragging
- Sexual harassment
- Theft



- Damaging or destroying property willfully or maliciously.
- Distribution of unauthorized written and printed material within the LNBTI premises
- Physical attack or threat to students or staff of LNBTI
- Possession or use of weapons and/or drugs, and associating with criminals

## 9.6 Disciplinary Action

- If any students break the rules, the LNBTI will take disciplinary actions.

## 10.0 Official Communication with Students and Parents

LNBTI may contact students, parents/guardians by register post, official or personal e-mails or given telephone numbers. Periodically, there will be formal discussions with students and parents/guardians about the progress of students or any other matters.

### 10.1 Official Email Addresses

Students should use the official e-mail address given by LNBTI for all official communication at LNBTI. Management and administration may send all official emails via individual or group e-mail to students. It is the responsibility of the student to regularly check their official email and response accordingly.

### 10.2 Common Notice Boards

Common official messages for students will be published on LNBTI official notice boards. It is the responsibility of the student to check official notice boards regularly and follow the instructions.

### 10.3 LNBTI Learning Management System (LNBTI - LMS)

All the study materials and course-related information can be found on the LNBTI learning management system. Each student is responsible for checking the LNBTI – LMS regularly regarding updates. The network administrator will provide the login details for each student.

LNBTI LMS - <http://lnbti.lk/lms/>

### 10.4 Useful Internet Resources

General information regarding LNBTI can be found on the official website.

LNBTI Website - <http://www.lnbt.lk>

### 10.5 Changing Address

When students change their addresses, they should complete a student contact update form as soon as possible for maintenance of records and further correspondence.

## 10.6 Changing Contact Numbers

During school and semester breaks, the school must have current contact details of all students for the dissemination of information and important notices. Should a student change his/her contact information, he/she must immediately complete a student update form at Student Services to update his/her database.

## 10.7 Useful Contact Details

| Designation                                  | Person in Charge        | Contact details      |
|--|-------------------------|----------------------|
| Director                                     | Mr. Saman Kumara        | saman@hsenid.com     |
| Director                                     | Mr. Ikura Kazuyuki      | ikura.k@meta.co.jp   |
| Head of Academic Affairs                     | Dr. Thilak Chaminda     | thilak@edu.lnbt.lk   |
| Registrar                                    | Mr. Geeth Maduranga     | registrar@lnbt.lk    |
| Manager Students Enrolment & Student Affairs | Ms. Sameera Malawige    | sameera@lnbt.lk      |
| Academic & Administrative Secretary          | Ms. Udeshika Maduwanthi | udeshika@edu.lnbt.lk |
| Network Administrator                        | Mr. Disnaka Punchihewa  | disnaka@hsenid.lk    |

## 11.0 Students Services and Policies

### 11.1 Computer Lab Policy

1. The Instructor shall closely monitor the conduct of their students while they are inside the laboratory.
2. The student must check the computer unit and its peripherals attached before using it. The student must immediately inform the instructor if there is any defect, error or damage observed on the computer (hardware/software) assigned or if there are any missing peripherals (mouse, keyboard, etc.).
3. Students are not allowed to bring bags, food and beverages inside the laboratory. Chewing gum, eating, drinking, smoking, and littering are prohibited inside the computer laboratory.
4. Users are responsible for saving their documents on their own flash drives, and any information saved or installed on the system's hard drive will be deleted once the computer is rebooted (restarted).
5. No one can alter or delete configuration settings of any computer laboratory equipment. Tampering, deleting or modifying CMOS/BIOS settings, IP Configuration, system parameters, or system files stored in the hard disk are strictly prohibited.
6. No student or personnel shall be allowed to attach or detach any peripheral to and from any IT equipment or devices without explicit permission. Students are not allowed to attach personal devices to any computer laboratory's network without permission.
7. Accessing pornographic, gambling, and/or hate/discriminatory content, torrent and other unsafe sites is strictly prohibited.
8. Students are not allowed to install, update or download any software or application in any computers inside the laboratories. It is also prohibited to boot from any bootable devices to run software in any computers in the laboratory. In cases where there is a need to install, update or download software or boot from other devices, the instructor must seek approval.
9. Students are not allowed to install, update or download any software or application in any personal computers or mobile phones using LNBTI Wi-Fi facility.

