# Message from the Chairman

Sri Lanka is progressing towards a fast knowledge acquisition and a cutting-edge technology development while contributing to the sustainable development that is crucial for the global community today, in making Sri Lanka the knowledge hub of the Asian region. The knowledge acquisition and technology development correlated with global sustainable development cannot be limited to a particular subject area and it should be thoroughly researched and applied in a wide range of subject areas that are commonly available. All the nations of the global village have an obligation to contribute to the maximum in order to achieve the global sustainable development that would ensure the creation of a better world tomorrow.

The "Intellectual Capital" becomes paramount in achieving this enormous task. Any nation striving towards this task requires well-implemented infrastructure to develop and nurture the intellectual capital. The vision of the Java Institute is to bestow and fulfil the above target by "Becoming the National Leader in Research-Based Higher Education" and to achieve its ultimate desire to make a significant input to develop the "Intellectual Capital" for Sri Lanka. The Java Institute offers a complete range of undergraduate and postgraduate programmes in three Faculties, viz. Management Studies, Engineering Technology, and Creative Studies. Our undergraduate, postgraduate, and certificate programmes have been carefully designed with the purpose of ensuring that each student is well trained, educated, and thus proficient enough to bridge the knowledge and technological gaps with a view to face the challenges of the 21st century in order for the global society to experience harmonious sustainable co-existence.

Highly sophisticated Research Centres of the Java Institute coupled with the constantly evolving academic infrastructure and professional skills development environment that absorb new knowledge resources swiftly, were established to provide unique, comprehensive, and innovative research-oriented educational environment for our students. Furthermore, it is encouraged to pick and choose students with potential abilities to learn, research, and implement continuously in order to build a knowledgeable, skilled, competent and successful future society for Sri Lanka. Additionally, more often than not, financial barriers restrain a majority of students and these barriers impede their education even though they possess all the qualities and abilities to study further. The Java Institute for Advanced Technology possesses a comprehensively tested and result-oriented mechanism to effectively extract such students from the society and provide them with free education as a measure of Corporate Social Responsibility to the nation.

Dear students, we warmly welcome you to join hands with us and make use of our well-equipped premises and facilities to enjoy yourselves, develop your knowledge and skills, and disperse your knowledge in the global community at large.

Dr Ishantha Siribaddana

Chairman | Founder
Java Institute for Advanced Technology
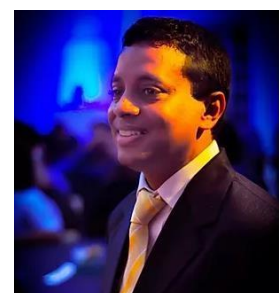
Welcome Message from the Managing Director

Welcome to the Java Institute for Advanced Technology of Sri Lanka. I am pleased that you are considering studying at the Java Institute, or have an intention of collaborating with us, an institution renowned for research, teaching, training, and learning excellence, with a commitment to successfully overcome the global challenges of the next decade. The Java Institute for Advanced Technology zealously engages in discovering new knowledge, utilising the existing knowledge, and disseminating this knowledge in order to usher an innovative new era for the nation and the entire global society. The qualified and skilled researchers of the Advanced Research Centres of the Java Institute are continuously in touch with the industry in order to be constantly updated with the new technological transformations that occur in the industry frequently.

The Java Institute empowers and nurtures its students intellectually by providing in-depth knowledge and skills for all the undergraduates of all the training programmes of the Institute. The world"s latest training methodologies are being utilised at the Java Institute and this inspires the students to dive into deep levels of knowledge.

The research-based education model that is fully implemented at the Institute greatly assists the students to grasp and clearly comprehend each subject area of their training programmes by delving deep down into each aspect of what they are learning. Additionally, the graduates of the Java Institute will gain immense social recognition as Industrial Experts, Entrepreneurs, and Technopreneurs when they complete their training programmes. The students of the Java Institute possess the valuable opportunity to obtain both internationally and nationally recognised academic and professional qualifications.

