
Welcome to the Faculty of ICT & Media

I am delighted to welcome you to the Faculty of ICT & Media, and to your chosen course of study towards your degree. You will be spending your time at SAITM learning and developing your skills and knowledge in what is probably the most dynamic and important subject area in modern society.

All organisations, in all industries, and everything that we do, are linked in some way to the general and specific subjects that you will be studying with us. SAITM is not just about learning a subject but it is also about giving you the best available opportunities possible to develop the capabilities and confidence that you will need when you have completed your degree. You will need to understand how your specialisation fits into the wider business environment, and to demonstrate that you are not only technically knowledgeable, but also a real asset to any future employer. We further encourage you to start-up your own enterprise with what you have gain throughout the stay with us while we help you to innovate in new ventures.

The Faculty team of academics have a single aim, to ensure that you leave SAITM as a highly proficient, transformed and knowledgeable work-ready professional. We will work hard to ensure that you have the best possible opportunity to develop and you should also be prepared to work hard and develop yourselves. Businesses are looking for knowledgeable, innovative and hard-working employees who have the ability to work collaboratively and to think about solutions to difficult problems out of the box. You will have every chance to become what they are looking for in your studies with us.

SAITM is also about enjoying yourself. With the interaction of other students in other faculties you will probably develop a more important place among them. Most of your senior Graduates will tell you that SAITM was the best time of their lives. I hope that you participate fully in life here at SAITM and take the opportunity not only to learn, but also to find new friends and develop new interests. It may seem now that your graduation is a long time away; it will go by very quickly so do start from today itself and make the most of your life as a student, and probably the only last opportunity to do so !

Finally, the full range of University facilities, resources and advice are here to give you the best possible head start in your future career. May I take this opportunity to wish you every success in your future studies with us and to welcome you to SAITM 'family'.

Professor Sirimevan Widyasekera

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Introduction

This handbook contains all the details required for you to undergo the programme of study you have been registered at the Faculty of ICT & Media at SAITM. It includes information about your programme, its structure and the staff that you will meet and is intended to provide you with answers to many of the questions you may have about studying on your course.

Throughout the handbook you will find references to many of SAITM's procedures, regulations, by-laws and course-related details, with links to the full document or service on SAITM website.

This is not an exclusive list and you will come into contact with other regulations during your time studying at SAITM. All documentation is, however, published on SAITM's website, should you have any queries. Alternatively, please contact any of the people referred to in this handbook who will be able to help you.

This handbook also contains important information to you as a student of SAITM studying in the Faculty of ICT & Media. Please, ensure that you understand who is responsible for what so that you seek help and advice from the right party at right time.

Your relationship with SAITM

As a student studying for a Diploma/Degree at SAITM you must always keep in mind that you are a registered student at SAITM and therefore you are guided and bound by SAITM academic regulations.

As part of this arrangement and in order to ensure you are properly registered with SAITM and are awarded your qualification at the end of your studies, we will request your information such as personal data collected during the admissions process, these may include date of birth, address, gender and highest qualification on entry, as well as information about your prior learning. You are bound to provide true and correct information about those but if found false may result in the expelling you from the programme. SAITM will treat this information confidentially and will use it only for the legitimate purpose of ensuring your student records are accurately maintained.

If you change any of your contact details please ensure that you inform the administration staff of SAITM so that they can update their records and ensure that the information is given to SAITM.

During your studies you will be invited to provide feedback both on your specific academic course and on your wider student experience. Please do take advantage of the opportunities given to provide feedback. It has real value and allows SAITM to ensure that the service we are providing continues to be of real benefit.

Quality and Standards

SAITM is responsible for the standard of all awards and academic credit granted under its name.

The academic courses are very carefully designed with the expert advice from the industry and their participation. Before a course begins we undertake thorough checks with the prevailing quality standards through a series of processes for example external audit etc.

As SAITM is a fully accredited Higher Education institution in Sri Lanka for the award of Degrees by the Ministry of Higher Education and the programs are also approved to the required quality standards, we at the Faculty of ICT & Media ensures the set standards are maintained throughout the course duration.

The programmes offered by the faculty are designed according to the set standards by the University Grants Commission of the Ministry of Higher Education of Sri Lanka, in its circulars (995 of 2012) and the Sri Lanka Qualifications Framework (SLQF) published on June 2012.

The faculty further keep the QAA UK standards incorporated in to the first two years and thereafter as much as possible to ensure the programs offered are in line with the PEARSON/EDEXCEL requirements so that the students have an extra advantage of obtaining PEARSON/EDEXCEL Higher National Diploma (HND) after completing first two years of study successfully. This will allow students who are planning to embark on higher studies in another country just after the HND.

Your Programme of Study

There will be plenty of opportunities throughout the programme of study to develop a range of transferable skills covering the following aspects:-

- Effective information-retrieval skills (including the use of browsers, search engines and catalogues).
- Numeracy and literacy in both understanding and presenting cases involving a quantitative and qualitative dimension.
- Effective use of general informative technology (IT) facilities.
- The ability to work as a member of a development team, recognising the different roles within a team and different ways of organising teams.
- Managing one's own learning and development including time management and organisational skills.
- Appreciating the need for continuing professional development in recognition of the need for lifelong learning.

