



STUDENT HANDBOOK



www.lnbt.lk

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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 Sri Lanka, Japan or any other country.

1.2 About LNBTI

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.

Recognition

The LNBTI has been approved as a degree-awarding institute by the Ministry of Education (MOE), under university act No. 16 of 1978 (Gazette No. 2286/08 - Monday, June 27, 2022). Further the LNBTI has been approved by Tertiary and Vocational Education Commission (TVEC) under the registration number P010726 as a Training institute. Moreover, Lanka Nippon BizTech Institute (Pvt.) Ltd., has been registered under the Provisions of Companies Act, No.7 of 2007 of Sri Lanka under the company registration number of PV 109910 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 under the 4905/04/12/2015 registration number.

Metatechno Inc.

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 programme, 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 Ventures

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.

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 programmes.

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 honour 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

1. To strengthen the bond between Sri Lanka and Japan for national development.
2. To become a bridge between Japan and Sri Lanka to empower knowledge on demand for future needs in the industry and academia.
3. To develop a solid pathway for Sri Lankan students to approach Japanese education and career opportunities.
4. To induce good cultural values and professional best practices gained by Japanese academic and professional institutions.
5. Develop a strong brand image that represents quality education on par with current technological trends and sustainable practices.
6. Contribute to the national workforce by producing graduates with dynamic personalities, enriched with hard and soft skills.
7. To cultivate a strong research culture among students and academia with the guidance of Japanese academia and professionals.
8. To contribute to the national GDP as local service providers in the education sector.
9. Act as a body producing a skilled workforce for foreign industry requirements.
10. Cultivation of international mindset by exposing to foreign education systems.
11. To demonstrate an appropriate response to the increasing diversity in society through its policies, its educational and co-curricular programmes, 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 7 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 (Governor of the Central Bank of Sri Lanka)

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 a unique qualification to enter into Japanese job market. 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 (Former Governor of Central Bank of Sri Lanka)
- Dr. Manjula Sandirigama (Senior Lecturer - University of Peradeniya)
- Mr. P. Ranepura (Former Secretary - Ministry of Skill Development and Vocational Training)
- Mr. Harsha Sanjeeva (Chief Technical Officer - hSenid Software International)

1.10 Message from the Head of Academic Affairs



Dr. Hapugahage Thilak Chaminda

Head of Academic Affairs

LNBTI offers a specialized degree programme, which is focused to develop a graduate suitable for Japanese software development industry. 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.

LNBTI is confident of providing quality education with a superior academic panel in a high-tech environment for the 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 Programmes at LNBTI

LNBTI has three academic departments based on the course units delivered by each department.

1. **Department of Computing** - Computing relevant course units
2. **Department of Language Studies** – Languages, communication and management relevant course units
3. **Department of Mathematics** - Mathematics and statics relevant course unit

2.1 Degree Title/Name and Structure

Degree Title/Name

The degree name is defined according to the guidelines of Sri Lanka Qualification

Framework published by University Grant Commission in 2015 and approved as a degree awarding institute by Ministry of Education (Gazette Number: 2286/08 – published on Monday, June 27, 2022.)

According to the guidelines title of the degree offered by LNBTI:

- **Bachelor of Science (Honours) in Software Engineering**

According to the guidelines abbreviation of the degree offered by LNBTI:

- **BSc Hons (Software Eng.)**

Upon completion of the degree programme, the student will receive the degree. Duration of the degree programme is 4 years which consists of 8 semesters.

The curriculum and other facilities in this programme are designed to ensure that students are well qualified and highly capable of working in any related employment in Japan or any other parts of the world. BSc Hons (Software Eng.) degree a full-time course conducts in English and Japanese.

The LNBTI degree curriculum fulfills the following standards and criteria:

- Curriculum Guidelines of Association for Computing Machinery (ACM) and Institute of Electrical and Electronics Engineers (IEEE).
- Software Engineering and Information Technology-related curricula relevant to Sri Lankan and Japanese universities.
- Curriculum of Japanese Language Proficiency Test.

2.2 Duration of The Programmes

BSc Hons (Software Eng.) degree is a four years fulltime degree programme. One academic year consists of two semesters with a minimum of fifteen weeks each. The entire degree programme consists of eight semesters.

2.3 Medium of Communication

Medium of communication at LNBTI lectures are given in the below table.

Table 1: Medium of Communication at Lectures

Communication Category	Language
Delivery of Technical/Management Lectures	English
Delivery of Japanese Lectures	English and Japanese

2.4 Career Path of Graduates

Graduates can join industry in Japan or any other country as entry level professionals in the field of Software Engineering and Programming, Testing and Quality Assurance, Database Administration and Development, Software Architecture Development, Business Analysis, Systems Integration, Project Management, Quality Assurance, Network Administration, etc.

Main employment sectors include:

1. Software Development industry: state and private, organizations those provide ICT solutions to public and private sectors.
2. Large enterprises: banking, insurance, telecommunications, manufacturing, retail and digital services industries.
3. Academia.
4. Research (Post Graduate Studies).
5. Self-employment (Entrepreneurs/Software Service Providers).

2.5 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; and receive a letter of confirmation of registration to the course.

2.6 Admission Criteria for the Degree

2.6.1 Admission Criteria and Selection Procedure

Applications will be called from applicants by advertising on the newspapers, social media, mass media and the LNBTI website. Applications received by the LNBTI Admission Department will be reviewed by the Registrar a designated date will be screened for eligibility. Candidates for BSc Hons (Software Eng.) degree programme will be admitted on the basis of the admission policy of the LNBTI which is based on criteria lay down by the University Grants

Commission and the SCAQA for Degree Awarding Institutes (DAIs) in Sri Lanka for a similar study programme. An Admission Committee shall supervise the selection process of students.

2.6.2 Entry Qualifications

1. Three simple passes in Combined Mathematics and Physics and third subject from Chemistry or Higher Mathematics or Information and Communication Technology in a single sitting within maximum of three attempts at the GCE (Advanced Level) Examination conducted by the Department of Examinations, Sri Lanka or any other equivalent foreign examination recognized by U.G.C.

or

2. Three simple passes in any subject stream in a single sitting within maximum of three attempts at the GCE (Advanced Level) Examination conducted by the Department of Examinations, Sri Lanka or any other equivalent foreign examination recognized by U.G.C. and passing the Bridging Course developed by the relevant authority.
(Applicants should pass bridging course with 50% or more than that in the final examination.)

2.6.3 Admission Procedure

1. An Admission Committee will supervise the selection process of students.
2. The following documents should be submitted to registrar for the registration. (Original Certificates, National Identity Card or Passport will be returned to the student immediately after the verification.)
 - (a) Completed Application Form.
 - (b) Three passport sized photographs and a digital copy.
 - (c) Original and a copy of National Identity Card or Passport.
 - (d) Originals and a photocopy of Applicant's Educational Certificates that comply with entry requirements.
 - (e) Proof of registration fee payment.
 - (f) Two copies of signed Student Enrollment Agreement.
3. Once documents (a) to (d) listed in the section 2.6.3 are submitted, Registrar will check

those and issue an offer letter to the students who satisfy the entry requirements.

4. If student agrees to the conditions given in the offer letter, the Student Enrollment Agreement will be issued to be read and signed.
5. The Student Enrollment Agreement includes a summary of By-laws and other relevant processes and procedures that the student should be aware of before registering degree programme. In this agreement the student and parent will sign as one party and LNBTI Management will sign as the other party. To complete the registration process, The Student Enrollment Agreement must be signed and completed by both parties.
6. Student should pay the required fees to the Registrar Department of LNBTI.
7. When the student registration procedure is completed, the Registrar shall then issue the “Confirmation of Registration” letter with relevant information.
8. “Confirmation of Registration” letter shall include the Student’s Registration Number, the Date of Orientation, Date of starting of Academic Activities, Fee Structure, the Deadline for the payment of course fees and other information pertaining to the course.
9. The registration fee of LNBTI is non-refundable, and the student should pay the course fees according to the payment option, prior to the course starting date to be eligible to attend the classes.
10. On the day of orientation, the following shall be issued to the students.
 - (a) Lecture timetable.
 - (b) Student Identity Card.
 - (c) LNBTI email address and its login credentials.
 - (d) Login credentials of local domain computers.
 - (e) Login credentials of Learning Management System.
 - (f) Course information.
11. Registration should be maintained continuously throughout the degree programme by paying the appropriate fees.

2.7 Student Registration Number



USE – Software Engineering

2016 – Academic Year

OCT – Intake month

0006 – Unique Serial Number

2.8 Student Identity Card

1. All students shall carry the student identity card while on LNBTI premises.
2. Students shall carefully retain the student identity card at all times and ensure the details are clearly visible.
3. If the student identity card is damaged/lost, students should immediately inform the registrar's office.
4. After completion of the course, the students should return the student identity card to the registrar office. The degree certificate will not be provided unless the student has returned the card.
5. Refer to the [4.11](#) for more details of Students ID card Policy.

2.9 Course Unit Registration

1. Students are required to complete their course unit registration to be eligible to follow courses during a particular semester.
2. Students should submit the course unit registration forms before commencing the lectures of every semester.
3. The final date for course unit registration will be notified to students by Registrar. The notification will be published in the notice board, Learning Management System and in the LNBTI website five weeks prior to the course starting date. Hence, the students should be on alert about the notification.

4. Students must register for all core course units and some optional course units depending on the programme specification.
5. Before the course unit registration process opens, student should think carefully about the course units he/she would like to study.
6. Once the student has completed the course unit registration form and submitted to registrar, student will not be permitted to make any changes after the application closing date unless there is a valid reason approved by/agreed with the level coordinator and the new course unit leader. Such changes should be notified in writing to the level coordinator and course unit leader for approval prior to the end of 1st two weeks of studies, and the approval status will be notified to the student by Registrar.
7. Before deciding on the course units, student must read the student handbook regarding credits values, subject content of course units and the importance of the selected course unit to his/her career path. If the student does not have a proper knowledge to select course units, he/she should contact the Course Coordinators for advice.
8. If the student does not select the course units before the deadline, academic department will determine the course units that he/she should follow.
9. Student shall inform the Registrar of any changes to the course unit before the closing date of submission of application.
10. LNBTI may change the course unit portfolio on offer due to staffing and/or timetabling constraints and LNBTI should inform such changes to the students before the end of the course unit selection period.

