



## **Student Reference Booklet**

**BSc (Hons) Nursing Studies**

**Faculty of Health and Life Sciences CU –UK  
&  
International Institute of Health Sciences IIHS**

## **IIHS/CU Guidelines**

### **1. Communication Mode at IIHS**

The student will receive the academic notices from IIHS via [cubsc@iihsciences.edu.lk](mailto:cubsc@iihsciences.edu.lk) or from the admin coordinator. Please contact the coordinator if the candidate does not receive the introductory email. Students are requested to communicate via email all the information and also upload in IIHS Learner management system (LMS).

### **2. Learning at CU & IIHS**

The modes of learning at CU & IIHS have been specially designed to suit the requirements of distant learners who are in need of their career, education and family life. The mode of learning is Augmented Blended Learning which includes face to face interaction, self-managed learning and synchronized sessions. Students are requested to maintain above 60% attendance for both face-to-face interaction and synchronized sessions. Monitoring of attendance may take place at any point during a student's enrolment and the use of academic facilities (e.g., Library, Moodle) may also be monitored for this purpose. Student should adhere to shared delivery schedule by IIHS in order to complete the study hours. The students are eligible to clarify the academic verifications from CU through IIHS.

#### **a) Face-to-Face Interaction**

Face-to-face interaction allows the student to discuss specified topics of the modules including assignments with the tutor and tutorial group at the Learning Centre. The interaction is usually conducted on weekdays approximately 16 days per semester. The schedules will be shared prior to face-to-face interactions sessions.

#### **b) Self-Managed Learning**

Self-Managed learning gives the freedom for the student to learn at his/her own pace. With the help of learning materials uploaded in the Learner Management System (LMS). Other learning materials provided (depending on the course(s)) may include electronic content accessible through Moodle of CU and IIHS.

### **3. Digital Library**

To enrich the learning experience, Coventry University provides the student with a state-of-the-art digital library, the "Locate".

The library is equipped with the best learning resources relevant to the field of study. the student can access the e-books, e-journal, e-thesis and others as long as he/she connected to the internet.

The downloading of such material or printing shall be done at the supervision or authorization of IIHS and CU.

No material shall be used, downloaded or transacted for any commercial purposes. Acting in violation of these may attract the violation of copyrights or any IP rights of IIHS and CU and the management may take appropriate measures.

#### 4. Initial Registration

- 4.1. This Letter of Offer, issued by the CEO/Director Academics, is valid for two years unless it is otherwise stated.
- 4.2. Candidates are required to register for the approved programme of study at a time and venue stipulated in the letter.
- 4.3. The Head of Academic Affairs may allow a candidate to defer his/her registration. The student must inform, the academic administration department of IIHS in writing before commencement of the semester in advance if the intention is to register after the deferment period. Please note that the deferment period will be valid only for one year. Student records will be automatically declined from the system.
- 4.4. Students 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 Birth Certificate (Translated in to English)
  - ❖ Copy of National Identity Card/ or Passport
  - ❖ Copy of Advanced Level Certificate (Translated in to English)
  - ❖ Copy of Ordinary Level Certificate (Translated in to English)

**Please take note that the university identification number will be activated within the first semester, IIHS identification number will be issued, if the student has submitted the relevant documents at the point of registration.** Conditional offer letters will be valid only for 30 days.

#### 5. Enrolment and registration

##### 5.1. General

Students are required to enroll at International Institute of Health Sciences and register for a course in accordance with the arrangements notified by the institution. Students will receive the course plan upon registration to the course along with the access to the IIHS Learner Management System (LMS). The course specification shall specify which modules a student must take or choose from. All modules are subject to timetable and academic constraints imposed by regulations. Coventry University and International Institute of Health Sciences reserve the right to withdraw a module on resource grounds provided that other modules are available to enable students to complete the course on which they are registered. Under such circumstances, the students involved shall be required to choose an alternative.

##### 5.2. Course Conduction

As a full-time/part time student shall normally register for a maximum of 120 credits (6 single modules or equivalent) in an academic year including any repeat modules, the page annexure will be given along with the offer letter. The course structure will upload in the Moodle and any changes will be informed in advance before semester commencement.

- a) Any approved change in the mode of attendance from part-time to full-time or vice versa must be notified by the student at enrolment; the student must notify the International Institute of

Health Sciences of any required changes at other times. Changes shall normally be effective from the date of such notification.

