



University of Colombo Sri Lanka



***Degree of* BACHELOR OF INFORMATION TECHNOLOGY EXTERNAL (BIT)**

STUDENT HANDBOOK 2014/2015



**Conducted by
University of Colombo School of Computing**

Contents

1	BACKGROUND	1
1.1	University of Colombo	1
1.2	University of Colombo School of Computing	2
1.3	External Degree Centre	3
1.4	e-Learning Centre	3
1.5	Advanced Digital Media Technologies Centre	4
1.6	Computing Services Centre	4
1.7	Professional Development Centre	4
2	JOB OPPORTUNITIES	5
3	BIT DEGREE PROGRAMME	5
3.1	International Recognition	7
4	AUTHORITIES	8
5	ADMISSION REQUIREMENTS	8
5.1	Selection Procedure	9
6	REGISTRATION	9
6.1	Documents Required for Provisional Registration	11
6.2	Registration Number	12
6.3	BIT Identity Card	12
6.4	Cancellation of Registration	12
6.5	Renewal of Registration	13
7	COURSE STRUCTURE	13
8	EXAMINATIONS	15
8.1	Medium	15
8.2	Examination Dates	15
8.3	Applications to sit the examinations	16
8.4	Examination Criteria	16
8.4.1	First Year Examination	17
8.4.2	Second Year Examination	17
8.4.3	Third Year Examination	17
8.5	Examination Admission Forms	17
8.6	Other Requirements	17
8.7	Examination Rules and Instructions to Candidates	18
8.8	Release of Results	19
8.9	Re-scrutiny of Answer Scripts	19

9	AWARD OF THE DEGREE.....	19
9.1	Criteria for a Pass	19
9.2	Award of Classes.....	21
9.2.1	First Class.....	21
9.2.2	Second Class (Upper Division).....	21
9.2.3	Second Class (Lower Division)	21
10	CERTIFICATES.....	22
10.1	Transcripts	22
10.2	Degree.....	22
10.3	Diplomas and Higher Diplomas	22
10.4	Awards & Prizes	23
11	FEES & PAYMENT METHOD.....	23
11.1	Programme Fees	23
11.2	Miscellaneous Fees.....	24
11.3	Fees & Payment Method for Foreign Nationals	25
12	TRAINING INSTITUTES.....	25
13	CONTACT.....	28
13.1	External Degrees Centre	28
13.2	Staff.....	29

Acronyms

ADMTC	Advanced Digital Media Technologies Centre
A/L	Advanced Level
BIT	Bachelor of Information Technology
CCNA	Cisco Certified Network Associate
CCNP	Cisco Certified Network Professional
CD	Compact Disk
CSC	Computing Services Centre
DIT	Diploma in Information Technology
EDC	External Degree's Centre
eLC	e-Learning Centre
FIT	Foundation in Information Technology
G.C.E.	General Certificate in Education
GPA	Grade Point Average
GPV	Grade Point Value
HDIT	Higher Diploma in Information Technology
HETC	Higher Education for the Twenty-First Century
ICT	Information and Communication Technologies
IT	Information Technology
JICA	Japan International Cooperation Agency
MBA	Master of Business Administration
MPhil	Master of Philosophy
MSc	Master of Science
NCGE	National Certificate in General Education
O/L	Ordinary Level
PDC	Professional Development Centre
PhD	Doctor of Philosophy
R&D	Research and Development
SCORM	Sharable Content Object Reference Model
SIDA	Swedish International Development Agency
TV	Television
UCSC	University of Colombo School of Computing
UGC	University Grants Commission
UNESCO	United Nations Educational, Scientific Cultural Organization
VLE	Virtual Learning Environment

1 BACKGROUND

Background of the organisations associated with the Bachelor of Information Technology (BIT) Degree Programme is described below.

1.1 University of Colombo

The history of higher education in Sri Lanka is closely linked to that of the University of Colombo. Established in the year 1870, as the Ceylon Medical College by the Government of that day under the leadership of Governor, Sir Hercules Robinson, the University of Colombo could claim to have been associated with higher education for over 100 years. This is an important legacy that all undergraduates who join the University of Colombo must be aware of and be proud of.

The vision of the University of Colombo, is to become a centre of excellence of international repute that contributes significantly to national development and human resource development particularly, in the South Asian region. Conscious of its long traditions as a leading tertiary education institution in the island, it will promote scholarship and research. It will seek to create and sustain a culture of learning and critical inquiry that respects viewpoint differences, inculcating a sense of social responsibility and service and commitment to democratic values in a plural society.

The University of Colombo is a metropolitan university and the students are at a distinct advantage being at the hub of cultural, economic and political activity in the country. Since its establishment as a distinct university, it has expanded its departments and programmes, and acquired a reputation within the country and abroad for academic excellence. The university has many faculties and institutes which are in great demand for the programmes they offer for undergraduate and postgraduate students, and for a wider community. The services of its staff are also increasingly used by the research community, international development agencies and the governmental and non-governmental sectors.

Students should feel very privileged to belong to the University of Colombo with its long tradition of excellence in teaching, learning, research and contribution to the community. The University of Colombo started its computing activities in 1967 and today it is the most advanced higher educational institution, in the forefront of human resource development in Information and Communication Technologies in Sri Lanka.

1.2 University of Colombo School of Computing

In September 2002, University of Colombo School of Computing (UCSC) was established by merging The Institute of Computer Technology and The Department of Computer Science both of the University of Colombo, as the first centre of higher learning of computing in Sri Lanka. In the year 2003 UCSC admitted 120 students through the University Grants Commission (UGC) for a 3 Year Bachelor of Computer Science and 4 Year Bachelor of Science in Computer Science degree programme. The number of students admitted to these programmes has now increased to 160. In addition to this UCSC introduced a 3 Year Bachelor of Information & Communication Technology and 4 Year Bachelor of Science in Information & Communication Technology degree programme admitting 80 students through the UGC. This programme was introduced to fill the gap in the industry between business requirements and technical solutions. The Information & Communication Technology degree is now called the Information Systems degree. UCSC offers three Masters Programmes in Computer Science, Information Technology and Information Security and also has MPhil and PhD programmes. Computer Science courses are also conducted for all students of the Physical and Bio Science streams of the Faculty of Science, University of Colombo. The vision of the UCSC is to be a centre of international repute in training in Information and Communication Technologies (ICT).