2.10 Semester System

A semester is consisted with minimum of 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 / practical examinations that are conducted within a period of 1 to 3 weeks.

2.11 Volume of Learning and Standards

The credit system of the BSc Hons (Software Eng.) is based on the Sri Lanka Qualification Framework developed in accordance with the standards of the University Grants Commission

and the Ministry of Higher Education of Sri Lanka. The volume of learning and standards of the BSc Hons (Software Eng.) degree is based on the SLQF (UGC 2015 are summarized in Table 2).

Table 2 : Volume of Learning and Standards of BSc Hons (Software Eng.) Degree (Source: SLQF of UGC 2015)

Criteria	Standard Value
Number of academic years for a Bachelors Honours Degree	4 years
Number of semesters for an academic year	2 semesters
Number of weeks for a semester	15 weeks
Number of notional learning hours for a credit of taught courses and laboratory classes	50 hours
Minimum number of credits per course unit	1 credit
Minimum number of notional learning hours per academic year	1500 hours
Minimum number of credits per academic year	30 credits
Minimum number of credits for the Bachelors Honours Degree during 4 years	120 credits
Minimum number of notional hours for one credit of research/project	100 hours
Minimum number of notional hours for one credit of industrial training	100 hours
Minimum number of credits required for a research component of Bachelors Honours Degree	6 credits

- As per the SLQF (UGC 2015), ‘The notional learning hours include direct contact hours with teachers and trainers, time spent in self-learning, preparation for assignments, carrying out assignments and assessments’.
- This course will consist of theory, practical work, tutorial, project, presentation, demonstration, viva, workshop, industrial training, and self-study in different settings. Credits are awarded after successful completion of the work and assessment on achievement of learning outcomes”.

2.12 Attendance

1. Satisfying 80% attendance is compulsory to sit for each semester-final examination

paper. Attendance for the lectures is monitored through the manual attendance marking system.

2. The Board of Examination has the authority to compensate the absent hours through the submission of an assignment and the student should pass the assignment with minimum of “C” Grade to be eligible for examination. This assignment marks will not be added to the Continues Assessment marks or Final Examination marks and it is considered to satisfy the requirement of attendance to be eligible for examination.
3. Students are expected to attend all timetabled teaching events associated with their programme of study in order to achieve the maximum benefit from the learning opportunities offered to them.
4. The attendance is managed through manual marking or electronically during lectures/ labs/ tutorials. Therefore, students must sign *in* and *out* in the attendance sheet for each class. Online attendance will be marked for those who attended for online lectures and accessed the LMS for online activities.
5. Attendance records are filed and maintained by the Registrar’s office.
6. Students are required to attend 10 minutes before the start time of the lectures/ labs/ tutorials.
7. Students may request permission from relevant academic authorities for short periods of absence for personal or religious reasons.
8. Absences must be requested at the earliest possible opportunity. Absences of more than 7 calendar days must be authorized in writing and the student must take full responsibility for the completion of missed academic work.
9. If a student needs a longer time away from studies, he/she may suspend studies with the approval of the Academic Syndicate.
10. The LNBTI proactively monitors student attendance and has a staged process for managing unauthorized absences from teaching sessions.
11. Patterns of attendance at regular intervals during the lecture time will be observed for the purposes of understanding student engagement.
12. If patterns of indicates that a student may be having trouble in engaging with studies, the reasons for this will be explored directly with the student and necessary guidance and advice will be provided strictly maintain the confidentiality of the information.

2.13 Course Unit Code System

1. An alpha numeric code is used to identify a course unit.
2. The code consists of six digits prefixed by a set of three letters which refers to the IEEE/ACM Knowledge Area of the course unit.
3. The first digit denotes the level of the course unit whereas the fifth digit signifies its credit value.
4. The second digit indicates the semester in which the course unit is offered (1 – first semester, 2 – second semester, 3 – both first & second semesters, 4 – either the first or the second semester).
5. The third and fourth digits together are a sequence number.
6. Last digit denotes the repeat attempt of each student.

Eg: First year first semester 3 credits IT subject code is denoted as,

1	2	3	4	5	6	7	8	9
IEEE/ACM Knowledge Area			Year	Semester	Sequence Number		Credits	Repeat Attempt
CMP			1	2	3		4	5

First three digits of the course codes are allocated for the main knowledge area of the course unit according to the ACM/IEEE guidelines are as follows,

(Software Engineering Core Subject Areas According to IEEE/ACM Guidelines (2014))

- 1) Computing Essentials (**CMP**)
- 2) Mathematical and Engineering Fundamentals (**FND**)
- 3) Professional Practice (**PRF**)
- 4) Software Modelling and Analysis (**MAA**)
- 5) Requirements Analysis and Specification (**REQ**)
- 6) Software Design (**DES**)
- 7) Software Verification and Validation (**VAV**)
- 8) Software Process (**PRO**)
- 9) Software Quality (**QUA**)
- 10) Security (**SEC**)

The last digit of the code represents the repeat attempt of student. Only 3 repeat attempts are allowed for one course unit and they will be indicated in course codes as follows:

- 1) 0 = 1st Attempt (not a repeat)
- 2) 1 = 1st Repeat Attempt
- 3) 2 = 2nd Repeat Attempt
- 4) 3 = 3rd Repeat Attempt

2.14 Internship/ Industrial Training Programme

1. Industrial training is an integral part of the degree programme. This enables students to get

much-needed industrial exposure. 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.

2. The industrial training is scheduled for 120 days within a period of 6 months during the fifth semester.
3. It is mandatory to pass this course unit in order to complete the degree programme.
4. Student should sign an internship agreement with the training organization as per their rules and regulations.
5. Career Guidance Unit shall monitor the progress of students during industrial training.
6. All the guidelines for the training are mentioned in the Training Guideline.

3 Curriculum

3.1 Curriculum of BSc Hons (Software Eng.) Degree Programme

CCU - Core Course unit, OCU- Optional Course unit

Table 3 : BSc Hons (Software Eng.) Degree Curriculum

Year	Semester	Course Unit Code	Course Unit	Course Status	Prerequisite Code	Credits	Credits per Semester	Credits per Academic Year
1	Orientation	PRF000100	Japanese Cultural Orientation			0	16	32
		PRF000200	Communication Skills			0		
	1	PRF110120	Japanese Language Level I	CCU	PRF000100	2		
		CMP110130	Computer Fundamentals	CCU	N/A	3		
		PRF110220	Technical Writing	CCU	PRF000200	2		
		CMP110240	Programming Fundamentals	CCU	N/A	4		

	2	DES110130	Multimedia and Web Designing	CCU	N/A	3	16	
		FND110120	Mathematics I for SE	CCU	N/A	2		
		PRF120120	Japanese Language Level II	CCU	PRF110120	2		
		MAA120130	Database Systems	CCU	CMP110130	3		
		CMP120130	Object Oriented Modelling and Development	CCU	CMP110240	3		
		CMP120230	Web Programming	CCU	DES110130	3		
		REQ120130	Requirement Engineering	CCU	CMP110130	3		
FND120120	Mathematics II for SE	CCU	FND110120	2				
2	3	PRF210120	Japanese Language Level III	CCU	PRF120120	2	17	
		CMP210130	Data Structures and Algorithms	CCU	CMP110240, CMP120130	3		
		SEC210130	Internetworking	CCU	CMP110130	3		
		PRO210130	Software Architecture and Design	CCU	REQ120130	3		
		CMP210230	Visual Application Programming	CCU	CMP110240, CMP120130	3		
		FND210130	Mathematics III for SE	CCU	FND120120	3		
	4	PRF220120	Japanese Language Level IV	CCU	PRF210120	2	16	
		PRO220130	System Analysis and Development – Group Project	CCU	CMP110240, CMP120130, CMP210230, PRO210130	3		
		MAA220130	Advanced Database Systems	CCU	MAA120130	3		
		PRO220230	Project Management	CCU	REQ120130, PRO210130	3		
		DES220130	Computer Architecture	CCU	CMP110130	3		
		FND220120	Statistics I for SE	CCU	FND210130	2		
3	5	PRF310120	Japanese Language Level V	CCU	PRF220120	2	22	
		PRO310130	Industrial Based Software Development Group Project	CCU	PRO220130, PRO220230	3		
		PRO310230	Software Process Improvements	CCU	PRO210130	3		
		CMP310130	Operating Systems	CCU	DES220130	3		
		VAV310130	Software Testing and Quality Assurance	CCU	CMP120130, CMP210230, PRO210130	3		
		PRF310220	Professional Practice and Work Based Learning	CCU	PRF110220	2		
		FND310130	Statistics II for SE	CCU	FND220120	3		
		Select 1 Optional Course unit						
		CMP310230	Enterprise Application Development	OCU	CMP120230, CMP120130, CMP210230	3		
							39	

		CMP310330	Mobile Application Development	OCU	MAA120130, CMP120130	3					
		FND310230	Physics and Digital Electronics	OCU	CMP110130	3					
	6	PRO320130	Software Evolution	CCU	PRO210130, PRO310230	3	17				
		PRF320190	Industrial Training	CCU	PRF310220, PRO310130	9					
		PRF320220	Japanese way of doing business	CCU	PRF000100	2					
		PRF320330	Business Management and Regulatory Studies	CCU	PRO220230, PRF310220	3					
4	7	PRF410120	Japanese Language Level VI	CCU	PRF310120	2	17	36			
		PRO430130	Final Year Software Engineering Research Project –Part I (Year Long) **	CCU	PRO310130	3					
		PRF410130	Research Methodology	CCU	PRF110220, FND310130, PRF310220	3					
		PRO410230	Software Measurement Metrics	CCU	VAV310130, PRO210130	3					
		Select 2 Optional Course units									
		CMP410130	High Performance Computing	OCU	DES220130, FND210130	3					
		MAA410130	Data Mining and Machine Learning	OCU	FND310130, FND220120, CMP210130	3					
		CMP410230	Internet of Things	OCU	CMP110130, CMP110240	3					
		CMP410330	Computer Virtualization	OCU	SEC210130	3					
		SEC410130	Cyber Security and Forensics	OCU	SEC210130	3					
	FND410130	Advanced Physics	OCU	FND310230	3						
		8	PRF420120	Japanese Language Level VII	CCU	PRF410120			2	19	
			PRO430150	Final Year Software Engineering Research Project –Part II (Year Long) **	CCU	PRO430130, PRF410130			5		
			DES420130	Human Computer Interaction and UX Engineering	CCU	DES110130, CMP210230			3		
		QUA420130	Software Safety and Reliability	CCU	PRO310230, VAV310130, PRO320130	3					
Select 2 Optional Course units											
FND420130	Formal Methods	OCU	FND310130, DES220130, CMP410130	3							
SEC420130	Ethical Hacking	OCU	SEC410130, SEC210130	3							