- b) Student should align with the communication matrix which is shared by IIHS at the course commencement time. For all the information student should contact the course coordinator at first.

### 5.3. Temporary Withdrawal

Students may apply or be required to temporarily withdraw for a maximum period of twelve consecutive months under the procedure notified at International Institute of Health Sciences for reasons of ill health or other circumstances (third party documentary evidence must be provided). This should be notified formally by the student / guardian to IIHS Academic Administration Department before the commencement of the semester in order to notify the University. The period of withdrawal shall be included within the maximum registration period for the award. A student returning from a period of temporary withdrawal shall be subject to the regulations that apply to the cohort being joined. Marks attained up to the point of withdrawal shall stand. Student should bear the individual consequences if not prior informed. Student registration batch may depend on the academic progression before withdrawal.

### 5.4. Complete Withdrawal from Course

- a) Where a student indicates a desire to permanently withdraw from a course, the date of withdrawal shall be taken as the date on which International Institute of Health Sciences notifies Coventry University. It is the student's responsibility to inform International Institute of Health Sciences of the withdrawal through the procedure notified. All marks attained up to the time of withdrawal shall stand till the re-enrollment period, and the student may re-enroll for the course in later years if appropriate.
- b) International Institute of Health Sciences reserves the right to require a student to withdraw, where the student has not fully engaged with the course or not complied with their financial commitment to the institution. Examples (not exhaustive) of not fully engaging include: repeated non-attendance at teaching sessions and/or not taking part in (formal or informal) assessments and not responding to requests sent by International Institute of Health Sciences to explain such non-attendance.
- c) A student may submit an appeal, within ten working days of the date of the letter confirming the withdrawal, on the basis of material irregularity or if there is significant new evidence of mitigation against the student's non-compliance with the International Institute of Health Science's complaints process.

### 5.5. Internal Course Transfer

A student wishing to change course must have the prior approval from the appropriate Academic Administrator at International Institute of Health Sciences.

#### 5.6. Withdrawal/Transfer from a Module

- a) Students may not transfer to other modules.
- b) Students may withdraw from a module with no completed assessments at any time but may not gain sufficient credits to secure an award. In such cases it is the student's responsibility to inform International Institute of Health Sciences of the withdrawal through the procedure notified prior to semester commencement. Any marks attained prior to the withdrawal shall stand.
- c) A student who has not formally withdrawn from a module by the specified deadline but who does not attend the examinations or submit the required coursework by the final deadline shall be recorded as "Absent". The attempt shall count as a failure and shall be recorded on official documentation.

#### 5.7. Duration of Re-enrolment

Where a student commenced studying modules before having received the confirmed results from the previous term/semester/academic year, this continuation/progression is deemed to be provisional, until the results have been confirmed by the Programme Assessment Board. If the Programme Assessment Board determines that a student's course has been terminated, the student will be required to cease studying with immediate effect. If the Programme Assessment Board determines that a student may not progress to the next stage of the course, the stage on which a student is enrolled must be amended with immediate effect.

#### 5.8. Duration of Registration

- a) The maximum duration of registration on Coventry University's Honors undergraduate awards, including periods of suspension, interruption of studies and withdrawal will be remained as above stated.
- b) Where a course ends its period of approval and is not reapproved or a new curriculum is re-approved for that course, students who have not yet completed the original course shall normally be required to transfer to another course for which their modules taken so far make them eligible, including transferring to a new curriculum.

#### 5.9. Additional fees

- a) Any additional cost apart from the payment plan or circulars shared should bear by student which stipulate by university.
- b) Student should bear the additional cost on any delay submission due to any personal reason.
- c) Extra charges will be taken in advance if there is any need (such as printing and binding cost etc.)
- d) Student should bear the graduation charges and the ceremony charges which will be given by IHS.

### 6. Evaluation

- 6.1. The mode of assessment for the courses in the Coventry University's degree programmes 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, the students are advised to refer regularly to the Learner Management System (LMS) of Coventry University and IIHS.

- 6.2. The evaluation will consist of course work, practical exam and final examination. Each module assessment requirement will be mentioned in the IIHS Moodle/LMS along with coursework details.
- 6.3. In order to obtain the Degree Qualifications, the student must obtain at least 40% for these courses. Several core compulsory and prerequisite modules in the course of study require at least 40%. The student should refer to the Moodle for the latest list and the passing grade requirement of the core compulsory and prerequisite courses.
- 6.4. Course modules are available in a specific semester schedule. If a student is unable to complete a module within their given semester, the student will have to wait for the university to offer the module in the subsequent semester.

