



STUDENT HANDBOOK
2023 / 2024

ACBT Service Principles

Our Vision

To be the first-choice provider for post-secondary education for students in Sri Lanka.

Our Mission

- Delivering high-quality education programs that are relevant and current to our students, meeting their needs and the needs of the employers of our graduates.
- Providing an environment that is supportive and well-resourced, enabling students to maximise their full education potential.
- Understanding the needs of higher education and investing in excellence in teaching.
- Committing to helping students achieve their educational goals.
- Implementing and maintaining the quality of the study program as underpinned by the benchmark descriptors of ECC, ECU and the Australian Qualifications Framework (AQF).

Our Values

- Equality
- Efficiency
- Excellence
- Inclusion
- Flexibility
- Respect
- Honesty

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Message from Associate Principal

Dear Student,

Hello and a warm welcome to you from all of us at Edith Cowan College Sri Lanka and ACBT. A new beginning is in order as you enter higher education towards realising your dreams. Our leanings and the skills that we hone are tested like never before. A global pandemic has shown us the resilience of humanity and how we should drive our societies and our economies to the future. Education will play a significant role in that as it always has. What you learn today is what your country and the world will rely on tomorrow. By deciding to enter a global community of professionals, you have ensured that you, too, are part of the change-makers.

At ECC Sri Lanka and ACBT, we want to help you reach that goal. Our excellent teaching staff and innovative facilities will assist you in gaining knowledge, skills and self-confidence to meet the demands of tomorrow. Therefore, I congratulate you for choosing us as your higher education partner.

ACBT is working in association with Edith Cowan College (ECC) and Edith Cowan University (ECU), Perth, Australia. Both ECC and ECU offer diploma and degree programmes designed for the current demands and the success of their graduates as the highest priority.

Our programmes are also a steppingstone for a myriad of professional qualifications that are open to you in major universities across the globe. At ACBT, you will have educational opportunities that match your needs. I wish you every success with your studies.

Chaminda Ranasinghe
Associate Principal

Disclaimer:

Information in this publication was correct at the time of uploading, in January 2023. ACBT reserves the right to alter, amend or delete any information in this publication. The current handbook supersedes all previous versions/publications.

Academic Calendar

ACBT has a trimester system. Intakes occur in February, June and October.

ACBT/ECC Programs

2023	Trimester Start	Examination Week	Trimester End Date
Trimester1	20 Feb 2023	22 May to 28 May 2023	11 June 2023
Trimester 2	19 June 2023	18 Sep to 24 Sep 2023	08 Oct 2023
Trimester 3	16 Oct 2023	22 Jan to 28 Jan 2024	11 Feb 2024

Note - ECU calendar and commencement dates would be different to the above.

ACBT - Academic & Administration Staff

A full list of ACBT academic and administrative staff is posted on the ACBT website <https://www.acbt.net/our-staff>.

ACBT - Bursaries, Scholarships and Award

Every year, ACBT draws students with strong educational track records moulded in diverse academic environments. We are committed to recognising such outstanding academic achievements and wish to encourage our students to achieve their fullest potential while pursuing their studies at this institution. Our scholarship policy emphasises academic merit by offering both outright grants and partial tuition fee waivers.

These beneficial schemes are not awarded automatically, and the student must apply for bursaries and scholarships well in advance to be considered. Please submit your application with the relevant supporting documents to ACBT for consideration. Conditions may apply. ACBT management reserve the right to offer any of the scholarships/Bursaries.

New Students

High achievers at GCE O/L's

Students who have passed all subjects at the GCE O/L examination with three or more "A"s (Distinctions) in any subject are eligible for a 30 % tuition fee waiver in the first trimester when they register for the ACBT University Foundation Programme.

High achievers at GCE A/L's

Students who have passed all subjects at the GCE A/L examination with one or more "A" passes in a stream subject are eligible for a 30 % tuition fee waiver in the first trimester when registering for the ACBT Diploma programs.

Academically Accomplished Individuals

Individuals who have accomplished educational accolades will be eligible for a scholarship of 10% of their unit fees up to diploma (e.g. 10 "A" passes at O/L's, 3 "A"s at A/L's).

****Students enrolled with pending results will not be considered for scholarships in any of the categories above.*

Sports Scholarship

Students who were appointed as captains of sports will be eligible for a scholarship of 10% of their unit fees up to Diploma.

National level achiever's scholarships

Students who have achieved educational or civil awards/merits and sports at national level will be eligible for a scholarship of 10% of their unit fees up to diploma.

Family Bursary

Family members of currently enrolled students are eligible to apply for a bursary of 5% of their unit fees for one trimester subject to conditions outlined in the undergraduate programme guide

Government Forces Bursary

Family members of the government forces will be eligible for a bursary of 5% of their unit fees for one trimester (Police, Army, Air Force & Navy Officers).

Government Officials Bursary

Family members of Government officials will be eligible for a bursary of 5% of their unit fees for one trimester.

Best Performers at ACBT

The best performers on each program in every trimester will be eligible for a bursary of 5% of their unit fees on the following trimester.

Students transferring from the ACBT University Foundation Programme (UFP) to Diploma Courses

Students who have completed the UFP with outstanding grades (Average of > 85% with > 75% for each unit) are eligible for a 30 % tuition fee waiver scholarship in the first trimester of the Diploma Programme.

ACBT - Campuses

ACBT COLOMBO CAMPUS	ACBT KANDY CAMPUS
442, Galle Road, COLOMBO- 03 Tel: +94 11 7565511 +94 77 3000900 /+94 11 2 555123 Fax: +94 11 2565594 Website: http://acbt.net Email : info@acbt.lk	670/5 Peradeniya Road KANDY Tel: +94 81 2205800 +94 77 2273333 Fax: +94 81 2205 171 Website: http://acbt.net Email : kandy@acbt.lk

ACBT - Holidays/Public Holidays

ACBT observes all Mercantile Holidays (ACBT may open for classes on Poya days if required). The Academic Calendar published at the start of each academic trimester gives details of the dates ACBT will be closed for holidays. A copy of this document is posted to the portal before the commencement of the trimester. <https://axis.navitas.com/>

ACBT – Office Hours

The ACBT Offices are open at the following times under normal conditions:

Academic Services & Accounts

Monday to Friday 8:30 am – 5:00 pm

Saturdays – 8:30 am – 1:00 pm

(Assignments can be handed over to the reception on Sundays till 5:00 pm)

Admissions

Monday to Friday 8:30 am – 5:00 pm

Saturdays & Sundays – 8:30 am – 5:00 pm

ACBT – Programs Offered at ACBT

PROGRAMS OFFERED	COLOMBO CAMPUS	KANDY CAMPUS
English Language Programs	✓	✓
Pre-Foundation Programs	✓	✓
University Foundation Programs	✓	✓
Diploma Programs	✓	✓

ACBT reserves the right in every case at its discretion, and for any reason to alter or not to offer any course before its commencement, substitute any units in a program, or not offer all units in every trimester.

Weekend classes will be arranged depending on the minimum student numbers.

All ACBT classes are taught in English. All assessments are conducted in English.

ACBT - Student ID Cards

All students will be issued with an ACBT Student ID Card free of charge. This ID card is required for:

- Access to ACBT
- Proof of identity at examinations
- To get the benefits given to all ACBT students by other organisations
- To collect documents from ACBT
- Access to the library

Students who lose their Student ID card will be required to apply for a new ID card, and charges for a replacement ID will be levied for those students. Charges for this is given under the section "facilities". Students should submit the Application for Documents and proof of payment to the Student and Academic Services Manager.

In addition, students should also submit two extra photographs to the Students Records division to be kept in their personnel file.

Please note that the ACBT student ID cards are valid **only** for a period of **02 years**. Students are expected to get them renewed when expired.

ACBT - Student Portal

Important information such as student's examination results, re-enrolment information, notices regarding social and academic activities, fee payment, exam timetable and other important information is regularly posted in the Student Portal. The web address for this student portal is <https://axis.navitas.com/>

Students will be issued with a login name and password during the orientation week. If you do not receive this information or if there is a discrepancy in the information, please meet the Student Services Team immediately.

Students should check Student Portal DAILY for announcements and updates. Failure to do so may result in students missing out on valuable information related to their studies.

ECU students should check ECU Canvas for academic information.

Behaviour

Behaviour in Classroom

All ACBT students are expected to comply with the following standards of classroom behaviour:

- Demonstrate mutual respect for all ACBT staff and fellow students
- Turn off all mobile phones during class times
- Not to eat or take soft drinks into classrooms (bottled water is acceptable)
- Dispose of used water bottles by placing them in the rubbish bins at the end of class
- Not deface the classroom desks by writing or drawing on them
- Students are not allowed to remove any furniture and/or electronic items from the classroom

Code of Conduct

ACBT expect all students to maintain its high standards and ensure the academic integrity of the courses while playing an important role in the lives of the academic community. You can find more information on Academic integrity by referring to the Academic integrity policy published on the ACBT website. All students have the right to be treated with respect and courtesy by ACBT staff and fellow students in an environment free from harassment and one which is conducive to learning. The ACBT Code of Conduct policy outlined below guides and maintains the expectations of acceptable behaviour from all ACBT students to ensure the reputation and integrity of ACBT is maintained.

It is expected that all ACBT students observe the following codes of behaviour.

Dress code

Students are expected to adhere to a dress code that is clean, modest, and appropriate. Students are not permitted to wear indecent or revealing clothing.

Smoking

It is the policy of ACBT to maintain a clean and smoke-free environment. Smoking is not allowed anywhere in the ACBT building or any of the external environment surrounding the building. Students who do wish to smoke must do so away from any ACBT buildings.