MAA420130	Big Data Analytics	OCU	MAA410130	3
PRF420230	Entrepreneurship	OCU	PRF320190	3
CMP420130	Cloud Computing	OCU	MAA120130, CMP410330	3
DES420230	Image Processing	OCU	DES110130, FND210130	3
CMP420230	Game Development and Programming	OCU	CMP110240, CMP120130, FND210130	3
CMP420330	Introduction to Robotics	OCU	CMP410230	3
SEC420230	Wireless Networks	OCU	SEC210130	3
FND420230	Advanced Mathematics	OCU	FND210130	3
Total Number of Credits				140

Note for Final Year Software Engineering Research Project Part I (PRO430130) and Part II (PRO430150)

- **Final Year Software Engineering Research Project** is a compulsory year-long course unit with 8 credits to be completed in fourth year.
- **Final Year Software Engineering Research Project – Part I**, is offered in 7th semester and **Final Year Software Engineering Research Project – Part II**, is offered in 8th semester.
- 3 credits are offered in 7th semester for Part I and 5 credits are offered in 8th semester for Part II.
- Students should register for **Final Year Software Engineering Research Project – Part I**, in 7th semester.
- Students should have passed interim assessment, which is conducted at the end of Part I, in 7th semester in order to register for Part II in 8th semester.
- There will be an assessment for **Final Year Software Engineering Research Project – Part II** at the end of 8th semester.
- In order to offer the credits of the **Final Year Software Engineering Research Project** for a student, she/he should have registered for both Part I and Part II of **Final Year Software Engineering Research Project** in 7th and 8th semesters respectively.
- When a student has **registered only for Part I and has not registered for Part II** of Final Year Software Engineering Research Project, credits to be offered for Part I will not be added to the student academic records as she/he has registered only for a part of the course unit.
- In such situations, “only a note” about student performance in Part I will be included in any report offered with student academic records and any credit value will not be mentioned in that note for Final Year Software Engineering Research Project.

Please refer to the main Annexure 01(in the main heading 10.0) for the detail curriculum of BSc Hons (Software Eng.) degree.

3.2 Grading System

LNBTI uses the grading system shown in the Table 4 and corresponding Graded Point Average (GPA) values to evaluate the students' performance at examinations.

Table 4 : Grading Scheme (Source: UGC Circular 901)

Mark Range	Grade	Grade Point	Description
85 – 100	A+	4.0	Excellent
70 – 84	A	4.0	Very Good
65 – 69	A-	3.7	Good
60 – 64	B+	3.3	
55 – 59	B	3.0	
50 – 54	B-	2.7	
45 – 49	C+	2.3	Pass
40 – 44	C	2.0	
35 - 39	C-	1.7	
30 – 34	D+	1.3	Conditional Pass
25 – 29	D	1.0	Minimal Pass
00 - 24	E	0	Fail
-	AA	-	Absent for FE (First attempt)*
-	AB	-	Absent for FE (Repeat)*
-	AC	-	Absent for CA and not allowed for FE (First attempt)*
-	AD	-	Absent for CA and not allowed for FE (Repeat)*
-	AE	-	FE fail (Repeat)*
-	AF	-	CA fail and not allowed for FE (Repeat)*

-FE - Final Examination

-CA - Continuous Assessment

-First attempt – Considered as a first attempt candidate in the next examination.

-Repeat – Considered as a repeat candidate in the next examination.

* Refer to Table 5 (Repeat Scenarios of the Course Units) for detail description of AA, AB, AC, AD, AE and AF.

Table 5 : Repeat Scenarios of The Course Units

Scenario	Eligible for the course unit	Continuous Assessments	Final Examination	Grade	Progress
1	Yes	<ul style="list-style-type: none"> • Pass 	<ul style="list-style-type: none"> • Absent • Mitigation Accepted 	AE	<ul style="list-style-type: none"> • Considered as 1st attempt • Allowed to do final examination only
2	Yes	<ul style="list-style-type: none"> • Absent • Mitigation Accepted 	<ul style="list-style-type: none"> • Pass • Allowed to do FE “Under Protest” condition 	AC	<ul style="list-style-type: none"> • Considered as 1st attempt • Allowed to do continuous assessments only
3	Yes	<ul style="list-style-type: none"> • Absent • Mitigation Accepted 	<ul style="list-style-type: none"> • Absent • Mitigation Accepted • Allowed to do FE “Under Protest” condition 	AA	<ul style="list-style-type: none"> • Considered as 1st attempt • Allowed to do continuous assessments and final examination
4	Yes	<ul style="list-style-type: none"> • Absent • Mitigation Accepted • 	<ul style="list-style-type: none"> • Allowed to do FE “Under Protest” condition • Fail 	AF	<ul style="list-style-type: none"> • Considered as repeat candidate • Allowed to do continuous assessments and final examination • Maximum grade C
5	Yes	<ul style="list-style-type: none"> • Pass 	<ul style="list-style-type: none"> • Fail 	NE	<ul style="list-style-type: none"> • Considered as repeat candidate • Allowed to do final examination only • Maximum Grade C

6	Yes	<ul style="list-style-type: none"> • Fail 	<ul style="list-style-type: none"> • Pass • Allowed to do FE “Under Protest” condition 	NC	<ul style="list-style-type: none"> • Considered as repeat candidate • Allowed to do continuous assessments only • Maximum Grade C
7	Yes	<ul style="list-style-type: none"> • Fail 	<ul style="list-style-type: none"> • Fail • Allowed to do FE “Under Protest” condition 	C-, D+, D, E	<ul style="list-style-type: none"> • Considered as repeat candidate • Allowed to do both continuous assessments and final examination • Maximum Grade C

1. When a mitigation request for an assessment is not accepted by Mitigation Committee, the grade for that assessment should be considered as Fail. In such a situation, the rejected assessment component should be repeated, and the maximum final grade shall be “C”.
2. Those who fail a subject will be able to sit the required assessment / assessments in the subsequent semester assessments.
3. Students are allowed to continue the course with poor grades as per the “Rules for Progression” as mentioned above.
4. Students are allowed to complete the absent Continues Assessments prior to the final examination as Make-up Assessments. Makeup Assessment is the new CA provided instead of the absent CA.
5. If the student fails Continues Assessment (CA) component/ components or is ineligible to sit for final exam due to non-fulfilment of any other examination requirement, he/she can sit for the final examination “Under Protest” with the approval / subject to be approval of examination committee.
6. Results of the assessments, which are done under “Under Protest” condition will not be issued till the pending assessments are completed.

3.3 Calculation of The Grade Point Average

Semester Grade Point Average (SGPA)

The calculation of the SGPA will be based on the summation of Grade Points earned for all course units registered for credit in a semester weighted according to the number of credits as per the following formula:

$$SGPA = \frac{\sum n_i \times g_i}{\sum n_i}$$

Where, n_i is the number of credits for the i^{th} course unit in a given semester g_i is the grade points earned for that course unit. The SGPA is rounded to the nearest second decimal place. The SGPA is reported in Statement of Results that may be issued for each semester.

The Current Grade Point Average (CGPA)

The Current Grade Point Average (CGPA) describes a student's current standing in terms of all course units registered for credits up to given point in time, weighted according to the grades assigned to each course unit.

Overall Grade Point Average (OGPA)

The OGPA is the final standing of the student calculated on the basis of CGPA of all the registered course units for the degree programme.

The OGPA is reported in transcripts of students that may be issued after the graduation.

Example: A student who has completed one course unit with two credits, three course units each of three credits and two course units each of 1 credit with grades A, C, B, D, C+ and A+ respectively would have the GPA of 2.48 as calculated below.

$$GPA = \frac{[(2 \times 4.0) + (3 \times 2.0) + (3 \times 3.0) + (3 \times 1.0) + (1 \times 2.3) + (1 \times 4.0)]}{2 + 3 + 3 + 3 + 1 + 1} = \frac{32.3}{13} = 2.4846$$

3.4 Course Unit Completion

1. A student is required to obtain a minimum of C Grade for a course unit to be considered as passed (completed) that course unit.
2. Students should repeat the failed assessment components or complete the course unit with attendance as determined by the Examination Committee.
3. For the repeat attempts the marks are capped at 40 (Maximum of C grade; Maximum GP of 2.0).
4. A passed course unit contributes the full credit allocation of that course unit towards the total credit requirement of the award.

On completion of the Degree, a student is entitled to an official transcript giving the grades in the

respective course units after the confirmation of results by the Board of Examination.

3.5 Rules for Progression

1. Students should pass all the required course units of a level to fulfill the credit requirement for that level. However, students can progress to study in the next level while having poor grades (C-, D+, D) totaling up to a maximum of 4 credits in the previous year/level.
2. Prerequisite requirements of the course units should be fulfilled and passed in advance by the students to continue studies; and the grade of the prerequisite course unit can have poor grades (C-, D+, D) totaling up to a maximum of 4 credits in the previous year/level..
3. Refer to 3.6 for additional information of the rules for progression.

