

Student Policy Document Applicable from January 2018**IIHS/OUM Guidelines****1. Communication Mode at IIHS**

You will receive the academic notices from IIHS via iihsoum@gmail.com. Please contact the coordinator if you don't receive introductory email.

2. Learning at OUM & IIHS

The modes of learning at OUM & IIHS have been specially developed to suit the requirements of distant learners like yourselves who need to manage your careers, education and family.

2.1 The mode of learning is Blended Learning (BL).

Self-Managed Learning

Self-Managed learning gives the freedom for you to learn at your own pace. With the help of learning materials in the form of printed modules or text books. Other learning materials provided (depending on the course(s)) may include electronic content accessible through the OUM portal and IIHS Moodle.

a) *Online Learning*

You can access online learning through IIHS Moodle & OUM Myinspire. Online learning allows you to do the following:

- access and download learning materials including assignment questions, modules, i-Tutorial, e-content and notes from tutors
- attempt self-test questions through MCQs with immediate feedback
- interact and communicate with colleagues and tutor through the online forum such as chat or email
- share files with fellow learners and
- Receive important announcements or notifications from the University.

The online IIHS Moodle or OUM Myinspire is provided to all registered learners. **Please take note that your ID will be activated after 14 working days upon completion of registration, if you have submitted the relevant documents while registering.**

The IIHS Moodle also provides a channel for learners to obtain various services from the university.

The *Online Learning* (OL) mode is introduced to cater students who are unable to attend the face-to-face interaction, due to job-related constraints or other issues. Students should visit <http://www.iihs.edu.lk> to access the IIHS Moodle.

b) *Face-to-Face Interaction*

Face-to-face interaction allows you to discuss specified topics of the modules including assignments with your tutor and tutorial group at our Learning Centre. The interaction is usually conducted on weekdays approximately 14 days per semester

2.2 Digital Library

To enrich your learning experience, OUM provides you with a state-of-the-art digital library, the Tan Sri Dato' Abdullah Sanusi Digital Library.

The library is equipped with the best learning resources relevant to your field of study. You can access the e-books, e-journal, e-thesis and others as long as you are connected to the internet.

To get started on the Digital Library, please refer to the OUMH1103 Learning Skills for Open and Distance Learners module.

3. Initial Registration

3.1 This Letter of offer issued by the Head of Academic is valid for one year unless it is otherwise stated.

3.2 Candidates are required to register for the approved programme of study at a time and venue stipulated in the letter.

3.3 The Head of Academic may allow a candidate to defer his/her registration. You must inform the Institute in writing at least a semester in advance of your intention to register after the deferment period.

3.4 You are required to submit the following documents for the purposes of registration:

- ❖ Copy of Diploma in General Nursing Certificate/ appointment letter from hospital or Confirmation from NTS
- ❖ Copy of Registration Certificate (within first 2 weeks after enrollment)
- ❖ Copy of Birth Certificate (Translated in to English)
- ❖ Copy of National Identity Card
- ❖ Copy of Advanced Level Certificate (Translated in to English)
- ❖ Copy of Ordinary Level Certificate (Translated in to English)

4. Re-registration

4.1 In a semester system, you are required to re-register every semester.

4.2 If you do not re-register before the registration date, you are expected to apply for deferment for the semester, failing which you are considered as inactive. You may apply for deferment using the form supplied by the Institute two weeks after the end of the registration period.

5. Course Registration

5.1 In general you are allowed to register for a maximum of three (3) courses in any semester.

5.2 If you do not submit the assignment in any registered courses, you shall be awarded zero marks (**F grade**).

6. Successful Registration

6.1 If you are not registered in any given semester, you will not be allowed to attend any tutorials or submit any coursework to the Institute.

6.2 Pursuant to para 6.1, late registration (after the submission of coursework) will result in the zero marks for any of the coursework component.

6.3 You will only be registered with the Institute once the semester fee is paid.

7. Deferment

7.1 You may opt to defer your studies under exceptional circumstances, subject to the approval of the Institute. Application for deferment must be made in writing.

7.2 Application for deferment must be made before or on the first tutorial. You are advised to refer to the Policy on Fees.

7.3 Applications received after the second tutorial would result in a no refund on any fees already paid for the semester and you will still be required to settle the semester's fees. In such cases the Grade 'W' will be awarded to each of the courses registered earlier for the semester.