## **7. Class Attendance**

- 7.1. The student shall be assigned to a tutorial group for each module that he /she has registered for the beginning of each semester. Students should expect to fulfil 60% of study hours per module.
- 7.2. Participation in and interaction during the tutorials play a crucial and vital role in the learning process and assessment. the student should strive to attend all the tutorials for the course(s) that he/she has registered in a semester.
- 7.3. The student may be barred from taking the examination or assessment for a course if he/she has any outstanding submission documents (personal file or due assignments) or fees due to the university. He/she is prevented from receiving the Examination Admission Slip until the due submission documents and fees have been settled before the examination or assessment and he/she would be barred from participating the examination without the Examination Admission Slip.
- 7.4. The student shall be awarded zero marks in the examination and a Fail for a course if he/she is barred from re-sitting the examination for the module.
- 7.5. Student may be required to obtain prior approval from Subject Assessment Board from Coventry University, to repeat the module.

## **8. Submission of Assessment**

- 8.1. The student should submit the soft copy of completed coursework(s) for his/her courses before the stipulated deadline with the rubrics attached.

- 8.2. Students can request an extra two weeks to extend the due date for the coursework submission. The request should be done before the due date *via email*. Please keep the approval note for verification.
- 8.3. After the deadline, coursework **shall not be accepted** for grading by IHS and the student have to repeat the entire course module with the next batch.
- 8.4. Any coursework submitted for marking cannot be resubmitted after it has been marked and marks have been awarded.
- 8.5. Assessments will be subjected to a plagiarism check. Students are requested to ensure the plagiarism remains below 20%.

## 9. Academic Integrity

We expect all our students to act with integrity in the way they study and communicate with others, which means that the student must always complete his/her academic work in an open, honest and responsible manner.

- 9.1. Collusion means two or more students, or students and other people, working together in the preparation and production of work, which is then submitted as individual work for academic credit. In cases where one student has copied from another, all students involved may be penalized. The line between acceptable co-operation and unacceptable collusion varies according to the type of work involved. The module leader will issue clear guidance on how much co-operation is acceptable. If you are not sure, make sure you ask for clarification.
- 9.2. Falsification is the presentation of false or deliberately misleading data in, for example, laboratory work, surveys or projects. It also includes citing references to sources that do not exist.
- 9.3. Deceit concerns misrepresentation or non-disclosure of relevant information, including the failure to reveal when work being submitted for assessment has been or will be used for other academic purposes.
- 9.4. Plagiarism happens when the student includes other people's words, images etc. in his/her own work without acknowledging the source. Examples include:
  - a) Using the words of a published source in a written assignment without appropriate documentation/acknowledgement.
  - b) Presenting someone else's original concepts, ideas, and/or arguments as their own.
  - c) Presenting someone else's scientific research, case studies etc. as their own, without properly acknowledging the source of the material.
  - d) Submitting an assignment that the student not written by their self as their original work.
  - e) Copying answers or text from another student and submitting them as their own.
  - f) Using long pieces of text or unique phrasings without using quotation marks and acknowledging the original source.
  - g) Citing data without crediting the original source.

- h) Proposing another author's idea as if it were their own.
  - i) Submitting someone else's computer Programme or spreadsheet with minor alterations as their own.
  - j) Presenting another author's structure or sequence of ideas as their own without giving the original author credit.
  - k) Submitting an assignment that the student did not write by their self (e.g., downloaded from a sharing web site, provided by another student, written by a friend or relative especially for the student or bought from an "essay mill").
  - l) Resubmitting part or all of work for which the student already had academic credit, without acknowledgment or prior authorization (self-plagiarism).
- 9.5. Exam Misconduct is any attempt to gain an unfair advantage in an assessment (including exams), or assisting another student to do so. This includes taking unauthorized materials into exams, copying from other candidates, collusion, impersonation, plagiarism, and unauthorized access to unseen exam papers. Please take note that the students are not allowed to take any electronic equipment into an examination (including phones, smart watches and glasses) that could be used to inappropriately communicate with others or to access information during the exam.
- 9.6. Where there are reasonable grounds to believe that a student has committed an act of misconduct, the matter will be forwarded to the Academic Board for assessment and their decision will be final.

