



Student Hand Book



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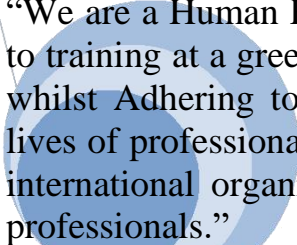
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Our Vision

“To transform People, Community and Landscape through Innovation”

Our Mission



“We are a Human Resource development organization born to bring innovation to training at a green campus, infusing the traditional values of professionalism, whilst Adhering to international training standards to improve the quality of lives of professionals through developing their personalities, by partnering with international organizations, to provide a total solution to the Global need of professionals.”





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Dean's Message

“Welcome new students”

I congratulate you on being eligible to study at IIHS. Your efforts up to now have borne fruit and given you the opportunity and strength to go even further.

We at IIHS are trying to help you get ahead with programs that will help you to mature as individuals and also to be competitive in the job marketplace. You have to commit yourselves to be disciplined and make full use of the available modern resources.

The healthcare field is full of opportunity in Sri Lanka and abroad. The job market is secure for the foreseeable future. Your success is proportional to your effort. Your efforts will not be wasted.

Education at IIHS should not be considered competitive. You need not become the first in class. You do your best and share your knowledge with your colleagues, because all of you need to be good and successful. Sharing your knowledge only helps you to feel more confident about yourself and leaves a lasting mark in another person.

This is an exciting time of your life. A time in your life that will determine your future. Learn the pleasures (and pain) of studying. In the healthcare field it will be an activity



I wish you all the very best in your endeavors,

*Dr. Nihal De Silva,
Dean, IIHS*



Message by CEO

To my mind an educational institute is not just about bricks, mortar and concrete, but about building character, enriching minds and about enriching experiences that lasts a lifetime.

Life is not a set of instructions but is a series of experiences and learning process. Healthcare is no exception. This is where IIHS steps in – to make a difference and where learning is not just series of instructions but a passion, which goes beyond books, beyond instructions, beyond learning horizons.

The pace of change in healthcare is rapid, and even more far reaching change may be on the way. We realize the importance of meeting and exceeding our expectations for comprehensive healthcare training. Every plan we make, every action we implement, is driven by the desire for quality and is keenly focused on the following pivotal tenets such as providing outstanding clinical quality, upgrading communication and



At IIHS, we believe in learning by capturing set of experiences and enable one to explore new realms of wisdom. We pave way for students to excellent local and foreign career pathways through high quality programmes at IIHS.

The institute is also engaged in supporting the students to refine the necessary skills, attitudes and the aptitude towards the corporate placement process in the campus by the way of periodical competitive tests and group interaction exercises.

Life has many opportunities which will be accessible at a particular time of life and it is essential that all students would grab these opportunities and make a progressive and fruitful life whilst serving for the betterment of the humanity.

Sincerely,
*Dr. Kithsiri
Edirisinghe
CEO, IIHS*

INTRODUCTION

IIHS is a healthcare training institute with a commitment to lifetime education. We believe in providing the education and guidance that will enable students to make a success of their chosen career. The institute consists of five schools, namely Nursing, Physiotherapy, Biomedical Sciences, Business and Education.

The primary focus of IIHS is to provide a course of training with the highest standards that will qualify students to pursue satisfying careers and to seek well-paying foreign employment opportunities through those careers. Not only will the students benefit individually by their training and career potential, there will be opportunity for financial improvement for each family represented, with a corresponding economic boost for the country.



IIHS, the Administrative Building



The Green environment



ADVANTAGES IN SELECTING A CAREER IN HEALTHCARE



- Recession free due to continuous increase in demand
- Highly paid
- Excellent working environment
- Job variety
- Job satisfaction



IIHS LOCAL INDUSTRIAL & INSTITUTIONAL PARTNERSHIPS

LOCAL

1. MINISTRY OF HEALTH
2. TERTIARY AND VOCATIONAL EDUCATION COMMISSION, MINISTRY OF VOCATIONAL AND TECHNICAL TRAINING
3. PRIVATE HEALTH SERVICES REGULATORY COUNCIL, MINISTRY OF HEALTHCARE AND NUTRITION
4. BOARD OF INVESTMENTS, (BOI)
5. ASIRI GROUP OF HOSPITALS COLOMBO, Asiri Central, Asiri surgical
6. SRI LANKA FOREIGN EMPLOYMENT BUREAU
7. NAWALOKA HOSPITALS PLC
8. BROWNS HOSPITALS RAGAMA SRI LANKA
9. COMMONWEALTH NURSING AND MIDWIFERY FEDERATION
10. AUSTRADE
11. MALDIVES NURSING AND MIDWIFERY COUNCIL
12. THE PHYSIO COLOMBO SRI LANKA
- 13 LUSH SKIN CLINIQUE
14. COLOMBO MEDICAL FACULTY HUMAN GENETICS UNIT

FOREIGN

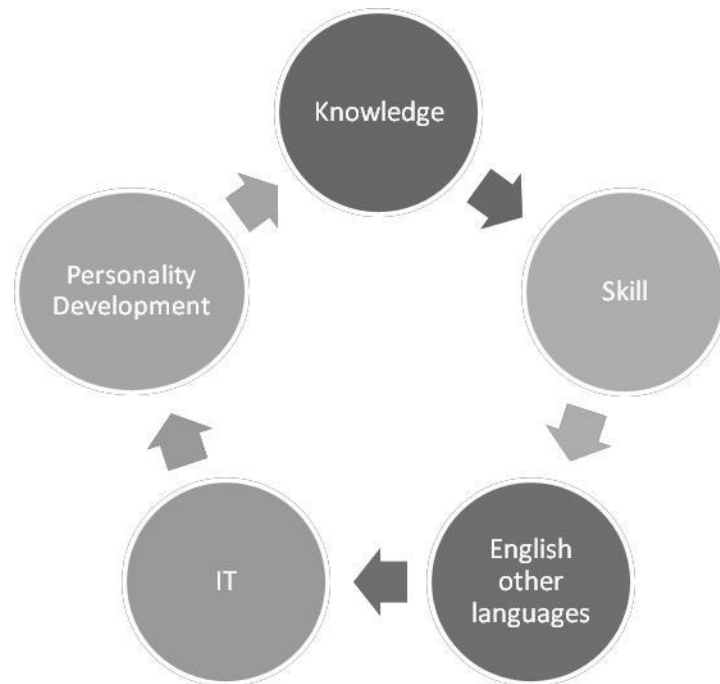
- Deakin University Australia <http://www.deakin.edu.au/>
 - University of New England <https://www.une.edu.au>
 - Griffith University Australia <https://www.griffith.edu.au/>
 - University of Canberra <http://www.canberra.edu.au/>
 - TAFE South Australia <https://www.tafesa.edu.au/>
 - Murdoch University in Perth Australia <http://www.murdoch.edu.au/>
 - University of South Australia <http://www.murdoch.edu.au/>
 - La Trobe University <http://www.latrobe.edu.au/>
 - The CHARLTON BROWN University <http://www.charltonbrown.com.au/>
 - The William Light Institute <http://www.wli.sa.edu.au/>
 - Coventry University UK <http://www.coventry.ac.uk/>
 - SUNY Canton University <http://www.canton.edu/>
 - Open University of Malaysia <http://www.oum.edu.my/>
 - Asia e University <http://www.aeu.edu.my/>
 - Helsinki Metropolia University of Applied Sciences <http://www.metropolia.fi/haku/koulutustarjonta/>
 - Cyberjaya University College of Medical Sciences <http://cybermed.edu.my/>
 - Melbourne Institute of Technology <http://www.mit.edu.au/>
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OUR FOCUS