Many of our graduates get attractive employment opportunities even before they qualify and almost all our students secure jobs within a few months after graduating, unless they choose, due to a specific reason, not to enter into formal employment. Entrepreneurship development is a unique proactive aspect that is pursued successfully at the Java Institute and due to this special programme, undergraduates in different academic streams are empowered to commence their own enterprises as the initial step towards a productive entrepreneurship.

Additionally, the Java Institute for Advanced Technology is dedicated to strengthen its graduates both physically and emotionally by providing an environment that will develop their personalities. The Java Institute and its community offer a diverse range of thrilling extra-curricular activities for the undergraduates during their entire academic life and these activities include sports, meditation, and competitions.

The infrastructure of the Java Institute and its community of past pupils, which is known as the "Young Researchers" Technological Committee" (YRTC), is established in order to nurture our students in a technical environment in a systematic way. The YRTC was established to provide an effective structure that can be used to facilitate a constant exchange of technology between the Java Institute and both the undergraduates and past students of the Java Institute.

Furthermore, the Java Institute for Advanced Technology is renowned for its viable research-based education that produces skilled professionals who will vehemently make the world a better place for all mankind while achieving a sustainable global development. We encourage you to choose the Java Institute for Advanced Technology for your higher studies and to be a valuable partner so that you will be able to build a successful future and achieve all the aims of your life and thereby aiming to achieve your own vision for your organisation.

Bhatiya Tissera
Managing Director

Welcome to Java Institute

This book contains a concise review of the rules and procedures of Java Institute which students are expected to be familiar with during their learning activities at Java Institute.

Included are rules and information pertaining to staff contact details, access hours, attendance policy, assignment submission, security, code of conduct, services, learning support and key dates for your programme.

Note:

Both Java Institute and Birmingham City University reserves the right to make any changes as required without notice.

We hope that the information afforded in this handbook is helpful to you as you pursue your studies with us.

About Java Institute

The Java Institute for Advanced Technology was founded in 2005 and it is a pioneering training provider of academic as well as professional qualifications pertaining to the discipline of Software Engineering in Sri Lanka.

Our Vision

To Become the National Leader in Research Based Higher Education.

Our Mission

The Java Institute for Advanced Technology zealously engages in discovering new knowledge, utilizing existing knowledge, and disseminating this knowledge in order to usher an innovative new era for the nation and the entire global society by empowering and nurturing its students intellectually, physically, emotionally, and socially at the Java Institute and its community through a viable research-based education to produce skilled professionals and intellects who will vehemently make the world a better place for all mankind while achieving sustainable global development.

Quality Framework

The Java Institute for Advanced Technology was awarded the globally acclaimed and prestigious ISO 9001:2015 certification by the International Organization for Standardization.

Contacting Java Institute

If you wish to contact Java Institute about administration, materials, timetables, tutors, payment etc. please contact:

Name	Title	Job Description	Contact Details
Mr. Nirodha Rupasinghe	**Head of Student Services**	Oversees the general administration of Undergraduate programs at Java Institute	Email: nirodha@javainstitute.edu.lk
Student Services	**Student Support Team**	Handles all assessment related queries and publication of results	Email: dex@javainstitute.edu.lk
Mr. Bhatiya Tissera	**Course Director**	Decision Making Authority on Academic Issues	Email: bhatiya@javainstitute.edu.lk
Finance	**Finance and Administrations**	Finance is your point of contact for finance related matters regarding your fees and payments	Email: finance@javainstitute.edu.lk Tel: +94 112 506 000

Dr. Ishantha Siribaddana	**Chairman/Founder**	The Chairman has authority over the management of programme delivery and overall governance of Java Institute	Email:ishantha@javainstitute.edu.lk

Please note that the preferred form of contact with staff is through email to ensure that there is evidence relating to an inquiry or complaint.

This allows periodic reviews of communication with students to be conducted more thoroughly. Staff may therefore instruct you to support a verbal inquiry or complaint with an email.