8. Evaluation

8.1 The mode of assessment for the courses in OUM's degree programme is revised from time to time to be abreast with current trends and development on formative and summative assessment in higher education. Invariably, the revisions may result in changes to the assessed components, the component marks' weightage and the examination questions format. In this regard, you are advised to refer regularly to the OUM website and your Faculty for the latest information.

8.2 The evaluation will consist of an assignment and final examination. There are instances where the Mid-Semester Examinations may be held for specific courses offered in each semester. You are advised to refer to the IIHS Moodle for the list of courses with Mid-Semester examinations.

8.3 In order to obtain the Degree Qualifications, you must obtain at least grade C (Grade point = 2.00) for these courses. Several core compulsory and prerequisite courses in your study programme may also require a pass with at least grade C. You should refer to your Faculty for the latest list and the passing grade requirement of the core compulsory and prerequisite courses.

8.4 Absence from Evaluations:

8.4.1 Examination Absence: If you are absent for the examination, the following procedure will follow in order for you to participate for the exam with the next batch.

- You should submit a valid *medical certificate for the day of absence along with the due assignment.
- The assignment is valid for 3 semesters to the relevant module.

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- The charges to register for the incomplete exam will be **USD 14** per credit hour (**Refer 14.2**).

If you fail to submit a valid medical certificate with the assignment on the due date, you will have to repeat the entire module with the cost of **USD 20** per credit hour (**Refer 14.1**) to re- register with Open University of Malaysia.

8.4.2 Absence for Clinical Presentations & VIVAs: Students should participate in the scheduled clinical presentations & VIVAs on the given due dates. Failing to attend will incur a cost of Rs. 1000/- as rescheduling payment.

8.4.3 The students should comply with the requirements below, in order to participate for the exams/ module with next batch.

- Students should apply before the semester begins *via* IHS Moodle.
- The relevant payment should be made within seven days after making the request to confirm the repeat exam.
- Get the exam scheduled date from the program coordinator.

9. Tutorial Class Attendance

9.1 You shall be assigned to a tutorial group for each course that you have registered at the beginning of each semester.

9.2 Participation in and interaction during the tutorials play a crucial and vital role in your learning process and assessment. You should strive to attend all the tutorials for the course(s) that you have registered for in a semester.

9.3 You must attend all the tutorials and satisfactorily complete the assessed components of the prescribed courses for the programme. If you fail to adhere to this requirement, you would be barred from taking the examination in the courses concerned.

9.4 **You may be barred from taking the examination for a course if you have course fee outstanding to the institute.** You are prevented from receiving the **Examination Entry Authorization Slip** until the due fees have been settled before the examination and you would be barred from participating the examination without the **Examination Entry Authorization Slip**.

9.5 You will be awarded zero marks in the examination and grade **F** for a course if you are barred from sitting the examination for the course.

10. Submission of Assignment

You should submit the hard and soft copy of assignment(s) for your courses before the stipulated deadline with the rubrics attached. Assignment(s) should be handed over to the course coordinator (soft copy should be emailed).

Students can request an extra two weeks to extend the due date for the assignment submission. The request should be done before the due date *via* **IHS Moodle or Email**. Please keep approval note for verification.

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After the deadline assignments **shall not be accepted** for grading by IIHS and you have to repeat the entire course module with the next batch.

Any assignment submitted for marking cannot be resubmitted after it has been marked and marks have been awarded.

11. Marks and Grades Management

11.1 You shall only be informed of the **tentative marks** from the IIHS. Open University of Malaysia has the final authority to finalize the marks.

11.2 The final examination results for each semester must be deliberated and approved by the Faculty/University Examinations Committees before it is released to you in your LMS transcript.

11.3 Your examination results shall be released subject to the approval of the University Senate.

11.4 The Registrar shall be responsible for the release and issue of all official results and for updating and maintaining your official academic records.

12. GRADUATION

12.1 Graduation Requirements

You are considered as completing and eligible for graduation in the programme of your study once you have fulfilled all the requirements as follows

- (a) Satisfactorily complete all University courses which includes compulsory core, prerequisites and elective courses prescribed for your programme of study;
- (b) Obtained the required number of credit hours prescribed for your programme of study;
- (c) Achieved minimum CGPA of 2.00 (undergraduate);
- (d) Settling of all fees due to the Institute.
- (e) Submit your Nursing Registration Certificate & Diploma Certificate to IIHS.
- (f) Approved and endorsed by OUM Senate

12.2 Award of Degree

The degree shall be awarded with Honours.