Programmes of study

Program 1a : B.Sc. in Computing with Interactive Media

Year 1 - Semester 1 (B.Sc. in Computing with Interactive Media)

Unit Code	Unit Name	Credits	Contact Hrs			Total Hours
			L+T	P	T	
IT1101	Computer Fundamentals	3	45			45
IT1102	Database Fundamentals	4	45	30		75
IT1103	Programming Fundamentals (C/C++)	4	45	30		75
NM1101	Interactive Media Principles	4	45	30		75
SS1101	Language Skills for Learning and Professionalism (Part1)	2	30			30
		15				

Year 1 - Semester 2 (B.Sc. in Computing with Interactive Media)

Unit Code	Unit Name	Credits	Contact Hrs			Total Hours
			L+T	P	T	
NM1201	Animation Techniques	4	45	30		75
IT1203	Fundamentals of Communications and Networks	4	45	30		75
NM1202	Ideas Generation and Development in Art & Design	4	45	30		75
NM1203	Visual Communication in Art and Design	4	45	30		75
NM1204	Computer Interface Design Principles	4	45	30		75
SS1201	Language Skills for Learning and Professionalism (Part2)	2	30			30
		20				405

*Credits are not included for CGPA

Year 2 - Semester 1(B.Sc. in Computing with Interactive Media)

Unit Code	Unit Name	Credits	Contact Hrs			Total Hours
			L+T	P	T	
IT2105	2D/3D Time Based Digital Applications	4	45	30		75
NM2101	Contextual & Cultural Referencing in Art & Design	3	45			45
NM2102	Sound Production and Editing	4	45	30		75
IT2102	Web Technology/ Web Authoring	4	45	30		75
NM2103	Professional Practice in Art & Design	3	45			45
IT2103	Object Oriented Design concepts with Java	4	45	30		75
		22				390

Year 2 - Semester 2(B.Sc. in Computing with Interactive Media)

Unit Code	Unit Name	Credits	Contact Hrs			Total Hours
			L+T	P	T	
NM2203	Digital Video Post Production and Editing	4	45	30		75
IT2207	Computer Systems Requirements Analysis	4	60			60
NM2201	Website Creation & Management	4	45	30		75
NM2204	Marketing Development Using Interactive Media	4	60			60
IT2203	Project Design Implementation and Evaluation	4	60			60
		20				330

Year 3 - Semester 1 (B.Sc. In Computing with Interactive Media)

Module Code	Name of the Module	Credits	Contact Hrs			Total Hours
			L+T	P	T	
NM3101	eCommerce Technologies	4	60			60
NM3102	Final Project - part 1	3	15	60		75
NM3103	Photography Techniques and Technology	4	45	30		75
NM3105	Interactive Media Teamwork	4	45	30		45
		15				255

Year 3 - Semester 2 (B.Sc. In Computing with Interactive Media)

Module Code	Name of the Module	Credits	Contact Hrs			Total Hours
			L+T	P	T	
IT3204	Game Development	4	45	30		75
NM3201	Managing a creative business	4	60			60
NM3202	Final Project - part 2	6			360	360
IT3203	Mobile Computing	4	45	30		75
		14				570

Total credits (90 required)**98****Notes:**

Students who complete first 4 semesters successfully receive SAITM Higher Diploma or eligible for Pearson/Edexcel BTEC Higher National Diploma (HND) in Interactive Media

IT1103, IT2103, IT3204 units are not mandatory for 90 credit calculation for the award of B.Sc. in Computing with Interactive Media Degree but needed for the calculations for a class

Program 1b : B.Sc. (Honours) in Computing with Interactive Media**Year 3 - Semester 1 (B.Sc. (Honours) In Computing with Interactive Media)**

Module Code	Name of the Module	Credits	Contact Hrs			Total Hours
			L+T	P	T	
NM3101	eCommerce Technologies	4	60			60
IT3102	Operating Systems	4	45	30		75
NM3103	Photography, Techniques and Technology	4	45	30		75
NM3105	Interactive Media Teamwork	4	45	30		75
NM3104	Advanced Research Project - part 1**	8			240	240
		24				525

Year 3 - Semester 2 (B.Sc. (Honours) In Computing with Interactive Media)

Module Code	Name of the Module	Credits	Contact Hrs			Total Hours
			L+T	P	T	
IT3204	Games Development	4	45	30		75
IT3203	Mobile Computing	4	45	30		75
NM3201	Managing a Creative Business	4	60			60
IT3205	Data Communication and Computer Networks	4	45	30		75
NM3204	Research Project - part 2 **	12			360	360
		24				615