- Conducting of job oriented study programmes to suit the foreign market with a view to attract foreign revenue to Sri Lanka.
 - Building the image of Sri Lanka as a country supplying Skilled Healthcare Professionals for the international market.
 - Catering to local and foreign students.
 - Collaboration and adherence to the standards set by local and foreign regulatory bodies.
 - Local and foreign hospitals and clinics as Industry Partners.
 - Associations and affiliations with local and foreign training institutes and Universities as Academic partners.
 - All Training courses are conducted in English and orientation for IELTS language screening test.
 - Development of the Personality, IT and Management Skills in addition to the Technical skills of the trainees.
 - Support placement of qualified healthcare professionals in Australia, United Kingdom, United States, Canada, New Zealand, Malaysia, Singapore and Europe.
-

UNIQUE VALUE PROPOSITION OF IIHS

IIHS strives to inculcate not only the international level knowledge and skill but also English, IT in Healthcare and most importantly the personality development in to all the programmes that it conducts, thus giving the student the extra edge to compete in the international arena.



The Ideal Environment for Healthcare Training



THE SCHOOLS

The institution conducts programmes under the four schools of Nursing, Physiotherapy, Biomedical Sciences, Education, Business Studies



SCHOOL OF NURSING

- . Master of Nursing- Open University-Malaysia
- . BSc Nursing-Deakin University-Australia
- . BSc Nursing – Edith Cowan University – Australia
- . BSc. (Hons) Nursing Science – Open University of Nursing
- . Certificate in Health Science-Pathway to

Nursing – Australia

- . Certificate 111 in Aged Care – Charlton Brown Institute - Australia
- . IVQ Specialist Diploma in Healthcare (Aged Care)- Pathway to Bridge water College - UK

SCHOOL OF PHYSIOTHERAPY

- . Associate Degree in Physical Therapy – SUNY Canton, USA
- . Diploma in Physiotherapy-Pathway to MSc Advancing Physiotherapy Practice – Coventry University - UK



SCHOOL OF BIOMEDICAL SCIENCES

- . Foundation in Biological Sciences-
- . Advanced Diploma in Biomedical Sciences- Deakin University, University of Canberra, University of New England, University of Murdoch

SCHOOL OF EDUCATION

- Bachelors in Education (TESL) - Open University of Malaysia
- MBA in Education – Open University of Malaysia

BUSINESS SCHOOL

- Bachelor of Business- Griffith University
- Bachelor of Commerce- Griffith University
- EMSC- Asia e University, Malaysia
- MBA- Asia e University, Malaysia
- PhD- Asia e University, Malaysia



POLICIES

TITLE OF POLICY: ADMISSION REQUIREMENTS FOR APPLICANTS

POLICY: All applicants to the Faculties are to apply through the Department of Marketing located in the College House.

Applicants are required to supply the following credentials:

- a. Official Secondary School Records
- b. Official Government result sheets
- c. Official transcript of any other courses taken
- d. Copy of National Identification Card or Passport
- e. Any additional information or testing as deemed necessary

An interview may be requested by either the applicant or the Institute but is not routinely required.

As a general rule, applicants should pass the admission test.

Students are required to undergo a medical examination.

TITLE OF POLICY: GENERAL GUIDELINES

ATTENDANCE

1. The school hours of the International Institute of Health Sciences are as follows: Monday – Friday: 9.00 AM to 5.00 PM
Saturday: 9.00 AM to 5.00 PM
Sunday: 9.00 AM to 5.00 PM

Students are expected to be present for classes in time, and any student who comes to the school after 9.30 AM will not be allowed to attend the lectures scheduled for that time.

2. The students should wear the uniform and sign-in at the main wing before going to the lecture room.
 3. Students are expected to be present all classes, skills and clinical lab appointments on time in order to achieve the 50% attendance per subject.
 4. If a student misses any class or clinical lab appointment, he/she must inform the Academic Department about the absence in writing upon returning to the school.
 5. Absence for more than 3 days for medical purposes requires a medical certificate issued by a licensed General Physician.
-

LEAVE TAKING PROCEDURE

1. The students should obtain a Student Leave Application Form from the Programme Coordinator and get it signed by the relevant lecturer, Program Coordinator and HOAA.
2. The signed Student Leave Application Form should be should be submitted to Programme Coordinator.
3. For attendance approval the supportive documents should be submitted.

REQUESTING FOR LETTERS

1. The student should make the request in writing to the respective programme coordinator and fill the "Students' Letters' Request Form" given by the coordinator.
2. Please note that the letter will be prepared according to the information given in the form and reprinting of the letter would not be done.
3. The request should be made 14 working days prior to the date that the letter is needed for the student.
4. The students can collect the letter from Operations Department.

APPEARANCE AND CLEANLINESS

1. All the students should wear the uniform confirmed by IIHS .
2. The uniform must be clean and neat.
3. Personal hygiene is a top priority and it is the responsibility of every student to maintain personal hygiene.