The UCSC is fully equipped with student laboratories, multimedia laboratories, research laboratories, a state of the art digital studio, a campus wide fibre network, with the entire UCSC building complex fully wired for Internet access. UCSC has a state of the art network-operating centre. The library is well equipped with Books, Journals, CDs and provides Internet access to e-journals.

The library is not accessible for the BIT candidates, however a collection of recommended textbooks are available with several public libraries and a collection of past dissertations are available at the BIT office.

The major goal of the UCSC is to prepare students for careers in Information and Communication Technology as Software Developers, Systems Analysts, Network Administrators, Database Administrators, Web Developers, IT Managers, IT Strategic Planners and IT Policy Makers.

1.3 External Degree Centre

External Degrees Centre (EDC)

The main purpose of establishing the External Degrees Centre and the three year external degree programme, Bachelor of Information Technology (BIT) is to widen the higher educational opportunities of the students who have been unsuccessful in meeting the competitive eligibility criteria for admission to the state university system. Another reason has been the massive demand from the ICT industry for high quality human resources far exceeding the number provided by the state universities. The BIT degree programme commenced in the year 2000 and has so far produced 1436 graduates and almost all have been absorbed by the ICT industry.

1.4 e-Learning Centre

The UCSC was identified by donor agencies such as Swedish International Development Agency (SIDA) and European Union Asia Link Programme as an ideal location for a centre of excellence in e-Learning. In 2003, e-Learning Centre (eLC) has established an online learning environment at UCSC. The centre provides necessary support to develop interactive e-Learning content and training. The online virtual learning environment of the BIT degree programme (<http://vle.bit.lk>) is managed by them. For more details visit the eLC website (<http://www.ucsc.cmb.ac.lk/elc>).

1.5 Advanced Digital Media Technologies Centre

Advanced Digital Media Technologies Centre (ADMTC) was established under the UCSC in order to implement the “Project for Human Resource Development in Information Technology through capacity building of the UCSC” that was supported by JICA. The centre is equipped with a state of the art Digital Studio and Multimedia Laboratories and it supports development of e-learning course content. Centre also conducts several training programmes in Multimedia, e-Learning and Digital Media Production. ADMTC produces all BIT TV programmes. For more details visit the website (<http://www.ucsc.cmb.ac.lk/admtc>)

1.6 Computing Services Centre

The Computing Services Centre (CSC) of UCSC is the main Consultancy arm of the UCSC. It conducts System Design and Development, System Recommendation, Software Project Consulting, Recruitment Testing, Tender Evaluation, Feasibility Study, Acceptance tests for computer hardware and software. It also conducts tailor-made training programmes for the organizations in the private and public sector.

Training courses ranging from awareness to specific skills such as Upgrading & Maintenance of personal computers, Unix/Linux Network & Systems administration, CISCO Networking CCNA/CCNP Hands-on-training, Java, Computer aided Drafting, Advanced architectural 3D modelling & rendering are conducted by the CSC during weekday evenings and weekends. Software development unit of the CSC provide assists in automating various processors of the BIT programme. For more details visit the website (<http://www.ucsc.cmb.ac.lk/csc>).

1.7 Professional Development Centre

Professional Development Centre (PDC) of UCSC was set up for keeping a close liaison with IT industry and for improvement of the academic programmes through industry partnership. PDC primarily concentrate on improving professional skills of the staff and the internal students, industrial placements and visits for internal undergraduates

and promoting inter-cultural harmony. Time to time PDC assists by announcing job opportunities for the BIT graduates or Diploma holders. For more details visit the website (<http://www.ucsc.cmb.ac.lk/pdc>).

2 JOB OPPORTUNITIES

The 21st Century would be dominated by ICT and there is a growing need for IT professionals. This, together with the critical shortage of IT professionals today, translates into opportunities for those in ICT as well as those interested in entering the field. Software Development & ICT Services is one sector where Sri Lanka can do well and have highly satisfactory economic returns, which in turn will benefit the national economy. In this context, we need to heighten public awareness on the potential of ICT and increase educational opportunities in the sphere.

3 BIT DEGREE PROGRAMME

Taking into consideration the job opportunities that exist for ICT graduates in Sri Lanka & overseas, the UCSC took the initiative to launch the External Degree programme leading to the award of Degree of Bachelor of Information Technology (External) – BIT in 2000. This degree programme has been redesigned according to Policy Frame work for External and Extension programme introduced by University Grant Commission in 2010.

The UCSC having the most advanced training resources and experience in Sri Lanka in the field of ICT training examinations leading to the first-ever External Degree in IT in Sri Lanka. The University of Colombo will award the degree.

UCSC provides a well-defined detailed syllabus that would help to lay a solid foundation on which, a student can build his career in ICT. The syllabi will be constantly updated to meet the industry requirements. Model and past question papers, a list of recommended textbooks are provided to the students. In the year 2003, e-learning was introduced to the first year BIT students through a Virtual Learning Environment (VLE). This was possible through assistance given by SIDA (Swedish International Development Agency). VLE assists the students in learning

through self-evaluating quizzes, learning material and activities. Further support is given to BIT students through video content available on UCSC TV (<http://ucsc.tv>) and YouTube (<http://www.youtube.com/user/admtc>). Recommended text books have been made available in many public libraries throughout the country in response to student requests.