However, in many instances, when you are on Campus premises and want to have a quick discussion or a comprehensive face-to-face discussion, you are more than welcome to approach any staff member

Please examine the job descriptions of each staff member so you are aware of who to contact based on your circumstances. Contacting the right staff member will be the best indicator of the efficiency in which your inquiry, request or complaint will be addressed.

Access Hours:

Department	Days of the week	Hours
Student Services	Mondays to Friday	9.00 am to 4.00 pm
Admissions Department	Mondays to Friday	9.00 am to 4.00 pm
Finance	Mondays to Friday	9.00 am to 4.00 pm

Please note that meeting the Course Director and / or the Chairman is on prior appointment only.

Please contact the Student Services Office to make an appointment.

Attendance and Leave Policy

The following is a series of general principles that students are expected to adhere to:

Java Institute takes class attendance quite seriously. Class attendance is one of the key predictors of your final academic performance. Therefore, regardless of sickness or other personal reasons, you are required to attend a minimum of 80% of your classes for a particular module. If you are unable to meet this minimum standard, you are expected to email the Head of Student Services to determine how it will impact on your learning, assessment outcomes and what solutions can be advised.

You will also be required to submit evidence to support any request. Please note that if you fail to maintain an 80% or higher attendance rate, you may become ineligible to submit your final assessment. This will always be at discretion of Java Institute.

If you are absent for a period of over two module classes due to sickness, you must submit a medical certificate for the period of absence to the Head of Student Services as soon as possible after you return to classes.

If illness is likely to prevent you from submitting an assessment for a module, it is vital that you contact the Head of Student Services to verify what courses of action are available to you and what consequences you will be subject to.

These are specified by Birmingham City University and Java Institute is not in a position to deviate from these regulations.

Please refer to [Student Affairs/Appeals and Complaints on your BCU iCity Access](#)

Change of Contact Details

Your contact information is vital to ensure that all correspondence reaches you. Please help us to maintain accurate and up to date records of your contact details. In general, however, please note that all correspondence will be sent to your official BCU email address.

If your circumstances change, please inform the Programme Manager so that they can promptly update your contact record.

Any important correspondence that does not reach you due to a failure on your part to update your contact details will not be treated as legitimate grounds for not being aware of significant information.

Security

Java Institute is not responsible if you lose any of your personal effects, or for any theft that takes place while belongings are left unattended. Please ensure that all your possessions are safely maintained while on campus to avoid any losses.

Conduct

The consumption of food and drink in any lecture room, library, and computer room or study area is prohibited at all times.

Students are not permitted to bring or consume alcohol or drugs in any of the teaching areas of the Campus under any circumstances. Failure to adhere to this rule can result in immediate dismissal from the programme.

Java Institute has a strict non-smoking policy within Campus premises.

Your behavior in class constitutes an indispensable and crucial part of the productive learning environment that is at the heart of any business programme. It is therefore imperative that you respect the rights of other students to learn, not disturb the tutor and participate as regularly as you in discussions and classroom activities.

Any violations of these rules can result in disciplinary action taken against you. The exact form of disciplinary action is always at the discretion of Java Institute.

Student Identification & E-Library Services

As an internal student of Birmingham City University, you will receive login details to access all of BCU"s online services. This is primarily for you to gain access to learning materials such as academic articles, eBooks and magazines pertinent to your programme.

You will receive these details within the first 4 weeks of your placement in the programme.

Please do not share your BCU login details with anyone else, including other students, friends or family. It is strictly for your personal use only.

It will typically take 4 weeks for you to receive your BCU login details. If you do not receive your login details from BCU by the 6th week of your placement in the programme, please contact the Head of Student Services.

Furthermore, as a student of Java Institute, you will also receive a Java Institute registration number. This number is used as an internal tracking number to trace your academic performance, contact details, communications and payments. Please take care to remember your registration number.

If you require any clarification about your Student Identification details, please contact the Programme Department.

