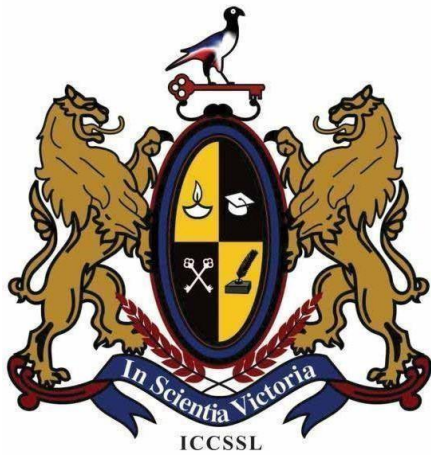




Student Guide

Institute of Chartered Corporate Secretaries of Sri Lanka

Empowering Excellence in Governance

Contents

1. Introduction
2. ICCSSL Qualification
3. Postgraduate Diploma in Chartered Corporate Secretarial Practices
4. Diploma in Chartered Corporate Secretarial Practices
5. Foundation in Corporate Secretarial Practices
6. Diploma in Applied Corporate Secretarial Practices
7. ICCSSL qualifications - Entry requirement policy
8. Training and Development Partnership Programs and Workshops
9. Becoming an ICCSSL Member
10. Enrollments
11. Exemption
12. Fees and Payments
13. Refund Policy
14. Assessments and Examinations:
15. Annual Calendar
16. Work-Related Learning
17. Research Project
18. Results Sheets and Transcript
19. Deferrals
20. Withdrawal Policy
21. Re-enrolling
22. Change of Contact details
23. Academic Integrity: Misconduct
24. Policy for Using Artificial Intelligence (AI) in Academic Work – Assignments, Presentations, Examinations
25. Important Notice to Students
26. Reviews and Revisions
27. ICCSSL Deferral Request Form

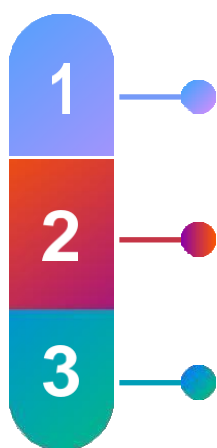
The contents of this Student Guide are subject to revision at any time without prior notice. ICCSSL reserves the right to amend, modify, or update any information contained herein as necessary to reflect changes in policies, procedures, academic requirements, or other circumstances that may arise during the implementation process. The institute reserves the right to communicate any updates or changes to students if & when demand is relevant & appropriate.

1. Introduction

The Institute of Chartered Corporate Secretaries of Sri Lanka (ICCSSL) has been the cornerstone of governance excellence in Sri Lanka for over seven decades. With a legacy rooted in the promotion of corporate governance, ICCSSL equips professionals with the expertise to navigate the dynamic landscape of corporate management and governance. As a trusted institution, ICCSSL remains committed to fostering transparency, ethical practices, and sustainable growth across all sectors.

ICCSSL Course Programs and Qualifications

ICCSSL's comprehensive suite of programs and workshops equips Governance Professionals to excel in their roles. Key offerings include:



Professional Qualifications

Tailored to meet the governance challenges of diverse sectors, including private enterprises, public institutions, and not-for-profit organizations.

Workshops and Seminars

Covering topics such as corporate governance, ESG (Environment, Social, and Governance), risk management, and IT governance.

Continuous Professional Development (CPD)

Ensuring members stay updated on the latest industry trends and regulatory changes.

2. ICCSSL Qualifications

ICCSSL currently provides four professional qualifications in the specialized field of Corporate Secretarial practice.

1. Postgraduate Diploma in Chartered Corporate Secretarial Practice
2. Diploma in Chartered Corporate Secretarial Practice
3. Foundation in Corporate Secretarial Practices
4. Diploma in Applied Corporate Secretarial Practice

3. Postgraduate Diploma in Chartered Corporate Secretarial Practice

The Postgraduate Diploma in Chartered Corporate Secretarial Practice, awarded by the ICCSSL, is a prestigious qualification that stands as a hallmark of excellence in the field of corporate governance and secretarial practice. The program is developed to improve specialized knowledge and practical skills essential for a successful career as a corporate secretary/company secretary.

This qualification is recognized as a postgraduate-level qualification equivalent to Level 7 of the Framework for Higher Education Qualifications (FHEQ) of UK Degree-Awarding Bodies.

To provide an understanding of the multiple facets of good governance, ICCSSL's qualifications for Corporate Secretaries encompass a broad spectrum of subjects, including accounting and finance, Law, business management and communication, compliance and risk management, Corporate Governance, Capital Market Regulations, and Company Secretarial Practices.

The program consists of four comprehensive levels, each comprising a set of tailored modules to develop essential competencies for Corporate Secretarial Professionals.

Credit calculation for the qualification is based on the Sri Lanka Qualification Framework (SLQF), which considers 50 notional hours per credit for taught modules and 100 notional hours for project work. Guided learning hours comprise classroom teaching, with 15 hours of one-to-one guided learning required to earn 1 credit.

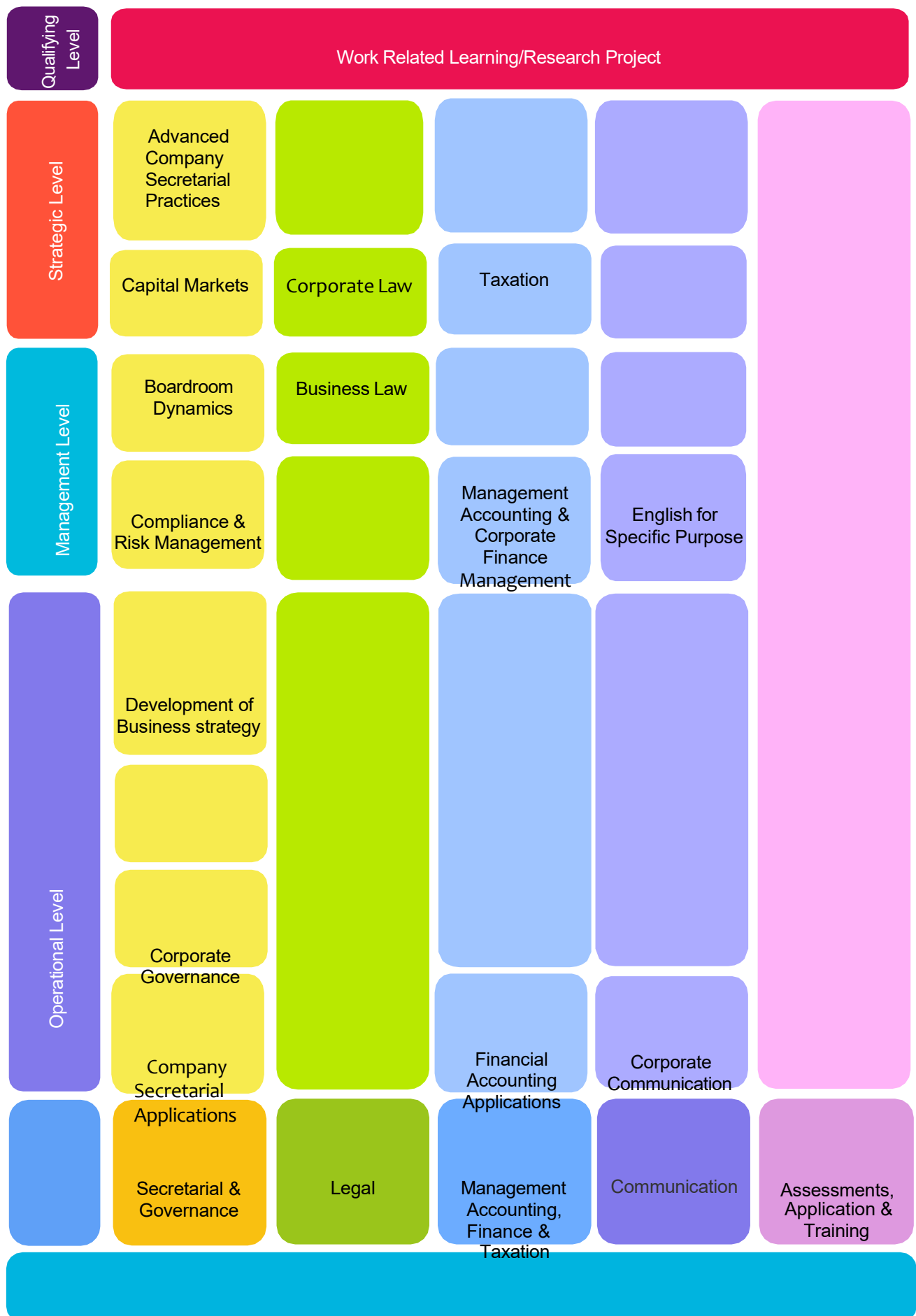
As described in the table below, the programme encompasses 3450 notional hours of study, distributed across various learning modalities with a total of 60 credits according to the SLQF.

The duration to complete the qualification offers a flexible timeline of 18 to 36 months, with classes conducted through a hybrid model that combines online and physical sessions.

Upon successful completion, diplomates are eligible to apply for the esteemed "Certificate of Practice" and can seek recognition as Corporate/ Company Secretary through the Registrar of Companies (ROC) of Sri Lanka.

The qualification not only opens doors to diverse career opportunities but also empowers individuals to make significant contributions to the corporate landscape of Sri Lanka, ensuring adherence to best practices in governance and compliance.

Curriculum Pillars



Modules, Credits, and Notional Hours

Level	Module code	Module	Credits	GLH	SS	VLE	PRW	Notional Hours
Operational Level 18	1601	Corporate Secretarial Applications (CSA)	6	90	180	30		300
	1302	Corporate Governance (CG)	3	45	90	15		150
	1303	Financial Accounting Applications (FAA)	3	45	90	15		150
	1304	Corporate Communications (CC)	3	45	90	15		150
	1305	Development of Business Strategy (DBS)	3	45	90	15		150
Management Level 18	2306	Business Law (BL)	3	45	90	15		150
	2607	Board Room Dynamics (BRD)	6	90	180	30		300
	2408	Compliance & Risk Management (CRM)	3	45	90	15		150
	2309	Management Accounting & Corporate Finance Management (MA&CFM)	4	60	120	20		200
	2210	English for Specific Purpose (ESP)	2	30	60	10		100
Strategic Level 15	3311	Taxation (TXN)	3	45	90	15		150
	3312	Capital Markets (CM)	3	45	90	15		150
	3313	Corporate Law (CL)	3	45	90	15		150
	3614	Advanced Corporate Secretarial Practices (ACSP)	6	90	180	30		300
Qualifying Level	4415	Work Related (WRL)	4	5	150	25	220	400
	4516	Research project	5	10	100	50	340	500
		Total (in hours)	60	780	1780	330	560	3450

Research project can be started after completion of all 14 subjects.

GLH	Guided Learning Hours	
SS	Self-Study	
VLE	Virtual Learning Environment	
PRW	Project/ Research Work	

Credit Calculation: according to the Sri Lanka Qualification Framework [SLQF],
Teaching Modules: 1
Credit = 50 Notional Hours/Classroom teaching
GLH = 1 Credit = 50 Notional Hours.