3.6 Graduation and Award Classification

In order to be graduated with BSc Hons (Software Eng.) degree, a student should:

1. Accumulate a minimum 140 credits,
2. Have a minimum Overall GPA of 2.00,
3. Complete the requirements within a minimum of 4 academic years and a maximum of 7 academic years,
4. Have obtained a minimum SGPA of 2.00 per semester,
5. Not have poor grades (C⁻ or D or D⁺) for more than 4 credits per academic year,
6. Not have any fail grades (E),
7. Not have poor grades (C⁻ or D⁺) for more than 16 credits for the entire programme,
8. Complete a fulltime industrial training (PRF320190) in an organization, recognized by LNBTI for a time period of 6 months and pass the course unit,
9. Pass third year industrial based Software Development Group Project (PRO310130) course unit and Final Year Software Engineering Research Project (PRO430130) course unit,
10. Pass all the compulsory Japanese Language course units (PRF000100, PRF110120, PRF120120, PRF210120, PRF220120, PRF310120, PRF410120 and PRF420120),
11. Pass the Communication Skills (PRF000200) and Technical Writing (PRF000200) course units,
12. Satisfy the credit requirements given in Table 6 by completing all academic requirements,

Table 6: Credit Requirement for BSc Hons (Software Eng.) Degree

Academic Year	Minimum number of Credits to be accumulated	Number of Semesters
1 st Year	32	2
2 nd Year	33	2
3 rd Year	39	2
4 th Year	36	2
Total	140	8

13. have paid all dues.

3.7 Classes of Awards

Students who are eligible for BSc Hons (Software Eng.) degree will be awarded a First Class, Second Class (Upper Division), Second Class (Lower Division), based on his/her academic performance. The relevant requirements to award a Class will be as follows:

1. A student is eligible for First Class if he/she has
 - i. obtained a minimum OGPA of 3.70,
 - ii. maintained a minimum SGPA of 2.00 in each semester,
 - iii. not obtained any grade below “C”,
 - iv. not repeated any examination,
 - v. completed the requirements within 4 academic years from the first academic year.

2. A student is eligible for Second Class (Upper Division) if he/she has
 - i. obtained a OGPA in the range of 3.30 and 3.69,
 - ii. maintained a minimum SGPA of 2.00 in each semester,
 - iii. not obtained any grade below “C”,
 - iv. not repeated any examination,
 - v. completed the requirements within 4 academic years from the first academic year.

3. A student is eligible for Second Class (Lower Division) if he/she has
 - i. obtained a OGPA in the range of 3.00 and 3.29,
 - ii. maintained a minimum SGPA of 2.00 in each semester,
 - iii. not obtained any grade below “C”,
 - iv. completed the requirements within 4 academic years from the first academic year.

To be eligible for a Degree (for a ‘Pass’), a student must “satisfactorily complete” all specified courses. To meet satisfactorily complete level, a student must have a minimum of OGPA 2.00 and complete the relevant requirements within a period of seven academic years.

3.8 Minimum and Maximum Period of Study

1. Minimum period of study for the BSc Hons (Software Eng.) degree programme is 4 academic years while the maximum period is 7 academic years.
2. However, the Academic Syndicate of LNBTI may grant extensions beyond 7 academic years under extenuating circumstances.

3.9 Effective Date of Completion of Degree

The effective date of the degree shall be the first day of the month following the last date of examination in the fourth year.

4. Assessment Structure

4.1 Assessment Types

The Assessments of LNBTI consist of Continuous Assessments (CA) and Final Examination (FE). Students should complete both parts to complete the course unit. Both these assessments can be either Closed Book or Open Book assessments.

4.1.1 Final Examination (FE)

- FE can be one or more of the following evaluation methods;

- i. Multiple Choice Questions (MCQ)
- ii. Structured Essay Questions (SEQ)
- iii. Essay Questions (EQ)
- iv. Viva Voce Examinations
- v. Practical Examinations
- vi. Presentations
- vii. Demonstrations
- viii. Project Thesis
- ix. Reports

2. FE is the last assessment that a student faces for a course unit.

4.1.2 Continuous Assessments (CA)

1. The CA can be one or more of the following assessment methods;
 - i. Written test
 - ii. Laboratory assessments
 - iii. Quizzes
 - iv. Presentation
 - v. Viva
 - vi. Demonstrations
 - vii. Assignments
 - viii. Project
 - ix. Workshop
 - x. Assignment
 - xi. Practical in-class test
 - xii. In-class test
2. CAs for some course units shall be conducted by the course unit lecturer. CA marks will be considered together with FE marks when determining the final mark for the course unit.
3. CAs can be held as mid-semester examinations for some course units by the course unit leader.

4.2 Eligibility for Sitting The Examination

- In order to be eligible to sit for the examinations of a particular course unit, the student

should be registered for that course unit.

- Regular attendance to the classes is compulsory. Student should have attended at least 80% of the lectures in each course unit of the particular semester. In the event, a student fails to complete 80% attendance in any given course unit, Board of Examination may grant exemptions based on reasonable grounds.
- The Board of Examination has the authority to compensate the absent hours through the submission of an assignment and the student should pass the assignment with minimum of 40% marks to be eligible for examination. This assignment marks will not be added to the Continues Assessment marks or Final Examination marks and it is considered to satisfy the requirement of attendance to be eligible for examination.
- Inability to attend classes and/or examinations must be brought to the notice of the Head of Department (HoD) or Registrar immediately.
- In order to sit for the final examination of a course unit, the student should not have any outstanding dues of fees to LNBTI.
- Those who are having outstanding dues shall not be allowed to sit the examination.
- Completion and submission of all assignments and where applicable achieving the minimum qualifying marks for the assignments required to be eligible for sitting FE.
- Examination admission card must be obtained from the registrar.
- Students are allowed to sit for the final examinations on selected course units, even without completing particular continuous assessment on “under protest” condition and results of the examination/s will not be issued until the pending assessments are completed. Board of Examination has the right to accept or reject the “under protest” conditions.

4.3 Repeat Exam Policy

1. A student failing in assessments and internship will have to pass the same to fulfill the graduation requirements.
2. 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. The maximum grade for a repeated course unit is a C grade.
3. Repeat candidates must apply for course units’ examination they wish to repeat when the Registrar’s Office publishes the notices. The first repeat attempt of any subject will be given free of charge. Students must pay for the repeat examinations from the

- 2nd repeat attempt.
4. Repeat Examination Request Form should be submitted to the DR/Exams, 4 weeks prior to the 1st examination date.
 5. DR/Exams shall approve the request only if the student is eligible and allow them to sit the examination.
 6. If a student fails to submit the request, he/she shall not be allowed to sit the examination.

4.4 The Mitigation Process

1. LNBTI expects students to plan their workload effectively to avoid late submission of assessments or absence for examinations.
2. If a student has an illness or other adverse personal circumstances that may affect their ability to undertake an assessment or sit the examinations, they can apply for an extension or a deferral through “Mitigation Process”.
3. A student can seek advice from relevant Course unit Leader, Level Coordinator, Head of Department or Registrar before making a mitigation decision.
4. The printed version of the Mitigation Form must be filled and submitted to the Examinations unit as soon as possible before 7 working days (1 week) of the assessment date. Submission of mitigation form after assessment date is accepted only on valid reasons with the approval of DR/Exams.
5. Supporting evidence must be provided along with the mitigation form. If there is an inability to submit supporting evidence before the assessment date, it should be informed to Registrar and seek his/her advice.
6. The decision of the mitigation request will be taken within 1 week after the final examination by the Mitigation Committee.
7. The decision of the Mitigation Committee shall be informed to the student through an e-mail sent to his/her official email address by the Registrar.
8. Mitigation Committee decision shall be final and students or any other authority cannot influence/ force/intervene on the decision of the Mitigation Committee.

4.5 Mitigation Circumstances

Mitigating circumstances (or "Mitigation") are incidences that have occurred during the assessment process (e.g.: during the examination days and the days leading to an examination or submission deadline) that may have detrimental impacts on the performance of a student 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 of an immediate family member: - Student records shall determine what relationships constitute the immediate family.
2. Illness of the student: - Students should submit the medical certificate from a doctor or hospital records together with a letter from the parent/guardian in justifying illness.
3. Court Summons: - Required to submit the evidence of court summons.
4. Hazardous weather conditions: - Hazardous weather conditions shall be interpreted as extreme weather conditions that would endanger the health and safety of the student when in transit to and from LNBTI. The evidences should be justifiable to be accepted.
5. Any work or activities approved or sponsored by LNBTI.
6. State emergency or national crisis which makes traveling between the LNBTI and residence impossible on the particular day.
7. Suspension.
8. Any other emergency or set of circumstances which are accepted by the Mitigation Committee.
9. The following reasons shall **NOT** be accepted for mitigation:
 - i. Family, work, financial or other general problems that lie outside of the circumstances identified above.
 - ii. Poor awareness of LNBTI academic regulations.
 - iii. Being unaware of or misunderstanding a submission deadline or the date of examination.
 - iv. 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).
10. Submission of forged documentary evidences and communicating wrong information to mislead the Mitigation Committee shall be an offence and disciplinary action would be

taken against the student in such instances.

4.6 Penalties for Late Submission

1. In cases where there are no accepted mitigating circumstances, late submission of coursework shall lead automatic imposition of a penalty. Penalties shall be applied as soon as the deadline is passed.
2. The penalty scheme of LNBTI is as follows:
 - i. If submitted within 24 hours of the deadline, 10% of the marks scored by the student shall be deducted.
 - ii. A further deduction of 5% of the marks from the total marks scored by the student for each working day after 24 hours of the deadline.
 - iii. If mark after those deductions is below the pass mark for the assessment, it is considered as a non-submission.
 - iv. Any coursework submitted after 11 days of the deadline shall not be marked, a mark of zero shall be given and deemed to be a non-submission.
3. Working day" means a period of twenty four hours or part thereof from working days of the LNBTI"s calendar.
4. Head of Department has the authority to override above rules based on acceptable reasons with proper evidence.

4.7 Examination Procedure

Rules and regulations of examinations:

1. To be a candidate of an examination, a student will have to be duly registered for the respective course units.
2. Any student attempting to sit an examination without a valid registration shall be considered as committing an examination offence and his/her answer scripts shall not be assessed.
3. Candidates should be present at the examination hall at least 10 minutes prior to the examination starting time.
4. Candidates should enter the examination hall only after an announcement is made by the supervisor.
5. After entering the hall, the candidate should occupy the seat allocated to him/her.
6. Candidate should provide his/her Student Identity Card to prove identity. If student's ID

card is not available, the national identity card or passport can be presented.

