



University of Colombo Sri Lanka



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

**STUDENT HANDBOOK
2017**



Conducted by
University of Colombo School of Computing

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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 of 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 reputation within the country as well as 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 Systems and 4 Year Bachelor of Science in Information Systems 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. 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 6573 Diploma holders, 3127 Higher Diploma holders and 1661 graduates and almost all graduates 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 in developing 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 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 more than 30 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
- provide 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 33,000 candidates have enrolled for the BIT programme since its inception in 2000 and the 16th consecutive Academic year is about to commence.

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

5 ADMISSION REQUIREMENTS

- (a) Three passes in the Advanced Level examination in one sitting **and**
Pass Ordinary Level with credit passes for English & Maths

OR

- (b) Pass theoretical components of Foundation in Information Technology (FIT) of the UCSC
and
Pass Ordinary Level with credit passes for English & Maths

OR

- (c) Any other academic/professional qualifications & deemed equivalent by the Senate of the University of Colombo
and
Pass Ordinary Level with credit passes for English & Maths
and
with *e-selection test (for those with non-IT equivalent qualifications), which tests the analytical, quantitative and communication skills

***e-Selection test**

The e-selection test is held only in Colombo and in English medium. Duration of the test is 2 hours and the type of the test is Multiple choice questions. It is only for candidates applying under 5(c) admission category. They should apply before 31st December 2016 to sit for the e-Selection test unless extensions are announced.