Total credits (120 required)**121****Notes:**

**Students with CGPA higher or equal to 2.5 are eligible for B.Sc. (Honours) program

Student who complete first 4 semesters successfully receive SAITM Higher Diploma or eligible for Pearson/Edexcel BTEC Higher National Diploma (HND) in Interactive Media

Program 2a : B.Sc. in Computing

Year 1 - Semester 1 (B.Sc. In Computing)

Module Code	Name of the Module	Credits	Student Contact Hours			Total Hours
			L+T	P	T	
IT1101	Computer Fundamentals	3	45			45
IT1102	Database Fundamentals	4	45	30		75
IT1103	Programming Fundamentals (C/C++)	4	45	30		75
IT1104	Mathematics and Statistics for Information Technology	4	60			60
SS1101	Language Skills for Learning and Professionalism (Part 1)*	2	30			30
		15				285

*SS1101 will not calculate for the CGPA

Year 1 - Semester 1 (B.Sc. In Computing)

Module Code	Name of the Module	Credits	Student Contact Hours			Total Hours
			L+T	P	T	
IT1201	Introduction to Software Engineering	4	45	30		75
IT1202	Fundamentals of Computer Science	4	45	30		75
IT1203	Fundamentals of Communication and Networking	4	45	30		75
IT1204	Business Skills for e-Commerce	4	45	30		75
SS1201	Language Skills for Learning and Professionalism* (Part 2)	2	30			30
		16				330

*SS1201 will not calculate for the CGPA

Year 2 - Semester 1 (B.Sc. In Computing)

Module Code	Name of the Module	Credits	Student Contact Hours			Total Hours
			L+T	P	T	
IT2101	Data Communication and Computer Networks	4	45	30		75
IT2102	Web Technologies/ Web Authoring	4	45	30		75
IT2103	Object Oriented Concepts and Programming (Java)	4	45	30		75
IT2104	Data Structures and Algorithms	4	45	30		75
IT2105	2D, 3D Time Based Digital Application	4	45	30		75
		20				375

Year 2 - Semester 2 (B.Sc. In Computing)

Module Code	Name of the Module	Credits	Student Contact Hours			Total Hours
			L+T	P	T	
IT2201	Professional Development and Employability	3	45			45
IT2202	Information Systems in Organisation	4	45	30		75
IT2203	Project Design Implementation and Evaluation	3	45			45
IT2204	Advances DBMS	4	45	30		75
IT2205	Rapid Application Development (.Net Project)	4	45	30		75
IT2206	Computer Forensics	3	45			45
		21				360

Note: Student who completes the above course modules (Semester 1, 2, 3, 4) successfully is eligible for Pearson / Edexcel BTEC Higher National Diploma (HND) in Computing and Systems Development.

Year 3 – Semester 1 (B.Sc. In Computing)

Module Code	Name of the Module	Credits	Student Contact Hours			Total Hours
			L+T	P	T	
IT3101	Project Management Concepts	4	60			60
IT3102	Operating Systems	4	60			60
IT3104	Software Quality Assurance	4	45	30		75
IT3105	Web Services	4	45	30		75
		16				270

Year 3 – Semester 1 (B.Sc. In Computing)

Module Code	Name of the Module	Credits	Student Contact Hours			Total Hours
			L+T	P	T	
IT3201	Work Based Experience	4			240	240
IT3202	Software Engineering Measurement and Matrices	3	45			30
IT3203	Mobile Computing	4	45	30		75
IT3204	Database Administration (Oracle)	4	45	30		75
		15				390

TOTAL CREDITS 103

Note:

Those who complete all 3 years successfully are eligible for B.Sc. in Computing degree.

Minimum credit requirement is 103 out of 142. However, "Student must **pass** the Language Skills for Learning and Professionalism Part1 and Part2(SS1101 and SS1201) and Mathematics and Statistics for Information Technology (IT1104) modules.

Student who enrolling to this year (year 3) must have to complete at least 60% of all, year 1 and year 2 course modules successfully.

Program 2b : B.Sc. (Honours) in Computing

Year 3 – Semester 1 (B.Sc. (Honours) in Computing)

Module Code	Name of the Module	Credits	Student Contact Hours			Total Hours
			L+T	P	T	
IT3101	Project Management Concepts	4	60			60
IT3102	Operating Systems	4	60			60
IT3103	Advanced Software Engineering	4	60			60
IT3104	Software Quality Assurance	4	45	30		75
IT3105	Web Services	4	45	30		75
		20				330

Year 3 – Semester 2 (B.Sc. (Honours) in Computing)

Module Code	Name of the Module	Credits	Student Contact Hours			Total Hours
			L+T	P	T	
IT3201	Work Based Experience	4			240	240
IT3202	Software Engineering Measurement and Matrices	3	45			45
IT3203	Mobile Computing	4	45	30		75
IT3204	Database Administration (Oracle)	4	45	0	3	75
IT3107	Advanced Computer Networking Systems	4	45	30		75
		19				510

Year 4 – Semester 1 (B.Sc. (Honours) in Computing)