IT Access & Computer Usage

Generally, free Wi-Fi, if required by faculty access is available on Campus premises for programme related learning. However, you will need to request for this facility from your Programme Coordinator. In most instances, your lecturer will determine the extent of Wi-Fi access necessary during your time on Campus based on the learning activities designated.

Common Areas

Canteen facilities are available for students within the compound. Please ensure that the canteen area and common student areas are always kept neat and tidy.

Please refrain from leaving litter in these areas.

Learning Support

BCU programmes are highly vigorous academic programmes, and it is only natural for you to want additional learning support throughout your tenure on the programme.

If you require academic assistance with any of your modules, please feel free to contact your module tutor.

Java Institute also encourages a peer-to-peer tutoring scheme whereby you receive individual tutoring in the subject of difficulty from another student, ideally a senior in the program. If you would like to have a peer-tutor, please talk to the lecturer of the module concerned or the Student Support team.

Java Institute Open Lectures, Seminars & Events

News and detailed information about open lectures, seminars and events are displayed on student notice boards. The Java Institute Student Council is also very active in engagement and events.

If you are interested in participating or becoming active within the council, you can approach the Programme team who will direct you to the relevant individuals.

Harassment

Java Institute regards harassment as unacceptable behavior and has a policy and procedures designed to protect students, staff and those Java Institute has a special responsibility.

The Manager Director provides support to both to students who have experienced harassment and those accused of it, as well as to staff requiring advice on student cases. If you feel that you have been harassed or treated inappropriately by either other students or staff at Java Institute, please approach the Managing Director.

Student - Staff Relationships

You are advised not to enter into any relationship with a member of Java Institute staff with any responsibility for you, as it may lead the staff member to compromise the integrity of their professional relationship. If such a relationship develops, please note that both the staff member and you may be subject to dismissal from the institution.

Furthermore, both staff and students are expected to disclose the nature of their relationship to Java Institute.

Academic Writing Programme

Academic writing is one of the key skills required for the successful completion of your programme. The ability to write fluidly, fluently, and persuasively while maintaining academic balance and integrity is a competency demanded by all your module assessment, whether it be an exam or an assignment.

We offer periodic academic writing sessions that aim to improve and refine your academic writing and critical thinking skills. These sessions are mandatory for all students, especially those who are admitted to the programme based on work experience.

You will be informed about the date and time of these sessions as your programme progresses.

Submitting Assessment Work

Give yourself enough time to submit your work by the deadline. Java Institute will not accept as reasons for lateness delays in postage, reliance on third parties to deliver your work or printing problems. Similarly, if you are required to submit work electronically, we will not accept problems with email or server speeds as an excuse.

Being too busy or poor management of time will also not be accepted as legitimate reasons.

If your computer breaks down or becomes infected with a virus, or your files are lost or stolen, BCU will not be sympathetic: ensure that you keep adequate backups and store them separately and securely.

Please regard the non-submission of an assessment as grave and serious.

In the event you are unable to submit an assessment, you have 3 options:

1. Extension

All extension applications must be submitted two weeks prior to assessments deadlines. If you require an extension for an assessment you will need to fill out an Extenuating Circumstances (EC) form with your reasons for requiring an extension. You will need to present a persuasive case as to why you require an extension, in addition to evidence. You will subsequently be required to submit this to BCU for an outcome. Please note that only a minimum of 10 days can be granted for an extension.

2. Deferral

A deferral is defined as a postponement of your assessment submission for the next point of assessment submission in the academic calendar. To undertake this option, you will be required to submit an EC form specifying your reasons for requiring a deferral.

Only very strong reasons will be accepted for a deferral. Similarly, for an extension, you will need to submit an EC form to BCU for an outcome. Deferral applications must be submitted two weeks prior to the deadline in the case of course work (assignments).

Please note that for extensions and deferrals, you are required to submit the form to BCU directly and Java Institute has no role or responsibility in the process.