LECTURE HALLS

1. Students are not allowed to use lecture hall computers or to save any document in the computer.
 2. It is advised that students cannot operate the projector. Any damage to the projector may lead to action according to the disciplinary procedure of the Academic Board.
 3. If you find any difficulties in the lecture halls please inform Facility management and we are ready to solve it at any given time.
 4. Students must leave their bags in designated areas and places.
 5. The last student to leave the lecture hall must ensure that the A/C and lights are switched off.
 6. Students are not allowed to use mobile phones during lecture hours. Any phone used in any way is liable to be confiscated.
-



Lecture hall



The Anatomy Laboratory



The Clinical Simulation Laboratory

TITLE OF POLICY: STUDENT HEALTH EVALUATIONS

POLICY: Undergraduate students must have a health evaluation upon admission and a health evaluation update annually thereafter. Students will not be permitted to register or participate in clinical activities until the completed health form has been submitted.

PROCEDURE:

1. Students receive the appropriate health evaluation form from the Program Coordinator and must return it by the stipulated due date.
 2. Students are responsible for arranging and paying for required health evaluations.
 3. Academic Administration monitors health evaluation forms for completeness and determines that the health requirements are met and that there are appropriate signatures in place.
 4. Academic Administration notifies the student if there are any deficiencies and places an academic hold, which will prevent a student from registering, on the record of any student who has not met health requirements. Once the appropriate health form and laboratory tests have been submitted, the hold will be removed and the student can register.
-

TITLE OF POLICY: DRESS CODE

POLICY: The uniform identifies an individual as a student in the International Institute of Health Sciences, and is to reflect a positive and professional image of the individual and the Institute. The following regulations govern Student Dress Code.

Dress Code for Female Students:

- The students should wear the White IIHS T-shirt given by the institute with a dark blue /black trousers.
- The students should wear shoes (not half open shoes) and wearing slippers and sandals are not allowed at college premises.

Dress Code for Male Students:

- The students should wear the White IIHS T-shirt given by the institute with a dark blue/ black trousers.
- The students should wear shoes (not half open shoes) and wearing slippers and sandals are not allowed at college premises.

Monday to Thursday - IIHS Uniform (White Colour IIHS T-shirt with a black or blue colour trousers)

Friday to Sunday - Other colored IIHS T-shirts from the different faculties/schools may be worn with black or blue colour trousers)

For Example: Green for School of Nursing/Blue for Scholl of Physiotherapy/ Maroon for School of Biomedical Science and Black for School of Management

Where Uniforms are worn

- ☐ The uniform is worn at all times during clinical laboratory experiences and lectures.
- ☐ The uniform can be worn during travel between one's place of residence, classes and areas of clinical practice.

General Regulations for All Students

1. Variations in dress code due to the requirements of the clinical setting will be clarified by faculty or clinical coordinator. Exceptions to the dress code which are related to cultural or religious beliefs may be granted by the Dean or a designee, upon written request by the student.
2. The students should wear the Student ID during the college hours.

3. The uniform is to be neat and clean at all times. Shoes must be neat and clean. No open-toed shoes or sandals
4. A white laboratory coat may be worn over uniform when directed by faculty.
5. Hair is to be neatly groomed, off the collar, in a style appropriate for a professional person. Hair wraps in solid black or white color may be worn after approval by instructor and clinical facility.
6. Male students are to be clean shaven or have a neatly trimmed beard.
7. Female students' hair should be neatly combed and one plaited. Loose hair is not allowed.
8. Nails are to be clean, neat, and short in length. A clear or light pink shade of nail polish is acceptable.
9. Make-up can be applied so that a natural look is conveyed. Make up should be worn in moderation. A light lipstick is acceptable, however dark lipsticks and eye shadows or eye liners are not allowed.
10. Multiple piercings are not allowed. On one set of ear studs may be worn. Fancy earrings are not allowed. Students will be required to take off extra ear studs. Religious jewelry may be worn in moderation and are not to be exposed. Occasions will arise where the student will be required to remove the religious jewelry.

The only jewelry that may be worn with the uniform is the following:

- Smooth band ring
- Small button-style pierced earrings (one per lobe),
- Federal service pins for recognized professional and honor societies.

10. Visible body jewelry must be removed.
11. Tattoos cannot be visible.
12. Students not in uniform will be required to leave the premises and will not be able to attend lectures or examinations.

Wearing the Hijab

For cultural or religious reasons some females may choose to cover their hair, ears and neck. Some female Muslims may choose to do this by wearing a headscarf (Hijab) which covers the hair, ears and neck but exposes the face

It is permitted to wear a Hijab on campus. In laboratories, students must ensure that Personal Protective Equipment (PPE) can be worn effectively

Face Veil

As part of their religious or cultural observance, some female Muslims may wish to wear a half face veil – a niqab – or a full-face veil – a Burka.

Learning to communicate effectively is expected of all healthcare professionals. In order to ensure adequate communication, students are expected to expose their face fully to patients, teachers and colleagues in all clinical, laboratory and teaching setting, where they are working with teachers or where they are expected to work together with other students

TITLE OF POLICY: COMMUNICATION

1. All communication inside school premises should be done in English only.
2. Academic department and students' communication to be done through emails and MOODLE.
3. It is recommended to make all requests in writing.

CHANNELS OF COMMUNICATION

It helps to know that certain persons are responsible for various matters concerned with school functions. Requests submitted to the proper person or persons bring results more quickly.

TOPIC	CONTACT
1. Academic Program Concerns	1. Head of Academic, Clinical Head Or Program Coordinator
2. Finances	2. Finance Executive
3. Student Issues	3. Program Coordinator, Head of Academic, Clinical Head,, Administration Department Or Student Counselor
4. Graduation Ceremonies	4. Administration Department
5. Class/Lab assistance/information	5. Course Instructor
6. Personal and Health Concerns	6. Student Counselor

SOCIAL MEDIA GUIDELINES

Social media guidelines for students

1. INTRODUCTION

International Institute of Health Sciences (IIHS) aims to provide a safe, secure and supportive environment for all students, staff and individual visitors who access its facilities and services. This includes protecting the safety, freedom and dignity of the individual to the extent that it does not interfere with the safety, freedom and dignity of others or undermine community cohesion. This applies to all environments including social media.