Module Code	Name of the Module	Credits	Student Contact Hours			Total Hours
			L+T	P	T	
IT4101	Software Development Research Project (SDRP1)	4			240	240
IT4102	Human Computer Interaction	3	45			45
IT4103	Social Network Analysis	4	45	30		75
IT4104	Research Skills and Professional Practice	4	60			60
		15				420

Year 4 – Semester 2 (B.Sc. (Honours) in Computing)

Module Code	Name of the Module	Credits	Student Contact Hours			Total Hours
			L+T	P	T	
IT4201	Software Development Research Project (SDRP 2)	8			480	480
Electives *						
IT4202	Network Security*	4	45	30		75
IT4203	Artificial Intelligence*	4	45	30		75
IT4204	Geographical Information Systems*	4	45	30		75
IT4205	Data warehousing and data mining*	4	45	30		75
IT4206	Digital Image Processing *	4	45	30		75
		16				630

TOTAL CREDITS 142

Note: Those who complete all 4 years successfully are eligible for B.Sc. (Honours) in Computing degree.

Minimum credit requirement is 120 out of 142. However, “Software Development Research Project (IT4102 and IT4201)” module must **pass** together with Language Skills for Learning and Professionalism Part1 and Part2(SS1101 and SS1201) and Mathematics for Information Technology (IT1104) modules.

Students only need to select two (2) modules from the elective modules *

Program 3 : B.Sc. (Honours) in Computing with Business Accounting

Year1 – Semester1 (B.Sc. in Computing with Business Accounting)

Module Code	Name of the Module	Credits	Student Contact Hours			Total Hours
			L+T	P	T	
IT1101	Computer Fundamentals	3	45			45
IT1102	Database Fundamentals	4	45	30		75
IT1103	Programming Fundamentals (C/C++)	4	45	30		75
BA1101	Marketing Principles	4	60			60
BA1102	Business Law	4	60			60
SS1101	Language Skills for Learning and Professionalism (Part1) *	2	30			30
		19				345

*SS1101 will not be calculated for the CGPA

Year1 – Semester 2 (B.Sc. in Computing with Business Accounting)

Module Code	Name of the Module	Credits	Student Contact Hours			Total Hours
			L+T	P	T	
IT1205	Web Authoring / Web Technologies	4	45	30		75
BA1201	Business Skills for e-Commerce	4	45	30		75
BA1203	Managing Financial Resources and Decisions	4	60			60
BA1204	Organisations and Behaviour	4	60			60
BA1205	Fundamentals of Communication and Networking	4	45	30		75
SS1201	Language Skills for Learning and Professionalism (Part2) *	2	30			30
		20				375

*SS1201 will not be calculated for the CGPA

Year2 – Semester 1 (B.Sc. in Computing with Business Accounting)

Module Code	Name of the Module	Credits	Student Contact Hours			Total Hours
			L+T	P	T	
IT2105	Profession Development and Employability	3	45			45
IT2101	Data Communication and Computer Networks	4	45	30		75
BA2101	Business Environment	4	60			60
BA2102	Business Accounting Costing and Budgeting	4	60			60
BA2103	Business Decision Making	4	60			75
		19				315

Year2 – Semester2 (B.Sc. in Computing with Business Accounting)

Module Code	Name of the Module	Credits	Student Contact Hours			Total Hours
			L+T	P	T	
IT2202	Information Systems in Organisation	4	45	30		75
IT2203	Project Design Implementation and Evaluation	3	45			75
BA2201	Aspect of Contract and Negligence for Business	4	60			60
BA2202	Taxation	4	60			60
BA2203	Financial Accounting and Reporting	4	60			60
BA2204	Research project in Financial Environment	4	60			60
		23				390

Note: Student who completes the above course modules successfully is eligible for Pearson / Edexcel BTEC Higher National Diploma (HND) in Computing with Business Accounting.

Year 3 – Semester 1 (B.Sc. (Honours) in Computing with Business Accounting)

Module Code	Name of the Module	Credits	Student Contact Hours			Total Hours
			L+T	P	T	
IT3106	Research Skills and Professional Practice	4	60			60
IT3107	Enterprise Resource Planning (SAP-ERP)	4	45	30		75
IT3108	IT Support for End User	3	45			45
IT3109	Industry Standards Financial Applications	4	45	30		75
BA3101	Banking Systems	4	45	30		75
BA3102	Research Project 1/2	4			240	240
		23				570

Year 3 – Semester 2 (B.Sc. (Honours) in Computing with Business Accounting)

Module Code	Name of the Module	Credits	Student Contact Hours			Total Hours
			L+T	P	T	
IT3204	Database Administration (Oracle 11g)	4	45	30		75
BA3201	Quality Management in Business	4	45	30		75
BA3203	Research Project 2/2	8			480	480
Electives *						
BA3202	Entrepreneurship*	4	60			60
IT3205	Social Network Analysis*	4	45	30		75
BA3204	Financial Investment Opportunities *	4	60			60
		20				705

TOTAL CREDITS 124

Note: Those who complete all 3 years successfully are eligible for B.Sc. (Honors) in Computing with Business Accounting degree.