3. Interruption of Studies:

An Interruption of Studies (IOS) is a special event where your enrollment in the programme is frozen until a subsequent cycle of modules when you elect to resume your studies. You will be required to fill out and submit an IOS form to the Java Institute Programme Office to receive this outcome.

Please note that this is only available in circumstances where your life has been disrupted by a radical event e.g. a job assignment overseas

For more information on the rules and procedures for BCU"s policy on extenuating

circumstances, please visit

or speak to the CEO or Student Support team.

Release of Results

All assessments are internally marked and moderated at Java Institute after which they are sent to BCU for a second round of moderation. Consequently, these assessments are sent to an external examiner (an independent reviewer from another university) for another stage of moderation.

After this process is complete, the assessments and marks proceed through an exam board that is often approximately 2 months after a set of assessment submissions. The exam board verifies the marks of assessments by ensuring that every mark has been awarded based on the appropriate process.

After the exam board has finalized a mark, it will be released to you in the form of an official results sheet that will be sent to you.

Please note that the timeframe for the release of results can be delayed subject to the availability of External Examiners.

Passing a Module

The pass mark for a module is 50%. Due to the fact that you must pass all your modules, you must score 50% for a module overall, taking into account the aggregate mark from all your assessments within a module.

Assessment Resubmission / Re-sit Policy

If you fail a module or do not submit (non-submission), you will be required to resubmit at the next submission point.

Please note that if you are resubmitting, you are required to meet your tutor at least once to have a resubmission supervision form filled out and signed by your tutor which must be submitted along with your assessment.

Java Institute will reject any submissions that are not accompanied by a resubmission supervision form.

Re-sit Attempts

BCU provides only a maximum of two attempts for each module. A non-submission will be considered as an attempt. Failure to complete a module within two attempts will result in the student being withdrawn from the course.

Assessments Re-sit / Resubmission Fees

Description	Fee Charged
Module Re-sit / Resubmission due to failure of 1st attempt	No Charge
Module Re-sit / Resubmission due to failure of 2nd attempt (includes non-submission in a previous attempt)	60 GBP
Module Re-sit / Resubmission due to non-submission	60 GBP
Dissertation Resubmission due to failure (2nd attempt onwards)	60 GBP
Dissertation Resubmission as a result of non-submission (Inclusive of repeat of RM Module)	60 GBP

Fees will be calculated at GBP 1 = Rs 234.00 for the purpose of payment. However, if there is a significant (+/- Rs.10) change in the exchange rates Java Institute will amend the rates accordingly.

- In the event that a student has been approved a Deferral due to Extenuating Circumstances (EC) by BCU the student will be exempted from Module Re-sit / Resubmission Fee. This will be applicable ONLY for the 1st attempt.
- Submission of Extension / Deferral to BCU remains the responsibility of the student at all times. Java Institute will not be a part of this process. If your EC Form is approved by the university the student is required to submit a Re-sit / Resubmission Fee Exemption form to Java Institute along with a copy of the University Decision document.

Class Schedule

Refer Appendix 1 – Class schedule will also be available in the Java Institute Student Portal.

Assignment submission method

Submission of assessments should take place on Student Portal before 12.00 pm on the specified day of submission. If a hardcopy is required, the instructions for the same will be in the Student portal

Once the finalized class schedule is published, Java Institute will follow the same without weekly notifications. However, if there is an alteration, you will be informed via email or Phone call, in the event that there is less than 6 hours from the change to start of class.

Please ensure that you check your emails frequently so that you are aware of any schedule changes.

Java Institute Student Portal Access

- All learning resources pertaining to your programme and modules will be uploaded on Java Institute Student Portal. The students can access the portal through the following link: http://web.javainstitute.org/web-portal/login/student.jsp
- Upon enrollment at Java Institute, you will be sent a username (your Java Institute student ID number) and a password (which you will be required to change upon logging in for the first time)
- Under the name of your programme, you will be able to find all learning materials (eg. Lecture slides, handouts, assessments, activities) under the week-based folders
- All learning materials on the student portal will not be sent to you via e-mail so please check your portal frequently.
- All learning materials such as lecture slides and handouts will be uploaded, and it is at your discretion as to whether you want to print them out prior to or after class.