9.6.1. The Academic Board may apply any or all of the following actions:

- Determine if the matter warrants an informal or formal warning and record it on the system;
- Provide the student with a written warning;
- Require the student to rewrite or redo and submit the assessment or prepare an assignment on a new topic;
- Deduct marks in line with the seriousness of the act;
- Disallow any mark in relation to the offending work;
- If the offence warrants a third formal warning, refer the matter to the dean to determine if the student's enrolment is to be deferred, suspended or cancelled.

#### 9.7. Professional misconduct

Any misconduct will lead for an inquiry and studentship can be decided by the academic board at IIHS.

### 10. Marks and Grades Management

- 10.1. The student shall only be informed of the **tentative marks** from the IIHS. Coventry University (UK) has the final authority to finalize the marks and shall be uploaded in CU platform to refer the final grade
- 10.2. The final assessment results for each semester must be deliberated and approved by the Subject Assessment Board before it is released to the student transcript IIHS will announce tentative status of each module component. His/her examination results shall be released subject to the approval of the University Senate.



The classification boundaries for Honors degrees are:

|     |                    |
|-----|--------------------|
| 70% | First Class        |
| 60% | Upper Second Class |
| 50% | Lower second Class |
| 40% | Third Class        |

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

## 11. Graduation

All students are eligible to attend a Graduation Ceremony at Coventry University in November, April or July. If students would like to graduate at Coventry UK, they must be approved and awarded at a Subject and Programme Assessment Board at least two months prior to the Ceremony to allow for inclusion in the awards brochure.

the students who are eligible after completion 120 credits for the graduation need to express their interest and submit student details ensure correct spellings and sequence of names in order for the transcripts and certificates to be produced accurately. Once your details are submitted to the International Institute of Health Sciences, within the stipulated time period administration department will then issue further instructions.

Students may only be conferred with their award at one ceremony.

### 11.1. Graduation Requirements

The students are considered as completed and eligible for graduation from the programme of their study once they have fulfilled all the requirements as follows:

- a) Satisfactorily completed all modules which includes compulsory core, prerequisites and elective courses prescribed for their programme of study;
- b) Obtained the required number of credit hours prescribed for their programme of study;
- c) Achieved minimum completion of 120 credits (undergraduate);
- d) Settling of all fees due to the Institute;
- e) Approved and endorsed by Coventry University Senate;
- f) Any student with an outstanding debt at the close of registration will not be permitted to graduate. Once the debt has been cleared the student will be referred to the next relevant ceremony;

### 11.2. Award of Degree

The classification for the award of an Honours Degree to be made to each student shall be based on performance in modules specified in the Coventry University Undergraduate awards at International Institute of Health Sciences. The classification shall be based upon;

- The average mark of the five highest marked modules studied at level 6

The classification boundaries for First class, Upper Second class, Lower Second Class and Third class shall be 70%,60%,50% and 40% respectively.

### 11.3. Rules of the Graduation Ceremony

Graduation is an important and dignified ceremony which signifies the successful culmination of students' academic achievements. In order to ensure a graduation ceremony that is meaningful to all, the following is expected of all participants:

- a) In order to preserve the dignity of the graduation ceremony, students must adhere to standards and expectations for behavior and attire.
- b) Graduates are to be courteous during the entire ceremony and are to refrain from any activity that is disruptive, distracting, or dangerous. All participants should be seated until the end of the ceremony.

If any disrespectful activity occurs during the graduation ceremony, it may cause an inquiry which is done by the academic board at IIHS.

### 12. 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 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 |
|--|------------|

#### 12.1. Repeat Subject Fee

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

In the next semester student will be sitting for the exam & assignment as a repeat student with the existing batch.

\*Subject to repeat fees.

#### 12.2. Extension

During the extension period, candidates will not be able to achieve the full marks for the relevant course work as it will lead to a mark Deduction of 60% of the relevant module and maximum marks will obtain as 40%.

### 13. Institutional Responsibilities and Operational Arrangements

IIHS shall operate the Programmes in accordance with the framework approved by Coventry University's Academic Board from time to time and the Programme Specification. The language of instruction and assessment for the Programmes shall be English. Students are requested to have pre-requisite knowledge in English which is equivalent to IELTS Academic Band 06.

Students who satisfy the requirements for a Coventry University award, student shall be eligible to receive that award at the appropriate awards ceremony of Coventry University.