10. Playing games is not allowed inside the computer laboratory, and this includes video games, card games and other games.

11. Anyone causing disturbances, trouble and exhibiting hostile or threatening behavior will be requested to leave the computer laboratory.

12. Printing of manuscripts, business letters, banners, personal documents and research works are not allowed in the laboratory. Only the printing of program listings is allowed using the laboratory printer.

13. Proper computer laboratory etiquette must be observed;

1. Ensure that no trash is left behind.
2. Turn-off computer units and arrange the computer peripherals (mouse, keyboard and headset) after use.
3. Wearing of hats/caps inside the laboratory is not allowed.
4. Chairs must be returned properly to its original places.
5. Orderly dismissal must be observed by the instructor and the class.

## 11.2 Operation of Student Societies

Students should get the permission of the Head of Academic Affairs (HOA) to initiate any student society at LNBTI. All those Student Societies are governed in accordance with their respective Constitutions. When new office bearers are elected at the Annual General Meeting (AGM) or subsequent meeting, their names have to be notified to the HOA and to the Registrar within one week of the meeting.

It is hoped that these societies will work according to an annual activity plan, which should be shared with the HOA before starting a new academic year. These societies have the power to raise funds for their activities after granting permission from HOA. It is hoped that all the money raised will be put in the bank accounts and will set aside for that society. All financial dealings must be presented at the AGM and these must be ratified. A copy of this document has to be sent to the HOA and Registrar. To ensure the honesty and transparency in financial dealings, these account/s will be audited from time to time by the Registrar.

Based on the recommendations of the student members, an academic staff member will be nominated by the HOA as the Senior Treasurer. This individual will take the responsibility of the Society in question.

### **11.3 Student Support Services & Welfare**

#### **Scholarships**

LNBTI will offer scholarships for students who have shown good results at the G.C.E A/L and other achievements. The scholarship percentage will be provided based on the interview with the students and parents, and after the verification of qualifications. The management of LNBTI has the sole authority to award or revoke scholarships without any clarifications.





Students must behave well and perform well academically to maintain the scholarship. If any scholarship student is not performing well at the examination and if they engage in any misconduct, the LNBTI has the right to cancel the scholarship and ask the student to pay the course fees up to 100%.

#### **Industry Sponsored Scholarships**

Leading companies in the IT Industry are offering scholarships for students who achieve a higher CGPA. They will offer to pay student fees, and in return, the student must work for a specified time in the company after qualifying for the Higher Diploma.

## 12.0 Staff of LNBTI

### 12.1 Board of Directors

|   |   |
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|    | <p><b>Mr. Koga Michio</b><br/><i>Chairman</i></p> <p>Master of Science, Graduate School of Science and Engineering, Waseda University.<br/>Director &amp; Senior Advisor of Metatechno Inc. Japan</p> |
|   | <p><b>Mr. Dinesh Boditha Saparamadu</b><br/><i>Vice Chairman</i></p> <p>Master of Science in Computer Science, University of Bridgeport, USA<br/>Chairman, hSenid Group of Companies</p>              |
|  | <p><b>Mr. Shun Fukuda</b></p> <p>Consultant - LNBTI</p>   |
|  | <p><b>Mr. Ikura Kazuyuki</b><br/><i>Director</i></p> <p>BA (Education), Shinshu University, Japan</p>   |



**Mr. Saman Kumara**

*Director*

Accountancy and Financial Management Special Degree,  
University of Sri Jayawardenepura  
Postgraduate Degree in Business Management  
Administration, Institute of Chartered Accountants, Sri  
Lanka

## 12.2 Academic Staff



**Dr. Thilak Chaminda**

*Head of Academic Affairs*

PhD in Computer Science,  
MSc in Computer Science - University of Aizu, Japan  
BSc in Information Technology, University of Moratuwa



**Dr. Manjula Sandirigama**

*Senior Lecturer (Visiting)*

MSc and PhD in Computer Science  
BSc in Electrical Engineering, University of Peradeniya  
University of Ehime, Japan  
Senior Lecturer, Dept. of Computer Engineering, University of  
Peradeniya