Expectations from Students

ACBT lecturers have the following expectations of all students enrolled in their unit/s:

- Punctuality – students are expected to arrive on time for their classes. Arriving in classes late is disruptive to the other students.
- Attendance – 80% attendance at all classes is necessary. Students who fail to attend classes place themselves at risk of failing.
- Preparing for each class by undertaking the required reading and completing all necessary homework.
- Active class participation – asking questions, answering questions and involvement in-class activities – such activities facilitate the learning process.
- Commitment – completing assignments on time, sitting mid-trimester tests on scheduled dates, completing homework tasks.
- Learning styles – be willing to think creatively, apply an analytical approach to problem-solving, and work towards becoming an independent learner.
- Attend classes, maintain consistent levels of study and submit all assessments on time
- Treat all fellow students and ACBT staff
 - With respect and courtesy
 - Equitably irrespective of gender, race, disability, religion, or political conviction.
- Respect the opinions and views of others.
- Avoid any intimidating behaviour.
- Avoid any behaviour within the ACBT environment that would lead people to question the integrity of ACBT, for example, engage in physical fights with fellow students.
- Familiarise and adhere to ACBT policies and procedures available in the students portal.

Expectations from ACBT Lecturers/Staff

Students can expect the following from all ACBT lecturers:

- Punctuality – all lecturers should begin and finish classes on time.
- Courtesy – treat all students with respect, courtesy and fairness.
- Knowledgeable – know and understand the subject they are teaching.
- Make the classes interesting and interactive – do not read PowerPoint slides to students.
- Reinforce learning by giving additional materials to support a topic/s.
- Feedback – openly encourage feedback from students and accept differences of opinion.
- Write – positive comments on assessment during the marking process to help the student understand why they got the marks given.
- Discuss assessment within two weeks of submission due date.
- Commitment – demonstrate a commitment to the students and the learning process, displaying a willingness to help students learn.
- Fairness – All assessments are marked fairly and without bias.
- Accessibility – to have reasonable access in private consultation outside normal class contact hours.
- To be treated
 - With respect and courtesy
 - Equitably irrespective of gender, race, disability, religion, or political conviction
- To be able to communicate freely and voice alternative points of view.
- To participate in a learning environment free from sexual, racial, gender-based or other forms of harassment.
- To be provided with timely and accurate information related to units of study, enrolment, and all administrative matters.
- That facilities and equipment they use are safe and comply with safety guidelines.

Change of Student Details

Change of Contact Details

Students must advise ACBT of any subsequent change to their contact details (address, telephone no's, email address) in Sri Lanka within 7 days of the change by filling the **Change of Student Information** form available in the ACBT website <https://www.acbt.net/documents-and-forms> or the student portal and submitting to the Student & Academic Services.

ACBT is not liable if students miss important communication due to the non-notification of the above changes. ACBT will not accept responsibility for problems that occur as a consequence of incorrect or inadequate information provided.

All communications will be made to the student email and it is the students responsibility to check and respond to your mails regularly.

Change of Student Name

The student's name in the application should be the same as given in the Passport (or NIC). Student certificates will be issued as per the name shown in ACBT Portal.

Students must complete the "*Change of Student Name or Date of Birth Form*" available in the portal under documents. Students need to submit a valid original Passport (or NIC) and a copy along with the Birth Certificate to the Student Records Department, to confirm the change.

The form can be accessed via - <https://www.acbt.net/documents-and-forms>

or the student's portal - <https://axis.navitas.com/>

In some cases, we may request additional documents such as the NIC, Affidavit etc. Change of student name in the ACBT system must be approved by the Dean or the Associate Principal.

Classes

Attendance

- Attendance is an important element of students' success in their studies, and all students must maintain **80% attendance**. Poor attendance may adversely affect grades. Attendance records will be maintained for each class. Students who are unable to attend classes are required to notify Student Services or Academic Head within **3 working days** or prior to the date of class by filling the online ***Explained Absence Form***. Students with unsatisfactory attendance will be required to meet with the Principal (or nominee). Students who do not meet attendance requirements or maintain unacceptable academic standards may be excluded from ACBT – see ***Progress and Graduation Policy and Attendance Policy*** available in the student's portal and ACBT website.
- Students who do not maintain 80% attendance will not qualify to apply for deferred examinations.
- Students going abroad for any reason should get prior official approval from the Principal/Dean/Deputy Principal.

Lateness

Students are expected to arrive for all classes on time. It is disruptive to have students walking into the classroom after the class has started. If students are late, they are required to wait until the next break to enter the classroom. If students must leave class early, they should wait for the break to do so as well.

Time /Structure

According to the unit outline, the class hours will be allocated for conducting tutorials, workshops, or computer laboratory sessions.

	Morning	Afternoon	Evening
Theory/Tutorial/ Workshops etc. Break	08.30 am - 12.00 pm 30 minutes	1.00 pm – 4.30 pm 30 minutes	5.00 pm – 7:30 pm*

* Lecturers can use their discretion

Timetables

The unit timetable is available in the students' portal. Units will only be offered if there is sufficient demand. The college reserves the right to vary, cancel or withdraw units, or to change the timetable at any time without prior notice. Students will be informed through messages in the portal home page or by email to their ACBT email address.

Complaints /Grievance Procedure

Students who complain about anything related to their studies at ACBT or the environment in which they are studying should complete the **Complaint and Appeals Form**, available on the portal and the ACBT website <https://www.acbt.net/documents-and-forms> and hand to the relevant person indicated on the form. Further information can be found in the **ACBT Grievance Resolution Guidelines** available in the ACBT website <https://www.acbt.net/policies>.

Course Advice

Students who need information or assistance on their courses should see the Associate/Deputy Principal, who will refer them to the Course Coordinators/Unit Lecturers for further guidance.

Course Change

Students who wish to change their course must submit the **Change of Course Form** (available in the ACBT website) <https://www.acbt.net/documents-and-forms> to the Student Services Manager. Students can change courses only before the commencement of a trimester. All course changes are subject to the approval of the Dean/Deputy Principal.

Course - Deferral

Students who wish to defer the course must complete the **Course Deferral Request Form** (available in the portal and ACBT website <https://www.acbt.net/documents-and-forms>) within the first 4 weeks of the trimester and submit it to the Student Services Manager. For further details, students can refer to the **Enrolment policy and procedures** on the ACBT website <https://www.acbt.net/polices>.

However, it should be noted that there is a minimum time frame for re-enrolment. Please refer to sections 5.9 of the **Progression and Graduation Policy** and 4.17 of **Recognition of Prior Learning Policy**.

Course - Enrolment

Once the student receives the offer letter (or conditional offer letter) from ACBT and accepts the offer by filling the declaration and makes the initial registration fees, the student will be called to attend the Orientation. **Students should submit:**

1. Photographs for ACBT ID (02 extra copies for the file)
2. Copy of Birth Certificate (original will be returned after certification of the copy)
3. Copy NIC/Passport/ Driving licence (original will be returned after checking)
4. Certificates of entry Qualifications such as OL, AL certificates

During the enrolment period, students will need to select the course units by filling the "Add/Withdraw units in current studies request" form.

A student is deemed to be currently enrolled from the date on which unit selection is accepted by ACBT until the first day of the next trimester, unless:

- The student notifies ACBT that they are cancelling their enrolment or seeking a Leave of Absence (submit Course Deferral Request Form).
- The student withdraws from their course of study (submit Withdraw from a Course Form).
- ACBT cancels, suspends or excludes a student in accordance with the ACBT Student Misconduct Policy.
- The student has completed all Admission requirements & Course completion requirements of a course is eligible to graduate.

Course Planners

- The latest Course Planners are available on the portal or at Student Services.
- Students will be required to follow the course planner issued (at the Orientation) with the offer letter. However, course planners may change from time to time.

Course – Withdrawals

Students who wish to withdraw from a course must complete the **Withdraw from a Course Form** available on the Student Portal and on ACBT website <https://www.acbt.net/documents-and-forms>, and seek approval from Student & Academic Services Manager and the Senior Financial Manager and submit the form together with supporting documentation along with ACBT Student ID card to the Manager, Student Services. Course and unit withdrawals must be done before the census date (within the first four weeks).

Students who withdraw will be bound by the ACBT **Refund Policy** rules applicable from the date of their original application to withdraw.

A student who withdraws from a course and subsequently wishes to return must meet current entry requirements and may be required to complete the course under a modified structure (refer 5.9 of Progression and Graduation Policy Ref the Academic Progression Policy Students who do not return within a stipulated time may not be able to commence the program. Refer Course Deferral.

Enrolments Guidelines and Progression

Pre-Foundation Program (PFC)

The basic requirement for entry into PFC are

1. Age of the candidate >15 years and
2. Proof of having sat for the school year 10 exam

ACBT University Foundation Program (UFP) / ECC Diploma Program - Year 1

All Students at ACBT are required to meet the minimum entry requirements

1. Academic Entry requirement
2. English Entry requirement

Academic Entry requirement

- Minimum of 05 "S" passes – O/L Sri Lankan Qualifications or
- 03 passes - Minimum Grade "D" passes of old grading system or 03 passes – Grade "3" of new grading system – O/L of UK Qualifications or equivalent or
- 4 passes – Minimum Grade "E" passes of old grading system or 4 passes – Grade "2" of new grading system - O/L of UK Qualifications or equivalent

English Entry Requirement

- Grade "C" pass for English Language at O/L (Local or UK Qualifications) or
- Grade "4" (New Grading System) for English Language at O/L (UK Qualification) or
- IELTS score of 5.5 (with no band less than 5) or
- Evidence of any other accepted English qualification specified under the admission requirement in the website <https://www.acbt.net/admission-requirements>

All students joining **new** will be given an **ACBT student ID**. After the completion of the first 04 units of the ACBT program, and all those students who have met all the entry requirements will have the opportunity to move to the Edith Cowan College (ECC) Program with an **ECC ID** and are entitled to receive an ECC Transcript in addition to ACBT transcript & award upon completion.