The expertise of more than 22 PhD, 05 MPhil, 10 MSc/MBA drawn from the University of Colombo, other Sri Lankan Universities and the ICT industry are associated with the programme, which makes the BIT a first in Sri Lanka to benefit from such expertise. Last year 34 training institutes spread over the country currently offer training programmes for the BIT degree.

BIT Programme is designed to:

- produce qualified ICT professionals in addition to the traditional University output
- set professional standards and encourage students to obtain skills in commercial ICT applications and in the usage of necessary tools
- enable those who could not enter the university to read for a degree in ICT due to severe competition to work towards obtaining such a degree
- give an opportunity to those non-graduates already working in ICT to obtain a formal qualification in ICT through self-study.

The minimum duration of the BIT degree programme will be 3 academic years.

- A **Diploma in Information Technology** (DIT) will be awarded on successful completion of course examinations of the first year as specified in section 7, (see Table 2a).
- A **Higher Diploma in Information Technology** (HDIT) will be awarded to holders of the IT Diploma on successful completion of course examinations of the second year **as specified** in section 7, (see Table 2b)
- **Degree Certificate** (BIT) will be awarded on successful completion of year 1, year 2 and year 3 examinations and fulfilment of other requirements **as specified** in section 7 (see Table 2c & 2d).

Over 29,000 candidates have enrolled for the BIT programme since its inception in 2000 and the 14th consecutive Academic year is about to commence. Performance of the completed academic years are summarised in Table 1 giving total registrations and award winners (DIT, HDIT & BIT) along with the new intake for the last completed academic year (excluding repeat candidates) and number graduated in that year.

	Year 1	Year 2	Year 3
Total Registrations	31,561	9,786	4,639
2013/2014 Intake	2,379	933	554
Total Awardees	6003	2,984	1,436
2013 Awardees	611	305	194

Table 1: Enrolment and Awardees

3.1 International Recognition

The e-BIT programme of the UCSC won a Certificate of Commendation in the Education Planner and Administrator Category of the UNESCO ICT in Education Innovation Awards 2007-2008 and awards at NBQSA and e-Swabhimani.

The UCSC was chosen for this award owing to its innovative use of ICT to scale the output of ICT Professionals much needed by the industry. The e-BIT was designed to optimize the use of ICT for communication, registration, delivery of the curricular content, and examination through its website and associated Virtual Learning Environment. Today, it has become the student portal through which one learns on-line, seeks assistance from facilitators, and communicates with peers in addition to obtaining examination support material and retrieving results. For this reason, the BIT programme has become the premier 'open' and affordable IT degree programme in Sri Lanka.

The success of the e-BIT can be attributed to the efforts of the e-Learning Centre of the UCSC through its research and development (R&D) activities. The curriculum was completely revamped taking into account a new online pedagogy based on a user-centric but collaborative learning model and the *constructive alignment* paradigm of learning. R&D work in setting up an appropriate Virtual Learning Environment resulted in the adoption

and adaptation of the open source Moodle framework which was customized and localized to form Vidupiyasa – UCSC's “Virtual Campus”. SCORM compatible online learning lessons were developed based on the redesigned curriculum, with Video lectures distributed using a local TV channel, CDs and the online portal. An e-Assessment system for *formative* as well as some *summative* testing has also been developed and deployed.

4 AUTHORITIES

Authorities Concerned with the BIT Degree Programme is listed below.

- The Council of University of Colombo
- The Senate of University of Colombo
- The Board of Management of UCSC
- The Academic Syndicate of UCSC
- Board of Study of UCSC for External & Extension programmes
- Any other Board approved by the Senate of University of Colombo

5 ADMISSION REQUIREMENTS

- a) Age not less than 17 years as at 30th of September of the first year of registration

AND

- b) (I) Three passes in the G.C.E. (A/L) examination in one sitting;

OR

(II)

- (i) Six passes in G.C.E (O/L) with three credits in one sitting;

AND

- (ii) Pass theoretical components of Foundation in Information Technology (FIT) of the UCSC

OR

- (iii) Any other academic/professional qualifications deemed equivalent by the Senate of the University of Colombo with *e-selection test (for those with non-IT equivalent qualifications), which tests the analytical, quantitative and communication skills

***e-Selection test**

Test is held only in Colombo; Medium – English; Duration of the test - 2 hours; Type of the test-Multiple choice questions. It is only for candidates applying under 5a (iii). They should apply before the 31st July to sit for the e-Selection test in August unless extensions are announced.

5.1 Selection Procedure

Notices calling for the admission to the Diploma in IT of the BIT degree programme will be published in the press and the BIT website annually. In accordance with such notices, prescribed application forms should be completed online from the BIT website and forwarded to the External Degrees Centre (EDC) of the UCSC with payment of appropriate fees in section 11 (see Table 5). Degree path is shown in Figure 1.

6 REGISTRATION

Students selected will be informed to register for the Year 1 of the BIT degree programme. Initially students will be granted only a provisional registration. Registration proper would be given only after the qualifications (e.g. G.C.E. (A/L)) are verified (e.g. by the Department of Examinations) or other equivalent qualifications are accepted by the University Authorities. Registration is valid for a period of one academic year. The students have to pay the registration fee annually to keep their registration valid and sit for examinations.