Entry Requirements for the Postgraduate Diploma in Chartered Corporate Secretarial Practice

A graduate-level qualification in any discipline OR

Successful completion of the Diploma in Chartered Corporate Secretarial Practice awarded by ICCSSL with a minimum of one year of industry experience in the related discipline.

Those who are qualified from the following institutions may also register.

- Attorneys - at – law (AAL)
- Institute of Chartered Accountants of Sri Lanka (CASL)
- Chartered Institute of Management Accountants (CIMA)
- Certified Management Accountants (CMA)
- Association of Certified Accountants (ACCA)
- Chartered Governance Institute of the United Kingdom and Ireland (CGIUKI)

4. Diploma in Chartered Corporate Secretarial Practices

This qualification is recognized as a Diploma-level qualification consist of 2,200 Notional hours comply with the NVQ guideline issued by the Tertiary and Vocational Education Commission [TVEC] Sri Lanka. The duration of the program is 12-18 Months.

The Diploma in Chartered Corporate Secretarial Practices is a comprehensive, Diploma-level professional qualification designed to develop competent and ethically grounded Corporate Secretarial professionals capable of supporting boards, regulatory compliance functions, and corporate governance frameworks within Sri Lanka and beyond.

Program Duration

The expected completion period is 12 to 18 months, depending on the mode of study and student progression.

Qualification Framework

The program is designed in accordance with TVEC competency-based standards and includes:

Guided lectures and structured academic sessions

Supervised practical applications

Case studies and governance simulations

Independent learning and research

Continuous assessments and final evaluation

The 1,800 notional hours reflect total learner effort, including classroom engagement, assignments, practical exercises, self-study, and assessments.

Learning Outcomes

Upon successful completion of the Diploma, learners will be able to:

Perform corporate secretarial duties in compliance with statutory and regulatory frameworks

Advise boards on governance structures and procedural compliance

Manage board meetings, minutes, resolutions, and statutory documentation

Ensure compliance with company law, regulatory filings, and governance codes

Support risk management and internal control processes

Demonstrate professional ethics and corporate accountability

Professional Relevance

The Diploma is designed to meet the growing demand for qualified Corporate Secretarial professionals in:

Publicly listed companies

Private sector corporations

State-Owned Enterprises

Financial institutions

Professional service firms

The program bridges academic knowledge with practical governance application, aligning with Sri Lanka's corporate governance expectations and regulatory standards.

Pathway Opportunities

The qualification may serve as:

A professional entry route into corporate secretarial practice

A progression pathway toward advanced Chartered-level qualifications

A structured foundation for governance, advisory, and compliance roles

5. Foundation in Company Secretarial Practices

Your First Step Toward Chartered Corporate Secretarial Status

The journey toward becoming a Chartered professional begins with the ICCSSL Foundation in Company Secretarial Practice Programme, your entry point into a career in governance or company secretarial practice.

This 6-month programme offers a comprehensive introduction to business operations, governance structures, and corporate-level communications knowledge that businesses must follow. The knowledge and skills acquired through this foundation will equip you to successfully progress to the next level of the ICCSSL programme, the next milestone on the path to Chartered Corporate Secretarial status.

Course levels/Credits and Notional Hours

Module code	Module	Credits	GLH	SS	VLE	PRW	Notional Hours
1601	Corporate Secretarial Applications (CSA)	6	90	180	30		300
1304	Corporate Communications (CC)	3	45	90	15		150
1305	Development of Business Strategy (DBS)	3	45	90	15		150
	Total (in hours)	12	180	360	60	0	600

The Foundation in Company Secretarial Practices is the entry-level qualification of the Institute of Chartered Corporate Secretaries of Sri Lanka (ICCSSL). It is carefully designed to introduce students to the essential principles of business administration, governance, regulatory compliance, and professional ethics, forming the academic and professional base required to progress toward Chartered status.

This programme is ideal for school leavers, early career professionals, administrative officers, and individuals aspiring to build a career in corporate governance, company secretarial practice, compliance, or business administration.

Programme Objective

The Foundation programme aims to:

Build a solid understanding of how organizations operate

Introduce corporate governance structures and compliance requirements

Develop foundational knowledge in corporate communication

Instill professional ethics and administrative discipline

Prepare students for higher-level ICCSSL qualifications

It serves as the academic and professional gateway to the ICCSSL professional pathway.

Core Learning Areas

The curriculum provides structured exposure to key disciplines that support corporate and regulatory environments:

Introduction to Business & Management: Understanding business structures, organizational hierarchy, stakeholder roles, and operational processes.

Fundamentals of Corporate Governance: Basic governance principles, board structures, accountability mechanisms, and the role of the Company Secretary.

Professional Communication & Administrative Practice: Business correspondence, documentation standards, meeting procedures, and professional conduct.

Skills You Will Develop

By completing this programme, students will:

Understand corporate structures and governance frameworks

Gain confidence in handling documentation and compliance procedures

Learn meeting administration and record-keeping standards

Build professional discipline and ethical awareness

These competencies form the practical base required for progression to intermediate and advanced levels of corporate secretarial practice.

Academic Progression

Upon successful completion, students are eligible to progress to the next level of the ICCSSL professional pathway, ultimately leading toward:

Advanced Corporate Secretarial Studies

Chartered Corporate Secretarial Status

Leadership roles in governance and compliance

Career Pathways

Graduates may pursue entry-level roles such as:

Junior Company Secretarial Assistant

Compliance Assistant

Corporate Administration Officer

Board Support Executive

Governance Support Staff

With continued progression through ICCSSL's higher qualifications, students can aspire to become:

Chartered Corporate Secretaries

Governance Advisors

Board Secretaries

Compliance Managers

Why Choose ICCSSL Foundation?

Profession-focused curriculum

Aligned with Sri Lankan regulatory and governance requirements

Structured pathway toward Chartered status

Strong industry relevance

Foundation for long-term professional recognition

Begin Your Governance Journey

The Foundation in Corporate Secretarial Practices is more than an introductory programme. It is the first milestone in building a professional career in governance, compliance, and corporate leadership.

6. Diploma in Applied Company Secretarial Practices

A Micro Credential designed to upskill knowledge of Corporate Secretaries, Accountants, and Legal Practitioners, Members of CA Sri Lanka, CIMA, ACCA, delivering the most extensive knowledge in Company Secretarial applications with an integrated learning solution.

The program includes two Modules, each comprising specialized topics aimed at building core competencies essential for professionals in the Corporate Secretarial field.

The total duration of the program is six months.

Course levels/Credits and Notional Hours

Module code	Module	Credits	GLH	SS	VLE	PRW	Notional Hours
1601	Corporate Secretarial Applications (CSA)	6	90	180	30		300
3614	Advanced Corporate Secretarial Practices (ACSP)	6	90	180	30		300
	Total (in hours)	12	180	360	60	0	600

7. ICCSSL qualifications - Entry requirement policy

	Qualification	Academic/ professional		Experience/ Memberships
1.	Postgraduate Diploma in Chartered Corporate Secretarial Practice [24- 30 Months]	Undergraduate level qualification, <u>OR</u> Successful completion of the Diploma in Chartered Corporate Secretarial Practices awarded by ICCSSL	AND	Minimum of one year of industry experience in the related discipline.
2.	Diploma in Chartered Corporate Secretarial Practice [12- 18 Months]	Successful completion of the General Certificate of Education (A/L) with 3 Passes in any discipline and having an “A” grade for the English language at GCE O/L, <u>OR</u> Completion of Foundation in Corporate Secretarial Practices		

3.	Foundation in Company Secretarial Practices [6 Months]	Successful completion of the General Certificate of Education (O/L) in any discipline and having an “A” grade for the English language at GCE O/L.	AND	Currently employed at a corporate firm.
4.	Diploma In Applied Company Secretarial Practices [6 Months]	Professionals having a license to practice as a Company Secretary from the Registrar of Companies (ROC).	AND	Attorney-at-Law/ CA Sri Lanka members/ CMA Sri Lanka members/CIMA /members/ACCA/CGI-UKI
5.	AAT-ICCSSL Diploma in Corporate Secretarial Practices [6 Months]	AAT-ICCSSL DIPLOMA IN CORPORATE SECRETARIAL PRACTICES - Jointly conducted with the Association of Accounting Technicians of Sri Lanka (AAT-SL), having an A grade for the English language at GCE O/L.	AND	AAT Passed Finalist / AAT Member
6.	CMA-ICCSSL Diploma in Corporate Secretarial Practices [6 Months]	ICMA (AUSTRALIA) members and passed finalists who successfully completed the Diploma in Corporate Secretarial Practices Course Level 1 delivered at the Academy of Finance (Pvt) Limited.	AND	ICMA (Australia) members and past finalists.

8. Training and Development Partnership Programs and Workshops

ICCSSL’s regular workshops include, but are not limited to, subjects on Governance and Decision Making, Board Secretary’s Role, Effective Meetings and Minute Taking, Boardroom Dynamics, Shareholders & other Stakeholders, Strategy & Risk Management Framework, Building Ethical Culture, and Negotiation/Conflict Resolution and Personal Branding. The objective of our workshops is to uplift Corporate Secretaries and business leaders in Sri Lanka to world-class standards.

In line with the regulations outlined in the Gazette Notification dated 17th March 2023, ICCSSL conducts regulated Continuing Professional Development (CPD) programs in partnership with the Department of the Registrar of Companies. These CPD programs are designed to guide and empower practicing Company Secretaries by ensuring they stay abreast of evolving industry standards and regulatory requirements.

As much as with the Department of Registrar of Companies, the ICCSSL has also collaborated with other key regulators, namely, the Securities and Exchange Commission of Sri Lanka, and the Colombo Stock Exchange, as well as with the Sri Lanka Institute of Directors, to organize a variety of programs, seminars, and workshops. These initiatives aim to enhance the professional expertise and knowledge of corporate governance practitioners.

ICCSSL collaborations

The ICCSSL successfully entered into two Memoranda of Understanding during 2024 with:

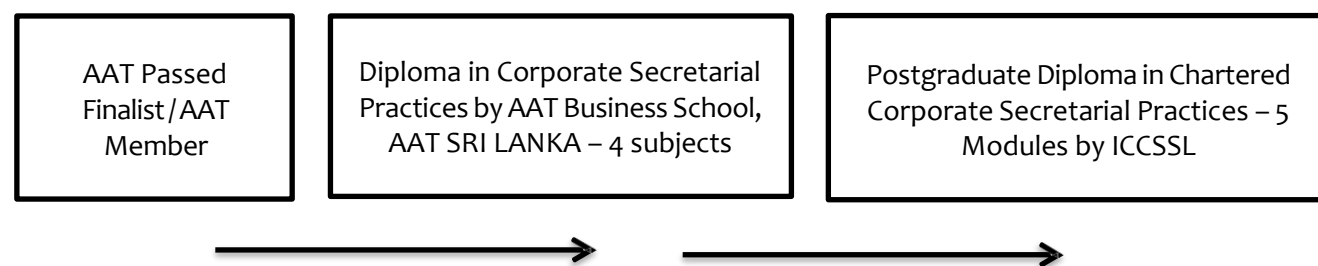
1. Association of Accounting Technicians of Sri Lanka (AAT-SL)

2. The Institute of Certified Management Accountants of Australia & New Zealand {CMA (ANZ)}.

Association of Accounting Technicians of Sri Lanka (AAT-SL)

The strategic collaboration with AAT Sri Lanka will help expedite the pathway for the AAT passed finalists and members to become qualified Chartered Corporate Secretaries and pursue that field, or otherwise, to excel in their careers with a deeper understanding of governance and boardroom dynamics.