Please note that Java Institute will not distribute printed handouts.

- Your tutor is mainly responsible for uploading materials on the portal and will keep you updated on important links or material that he or she has uploaded
- In some instances, the Student Services Department may also upload administrative documents that may be of relevance to you.
- The portal may also have important announcements that are of extreme importance to you. However, in the event of announcements of extreme significance, you will be notified via email.
- The student portal is used only for general notifications.

Java Institute for Advanced Technology - Online Attendance and Conduct Policy

I. Purpose
The purpose of this policy is to establish guidelines for the attendance and conduct of students, staff, and academics during online classes and sessions at the Java Institute for Advanced Technology. This policy aims to ensure a conducive learning environment, maintain academic integrity, and protect the privacy of all participants.

II. Attendance
Students are required to attend all scheduled online classes and sessions, unless they have a valid reason for absence, such as illness or personal emergencies. In such cases, students must inform their instructor in advance or as soon as possible.

Instructors may monitor attendance and participation during online classes and sessions. Students who fail to meet the attendance requirements may face academic consequences, as outlined in the Java Institute's Academic Policies and Procedures.

III. Unauthorized Use and Control of Host Functions
Students, staff, and academics are prohibited from using or controlling host functions in online classes and sessions without the express permission of the instructor or authorized personnel.
Unauthorized use or control of host functions may result in disciplinary action, up to and including suspension or expulsion from the institution, in accordance with the Java Institute for Advanced Technology's Code of Conduct.

IV. Impersonation
Impersonation of students, staff, or academics during online classes and sessions is strictly prohibited.

Any individual found to be impersonating another person may face disciplinary action, up to and including suspension or expulsion from the institution, in accordance with the Java Institute for Advanced Technology Code of Conduct.

V. Obtaining Student Information
Students, staff, and academics are prohibited from obtaining or attempting to obtain student information through unauthorized means or sources.

Violations of this policy may result in disciplinary action, up to and including suspension or expulsion from the institution, in accordance with the Java Institute for Advanced Technology Code of Conduct.

VI. Confidentiality and Privacy
All participants in online classes and sessions are expected to respect the confidentiality and privacy of others. Sharing or disclosing personal information about others without their consent is strictly prohibited.

Violations of confidentiality and privacy may result in disciplinary action, up to and including suspension or expulsion from the institution, in accordance with the Java Institute for Advanced Technology Code of Conduct.

VII. Enforcement and Reporting
Instructors and authorized personnel are responsible for enforcing this policy during online classes and sessions.

Any violations of this policy should be reported to the appropriate authority within the institution, such as the Head of the Department of Examinations and Academic Affairs (DEXA) or the Office of the Department of Quality Assurance (DQA)

VIII. Amendments
This policy may be amended from time to time, as deemed necessary by the institution, to ensure its continued effectiveness and compliance with applicable laws and regulations.

IX. Retroactive Application
This policy shall be in effect retrospectively from January 2020. Any incidents or violations that occurred on or after this date shall be subject to the provisions and disciplinary actions outlined in this policy, in accordance with the Java Institute for Advanced Technology Code of Conduct and other applicable institutional policies and procedures.

Submitting your Assessment on Student Portal

With the exception of examinations, all your assessments will need to be submitted on the student portal If there is any coursework (i.e. assignments) that need to be submitted, there will be a link on the portal.

Clicking this submission link will allow you to submit your assessment by dragging and dropping it into a designated section.

As part of BCU regulations, you will normally be required to fill out a coversheet with your BCU student ID, name and other details. When submitting, you will need to submit this as a separate document. In other cases, this document might be a criteria sheet, or this will be required as a third document.

There will always be a short set of instructions articulated near the Portal assessment submission point that will advise you on the submission method; please take care in reading this and seek clarification if you are unsure about the information provided.