Students who do not meet the above English requirement or joined the program with pending results will receive a conditional offer letter and will be allowed to progress into **ACBT University Foundation** Program with the condition that they will undertake to fulfil the Entry requirements within the 1st trimester of the University Foundation Program or before completing a total of 04 units of the University Foundation program.

i.e., Students will not be able to proceed to the ECC- Diploma Year 1 program (commence the balance 4 units with ECC) without fulfilling all the conditions specified in the conditional offer letter. Your unmet conditions will be displayed in the student portal (axis portal) > Enrolment Tile and you will receive reminders time to time if you still haven't met these conditions

If continued in the ACBT program, these students will not receive an ECC ID or any of the ECC transcripts or awards.

These students will not receive ACBT Award or Transcripts if they do not meet the admission requirements before completing the program.

Students will not be accepted into ECC programs without fulfilling the relevant entry requirements.

ACBT Diploma Program/ECC Diploma Program - Year 2

All students at are required to meet the minimum entry requirements

1. Academic Entry requirement
2. English Entry requirement

Academic Entry Requirement

- 02 "S" passes in Sri Lankan GCE A/L in stream subjects or
- Two (2) points from UK qualifications A-Level passes (Minimum E-Grade) or
- 1 point in from UK qualifications A-Level passes (Minimum E-Grade) and 2 points from UK qualifications AS-Level (Minimum D-Grade) or
- 4 AS-Level passes from UK qualifications (minimum "D" grade) or
- successful completion of ECC Diploma Year 1 or equivalent

English Entry Requirement

- Grade "C" pass for English Language at O/L (Local or UK Qualifications) or
- Grade "4" (New Grading System) for English Language at O/L (UK Qualification) or
- IELTS score of 5.5 (with no band less than 5) or
- Evidence of any other accepted English qualification specified under the admission requirement in the website <https://www.acbt.net/admission-requirements>

All students joining this program will be enrolled under the **ACBT student ID**. Once the 1st four units are completed and meet all the entry requirements, they will be allowed to be transferred to the ECC Diploma Year 2 program with an **ECC student ID** and receive an ECC transcript and award upon completion. In addition, the student will receive the ACBT transcript and award.

Students who are expecting to get transferred to ECC programs should meet the English language requirement prior to completing the first 04 units of the ACBT Diploma. These transfers will be done during the first two weeks of each trimester.

The students who have not fulfilled any conditions will not progress to the ECC Diploma year 2 program.

Progression Across Awards

Students must complete the award in which they are enrolled prior to enrolling in the next award. This means that the University Foundation Program **must be completed** before a student commences the Diploma Program. The Diploma Program **must be completed** before a student seeking entry into a Degree Program.

Exceptions

Where a student is unable to enrol in the remaining units of a lower-level award because the required units are:

- Not offered in that trimester; and
- There are no alternative units available; and
- Minimum of 6 units at the lower-level award has already been successfully completed

A student will be permitted to enrol in a higher-level award unit, subject to approval from the ACBT Dean/Associate Principal/Deputy Principal. This permission will normally be given if a student has demonstrated ability in the lower-level award via satisfactory results. Students who have failed more than 01 unit, in the current program will not be granted permission.

Students should complete the manual enrolment form, application to enrol across awards: (University Foundation Program/Diploma Program) and submit this form to the Student Services Manager.

Notes

- Not applicable to ECU units
- This situation is only likely to occur where a student is taking units that are offered on a rotational basis only, or the student has passed a minimum of 6 units at the lower-level award and wishes to take more than 2 units in that trimester.
- Permission will not be granted where a student is able to enrol in enough units at the lower-level award to make up a full load of 4 units.
- Subsequent failure in lower-level units will require a student to re-enrol in those units. Subject to approval by the Dean/Deputy Principal, additional higher-level award units may be taken simultaneously. However, the load will likely be reduced to ensure students have sufficient study load to clear their lower-level award.
- If the student has failed the lower-level units more than once, or if the student is on **Conditional Status**, approval for higher-level units will **not be** granted.
- Approval from the Dean/Deputy Principal and completion of the "Enrol across Awards Application" will be required each time a student wishes to enrol across awards.

Examples

- Student has passed 6 University **Foundation Program** (UFP) units, and the final two units required for this award are not offered in the trimester – subject to approval, the student may take 2 diploma units.
- Student has passed 6 University **Foundation Program** (UFP) units and wishes to study a full load of 4 units in the trimester – subject to approval, and the student may take 2 UFP units and 2 Diploma units.
- Student has passed 7 **Diploma** units and wishes to take 4 diploma year 02 units. This is not possible as the student is required first to complete the diploma. However, the student may take the final diploma unit and 3 diploma year 02 units, subject to approval.
- Any other exceptions will be published in the student’s portal from time to time.

For full details, please refer to the following policies available in the student’s portal <https://axis.navitas.com> and the ACBT website <https://www.acbt.net/policies>

- Enrolment Policy
- Progression and Graduation Policy
- Recognition of Prior Learning Policy
- Enroll across award application

Enrolments

Enrolments Closure

Enrolment for the trimester will close by the end of Saturday, week two (02). Students should check the student portal for class enrolment status in week three (03). **It is essential** that the students attend the class shown in the portal. If there is any discrepancy in the portal or if the students’ name does not appear in the class attendance register, it should be brought to the attention of the Student and Academic Services Manager immediately.

Attending a class without enrolling for the unit **will not be permitted** and will be considered as a breach of conditions in the offer letter.

If any student has any difficulty in this regard, they should seek assistance of the Student and Academic Services Manager.

Enrolments – Conditional

If an offer has been made for Diploma or UFP programs based on **pending O/L or A/L results**, the student must submit an original copy of the results to ACBT to Student Services **within 02 weeks** of results are released. In case the student has failed to achieve the stipulated entry-level at O/L or A/L (not meeting the conditions in the offer letter), the student will be allowed to continue only in that trimester and the units be termed “non-award” with immediate effect. The student will be transferred to the lower-level program in the subsequent trimester. Students who have not submitted the above certificates within the stipulated period will not be eligible to claim refunds.

Enrolments – Special Requirements

Pre Foundation Program- PFD

Student should take and enrol in 3 units in a Semester and the program should be completed in 2 semesters. Any exceptions should be received with written approval from the Associate principal /Principal.

University Foundation Program- UFP (also known as Diploma year 1)

Basic requirement for entry into UFP is explained under the heading **Enrolments, Awards and Progression Across Awards**.

Special Requirements

1. Students who wish to pursue **Engineering Programs** and do not have a Pass for Mathematics at O/L are recommended to follow Pre-Foundation Mathematics Unit (PFC02) in the first trimester of study and achieve a Credit Pass ($\geq 60\%$).
2. Students who do not have a Credit Pass for English must sit for IELTS, or one of the accepted English exams (listed in the ACBT website) and achieve any of the minimum pass rates accepted by ACBT. They should achieve this requirement while doing the first 04 units of the program.
3. Mature students ($23 \geq \text{age} \geq 21$) may be admitted to the programme without meeting the formal academic qualifications with credit passes in English and a pass in Mathematics at GCE O/L. If not, the candidate selected for the UFP is required to take, follow the process listed in 2, above, and pass Foundation Mathematics (PFC02).

One to three years working experience in a reputed public/private organisation (preferably a public quoted company) in the area related to the intended study (work experience in Business Administration, Marketing, HR Management, Shipping, Logistics and Cargo, Social Work, Library and Documentation, Tourism and Hospitality, Pre-school/Primary/Secondary Education, Airlines, social media, IT or Software development would be advantageous).

Diploma Programme (Also known as ECC Diploma year 2) (Equivalent to University first year)

Basic requirement for entry into Diploma Programme is explained under the heading **Enrolments and Progression Across Awards**.

Special Requirements

- It is **compulsory** for students who wish to enrol for Diploma in Science (**Engineering studies**) who do not have a pass for Maths at GCE A/L to complete Introductory Applied Mathematics Unit (MAT137) at ACBT.
- It is **compulsory** for students who wish to enrol for Diploma in Science (**Engineering studies**) and who have not completed Physics for GCE A/L to complete Physics Unit (PHY100) at ACBT.
- It is **compulsory** for students who wish to enrol for a Diploma in **Health Sciences** but who have not received a pass for Chemistry in GCE A/L to enrol for Chemistry of Life Sciences – SCC1123 Unit at ACBT.
- It is **recommended** that students who wish to enrol for Diploma in Science (**Computing /IT**), and who do not have a pass in Mathematics at GCE O/L and have not completed Combine Maths/Mathematics for GCE A/L, complete Foundation Mathematics Unit (MTH104) at ACBT.
- It is **recommended** that students who wish to enrol for a Diploma in Science (**Engineering studies**), intending to do Chemical Engineering but who have not completed Chemistry for GCE A/L to Complete Chemistry Unit (CHE100) at ACBT
- It is **recommended** that students who wish to enrol for Diploma in Commerce or any other Diploma program but who have not completed Mathematics at GEC O/L complete the MTH104 unit at ACBT.

Mature students (age ≥ 23) with a minimum of 05 years of work experience may be admitted to the programme without meeting the formal academic qualifications, with credit passes in Mathematics and English at GCE O/L or IELTS. If not, the candidate selected for the diploma programme must take Foundation Mathematics (MTH104) offered by ACBT and obtain one of the accepted English Qualifications.