AAT Passed Finalists, and those who have obtained the membership of AAT Sri Lanka who successfully complete the “Diploma in Corporate Secretarial Practices” course offered by the Business School of AAT SRI LANKA are eligible to enroll at ICCSSL to complete a total of five modules and obtain the membership of ICCSSL in an accelerated route.



AAT SRI LANKA - Diploma in Corporate Secretarial Practices by AAT Business School
(5 Months)

Code	Module	Credits	Classroom Learning Hours	Other Learning Hours	Total Notional Hours
1301	Intellectual Honesty in Corporate Governance (IHCG)	3	45	105	150
1302	Financial Markets (FM)	3	45	105	150
1403	Corporate and Commercial Law (CCL)	4	60	140	200
1404	Enterprise Risk Management and Compliance (ERMC)	4	60	140	200
Total		14	210	490	700

ICCSL – Continuation of Postgraduate Diploma in Chartered Corporate Secretarial Practices (6 Months)

Code	Module	Credits	Classroom Learning Hours	Other Learning Hours	Total Notional Hours
1601	Corporate Secretarial Applications (CSA)	6	90	210	300
2607	Board Room Dynamics (BRD)	6	90	210	300
3614	Advanced Corporate Secretarial Practices (ACSP)	6	90	210	300
4415	Work Related Learning (WRL)	4	5	395	400
4516	Research Project	5	10	490	500
Total		27	285	1425	1800

Entry Requirements to continue the ICCSL remaining 5 module program

- AAT Member or AAT Passed Finalists who successfully completed the Diploma in Corporate Secretarial Practices course by AAT Business School, AAT Sri Lanka (Diploma holders of AATBS). No other entry requirements will be considered for this pathway.

The Institute of Certified Management Accountants of Australia & New Zealand {CMA (ANZ)}.

The main objective of the strategic collaboration with CMA (ANZ) is to provide an opportunity for CMA members to become qualified Chartered Corporate Secretaries with a deeper understanding of governance and boardroom dynamics, and pursue that field if they wish to. The collaboration also offers a reciprocal opportunity for ICCSSL Members to become Members of CMA (ANZ), subject to an evaluation by CMA (ANZ).

Entry requirements to continue to ICCSSL level 2:

ICMA (AUSTRALIA) members and passed finalists who successfully completed the Diploma in Corporate Secretarial Practices course Level 1 delivered at the Academy of Finance (Pvt) Limited.

QUALIFICATION OFFERED BY ICCSSL AND ICMA (AUSTRALIA) – SRI LANKA REGION

LEVEL 1: I CMA; DIPLOMA IN CORPORATE SECRETARIAL PRACTICES BY ICMA (AUSTRALIA)

Code	Module	Credits	DLH	Other learning Hours	Notional Hours
1302	International Business Law and Governance [Corporate Governance]	3	45	105	150
2408	Business Analysis & Audit [Compliance & Risk management]	3	45	105	150
3312	Financial Management [Capital Markets]	3	45	105	150
3311	Corporate Law and Taxation	3	45	105	150
	TOTAL	12	180	420	600

LEVEL 2: ICCSSL; DIPLOMA IN CORPORATE SECRETARIAL PRACTICE BY ICCSSL

Code	Module	Credits	DLH	Other learning Hours	Notional Hours
1601	Corporate Secretarial Applications	6	90	210	300
2607	Boardroom Dynamics	6	90	210	300
3614	Advance Corporate Secretarial practices	6	90	210	300
4415	Work Related Learning [WRL]	4	5	395	400
4416	Research Project	5	10	490	500
	TOTAL	27	285	1,515	1,800

9. Becoming an ICCSSL Member

Following the successful completion of all four modules, including work-related learning and the research project of the Postgraduate Diploma in Chartered Corporate Secretarial Practice, students can apply for membership. Applications are reviewed by the Membership Affairs and Nomination Committee (MANC) and the Board of Management (BOM) of ICCSSL for approval.

ICCSSL Membership Progression

Graduate Membership (Grad-ICCSSL)

Graduate membership is a non-corporate Chartered Secretary membership and is awarded upon fulfilling any of the following criteria:

Successfully passing all modules of the course prescribed by the Institute, subject to Applicable exemptions on modules. Completion of a research project (or a thesis, in lieu of the research project during, or before, the transition period of the past syllabus.

Appointed as a Graduate Member by the Chartered Governance Institute of the United Kingdom and Ireland (CGIUKI), or the Institute of Chartered Secretaries and

Administrators of the UK (previous name of CGIUKI), upon completion of its qualifying programs or prescribed course qualifications.

Completion of courses under the ICCSSL's current collaborative arrangements with AAT (Sri Lanka), and CMA (Australia), or any future collaborations established by the Institute.

On the joint recommendation of the Education Affairs Committee and the Membership Affairs and Nomination Committee (MANC), the Board of Management (BOM) may exercise discretion to grant graduate membership to individuals holding other professional qualifications or possessing university degrees, provided they complete the courses aligned with pathways similar to the current collaborative arrangements.

Associate Membership (ACCS)

Applicants for Associate membership, which is a corporate Chartered membership must fulfill the following criteria:

Academic Qualifications

Passed finalists or Graduates of the ICCSSL.

Work Experience

A minimum of five (5) years of executive-level work experience, of which:

- At least two (2) years must be in an executive role in Company Secretarial practice (CSP).
- At least two (2) years must be in an executive position within a reputed public sector or private sector entity.

Alternative Qualifications

For applicants holding recognized professional qualifications or degrees in addition to the Institute's qualifications:

The BOM may waive the CSP experience requirement if the applicant has at least five (5) years of executive-level work experience in governance, finance, risk management, compliance, legal consultancy, human resource management, managerial administration, or similar fields, within reputed entities.

Fellow Membership (FCCS)

Fellow Membership is the topmost category of corporate Chartered Secretary membership, and it recognizes experienced Company Secretaries and Governance Professionals who demonstrate excellence and commitment to the profession. Applicants must meet the following criteria:

Must hold an Associate Membership of the Institute.

Work Experience

A total of at least ten (10) years of relevant work experience, including:

- A minimum of five (5) years in Company Secretarial practice (mandatory).
- At least five (5) years in senior-level or managerial positions within reputed public or private sector entities.

Relevant Senior Roles

Work experience in senior-level/managerial positions may include responsibilities in governance, finance, risk management, compliance, legal consultancy, human resource management, managerial administration, or executive board positions. Other governance-related roles may also qualify, subject to MANC and BOM approval.

Reciprocal Membership

Applicants holding a Fellow Membership of the CGIUKI or ICSA UK are eligible for admission as per the provisions of the Articles of Association of ICCSSL.

Note: Determination of a "reputed entity" is at the sole discretion of the MANC and the BOM.

The above outlines the pathways to membership, in alignment with the Institute's mission of promoting excellence in governance and company secretarial practice. Further details can be obtained from the Chief Executive Officer of ICCSSL (ceo@iccslk.org).

10. Enrollments

10. Enrollments

Contact for information: study@iccslk.org

Selecting subjects at different levels

Supporting students in selecting subjects at different levels for uninterrupted continuation of the PGD program

- Students can select Management Level [Level-2] subjects while doing Operational-level [Level-1] subjects. Students can also join and study Management-level subjects, even if they do not achieve pass marks in all Operational-level subjects during the previous semester's final assessments. If a student does not achieve pass marks in any Subject/s at the operational level final assignment, he/she can still join the Management level and continue studying Management level subjects while repeating the failed operational level subjects at the Final Exam/Assignment at the end of the immediate next semester. This does not permit students to skip Operational level subjects and enroll in subjects in the Management Level
- Students can select Strategic levels [Level-3] subjects while doing Management level [Level-2] subjects. However, Students need to complete all subjects of the Operational levels to enroll in the Strategic level. Students can join and study Strategic-level subjects, even if they do not achieve pass marks in all Management-level subjects during the previous semester's final assignments. If a student does not achieve pass marks in any Subject/s at the Management level final assignment, he/she can still join the Strategic level and continue studying Strategic level subjects while repeating the failed Management level subjects at the Final Exam/Assignment at the end of the immediate next semester. This does not permit students to skip the Operational level and Management level subjects and enroll in subjects in the Strategic Level.
- The timetable of Operational and Management Level classes does not overlap, allowing students to complete subjects of both levels concurrently. However, students who enroll in the Strategic level and the Operational/Management concurrently need to check the timetable when selecting subjects. Students are not allowed to skip classes/not attend, and follow the recordings and register for examinations/Assignments.
- Students need to complete all subjects of the Operational/Management and Strategic levels to start the Research Project.
- Students are allowed to enroll in a maximum of 5 subjects at a given time in a semester.
- Entry qualifications to: Postgraduate Diploma in Chartered Corporate Secretarial Practice, Diploma in Chartered Corporate Secretarial Practice, Diploma in Applied Company Secretarial Practices, Foundation in Corporate Secretarial Practices, AAT-ICCSSL Diploma in Corporate Secretarial Practices, and CMA-ICCSSL Diploma in Corporate Secretarial Practices are described in page 9, ICCSSL qualifications - Entry requirement policy.

LMS and Join Lectures

Delivery of Lectures and all other materials is through the ICCSSL Learner Management System [LMS]. Once registration is completed, the student receives an email message from the Moodle LMS platform to their registered email address with their User Name and a Login Password. Please check your spam folder if you cannot see the details in your email inbox.

Once you receive the links, log in to Moodle and familiarize yourself with the process to avoid any mishaps during the class. if you do not receive a username and password two days before the class, please contact ICCSSL Enrollments.

Download/save the Zoom app on your Desktop.

The first step to logging in to LMS is to browse the link <https://moodle.iccslk.org>; enter your username and password, and go to the following sections;

- Site Home
- Select your course category.

Company Secretarial Practices (New Syllabus) (3)

Diploma in Applied Company Secretarial Practices (6 Months), Foundation in Company Secretarial Practices (6 Months)

Post Graduate Diploma in Chartered Corporate Secretarial Practice (2 Years)

- Select your Level: Operational Level/Management Level/Strategic Level/Qualifying Level
- Select your Subject;
- Click the attendance bar and enter the required details
- Click the Zoom link to join the class

While you are in the class, it is mandatory to follow the steps and guidelines below to have smooth conversations in Zoom and promote a positive Teaching/learning environment for the Lecturer and all students. It is very important to maintain the role of professionalism/respect in your course and discipline, etc.

Attendance in every class is mandatory. Attendance will be assessed, and marks will be given to the student at the final evaluation. A System installed in the LMS will automatically capture the time you join the class, your presence, and the time you leave the class.

KEEP THE CAMERA ON ALL THE TIME. Interaction with Lectures is a MUST for a productive learning environment. Adjust your camera and lighting so the Lecturer can see you and interact with you.