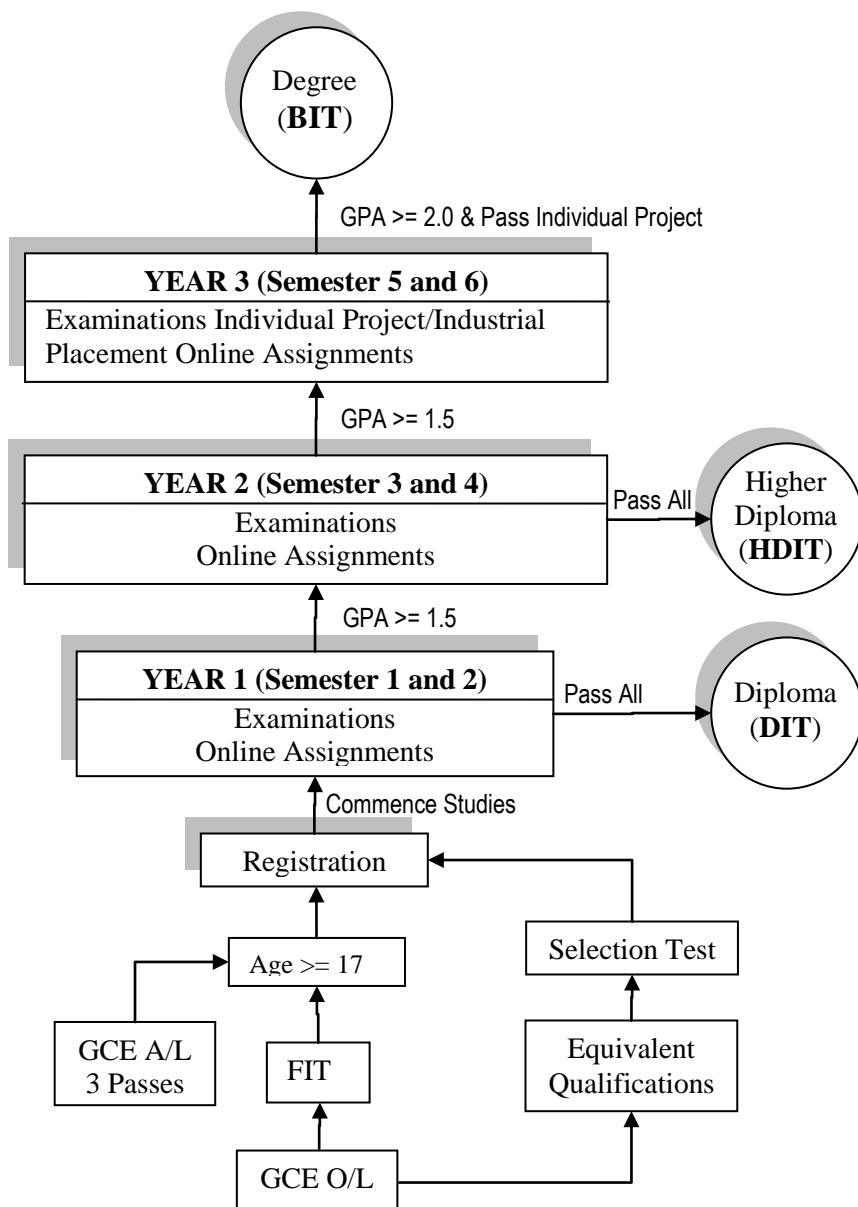


Figure 1: Degree Path

6.1 Documents Required for Provisional Registration

a) Originals & Photo copies of the following:

- Birth Certificate
- National ID card/ Valid Passport/Valid Postal ID
- Educational certificates
 - 1) For Candidates who have obtained three passes at the G.C.E. (A/L) examination: G.C.E. (A/L) Certificate(s)
 - 2) For candidates having alternative qualifications:
Documents issued by the institute/institutes giving the name, duration, the course content (syllabus) and the level of achievement obtained by the candidate of the study programmes that has been completed or the successful results of any examination the candidate has sat for and any certificates received
 - 3) For Candidates who have FIT and G.C.E (O/L):
Confirmation letter from FIT and G.C.E (O/L) certificate.

AND

b) Proof of payment of Registration Fee for Year 1

AND

c) **Three recent colour** photographs of Passport size with your signature on the reverse of **two** photographs.

Paste the third photograph on a clean sheet of paper and have it attested by an *authorized person. The signature and the seal of the authorizing person should be placed across the photograph so as not to cover the face of the candidate.

*(Head or Retired Head of a Government/Director Managed approved school, Grama Niladhari of the Division, Justice of Peace, Commissioner of Oaths, Attorney at Law, Notary Public, Commissioned Officer of the armed forces, Staff Officer of Govt./ Corporation, the Chief Incumbent of a Buddhist Vihara, A religious Dignitary of standing of any other religion)

6.2 Registration Number

A student is given a registration number at provisional registration. A provisional certificate of registration is given to a student until a BIT Identity Card is issued. All inquiries regarding any matter pertaining to the BIT degree programme must be accompanied by this registration number. In case you are unable to obtain provisional registration this year either due to a personal reason or you have not been able to acquire the necessary qualifications, the UCSC authorities will allow you to defer the provisional registration to the next academic year on a written request made with a payment of a Deferment fee (see Section 11).

Any requests made by a candidate to register for the BIT programme based on the previous year's selection test will be rejected unless he/she has requested for a deferment before the 30th September of that year.

6.3 BIT Identity Card

The BIT Identity Card remains the property of the student until such time; the student obtains the Degree of Bachelor of Information Technology. Thereafter, the student should return it to the EDC of UCSC. If the BIT Identity Card is lost, a duplicate will be issued on payment. For payments refer (Section 11). An affidavit should be produced to obtain the duplicate. Students will not be allowed to sit an examination without the BIT Identity Card.

6.4 Cancellation of Registration

Any student may at his request obtain cancellation of his student registration. In such an event the UCSC will retain 25% of the registration fee provided a written request is made within 30 days from the closing date of registration. Otherwise no refund is made. No requests for cancellation will be entertained from students awaiting the results of an examination or pending disciplinary action in respect of any examination malpractice.

Registration of students who have been found to submit false documents would be cancelled and such documents would be forwarded to necessary authorities for investigation.