Work experience should be a minimum of 05 years in a reputed public/private organisation (preferably a public quoted company) in the area related to the intended study (for example, to be eligible for Diploma of Business work experience should be in Business Administration, Marketing, HR Management, Shipping and Logistics, Social Work, Library and Documentation, Tourism and Hospitality, Pre-school/Primary/Secondary Education, Airlines or Social Media. For Diploma of Computer Science, the work experience should be in IT or Software Development). Students must provide evidence of relevant work experience and other acceptable qualifications.

Enrolment –Maximum Number of Units of Study

The maximum number of unit's students may enrol in per trimester is **four (4)** for all courses. No student may exceed this number without the permission of the Principal/Dean/Deputy Principal.

Enrolment –Time Frame for Re-Enrolment

Students must complete their Course within the period that is two times the College's standard full-time duration of the Course, plus two years, calculated from the date the Student's first Unit in the Course commences.

Examinations

In-Trimester Examinations/Assessments

- Each Unit carries assessments during the course in the run up to the final examination. Students are required to attend all in-trimester assessments which would be offered in various forms such quizzes, assignments, group work and reports.
- Examinations/Assessments are held throughout each trimester. Examinations are prepared and moderated in consultation with ECC Perth.
- It is expected that all students attend every In-Trimester exams /assessments in order to reach the desired grade.
- The dates and times of In-trimester examinations/assessments will be announced by the respective lecturers and made available in the Moodle.
- For some units, a minimum pass mark will apply for all assessments. E.g. 50%
- The dates and times of In-trimester examinations/assessments will be announced by the respective lecturers and made available in the Moodle.

Final Examination/Assessments

- Final Examinations/Assessments are held at the end of each trimester. Examinations and Assessments are prepared and moderated in consultation with ECC Perth.
- Final Examination /Assessment can be in various forms via Assignment, Case Study, Short and Long answers, Research Study, Group Study and Presentations etc depending on the Unit,
- Examination Department /Lecturer will monitor the attendance and will conduct invigilation if necessary.
- For some units, a minimum pass mark will apply for all assessments. Eg 50%

Final Examination Timetable

The exam week of each trimester is shown in the academic calendar (available in the ACBT student's portal). A draft examination timetable will be posted to the student portal during the **week 06** of the trimester. The final timetable will be available in the portal from **week 09**. Students should check the timetable carefully and note the day/time of the examination/assessment.

Examination Clashes

In the event students find two examinations clashing at the same time on the same day, Examination Department should be notified immediately. For such cases students should fill out the **Examination Clash Form** available on the student portal and submit the completed form to the Manager, Examination and Graduation before the end of **week 07** of the trimester. The students will be advised in writing of their re-scheduled examination times.

Examination – Academic Misconduct

Academic misconduct is a serious offence. At ACBT, academic integrity is closely monitored to maintain education standard off the institution and its reputation. Academic misconducts include, but are not limited to:

- Breach the published examination regulations
- Plagiarism (Policy is available in the portal under documents – exam related documents and forms)
- Unauthorized collaboration
- Possession of a mobile phone inside the examination hall
- Cheating in assessment or at exams
- Fraudulently submitting the work of another person or sharing assessments
- Purchasing assignments or paying another person to write an assessment
- Theft of another student's work and/or
- Any other fraudulent assessment practices

Impersonation is a serious offence. Students found guilty will be reported to the Govt. authorities such as the Police and CID etc.

Dealing in Academic offences can vary from awarding Zero for the assessment, Zero for the entire subject/unit, semester suspension to suspension from the college.

Examination/Assessment Deferrals

If a student is unable to sit a scheduled examination or an assessment, a deferred may be granted if there are genuine and extenuating circumstances for which supporting documentation can be provided. They will be required to fill **the Deferred Application Form** (available in the student's portal) and submit together with a valid documentary proof to the lecturer for approval within 2 **working** days of the examination date. Students will be informed whether the application has been accepted or not.

Deferring these is subject to college approval. Students who fail to meet the following requirements will not be eligible for a deferred exam.

- Where in-class attendance has been below 80%
- Request has not been submitted within 2 days of the assessment date
- ACBT has deemed that the student cannot pass the unit, even if they achieve 100% in the deferred examination
- Where ACBT forms the opinion that the student is seeking to achieve an unfair advantage
- Where the student has a history (two previous study periods) of deferred exam applications
- Not submitting valid documentary evidence
- Students cannot defer a deferred examination under any circumstances
- Students will be charged an administration fee of Rs. 5000 and Rs 10,000 per for In trimester and Final examination/assessment respectively

Examination–Process for Differently Abled Students

Alternative examination arrangements can be made for students registered in our system under this category. These arrangements may include extra time, alternative formats and venue or specialised equipment. Students with disabilities are encouraged to provide documentary evidence. They should see the Associate/Deputy Principal to discuss their situation in advance. Further information can be found in **Assessment Guidelines: Disability & Equity** in the ACBT website <https://www.acbt.net/policies>. (for further information refer "disabilities and equity policy")

Examination – Question Paper Query

If a student finds or assumes that any of the questions or part of a question in the examination paper is incorrect/invisible, they should inform the examination Supervisor/Invigilator during the exam, who will take up the issue with the Examinations Manager. Further details are available in the students' portal under documents (Student Query on Examination Question Paper).

Examination - Release of Results

Official results will be published in the student portal before the commencement of the next trimester.

Transcripts & Certificates

Refer under the heading – Graduation, Progression, Transcripts and Awards

Examination – Results Grades

All students enrolled in any unit will be graded according to ACBT/ECC standard grading system which is shown below:

Grade	Description	Percentage
HD	High Distinction	80 - 100
D	Distinction	70 - 79
CR	Credit	60 - 69
C	Pass	50 - 59
N	Fail	00 - 49
I	Incomplete **	50 - 100
P	Undifferentiated Pass	
PS	Pass Supplementary	50
FS	Failed Supplementary	
EX	Exempt	
DE	Deferred examination	
H	Hold	
W	Withdrawn	

** An incomplete grade given for a final result means the student failed to pass the final examination or a mandatory assessment component required to pass the unit.

Examination-Retention of Answer Scripts & All Assignments

Please note that the ACBT policy for retention of all types of assessments at college archives is 6 months for University Foundation units (UFP) and one trimester in the case of Diploma units.

Therefore, if students have any queries regarding any of the assessments, it should be brought up to the attention of the Examination Manager before the end of this period. At the end of the above period, the documents will be moved for shredding.

For ECU students, the archiving will be as per ECU guidelines.

Examination – Review/Appeal of Final Results

Informal Appeal

- If a student fails the final exam, the student may lodge an informal appeal by completing the **Appeal of Final Result** form. This form is available from the ACBT student's portal under documents (go to examination related forms).
- Informal appeal must be submitted to the Manager Examinations within 5 Calendar days of the results being released to the portal. Further details are given in the appeal form.
- The Examination Manager will coordinate with the Unit coordinators of ACBT and ECC for evaluation.
- The evaluation of the appeal is done at the discretion of the Examination Manager on the strength of the reason cited in the application form.
- As soon as this outcome is known following the Appeals board, the student will be notified by email.
- If the student remains dissatisfied with the outcome of the informal appeal, they have a redress to a formal appeal. Please refer to the appeal form and fill the formal part of the appeal and resubmit same to the Examination Department Applications for review of assessment citing reasons such as, "I don't like my mark"; "I know I did better"; "I need to pass this unit because I must complete this trimester"; "my lecturer said I should pass"; will not be accepted, and the application will not be processed.
- Submission of an appeal does not guarantee an upgrade of the result.

Formal Appeal

Students should follow this only after receiving the outcome of the informal appeal. Student should through the conditions which would allow the candidate to submit a formal appeal. Formal appeals are reviewed by the Appeals Board committee.

Further details can be found in the **Student** Appeals Procedures and Policy in the ACBT website <https://www.acbt.net/policies>.

Examination Rules

Examination and Invigilation rules must be adhered to by the students. For instance, in a physical examination, students found with electronic devices such as mobile phones, smartwatches, laptops, iPads, tablets, etc., in the examination room – either switched on or off is considered exam offences.

It is therefore essential that students read and understand the "**Examination Regulations for Students**", which is available in the student's portal under documents (Documents and Forms-Exam related).

Not knowing exam rules will not be considered as an excuse. All exam offences will be dealt with under Academic Misconduct explained elsewhere in this handbook under the heading "Examination – Academic Misconduct".

For Further Information on Examination please refer ACBT Policies and Procedures

Fees

Payment

Please refer to the ACBT Student Fee Payment Schedule for the trimester, which is available on the portal for all information relating to course fees, fee payment dates, penalties for late payment, methods of payment, etc.

ECU students also will need to follow the instructions available in the ECU Sri Lanka portal and Website.

Fee Changes

ACBT reviews course fees on an annual basis. If fees are increased whilst a student is currently studying at ACBT, they will be required to pay the new fee from the commencement of their next trimester.

Refunds

- The refund policy below applies only to students enrolled in the University Foundation and Diploma programs.
- If an applicant accepts a place offered by ACBT and pays the fees, it means a binding contract is created between the student and ACBT.
- Students pay their course fees on a trimester by trimester basis and only pay for the units they have enrolled.
- UFP, Diploma students are required to pay a minimum of 50% of their total unit enrolment before the commencement of their next trimester. Students will be notified of this date via portal at least 4 weeks prior to the end of the trimester.
- Students have many options to pay the balance of 50% of the course fee during the trimester. Students should refer to the student portal for further details.
- Notification of cancellation/withdrawal from a course of study must be made by completing the Application to Withdraw from Course; Administration charges may apply depending on the timing of the request. Students whose enrolment is cancelled by ACBT will not be entitled to any refund of fees.
- Any fee refund is wholly at the discretion of ACBT.
- Original receipts must be produced for any refund request. Students should fill the "Refund Request Form" available in the student portal under documents and forms for ACBT.
- ACBT reserves the right not to offer a course previously advertised at their discretion. If a student cannot enroll in a similar course at ACBT and the enrolment is cancelled, all fees paid will be refunded within four weeks of course cancellation.
- Excess fees paid on behalf of any student will be refunded in full minus the administration charge if the student has completed the bachelor or postgraduate program.
- Students must produce the following documents to the Finance department before any refund is processed.
 - Original of the latest receipt issued by ACBT
 - Duly filled and approved withdrawal form "Refund Request Form" available in the students portal under document and forms
- Any refund will be processed within four weeks of the application

- If a minor student requests for a refund the refund parent or guardian should be present to receive the refund

Late Payment of Fees (Penalty)

Any payments not made by the due date will incur a late payment penalty calculated for each unit. This will be in addition to any charges that may be levied for being shifted to the next available payment options.