### 14. Code of conduct

#### 14.1. General

All the students are requested to conduct themselves with due regard for their legal responsibility as adults and for the good name and reputation of the University.

#### 14.2. ID Cards

Students are issued with identification cards on appointment or enrolment and are required to carry them at all times when on campus. Failure to produce a valid university identification card, when asked to do so by an authorized member of IIHS/ university staff, may result in the refusal of access to facilities and the inability to record attendance.

#### 14.3. Institute property

Institute property must not be removed from the campus without prior written permission from the appropriate member of staff. Students will be held liable for damage to university property and may be held responsible collectively for damage not traceable to an individual.

#### 14.4. Unauthorized Activities

The student shall not undertake any activity that may reasonably be regarded as unlawful or potentially so. This includes, but is not limited to, any of the following activities.

It is deemed an act of breach of the laws, regulations or policies in the event;

- a) Not abiding by University Group or any third-party Regulations, Policies and Guidelines;
- b) Impersonation or allowing anyone else to use the digital credentials (e.g., login ID credentials and password);
- c) Disguising his/her on-line identity and;
- d) Attempting to obtain or use anyone else's on-line identity.

Unauthorized access to systems or data is also covered under above provision and result in a breach of the Law by those gaining such unauthorized access. Such breaches can result in a significant fine and/or imprisonment.

Students are requested to maintain professionalism throughout the study process such as transferring data of colleagues,

Student is expected to act with discipline and decorum within the campus and should not conduct him/herself in a manner to tarnish the image of IIHS and CU. The student is expected to abide by the rules and regulations introduced by IIHS and CU at any time during the course.

Entering and leaving the premises – Student is expected to enter the premises when instructed and shall leave the premises. He/ she shall not remain within the premises on a holiday, after scheduled courses, without any valid reason and without the permission of the management. He/she must carry the student identity card at all times and shall be produced for inspection of the management at any time.

Students are not allowed to form or establish any political or trade unions or branch or affiliated body thereof. However, students may set up a welfare society with the permission of IIHS and CU only for cultural and aesthetic activities. Students shall not engage in any such activity that may harm the reputation of IIHS and CU and thereby cause loss or damage to IIHS and CU.

The student may use or publish the name and logo of IIHS and CU having obtained the prior consent and concurrence of IIHS and CU. It is deemed a violation of the intellectual property rights of IIHS and CU, in the event where any student uses the name and logo or any trade mark or trade name of

IIHS and CU or its affiliated bodies and IIHS and CU is entitled to take legal action against such violations.

Student engagement with the institute post-graduation.

Student's responsibility to refer all the program related information while following

- a) The student shall not make any controversial comments/ share posts or publications/ university certificates or results sheets or any material with reference to IIHS or CU on tele, press or social media, which will create any harm, loss or damage to the goodwill and reputation of IIHS.
- b) Granting of any scholarships or waiver of fees or discounts shall be solely at the discretion of the IIHS and shall have the power to withdraw or discontinue such scholarships or waiver of fees or discounts in the event of any such acts or misconduct or violation of any academic policy on the part of the student.

Under any or such other condition, that IIHS and CU deems necessary, IIHS and CU shall take the following measures against any student;

- a) Call for written explanations,
- b) Call for a fact finding or preliminary inquiry,
- c) Conduct a domestic inquiry,
- d) Suspend the student enrollment of any student for period defined,
- e) Cancel or terminate the enrolment of any student,
- f) Take such other legal actions, injunctive reliefs where necessary.

#### 14.5. Letter Requests

Upon completion, students can request a good standing letter from IIHS prior for the application which explains their academic progress as a student of CU for student further professional development. He/she may contact Student Support Services Division.

Students are required to refer CU handbook to understand the system stipulated in the university.

#### 14.6. Use of IIHS Logo

Students are advised not to use IIHS's logo or university logo / brand name for any purpose, except as specifically provided by license, signed agreement, or other written permission without the concern of IIHS.

Violation may result for legal action

### **15. Validation of the degree certificate**

Students can inform or request prior letter before they submit their degree certificate for any authority where IIHS can support them to clarify the degree programme from the university itself

## **16. Confidentiality**

As a student of IIHS and Coventry University we request to ensure the confidentiality of the documents given and do not share the document with the third-party organization unless it is approved by the institute.

Student shall not disclose, share or teach or conduct similar educational programs at institutes with similar objects or engage in any vocation which is competitive to IIHS and CU