Reprogram your Zoom login identification number as your student registration number. The system will capture attendance using your student number [Log in to Zoom; click to MORE, go to PARTICIPANT, click on the right-hand side 3 dots, Rename the login ID number].

Mute your microphone when you aren't speaking.

Be mindful of background noise and distractions around you as much as possible.

Add a profile photo to your Zoom account.

Dress like you are coming to the classroom, please.

Avoid multitasking. Focus your attention on the class. You might want to minimize/close all other windows so you aren't distracted by email or other applications. Turn off your phone or put it away; just like in class, please use it only if there is an emergency.

Remember that you are always on camera.

All comments and discussions should be respectful of the instructor and fellow students; disagreements are fine, but personal attacks are not.

Raise your hand: by adding a brief note in the chat window [for a Question or a comment].

The chat window should be used only for class subject-related discussions, comments, or sharing resources, etc.

11. Exemption

Exemptions refer to the recognition of prior learning, allowing individuals to bypass certain subjects or modules of the ICCSSL curriculum exams based on their existing qualifications. This recognition is typically granted when the prior learning is deemed to cover the same subject matter and achieve the same level of competency as the exempted module or exam. Exemptions are subject to a payment of a fee equal to the subject exam fee.

Exemptions Process: ICCSSL Professional Programme

ICCSSL grants subject exemptions based on prior learning completed before enrolment with the Institute. Students may Request exemptions by submitting certified copies of their academic transcripts and relevant qualification documents for evaluation. (Please Submit Relevant Qualification documents to iccssl.studentcounselor@gmail.com)

Exemptions will be considered only for subjects completed before enrolling at ICCSSL.

Qualifications or subjects completed after enrolment and during the period of study at ICCSSL will not be considered and are not eligible for exemption.

All exemption decisions are subject to formal review and approval by the Academic/Examination authorities of ICCSSL. ICCSSL reserves the right to request additional documentation where necessary.

Students are advised to apply for exemptions at the time of initial registration to avoid delays in academic progression.

1. Eligibility

Exemptions are considered for individuals who hold relevant qualifications such as academic degrees, recognized professional qualifications, or equivalent certifications. Exemptions can only be awarded based on qualifications that are less than **five years** old at the time of award. Exemptions approved will be valid only for **4 years**.

2. Online Application: New students need to apply for exemptions and submit the exemption application along with their registration.

3. Document Submission: Applicants must upload scanned copies of all required documents, certificates, transcripts, and proof of qualifications in PDF or JPG format to the designated sections in the Google form application. A declaration from the applicant confirming the authenticity of the document is a must, and submitted documents will not be considered without the declaration.

4. Assessment: ICCSSL evaluates the submitted documentation to determine whether the prior qualification aligns with the professional programme requirements and qualifies for exemption.

5. Notification of Exemptions: Once processed, approved exemptions will be notified through email.

6. Official confirmation of Exemptions: ICCSSL does not issue separate confirmation letters or transcripts for exemptions. After completing a Module [Operational, Management, Strategic, qualifying] and the due exemption fee is paid, a results sheet will be issued and emailed, which will include the exemptions granted based on your prior

qualifications. The original results sheet can be collected from the Institute during a working day.

7. Exemption consideration for rejoined students:

Students who discontinue their studies and wish to re-enroll must pay the outstanding annual studentship dues to continue their studies at ICCSSL. Rejoining under the same student number shall be accepted within **48 months** of the original enrollment date. If rejoining after 48 months, students will be considered new entrants. In such cases, previously granted subject exemptions must be re-validated upon payment of the applicable exemption fees.

8. Transcript: Transcript shall be issued along with the membership certificate on completion of all 4 levels.

Important Considerations to follow in applying Exemptions

1. Complete vs. Partial Qualifications

Exemptions are granted for full qualifications. However, part qualifications may be considered for recognized professional programmes.

2. One Application Per Qualification

Only one exemption application per qualification will be entertained.

3. Document Authentication

All submitted documents must be authenticated and bear the official seal of the issuing institution.

4. Exemption Application Submissions

Exemption, if applicable, can be applied in the same application at the time of registering as a student for the ICCSSL program.

5. ICCSSL reserves the right to approve or deny any exemption request.

6. Students' Declaration

Students need to send the following signed declaration and NIC copy, along with the other certificates and transcripts.

[Format]

Declaration of Submission of True Certificates and Transcripts

I, [Your Full Name], holder of National Identity Card/Passport No. [ID/Passport Number], hereby declare that all academic, professional, and other supporting documents, including certificates and transcripts, submitted to the Institute of Chartered Corporate Secretaries of Sri Lanka are true, genuine, and accurate copies of the original documents in my possession.

I understand that submission of false, forged, or misleading documents may result in disqualification, cancellation of admission, and subject to legal action under Sections 457, 459, 456, and 102 dealing with forgery and its related offenses, and other disciplinary action deemed appropriate by the Institute.

I further undertake to provide the original documents for verification upon request and agree to abide by the rules and regulations set forth by the Institute.

Name of Applicant: _____

NIC number of Applicant: _____

Signature: _____

Date: _____

12. Fees and Payments

Revision

ICCSSL Fees Structure [Effective 1st January 2025]

Class Fees

Postgraduate Diploma in Chartered Corporate Secretarial Practices

Student Registration: Rs. 10,000.00

Lecturing Fee: Rs. 80,000.00

Exam Fee: Rs. 10,000.00

Operational Level: Lecture Fee: Rs. 25,000.00/Subject

- 1601 Corporate Secretarial Applications (CSA)
- 1302 Corporate Governance (CG)
- 1303 Financial Accounting Applications (FAA)

- 1304 Corporate Communications (CC)
- 1305 Development of Business Strategy (DBS)

Management Level: Lecture Fee: Rs. 25,000.00/Subject

- 2306 Business Law (BL)
- 2607 Board Room Dynamics (BRD)
- 2408 Compliance & Risk Management (CRM)
- 2309 Management Accounting & Corporate Finance Management (MA&CFM)
- 2210 English for Specific Purpose (ESP)

Strategic Level; Lecture Fee: Rs. 30,000.00/Subject

- 3311 Taxation (TXN)
- 3312 Capital Markets (CM)
- 3313 Corporate Law (CL)
- 3614 Advanced Corporate Secretarial Practices (ACSP)

Qualifying Level

- 4415 Work-Related Learning (WRL)
- **4516 Research project: Rs. 30,000.00**

Students shall be enrolled in ICCSSL LMS to join classes after paying the registration fee and class fees for the subjects selected.

The research project fee is due at the time of starting the Research project.

Diploma in Applied Company Secretarial Practices

- Student Registration: Rs. 10,000.00

Foundation in Company Secretarial Practices

- Course Fees: Rs. 100,000.00

AAT-ICCSSL Diploma in Corporate Secretarial Practices

- Course Fee; Rs. 66,000/- (Per Subject 22,000.00)
- Exam Fee; Rs. 33,000/- (Per Subject 11,000.00)
- Research Project: Rs. 30,000/-
- Exemption Fee: N/A
- Total: Rs. 129,000/-

CMA-ICCSSL Diploma in Corporate Secretarial Practices

- Course Fee: [CSA & BRD] Rs.25,000 per Subject
- Course Fee: [ACSP] Rs.30,000 per Subject
- Exam Fee: [CSA & BRD] Rs.11,000.00 per Subject
- Research Project: Rs. 30,000.00
- Exemption Fee: N/A
- Total: Rs. 144,500/-

Discontinuation due to Non-Payment of the Second Installment

Revision; 1st April 2026

12. Fees and Payments;

ICCSL Fees Structure [Effective: 1st January 2025]

Class Fees and Exam registration fees & conditions

1st Installment;

Students are required to pay 50% Class fees + the total exemption fee, if any, at the time of registration, as per the payment deadlines specified in the Academic Calendar. The Academic Calendar and the details are in Section 15 of the Student Guide.

For Midterm and Final Examination

2nd Installment;

The second installment [50% of the balance class fee and full assignment/exam fee] should be paid before registering for the midterm Assignment/Examination, as per the payment deadlines specified in the Academic Calendar. The Academic Calendar and the details are in the Student Guide, Section 15.

Discontinuation due to Non-Payment of the Second Installment

Failure to settle the second installment [50% of the balance class fee and full assignment/exam fee] before the due date will result in restrictions on registration for midterm exams and assignments. If the payment is not made on or before the due date, the student's enrollment status for the particular semester will be automatically discontinued, and LMS access will be disconnected. Class fees, assignment fees, and exam fees are valid for the specific semester in which they are paid.

Adhering to these deadlines is mandatory to avoid disconnection of the LMS for non-payment.

Students are advised not to pay class fee, Assignment fee/examination fee, after the deadline, as such payments shall not be refunded, transferred, or considered for any late submission of examination/assignment applications submitted through any other

communication mode [email, W/App, etc]. Late requests for examination/assignment registrations shall not be entertained for any reason.

Class registration link shall be disconnected by 2400 hours of the cutoff date, payments will not be accepted, and Students will not be enrolled /registered in Moodle LMS or given access to Classes even if they make the payment later than the deadline, using any means of online payment procedures.

Students who fail to settle the second installment [50% of the balance class fee and full assignment/exam fee] on or before the due date and fail to register for the midterm assignment/exam shall not be eligible to register for the final assignment/exam due to non-compliance.

1 Minimum attendance requirement, and

2. Non-completion of the mid-term assignment/exam completion.

Such students need to register for the next semester and re-pay the class fee/exam fee, for continuation of the course.

Exam Registration: Midterm & Final

Conditions & eligibility to sit for the mid-term and final Exam/Assignment

Conditions & eligibility to register for the Exam/Assignment

Students' learning outcome is assessed during the Midterm and Final Assignment/Exam, and for Corporate Secretarial Applications and Advanced Corporate Secretarial Applications subjects, during the Group Project as well.

Registration for Midterm Assignment and Examinations

Students are required to complete: full class fees + the total exemptions fee,[if any, and full assignment/exam fee to be eligible to register for Mid-term Assignment/Exams, and need to fulfil the Minimum class attendance requirement 80%.

Register for the Final Assignment/Examinations

For; FAA/MA&CFM/TAX Subjects

Final level assessment for subjects: FAA/MA&CFM/TAX is a written examination conducted at ICCSSL Examination Centers. To be eligible to register for the Final Examination for FAA/MA&CFM/TAX), students must complete the mid-term written assignment conducted during the Midterm Assessments process, and completed due payments, and fulfil the Minimum class attendance requirement 80%.

For CSA/ACSP Subjects

Final level assessment for subjects: CSA/ACSP is a written assignment. To be eligible to register for the Final Assignments for CSA/ACSP, students must complete the mid-term written assignment conducted during the Midterm Assessment process, complete the Group Project, and make the due payments as well. Fulfilling the Minimum class attendance requirement of 80% is compulsory.

For all other Subjects

Final level assessment for all other subjects is a written assignment. To be eligible to register for the Final Assignments for those subjects, students must complete the mid-term written assignment conducted during the Midterm Assessments process, and completed due payments, and fulfil the Minimum class attendance requirement 80%.