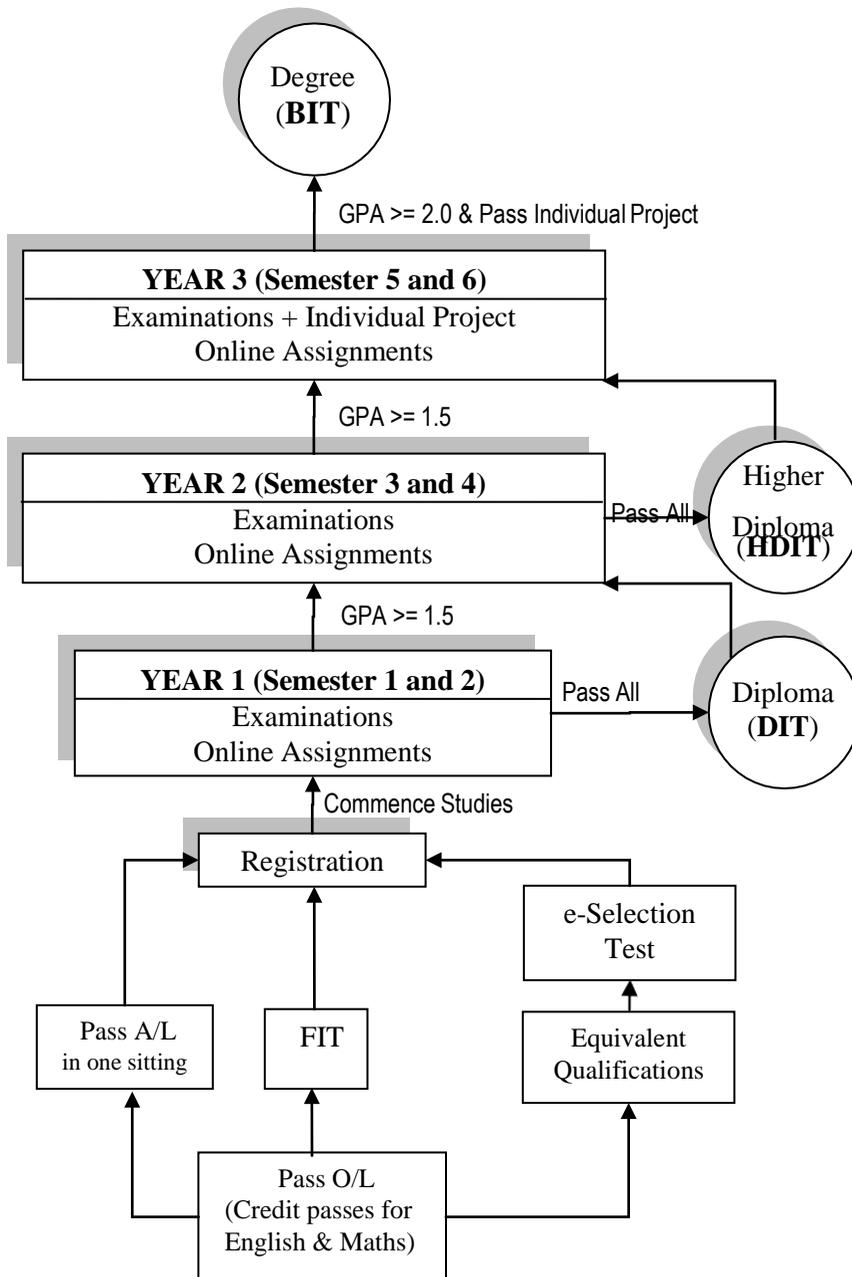
5.1 Selection Procedure

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. Advance Level, Ordinary Level and other) 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

Originals & Photo copies of the following:

- Birth Certificate
- National ID card / valid Passport / valid Postal ID
- Educational certificates
 - (a) For Candidates who have obtained three passes at the Advance Level examination in one sitting
 - (i) Advance Level Certificate
 - (ii) Ordinary Level certificate(s)
 - (b) For Candidates who have FIT and Ordinary Level
 - (i) Confirmation letter from FIT and
 - (ii) Ordinary Level certificate(s)
 - (c) For candidates having alternative qualifications:
 - (i) Documents issued by the institute/institutes giving the name, duration, the course content (syllabus, no. of hours of theory, no. of hours of practical work) 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
 - (ii) Ordinary Level certificate(s)
- Proof of payment of Registration Fee for Year 1
- 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 A4 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 the registration and 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 registration this year, either due to a personal reason or inability of acquiring the necessary qualifications, the UCSC authorities will allow you to defer the registration to the next academic year on a written request made with a payment of a Deferment fee.

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 valid 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 31st of December 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 a 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.

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

Table 2a: Year 1 Courses

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

YEAR 2			
(All Compulsory with continuous assessments)			
Code	Name	Semester	Credits
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	3	4
IT4105	Programming II	4	4
IT4205	Information Technology Project Management	4	3
IT4305	Rapid Software Development	4	4
IT4405	Computer Networks	4	3
			30

Table 2b: Year 2 Courses

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

YEAR 3				
<i>(Select all Compulsory (C) and Select optional (O) subjects to complete 30 credits)</i>				
Code	Name	Semester	Credits	Select
IT5105	Professional Issues in IT	5	3	C
IT5205	Information Systems Security	5	3	C
IT5305	Computer Systems II	5	3	O
IT5405	Fundamentals of Multimedia	5	3	O
EN5101	Fundamentals of Management	5	2	C
IT6105	Software Development Project	5 & 6	8	C
IT6205	Systems & Network Administration	6	3	C
IT6305	e-Business Application	6	3	O
IT6405	Database Systems II	6	3	C
IT6505	Middleware Architecture	6	3	O
EN6502	Introduction to Entrepreneurship	6	2	C
			36	

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 April-May and September-October 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.

Answers are published on the BIT website and hence no re-correction process is possible for the BIT degree.

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%.

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 defense.

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/she 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.cmb.ac.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) at least a C grade or pass mark for at least 20 credits from each year;
- (c) a minimum Overall GPA of 2.00 in the three years;
- (d) a grade not inferior to a C for the third year Software Development Project and a grade not inferior to D for all other courses in each year of study;
- (e) a pass mark for each enhancement course identified in Regulations.

A candidate, who fails to obtain a pass in the Degree of Bachelor of Information Technology Examination as specified in section 9.1 above, may be allowed to re-sit any course examination subject to conditions specified elsewhere in By-Laws.

If the candidate does not pass at the final year project, he/she shall be required to re-submit the project report and/or re-appear for the defense as determined by the Board of Examiners.