For the purposes of these guidelines, the term 'Social Media' is used to describe dynamic and socially-interactive, networked information and communication. Example sites include, but are not limited to:

- Multimedia and social networking sites, such as Facebook, LinkedIn and YouTube
- Internal or external blogs and micro-blogs including Twitter
- Community discussion forums such as Yahoo! Groups and Google Groups
- Review or ratings forums such as TripAdvisor, BBC Have Your Say and Money Saving Expert
- Wikis, such as Wikipedia
- Any sites where you can post text, photos and video, such as Pinterest, Flickr, Google+, Tumblr

IIHS has a number of official accounts on sites such as Facebook, Twitter and YouTube where the opinions expressed and information shared reflects the views of IIHS as a corporate body.

2. PURPOSES AND OBJECTIVES

These guidelines are designed to provide advice and guidance to IIHS students who are using (or considering using) social media in any capacity. It has been compiled to assist students to understand the reputational, legal and ethical implications of engaging in online communications of this nature, what can happen if social media is misused, and how to safeguard students' wellbeing, personal security, current/future career prospects and the reputation of IIHS.

3. PRINCIPLES

3.1 General responsibilities

It is the responsibility of students to:

- o read and act in accordance with these guidelines, and any additional guidelines published by your College
- o read and act in accordance with the rules and guidelines set out by individual Social Media, Social Networking and Website Hosting companies and providers
- o Consult with your College and where relevant seek ethical approval before posting, as part of your studies / research, pictures, videos or comments through social media that could be viewed as offensive or as bringing the college into disrepute.

It is the responsibility of the college to:

- o ensure these guidelines are highlighted to students during enrolment
- o ensure these guidelines are highlighted at student induction sessions
- o ensure these guidelines are published on MOODLE
- o monitor IIHS social networking sites and remove inappropriate content

3.2 Responsibilities of students in official University online/social media presence

- Remember that you are representing the University at all times when posting comments or responding to those made by others.
- Social media sites should not be used for raising and escalating concerns relating to your course, the college or any members of the college. Seek advice from your College if you have any concerns.
- Ensure that you do not reveal confidential information about the college or its staff, students, partner organizations or clients.
- Comply with relevant professional codes when using social media as part a research study or project.
- Ensure you do not use your site or pages in any way that may compromise your current or future fitness to practice or employability.
- Obtain permission from the Chief Operating Officer/IIHS before using the IIHS brand.
- Consult the IIHA Operation Department if there is any media interest resulting from your online activity.

3.3 Responsibilities of students in personal online/social media presence

- Be aware that third parties including the media, employers and Police can access profiles and view personal information. This includes pictures, videos, comments and posters. Inappropriate material found by third parties affects the perception of the student and the college and can have a negative impact on a student's future prospects.
- Communications made in a personal capacity through social media must not:
 - o be unlawful –
 - o include anything that could be considered discriminatory against, or bullying or harassment of, any individual. This includes:

- making offensive or derogatory comments relating to sex, gender reassignment, race (including nationality), disability, sexual orientation, religion or belief or age
- using social media to bully another individual or
- posting images that are discriminatory/offensive or links to such content
- o include defamatory comments about individuals or other groups
- o bring disrepute upon the college e.g. posting images or links to content likely to bring the college into disrepute. This includes:
 - Pictures, videos or comments that are of a sexual nature including links to websites of a pornographic nature and other inappropriate material
 - Pictures, videos or comments that promote or encourage drunkenness or drug-related activity. This includes but is not limited to images that portray the personal use of drugs
 - Pictures, videos or comments that depict or encourage unacceptable, violent, illegal or dangerous activities e.g. sexual harassment or assault, fighting, vandalism, academic dishonesty, drunkenness, drug use etc.
- o breach copyright eg. Using someone else's images or content without permission; failing to give acknowledgement where permission has been given to reproduce something;
- o breach confidentiality eg. Revealing confidential information owned by the college; giving away confidential information about an individual or organization.
- o use the University's logo on personal social media sites

4. MISUSE OF SOCIAL MEDIA

- IIHS has the right to request the removal of content from an official social media account and from a personal account if it is deemed that the account or its submissions pose a risk to the reputation of the college or to that of one of its members.
- Students who post views, opinions or images online in breach of these Guidelines may be subject to disciplinary action.

TITLE OF POLICY: EXAMINATION

Student responsibilities during the exams

In order to ensure the academic integrity of exams, IHS students must:

- ☐ Be registered in the course to sit for the exam.
- ☐ Turn off and place all cell phones, personal audio equipment and other electronic devices in bags.
- ☐ Place all bags and personal belongings in a designated area in the room. No personal belongings can be brought to the exam desk.
- ☐ Sign the attendance sheet and place the student admission slip ID or photo on the upright hand corner of the desk for verification.
- ☐ Have no pencil cases on the desk, only writing materials.
- ☐ Should not have any materials on the desk than those given by the invigilator. (e.g. formula sheet, calculator).
- ☐ Have no food or drink during the exam unless medically required.
- ☐ Remove hats/caps before starting the exam unless required by religious observance.
- ☐ Strict silence must be observed at all times in the examination room.
- ☐ Raise your hand to ask a question, use the washroom or to request for additional supplies.
- ☐ In case of an emergency, hand in all exam materials, take your personal belongings and follow instructions of the invigilator.

Students must remain seated until all answer sheets have been collected and counted and the invigilator gives the signal to leave the room.

Grievance Handling and Appeals

- ☐ All grievances should be forwarded in writing to the Head of Academic Affairs, who can then take appropriate action in consultation with the Academic Board.

TITLE OF POLICY: EVALUATION METHODOLOGY

Evaluation Methodology: Protocols

The breakdown of final marks for each course for the General programs (excluding the programs offered by foreign universities) is as follows:

Final Paper: 60 %

Assignments: 20%

Viva: 10%¹

Attendance: 10%

Clinical Subjects:

Clinical (40%)

Viva (10%)

Theory (50 %)* as according to the above criteria

- *The academic board reserves the right to change the criterion of mark allocation for final grade for individual modules.*

1.1 Final course exam

Two to five weeks after the completion of each course a written exam (conducted according to the IIHS examination policy) must be held.

Longer courses (of duration more than one term/ semester) such as anatomy and physiology may have more than one final exam. (one evaluation per semester, per subject).