7. Examination halls will be closed sharp at the time of commencement of the examination.
8. Late comers, if any, may be admitted after ten (10) minutes from the commencement time. Such candidates should remain outside the hall until the supervisor/invigilator calls them in. Additional time will not be provided to answer the question paper.
9. Candidates should not bring any unauthorized material into the examination hall.
10. A candidate may take a small bottle of water to his/her desk for consumption during an examination session provided that no disturbance is caused to other candidates thereby.
11. Except with the written consent of the Examination Committee no food or other items of drink should be taken into an examination room; cigarettes, e-cigarettes, and the like are also prohibited from all examination venues. Chief Examination Supervisor, Examination Supervisor or Invigilator has authority to deprive a candidate of unauthorized items until the examination session is ended.
12. No candidate shall have in her/his possession during an examination any electronic communication or audio device including mobile phones, smart watches etc.. A Chief Examination Supervisor, Examination Supervisor or Invigilator has authority to deprive a candidate of such equipment until the examination session is ended.
13. Items such as calculators that would be permitted to be brought into the examination hall will be announced by the respective invigilator or supervisor before the commencement of examination. Candidates are prohibited from bringing any other electronic item into the examination hall.
14. 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 Examination Supervisor due to any unforeseen event).
15. During the entire duration of the examination sessions students are usually not allowed to leave the examination hall.
16. Candidates shall commence answering only after the supervisor announces to do so.
17. Only pens with blue or black colored inks shall be used to answer examination papers.
18. The candidate should write his/her index number in the answer booklet and question paper; and should not write their names.
19. Candidates are not permitted to leave the examination hall during the first and last 30 minutes of the examination.
20. If any candidate requires to leave the examination hall during the examination period,

the candidate should inform to the Supervisor/Invigilator about the requirement.

21. Candidates who need any clarification/information should raise their hand and remain seated until the matter is attended by the Supervisor/Invigilator.
22. Candidates are not permitted to speak or communicate with another candidate in any form during an examination.
23. The candidates should sign the attendance sheet provided by the Supervisor/Invigilator during the examination.
24. When the Supervisor/Invigilator announces to stop answering, candidates should stop answering and remain seated until the answer booklets are collected by Invigilators.
25. At the end of the examination, candidates should return question papers and other used materials of LNBTI to the Invigilators along with the answer booklets.
26. 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.
27. 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 DR/Exams for action. Chief Supervisor has the right to remove students from the examination hall during the examination or to cancel the students' examination due to such incidents with the approval of the Head of Department and DR/Exam or any other acting officers.
28. If any candidate is found to be carrying unauthorized data, text/s or figures written on their body or clothing, such contents should be copied onto a paper and hand over the copied text to the supervisor/invigilator with his/her signature on it. Chief Supervisor has the right to remove students from the examination hall during the examination or to cancel the students' examination due to such incidents with the approval of the Head of Department and DR/Exam or any other acting officers.
29. Candidates should not have their answer script opened to be seen or perused by fellow candidates. Such acts shall be treated as abetting fellow students to commit the act of copying.
30. Obtaining unauthorized information from whatever source during an examination shall be an examination offence.
31. Candidates shall have regard for others, including the general public, at the end of examination sessions (both of their own sessions and those of others). In particular they should avoid noise that might disturb active examinations or other work nearby,

littering especially with food or drink any sort of damaging and obstructing passages or thoroughfares.

32. Candidates shall comply with instructions given by LNBTI staff performing their duties.

4.8 Examination Offences

Students are strongly advised against committing plagiarism in the submission of assignments and project reports. In the case of written examinations, the possession of unauthorized material is considered as an offence. Violation of examination regulations mentioned above and the offences listed below will be considered as examination offences for which the LNBTI can take any necessary actions against the students.

1. LNBTI shall take disciplinary action against the students who are found guilty of examination offences.
2. Examination offences are recorded by DR/Exams and forwarded to the disciplinary committee for action.
3. Examination related offenses are listed below.
 - i. Possession of unauthorized written or printed materials, electronic devices or any documents during the examination time.
 - ii. Removing the LNBTI owned items used at the examination (Example: question paper, supplementary sheet, answer booklet, stationary, other documents and materials).
 - iii. Influencing the officers who conduct the examination (Trying to get assistance from examination officers during, before or after the examination).
 - iv. Plagiarism (Refer to 4.10 for details)
 - v. Copying and helping for copying.
 - vi. Cheating and helping for cheating.
 - vii. Impersonation.
 - viii. Misconduct.
 - ix. Obtaining aid and assistance in any form during, before or after the examination.
 - x. Submission of forged documentary evidences and communicating wrong information to mislead the mitigation committee.
 - xi. Breach of other examination rules and regulations.

4.9 Disciplinary Actions for Examination Offences

1. If a student is found guilty of examination offence, the LNBTI has the authority to take disciplinary actions.
2. The person who identified the disciplinary offence should inform the case to DR/Exams by email or in written form.
3. DR/Exams should take action to get the Inquiry Committee appointed and report all information at the inquiry.
4. The Disciplinary Committee has the rights to cancel or hold results of the student who is found guilty of committing examination offence.
5. The action shall be informed to the relevant student by a written letter and a copy should be filed in the personal file.
6. LNBTI will not be issuing a Class or any awards to the students who have found guilty of committing examination offences.
7. The actions that can be taken for committing examination offences are listed in Table
8. The Disciplinary committee has the authority to implement the said actions and if the disciplinary committee recommends further actions as additional punishments, those should be forwarded to the Academic Syndicate for approval.

Table 7: Examination Offenses and Actions

No	Offence	Action
1	Possession of unauthorized materials.	Prohibition of sitting all examinations or a/the specific examination of degree for a period not exceeding one academic year as determined by the Disciplinary and Ethics Committee. And; Cancellation of the attempted course unit result.
2	Taking out the LNBTI own items used at the examination.	Prohibition of sitting all examinations or a/the specific examination of degree for a period not exceeding one academic year as determined by the Disciplinary and Ethic Committee. And; Cancellation of the attempted course unit result.

3	Influencing the officers who conduct the examination.	<p>If the offence has happened before the examination date:</p> <p>Prohibition of sitting all examination or a/the specific examination of degree in the ongoing/current semester examinations as determined by the Disciplinary and Ethics Committee.</p> <p>If the offence has happened after the examination date:</p> <p>Prohibition of sitting all examinations or a/the specific examination of degree for a period not exceeding one semester in the academic year as determined by the Disciplinary and Ethics Committee.</p> <p>And;</p> <p>Cancellation of the attempted course unit/s result of the examination where the offence has happened.</p> <p>If the offence has happened during the examination:</p> <p>Prohibition of sitting a specific examination of degree in the next/forthcoming semester examinations as determined by the Disciplinary and Ethics Committee.</p> <p>And;</p> <p>Cancellation of the attempted course unit result.</p>
4	Plagiarism.	<p>Zero (0) marks will be given for the assessment and the resubmission will be allowed with a penalty of deducting 30% marks from the next submission; and a warning letter will be issued and filed in the student personal file.</p> <p>If the plagiarism is found in the second submission, Fail grade will be given for the final examination of the relevant course unit and the 2nd warning letter will be issued and filed in the student's personal file.</p> <p>Note: The percentage of plagiarism granting for each assessment will be decided by course leader and mentioned in the assessment.</p>

5	Copying and helping for copying.	Prohibition of sitting a/the specific examination of degree for a period not exceeding one academic year as determined by the Disciplinary and Ethics Committee. And; Cancellation of the attempted course unit result.
6	Cheating and helping for cheating.	Prohibition of sitting a/the specific examination of degree for a period not exceeding one academic year determined by the Disciplinary and Ethics Committee. And; Cancellation of the attempted course unit result.
7	Impersonation.	Prohibition of sitting all examinations of the degree for a period not exceeding one academic year as determined by the Disciplinary and Ethics Committee. And; Cancellation of the attempted course unit result.
8	Misconduct.	Prohibition of sitting all examinations of the degree for a period not exceeding one semester year as determined by the Disciplinary Committee. And; Cancellation of the attempted course unit/s result.
9	Obtaining aid and assistance in any form during, before or after the examination.	Prohibition of sitting all examinations of the degree for a period not exceeding one semester year as determined by the Disciplinary and Ethics Committee. And; Cancellation of the attempted course unit result.
10	Submission of forged documentary evidences and communicating wrong information to mislead the mitigation committee	Prohibition of sitting all examinations of the degree for a period not exceeding one semester year as determined by the Disciplinary and Ethics committee And; Cancellation of the attempted course unit/s result.

11	Breach of other examination rules and regulations.	Prohibition of sitting all examinations or a/the specific examination of the degree for a minimum of one semester period as Prohibition of determined by the Disciplinary and Ethics Committee. And; Cancellation of the attempted course unit/s result.
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4.10 Plagiarism Policy

1. Plagiarism is defined as “submitting as one’s own work, irrespective of intent to deceive, that which derives in part or in its entirety from the work of others without due acknowledgement; or, in the case of self-plagiarism, unless explicitly permitted by regulation, submitting one’s own work that has already been submitted for assessment to satisfy the requirements of any other academic qualification, or submitted for publication without due acknowledgement”.
2. Plagiarism might also arise from “colluding with another person, including another candidate, other than as permitted for joint project work (i.e. where collaboration is concealed or has been forbidden)”. A candidate should include a general acknowledgement where he or she has received substantial help, for example with the language and style of a piece of written work.
3. Plagiarism can occur in respect to all types of sources and media like text, illustrations, musical quotations, mathematical derivations, computer code, material downloaded from websites or drawn from manuscripts or other media, published and unpublished material, including lecture handouts and other students’ work, etc.
4. Acceptable means of acknowledging the work of others (by referencing, in footnotes, or otherwise) is an essential component of any work submitted for assessment, whether written examination, dissertation, essay, registration exercise, or group coursework. The most appropriate method for attribution of others’ work will vary according to the subject matter and mode of assessment.
5. Above statements on plagiarism may be supplemented by course-specific guidance from Departments.
6. Departments will issue written guidance on the relevant scholarly conventions for submitted work, and also make it clear to students what level of acknowledgement might be expected in written examinations.