It is entirely your responsibility to understand the procedure for submission.

Typically, you will be submitting two documents: one will be your assignment and the other, a coversheet. Please note that your submission will be regarded as invalid if it is not accompanied by a coversheet (and an additional criteria sheet if required).

The student portal works on a strict timeframe. Assessment submission points have both a „due date" and a „cut off date". A due date is the day and the time the assessment should be submitted by (eg. 1 pm on the 18th of December).

However, the assessment submission link will not close and will be available until the cut-off date.

The cut-off date by default will be 72 hrs after the due day / time. If you submit after the due date, academic penalties will apply. However, after the cut-off date, you will be unable to submit, and you will require special permission from Java Institute to have it manually opened for you to submit.

Please note that although the Java Institute Student Portal is managed by Java Institute, it is frequently audited by BCU for quality purposes.

This means that official BCU rules & regulations apply for all portal activities.

Assignment submission on emails will not be acknowledged or accepted.

If you face technical difficulties with the Moodle you must contact the Student Services Staff immediately.

Finance and Payments

As a student of Java Institute, you are expected to ensure that your student fee payments are consistent with the payment plan.

Java Institute is not obliged to generate any payment reminders.

The standard payment plan for the BCU Programme for your cohort is as follows:

Application and Registration Before (date)

No	Description	Payment
1	University Enrollment Fees	1000 GBP
2	Professional Fees	300 GBP
3	Tuition Fees	450 000 LKR

Please note that unless there is a special arrangement made in written form with the

signature of the Managing Director, you are subject to the installment plan above. Verbal agreements with Admissions Staff will not be honoured.

Government Taxes

All fee payments are subjects to government taxations. Currently 2% NBT is applicable for all payment. In the event the government revises the NBT rate or introduces VAT or any other taxes on educations the student will incur the cost of the same.

Failure to make payments

Failure to pay the installments on the designated date will result in a suspension of all academic services including the following:

a) Inability to attend classes.

b) Non-access to all academic materials including lecture slides, academic texts and other learning materials on student portal

c) Assessments will not be accepted for submission on thereby producing both an academic and financial penalty.

It is absolutely imperative that you verify that your payments are up to date before your assessment submission point.

The Finance team will automatically suspend your Portal account when a payment is overdue without notice.

Penalty for Late Payments

• Fees paid between 1 - 7 days of due date - Rs 10,000.00

• Fees paid between 8 - 14 days after due date - Rs 20,000.00

• Fees paid between 9 - 21 days after due date - Rs 30,000.00

• Fees paid between 22 - 30 days after due date - Rs 40,000.00

Please note that late payment fee is levied by the finance system and will remain as due till settled.

ALL PAYMENTS ARE NON-REFUNDABLE.

Withdrawal Policy

If you are unable to continue your place in your programme, you will be required to formally notify Java Institute in writing. Java Institute will subsequently issue you a letter confirming your withdrawal with the attached evidence of your request.

It is important to note that regardless of when you withdraw from your programme, you will be liable to pay 80% of your entire programme fee.

After a formal withdrawal request, you will be sent an official notification from the Finance Department informing you of the outstanding amount that needs to be paid.

If you are required to exit from the programme due to rules pertaining to poor academic performance, you will still be liable for the 80% payment rule mentioned above.

Java Institute reserves the right to initiate appropriate action including legal action to recover any outstanding fee payments

Studying for your Programme

Managing your time for your programme is crucial! If you are working full-time, this becomes particularly important due to the inherent vigor and speed of the programme.

Although learning is typically spread out to maximize space for self-study, how you manage your time beyond the classroom will often determine many of your academic outcomes.

If you require additional academic support for your modules, please feel free to approach your module tutor or contact the Programme Department to see what options are available. (Eg: an appointment with your lecturer or another member of staff at Java Institute) for you to receive the support required.

However, this will always be subject to the availability of relevant academic staff based on your specific academic support requirement.

GOOD LUCK!