6.5 Renewal of Registration

All students are required to renew their registration within a prescribed period after the release of results of Year 1, Year 2 and Year 3 examinations. Renewal process is done online and the generated payment voucher should be used to make the payment. No other mode of payment will be accepted. Already registered students need to renew their registrations before the 30th of September unless their registration depends on the release of results. Students will know whether they have to register/re-register for the next academic year depending on their examination results. A student has no right or claim to sit any examination after expiry of period of registration. Hence a student whose registration has lapsed must apply to the EDC for renewal of registration. To access online material and to take part in online assessments renewal of registration must be done before 31st December.

If a student who is already registered for the BIT programme wishes to postpone his/her registration he/she will have to inform the EDC in advance by letter. Such students will have to pay 50% of the intervening years' registration fees plus the registration fee for the year being renewed. This option is given only once for the entire degree period. If not informed, such students have to pay the full fee for all the years, but up to a maximum Rs. 5,000/=. If a student does not renew registration for five consecutive years he/she needs to resubmit documents mentioned in 6.1.

7 COURSE STRUCTURE

Candidate must select a minimum of 30 credits from each academic year including all compulsory courses. All courses in Year 1 and Year 2 (Table 2a and Table 2b) are compulsory and each of them has online assessments. Enhancement courses are identified using EN as first two letters of course code.

Effective from 01st October 2013

YEAR 1 (All Compulsory with continuous assessments)			
Code	Name	Credits	Semester
IT1105	Information Systems & Technology	3	1
IT1205	Computer Systems	3	1
IT1305	Web Application Development I	3	1
EN1101	Communication Skills	3	1
EN1201	Introductory Mathematics	2	1
EN1301	Personal Computing	2	1
IT2105	Mathematics for Computing I	3	2
IT2205	Programming I	4	2
IT2305	Database Systems	4	2
IT2405	Systems Analysis & Design	3	2
		30	

Table 2a: Year 1 Courses

All courses offered in Year 2 (Table 2b) are compulsory and each of them has online assessments.

Effective from 01st October 2014

YEAR 2 (All Compulsory With continuous assessments)			
Code	Name	Credits	Semester
IT3105	Object Oriented Analysis & Design	3	3
IT3205	Fundamentals of Software Engineering	3	3
IT3305	Mathematics for Computing II	3	3
IT3405	User Interface Design	3	3
IT3505	Web Application Development II	4	3
IT4105	Programming II	4	4
IT4205	Information Technology Project Management	3	4
IT4305	Rapid Software Development	3	4
IT4405	Data Communication & Networks I	4	4
		30	

Table 2b: Year 2 Courses

Compulsory courses and optional courses are offered in Year 3 (Table 2c)

Effective from 01st October 2015

YEAR 3 (Select all Compulsory (C) and Select optional (O) subjects to complete 30 credits)				
Code	Name	Credits	Semester	Select
IT5105	Professional Issues in IT	3	5	C
IT5205	Information Systems Security	3	5	C
IT5305	Computer Systems II	3	5	C
IT5405	Fundamentals of Multimedia	3	5	O
EN5101	Fundamentals of Management	2	5	C
IT6105/I T6605	Software Development Project / Industrial Placement	10	6	C
IT6205	Systems & Network Administration	3	6	C
IT6305	Database Systems II	3	6	C
IT6405	e-Business Application	3	6	O
IT6505	Middleware Architecture	3	6	O
EN6101	Introduction to Entrepreneurship	2	6	C
		34		

Table 2c: Year 3 Courses

8 EXAMINATIONS

8.1 Medium

Medium of Examinations is English. Any part of the answer script written in any other language will not be marked.

8.2 Examination Dates

Examinations will be held on a Semester basis, twice within an Academic Year, starting during February-March and July-August respectively.

8.3 Applications to sit the examinations

Applications for examinations will be entertained from prospective candidates who possess all the requisite qualifications via the BIT website. Refer examination criteria (see Section 8.4) for eligibility. Examination application forms should be completed online and system generated application and the payment voucher should be printed and submitted to the BIT office. Exam fee will be non refundable and non transferrable. Applicants should download and print their admission cards online and bring them to the examination centre.

Important

Examination Application may be rejected on the following grounds:

- i) Not possessing all the requisite qualifications for the examination concerned
- ii) Not applying on prescribed online forms
- iii) Not submitting the system generated application and payment voucher on or before the closing date of applications
- iv) Invalid Registration
- v) Non-payment of Registration and Examination fees
- vi) Pending inquiries
- vii) Incomplete or inaccurate application form

8.4 Examination Criteria

The Board of Examiners may test any candidate by means of written / electronic / oral / practical examination or any other form of evaluation.

Each course (as set out in section 7 above) examination leading to the award of the Degree of Bachelor of Information Technology, carries a maximum mark of 100.

A candidate shall not re-sit a course examination, for which he/she has already obtained a mark of 50% or more.

The pass mark for course examination shall be 50%.

No repeat examinations will be held.

8.4.1 First Year Examination

Each candidate shall sit during his First Year of study, number of courses (as specified in section 7 above), relating to semester 1 and semester 2 and be subjected to continuous assessment.

Any candidate who obtained a minimum GPA (Grade Point Average) of 1.5 at the First Year course examinations may proceed to and register for the Second Year. Note that enhancement courses are Non-GPA.

8.4.2 Second Year Examination

Each candidate shall sit during his Second Year of study, number of courses (as specified in section 7 above), relating to semester 3 and semester 4 and be subjected to continuous assessment.

Any candidate who obtained a minimum GPA (Grade Point Average) of 1.5 at the Second Year course examinations may proceed to and register for the Third Year.

8.4.3 Third Year Examination

Each candidate shall sit during his Third Year of study, number of courses (as specified in section 7 above), relating to semester 5 and semester 6. The examination for the project shall consist of the project report and its defence.