Minimum credit requirement is 120 out of 124 to obtain a B.Sc. (Honours) in Computing with Business Accounting degree. However, “Research Project (IT3102 and IT3203)” module must **pass** together with Language Skills for Learning and Professionalism Part1 and Part2(SS1101 and SS1201)

Minimum credit requirement is 90 out of 124 to obtain a B.Sc. in Computing with Business Accounting general degree. However, “Research Project (IT3102 and IT3203)”, “Database Administration (IT3204)”, “Industry Standards Financial Applications (IT3109)” and “IT Support for End User (IT3108)” modules must **pass** together with Language Skills for Learning and Professionalism Part1 and Part2(SS1101 and SS1201)

Students only need to select one (1) modules from the elective modules *

Calendar (Course Delivery Schedule)

Please contact your Course Leader at SAITM for your Delivery Schedule or refer Moodle

How your programme is taught

Modules on this programme will be taught in line with the Faculty Teaching, Learning and Assessment strategy.

The Course Team will strive to ensure that all modules embrace current industrial practice wherever possible.

The teaching and learning strategies employed throughout the course are those judged to be the most appropriate for each module at each stage and level of the course.

The strategies have been designed to ensure that there is progression from formal teaching through to student centred independent learning as the student progresses through the levels of the course(s).

This format of the course will be taught through a combination of workshops supported by information in the form of lecture notes, reference material and PowerPoint slides as well as discussion boards and WebEx sessions available through the Moodle, the Virtual Learning Environment (please see below). In this way students from overseas will not only engage to discuss elements of the programme face to face but can meet as a virtual community whilst studying for their qualification.

Virtual Learning Environment (Moodle)

The SAITM's 'virtual learning environment' (VLE) – Moodle – is accessible via desktop, laptop and over the internet when you are outside SAITM. Here you will get access to online programme information and access to other online resources while at SAITM. You can also communicate and collaborate with your fellow students and programme lecturers.

Moodle is accessed directly via <https://saitm.edu.lk/moodle> regardless of whether or not you are on SAITM premises. You will receive a full induction into using Moodle early in the programme so that you can access its fullest potential during the course of your studies.

A range of teaching methods will be used including:

Lectures

This is the most formal teaching strategy employed in teaching the modules. It is generally used to deliver a body of theoretical information to a large group of students and is most effective when followed up by a seminar or tutorial session to consolidate learning.

The lecture format may be supported by written handouts, web or library references which serve to reinforce and expand the audio-visual information presented. In addition, staff will make appropriate use of the VLE (Moodle) facilities. This should enable lecturers' to enhance the traditional communication and learning media, as well as making material available to students at home and SAITM.

Tutorials / Practical Sessions

In general the smaller group tutorials are the guided learning sessions, which can either support a formal lecture by students working through tutorial sheets with the help of a lecturer or by students working through practical exercises in a computing laboratory.

Seminars

These can vary from large group seminars, which provide an opportunity for the student-led formal debate of particular topic areas, to 'impromptu' discussion sessions with smaller groups, which may for example follow the showing of a video.

Other techniques such as industrial visits, guest lectures and computer aided learning tools will be used where appropriate. This variety of techniques is aimed at stimulating student learning. The teaching and learning strategies for individual modules are detailed in the relevant module pro-forma.

Planning your studies

The main reasons for student failure are: poor attendance and non-completion of work. Successful students attend classes regularly and keep up with weekly work based upon those topics introduced in class. It is also important that you complete official assessments according to the published deadlines. Tutors are able to help you but it is important that you take responsibility for your studies. You must devote sufficient time to your course every week; this means - regular attendance of classes, participation in individual and group activities, interacting with the tutors and your classmates; and, spending at least the same amount of time again on individual and group studies away from the classroom. You need to find a good balance between your studies and the other things in your life. Managing your time is one of the challenges associated with being a student.

Accessing your timetable

Please, See your respective course leaders for Timetables or Moodle.

Your Programme Team

Programme Roles

The following are a set of roles that are found on programmes offered by the University. Depending on the nature of the inquiry you have, you may wish to contact the relevant individual. If you feel that issues have not been resolved at the levels mentioned below, you can also contact the University's Partnership Tutor (Link Tutor) or, in unresolved areas of serious concern, the University's Head of Department.

Course Leader (CL)

Your Course Leader at SAITM is the person with overall responsibility for your course of study. You can bring to your Course Leader any issues you may have with the running of your programme. In our faculty the Dean of the Faculty is the Course Leader.