Non-submission of the final assignment and absence from the final examination

Students who fulfill the above requirements: the Group Presentation, [for CSA/ACSP] Midterm Assignment, regulated attendance requirements and completed due payments, but do not attend the Final assignments/examinations in their enrolled semester, will be given access to use the lecture materials and recordings from that semester enrolled, pay examination fees, and attempt the final exam/Assignment at the end of the next semester.

However, if a student fails to sit for the Exam/Assignment at the end of the immediate next semester, they are required to pay the class fees again, attend the classes, and complete the Group Presentation (for CSA/ACSP) and Midterm Assignment again to be eligible to register for the Final Assignment/Examination and continue the Course.

Please note that the class fees and Exam/Assignment fees or exemptions fee paid are strictly non-transferable to a future semester or exam and non-refundable.

[We encourage all students to complete their final assignments and exams during each semester, as relying on previous semester notes may lead to outdated information or missed updates due to changes in regulations.]

Exam Fees

[Postgraduate Diploma in Chartered Corporate Secretarial Practices]

Operational Level; Lecture Fee: Rs. 11,000.00/Subject

- 1601 Corporate Secretarial Applications (CSA)
- 1302 Corporate Governance (CG)

- 1303 Financial Accounting Applications (FAA)
- 1304 Corporate Communications (CC)
- 1305 Development of Business Strategy (DBS)

Management Level: Lecture Fee: Rs. 11,000.00/Subject

- 2306 Business Law (BL)
- 2607 Board Room Dynamics (BRD)
- 2408 Compliance & Risk Management (CRM)
- 2309 Management Accounting & Corporate Finance Management (MA&CFM)
- 2210 English for Specific Purpose (ESP)

Strategic Level; Lecture Fee: Rs. 12,500.00/Subject

- 3311 Taxation (TXN)
- 3312 Capital Markets (CM)
- 3313 Corporate Law (CL)
- 3614 Advanced Corporate Secretarial Practices (ACSP)

Students will be registered for exams after receipt of the exam fees for the subjects selected and studentship fees [if any].

Exemption Fees

Exemptions are subject to a payment of a fee equal to the subject exam fee.

Studentship fee

At the Admission; Rs. 10,000.00

Subsequent years; Rs. 5,000.00

- Students joining the January Semester: Second-year fee is due on the 1st of January next year
- Students joining the July Semester: Second-year fee is due on the 1st of July next year

Membership fee [Once you become a Member]

At Admission; Fellow; Rs.21,000.00/ Associate; Rs.16,000.00/Graduate; Rs.11,000.00

Subsequent years; Fellow; Rs.20,000.00/ Associate; Rs.15,000.00/Graduate; Rs.10,000.00

Note: Annual member subscription is due on the 1st April each year, and the deadline for the member subscription fee payment is 31st May. Members are advised to pay the annual member subscription before the 31st May each year to avoid the discontinuation of membership.

How to Pay Your Fees

Payments shall be accepted only through Myfees.lk payment gateway. Please do not use any other method of payment. Direct deposits shall not be accepted.

Please effect payments through the payment gateway using the link below;

<http://bit.ly/Institutesofcooperatesecretaries>

Students shall be enrolled in ICCSSL LMS to join classes after receipt of the registration fee and class fees for the subjects selected.

Students shall be registered for exams after paying the exam fees for the subjects selected and studentship fees [if any].

The research project fee is due at the time of starting the Research project.

Payment due dates

Payment deadlines specified in the Academic Calendar are available in Moodle LMS at the beginning of each semester. Payments need to be settled on or before the due date to avoid disconnection of the LMS due to nonpayment of relevant fees.

13. Refund Policy

Students should study the ICCSSL syllabus and the Student Guide to understand the program prior to paying their course fees.

A. Registration fees paid at enrollment to ICCSSL will not be refunded.

B. Class Fees will not be refunded if:

1. A student withdraws after the program commenced.
2. The student's access to online course materials has been activated.
3. The exemption fee will not be refunded once the official exemption confirmation is issued in the results sheet.

14. Assessments and Examinations:

Assessments and Examinations:

ICCSSL assessments are mostly assignment-based. It allows for a deeper understanding and practical application of knowledge, fostering critical thinking, problem-solving, and research skills, all vital for success in SEC practices. It also provides a more personalized and transparent learning experience, aligning educational outcomes with the demands of modern industries' needs.

During the learning cycle, students' performance will be assessed at different levels. The majority of subjects will be assessed in two levels: the Midterm and Final assessment levels. Group assignments/presentations will be conducted for a few subjects to develop and assess the collaborative skills and individual contributions of the group members. It aims to measure how well the group can communicate information, work together, and achieve specific learning objectives.

Final assessments for: Financial Accounting Applications [FAA], Management Accounting & Corporate Finance Management [MA & CFM], and Taxation are written examinations conducted at ICCSSL Examination Centers.

Postgraduate assessments structure:

Subjects	Written assignment		Written assignment	Final examinations
	Group Projects	Mid Term	Final	
Corporate Secretarial Applications (CSA)	30%	30%	40%	0
Corporate Governance (CG)	0	40%	60%	0
Financial Accounting Applications (FAA)	0	40%	0	60%
Corporate Communications (CC)	0	40%	60%	0
Development of Business Strategy (DBS)	0	40%	60%	0
Business Law (BL)	0	40%	60%	0
Board Room Dynamics (BRD)	0	40%	60%	0
Compliance & Risk management (CRM)	0	40%	60%	0
Management Accounting & Corporate Finance Management (MA&CFM)	0	40%	0	60%
English for Specific Purpose (ESP)	0	40%	60%	0
Taxation (TXN)	0	40%	0	60%
Capital Markets (CM)	0	40%	60%	0
Corporate Law (CL)	0	40%	60%	0
Advanced Corporate Secretarial Practices (ACSP)	30%	30%	40%	0

Diploma in Applied Company Secretarial Practices

For the Diploma in Applied Company Secretarial Practices Program, completion of the Midterm and Final examinations is compulsory to complete the program.

It is highly recommended that you complete both the Midterm and Final assignments, as they provide an opportunity to review your overall learning outcomes. These assignments

are an important means of assessing your knowledge and practical application, and they will add significant value to your professional development.

Please note that a Formative Assessment is a regulatory requirement for awarding a Diploma qualification in Sri Lanka.

Foundation in Company Secretarial Practices

For the Foundation in Company Secretarial Practices Program, completion of the Midterm and Final examinations is compulsory to complete the program.

How to write your Assignment

Importance of an Assignment

Whilst writing an assignment, your knowledge about a subject or a topic will be broadened, gain experience in the process of doing research, and your ability to formulate and write will improve immensely.

The ability to write a good assignment is not something that happens automatically. This is a skill that is inculcated through regular practice and a deliberate effort to keep on evaluating your work against the stated criteria and to improve what was done incorrectly. An open-book assessment test is focused on higher-level learning skills and tests your understanding of a subject matter or its application to a real-world problem, rather than recalling knowledge.

It requires students to compare, analyze, and apply or evaluate information, rather than simply remember it to formulate the answers.

You will be given a problem or scenario and asked to apply concepts from different parts of the module to develop your answer.

This manual helps you to develop and improve your assignment writing skills to the standard acceptable to the Board of Examiners of ICCSSL.

Planning

An assignment can only be good if the sources of information that you have used to write it are good sources.

You can start once you have ensured that you have collected the best and most recent sources by means of a systematic literature review. If you know how to integrate this source material into a logical unit and to present your paper neatly, you can write a good assignment. This skill will have to be practiced right through your academic career.

The planning of the assignment is very important - allow enough time and attention to this phase. In the first place, you have to think carefully about the topic. Very often, this is where the battle is lost or won. Questions which should be considered include:

- What is the aim of the assignment?
- What is the core issue?
- What is the extent of the assignment?

In this phase, you have to give attention to a number of issues.

- Carefully read the examiner's instructions since he/she might include a suggested outline for the assignment.
- Determine where the topic fits in with the material already discussed in class.
- Read the relevant sections in the lecture notes to orient yourself.
- Make sure you understand the aims of the assignment and the core issue, and then go on to the next step.

Outline of an assignment

Formulate a framework or scheme. ALWAYS KEEP THE CENTRAL THEME IN MIND. Take care not to digress from the topic. Keep a balance between sections. If one section tends to become too long, consider dividing it into more than one section. Divide the information into subsections. In the subsections, the different components of the topic should be dealt with separately, but integrally as part of the logical whole. The method to be used for organizing the material will differ from assignment to assignment.

Regardless of what method is used, the presentation always has to be logical. It should be clear what the thread of the argument is, and the one argument must logically lead to the next one. Take care that there is a balance between the different sections. Do not only concentrate on the sections that you find interesting. When writing a long assignment, it is better to use connecting sentences at the ends of concluding paragraphs. A useful hint is that one word in the final sentence of a section links to the following heading.

Example of a logical framework for an assignment

The assignment should have a proper order. The following is the general arrangement of an assignment. It may vary depending on each course unit's assignment requirements.

- Title page

- Cover page
- Declaration
- Acknowledgment
- Executive Summary
- Table of Contents
- Introduction
- Body of the Assignment
- Conclusion and Recommendation
- References
- Appendices

Headings

Keep headings as short as possible and consistent with the style that you have chosen.

Collection of the information

Read, read, read. One should never be afraid of getting to know more than one is going to use in a specific assignment. It is only by reading extensively that one acquires the insight needed and realizes the extent of the topic. It is generally a good idea to move from the general to the more specific, and therefore to start with books and move to relevant journal articles. While you are reading, you can start making notes of details from the sources and begin to group this information

According to the assignment scheme or plan that you have already outlined. At this stage, it is very important to thoroughly and accurately keep a record of the bibliographic details of each source that you are using.

Types of information sources

A certain type of information is to be found in a certain type of source. For example, do not expect to find a theoretical outline in a newspaper!

Here is an outline of information needs and types of information sources:

- Definitions, descriptions: subject-specific dictionaries
- Introductions, frameworks, and brief surveys: subject-specific encyclopedias

- More complete, but still basic information: books
- The latest research data: subject-specific journals
- Recent news reports: newspapers on the Internet.

Databases

To locate information sources, you can use various scientific databases. The following types of databases are available:

- To search for books and e-books on a specific topic, use the library catalogue. The shelf number of the book or the link to the e-book is indicated on the screen.
- International journals.
- Gain access to the most popular databases via the library's web page
- Newspapers:
- Despite the absence of an authoritative body and the apparent abundance of unorganized information, the Internet could also be used for up-to-date information.

Keywords

For a search on a database, you have to select appropriate keywords for your topic. You will then use these keywords in different combinations on the search screen of the database.

Reading and understanding sources

Read the relevant sections in the source (for example, a journal article) a few times. Often, the concept is not clear at first glance. Try to understand the logic of the section: first, read through the headings and then concentrate on each of the subsections. If it is a photocopy or your own book, underline the core or key

sentences, or even better, write down the main idea in your own words. In reading, it is always wise to move from the general to the specific. It is therefore a good idea to start with books or articles in encyclopedias on the particular topic. Take care not to repeat statements. This occurs mostly when you use arguments from different authors, for example: Journals contain recent information / The information in journals is not old. When you are using information from different sources, you are “talking” to your sources – you are in conversation with the authors. Do not just quote a source and let it hang there. What do you want to say with this argument or statement? What is the contribution of this

quotation? What is your interpretation of the quotation? Quotations are like examples: discuss them and indicate how they complement your argumentation. In other words, explain and digest your quotations.