All debts must be settled before exams are taken unless otherwise approved by the senior Finance Manager/Dean/Associate Principal.

Refund Policy

	50% ADVANCE PAYMENT CATEGORY	PAYMENT > 50% CATEGORY
Time period	Refund Amount	Refund Amount
If the student withdraws before the commencement of the trimester	The 50% advance fee payment for the study period will be refunded in Full	Full payment made for the study period will be refunded
If the student withdraws within the first 2 weeks of trimester commencement	The 50% advance fee payment for the study period less Rs 10,000 administration fee will be refunded	Full payment for the study period less the administration fee of Rs 10,000 will be refunded
If the student has withdrawn between weeks 3 -4 of the trimester	The 50% advance fee payment less Rs 15,000 administration fee will be refunded	Full payment for the study period less the administration fee of Rs 15,000 will be refunded
If the student withdraws after week 4	No refunds will be made	Full payment less 50% of the study period will be released if the request has been made before week 04

Students must complete and submit the ACBT Application for Refund of fees before any refunds can be made.

Refund policy for Conditional Students (Pending A/L & O/L)

- Students who have received an offer to study the University Foundation Program or a Diploma program at ACBT based on pending results will be subject to the refund policy section 7.5 if they wish to withdraw from the program.

Documents necessary for refunds

Students must produce the following documents to the Finance Department before any refunds can be processed.

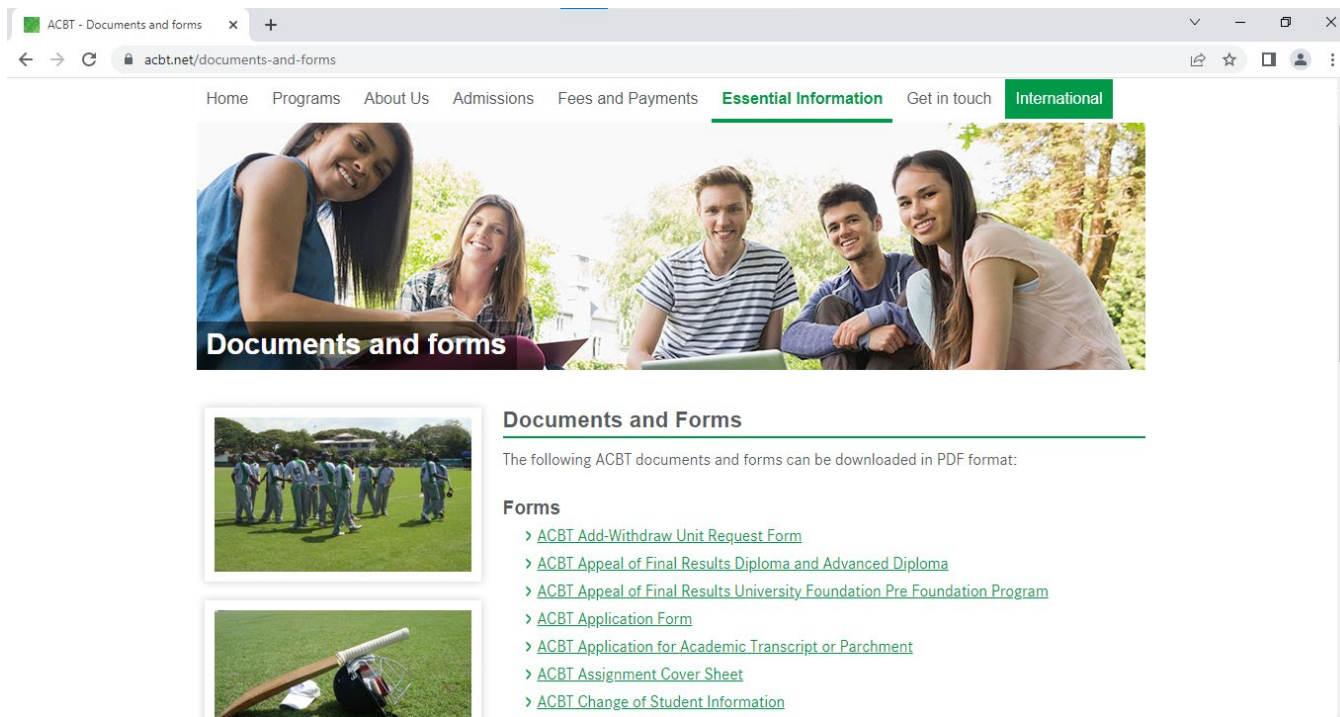
- Application for Refund of Fees.
- Copy of the GCE A/L and/or GCE O/L result sheet.
- Original copy of the payment receipts given by ACBT.
- Copy of the Course Withdrawal form approved by the Associate/Deputy Principal/Dean.

Further details can be found in the Refunds Policy in the ACBT website <https://www.acbt.net/policies> or should discuss with the Manager, Finance.

Forms (Various)

There are various forms that you may need.

Once logged on to your portal, refer to the Forms section for further information (<https://www.acbt.net/documents-and-forms>).



ACBT - Documents and forms

acbt.net/documents-and-forms

Home Programs About Us Admissions Fees and Payments **Essential Information** Get in touch International

Documents and forms

Documents and Forms

The following ACBT documents and forms can be downloaded in PDF format:

Forms

- > [ACBT Add-Withdraw Unit Request Form](#)
- > [ACBT Appeal of Final Results Diploma and Advanced Diploma](#)
- > [ACBT Appeal of Final Results University Foundation Pre-Foundation Program](#)
- > [ACBT Application Form](#)
- > [ACBT Application for Academic Transcript or Parchment](#)
- > [ACBT Assignment Cover Sheet](#)
- > [ACBT Change of Student Information](#)

Graduation, Progression, Transcripts and Awards

ACBT holds a graduation ceremony. The graduating batch details and the latest graduation dates can be found in the student's portal. Graduates who miss the graduation ceremony of their batch cannot attend a graduation ceremony of another batch at a later date.

The best three students in each batch who have completed all the units at ACBT and who have done exceptionally well ($\geq 75\%$ average) will receive **medals** at graduation. Further information on graduations may be obtained from the Manager, Examination and Graduation.

Transcripts & Certificate (Awards)

- Students can receive a transcript/award only if all entry requirements specified and explained under the heading "**Enrolments and Progression Across Awards**" have been fulfilled within the specified timeframes.
- The final transcript and/or the certificate can be collected from Student Records upon completing a course. Students must complete the **Application for Academic Transcript** available on the student portal under documents and forms to obtain these documents.
- A minimum of 03 working days will be required to prepare the ACBT transcripts and Certificates (ECC transcripts will take much longer).
- Students will be eligible for an **ACBT award** (certificate) for **University Foundation** only if the student has met all entry criteria of the program and have successfully completed 08 specified units.
- Students will be eligible for an **ECC transcript** for **Diploma Year 1** only if the student has met all entry criteria specified under the heading "Enrolments and Progression Across Awards" before commencing the 5th unit of the program and have successfully completed at least 50% of the units from the ECC Diploma Year 1 program at ACBT.
- Students will be eligible for an **ECC award (certificate) & Transcript** for **Diploma Year 2** only if the student has met all entry criteria specified under the heading "Enrolments and Progression Across Awards" before commencing the 5th unit of the program and have successfully completed at least 50% of the units from the ECC Diploma Year 2 program at ACBT. These students are eligible to receive an **ACBT award** as well.
- A student who completes **less** than 08 units of a program and has met all the entry criteria specified under the heading "Enrolments and Progression Across Awards" will be entitled to an ACBT transcript but not an award.
- Students who have not fulfilled the Academic or the English conditions will **not** receive any award or a transcript. These students will receive a letter for the units completed as "non-award" units.
- For ECU student's transcripts and certificates will be issued from ECU directly to the student.

Principals' Award

Only students who completed the bachelor's degree Program will be eligible for this award.

Outstanding students will be recognised with the "ACBT Principal's Award". The criteria for this award will be their inclusion in the "**Deans List**" at ECU. Current students should submit an application to the Manager Examinations within 7 days of the release of results for awards.