A minimum of 50% must be scored at the final written paper for the candidate to pass the whole exam. For clinical subjects, at the clinical too the candidate must score a minimum of 50 % to pass the whole subject. If two exams are held, the average of both papers should be more than 50% for the candidate to pass.

The pass mark for the cumulative evaluation is 50%.

1.2 Assignments

Assignments can be written or presentation based and at the lecturer's discretion. Additional assignments can be given and an average mark awarded at the discretion of each individual lecturer.

¹ If for unavoidable reasons a viva cannot be conducted, 30% will be allocated for assignments

1.3 Viva

This can be conducted at the discretion of the lecturer. A minimum of two faculty members, approved by the Dean and the HOAA, need to be forwarded to the relevant coordinator.

2. Failure at final exam

- 2.1 A student will get three attempts to sit a final exam. If the student fails at the third attempt he/she will have to miss a batch.
- 2.2 Students who have failed their first attempt at the final exam will be required to sit with the junior batch. A fee of Rs. 2500/ will be charged from every student for any repeat exams.
- 2.3 If the student wishes to sit for the repeat exam at his/her preferred time, they will be required to pay a fee of Rs. 15,000 /= for this special repeat exam.
- 2.4 Repeat examination candidates can score a maximum of 75% and the final grade will only be calculated from the exam mark and therefore will be limited to a 'B' grade.
- 2.5 If a student has more than 5 exams to be repeated in a year, a report on the case should be forwarded to the academic board. The board may advise the student to join the junior batch.

3. Attendance at Lectures

If a student has not achieved a minimum of 50 % attendance for a subject he/she will not be allowed to sit for the final exam and he or she will go as a re-sit candidate with the junior batch with all financial and academic penalties applicable.

**Special Circumstances:*

1. Academic Board will decide on action regarding special cases. The students who belong to special cases should be approved by two members of the Academic Board (Director Academics and Head of Academic Affairs).

2. In the Examinations conducted by the partner university; all the active students are eligible to sit for exams

4. Absence at an exam

4.1 The Student can sit for the exam with re-sit students if there is such an exam, if not they will have to sit the exam with the next batch.

4.2 The institute will not be liable to give extra tuition to fill any gaps which are a result of any changes in lecture content in later batches.

4.3 Candidates must inform the HOAA before the exam that she/he will not be sitting for the exam.

4.4 In case of medical issues, the candidate must forward a medical certificate approved by a designated medical professional. If so, the candidate can sit for the re-sit exam as his/her first attempt. The candidate should pay a sum of Rs.2500.00 as the re-sit exam fee.

4.5 In the case of missing an exam due to other personal reasons, the Academic board will take decisions accordingly.

5. Conditions of repeating the exams

- 5.1. IIHS will allow students to re-sit for the exam to obtain a higher grade or due to absenteeism.
- 5.2. Repeat exams will only take maximum of B grade. Special conditions such as sick (*mc needed*), death immediate relation (*copy of dc needed*) are considered as 01st attempt and the students should pay a sum of Rs. 2500 as the repeat exam fee.
- 5.3. If students get absent with a valid reason they can participate for the repeat exam after verifying the supportive documents.
- 5.4. Failed students can only take 3 attempts including the final exam.
- 5.5. The students should comply below requirements to participate for the repeat exam.
 - a. Should apply one month before the repeat exam via written form to the program coordinator.
 - b. The relevant payment should be made within the seven days after the request made to confirm the repeat exam.
 - c. Refer IIHS Moodle/Notice Board for the exam date and time.
 - d. Get the admission slip from Finance Department before the exam.
 - e. If a student has more than 5 exams to be repeated in a year, a report on the case should be forwarded to the Academic Board. The board may advise the student to join the junior batch.

6. Procedure for entering scores into the transcript.

- 6.1. Once the final mark has been calculated, it should be assigned the relevant grade. The grading criteria are below.

90 – 100	A
85 – 89	A-
80 – 84	B+

75 – 79	B
70 – 74	B-
65 – 69	C+
60 – 64	C
56 – 59	C-
50 – 55	D
50>	F

- a) The result of this multiplication is multiplied by the relevant grade numeral (grade, numeral key is given below)

Grading system			
Grade	Points	Grade	Points
A	4	D	1.3
A-	3.7		
B+	3.3		
B	3	F	0
B-	2.7		
C+	2.3		
C	2		
C-	1.7		

The result of this multiplication is the student's grade point for the relevant subject

b) Grade Point Average

- The result of this multiplication is multiplied by the relevant grade numeral
- The result of this multiplication is the student's grade point for the relevant subject

The grade point average is calculated by dividing the sum of the grade points by the total sum of credits for the program.

TITLE OF POLICY: ASSIGNMENT SUBMISSION

- a) Written assignments should be submitted with the cover page format relevant to the academic study programme.
- b) Assignments should be type set. Headings in font size 12, body font size 12, spacing 1.5, left hand aligned 1" margins, and using Times New Roman, Arial or Calibri font (Please refer the Harvard style for referencing).
- c) The completed assignments can be uploaded to the Moodle.
- d) A late submission is accepted only till one week after the due date, however a total of 5-10 marks will be deducted from all late submissions. That will be at the examiners/lecturer's discretion. If a student fails to submit the assignment within this 1 week grace period, zero marks will be awarded to the assignment

TITLE OF POLICY – Student Conduct and Discipline Procedures

Section I –DEFINITIONS

For the purpose of this policy:

College shall mean International Institute of Health Sciences (IIHS).

Student shall mean all persons registered as students at the College.

College Function shall mean in the case of students, the courses for which the student is registered, course related activities, College provided services, and all student activities sponsored, organized or authorized by the College, on or off campus.

Due Process shall mean under the principles of natural justice, affected parties shall have equal and full opportunity to present their cases. Judgements rendered shall be within the spirit of this policy.

Section II – POLICY ON STUDENT CONDUCT

Statement of Student Rights and Responsibilities

IIHS students enjoy the same basic rights as do all citizens and are bound by the same responsibilities to respect the rights of others. In joining the International Institute of Health Sciences (IIHS) community, students are expected to conduct themselves in accordance with College standards designed to perpetuate its educational mission and purpose.