[Format]

Formatting the Assignment

Page 1

The Title Page:

The assignment should be covered with a title page containing all the relevant information.

Title of the assignment:

Course code:

Course Name:

Date:

Page 2



ICCSSL Assignment Cover Sheet

The ICCSSL students are required to use the following cover page for their assignments.

Course Code:

Course Title:

Academic Year:

Semester :

Year :

Lecturer/(s):

Assignment Topic:

Student Number:

Student Name:

Please fill in the above information and then save this page as the first page of your assignment to be submitted.

Declaration

I certify that this report does not incorporate without acknowledgment any material previously submitted for a degree or diploma in any university, Institute, and to the best of my/our knowledge and belief, it does not contain any material previously published or written by another person, except where due reference is made in the text.

.....

Signature of Student/s

Name of the student

Student Number

Date

The Table of Contents

This should contain all the headings of the assignment as well as the page numbers on which each heading starts.

Example:

Table of Contents Page

Introduction...1

Scope 3

Analysis 4

Conclusions..... 10

Recommendations11

References..... 13

Appendices14

- Appendix 1
- Appendix 2

Formatting requirements

Students are required to follow the following formatting requirements for their assignments.

1. Font and Size

- Font type -Times New Roman
- Font Size
 - Body of the Assignment 12'
 - Headings of the Assignment 14'

2. Margins

- Margins
 - Top 1' Bottom 1'
 - Left 1.25' Right 1'

3. Spacing

- Line Space- 1.5''
- Paragraphs – Justified
- No Gutter position

4. Headings

Main headings (in the front page) are centered, while side headings in the report are typed at the side of the page.

5. Main Heading of Report

6. Use capital letters, e.g, MANAGEMENT PROCESS

7. Sub Headings

1. Introduction
2. Planning

8. Paragraph headings

- 2.1 *Nature of planning*
- 2.2 *Benefits and drawbacks of planning*
 - 2.2.1 *Benefits*

9. Word Count: Please make sure to follow and be within the word count specified by the examiner in each assignment.

10. Page numbering of the document

- The entire report must be consecutively numbered from the Introductory Chapter to the very end, including the appendices, using Arabic numerals.
- The pages following the Table of Contents up to Chapter 1 will be numbered with Roman numerals. Place the page numbers at the bottom of the page and centered.

Submitting Assignment

All assignments shall be released to students strictly in accordance with the dates specified in the Academic Calendar for the year, and only to those students who have fulfilled the eligibility requirements for examination/assignment. Eligibility criteria include meeting the required attendance, completion of examinations, and full settlement of class fees, exemption fees, and the annual studentship fee.

Submit the Assignment through ICCSSL Moodle. For any technical difficulties in uploading, contact the ICCSSL Student Coordinator for assistance.

Submission should be made on time.

Later submission: Assignments submitted after the cut-off date/time will be subject to a penalty deduction of 5% of the marks scored. Any late submission **MUST** be reported to the Student Coordination Department by telephone and email immediately after uploading the assignment. Assignments submitted later than **24 Hours** from the cutoff date/time will not be accepted.

Proper page numbering should be in the Assignment and the PowerPoint presentations

Reports must be free of erasures and manual corrections

Reports must be error-free. The entire report must be carefully checked for grammar and spelling mistakes before submission.

Assignment must be submitted in accordance with the required format and with all content to avoid rejection by the Board of Examiners.

A student who does not attempt the Assignment during the given time without submitting a written, valid reason within 12 hours of the cutoff date/time (Medical reason only, with evidence backed by a medical certificate and other proof documents from a recognized medical practitioner to validate the medical reason), shall be considered absent for the assessment examination and shall not be given a second chance for submission of the said assignment during the said assignment submission period. Examination or Assignment fees paid will not be refunded or transferred for any future Examination or Assignment.

Note that the successful submission of a readable document according to the given guidelines and uploading to Moodle within the given time frame is the responsibility of the candidate.

Uploading the correct Assignment to Moodle is the sole responsibility of the student. Uploaded incorrect Assignments will not be assessed and will result in receiving zero marks.

Re-submission of Assignment/Re-sitting

Re-sitting/Submission of Assignment & Examination

Students who do not attempt the FINAL assignment or fail to upload the correct Assignment to Moodle or fail to score pass marks on the first attempt can resubmit the **FINAL assignment** at the end of the immediate next semester by paying the due examination fee.

Students who do not attempt and are absent from the FINAL examination [FAA/MA&CFM/TAX] or fail to score pass marks in the first attempt, can re-sit the **FINAL Examinations** at the end of the immediate next semester by paying the due examination fee.

Capping of Re-sit Assignments/Examination

Students who do not attempt/and are absent from the first sitting of the FINAL assignment/ examination or fail to score pass marks in the first attempt can re-sit the **FINAL assignment/examination** at the end of the immediate next semester by paying the due examination fee. However, Marks scored on a re-sit assignment/examination are subject to **capping of 50%**.

Grading & Final Assessments;

At the final grading and assessments, marks scored at the mid-term assignments/examinations, and the Group Project [in the case of CSA& ACSP], are considered based on the percentages as per Student Guide **Section 14, Assessments and Examinations**, subsection Postgraduate assessment structure, along with the marks scored at deferred assignment/examination or Re-sit assignment/Examination.

Deferring Exam/Assignments

Students are allowed to defer one attempt in submitting an assignment or sit for examinations, subject to a medical emergency reason, which restricts attempting to submit an assignment or attend an examination. However, the request for deferring should be an evidence-based written communication supported by a medical certificate

and other related documentation regarding the medical emergency. However, the request is subject to the approval of the Board of Examiners after going through the supporting documents submitted. [Please refer to Section 19 for the Deferral policy of ICCSSL]

Assignment Re-correction

Requests for the re-correction of assignment/examination paper results must be submitted within one (1) week from the date of release of results.

How to prepare for a Group presentation

Group Presentation Guide

Planning

- In a group presentation, the lecturer divides the students into groups.
- Based on the total number of groups, a specific time frame shall be allocated.
- Each group divides its allocated time equally among its members.
- A 15-minute gap between each group presentation.
- Student need to turn on their camera when presenting their part during the presentation.
- Recordings shall be shared with the evaluator for grading.

Group Presentation and Report Writing

This document contains ideas for supporting students as they prepare group presentations and write reports of their group activity.

Students plan for group presentations

Time: 10 minutes

Word Count: 1100 words.

Suggested words per minute: 120-130 words

[Do not read content from slides]

Plan your group presentation

- What are we going to present?
- What will the overall structure look like?
- How are we going to divide up the presentation, and who is going to present what?

- What audio-visual aids or handouts will we need?
- How will we introduce the presentation, link the parts together, and conclude?
- How are we going to keep the audience interested, active, and involved?

A checklist helps you develop the group presentations

- In planning a presentation:
- Found ways to keep the audience interested
- Avoided including too much content
- Made it clear where we are going (at the start, linking sections etc.)
- Made sure that each presenter states how their section fits in with the rest
- Developed clear and appropriate visuals (PowerPoint slides, diagrams etc.)
- Worked out ways to involve the audience (such as inviting comments, encouraging questions, or including an activity)
- Allowed time for questions, and thought through what people might ask
- Summarized appropriately, outlining key points
- Worked out how we are going to gauge what the audience already knows
- Rehearsed our presentation and gave each other feedback (checked timing etc.)
- Prepared an outline of points to refer to (rather than reading notes in full)

When preparing presentations. include

- Basic principles of effective communication
- A checklist to help students prepare for oral presentations
- Guidelines for giving seminar presentations
- A planning tool to help students structure their presentation
- Tips for speaking to an audience
- Guidelines for producing visual aids

- Guidelines for answering questions.

Support in writing a group report

Writing a group report requires effective organization, time management, and communication skills. This allows students to experience report writing as a staged process involving several drafts, revision, rewriting, and, importantly, the giving and receiving of feedback.

The following suggestions will help students approach a collaborative group report.

Steps in writing a collaborative group report

Plan your report

- As a group, meet to discuss and agree on the overall structure of your report – that is, what sections it should have, and what the function of each section is. Roughly what should go in each section?

Create an outline

- As a group, create an outline for your report that consists of a list of contents and/or a paragraph explaining what each section will be about. Clarify how each section relates to all the others.
- Decide roughly how long (how many words, pages, or minutes) each section should be.

Who does what?

- For each section of the report, decide who is going to write it and who is going to review it (you might choose to have more than one reviewer for each section). Everyone in the group should write and review at least one section.
- The role of the reviewer is to meet with the writer and discuss the outline of the relevant section, read and provide feedback on written drafts, and review the completed section.

Other possible roles

- You might also like to select members of your group to perform the following roles:
- Editor: works on improving the grammar, overall style and consistency of the report

- Proofreader: reads the report carefully and corrects spelling errors, references etc.
- Publisher: tidies up the report (presentation, formatting and layout etc.) and looks after the technical aspects of the presentation (such as using a data projector or uploading the report to a shared space).

Towards the finished draft

- As a group, discuss the whole draft:
- Is the purpose clear?
- Are the conclusions clear?
- Do all the sections fit together well?
- Does the report address the assessment criteria?
- Are all the required components covered adequately?
- Have we kept within the required word or time limits?
- What do we like about the report?
- What could we do to make it better?

Note

Make notes during the discussion and then decide who should do what. If only small changes are required, this might be best done by the editor for your group. As a final step, it can be useful to put yourselves in the role of the marker: make comments and evaluate each section and the report as a whole against the marking criteria.

Questions to help you review your group processes and outcomes

- How did you get to know each other as a group and establish ways of working together?
- What roles did you adopt within your group?
- How did you organize group meetings?
- How did you allocate tasks?
- What other strategies did you use for dividing up the workload (e.g., working in pairs)?
- How did you improve the effectiveness of your group?
- What challenges and issues did you experience as a group?

- What process did you use to write your group report and/or develop your presentation?
- What were your strengths and weaknesses as a group?
- What were your strengths and weaknesses as a member of the group?
- How would you personally do things differently if you were to work with the same group?
- How has this experience helped you to understand the role of groups in the workplace?
- What else have you learnt about working in groups?