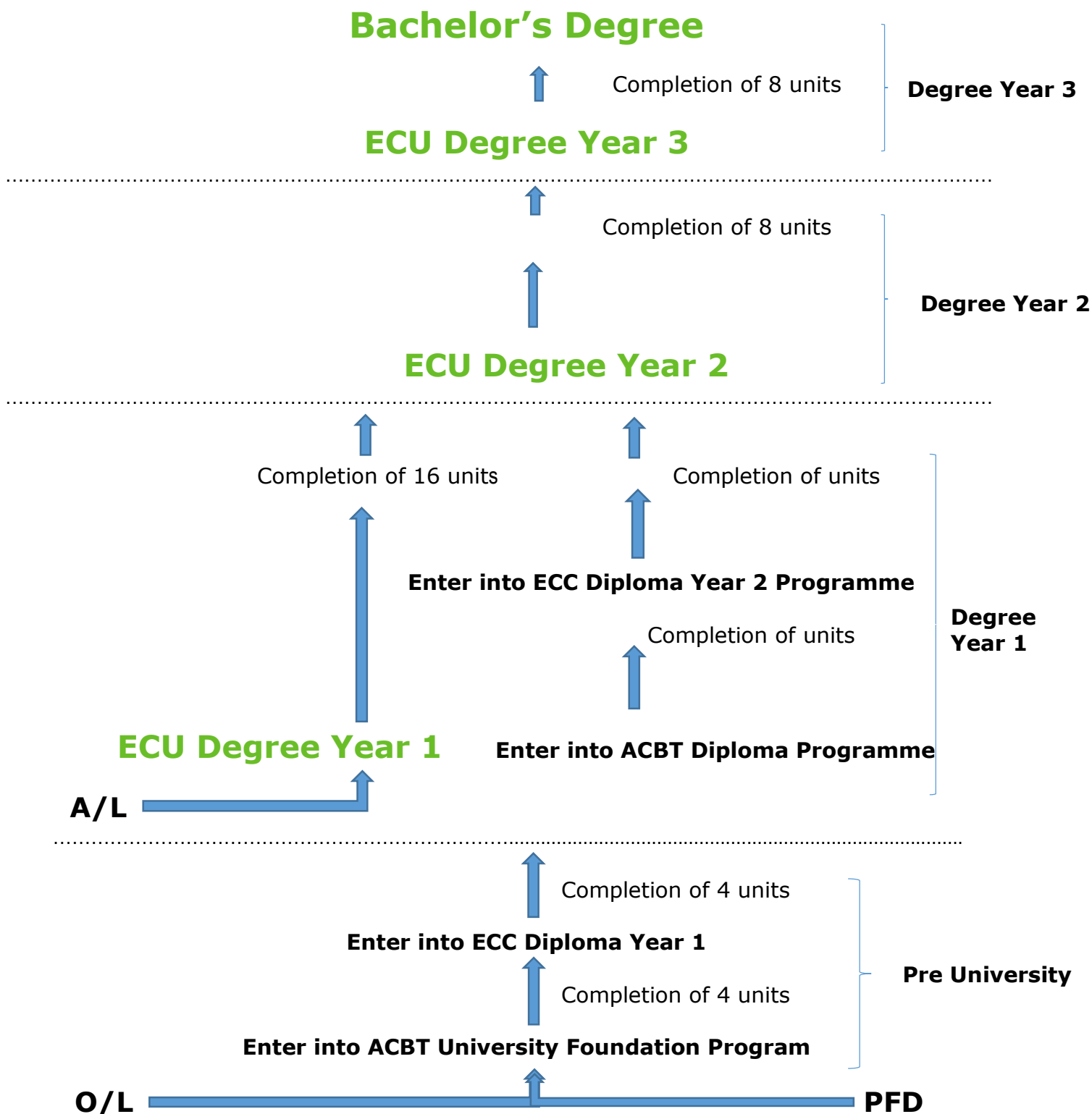
Progression

From University Pre-Foundation (PFC) to UFP

Upon successfully completing all six (6) designated units in the University Pre-Foundation Program, students can progress to the ACBT University Foundation programme. Students will not receive an award but are entitled to receive a progression letter.

Students will be required to fill ECU application, and they will receive an ECU offer letter Degree Certificates will be sent to the students directly by Edith Cowan University.

Note: Students will be required to meet all entry criteria specified under the heading "Enrolments and Progression Across Awards" before moving from one level to another.



Harassment-Equal Opportunity, Anti-Discrimination

ACBT is committed to the principles of equal opportunity, anti-discrimination and freedom from sexual harassment for all its staff and students. Students who believe they have been discriminated against in any way or have suffered some form of sexual harassment should report the matter to the Principal immediately. The matter will be investigated and appropriate action taken to overcome the issues.

ACBT is committed to access and equity for all students to ensure no student enrolled in courses is disadvantaged. Policies on access and equity cover the following groups:

- Students with any form of physical disability (hearing, seeing; movement);
- Gender;
- Students from non-English speaking backgrounds;
- Students with a learning disability, for example, dyslexia and hearing impairment.

Misconduct

These are any actions or wrongdoing which is deemed by ACBT as inappropriate behaviour. This can be either within college or outside of college related to other ACBT staff or students.

Misconduct includes, but is not limited to:

- Any activity which could be subject to criminal or civil action
- Threats, abuse, willful or deliberate conduct that risks the health and wellbeing of others
- Attending ACBT under the influence of illicit drugs or alcohol
- Actions that risk the reputation of ACBT/ECC /ECU and/or its stakeholders

General Misconduct

- Breach any ACBT-Terms of Offer, published policies or rules
- Disobey any reasonable order or direction given to them by a staff member
- Knowingly or wilfully damage or destroy any property or premises of the college
- Obstruct or interfere with the proper use of any of the facilities of the college
- Falsify any documentation necessary for entry to the college
- Falsify medical certificates required as proof of illness
- Falsify any ACBT certificates/ documents to any other organisations
- Intimidate or attempt to intimidate any staff member or student
- Use obscene language directed towards any staff member or student

Academic Misconduct

Details can be found under Exam rules or under "Examination – Academic Misconduct".

Procedure for Dealing with Misconduct

Where a staff member has reasonable grounds to believe that a student has committed an act of misconduct, the staff member shall meet with the student to explain the allegation and (if applicable) provide a report of the alleged offence to the:

- Deputy Principal/Associate Dean (for Academic Misconduct)
- College Principal (for General Misconduct)

The full procedure is given in the ***Student Misconduct Policy*** available in the student portal.

Appeals for Disciplinary Action

All students have the right to appeal any disciplinary action or outcome. Any appeal must be made in writing within five (5) working days of notification of the penalty being imposed and be addressed to the Principal. The Principal will review the penalty, and the student will be advised in writing of the outcome of the appeal. Refer complaints and appeal policy.

Cancellation of Enrolment

ACBT may cancel a student's enrolment if the student has:

- Gained admission to the college by misrepresentation, falsification of documents or other fraudulent means.
- Failed to fulfil the normal requirements for admission or enrolment.
- Been given a pending offer based on completion of "O" or "A" Levels and fails to achieve the academic entry levels and English Entry Levels
- Committed an act of grave misconduct associated with the academic program and/or published policies of ACBT or general misconduct.

Policies

The latest version of the following policies of ACBT is available in the student's portal (<https://axis.navitas.com/>) and on the website <https://www.acbt.net/policies>. **Students** are expected to read and understand the ACBT policies.

- Academic Integrity Policy
- Academic Misconduct - Procedures
- Academic Progression Policy
- Academic Progression Procedures
- ACBT Grievance Resolution Guidelines 2022
- Admissions Policy.pdf
- Assessment Moderation and Examination Procedures
- Assessment Policy
- Credit and Recognition of Prior Learning (RPL) Policy
- Credit and Recognition of Prior Learning (RPL) Procedures
- Critical Incident and Business Continuity Policy 2022
- Critical Incident and Business Continuity Procedures 2022
- Enrolment Policy 2022
- Enrolment Procedures 2022
- Fitness to Study Policy 2022
- Fitness to Study Procedures 2022
- Sexual Assault and Sexual Harassment Prevention and Response Policy 2022
- Sexual Assault and Sexual Harassment Prevention and Response Procedures
- Staff Code of Conduct
- Student Appeals Policy
- Student Appeals Procedures
- Student Charter
- Student Complaints Policy
- Student Complaints Procedures
- Student Conduct Policy
- Student Misconduct Procedures
- Unit and Course Review Policy
- Unit and Course Review Procedures
- Certification Policy.pdf
- Critical Incident Policy (Public Version) 2015.pdf
- Progress and Graduation Policy (ACBT).pdf
- Privacy Policy .pdf
- Refund Policy.pdf
- Transnational Education (TNE) Policy
- Underage Students (Minors) Policy (ACBT).pdf

Policies – Privacy and Data Protection

ACBT keeps the following personal information on each student:

- Personal details (such as name, sex, address, birthday, country of residence, allergies and Disabilities)
- Academic qualifications
- Course selections, letter of offer and student acceptance of offer
- Academic statements
- IELTS and TOEFL scores (if applicable)
- Employment history (if applicable)
- Enrolment details
- Attendance records and any medical certificates/approved absence forms given
- Parent or guardian details
- Financial details

ACBT uses the information for:

- Correspondence
- Assessing applications to study at ACBT
- Awarding Diplomas or Certificates
- Checking payment of course fees

ACBT has security systems in place to protect all the information handled from misuse and unauthorised disclosure or modification. Please refer to the *Privacy Policy* available in the ACBT website <https://www.acbt.net/policies>.

Notes

- ACBT is unable to provide any personal details over the **phone** to anyone
- ACBT is unable to provide student details to parents unless the student has given the consent through the application form.

Safety

Fire Action

Operate the nearest fire alarm call point. Leave the building by the nearest available exit. The nearest Fire exits are marked and shown on the notice boards. Do not use a lift. Students must report to the person in charge of the assembly point. Do not re-enter the building until authorised to do so. Person in charge should dial the Fire Brigade 011-2422222. Or 110

Occupational Health & Safety

It is ACBT policy to provide a safe and healthy working environment for all staff and students. Please notify an ACBT staff member immediately should an accident or injury occur on campus. A first aid kit is available at ACBT Reception.

Student – Differently Abled

Students with disabilities should fill in the “Request for Disability Support” in your application and contact the Principal / Associate Principal within the first week of commencement of their course. Special arrangements may be made to assist students with disabilities. Further information can be found in **Assessment Guidelines: Disability & Equity and Enrolment Policy** in the ACBT website <https://www.acbt.net/policies>.