Free inquiry, expression and assembly are guaranteed to all students. Students have the right to freely pursue their respective educational goals and functions. It is the College's responsibility to assure, as far as possible, the resources and atmosphere which these require. Students are also free to organize their personal lives and behavior, subject only to the law, established College policies and rules, and the stipulations of the Student Code of Conduct.

Willful or irresponsible damage, loss of College, student or staff property, and all disruptive, offensive or irresponsible behaviour by students, shall be considered detrimental to or acting against the rights of the College. All students involved in such acts shall be dealt with according to the provisions of this policy.

Breaches of College policies, rules or violations of the Student Code of Conduct which are also breaches of the law may be dealt with in the courts. It is understood that any individual who is victim of a crime on College premises or at College functions may, independently, file a police report. The Director Academics and Dean, on behalf of the College, also reserves the right to lay charges or refer the matter to the proper law enforcement agency. However, if the College is involved or affected internally, these breaches of College policies, rules or violations of the Student Code of Conduct will be dealt with by the Director Academics, Dean and Head of Academic Affairs in accordance with the provisions of this policy regardless of whether or not individuals are charged in the courts.

Student Code of Conduct

The Student Code of Conduct is designed to ensure that all the members of the International Institute of Health Sciences (IIHS) may exercise their rights. It is also intended to provide students, through fulfilling their responsibilities, with the opportunity to become good citizens.

Consistent with these goals, reasonable efforts will be made to foster the personal and social development of those students who are held accountable for violations of College regulations.

Students are subject to disciplinary action in all cases involving breaches of College policies, rules or general misconduct including specifically, but not limited to, the following:

- attempted or actual theft, damage or loss of College, staff, campus visitor or student property;
- vandalism, defacement or destruction of College grounds, buildings, facilities or equipment;
- unauthorized entry into campus facilities or entering College property outside of authorized hours,
- misuse of equipment or unauthorized removal of College furnishings to another location;
- failure to assure the security of books or equipment borrowed from the College;
- unauthorized possession, duplication or use of keys;
- misuse or abuse of the College telephone system, computers, Internet or Wi-Fi;
- failing to immediately vacate a building when a fire alarm is sounded;
- setting off a false fire alarm, tampering with the fire alarm system or intercom system;
- false reporting of an emergency;
- endangering the health, safety or well-being of any person;
- possession or use of dangerous materials, weapons or ammunition;
- mischief, disturbing the peace, disrupting or obstructing College functions;
- hazing or unauthorized initiation;
- unruly, disorderly, disruptive, offensive, or irresponsible behavior;
- insults, verbal abuse, harassment, intimidation (including “cyber bullying”), coercion or threat to any person;
- physical threat, extortion (including “taxing”), abuse, aggression, assault or battery of any person;
- stalking, psychological harassment, sexual harassment or sexual assault of any person;
- malicious libel, slander or defamation of character;
- propagation of hate literature, promotion of hatred in ideas or actions, racism or sexism;

- gambling of any sort;
- public nudity, engaging in indecent or grossly immoral acts;
- smoking, consumption of food or beverages, or playing cards/games in areas where it is prohibited;
- public intoxication, unauthorized possession, use, distribution or sale of alcoholic beverages;
- possession or use of narcotics or other controlled substances except as expressly permitted by law;
- manufacture, distribution or sale of narcotics or other controlled substances;
- possession or use of drug-related paraphernalia;
- unauthorized use of the College name, logo or letterhead;
- forgery, alteration or unauthorized use of any College document, record or ID card, or presentation to the College of altered, forged or false documents;
- fraud, use of counterfeit money or any unauthorized banking/monetary transactions to pay for College fees, goods or services;
- unauthorized flyer distribution, displays, advertising, selling, solicitation or unauthorized commercial activities on College premises;
- tampering with the elections of any College-recognized student organization;
- misappropriation or misuse of student organization funds;
- knowingly and willfully abusing a position of trust;
- counselling, inciting, aiding, being a party to, or deliberately concealing another person's misconduct;
- making false statements or furnishing false information to a College official enquiring into an allegation of misconduct;
- failure to properly identify oneself, refusal to produce an ID or failure to comply with the directives of a staff member or security officer acting in the performance of his/her duties;
- violation of federal, provincial or municipal law on College premises or at College functions;
- all other acts judged to be against the rights of the College community;
- Violation of the terms of any disciplinary sanctions imposed in accordance with the Policy on Student Conduct and Discipline Procedures.
- With regard to academics, failure to comply with the academic policies in relation to their individual performance in academic activities will result in disciplinary action.

Section III – DISCIPLINE PROCEDURES

General Provisions

In order to handle all cases of student discipline involving breaches of non-academic College policies and rules, including those listed in the Student Code of Conduct, the Director Academics has delegated authority to the Head of Academic Affairs for all students.

In exceptional circumstances, the Director Academics may appoint a third party or a special committee with a 50% student membership to adjudicate a particular case. These special appointees shall act within the spirit of the present policy, shall have the same mandate, jurisdiction and powers as the Head of Academic Affairs, and shall follow the general procedures established in the present policy.

It is understood that *minor infractions* are handled routinely by the appropriate staff members. Students, however, may appeal staff decisions to the Dean or Head of Academic Affairs.

Serious infractions are reported to the Director Academics of Dean for adjudication.

Students may appeal to the Head of Academic Affairs for decisions rendered by lower College judicial bodies which have limited jurisdiction over specific non- academic matters.

Cases of sexual or psychological harassment are resolved in accordance with the provisions of the Sexual

Harassment Policy and the Psychological Harassment Policy.

Mandate of the Head of Academic Affairs and All Academic Staff

The mission of the College is to provide an excellent education at the collegial level; therefore, the relationship between the College and its students is an educational one. The Head of Academic Affairs and All Academic Staff shall act within the context of this educational relationship and with due process.

Both shall exercise the disciplinary function according to sound principles of human development:

- respect for the dignity of the individual;
- concern for the welfare of the individual and for the welfare of others;
- use of sanctions, if appropriate, to promote constructive behaviour change;
- the ultimate goal of the disciplinary process is the acceptance by the student of the principle of accountability for his/her actions and general behaviour.

Jurisdiction of the Head of Academic Affairs and All Academic Staff

The Head of Academic Affairs shall have the power to act on all cases involving student breaches of non-academic College policies or rules, whether these cases occur on College premises or at College-sponsored functions off campus. Specifically, the Head of Academic Affairs shall have the power to adjudicate in all cases involving violations of the Student Code of Conduct, and delegate the authority to selected Academic Staff.