Module Leader (ML)

Modules are individual parts of programmes. Your Module Leader at SAITM will be the person directly responsible for co-ordinating the various parts of the module and normally setting assessment briefs. The Module Leader will normally be your first point of call for issues specifically relating to that module. Head of the Department where the study program is delivered will be your Module Leader

ICT Technician

ICT Technicians are available to support you with any technical difficulties of your programme and available at the Computer Services and Network Division in the Faculty (Room 215)

Course Registrar (CR)

Your Course Registrar is a member of administrative staff in the Registrars Department and has responsibility for ensuring that the administrative side of your programme runs smoothly. Your Course Registrar will normally be your first port of call for questions about and interpretation of any regulations which are related to your programme. Call over at Room G04 in the Ground floor of the Main building

Course Administrator (CA)

The Course Administrator supports the Course Registrar and has responsibility for day to day administrative issues on your programme. Please call over at Room 211 the office of the faculty to meet them. Names and other details are announced in the Moodle.

Contact Details

Contact details for SAITM staff with key responsibility for your programme

Name	Role	Phone	Email
Prof. S. Widyasekara	CL	2413351-ex 209	sri_saitm@yahoo.com
Mr. M. Azmeer	CR	2413351-ex 211	azmeer.saitm@gmail.com
Ms. Avanthi M.	CA	2413351-ex 237	avanthi.saitm@gmail.com

Specialist facilities for the programme

The labs 206 (PC lab) & 217 (iMac lab) are equipped with the computer hardware and specialised software required for your course. For further information, please seek advice from Computer Services Division.



Assessment

For detailed information on this section you may wish to consult SAITM's Assessment Criteria. Specific regulatory documents are also referred to as required.

How you will be assessed

Assessment Strategies

A variety of assessments vehicles will be used as appropriate to the module, including assignments carried out in the student's own time, in-class assignment, workshops, presentations and formal examination as detailed in Q26. The form of assessment has been chosen so as to motivate students to achieve their best, and create learning activities for the students. The assessment vehicles for individual modules are detailed in the module proforma.

Assessments will be appropriate to the task, achievable, motivating and vocationally focussed and will form a constructive part of the learning process.

Assessments will develop general transferable skills as well as academic skills.

Assessments will provide sufficient opportunity for the best students to exhibit a level of innovation and creativity associated with excellence.

How to reference sources appropriately

We expect and require you to present work that is your own. In the course of your academic writing, you will be expected to develop your own views and ground these in the ideas, research and published work of others. In doing so, however, you must always acknowledge these authors in your own work. You do this by identifying the sources of these ideas and evidence, which is known as 'referencing'.

Without clear referencing, a reader may have difficulty distinguishing between your ideas and those of others, and this may lead to suspicions of 'plagiarism'. Similarly, if you offer no comment or narrative to connect citations with your argument, especially later in your course, this may also appear to be plagiarism. Plagiarism is the use of someone else's work without due acknowledgement whether or not this was intentional. Plagiarism applies not only to text, but to other media such as graphics, tables, formulae, computer code, illustrations or any representation of ideas in print, electronic or any other media. It applies to published text such as books and journals and unpublished text such as lecture slides and handouts, other students' work as well as your own previously assessed work. If you do not clearly reference your work, you may find yourself under investigation for academic misconduct.

There are many systems for the citation of sources, but this course uses the **Harvard Referencing System**. It is recommended that you follow the Harvard style guidelines provided by Cite Them Right : <http://www.citethemrightonline.com/>.

How to submit your work

For all pieces of assessment you should receive a written Assignment Brief, which will be provided to you either in hard copy or electronically via Moodle. The Assignment Brief will provide you with full details of the nature of the task, the expected format for presentation, details of how the work will be assessed and the criteria which will be used and any constraints (such as word count) or requirements (such as referencing of sources). The Brief will also provide details of how you should submit your work, the submission date and deadline time as well as when and how you can expect to receive feedback.

There may be instances where you are asked to undertake shared learning with a group of students but the final submitted work must be your own. You must not collude with another student to present the same work either as separate submissions or as submissions for another piece of work. If you do so, this may lead to you being investigated for academic misconduct.

Arrangements for Examinations and Time-Constrained Assessments (TCAs)

If you are registered on a module which has a formal examination you will be automatically registered for the examination. Full details of examination arrangements will be provided by your Course Leader or Module Tutor at SAITM.

Time Constrained Assessments (TCAs) are assessments with an examination-type format, but which usually occur within normal class time. Module tutors will provide information about these, but it is your responsibility to ensure you attend when required – you must attend at the time / date published by your tutor.

What to do if you are going to be unable to submit your work on time or attend an examination or TCA

If you are going to be unable to submit your work by the deadline, attend an examination or are experiencing other difficulties you should inform your Course Registrar immediately.

Your Course Registrar will be able to advise you on the most appropriate course of action, which may be an application for an extension, a claim for mitigating circumstances or in some cases an application to interrupt your studies. Doing nothing may make things more difficult for you in the long run.

Any work submitted beyond the stated deadline without an approved extension will be considered to be a 'late submission'. Depending on the nature of the assignment you may still be able to submit your work up to 10 working days beyond the original submission date but this will generally have an impact on the mark awarded. Assignments will not be accepted more than 10 working days beyond the original submission date and a non-submission will be recorded. If you submit by the stated deadline, you cannot also submit your assignment during the late submission window.