Student Handbook

A Student Handbook will be issued at the Orientation for the new students. However, the latest updated handbook is available in the student’s portal <https://axis.navitas.com/> and the ACBT websites <https://www.acbt.net/documents-and-forms>.

All students are expected to read and understand the ACBT procedures published in the latest handbook. Not knowing the latest information in the latest Student Handbook or not attending the Orientation will not be accepted as an excuse in the event of a dispute/misconduct.

In addition to the student handbook & student portal, **ECU students** should refer to Canvas for all academic matters. For payments/fees, should refer to the ACBT Portal or ECU Sri Lanka website.

Student – Services

As a student, you are encouraged to access a wide range of support services and campus facilities to help ensure a smooth academic and emotional transition to university level study. Students are encouraged to use the support services and facilities provided and to contact your Marketing Counsellor or the Student Services for advice and assistance as soon as the need arises.

Students must respect the requirements and rules for the use of both ACBT facilities. Students who disregard these rules will be subject to disciplinary action.

CAR PARKING

- In the Colombo Campus, underground parking facilities for 20 (spaces) have been provided for students. Parking is on a “first come, first served” basis. When the 20 spaces have been taken, a sign will be posted at the front of the building saying, “Car Park Full”. Students will then be required to park elsewhere. Under no circumstances are students allowed to park in parking spaces reserved for staff and/or visitors or on the footpath in front of the building.
- Students must show their ACBT ID cards to the Security Officers when entering the car park. ACBT Security staff reserve the right to deny entry to the car park for students who cannot produce their ID. For security reasons, cars may be searched when entering and leaving the car park. All students are expected to cooperate if such a search is conducted. All students park in the car park at their own risk. ACBT accepts no responsibility for loss or damage to cars. If you are parking your vehicle in front of another vehicle, you may have to hand over the vehicle key to the security officer, to avoid any inconvenience caused to the other students.

CHARGES FOR ADDITIONAL SERVICES

Listed below are administrative charges which will be levied if students require the following:

- | | |
|---|----------------------|
| 1. Replacement of Student ID Card (for Lost ID) | Rs 2,000/- |
| 2. Additional copy of Parchment | Rs 5,000/- |
| 3. Additional copy of Transcript | Rs 2,000/- |
| 4. Deferred exam for final Examination** | Rs 10,000/- per unit |

** For Pre-Foundation, the deferred exam fees is Rs 5,000/- per unit

For items 1-3, students are required to submit the **Application for Documents** (available on student portal) to Manager-Student Records and items 4 to the Manager Examinations by filling a **Deferred Exam Application**.

ACBT will provide an additional service of arranging students Photos for ID cards. Please contact your Marketing Counsellor for this purpose. A nominal administrative charge will be levied for this facility.

COMPUTER FACILITIES

All currently enrolled ACBT students are issued with computer accounts, which allow access to both the ACBT Computer laboratories. Students are bound by the ACBT Computer Usage policy. The labs are open daily from 8.30 am to 7.30 pm Monday – Friday, and 8.30 am – 5.00 pm on Saturday and Sundays. When classes are not scheduled, classrooms are available for student access. Any problems with computing facilities should be reported to the Manager, IT.

EMERGENCY SERVICES

Call 1990 for Emergency Medical Ambulance Service.

Call 119 for Emergency Police.

Call 110 Fire Brigade

Call 112 Police Emergency Mobile Services

Call 117 Disaster Management Centre

LIBRARY

All ACBT students have access to and borrowing rights with the library. ACBT library is an academic library containing a large stock of books and journals for your studies. Students must use their Student ID Card to borrow books.

Students are required to pay a refundable library deposit of Rs. 10,000/=.

Library rules – please refer to Appendix A at the end of the handbook for full details.

LOST PROPERTY

Lost property enquiries should be directed to ACBT Reception. Unclaimed property will be disposed of after three (3) months.

MEDICAL CARE, HEALTH & SAFETY

It is the ACBT policy to provide a safe and healthy working environment for all staff and students. Immediately notify an ACBT staff member should an accident or injury occur on campus. A first aid kit is available at ACBT Reception.

In the event of circumstances requiring urgent medical care and it is not possible to contact the student's parent/guardian, the college is authorised as a matter of urgency to seek and provide appropriate medical care.

PHOTOCOPYING

Students have access to photocopying facilities in the ACBT Print Centre. Students must comply with copyright regulations and, where necessary, pay the prescribed charges.

SECURITY

Students are advised not to carry large amounts of money or other valuables with them at any time. Do not leave mobile phones, handbags, etc., unguarded in classrooms.

SPORTS, RECREATION AND STUDENT ACTIVITY COUNCIL

ACBT offers a range of special interest and recreation clubs and activities on campus, facilitated by the ACBT Students Council. Sports clubs include cricket, rugby, basketball, soccer and many more.

ACBT Student Council represents students enrolled at ACBT to offer an opportunity for students to interact on various initiatives outside of their classrooms. Such opportunities can be social, educational, journalistic, artistic, or simply entertaining. All currently enrolled students at ACBT can become involved in the Student Council through a number of committees and key membership positions. Below are some of the activities the Council organises:

- ACBT Graduation Ball
- Open mike night
- Day trip to a pre-determined venue
- End of trimester party/Christmas party
- Film nights

For further information on the ACBT Head of Sports and Recreation, Student Council or the Principal.

STUDENT COUNSELLING

Marketing Counsellors, Student Services and other staff are committed to providing support and advice to help you reach your full potential while studying at ACBT.

If you need someone to talk to or want to share a personal problem in absolute confidence or seek professional counselling, contact the **ACBT Psychological Counsellor**.

Colombo Students – Ms Fazliya Hassan via fazliya.hassan@acbt.lk - 0773629052

Kandy Students – Dr Mano Basnayake via manobasnayake@gmail.com – 0777842855

TEXT BOOKS

The recommended textbooks are given in the unit outlines for each unit. Most of the recommended textbooks are available in the College Library.

WORK PLACEMENT & INTERNSHIPS –Career Hub

ACBT assists students in finding internships and work placements, especially for 2nd- and 3rd-year Students. These opportunities provide students to gain real-world experience with industry and valuable employability skills and enhance the student experience. Some of the internship opportunities are uploaded in the student's portal under "Career Hub". listed under moodle (<https://axis.navitas.com/>). Students should contact the Manager – Admissions or the Associate Principal.

Student – Underage (Minors)

ACBT takes special care in supporting minors. Students under 18 are considered minors and should indicate this when accepting the ACBT Conditional Offer letter (page 3). The student will be requested by the Marketing Counsellors to fill the **Minor Pre-Approval Form** available in the ACBT website <https://www.acbt.net/documents-and-forms>.

Minor students will require special approval from the Parent/Guardian to go on excursions. They will need to submit **Excursion Approval Form for Minors**. Further details can be found in the **Underage Student Minor Policy** available in the ACBT website <https://www.acbt.net/policies>.

Study Support

- Additional study support (English, Statistics, Law & Accounting classes), study skills, assignment writing, and examination technique sessions are available for all students. A notice giving the day/times of these classes is displayed on the ACBT noticeboards each trimester and publicised on the Student Portal. Students should contact executive research and publication.
- Lecturers are available for individual student consultation or assistance. Students who require assistance with their units should approach the unit lecturer and arrange a suitable day and time to meet.
- Students who require any other support or help with their studies should contact the Principal/Dean.

Unit Assessments

- Unit Outlines for each unit provides information regarding unit content, assessment procedures and resource requirements. Students should see the unit lecturer if there are any doubts about the assessment requirements.
- All diploma unit assessments are marked according to the guidelines given by the ECC.
- All diploma unit assessments are moderated by the ECC.

Assessment Submission

- Students are required to hand over take-home assignment reports to the reception and obtain a date-stamped receipt from them. Students are **not allowed** to place assignment reports in the Assignment Box or individual pigeonholes of lecturers. Students are advised to obtain up-to-date information on assignment submission from the lecture concerned.
- Students should pay particular attention to the rules relating to absence from tests or late submission of assignments. The policy on these issues is stated in the individual unit outlines.
- Students must complete the **Assignment Cover Sheet** (available on the student portal) and attach it to all assignments. Assignments that do not have this cover sheet will not be accepted.
- For ECU students, a special cover sheet is available in the ECU portal to submit via Turnitin to the Canvas (Ref Student Portal) .

Assessment Feedback

Students are entitled to collect the assessment marks and get feedback from the lecturer within two (2) weeks of the submission date. If not, students should contact their Academic Programme Coordinators.

Assessment Extensions

At the beginning of each trimester unit, lecturers will provide guidelines on the availability or otherwise of assignment extensions.

Due to valid reasons, if a student wants an extension for submitting an assessment, they should submit relevant documents to the Examinations Manager before the due date. For ECU assessments, decisions will be made by the ECU unit coordinator.

Further information can be found in the **Assessment Policy** in the ACBT website <https://www.acbt.net/policies>.

Unit Assessments –Review/Appeals

Students may appeal against any assessment component, including the final result of a unit enrolled.

Please refer to details under the heading “Examination –Review/Appeal of Final Results”.

Unit -Class Change

Students are allowed to change the classes online within the first two weeks of the trimester if seats (35 maximum) are available in the class to which they want to be transferred. If anyone has any difficulty in this regard, they should seek assistance from Student Services Manager.

Unit –Dropping

Students are allowed to drop a unit(s) within the first two weeks of each trimester through the portal. Up to week four (4), students can drop unit(s) by submitting the **Add –Withdraw Unit Request Form** to Student Services with the approval of Marketing Manager and Senior Manager Finance.