Disciplinary Actions/Sanctions

The Head of Academic Affairs shall have the power to require a student or group of students to take constructive action deemed to be compatible with the College's educational mandate.

Furthermore, the Director of Student Services and the Director of Continuing Education shall have the power to impose, in relation to the gravity of the offence, any of the following sanctions or a combination thereof:

Warning: A verbal or written notice that continuation or repetition of wrongful conduct may result in disciplinary action.

Reprimand: A written reprimand for misconduct or violation of specified regulations. The student receiving a reprimand is notified that continued violations will result in more severe disciplinary action.

Apology: A formal apology written by a student whose conduct has been found to be reprehensible to persons, groups or organizations offended by the student's behaviour.

Loss of Privileges: Revocation of specified privileges or exclusion from participation in extracurricular College activities for a designated period of time.

Restitution: Reimbursement for damage to or misappropriation of property.

Community Work: A penalty imposed for a serious offence. The number of hours will depend on the seriousness of the offence.

Fine: A monetary amount imposed as a penalty for a serious offence.

Demotion: In the case of poor academic performance, a student will be subject to demotion. If a student accumulates more than 5 repeat exams at the end of an academic year, it is mandatory that they be demoted to the junior batch. If this repeated failure occurs 3 consecutive times, the student will be recommended for expulsion.

Disciplinary Probation: A specified period of time during which a student is on probation for violation of College regulations or for general misconduct. Further violation or misconduct during the probationary period will result in formal action against the student.

The Head of Academic Affairs shall also have the power to recommend to the Director Academics imposition of the following sanctions:

Suspension: Exclusion from all College functions as set forth in the notice for a period of time normally not to exceed two (2) years/ semesters/ terms. The suspension may entail exclusion from the campus. The conditions of readmission, if any, are stated in the letter of suspension.

Expulsion: Termination of student status for an indefinite period and exclusion from the campus.

The conditions of readmission, if any, are stated in the order of expulsion.

General Procedures

Students and staff alike may report serious violations of non-academic College policies or rules, general misconduct, or violations of the Student Code of Conduct to the Head of Academic Affairs.

The Head of Academic Affairs shall:

- provide each student involved in a discipline case with a copy of the Policy on Student Conduct and Discipline Procedures;
- hold a hearing as soon as possible and assure due process;
- treat each case on its individual merits;
- close the hearing to persons whose attendance is not required;
- advise the student or group of students involved, in writing, of the decision;
- keep official documents pertaining to the case in a confidential file;
- after a period of five (5) years or immediately following the student's graduation, whichever comes first, destroy all documents contained in the confidential file.

Exceptional cases may be referred to a third party or a special committee appointed by the Director Academics at the request of the Head of Academic Affairs or at the request of the student or group of students directly concerned.

The decision of the Head of Academic Affairs shall be communicated to the person who reported the violation or misconduct, and/or to the grieved party.

The Director Academics will be the sole authority in the matter of information release to the public and/or the press.

In the case where individuals against whom complaints have been laid refuse to appear and/or refuse to abide by the Head of Academic Affairs decision, the Director Academics shall take immediate action.

In the case of a recommendation by the Head of Academic Affairs to have a student or group of students suspended or expelled from the College, the Director Academics shall make a determination within the spirit of the Policy on Student Conduct and Discipline Procedures and advise the student(s) in writing. If a student is under eighteen (18) years old, the Director Academics will advise the parents/legal guardians prior to rendering the decision.

When a student is suspended or expelled from the College, the Head of Academic Affairs will, if appropriate, refer the student/parents to the proper social agencies in order for them to receive assistance in dealing with unresolved issues or continuing problems.

Interim Suspension

In certain circumstances, the Head of Academic Affairs may impose an immediate interim suspension prior to a hearing. The hearing to decide the case shall be scheduled as soon as possible.

An interim suspension may be imposed only if one or more of the following conditions apply:

- to ensure the safety and well-being of College community members or to preserve College, staff or student property;
- to ensure the student's own physical or emotional safety and well-being;
- to prevent disruption or interference with normal College operations in the case of a student who poses a definite threat.

During the interim suspension, the student shall be denied access to all College functions, on or off campus. The student is also denied access to the campus itself, except to attend his/her disciplinary hearing as determined by the Head of Academic Affairs.

Suspension/Expulsion in Exceptional Circumstances

In exceptional circumstances where the General Procedures incorporated in the present Policy cannot or should not be implemented (e.g., when a student refuses to appear at a hearing, when a student is institutionalized, when a student is incarcerated, etc.) and where a serious offence against the Student Code of Conduct has occurred, the Director Academics, acting in the best interest of the College community, shall not be bound by the General Procedures outlined in the present Policy and shall have the power to impose forthwith an appropriate sanction (e.g., suspension, expulsion). The Director Academics shall decide within the spirit of the present Policy.

Section IV – RIGHT OF APPEAL

Appeals must be filed in writing within fifteen (15) calendar days following notification of sanctions.

In the case of sanctions imposed by the Head of Academic Affairs, the third party or the special committee (warnings, reprimands, apologies, loss of privileges, restitutions, community work, fines, disciplinary probations), students may appeal in writing to the Director Academics, whose decision is final and without appeal.

TITLE OF POLICY: LIBRARY

MISSION

The mission of the Institute Library is to support the academic and personal enrichment of students, faculty, and staff with leading edge: service; information resources; facilities; and systems.

LIBRARY HOURS

The library is open during the following hours:

8:30 am – 01.00 pm, 2.00 pm-4.00 pm - Weekdays

8.30 am – 12.00 pm– Saturdays

The library is generally closed on Institute holidays and mercantile holidays

CIRCULATION POLICY

Borrower Registration:

- ☐ All members of the Institute (teaching staff, administrative staff, and students) are eligible to borrow materials from the library.
- ☐ All the students and the staff should be registered under the Institute library.
- ☐ A library card is issued for Rs.100 all the students
- ☐ Library card is valid for a period of 3 years.
- ☐ Report your lost library card immediately to prevent unauthorized use of your card.
- ☐ Rs.500/= is charged for a lost card, expired or not

Circulation:

- ☐ 3-day loan period for books and video tapes for the students
- ☐ 7-day loan period for books and video tapes for the staff
- ☐ Reference books, reserve books, unprocessed books, journals, original audio-visual materials, final year project reports, and newspapers are non-circulating materials.
- ☐ All loaned materials are subject to recall by the library earlier than their due date, if required urgently for teaching purposes.
- ☐ The borrowed material can be renewed once for the same period provided that another user does not require it.