7. Students are required to familiarize themselves with this guidance, to follow it in all work submitted for assessment, whether written paper or submitted essay, and may be required to sign a declaration to that effect.
8. If a student has any outstanding queries, clarification should be sought from appropriate parties.
9. Failure to conform to the expected standards of scholarship (e.g. by not referencing sources) in examinations or assessed work may affect the mark given to the candidate's work. In addition, suspected cases of the use of unfair means (of which plagiarism is one form) will be investigated and may be reported to the Disciplinary Authorities of LNBTI.
10. The LNBTI Disciplinary Authorities have powers to take disciplinary action against those who have found guilty of plagiarism including depriving of studentship and the degree.
11. The LNBTI may use text matching software for the purpose of detecting plagiarism and reserves the right to submit a student's work to such a service.
12. Students shall not object to the submission of their papers to a text matching service and for the submitted papers to form part of the service's comparative source work database. To facilitate use of the service, students (and participating Examiners and Assessors) shall agree to the service provider's end-user agreement and providing a limited amount of personal data such as name, email address, and course details to the service provider.
13. The percentage of plagiarism granting for each assessment will be decided by course leader and mentioned in the assessment.

4.11 Students ID Card Policy

Purpose

The LNBTI Student Identity Card provides an identification as a Registered Student of LNBTI who studies at present. Authority to issue Student ID cards is delegated solely to the Office of the Registrar.

Eligibility

Students: To receive a student ID card, students must be registered for the course and paid the 1st installment of the courses fee.

The LNBTI reserves the right to remove any ID used in an inappropriate manner.

Validity

The validity of the ID card is based on current information contained in the student's enrollment record. The ID card has RFID technology and the information of the ID card can be retrieved for validation purposes.

Student ID Card – valid for a period of 4 years of BSc (Hons) Software Engineering degree programme students and the renewal is allowed if the course completion period is extended. Documents related to the proof of extended period should be submitted to registrar office to process the renewal.

Holding the students ID card after expiry/withdrawing from the course is illegal. LNBTI has the right to take legal actions against such students.

Returning the ID Card

Students shall return their ID card after their graduation. The graduate certificate will not be issued unless the ID card is returned. In case, the student has lost his/her ID card, a police statement on the loss of the identity card and a request letter of the card holder should be submitted for the approval of Registrar to obtain the certificate.

Information for the ID Card

The ID Card shall have the following information.

Students ID Card

Front Side

- LNBTI Logo.
- “STUDENT” word as an identification of the ID category
- Professional Photo of the person in white back ground..
- Name with Initial.
- Students ID Number.
- Student National Identity Card Number.
- Course of Study..
- Registered Date for the course.
- Valid Period.

Back Side

- LNBTI address.
- Telephone numbers of registrar division.
- registrar@lnbti.lk email.
- Website address.
- Instructions “ This card is a property of LNBTI and please return if found” and “ This card is non-transferable and may be revoked by LNBTI at any time”.

Replacement

Issuing of 1st ID card will be given free of charge and if the ID card is lost, a copy should be obtained by paying a fee of Rs 1000. The new identity card will be issued to the candidate upon submission of following documents.

1. Police statement on the loss of the identity card.
2. Request letter from the ID Card holder.
3. A photograph.
4. Payment slip (Rs.1000).

Replacement ID card can be obtained from the Office of the Registrar from Monday – Friday during office hours.

4.12 Releasing of Examination Result

1. Results are published in the LNBTI official notice board once the examination board approves the result.
2. Results are expected to be released within two months from the last day of the examination sessions.
3. Semester-wise result sheets will be issued to the students by DR/Exams.

4.13 Examination Timetable

1. Examination timetable will be published by the Examinations division 4 weeks prior to the commencement of the 1st examination.

2. The timetable will be uploaded to the Learning Management System, published on Notice Boards, and may also be sent via email to all students.

5. Payment Details

5.1 Registration Fees

1. Every registered student must pay the stipulated fees in full before the specified deadlines.
2. If a student does not make course fee, he/she will be de-registered from all courses and his/her name will be struck-off from the list.
3. The LNBTI registration fee is non-refundable.

5.2 Course Fee

1. Course fee for the LNBTI should be paid regularly according to the agreements with LNBTI.
2. First installment of the course fee should be paid prior to the course starting date to be eligible to attend for classes.
3. Those who have due payments of course fees are not eligible to access the premises and the systems or any other LNBTI resources.
4. All due payments have to be paid to obtain the admission for examinations, certificates, and any other official documents.
5. The LNBTI management has the sole authority of deciding the eligibility for issuing said documents with due payments.

5.3 Other Fees

1. The LNBTI registration fee is non-refundable, and the student should pay the course fees according to the payment option, prior to the course starting date to be eligible to attend for lectures.
2. First repeat attempt of any subjects will be given free of charge for BSc Hons (Software Eng.) degree programme. As such the students should pay for the repeat subject from

the 2nd repeat attempt.

3. LNBTI does not provide textbooks. Hence, students should purchase books on their own.
4. LNBTI may request passport details during the programme, students should be able to provide them in timely manner and related expenses should be borne by the students.
5. Student should bare all the expenses relevant to Japanese university transferring process or Japanese Job transferring process by them self.

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

6. Student Code of Conduct

1. Students of LNBTI are expected to follow the student code of conduct and violation of it will lead to disciplinary action confirmed by the Disciplinary and Ethic Committee.
2. The policies and procedures stated in the Student Handbook, the Code of Conduct and any other relevant policies/guiltiness/documentations must be followed by students.

6.1 Academic Code Violations

1. Students shall refrain from carrying out any activity stated under the Description column of the titles Nos 1-12 given below.
2. The disciplinary actions that shall be taken for carrying out each of those activities are given in the Action column of each table.

1. Plagiarism

The decision authority for action:- Examination Committee

Description	Action
<p>i. Submitting the similar work or the same document knowingly or unknowingly of the author or classmate.</p> <p>ii. Using of the result found by another student such as exam, papers, lab data, patient care plan or other evaluation documentation and representing those data as his/her own data.</p> <p>iii. Use the content published or unpublished sources as his/her own data.</p> <p>iv. Use of the already submitted content of his/her own for another course unit/another submission.</p>	Refer Table 7 for disciplinary actions for examination offences.

<p>v. Plagiarism from a published or unpublished Internet sources.</p> <p>vi. Obtain the help of paper writing services or paper databases on the Internet or from any individual who support for preparing the content for assignments, papers, researches etc.</p>	
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2. Improper Use of internet

The decision authority for action:- Disciplinary and Ethics Committee

Description	Action
<p>i. Posting of others" data or photographs in the internet without their consent.</p> <p>i. Accessing non educational websites within the LNBTI premise using LNBT internet facility.</p> <p>ii. Accessing phonographic content or websites in the internet.</p> <p>iv. Unauthorized access of data which belongs to any other party.</p>	<p>1) Issuing of a warning letter and file in the personal file.</p> <p>And</p> <p>2) Repeated violating code of conduct will lead to suspension of studies for minimum 4-weeks and not accepting continuous assessments within that period.</p>

3. Unauthorized Collaboration

The decision authority for action:- Examination Committee

Description	Action
<p>i. Outsourcing other party to do the assignments, researches, reports, etc.</p> <p>ii. If the student required to collaborate with any other party that has to be informed and obtain the approval.</p>	<p>Zero (0) marks will be given and the next submission will be considered as a repeat attempt.</p>

4. Forgery and falsification

The decision authority for action:- Examination Committee

Description	Action
<ul style="list-style-type: none">i. Creation of false information in an assignment.ii. Information source is not included and mentioned it as his/her own informationiii. Forgery of documents issued by LNBTI, such as academic transcripts, progress report, recommendation letters, certificate, etc	Suspension for a minimum of 6 months period.

5. Facilitating academic dishonesty

The decision authority for action:- Examination Committee

Description	Action
<ul style="list-style-type: none">I. Intentionally or knowingly aiding another student to commit a violation of academic conduct.II. Allowing another student to copy from one's examination during administration of the exam.III. Providing copies of course material whose circulation was prohibited (e.g., exams or assignments) to students enrolled in or planning to take that course.IV. Taking an examination or completing an	<ul style="list-style-type: none">1) Suspension for a period of 3 months. <p style="text-align: center;">And</p> <ul style="list-style-type: none">2) If the student is violating again, it is possible to extend the suspension up to 6-month period. <p style="text-align: center;">And</p> <ul style="list-style-type: none">3) Issuing of warning letter.

assignment for another or permitting one to do so.	
V. Providing specific information about an exam to a student who has not yet taken the exam.	

6. Theft and Unfairness

The decision authority for action:- Disciplinary and Ethics Committee

Description	Action
i. Theft of any property of the institute or any stakeholders of the institute.	1) Suspension for a minimum 3 months but the Disciplinary and Ethic committee can extend it based on the severity of the theft. And 2) Issuing of warning letter.
ii. Stealing of other students' documentations such as notes, electronics devices, books, bags, or any kind	
iii. Disturbing academic activities of other students.	

7. Jeopardizes on the rights of others

The decision authority for action:- Disciplinary and Ethics Committee

Description	Action
The behavior which jeopardizes the rights or safety of others and functioning of institutional activities.	1) Suspension for a period of minimum of 3 months but the Disciplinary and Ethic committee can extend it based on the severity of the jeopardy. And 2) Issuing of warning letter.

8. Physical and Mental Assault

The decision authority for action:- Disciplinary and Ethics Committee

Description	Action
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.	1) Suspension for a period of minimum of 3 months but the Disciplinary and Ethic committee can extend it depending on the severity of the jeopardy. And 2) Issuing of warning letter.

9. Destruction or damage of property

The decision authority for action:- Disciplinary and Ethics Committee

Description	Action
Destruction or damage of property belonging to LNBTI or other stakeholders available under the custody of LNBTI.	1) Pay the cost of the property or new property should be purchased and handover to LNBTI. and 2) Certificate or any other letters or documents shall not be issued until the damage is fixed. And 3) Issuing of warning letter.

10. Dress Code

The decision authority for action:- Disciplinary and Ethics Committee.

Description	Action
<ol style="list-style-type: none">1. Should be properly dressed to suit the learning environment.2. Clothing that is normally classified as very casual wear, beach wear, sportswear, etc are prohibited.3. No hats or caps should be worn within the institute premises.4. Rubber slippers and beach sandals are not allowed.	Issuing of warning letter and, not allowing the student to attend LNBTI premise with such inappropriate dresses.

11. Attendance and Punctuality

The decision authority for action:- Mitigation Committee and Examination Committee

Description	Action
<ol style="list-style-type: none">i. Students should be in the lecture room or laboratory before the starting time of the lecture according to the timetable.ii. Being late for more than 15 minutes or leaving 15 minutes prior to the class end time without valid reason will be considered as absent.	Considered as absent for the class.
<ol style="list-style-type: none">iii. All students shall maintain 80% of attendance for all classes.iv. Absent only for 20% without valid reason may be granted.	Not allowing to sit for the final examination.