Dropping units after week four (04) are subject to financial and/or academic liabilities. Students should familiarise themselves with the Refunds Policy available in the ACBT website <https://www.acbt.net/policies>

Unit –Exemptions

Students can apply for unit exemptions based on recognised prior learning (RPL) that they have.

To apply for exemptions, students must:

- Complete the **Application for Exemption form**, which is available on the ACBT Student Portal or in the ACBT website <https://www.acbt.net/documents -and-forms>.
 - Attach all evidence to support the application.
 - All documents must be certified by the Principal, ACBT (or nominee), and if documents are not in English, they must be translated and notarised.
 - Submit completed application to the ACBT Marketing Counsellors.
 - Diploma and Advanced Diploma applications will be forwarded to ECC for evaluation. University Foundation applications will be evaluated by ACBT.
 - Students will be advised in writing of the outcome of their application.

Full information regarding exemptions/advanced standing can be obtained from the ACBT Marketing counsellors.

Students should make the application well in advance as ECC exemptions will take 4-6 weeks to approve exemptions.

Students from other Universities who wish to enrol for part of ACBT courses should

- Obtain written approval from their university for the recognition of the units hoping to complete at ACBT prior to commencing the study at ACBT.
- Should submit documents to ACBT and seek exemptions for the units already completed at the other university.

Students should complete > 50% of the units of the program at ACBT to receive an award.

Policy on Recognition of Prior learning towards ECC Units can be found on the ACBT website <https://www.acbt.net/policies>.

Units – Failing

Any student who fails a unit/s must repeat the unit. That is, they must re-enrol and be liable to pay the full unit fee. No students can carry trimester work marks (assignments, tests, etc.) over to the next trimester.

Units – Failing More than 50% of the Units

- A student who fails more than 50% of units in any trimester will receive a mail from the college indicating that they will be put on *Counselling Status* (F501) and will also indicate the services available to improve chances of better academic outcomes.
- A student with a previous caution who fails more than 50% of units in a trimester will be formally notified that they will be put on *Conditional Status* (F502).
- Student on *Conditional* status fails more than 50% of units in a trimester for the 3rd time, will be sent an exclusion letter (F503).

Units – Failing a Unit Repeatedly

- A student who fails the same unit *twice* in their last trimester will be put on Conditional Status (FUL) and will receive a warning of possible exclusion (F502A).
- Student fails the same unit **three times**; an exclusion letter (F503) is sent indicating that they will not be able to continue the program and the portal enrolment will be blocked.

Students with conditions will be required to meet with the Principal (or nominee) before selecting their units and enrolling in their next trimester of study. If required, the parents or a guardian will be informed.

Full information can be found in the *Progression and Graduation Policy* available at <https://www.acbt.net/policies>.

Units – Outlines

Students will be shown the comprehensive unit outline in their first week of classes for their enrolled units. These outlines are also available in the learning management system (Moodle) of the students' portal. Students must have a thorough understanding of the requirements of each unit they have enrolled in. They may seek the unit lecturer's advice for clarification.

Units – Selection

All unit selection is made online through the student portal. Any student who needs assistance in this regard should meet the Student Services Manager with **Add –Withdraw Unit Request Form**, which is available in the students' portal and on the ACBT website <https://www.acbt.net/documents-and-forms>.

If the student's requested class is full at the time of manual enrolment, the student will be enrolled to an available class.

Enrolment across awards and unit selections in such situations can be done according to the conditions stipulated in section 3.8.

Units – Lecturer /Survey by ECC and ACBT

As a part of ACBT's commitment to ongoing quality in teaching and learning, students will be asked to participate in unit/lecturer evaluations each trimester for the units they are studying.

Students are strongly encouraged to participate in these surveys, which provide a pathway for students to communicate their views and feedback directly

Web-Based Information

Students will find the students portal and the following websites particularly helpful:

<https://learning.acbt.lk>

<https://www.acbt.net/>

<https://www.edithcowancollege.edu.au/>

www.ecu.edu.au

www.ielts.org (for information on IELTS testing)

Where to go for help?

Colombo Campus

Associate Principal

Chaminda.Ranasinghe@acbt.lk

Admissions and Recruitment Manager

Guidance on undergraduate programmes and enrolment applications to ACBT
admissions.colombo@acbt.lk

Manager, Finance

All enquiries related to payment of fees, refunds, etc.
Chanuri.Bopage@acbt.lk

Manager, Student Services

All enrolment enquiries, adding/dropping units, withdrawing from the course and other Academic matters except examination students.services@acbt.lk

Course Coordinators

All enquiries related to study programs

Udani.Wickramaratna@acbt.lk (Computing and IT)

Chaminda.Ranasinghe@acbt.lk (Commerce)

Kalani.Kumasaru@acbt.lk (Pre-Foundation, Foundation, Communications & Creative Industries)

Dilini.Ishaka@acbt.lk (Health Sciences)

Sisitha.Senarathna@acbt.lk (Engineering Studies)

Manager Examinations & Graduation

All inquiries relating to exams, deferred exams, exam results, appeal and graduation
Vipula.Wanigasekera@acbt.lk

Student Records Officer

Issuing of academic transcripts, parchments, student ID's, Changes to the student information in the portal students.services@acbt.lk

Library

Nadeesha.Hettiarachchi@acbt.lk

Senior Manager, IT

Any issue on IT matters Sanjeeva.Lokuige@acbt.lk , Ranjith.Ramachandran@acbt.lk

Kandy Campus

General Manager, Kandy Campus

Guidance/Assistance at Kandy Campus Indika.Abeysooriyaarachchi@acbt.lk

Admissions and Recruitment Manager

Guidance on undergraduate programmes and enrolment applications to ACBT
admissions.kandy@acbt.lk

Deputy Principal

All inquiries related to academic Viduranga.Waisundara@acbt.lk

Manager, Student Services at Kandy Campus

Lahiru.Semasinghe@acbt.lk

For all other enquiries, contact the Principal/Associate Dean or Deputy Principal, ACBT.

Appendix A

ACBT - LIBRARY RULES AND REGULATIONS

The Library at ACBT is a centre of excellence and is the live wire of the college that caters to its clientele to enhance their knowledge & improve reading habits. The library, as a part of the academic role, provides services to a large group of students following various courses in ACBT & the academic staff.

Opening Hours

Monday – Friday	from 8.30am -7.00pm
Saturdays	from 8.30am - 5.00pm
Sundays	from 8.30am - 3.00pm

Membership

Students enrolled in ACBT programs are entitled to use facilities in the library.

- Submit the college ID/students registration at the security point.
- Application forms could be obtained free of charge from the Circulation desk during business hours.
- The completed form must be submitted along with one passport size/ stamp size photograph.
- Library ID could be collected within a day or two.

Refundable Library Deposit

Students are required to pay a refundable library deposit of Rs. 10,000/=. Library IDs will be issued only for those who pay the deposit. The receipts can be obtained from the library after making the payment.

Borrowing rules

- Students may only borrow two books for 2 weeks at a time.
- Students must produce their Library Membership Card each time they wish to borrow books.
- Loan period could be extended online or by visiting the library for another 2-week period provided any other student/s have not reserved the book.
- Members may reserve books in advance at the Library Help Desk.

Overdue books & Penalties

Students will receive overdue notices weekly if not returned on time. Failure to do so will result in a fine of Rs. 100/= per day. If a book is lost /stolen, the student must immediately inform the library staff, and they will be required to pay a replacement fee. Students who have overdue books or outstanding Library fines will have their trimester results withheld.

Loss of Library Card

Any loss or theft of a student's library card should be reported immediately to the library staff and Request a Duplicate ID Card. A replacement fee of Rs 100/- will be levied.

Referencing Collection

- All textbooks are available in this collection.
- These books are not permitted to borrow unless for Photocopying.
- Permanent Reference collection consists of Dictionaries, Atlases, etc.

Project Reports

ACBT students' project reports are kept in closed access. If anyone is interested, may request the library staff for reference only. These are not to be removed from the library.

Current Awareness Service

- Article Alerts
- Selective Dissemination of Information (SDI Services)
- Database Searching & Information retrieval
- Training on information retrieval

Interested parties may contact the Librarian during office hours.

Union Catalogue

We have recently joined the Union Catalogue compiled by the National Library of Sri Lanka, which consists of approximately 460,241 records from 83 major libraries in the country. The Online database provides easy access to publications with its location. This has enhanced the activities such as interlibrary loans, referral services, resource sharing and assisting the researchers & entire public in Sri Lanka & abroad seeking bibliographical information of Publications.

Organisational Membership

ACBT has joined the Institutional member group of British Council & USIS libraries. As such we are entitled to borrow their books, DVDs, magazines, photocopies etc. We have the facility to access USIS databases such as EBSCO, ProQuest, eLibraryUSA etc. Interested parties may contact the Librarian.

We offer

- Orientation programs and library tours are arranged to introduce the library services for undergraduates at the beginning of each trimester.
- Access to Internet with Wi-Fi facilities.
- Research assistance/ assignments- Any student/ lecturer who to get any support may contact the library staff.

Photocopying Services

- Rs.8 per A4 paper (Single side)
- Rs.10 (Double sides)

Printouts Services

- Rs. 8 per A4 paper (Single side) Black and White
- Rs. 10(Double sides)
- Rs.75 (Double Side) Colour Printout

Conduct /Student Behaviour in the Library

- Food & drinks are not to be consumed within the library.
- Smoking is not allowed.
- Mobile phones must be switched off or turned to silent mode when using the library. This rule applies to all students and library staff.
- Students are asked to respect the rights of their fellow students in the library and maintain absolute silence in designated areas.

All library users are expected to cooperate and treat the library staff with courtesy and respect. In return, the library will also treat students with respect and courtesy and assist them in every possible way with their requests.