- ❓ Books should be checked for missing pages or damage before issue. The student will be held responsible for any damage/missing pages found, and the penalty would be at the discretion of the librarian.

OVERDUE/LOST/DAMAGED MATERIALS

- ❓ Overdue materials are notified three times at one-week intervals beginning one week after the due date.
- ❓ Overdue material are subject to fine of Rs.20/= per day to the student welfare fund
- ❓ Lost, replaced or damaged library material is the combination of the following: cost of material + 20%
- ❓ Lost items should be reported promptly to avoid the accrual of overdue fines. A borrower who reports that an item has been lost is responsible for the replacement charge and processing fee (and binding charge, if applicable), plus any fines accumulated prior to the time the item was reported lost. Borrowers may be assessed repair or replacement charges for damaged items.
- ❓ Replacement charges are assessed by the library management committee and the charges will depend on the material.

RULES & REGULATIONS

- ❓ Silence should be maintained in the library premises.
- ❓ Issued books/Personal Books, files, notes, food and other personal belongings are not allowed to be brought into in the library.
- ❓ Students are not allowed to use personal pen drives/CDs/floppies in any of library computer systems.
- ❓ Mobile Phone is to be switched off within the library premises.
- ❓ Exercise care in handling all library materials
- ❓ Report damage to materials prior to check-out.
- ❓ Defaulting of the above rules will lead to termination of library membership.

TITLE OF POLICY: IT LAB

DO's

- ☒ Use for study purposes
- ☒ Secure permission before entering the IT lab(from the administration department & the relevant lecturer)
- ☒ Do use computer facility for thirty minutes, unless otherwise authorized by the lecturer in charge.
- ☒ Leave the terminal when asked to do so by authorized staff (i.e. lecturer or administration department).
- ☒ Respect the privacy of other users
- ☒ Do save the documents in my documents
- ☒ Use the computer assigned to you
- ☒ Use the password given to you
- ☒ Switch off the computer after use
- ☒ Switch off the breaker after computer session(i.e. the monitor will be assigned)
- ☒ Scan any pen drives at the designated computer in the admin room before insertion into computers in the IT lab.
- ☒ Limit use of your pen drives in the IT Lab computers.

DON'Ts

- ☒ Install, download, modify software, change any computer settings
- ☒ Attempt to gain unauthorized access to restricted files or networks, or to damage or modify computer equipment or software
- ☒ Save documents on the desktop(i.e.: home page, screensaver, wallpaper)
- ☒ Check email in computer sessions(unless supervised by lecturer)
- ☒ Use own DVDs/VCDs in the institute computers(because it brings in unnecessary viruses to facility's computers)
- ☒ Access to web sites i.e. Social network web sites (e.g. Facebook etc)
- ☒ Stay after 5.00pm

*If following is not obeyed the administration department is authorized to suspend the computer facility.

* Internet sessions available per day may be limited by the Lecturer in-charge. Such limitations will be dependent on facility-specific demand in order to provide access for the majority of users

*Students or external parties are not supposed to modify (i.e. SPECIALLY delete/change) any settings in the computer or lap top provided by the institute.

TERMINATION OR PROHIBITION OF USER ACCESS

- ☐ The administration is authorized to terminate any user's access session, or to prohibit a user from subsequent access sessions for up to two weeks, if they have cause to believe that the user has failed to comply with the Internet Acceptable Use Policy and/or Rules of Conduct.



IT Lab

TITLE OF POLICY: APPLICATION FOR GRADUATION

POLICY: An official Application for Graduation must be filed by each candidate for graduation by the deadline date of the term in which graduation is expected. The deadline dates are established by the Registrar's Office.

PROCEDURE

1. The student obtains the Application for Graduation form from their respective department/VLE or Registrar's office.
2. The student completes the application and submits it to the Programme Coordinator for signature.
3. By signing the application the Programme Coordinator is verifying that, upon completion of the current term, the student will have completed all requirements for graduation.
4. The completed, signed Application for Graduation form is submitted by the student to the Registrar's Office.
5. If for some reason the student will not graduate that term, it is the student's responsibility to inform the Programme Coordinator, who then notifies the Registrar's office in writing.
6. The student must then reapply for graduation in the appropriate term.

Important:

Please note that no student is allowed to take part in the Graduation Ceremony and will not receive the transcript/certificate without completing the requirements given in the Application Form – Graduation Ceremony.

TITLE OF POLICY: PAYMENT OF FEES

Payment of the amount due should be made in Sri Lankan Rupees (LKR) to International Institute of Health Sciences (Pvt) Ltd by cash, Cheque or international bank draft. Payment may also be directly made to IIHS bank account -NDB Bank 011001006650 (Wattala Branch) or to any other account that may be officially informed to you.

If you do deposit your payments directly to the above bank account you must state your name and/or IIHS student ID & the IIHS Study program in the bank payment slip and fax it to 0112 951 292 or provide IIHS with proof of payment. It is your responsibility to collect an official receipt for your payment.

CONDITIONS OF ENROLMENT

Fees

1. All fees, charges and accounts will be payable in advance as determined by IIHS and as per the payment plan given to you at the commencement of the program. You will not be permitted to attend classroom / clinical sessions until all outstanding fees, charges or accounts are paid as per the due date.
2. Any payments not made by the due date will incur a late payment penalty. IIHS reserves the right to vary its fees at any time.
3. Should it be necessary for the student to repeat a subject/module IIHS reserves the right to decide on its fees.
4. If you have any clarification about payment please visit our Finance Department.
5. Fees once paid will not be refunded under any circumstances.
6. The students who change the study program after two weeks of registration should pay a sum of Rs.5000.00 and also late levies, due payments, cost of the course material given by the institute etc.

Please note: IIHS will guide and facilitate the students in the visa process for the transfer programs for further studies abroad. IIHS is not liable for obtaining visa as the visa assessment is based on the information/Documents provided by the students.

Approved by:

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Dr. Nishan Silva

Head of Academic Affairs