Possible Consequences for Students Who Do Not Attend Classes Regularly.	Issuing of warning letter, Behavioral probation , Counseling, Removal of school privileges, Reduction of grades or loss of credit, Restriction of extracurricular activities and Denial of opportunity to make-up class/homework assignments, tests, and/or quizzes (for unlawful absences).
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1. The following behaviors (6.2) are expected from the students and any misbehavior will lead to a punishment/sanction based on the decision of the Disciplinary and Ethics committee.
2. Once the violation of **Codes of Conduct and Rules and Regulations**, disciplinary action shall be taken based under 6.1 and 4.9 stated above.
3. If the violation is not belonging to 6.1 and 4.9 action will be taken by Disciplinary and Ethic Committee according to severity of the incident/offence.
4. Alleged breaches of the general regulations for discipline and other alleged offences against the discipline shall be brought by the Registrar before the LNBTI authorities.

6.2 Student Behavior and Unethical/Illegal Actions

1. Use of mobile phones or any other communication devices is strictly prohibited within the classrooms and laboratories.
2. When a mobile phone is used during lectures, the phone shall be confiscated by the administration and will be released to the parents.
3. Seating arrangement will be done as per the recommendation of teacher and these shall not be changed by students.
4. Disturbing others during class will lead to removal of the student from the class and result in being marked as absent.
5. Students are expected to behave professionally with institutional community.
6. Students are not allowed to access unauthorized areas within the LNBTI premises.

7. Students should maintain silence within the library premises and should not disturb others (refer to the Library Policy in 8.2).
8. After regular lecture hours or lab hours, if students are required to use lecture halls or labs a special permission must be obtained from the Administration.
9. After office hours, if students need to stay within LNBTI premises a special permission should be obtained.
10. Food and drink are not allowed in classrooms and laboratories.
11. Students are expected to have good habits when using lifts, corridors, toilets, hang out area, etc.
12. They are expected to be concerned about the safety and proper usage of resources of the institute.
13. Students should not engage in acts that will bring disrepute to LNBTI or tarnish the image and good name of LNBTI.
14. 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.
15. The students are expected to conduct themselves in a manner that provides a safe working environment for women.
16. Sexual harassment and any other harassment are prohibited and LNBTI shall take appropriate disciplinary action against any student who is directly or indirectly involved in such incidences.
17. Any student who is unable to attend classes due to any illness should inform the Registrar's Office in writing or through email and a medical certificate from a registered medical practitioner / hospital must be submitted for consideration for absence. LNBTI shall consider the medical certificates and take appropriate actions and students shall agree with the decisions taken based on such medical certificates.
18. Any student who is unable to sit an examination due to illness should submit a medical certificate from a recognized medical practitioner/hospital to the Registrar's Office within 10 working days from the absent date of examination.
19. LNBTI shall take disciplinary action for those who involve in unethical and illegal actions of students mentioned above and also which includes the following and any other activity of the management of LNBTI.
 - (a) Misuse of LNBTI ID Card and school identity.

- (b) Using LNBTI name or logo at any event or material without permission
- (c) Collecting funds without permission.
- (d) Keeping and consuming alcohol, narcotics, and tobacco within the premises.
- (e) Distribution of unauthorized written and printed material within the LNBTI premises.
- (f) Possession or use of weapons and/or drugs and associating with criminals.

6.3 Admission of Visitors to the LNBTI Premises

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

6.4 Unethical and Illegal Actions within the LNBTI Premise

1. Aggressive behavior, dissent, and remonstrance.
2. Illegal use of property, services, and information.
3. Misuse of LNBTI ID Card and school identity.
4. Using LNBTI name or logo at any event or material without permission.
5. Collecting funds without permission.
6. Keeping and consuming alcohol, narcotics and tobacco within the premises.
7. Harassment/violence.
8. Mental torture and ragging.
9. Sexual harassment.
10. Theft.
11. Damaging or destroying property willfully or maliciously.
12. Distribution of unauthorized written and printed material within the LNBTI premises.
13. Physical attack or threat to students or staff of LNBTI.
14. Possession or use of weapons and/or drugs, and associating with criminals.

6.5 Disciplinary Action (Summary)

1. If any students break the rules, the Disciplinary and Ethic Committee will take disciplinary actions according to the specified actions mentioned in the student handbook, and if there is no such actions mentioned the committee has the authority to take the appropriate action based on the severity of the incident.
2. The actions for those who violate examination procedures are mentioned in the heading number 4.9 and the actions for the academic code violations are mentioned in the heading number 6.1.
3. The actions taken by the disciplinary and ethic committee will be shared with the Head of the Institute, relevant Head of Department and Registrar; and the Registrar will file those actions in the student personal file.
4. Based on the severity of incident, the Disciplinary and Ethic Committee has the authority to suspend the student from the course. Therefore, the students should follow the rules, regulations, policies, procedure and processes as instructed by LNBTI.
5. Through this Student Handbook, information relevant to students are explained clearly. As instructed by LNBTI, students should read and understand the details of this document prior to any action they want to take. Hence, the student has no right to argue that they are not aware of such information which led to misconduct.

7. Official Communication with Students and Parents

1. Periodically, there shall be formal discussions with students and parents/guardians about the progress of students or any other matters.
2. LNBTI should contact students, parents/guardians by registered post, official or personal emails or through telephone.

7.1 Official Email Addresses

1. Students should use the official e-mail address given by LNBTI for all official communication with LNBTI.

2. It is a responsibility of the student to inform registrar division if there is any issue in receiving or sending emails through LNBTI official email address.
3. Management and administration may send all official emails via individual or group e-mail to students.
4. Students should regularly check their official email and respond accordingly.

7.2 Common Notice Boards

1. Common official messages for students should be published on LNBTI official notice boards.
2. Students should check official notice boards regularly and follow the instructions.

7.3 LNBTI Learning Management System (LNBTI - LMS)

1. All the study materials and course-related information should be uploaded to the LNBTI learning management system (LNBTI-LMS).
2. Each student should check the LNBTI-LMS regularly regarding updates.
3. The network administrator shall provide the login details for each student.
4. It is a responsibility of the student to inform registrar division if there is any issue in accessing LMS.

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

7.4 Useful Internet Resources

1. General information will be uploaded to the LNBTI official website.

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

2. LNBTI will provide internet connectivity for students to use at the computer labs.
3. Appropriate internet data capacity will be provided for the student's personal devices such as laptops and mobile phones.

7.5 Changing Address

1. When students change their addresses, they should complete a student contact update form as soon as possible and hand it over to registrar division to update the database.

7.6 Changing Contact Numbers

1. When a student changes his/her contact information, he/she must immediately complete a student update form at registrar division.
2. LNBTI shall contact the students through update details and it is the responsibility of the student to provide updated contact details for LNBTI to communicate with them.

7.7 Usefulness of Contact Details

Students must have given updated contact details 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. LNBTI shall contact the students through update details given to Registrar division and it is a responsibility of the student to provide updated contact details for LNBTI to communicate with them.

7.7.1 Important Contact Details of LNBTI officials

Table 8: Important Contact Details

Designation	Person in Charge	Contact details
Director	Mr. Saman Kumara	saman@hsenid.com
Director	Mr. Ikura Kazuyuki	ikura.k@meta.co.jp
Director	Mr. Ravindra Perera	ravindra.perera@ctc.meta.co.jp
Vice Chancellor	Professor Ananda kumara	ananda@lnbti.lk
Head of Academic Affairs	Dr. Thilak Chaminda	thilak@edu.lnbt.lk
Registrar	Ms. Shyamika Wasala	registrar@lnbti.lk
Academic & Administrative Secretary	Ms. Udeshika Maduwanthi	udeshika@edu.lnbt.lk
Network Administrator	Mr. Disnaka Punchihewa	disnaka@hsenid.lk

8. Students Services and Policies

8.1 Computer Lab Facilities and The Policy

1. The Instructor shall closely monitor the conduct of students while they are inside the laboratory.
2. The student must check the computer 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 should 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, it is required to seek approval from LNBTI administration.
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 shall be removed from 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 programme listings is allowed using the laboratory printer.
13. Proper computer laboratory etiquette must be observed.
 - a) No trash should be left behind.
 - b) Computer units should be turned off and computer peripherals (mouse, keyboard and headset) should be properly placed after use.
 - c) Wearing of hats/caps inside the laboratory is not allowed.
 - d) Chairs must be returned properly to its original places.
 - e) Orderly dismissal must be observed.

8.2 Library Policy

Students can borrow and return both academic books and general reading books and are requested to follow and adhere to the following rules and regulations.

1. Good discipline and order should be maintained inside the library.
2. Eating, drinking, sleeping, smoking and use of open fire are forbidden.
3. Silence must strictly be observed.
4. Use of mobile phone and other devices inside the library is prohibited; all mobile phones should be on silent mode.
5. Readers should not deface, mark, cut, mutilate or damage library resources.
6. Stealing or attempting to steal any library resource or property is an offence. Appropriate disciplinary action shall be taken against the offender.
7. Briefcases, bags, parcels, folders, overcoats, hats, umbrellas etc. are not allowed in the library.
8. The library shall not take responsibility for loss or damage of personal property left in reading areas.
9. Damaging/mutilating of library materials, equipment, or any other property is an offence. Those responsible shall be charged for the damage.
10. Library seats should not be reserved.
11. Books should be borrowed only for two weeks.

12. Books allowed only for reading within the library premises should be handed over to the staff when leaving the library.
13. Any person who borrows a book from the library shall be held accountable for it until its return.