A candidate who fails to satisfactorily complete any continuous assessment component in respect of each year may be required to repeat such component.

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

Marks	Grade	Points Value
90-100	A+	4.00
80-89	A	4.00
75-79	A-	3.67
70-74	B+	3.33
65-69	B	3.00
60-64	B-	2.67
55-59	C+	2.33
50-54	C	2.00
45-49	C-	1.67
40-44	D+	1.33
30-39	D	1.00
20-29	D-	0.67
00-19	E	0.00

Table 3: Grading Scheme

Grading for Enhancement Courses

Marks	Grade
50-100	PASS
0-49	FAIL

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+	4.00	2	4.00*3= 12.00	2.00*3= 6.00
IT1205	3	A	4.00	1	4.00*3= 12.00	4.00*3=12.00
IT 1305	3	A-	3.67	1	3.67*3= 11.01	3.67*3=11.01
EN1101	3	P	NA	NA	NA	NA
EN1201	2	F	NA	NA	NA	NA
EN1301	2	F	NA	NA	NA	NA
IT2105	3	C-	1.67	2	1.67*3= 5.01	1.67*3= 5.01
IT2205	4	D+	1.33	1	1.33*4= 5.32	1.33*4= 5.32
IT2305	4	C+	2.33	2	2.33*4= 9.32	2.00*4= 8.00
IT2405	3	C	2.00	1	2.00*3= 6.00	2.00*3= 6.00
GPA Credit Total	23				60.66	53.34
Pass GPA = 60.66 / 23 = 2.63						
Class GPA = 53.34 / 23 = 2.31						

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.

To obtain the degree a candidate should obtain C or higher grade for 20

Handbook for Students

credits for each year and minimum period to complete the degree is three years and from 2020 a maximum period of 5 years will apply. Candidate should pass the project and all enhancement courses and it is compulsory to sit all compulsory courses in each year.

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 “B” grade for the Software Development Project.

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.

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.

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 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. **Fees subject to change based on the restrictions applied for new registrations.**

	Year 1	Year 2	Year 3	TOTAL
Application Processing (when applying)	1,000	--	--	1,000
Annual Registration (For new students)	2,750	3,300	3,850	9,900
Course examination (Each course)	1,200	1,500	1,800	--
Course examination (Enhancement courses)	1,500/ 1200*	--	--	--
Year Examination (minimum)	13,800	12,000	9,000	34,800
Project Examination Fee (Proposal & Dissertation submission)	--	--	6,000	6,000
TOTAL (minimum)	17,550	15,300	18,850	51,700

Table 5: Programme Fees for Sri Lankan Citizens

Fees in respect of referred course/project examination(s) are same

11.2 Miscellaneous Fees

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

Sit/Re-sit the e-Selection Test	1,000
To issue a duplicate BIT Identity Card	500
Academic Transcript with Grades	500
Academic Transcript with Grades & Marks (Sent only to Foreign Institutions named by the student)	750
Certificate for Diploma in Information Technology	1000
Certificate for Higher Diploma in Information Technology	1000
BIT Degree Certificate	2,500
Resubmission of Final Report (major corrections)	1,000
Surcharge Fee (late submissions/payments)	Double the relevant fee
Request letters to certify current registration status	100
Fee for the participation of the Awards Ceremony	1500
Fee for the participation of the Convocation	1500

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. Unless student is from SAARC country. A payment of US\$3,000 will be charged for each additional year taken by the student to complete the degree. 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 2014/2015 academic year 31 institutions from 12 districts conducted training for five or more candidates. Among them 14 institutions were involved in all six semesters (marked * in Table 7)