8.5 Examination Admission Forms

Before a minimum of one week prior to the commencement of the examination all eligible candidates to sit the relevant examination will be issued an admission form to that examination through the web site. In the event of a candidate having any issues related to the admission he should inform the EDC of UCSC immediately. Failing that candidate will not be allowed to sit the examinations.

8.6 Other Requirements

Those candidates who are referred or re-referred must of necessity obtain a pass in the relevant of such course examination in accordance with examination criteria.

A candidate can appear for any course examination until either he obtains a pass in the course or completes the degree programme. However, a student shall not re-sit a course examination, for which he/she has already obtained a mark of 50% or more.

8.7 Examination Rules and Instructions to Candidates

A candidate when sitting an examination must at all times have in his possession his admission form and his BIT Identity Card. In case the BIT Identity Card is not produced, when called for (at an examination), a student is liable to have his candidature cancelled. In the course of an examination, if by any chance the BIT Identity Card is lost, steps must be taken immediately to inform the Coordinator of such loss and have a duplicate procured.

All candidates will be issued a detailed instruction sheet along with the examination admission card.

In the event an examination malpractice is proved the following punishments are meted out:

- Cancellation of examination candidature
- Suspension/Cancellation of registration
- Debarring from sitting the examination for a stipulated period of time with or without a fine being imposed
- Any other punishment meted out by the Senate of the University of Colombo

Some of these malpractices are:

- Having on one's possession or near oneself notes, diagrams, articles etc. irrespective of its relevance to the examination.
- Removing from the examination hall stationery, tables, etc. supplied by the University
- Copying
- Impersonation
- Other forms of dishonesty and unruly behaviour
- Obtaining or attempting to obtain improper assistance or cheating or attempting to cheat
- Aiding and abetting the commission of any of these offences
- Non adherence to examination procedures/rules

8.8 Release of Results

Results will be published in the BIT website. Results are expected to be released on semester basis. However the process may take 3-4 months from the last examination paper.

8.9 Re-scrutiny of Answer Scripts

Under no circumstances and for no reason what so ever will there be a re-scrutiny of answer scripts. UCSC will publish the model answers on the BIT website within two weeks of concluding the examination. Any queries regarding the model answers may be made within the specified period to the academic coordinator of BIT (acc@ucsc.lk).

9 AWARD OF THE DEGREE

9.1 Criteria for a Pass

A candidate shall be deemed to have passed the Degree of Bachelor of Information Technology Examination if he has,

- (a) a minimum of 90 Credits with at least 30 Credits from each of the three years;
- (b) a minimum GPA of 2.00 in the three years;
- (c) a grade not inferior to a C for the third year Software Development Project or Industrial Placement and a grade not inferior to D for all other courses.
- (d) Pass for each the enhancement courses in section 7

If the candidate fails to obtain a Grade C or more at the Individual Project, he shall be required to re-submit the project report and/or re-appear for the defence as determined by the Board of Examiners.

A candidate who fails to satisfactorily complete the continuous assessment component in respect of each year may be required to repeat such component. Passing Year 1 and 2 online assessments are not essential to get BIT.

Each course examination and the project shall be graded according to the scheme given in Table 3.

Marks	Grade	Points Value
90-100	A+	4.25
80-89	A	4.00
75-79	A-	3.75
70-74	B+	3.25
65-69	B	3.00
60-64	B-	2.75
55-59	C+	2.25
50-54	C	2.00
45-49	C-	1.75
40-44	D+	1.25
30-39	D	1.00
20-29	D-	0.75
00-19	E	0.00

Table 3: Grading Scheme

The Grade Point Value (GPV) corresponding to the percentage score obtained by a student in respect of each such Course in the case shall be multiplied by its Credit Value and weighted across all Courses to obtain the Grade Point Average ($GPA = \frac{\sum (GPV * Credits)}{\sum Credits}$) rounded to the second decimal place, of all the contributing Courses of the student. Such courses shall satisfy the minimum 30 Credits per academic year as prescribed in section 8. Example for GPA is given in table 4.

Course	Credits	Grade	Points value	Attempt	GPV (Pass)	GPV (Class)
IT1105	3	A+	4.25	2	$4.25 * 3 = 12.75$	$2 * 3 = 6$
IT1205	3	A	4	1	$4 * 3 = 12$	12
IT 1305	3	A-	3.75	1	$3.75 * 3 = 11.25$	11.25
EN1101	3	P	NA	NA	NA	NA
EN1201	2	F	NA	NA	NA	NA
EN1301	2	F	NA	NA	NA	NA
IT2105	3	C-	1.75	2	$1.75 * 3 = 5.25$	5.25
IT2205	4	D+	1.25	1	$1.25 * 4 = 5$	5

IT2305	4	C+	2.25	2	$2.25 \times 4 = 9$	$2 \times 4 = 8$
IT2405	3	C	2	1	$2 \times 3 = 6$	6
GPA Credit Total	23				61.25	53.5
Pass GPA = $61.25/23 = 2.66$						
Class GPA = $53.5/23 = 2.32$						

Table 4: Example for Grading Point Average

9.2 Award of Classes

In the case of a candidate who pass repeat subject of any course examination, the percentage score to be taken into consideration in determining the award of class shall be limited to C grade for a course examination unless the Senate decides otherwise.

9.2.1 First Class

A candidate is eligible to be placed in the First Class if he/she has passed the Degree of Bachelor of Information Technology as set out in section 9.1 and has:

- (i) obtained a minimum overall Class GPA of 3.50; **AND**
- (ii) an “A” grade for the Software Development Project or Industrial Placement.

9.2.2 Second Class (Upper Division)

A candidate is eligible to be placed in the Second Class (Upper Division) if he/she has passed the Degree of Bachelor of Information Technology as set out in section 9.1 and has:

- (i) obtained a minimum overall Class GPA of 3.25; **AND**
- (ii) a minimum of a “B” grade for the Software Development Project or Industrial Placement..