8.3 Meetings and Public Gatherings on University Premises

1. Alleged breaches of the general regulations for discipline and other alleged offences regarding discipline by the members of the LNBTI community shall be reported by the Registrar to the LNBTI authorities.
2. Permission of the Management of LNBTI is required for meetings and events to be held within LNBTI premises, whether indoors or outdoors.
3. Gathering of more than 5 people at a time is prohibited within LNBTI premise unless prior approval is obtained from the management.
4. Holding of an unauthorized meeting shall be considered an act of indiscipline and those responsible shall be liable for disciplinary action under these By-Law.
5. If a room is to be reserved, a booking must be made through LNBTI administration unit at least fourteen (14) working days in advance of the proposed event.
6. In the exceptional circumstances the authorities may not grant permission for holding an event.
7. The request should be submitted to the Registrar with a statement of the need at least seven working days in advance of the proposed event.
8. The Registrar, in consultation with the relevant LNBTI authorities, will determine whether the event can go ahead as planned, or in alternative premises, at a later date or in a different format. or the permission is not granted.
9. Once approved, the organizers must comply with the conditions set by the LNBTI authorities. Such conditions may include among others, the requirement of issuing tickets availability of adequate number of stewards, need for assistance of Police or Bouncers, starting and finishing time, avoiding disturbances to the neighborhood, cleaning of the premises after the event.
10. The cost of meeting should be borne by the organizers.
11. The organizers should give to the Registrar all the information of the visitors who will be participating at least 7 days before the event.
12. The organizers should comply with instructions given by LNBTI authorities.

13. Organizers should ensure peace during and after the event.
14. No damage should be caused to the LNBTI premises and its properties due to the event/meeting. If any damage has caused, the cost of such damage should be borne by organizers.

8.4 Policy for Operating of Clubs and Societies

1. Any club or society consisting wholly or partly of members of the LNBTI should be registered as a LNBTI society.
2. Students should get the permission of the Head of Academic Affairs (HOAA) to initiate any student club or society at LNBTI.
3. All clubs and societies should be governed by their respective Constitutions.
4. When new office bearers are elected at the Annual General Meeting (AGM) or subsequent meeting, their names have to be notified to the HOAA and to the Registrar within one week of the meeting.
5. These clubs and societies should work according to an annual activity plan, which should be shared with the HOAA and get approval before starting a new academic year.
6. The activities of the annual activity plan should not conflict with any academic activity.
7. Students' clubs and societies have the power to raise funds for their activities after granting permission from HOAA.
8. All funds raised should be put in the bank accounts and will set aside for that society.
9. 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 HOAA and Registrar.
10. To ensure the honesty and transparency in financial dealings, account/s of the clubs and societies shall be audited from time to time by the Registrar.
11. An academic staff member nominated by the HOAA shall serve as the Senior Treasurer of the club/society.
12. Senior Treasurer shall be responsible for all financial dealings of the club/society.
13. All clubs or societies shall inform the Registrar any change in their constitution and officers.
14. By 31 December each year, every club/society shall deposit with the administration unit a copy of its accounts for the previous calendar year.
15. Any registration granted or deemed to have been granted under these regulations may be withdrawn at the discretion of the management of LNBTI.
16. No club or society consisting wholly or partly of members of the whether registered

under the provisions of these regulations or not, shall, while occupying LNBTI premises, engage in trade without the permission of the LNBTI authorities.

- The term „trade“ shall include the buying or selling of goods or services, whether for profit or otherwise, but shall not include the sale of tickets for admission to a public performance given by a club or society, or the sale of any paper, magazine, or journal published by a club or society or of advertising space in such a publication.
- The term“ occupying” shall not include the occasional hiring of LNBTI premises.

8.5 Student Support Services & Welfare

8.5.1 Scholarships

1. LNBTI may offer scholarships for students who have shown good results at the G.C.E A/L and other achievements.
2. The scholarship percentage shall be based on the interview with the students and parents, and after the verification of qualifications.
3. The management of LNBTI has the sole authority to award or revoke scholarships without any clarifications.
4. Students shall behave well and perform well academically to maintain the scholarship.
5. If any student is not performing well at the examination and if he/she engages in any misconduct, the LNBTI shall cancel the scholarship and ask the student to pay the course fees up to 100%.
6. Leading companies in the IT Industry who engaged with LNBTI are offering scholarships for students who achieve a higher OGPA. They will offer to pay student fees, and in return, the student must work for a specified time period in the company after qualifying for the Degree.

8.5.3 Gym and Sport Facilities

LNBTI is maintaining a health and sport center for students to do exercises and sports. Students

should use those facilities in the presence of a LNBTI trainer or a relevant authorized person. Students should not misuse the equipment and other assets in the center. If anyone misused those properties, LNBTI has the authority take disciplinary action against such student.

8.5.4 Student Counseling Unit

LNBTI has established a Student Counseling Unit (SCU) in order to provide counseling services on academic and non-academic matters. Academic related counselling service is given by each level coordinator and personal counseling service is provided by a professional student counselor.

The counseling services provided by the SCU can be categorized as follows.

Academic counseling items

- Studies
- Curriculum
- Assessments (Examinations, continues assessments, viva and etc)
- Timetable
- Academic workload and stress
- Attendance
- Training related

Non-Academic counselling items

- Relationship with students
- Behavior
- Depression
- Marital issues
- Family issues
- Social problem
- Health related
- Financial
- Any other personal matters

Privacy and the confidentiality of the students will be strictly protected. All counseling services are provided free of charge. A special separate room has been allocated for the counseling services and when an academic identified a student need of counseling they will

arrange the necessary services within the given room.

8.5.5 Career Guidance Unit

LNBTI has established a Career Guidance Unit (CGU) under the purview of Academic Committee. CGU is headed by the Head of Career Guidance. The initial guidance will be given by the Head of CGU; and relevant subject experts will be consulted through the Head of Department and Registrar for further information and arrangements.

Terms of reference (ToR) of the CGU is given as follows.

- Arrangements of Industrial Training through the support of Registrar of LNBTI.
- Counseling for the behavioral competencies of students and change the behavioral competencies to match with the industry requirements.
- Counseling on career exploration & planning for prospective students.
- Career guidance and counseling to all students from the first year onwards to focus on their future careers.
- Guidance regarding the job market available in Japan, Sri Lanka and other countries
- Guidance regarding the Japanese culture and Japanese working culture
- Career development competencies of students through career skill development workshops / seminars / personal career mentoring
- Develop and maintain the job bank and job placements. Discuss with the industry in Japan and Sri Lanka and find Job opportunities that the students can apply after completion of the LNBTI course.
- Organizing the career fairs which provide opportunities for prospective employers to meet undergraduates and graduated students
- Research on assessing the strengths and weakness of LNBTI students with a view of improve the quality of students to suit for the employment in the industry.
- Educate the students to create a greater sense of professional and social responsibilities they should intervene and create ethical behavior among students.
- Guidance for students to face for the interviews and develop their Curriculum Vitae

All the students of LNBTI are eligible to obtain the services of CGU. All the services are provided free of charge.

The Online Platform for Career Guidance





LNBTI has created an online platform by using the LNBTI Learner Managements System of which provide the below information for students.

- Career Guidance course:
 - The material relevant to the career guidance course will be uploaded to the LMS and students will be guided by a career Guidance professional assigned by LNBTI. This is an online course of which the students can get more details relevant to career guidance and LNBTI schedules workshops to educate the students with regard to the career guidance information uploaded in the LMS. The information such as How to face for the interview, demand in IT occupation, Japanese job market, what requirements to be fulfilled to work in japan and etc. are available in this course
- Job Opportunities:
 - Job opportunities received to LNBTI will be published in the LMS and the students can view the vacancy advertisements and apply.
- Forum for career guidance:
 - This is the social forum established for students comment about certain topics. The topic will be published by the subject expert and it will be shared to all the students for their comments and questions.

9. Staff of LNBTI

9.1 Board of Directors

	<p>Mr. Koga Michio <i>Chairman</i> Director & Senior Advisor of Metatechno Inc. Japan</p>
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	<p>Mr. Dinesh Boditha Saparamadu <i>Vice Chairman</i> Chairman, hSenid Group of Companies</p>
	<p>Mr. Ikura Kazuyuki <i>Director</i></p>
	<p>Mr. Saman Kumara <i>Director</i></p>
	<p>Mr. Ravindra Perera <i>Director</i></p>

9.2 Academic Staff



Dr. Thilak Chaminda
Head of Academic Affairs



Dr. Manjula Sandirigama
Senior Lecturer (Visiting)



Mrs. Kumiko Tomochika
Senior Japanese Language Lecturer (Visiting)



Mr. Hiroshi Ishiyama
Senior Japanese Language Lecturer (Visiting)



Ms. Bhashini Wijewickrama
Senior Lecturer



Ms. Mahesha Thejani
Senior Lecturer



Ms. Sugandika Dunamalage
Lecturer



Mrs. Randima Navaratne
Lecturer






Ms. Ishara Hettiarachchi
Lecturer

Mr. Janith Perera
Lecturer



Mr. W. C. Deshapriya
Lecturer

9.3 Non-academic Staff

 A portrait of Ms. Shyamika Wasala, a woman with dark hair pulled back, wearing a black top and a yellow and black patterned sash. She is smiling slightly.	<p>Ms. Shyamika Wasala <i>Registrar</i></p>
 A portrait of Mr. Dilshan Samarasekara, a man with short dark hair, wearing a dark suit, white shirt, and red tie. He is smiling.	<p>Mr. Dilshan Samarasekara <i>Director -Marketing</i></p>
 A portrait of Mrs. Sameera Induprabha Malawige, a woman with long dark hair, wearing a red top. She is smiling.	<p>Mrs. Sameera Induprabha Malawige <i>Manager – Student Enrolment & Student Affairs</i></p>



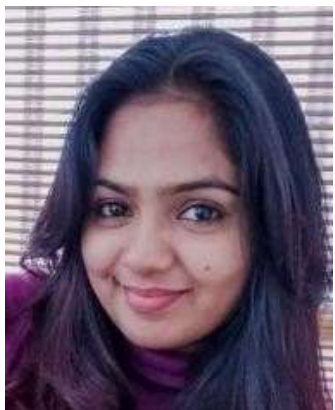
Mr. Thushara Ranasinghe
Maintenance/Purchasing Officer



Mr. Disnaka Punchihewa
Network Administrator/Technical Officer



Mrs. Udeshika Maduwanthi
Academic & Administrative Secretary



Ms. Pavithra Jayaratne
Assistant Manager – Marketing



Mr. Sumudu Madushanka
Administrative Assistant



Mr. Percy Sarath
Office Assistant

10. Annexures

Annexure 01: Outline of the Curriculum of BSc Hons (Software Eng.) Degree

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