Your academic performance shall be indicated with “Pass with Distinction” and your name entered into the Dean’s List in a semester if you,

- (a) have obtained not less than grade C in any of the courses taken;
- (b) are not repeating the course(s) or the examination for the courses for any particular semester
- (c) have no “I” (Incomplete) grade for a course

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13. REFUND POLICY FOR STUDENTS

1. The terms and conditions set out in this Student Refund Policy apply equally to commencing and continuing students unless otherwise specified.
2. Applications for refunds must be authorized by IIHS.
3. Refunds will be allocated in the following manner.
 - This is applicable only for the student who paid the course fee fully at the beginning of the course
 - IIHS will give a 70% refund of tuition fees, except the registration fee, if the student withdraws within first 2 weeks after the commencement of session.
 - No refunds will be allocated for termination from the programme.
4. Refunds for special circumstances (illness or disability prevents a student from taking up the course, political, civil or natural events affect the student, exclusion of students from the institute for failure to meet progression rules) are determined at the discretion of IIHS.
5. Applications for refunds for international students must be authorized by IIHS.
6. The Institute reserves the right to amend these terms and conditions at any time.
7. The funds covering the tuition fees must be clear at the time that the refund request is made by the student and all debts to the Institute must be paid before any refund can be made.
8. Refunds will be allocated in the following manner.

Category	Eligible time frame to apply for refunds	Amount of refund	Documentary evidence required
Withdrawal by student	The student will be eligible to apply within 2 weeks after the commencement	The amount of refund will be 70% without Registration Fee	
Withdrawal by IIHS on the basis of incorrect or incomplete information	No refunds		

14.1 REPEAT SUBJECT FEE

Define: If a Student does the exam only & failed to give the assignment in same semester on time (due date fixed by academic admin) he/she will be considered as a repeat student. & he/she will be charged as below (14.1). Their exam marks will not be valid without assignments. (The student will be getting an F)

Next semester student will be sitting for the exam & assignment as a repeat student with their existing batch by paying 14.1 amount.

Subject	1 to 3 years			4 to 5 Years	
	Credit	Per Credit Hour USD	Total	Per Credit Hour USD	Total
Learning Skills for Open Distance Learners	3	USD 20	USD 60	USD 22	USD66
Personality Development	3	USD 20	USD 60	USD 22	USD 66
Pathophysiology	4	USD 20	USD 80	USD 22	USD 88
Nursing Health Assessment	4	USD 20	USD 80	USD 22	USD 88
Management & Medico Legal Studies	4	USD 20	USD 80	USD 22	USD 88
Pharmacology for Nurses	3	USD 20	USD 60	USD 22	USD 66
English for Oral Communication	3	USD 20	USD 60	USD 22	USD 66
Hospital Management	3	USD 20	USD 60	USD 22	USD 66
Research and Statistics	4	USD 20	USD 80	USD 22	USD 88
English for Written Communication	3	USD 20	USD 60	USD 22	USD 66
Reflective Thinking & Writing	3	USD 20	USD 60	USD 22	USD 66
Health and Hospital Information System	3	USD 20	USD 60	USD 22	USD 66
Critical Care Nursing OR Trauma and Emergency Nursing	4	USD 20	USD 80	USD 22	USD 88
Clinical Practice Critical Care Nursing OR Clinical Practice Trauma and Emergency Nursing	3	USD 20	USD 60	USD 22	USD 66
Clinical Practice 1	3	USD 20	USD 60	USD 22	USD 66
Transculture in Nursing	3	USD 20	USD 60	USD 22	USD 66
Teaching in Nursing	4	USD 20	USD 80	USD 22	USD 88
Introduction to Guidance and Counselling	3	USD 20	USD 60	USD 22	USD 66
Professionalism & Issues in Nursing	4	USD 20	USD 80	USD 22	USD 88
Research Project	6	USD 20	USD 120	USD 22	USD 132
Pediatric Nursing OR Psychiatric Mental Health Nursing	4	USD 20	USD 80	USD 22	USD 88
Clinical Practice Pediatric Nursing OR Clinical Practice Psychiatric Mental Health Nursing	3	USD 20	USD 60	USD 22	USD 66
Clinical Practice 2	3	USD 20	USD 60	USD 22	USD 66
Nursing Theories and Models	4	USD 20	USD 80	USD 22	USD 88
Community Health Care Nursing	4	USD 20	USD 80	USD 22	USD 88
Oncology Nursing OR Renal Nursing	4	USD 20	USD 80	USD 22	USD 88