9.2.3 Second Class (Lower Division)

A candidate is eligible to be placed in the Second Class (Lower Division) if he/she has passed the Degree of Bachelor of Information Technology as set out in section 9.1 and has:

- (i) obtaining a minimum overall Class GPA of 3.00; **AND**
- (iii) a minimum of a “B” grade for the Software Development Project or Industrial Placement.

10 CERTIFICATES

Candidates have to apply to obtain examination transcripts and certificates. All certificates are awarded once a year during the respective awards ceremony. Candidates may apply for transcripts during anytime of the year using the online form and apply through post by paying transcript and postal fees.

10.1 Transcripts

The University shall publish the names of candidates who are eligible to be awarded the Degree of Bachelor of Information Technology. Each candidate, whether he has passed or not, shall be provided with a transcript giving details of the grades, GPV and GPA he had obtained and the final result including classes, if any, provided that, he makes an application for such transcript in the prescribed manner. Applications must be made using the online system and transcript will be either posted using your self-addressed envelope or can be collected from the BIT office. Minimum period required to issue a transcript is one week.

10.2 Degree

Degree certificates will be issued to graduates after approval by the Senate of the University of Colombo, and few months after the convocation ceremony.

10.3 Diplomas and Higher Diplomas

A candidate who has obtained a minimum GPA of 2.0 for each course and has satisfactorily completed continuous assessment and all courses as specified in section 7 in the First Year shall be awarded a Diploma in Information Technology.

A candidate who has obtained a minimum GPA of 2.0 for each course and has satisfactorily completed continuous assessment and all courses as specified in section 7 in the Second Year and has obtained the Diploma in Information Technology shall be awarded a Higher Diploma in Information Technology.

10.4 Awards & Prizes

Prof. V.K. Samaranayake Medal for the best performance in the BIT programme

This will be awarded at the BIT convocation for the candidate who graduates at the first attempt with the highest overall class GPA from among the first or second classes.

Best Individual Project

This will be awarded at the BIT convocation for the candidate who graduates at the first attempt with the highest mark for the Software Development Project or Industrial Placement from among the first or second classes.

Best e-Learner Award

This will be awarded at the DIT/HDIT awards ceremony for the candidates who obtain Diploma and/or Higher Diploma at the first attempt based on their performances at the VLE assessments and active participation in the VLE forum discussions in each of the four semesters.

Mr. M.J.P.U. Samanthilake Memorial Award

This will be awarded at the BIT convocation for the candidate who graduates and obtain Diploma and Higher Diploma at the first attempts based on their highest mark for Enhancement course from the first or second (upper) classes.

11 FEES & PAYMENT METHOD

11.1 Programme Fees

Programme fees for Sri Lankan Citizens (in Sri Lankan Rs.) are given in Table 5.

	Year 1	Year 2	Year 3	TOTAL
Application Processing (when applying)	1,000			1,000
Annual Registration (For new students)	2,500	3,000	3,500	9,000
Course examination (Each course)	1,000	1,250	1,500	
Course examination	1,500			

	Year 1	Year 2	Year 3	TOTAL
(Enhancement course)				
Year Examination (minimum)	11,000	11,250	13,500	35,750
Project registration (Proposal submission)			1,500	1,500
Project evaluation (Dissertation submission)			3,500	3,500
TOTAL (minimum)	14,500	14,250	22,000	50,750

Table 5: Programme Fees for Sri Lankan Citizens

Fees in respect of referred enhancement courses -online mode
Rs 2000 per paper and paper based test Rs 1500 per paper.
Project examination referred fees same as above.

11.2 Miscellaneous Fees

Miscellaneous fees for Sri Lankan Citizens (in Sri Lankan Rs.) are given in Table 6.

Re-sit e-Selection Test	1,000
Deferment Fee (only for new registrations)	250
To obtain a duplicate BIT Identity Card	250
Academic Transcript with Grades	500
Academic Transcript with Grades & Marks (Sent only to Foreign Institutions named by the student)	750
Postage Fee (registered) to send transcripts to Applicant	40
Postage Fee (registered) to send transcripts to Foreign Institutions	500
Certificate for Diploma and Higher Diploma in Information Technology	500 each
Degree Certificate	2,500
Resubmission of Final Report (major corrections)	1,000
Surcharge Fee (late submissions/payments)	200
Request letters to certify current registration status	100

Table 6: Miscellaneous fees for Sri Lankan Citizens

- NB**
1. All payments can be made to any People's bank branch on prescribed vouchers that can be downloaded from the BIT website (Please use all 4 copies of the voucher) or online payment.
 2. Cash/Money Orders/Postal Orders will **not** be accepted
 3. All fees are subject to revision.

11.3 Fees & Payment Method for Foreign Nationals

US\$ 10,000 will be charged for foreign students for the three year degree programme. This payment has to be made at the time of registration. If student need to sit the examination at an overseas centre an additional payment of US\$ 5000 has to be paid for each semester.