**Mr. B.M. Upali Amarakone**

*Lecturer (Visiting)*

MPhil University of Sri Colombo  
BSc [Hons], University of Jaffna.  
PG Dip in Applied Statistics and





**Mrs. Kumiko Tomochika**

*Senior Japanese Lecturer (Visiting)*

BA in Languages- Keisen University Japan  
Visiting Lecturer for Modern Language Department of University of Kelaniya  
Lecturer for Advanced Level Course in JLEA (SASAKAWA)  
Japanese Language Instructor for the Training course of Metatechno Lanka  
Instructor for Survival Japanese Language course for ODA Program



**Mr. Hiroshi Ishiyama**

*Senior Japanese Lecturer (Visiting)*

BA in Languages, Hokkaido University Japan  
Former Senior Japanese Lecturer for Advanced Level Course in JLEA (SASAKAWA)  
Japanese Language Instructor for the Training course of Metatechno Lanka



**Mrs. Sankani Heenkenda**

**Lecturer**

BSc in Information & Communication Technology (Special)



**Mrs. Randima Navaratne**

M.A. in Linguistics (currently reading) University of Kelaniya.  
B.A.[Hons] University of Kelaniya  
Diploma in Translation and interpretation, University of Kelaniya  
Certificated course in Japanese, Soka University, Japan  
JLPT N1



**Mr. Jayantha Karunaratne**

*Lecturer (Visiting)*

MSC, University of Peradeniya

MSC, University of Nebraska, USA

BSc [Hons], University of Peradeniya.

PG Dip in Mathematics, University of Peradeniya

Former Senior Lecturer in Engineering Mathematics, Faculty of Engineering, University of Peradeniya



**Mr. Kalpa Udara Perera**

*Lecturer*

BSc in Management and Information Technology (MIT),  
University of Kelaniya

MSc in Advanced Software Engineering, University of  
Westminster






**Mr. W. C. Deshapriya**

*Instructor*

BSc [Hons] in Physical Science, University of Ruhuna.

## 12.3 Administrative Staff

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|    | <p><b>Mr. Ravindra Perera</b><br/><i>Academic Coordinator</i></p> <p><i>BSc (Colombo)</i><br/><i>Metatechno Lanka Company (Pvt.) Ltd.</i></p>  |
|   | <p><b>Mr. Geeth Maduranga</b><br/>Registrar</p> <p>MBA in IT (University of Moratuwa, Sri Lanka)<br/>BSc in MIS (University College Dublin, Ireland)<br/>Higher Diploma in Computer Based Information System (NIBM, Sri Lanka)<br/>Diploma in Computer System Design (NIBM, Sri Lanka)<br/>Member of British Computer Society (MBCS)<br/>Member of Computer Society of Sri Lanka (MCSSL)</p> |
|  | <p><b>Ms. Sameera Induprabha Malawige</b><br/><i>Manager – Student Enrolment &amp; Student Affairs</i></p> <p>BA (Hons) Business Administration<br/>– Staffordshire University UK</p>  |



**Mr. Thushara Ranasinghe**  
*Maintenance/Purchasing Officer*



**Mr. Disnaka Punchihewa**  
*Network Administrator/Technical Officer*





**Mr. Rifthee Rasheed**  
*Assistant Manager – Marketing*

*BA (Hons) in Marketing Management, Coventry University, UK*  
*Reading MBA - International Business, University of East London, UK*  
*Professional Diploma in Digital Marketing (CDMP), Asia Pacific Institute of Digital Marketing*



**Mr. Thanushka Shenal Dabare Senior**  
*Marketing Executive*

*Higher National Diploma, Scottish Qualification Authority (SQA)*  
*Reading BA (Hons) in Business Administration, University of West London, UK*

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|   | <p><b>Ms. Udeshika Maduwanthi</b><br/> <i>Academic &amp; Administrative Secretary</i></p> <p><i>BSc in Operations and Technology Management (Special)</i><br/> <i>University of Sri Jayawardenapura</i></p> |
|  | <p><b>Mr. Sumudu Madushanka</b></p> <p>Administrative Assistant</p>   |
|  | <p><b>Mr.Percy</b></p>  |

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