Clinical Practice Oncology Nursing OR Clinical Practice Renal Nursing	3	USD 20	USD 60	USD 22	USD 66
Clinical Practice 3	3	USD 20	USD 60	USD 22	USD 66
Entrepreneurship	3	USD 20	USD 60	USD 22	USD 66
*subject to change					

Note 1: The charge per credit hour is subjected to change by OUM

Note 2: Prevailing exchange rates given by the Central Bank of Sri Lanka will be applicable at the point of payment

14.2 RESIT OF EXAMINATION PAPER/REFER SUBJECT FEE

Define: If a Student submits the assignment but fails to sit for the final exam, due to certain reasons (proof should be submitted) The assignment will be carried forward for 3 consecutive semesters (Redeemed within one academic year). The student then just needs to RESIT/REFER final exam.

If a student exceeds more than one academic year, the eligibility automatically lapses. Student will be given 'F', as 14.1, payment will be added.

Subject	1 to 3 years			4 to 5 Years	
	Credit	Rate per module		Rate per module	
		Per Credit Hour USD	Total	Per Credit Hour USD	Total
Learning Skills for Open Distance Learners	3	USD 14	USD 42	USD 17	USD 51
Personality Development	3	USD 14	USD 42	USD 17	USD 51
Pathophysiology	4	USD 14	USD 56	USD 17	USD 68
Nursing Health Assessment	4	USD 14	USD 56	USD 17	USD 68
Management & Medico Legal Studies	4	USD 14	USD 56	USD 17	USD 68
Pharmacology for Nurses	3	USD 14	USD 42	USD 17	USD 51
English for Oral Communication	3	USD 14	USD 42	USD 17	USD 51
Hospital Management	3	USD 14	USD 42	USD 17	USD 51
Research and Statistics	4	USD 14	USD 56	USD 17	USD 68
English for Written Communication	3	USD 14	USD 42	USD 17	USD 51
Reflective Thinking & Writing	3	USD 14	USD 42	USD 17	USD 51
Health and Hospital Information System	3	USD 14	USD 42	USD 17	USD 51
Critical Care Nursing OR Trauma and Emergency Nursing	4	USD 14	USD 56	USD 17	USD 68
Clinical Practice Critical Care Nursing OR Clinical Practice Trauma and Emergency Nursing	3	USD 14	USD 42	USD 17	USD 51
Clinical Practice 1	3	USD 14	USD 42	USD 17	USD 51
Transculture in Nursing	3	USD 14	USD 42	USD 17	USD 51
Teaching in Nursing	4	USD 14	USD 56	USD 17	USD 68
Introduction to Guidance and Counselling	3	USD 14	USD 42	USD 17	USD 51
Professionalism & Issues in Nursing	4	USD 14	USD 56	USD 17	USD 68
Research Project	6	USD 14	USD 84	USD 17	USD 102
Pediatric Nursing OR Psychiatric Mental Health Nursing	4	USD 14	USD 56	USD 17	USD 68

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Clinical Practice Pediatric Nursing OR Clinical Practice Psychiatric Mental Health Nursing	3	USD 14	USD 42	USD 17	USD 51
Clinical Practice 2	3	USD 14	USD 42	USD 17	USD 51
Nursing Theories and Models	4	USD 14	USD 56	USD 17	USD 68
Community Health Care Nursing	4	USD 14	USD 56	USD 17	USD 68
Oncology Nursing OR Renal Nursing	4	USD 14	USD 56	USD 17	USD 68
Clinical Practice Oncology Nursing OR Clinical Practice Renal Nursing	3	USD 14	USD 42	USD 17	USD 51
Clinical Practice 3	3	USD 14	USD 42	USD 17	USD 51
Entrepreneurship	3	USD 14	USD 42	USD 17	USD 51
*subject to change					

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