Marking and feedback of your work

Your Assignment Brief should indicate how your submitted work will be marked and what assessment criteria and weighting will be used. Assessment will be linked to Module Learning Outcomes.

Your Module Leader will give you a provisional percentage mark or grade for your submitted work, normally through Moodle. All marks are provisional until they have been formally ratified by an Assessment Board following both internal and external moderation processes by SAITM.

You can expect to receive feedback on your assessed work *within three working weeks of the submission date*. Where work has been submitted electronically, feedback will also normally be available electronically via the e-submission area on Moodle. Feedback should enable you to identify deficiencies in your work and specific areas where improvement is necessary. Where it is not possible to receive feedback within the three-week period, you should receive an alternate date from the Module Leader.

What happens if you fail a module or piece of assessment?

If you have not received a pass mark for a module or piece of assessment you may be required to be reassessed (referred) in the component(s) which you have failed.

Referral is **not** automatic and a decision will be made by an Assessment Board who will consider your overall profile of marks for the assessment stage. If you are set referral work, this may differ from the original piece of work submitted so you should not simply resubmit the original piece of work.

Either way you should wait for the Course Registrar/Administrator to confirm what (if any) referral has been set and when and how this should be submitted.

External Moderation

External examiners act as independent and impartial advisors and provide informed comment on the standards set and student achievement in relation to those standards. They are a crucial part of the quality assurance of higher education.

You will be made aware of the External Examiner moderating your award via the Programme Committee Organisation on Moodle, where you will also be able to access the most recent external examiner annual report. *Under no circumstances, however, should you attempt to make direct contact with any external examiner regarding your individual performance; doing so may lead to disciplinary action.*

How your final award is calculated

This programme conforms to the approved University procedures as detailed on SAITM website.

The following modules may be condoned for B.Sc. in Computing with Interactive Media:

Faculty of ICT & Media

- IT1103 : Programming Fundamentals
- IT2103 Object oriented design with Java
- IT3204 Computer games development

This programme will be covered by the following University/Vocational Education regulations:

- Sri Lanka Qualifications Framework (SLQF)
- National Vocational Qualification Framework (NVQ)

Additional Programme Information

Feedback on your programme

We welcome feedback from you on your programme, any areas of good practice and ideas for improvement; you will be given the opportunity to comment on your programme at various stages. Your comments should be passed to your Course Leader and Registrar to forward to the University.

Programme Committees / Student Representation

Each subject area has a Programme Committee where you can review and discuss operation of your programme and receive updates on actions that have been undertaken.

Programme committees meet at least twice during the academic year and membership includes your Course Leader, Module Tutors, and student representatives drawn from all levels of the programme. Records of programme committees are available to all students via the Programme Committee Organisation on Moodle. Here you can also find the most recent external examiner's report for your programme and other recent reports about your course.

Support for your studies

Academic support teams are here to help you to get the best out of your studies and achieve your full potential. Some support is available directly from SAIMT. Ensure you are aware of how to make use of these services at you local institution. The University services you can access online is below.

Library (University)

The library service is here to offer you a wide range of learning resources including:

- Journals – online and print
- Books – e-books and print
- The Knowledge Archive – a digital repository of research

To access the full range of library information and resources login to SAIMT Library via <http://lib.saitm.edu.lk/>

SAITM Regulations and Processes

Every Higher Education Institute needs to have its own academic regulations. These set out the rules, processes and practices relating to all activities of your life at a university and tell you exactly what you need to do to progress and ultimately successful in your programme and what to do if you don't.

Some of the more common processes you may encounter are listed below with a brief explanatory note. A full listing of all formal documents is available on the Faculty page of the SAIMT website. For more information or guidance please contact your Registrar.

- Academic Appeals Process

This document describes the institution-wide process for the management of academic appeals for students on taught and research programmes.

- Academic Misconduct

SAITM has a duty to maintain the standards of its awards by ensuring the integrity of all aspects of the assessment process. Academic misconduct occurs when a student fails to comply with SAIMT regulations relating to assessment. Cheating, plagiarism, collusion and impersonation are all categories of misconduct recognised by SAIMT.

- Assessment of Students

SAITM requires that all student assessment conforms to its policies, procedures and regulations on the setting of assessments and the marking and moderation of these assessments as detailed in this and related documents.

- Boards of Examiners

These guidelines refer specifically to the roles and responsibilities of Boards and their members; they will be applied in conjunction with SAIMT Framework and Assessment Regulations and with any specific professional/programme requirements, which include details of the academic framework for Boards.

- e-Submission, Marking, Feedback and Moderation Policy

This document outlines the SAIMT Policy for the electronic submission of assignments and their marking and moderation. The Faculty always encourage a GREEN policy for reduction of usage of papers whenever possible.

- Examination Handbook

This document details the SAIMT's examination process and the regulations that are applied.

- Fitness to Study Procedure

A student is fit to study when they have the capacity to engage satisfactorily in relation to their academic commitments and in life generally at SAIMT. SAIMT may determine, in

accordance with this procedure, that a student is unfit to study and this may result in suspension or termination of their registration with SAIMT.