15. Annual Academic Calendar

ICCSSL Academic Calendar for Year 2026

	Academic Calendar for Year 2026	
	January 2026 Semester	Jan-26
1	Registration closing	30-Dec
2	Final Date For the 1st Installment	5-Jan
3	Starting Lectures	10-Jan
4	Calling for registration: Mid-Term Assignment & Payment	1-Mar
5	Closing mid-term registrations	15-Mar
6	Mid-term assignment ready	15-Mar
7	Midterm Assignment released to students	20-Mar
8	Group project released to students	20-Mar
9	Closing date for Mid-term Assignment	20-Apr
10	Group Project Presentation; CSA [Online]	2-May
11	Group Project Presentation: ACSP [Online]	3-May

12	Calling for registration: Final Assignment & Payment	5-May
13	Closing registrations	15-May
14	Final Assignment ready	15-May
15	Final Class	9-May
16	Final Assignment released to students who registered and paid	20-May
17	Closing date - Final assignment	20-Jun
18	Results release	25-Jun
19	July semester starting	11-Jul
	July 2026 Semester	Jul-26
21	Registration closing	
22	Final Date For the 1st Installment	5-Jul
23	Starting Lectures	11-Jul
24	Calling for registration: Mid-Term Assignment & Payment	1-Sep
25	Closing mid-term registrations	15-Sep
26	Mid-term assignment ready	15-Sep
27	Midterm Assignment released to students	20-Sep
28	Group project released to students	20-Sep
29	Closing date for Mid-term Assignment	20-Oct
30	Group Project Presentations: CSA [Online]	2-Nov
31	Group Project Presentations [Online]	3-Nov
32	Calling for registration: Final Assignment & Payment	5-Nov
33	Closing registrations	15-Nov
34	Final Assignment ready	15-Nov
35	Final Class	14-Nov

36	Final Assignment released to students who registered and paid	20-Nov
37	Closing date - Final assignment	20-Dec
38	Results release	30-Dec
39	July semester starting	16-Jan-27

16. Work-Related Learning:

ICCSSL recognition of Prior Learning [RPL], where a panel assesses the skills and knowledge you've achieved outside the program, through work experience. Assessment of WRL is by evaluation of work experience in the Corporate Secretarial sector.

Evidence Portfolio: Applicants are required to create and present a portfolio containing evidence of their competencies.

Viva Voce: A compulsory part of the assessment, where the candidate presents their evidence portfolio to a panel of examiners to demonstrate their knowledge and skills.

17. Research Project:

The final research project aims to provide students with an opportunity to apply the theoretical knowledge and practical skills gained throughout the Postgraduate Diploma in Chartered Corporate Secretarial Practice. The project should demonstrate the student's ability to conduct independent research, analyze data, and present findings coherently.

Students should select a research topic that is relevant to the field of corporate secretarial practice, corporate governance, compliance, or related areas. The project should address a specific problem, challenge, or area of interest within these domains. The research project can be started after the completion of all 14 subjects.

Objective

The aims of this research project are,

1. to enhance research and analytical skills.
2. to integrate knowledge from different modules covered in the program.
3. to develop expertise in a specific area of corporate secretarial practice.

to contribute to the body of knowledge in corporate governance, compliance, and related fields.

- Potential research topics include, but are not limited to:
- The impact of evolving corporate governance regulations on corporate secretarial practices.
- The role of corporate secretaries in fostering ethical corporate culture.
- Digital transformation and its implications for corporate secretarial functions.
- Enhancing boardroom dynamics through effective corporate secretarial practices.
- Risk management strategies in corporate governance.
- Comparative analysis of corporate governance practices in different jurisdictions.

The effectiveness of compliance programs in preventing corporate fraud.

[Format]

The project report should be structured as follows:

Title Page

Project Title

- Student's Name
- Student ID
- Course Title
- Submission Date

Abstract

A brief summary of the research, including the research question, methodology followed, and key findings.

Table of Contents

List of all sections and sub-sections with page numbers.

Introduction

- Background and context of the project topic.
- Statement of the identified research/ project problem.
- Objective of the project

Literature

- Review of relevant published literature

- Theories/ theoretical frameworks (whichever is relevant).

Methodology

- Research project design and approach.
- Data/information collection methods (e.g., interviews, case studies).
- Data analysis techniques.
- Ethical considerations.
- Findings and analysis
- Presentation of findings.
- Interpretation of findings

Discussion

- Implications of findings for theory and practice.
- Comparison with existing literature.
- Limitations of the study.

Conclusion and Recommendations

- Summary of key findings.
- Recommendations for practice and further research.

References

List of all sources cited in the research project.

Appendices

Supplementary materials such as questionnaires, interview guides, and raw data.

Assessment Criteria

The research project will be assessed based on the following criteria:

Relevance and originality: The significance and novelty of the research topic

Submission Guidelines

Support and Resources

Ethical Considerations

Grading scale:

Literature review: Depth and breadth of the literature review.

Research methodology: Appropriateness and rigor of the research methods.

- Analysis and interpretation: Quality and depth of data analysis.

- **Conclusions and Recommendations:** Relevance and practicality of the conclusions and recommendations.
- **Writing and presentation:** Clarity, coherence, and professionalism in writing and formatting.
- **Length:** The research project should be between 5,000 and 8,000 words, i.e., between 10 and 16 pages single-spaced, excluding references and appendices.
- **Format:** The project should be typed, double-spaced, and in a legible font (e.g., Times New Roman, 12 pt).
- **Referencing style:** Use a consistent referencing style (e.g., APA, Harvard) throughout the document.
- **Submission deadline:** The project must be submitted by the specified deadline. Late submissions will be penalized according to the institution's policy.
- **Advisors:** Each student will be assigned a supervisor/ advisor to provide guidance and feedback throughout the research process.
- **Workshops:** Workshops on research methods, data analysis, and academic writing will be offered on demand.
- **Library resources:** Access to academic journals, databases, and other research materials.
- **Ethical considerations:** Ensure that all research is conducted ethically, with respect for confidentiality and informed consent.
- **Ethical approval:** Students must obtain ethical approval from the institution's ethics committee before commencing data collection.

Grades for this module will be awarded based on the following scale:

A: 80-100%

B: 70-79%

C: 60-69%

D: 50-59%

F: Below 50%

18. Results Sheets and Transcript

Assessment and exam results of each student will be available in the student's profile portal immediately after the results are finalized by the Board of Examiners.

Results Sheets: A results sheet will be issued only upon the completion of all subjects within a particular module (Operational, Management, Strategic, or Qualifying Level).

Issuing of transcript: A transcript will be issued along with the membership certificate to students upon the successful completion of all subjects/levels and the research project.

18.1 Time frame for completion

You need to plan your study to finish within the maximum time limits allowed.

- Postgraduate Diploma in Chartered Corporate Secretarial Practices: **48 Months**.
- Diploma in Applied Corporate Secretarial Practices: **6 Months**; No extension
- Foundation in Corporate Secretarial Practices; **6 Months**; No extension

Note;

Students who did not attempt the FINAL assignment or examination, or failed to score pass marks in the first attempt, should contact the student Coordinator for registration and seek access to Lecture recordings and notes of the registered semester, to study the subject/s and sit for the Assignment/exam during the next semester.

19. Deferrals

ICCSSL – Deferral Policy

1. Policy Authority and Scope

This Deferral Policy is issued under the authority of the Academic Council of ICCSSL and applies to all students enrolled in any programme, course, or qualification offered by the Institute.

This policy shall be read in conjunction with all other applicable ICCSSL regulations, including enrolment, attendance, and academic progression policies.

2. Policy Statement

ICCSSL maintains a strict position that deferral of studies is permitted only prior to the official commencement of a course.

Under no circumstances shall a student be permitted to defer enrolment after the course has commenced, irrespective of attendance, participation, or payment status.

3. Definition

For the purposes of this policy:

Deferral means the approved postponement of a student's enrolment from a confirmed intake to a subsequent intake of the same or equivalent programme.

4. Eligibility Criteria

A student shall be eligible to apply for a deferral only if all the following conditions are met:

- The student has received formal confirmation of enrolment from ICCSSL
- The course has not yet commenced
- The request is submitted 7days prior to the commencement of the course in the required format

Failure to meet any of the above criteria shall render the application invalid.

5. Permissible Grounds (Pre-Commencement Only)

Deferral applications may be considered solely on documented and verifiable grounds, including but not limited to:

- Certified medical conditions preventing commencement
- Serious personal or family emergencies
- Documented visa or travel restrictions (where applicable)
- Employer-imposed or unavoidable professional obligations
- Other exceptional circumstances as determined by ICCSSL

All grounds must be supported by official documentary evidence deemed satisfactory by ICCSSL.

6. Prohibition of Mid-Course Deferral

Deferral requests submitted on or after the official course start date shall be automatically rejected.

This includes, but is not limited to:

- Non-attendance after enrolment
- Partial attendance or withdrawal after commencement
- Financial or personal inconvenience arising post-commencement

Students in such cases shall be processed under the Withdrawal Policy, not this Deferral Policy.

7. Application Procedure

All deferral requests must strictly adhere to the following procedure:

- Submission of the official ICCSSL Deferral Request Form
- Attachment of all supporting documentation
- Submission to the Academic Administration Office 7 days prior to the course start date
- Receipt of written approval from ICCSSL before the deferral is deemed valid

Verbal requests or informal communications shall not be recognized.

8. Review and Approval

All applications shall be:

- Reviewed by the Academic Administration and/or an authorized committee
- Assessed based on merit, supporting evidence, and programme capacity

ICCSSL reserves the absolute right to:

- Approve or reject any application
- Request additional documentation
- Impose conditions on approval

All decisions are final and binding, except in cases of proven procedural irregularity.

9. Conditions of Approved Deferral / Accela racy

Where a deferral is approved:

- The deferral shall ordinarily apply to the next available intake only
- Enrolment is subject to programme availability and scheduling
- The student must confirm re-enrolment in writing within the stipulated deadline
- ICCSSL reserves the right to amend programme structure, schedules, or fees

Failure to comply with these conditions may result in forfeiture of the deferral.

10. Financial Provisions

- All fees paid are non-refundable, unless otherwise stated under ICCSSL Refund Policy
- Approved deferrals may allow for transfer of fees to the immediate next intake
- Administrative charges may be levied at the discretion of ICCSSL
- Failure to re-enroll in the approved immediate next intake shall result in forfeiture of all fees paid

11. Non-Compliance and Penalties

Students who fail to comply with this policy shall be subject to:

- Immediate ineligibility for deferral
- Classification as withdrawn or inactive
- Loss of academic standing in the current intake
- Forfeiture of applicable fees
- Requirement to reapply under standard admission procedures

12. Misrepresentation and Fraud

Any submission of false, misleading, or fraudulent documentation shall constitute a serious breach of ICCSSL regulations and may result in:

- Rejection of the deferral request
- Disciplinary action under the Student Code of Conduct

- Suspension or termination of enrolment

ICCSSL reserves the right to verify all submitted documentation.

13. Exceptional Circumstances (Force Majeure)

In rare and extraordinary situations, including but not limited to:

- Severe medical incapacity
- Natural disasters
- National or international emergencies

ICCSSL may, at its sole and absolute discretion:

- Consider exceptions to this policy
- Grant special approvals subject to academic or administrative authorization

Such approvals are exceptional and shall not establish precedent.

14. Policy Enforcement

This policy shall be strictly enforced to ensure:

- Academic integrity
- Administrative efficiency
- Fair and equitable treatment of all students

No deviations shall be permitted except as expressly authorized under Section 13.

15. Policy Review

ICCSSL reserves the right to amend, revise, or update this policy at any time without prior notice. The most current version shall be binding on all students.

20. Withdrawal Policy

1. Purpose

This policy establishes the rules, procedures, and conditions under which a student enrolled in any academic or professional programme conducted by the Institute of Chartered Corporate Secretaries of Sri Lanka (ICCSSL) may withdraw from their studies.

It ensures transparency, academic integrity, and fair financial and administrative handling of withdrawals.

2. Scope

This policy applies to all registered students of ICCSSL across all levels, programmes, modules, and delivery modes.