<i>DISTRICT</i>	<i>INSTITUTE NAME</i>
AMPARA	(1) Global Institute Of Professional Education
BATTICALOA	(2) *ESOFT Computer Studies
COLOMBO	(1) *Aurora Computer Studies, Maharagama (2) *E-Academy, Colombo 06 (3) *Earth International, Colombo08 (4) Easl J Lanka Computer Training Institute, Colombo 08 (5) *ESOFT Computer Studies, Colombo 04 (6) ESOFT Computer Studies, Colombo 06 (7) ESOFT Computer Studies, Nugegoda (8) Foundation Of It Professionals, Pannipitiya (9) Foundation Of It Professionals, Colombo 08 (10) *IDM Computer Studies, Colombo (11) *Matrix Institute of IT, Colombo 04 (12) *Openarc School of Business and Technology, Colombo 06 (13) *Wideawake Solutions, Pepiliyana
GALLE	(1) ESOFT Computer Studies

GAMPAHA	(1) Earth International (2) ESOFTE Computer Studies, Gampaha (3) ESOFTE Computer Studies, Kiribathgoda (4) *ESOFTE Computer Studies, Negombo
JAFFNA	(1) ESOFTE Computer Studies (2) *MIS BIT Campus (3) *Mobile@Net Computer Services
KANDY	(1) *ESOFTE Computer Studies
KEGALLE	(1) Institute of Computer Studies
KURUNEGALA	(1) *ESOFTE Computer Studies
MATARA	(1) Dbase School of Computing (2) ESOFTE Computer Studies (3) IDM Computer Studies
RATNAPURA	(1) ITsoft Computer Studies, Balangoda
TRINCOMALEE	(1) ESOFTE Computer Studies

Table 7: Institutes involved in the BIT Programme in 2014/15

13 CONTACT

13.1 External Degrees Centre

External Degrees Centre (EDC) is located at the UCSC Building Complex at No. 35, Reid Avenue, Colombo 07. Refer Figure 2 for the location of the BIT office.

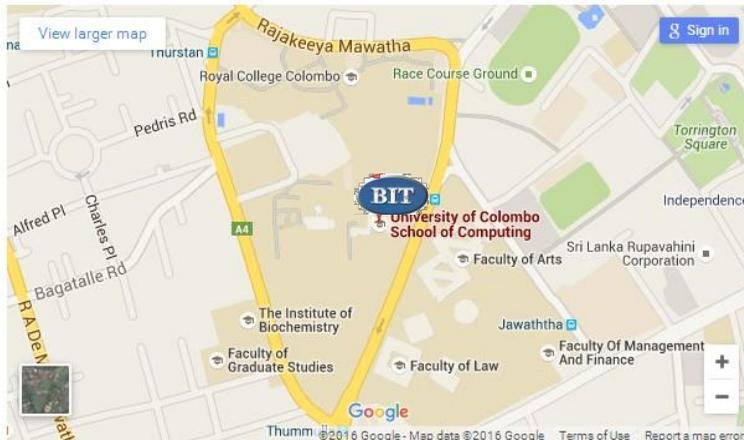


Figure 2: External Degrees Centre (EDC) of the UCSC

Postal Address:

Coordinator,
External Degrees Centre
University of Colombo School of Computing,
No. 17, Swarna Road,
Colombo 00600,
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

Prof. K.P. Hewagamage (email: director@ucsc.cmb.ac.lk)

Head of EEP

Dr. D.A.S. Atukorale (email: eep@ucsc.cmb.ac.lk)

Coordinator, External Degrees Centre

Mr. L.P. Jayasinghe

Email : edc@ucsc.cmb.ac.lk (Tel. (+94) 011-4720511)

Senior Assistant Registrar, External Degrees Centre

Ms. S.D. Chandralatha

Email: saredc@ucsc.cmb.ac.lk (Tel. (+94) 011-4720511)

Academic Coordinator of BIT

Prof. G.N. Wikramanayake (email: acc@ucsc.cmb.ac.lk)

Coordinator, e-Learning Centre

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

Web Master for www.bit.lk web site

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

e-Testing Administrator (Online Examinations)
and **VLE Administrator** (Access to VLE)

Mr. G.S. Hettiarachchi

Email : gsh@ucsc.cmb.ac.lk (Tel. 011-2694391; 011-2158949)

Email: admin@lms.bit.lk; (Tel. (+94) 011-2158948)

VLE Facilitator (VLE Content) - Tel. (+94) 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.