12 TRAINING INSTITUTES

Many training institutes have offered face to face classes and learning support for the BIT candidates. Over 200 institutes have participated in this process with around 50 institutions in some academic years. UCSC do not accredit any of these institutions but have recognised their contributions for the success of the programme. Each year UCSC publish the summary of examination results for each course by institute so that the candidates can identify the available institutions and plan their learning mode. More than half the candidates study on their own with the help of the VLE and online/recommended material. In 2012/13 academic year 36 institutions from 11 districts conducted training for five or more candidates. Among them 11 institutions were involved in all six semesters (marked * in Table 7)

DISTRICT	INSTITUTE NAME
BANDARAWELA	ESOFT COMPUTER STUDIES (PVT) LTD- 342/1, Badulla Road, Bandarawela
BATTICALOA	ESOFT COMPUTER STUDIES (PVT) LTD- 96, Bar Road, Arasadi, Batticaloa EDVENTURE INSTITUTE OF IT- 38, Mahavidyalaya Road, Arayampathy-01, Batticaloa
COLOMBO	*EARTH INTERNATIONAL (PVT) LTD-

	912/A, Maradana Road, Colombo 08
	*ESOFT COMPUTER STUDIES (PVT) LTD- 158F 1/1, Galle Road, Colombo 04
	*FOUNDATION OF IT PROFESSIONALS- 439/1D, Hokandara Road, Pannipitiya
	*IDM COMPUTER STUDIES (PVT) LTD-COLOMBO 04
	*MATRIX INSTITUTE OF IT (PVT) LTD- 279/3 Galle Road, Colombo 04
	*OPENARC SCHOOL OF BUSINESS AND TECHNOLOGY- 120, High Level Rd, Kirulapane, Colombo 06
	*WIDEAWAKE SOLUTIONS (PVT) LTD- 26B, Nugegoda Road, Pepiliyana
	AURORA COMPUTER STUDIES- 135, High Level Road, Maharagama
	e-ACADEMY COMPUTER CENTRE- Havelock Rd, Colombo 06
	EASL J LANKA- 19/11, Puwalingam Place, Colombo 08
	SHARP VISION IT CENTER- 514/3, Nawala Road, Rajagiriya
	TECHNOURA COLLEGE OF EDUCATION- 232/1/1, High Level Road, Navinna, Maharagama
GALLE	ESOFT COMPUTER STUDIES (PVT) LTD- 58, Wackwella Road, Galle
	IDM COMPUTER STUDIES (PVT) LTD- 107, Wackwella Road, Galle
GAMPAHA	*EARTH INTERNATIONAL (PVT) LTD- 432, Colombo Road, Gampaha
	ESOFT COMPUTER STUDIES (PVT) LTD- 01, St Jude's Place, Thaladuwa, Negombo
	ESOFT COMPUTER STUDIES (PVT) LTD- 10, Church Road, Gampaha
	ESOFT COMPUTER STUDIES (PVT)

	LTD- 880A, Kandy Road, Bulugaha Junction, Kelaniya
JAFFNA	BIT CORNER- 14, Palaly Rd, Thirunelvally, Jaffna
	ESOFT COMPUTER STUDIES (PVT) LTD- 114 Navalar Road, Jaffna
	MIS - 34, Sir Ponramanathan Road (Near University of Jaffna), Jaffna
	MOBILE@NET COMPUTER SERVICES (MCS)- 324, Palaly Road, Jaffna
KANDY	*ESOFT COMPUTER STUDIES (PVT) LTD- 02, Mulgampola Road, Kandy
	MATRIX INSTITUTE OF IT (PVT) LTD- 493, Peradeniya Rd, Kandy
	NATIONAL INSTITUTE OF CO-OPERATIVE DEVELOPMENT- Polgolla, Kandy
KEGALLE	INSTITUTE OF COMPUTER STUDIES- 90, Kandy Road, Karandupone, Kegalle
	SOLARIZE COMPUTER STUDIES- 351/2, Kahatagastenna, Ruwanwella
KURNEGALA	*ESOFT COMPUTER STUDIES (PVT) LTD- 44, Negombo Road, Kurunegala
	INSTITUTE OF BUSINESS STUDIES- Mihindu Mawatha, Kuliypitiya
MATARA	*ESOFT COMPUTER STUDIES (PVT) LTD- 27, Anagarika Dharmapala Mw, Matara
	DBASE SCHOOL OF COMPUTING- 320/15, Dharmapala Road, Nupe, Matara
	IDM COMPUTER STUDIES (PVT) LTD- Matara Branch, 5B Hakmana Road, Matara
RATHNAPURA	ESOFT COMPUTER STUDIES (PVT) LTD- 30/A, Bandaranayake Mawatha, Ratnapura

Table 7: 2010/2011 Training Institutes

13 CONTACT

13.1 External Degrees Centre

EDC is located at 221/2A Dharmapala Mawatha, Colombo 07. Refer Figure 2 for the location of the BIT office.



Figure 2: External Degrees Centre (EDC) of UCSC

Postal Address:

Coordinator,
External Degrees Centre of UCSC,
221/2A, Dharmapala Mawatha,
Colombo 00700
Sri Lanka

Tel: +94-11-4720511; Fax: +94-11-2682331

BIT Web Site: <http://www.bit.lk>

UCSC Web Site : <http://ucsc.lk>

VLE Web Address: vle.bit.lk/

13.2 Staff

Following Staff are directly connected with the BIT programme. However, you may directly communicate only with those listed with email or telephone and it should be for appropriate purpose.

Director of UCSC (Head of the Institution)

Prof. Gihan Wikramanayake

Head of EEP

Mr. G.P.Seneviratne

Senior Assistant Registrar EDC (All correspondence)

Ms S.D.Chandralatha (email: sd@ucsc.lk)

(Tel. (+94) 011-4720511)

Academic Coordinator of BIT

Dr. H.A. Caldera (email: acc@ucsc.lk)

Coordinator e-Learning Centre .

Dr. D.D.Karunarathne (email: elc@ucsc.cmb.ac.lk)

Web Master (www.bit.lk web site)

Ms. R.P. Balasuriya (email: web@ucsc.lk)

e-Testing Administrator (Online Examinations)

Mr. G.S. Hettiarachchi (Tel. 011-2694391; 011-2158949)

VLE Administrator (Access to VLE)

Mr. F.R.M. Mahroof (email: admin@lms.bit.lk; Tel. 011-2158948)

VLE Facilitator (VLE Content) - Tel. 011-2158948(vle.bit.lk/)

Note: While all necessary information pertaining to students reading for the BIT degree is included in this handbook, the UCSC of the University of Colombo reserves the right to revise such information without prior notice.