- **Interruption, Withdrawal or Transfer of Studies Procedure**

This policy articulates the expectations of SAIMT with regards to interruption of studies (voluntary academic suspension), withdrawal or transfer of studies (either internally or externally).

- **Mitigating Circumstances**

SAITM recognises that sometimes events happen to students over which they have no control and which can have a serious effect on their capacity to sit examinations, attend prescribed placements, complete the assessment to their usual level of achievement or to published deadlines. These regulations set out the processes through which students can ask SAIMT to take such events into account.

- **Placement Learning Policy**

This policy articulates SAIMT's approach to, and core principles of placement learning as offered within its courses.

- **Reasonable Adjustments for differently abled students**

SAITM is designed to allow differently able students to do their studies without any hinderence. It is also committed to ensuring that those students have an excellent student experience in an inclusive learning environment. Where possible, equity of access is achieved through inclusive design.

- **Student Complaints Procedure**

All SAIMT enrolled students have the right to complain to SAIMT and to have their complaint taken seriously. These guidelines are primarily aimed at helping students to understand the complaints process and outlining how and what a complaint can be submitted about.

- **Student Participation Support Policy**

SAITM believes that you are more likely to complete your studies successfully when you fully participate in your studies and actively encourages you to do so. SAIMT is also required to monitor participation in order to fulfil its legal obligation to inform relevant external agencies of the status of its students on a regular basis.

- **Sri Lanka Qualifications Framework (SLQF)**

These regulations apply to all the University's taught academic programmes delivered in Sri Lanka.

Student Achievements 2013/2014





Sitting (Left to Right)

Ms. Chandima Vitharana (Visiting Lecturer), Mr. Y. Prabath Samarasinghe (Visiting Lecturer), Mr. Mahesh U. Liyanawatta (Visiting Lecturer), Dr. Sameera Senarathne (Director), Ms Husni Hussain (Registrar), Prof. Malkanthi Chandrasekera (Vice Chancellor), Prof. Neville Fernando (Chairman), Prof. Sirimewan Widyasekera (Dean - ICT & Media), Mr. M. Azmeer (Head – Department of New Media), Ms. Dhakshika Jayakodyarachchi (Lecturer), Ms. Avanthi Malalage (Senior Assistant Registrar), Mr. Malinda Alahakoon (Visiting Lecturer)

Standing First Raw (Left to Right)

Ms. R. G. Tamara Hansani S. Gunasekara, Mr. Shashin Amoda Weeratunga, Mr. Shehan De Silva, Mr. M. S. Mohamed Sajith, Mr. S. Malintha Samarathunga Gunawardena, Ms. Ginige Dilushi De Silva, Mr. Myuran Thiyagalingam, Mr. R. D. Amila Iroshan Jayathunge, Mr. Gehan Dileepa Dharmasiri, Mr. Ramod Malaka Gamage, Ms. Rachael Melanie Arulvasagam

Standing Second Raw (Left to Right)

Mr. Harshana Rasanga Dunukewela, Mr. Lasith Rasika Sirisena Randunuge, Mr. Sharada Supun Kalhara, Mr. Didula Chamara Thanaweera Arachchi, Mr. Pratheeban Sirinivasan, Mr. Sandika Malshan Fonseka, Mr. Freemal Chistman Croos, Mr.Thushanthan Rajarathnam

Learning Partnership Agreement

Our commitment to you:

- Everyone working at or for SAIMM will treat students and colleagues with courtesy and respect
- Our staff will be punctual and well-prepared
- We will offer a stimulating physical and virtual learning environment
- We will provide high-quality teaching and supervision
- We will engage students in all aspects of curriculum design, development and evaluation
- We will provide access to appropriate information, advice and guidance services
- We will provide opportunities for one-to-one contact to help you review and plan your progress
- We will provide regular opportunities for student feedback across all areas of SAIMM life
- We will let students know how feedback has led to change and improvement
- We will offer opportunities to develop your employability and personal development
- We will provide guidance and feedback on good academic practice
- We will provide effective and timely feedback on your assessed work
- We will provide advance notice of cancelled and re-scheduled classes
- We will make available information about all course costs including additional expenses

Your commitment to us:

- To treat all staff and fellow students with courtesy and respect
- To take personal responsibility for your learning and development
- To fully contribute to an effective and enjoyable community of learning
- To be punctual and well-prepared for all scheduled learning activities including examinations
- To submit assessed work on time
- Never to submit work for assessment which is not your own
- To understand your responsibility to comply with guidance and regulations set out in your student handbooks and SAIMM rules and regulations, and seek help when required
- To give your module tutor advance notice, whenever possible, of any absences
- To interact with your student representatives and participate in feedback processes
- To take responsibility for your personal and skills development by using the information, advice, guidance and support available to you
- To respect the physical environment of SAIMM and surrounding area and behave respectfully towards the local community

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