3. Definition of Withdrawal

Withdrawal refers to the formal, voluntary termination of a student's enrolment in a programme or course after registration and payment, whether temporary or permanent, initiated by the student.

4. Types of Withdrawal

4.1 Full Withdrawal

Complete discontinuation of all enrolled studies with ICCSSL, resulting in termination of student status.

4.2 Temporary Withdrawal (Suspension/Deferment)

A time-bound pause in studies approved under specific conditions, after which the student may re-enroll within a defined period.

5. Eligibility for Withdrawal

A student may apply for withdrawal provided that:

- They are formally registered with ICCSSL at the time of application
- No disciplinary proceedings are pending against them
- They comply with financial obligations as per Section 7 of this policy

6. Procedure for Withdrawal

All withdrawal requests must follow the official procedure:

1. Submission of a completed Withdrawal Application Form to the Academic Administration Unit
2. Provision of valid reason(s) for withdrawal
3. Clearance from relevant departments (finance, examinations if applicable)

4. Written approval from the designated ICCSSL academic authority
5. Issuance of official confirmation of withdrawal status

Withdrawal is not considered valid until formal written approval is granted.

7. Financial Implications and Fees

7.1 Application Fees

Application or registration fees are non-refundable under all circumstances.

7.2 Class Fees

Refund eligibility is determined based on the timing of withdrawal:

- Before commencement of programme: 50% from the total fees shall be refunded, subject to the payment of full subject/class fees. If only 50% of the due class fees are paid, this will not be applicable.
- After commencement of classes: No refund shall be applicable

7.3 Outstanding Payments

Students remain liable for any outstanding fees incurred prior to withdrawal approval.

8. Academic Implications

- Withdrawn students shall not be eligible to sit examinations or receive academic credit for incomplete modules
- Withdrawal will be recorded in the student's academic file
- Re-admission, if requested later, shall be subject to prevailing entry requirements and approval by ICCSSL

9. Exemptions and Special Circumstances

Exceptions to this policy may be considered in cases of:

- Medical emergencies (supported by certified medical documentation)
- Serious personal hardship or force majeure events
- Institutional errors or administrative delays

All exemptions require formal approval by the Academic Board or delegated authority.

10. Administrative Rights

ICCSSL reserves the right to:

- Reject withdrawal requests that do not comply with this policy
- Amend refund percentages and administrative charges periodically
- Require additional documentation where necessary
- Determine final academic and financial settlement outcomes

11. Amendments

The Institute reserves the right to revise, update, or amend this policy at any time without prior notice, with changes communicated through official channels.

12. Appeals

Students may appeal disciplinary, deferral, or withdrawal-related decisions within a stipulated timeframe (usually 14 days), supported by valid justification.

21. Re-enrolling

Students who discontinue their studies and wish to re-enroll need to pay the outstanding annual studentship dues to continue ICCSSL studies. Re-enrolling under the same student number shall be accepted within **48 months** of the original enrollment date on payment of pending annual studentship fees.

If re-enrolling after a period of 48 months, students will be considered as new entrants. In such cases, previously granted subject exemptions must be re-validated upon payment of the applicable exemption fees.

22. Change of Contact details;

Change of details; Accepted through updating information on a Google form.

<https://forms.gle/3aXKVLejuAjx8tZY8>

23. Academic Integrity: Misconduct

23.1 Importance of Assignments and Open-book Exams

Unlike traditional exams that often emphasize memorization, open-book exams and assignments are designed to reflect real-world problem-solving environments. In

professional settings, individuals are rarely expected to rely solely on memory; instead, they must locate relevant information, evaluate it critically, and apply it effectively to solve complex challenges.

These assessments encourage students to move beyond simple recall and develop higher-order skills such as analysis, synthesis, and application. By engaging with resources, interpreting information, and forming well-reasoned responses, students are better prepared to handle practical, real-life situations in their future careers.

Ultimately, open-book formats cultivate independent thinking, adaptability, and problem-solving abilities—skills that are essential for navigating the complexities of the modern world.

23.2 Plagiarism and Academic Misconduct Policy

Students are strictly prohibited from reproducing, in whole or in part, any text from textbooks, lecture notes, published materials, digital sources, or any other reference without proper acknowledgment. Such conduct constitutes plagiarism and is regarded as a serious breach of academic integrity.

In the context of open-book examinations and assignments where resource materials are made available, the mere reproduction of source content is not permitted. Students are required to demonstrate independent intellectual effort by critically engaging with source materials, including the ability to identify, interpret, and appropriately apply relevant information to the specific requirements of the assessment.

The submission of previously completed work, whether in whole or in part, for academic credit in any course, institution, or academic period, is strictly prohibited. This includes work submitted in prior assessments by the same student and is defined as self-plagiarism. Self-plagiarism shall be treated as a violation of academic integrity standards.

Students must not present the words, ideas, or expressions of others as their own under any circumstances. All submitted work must be original and articulated in the student's own language. Failure to comply with these requirements may result in disciplinary action in accordance with institutional regulations.

23.3 Use of Third-Party Assistance

Students of the Institute of Chartered Corporate Secretaries of Sri Lanka are expected to uphold the highest standards of academic honesty and professional ethics in all forms of assessment.

23.4 Prohibition of Contract Writing of Assignments

Students must not engage third parties to complete, in whole or in part, any assignment, project, or assessment submitted for academic credit. This includes:

- Purchasing assignments from individuals or online services
- Allowing another person to write or substantially complete your work
- Submitting work that is not your own original effort

Such practices are considered cheating and constitute a serious breach of academic integrity.

23.5 Acceptable Forms of Academic Support

Students are encouraged to seek legitimate academic support, provided that the final submission reflects their own understanding and work. Acceptable support includes:

Guidance from lecturers or approved tutors
Peer discussions for conceptual understanding
Use of reference materials and research sources with proper citation
Proofreading for grammar and clarity (without altering the core content)
Ethical use of digital tools for idea generation, structuring, and feedback

23.6 Student Responsibilities: Students must:

- Ensure all submitted work is original and properly referenced
- Maintain transparency in the use of sources and assistance
- Develop independent critical thinking and analytical skills
- Adhere to all ICCSSL academic and examination regulations

23.7 Consequences of Academic Misconduct

Engaging in Plagiarism, contract writing, or any form of academic dishonesty may result in disciplinary action, including but not limited to:

- Awarding of zero marks for the assignment
- Requirement to resubmit or repeat the module
- Suspension or expulsion from the programme
- Damage to professional standing and future career prospects and
- May be subject to the cancellation of studentship permanently.

23.8 Commitment to Professional Ethics

As future corporate secretaries and governance professionals, ICCSSL students are expected to demonstrate integrity, accountability, and ethical conduct. Academic honesty is a foundational principle that reflects the values required in professional practice.

24. Policy for Using Artificial Intelligence (AI) in Academic Work-Assignments, Presentations, Examinations

24.1 Purpose

This guide sets out acceptable and unacceptable use of AI tools (e.g., ChatGPT, Grammarly, Copilot, including but not limited to) in academic work, while upholding academic integrity.

24.2. Acceptable Use of AI (Permitted)

Students may use AI tools to support learning in the following ways:

- Brainstorming ideas and understanding concepts
- Improving grammar, clarity, and structure
- Generating outlines or study notes
- Receiving explanations of difficult topics

☐ **Condition: All AI use must be clearly disclosed.**

24.3. Unacceptable Use of AI (Prohibited)

The following are considered academic misconduct:

- Submitting AI-generated content as your own work
- Using AI to generate answers for graded assignments, examinations, and academic work
- Paraphrasing AI-generated content to avoid detection

24.4. Disclosure Requirement (Mandatory)

Students must disclose any AI assistance used in their assignment.

Minimum disclosure must include:

- Name of AI tool used
- Purpose of use (e.g., editing, idea generation)
- Extent of use for above acceptable applications (e.g., partial assistance, not content generation)

Failure to disclose AI use may be treated as academic misconduct.

4. Academic Integrity and Responsibility

- Students are fully responsible for the accuracy, originality, and authenticity of submitted work
- Students may be required to explain or defend their submitted work
- Note: using AI tools [for the above acceptable applications] may generate incorrect or biased information.

24.5. Penalties for Misuse of AI

Misuse of AI will be treated in line with academic integrity policies:

Level of Misconduct	Example	Penalty
Minor	AI used for editing, but not disclosed.	Written Warning
Moderate	Partial AI-generated content submitted	Up to 10%-mark deduction
Serious	Fully AI-generated submission	Fail grade; resubmission in the next semester
Severe	Repeated or intentional misconduct	Disciplinary action as per institutional regulations described in the Student Guide.

☐ **Penalties apply based on evidence and academic judgment.**

24.6. Key Principle

The issue is not the use of AI, but:

- Lack of transparency
- Misrepresentation of authorship
- Violation of academic integrity

24.7 Annexed: Student Declaration.

STUDENT DECLARATION ON AI USAGE

Assignment Title: _____

Course / Module: _____

Student Name: _____

Student ID: _____

Declaration

I hereby declare that:

1. This assignment is my original work, except where assistance is clearly acknowledged.
2. I have used AI tools only in accordance with institutional guidelines.
3. I have fully disclosed any AI assistance used in preparing this assignment.
4. I understand that submitting AI-generated work as my own constitutes academic misconduct.

Details of AI Usage (if applicable)

AI Tool Used	Purpose	Extent of Use
--------------	---------	---------------

Student Signature: _____

Date: _____

25. Note: Important Notice to Students:

All prospective students are strongly advised to carefully read and fully understand the contents of the ICCSSL Student Guide prior to enrolling in any program offered by the Institute. Enrollment will be considered as confirmation that the student has reviewed and accepted the policies, regulations, and guidelines outlined therein.

26. Reviews and Revisions:

ICCSSL reserves the right to amend, revise, or update the conditions and policies at any time without prior notice. The most current version shall be binding on all students.



ICSSL Deferral Request Form

Student Information

Student Full Name: _____
Student ID Number: _____
Programme: Postgraduate Diploma in _____
Intake: _____
Current Semester/Module: _____
Email Address: _____
Telephone Number: _____

Deferral Request

I hereby request approval to defer my studies in the above-mentioned Postgraduate Diploma programme.

Requested Deferral Period

- From: ____ / ____ / ____
- To: ____ / ____ / ____

Expected Date of Return: ____ / ____ / ____

Reason for Deferral

Please indicate the primary reason for your request (✓ one):

- ☐ Medical Reasons (Supporting documents required)
☐ Employment/Work Commitment
☐ Financial Difficulties
☐ Family Responsibilities
☐ Personal Reasons
☐ Visa/Travel Issues
☐ Other (Please specify): _____

Student Declaration

I declare that the information provided in this application is true and complete to the best of my knowledge. I understand that:

- Submission of this form does not guarantee approval.
- I remain responsible for any outstanding fees unless otherwise advised.
- My return to study is subject to ICCSSL academic policies and programme availability.
- I will comply with all conditions attached to the approved deferral.

Student Signature: _____

Date: ____ / ____ / ____

Important Notes for students;

- This form should be submitted before the commencement of the semester or as soon as circumstances arise.
- Supporting documents must accompany the application where applicable.
- Deferral approval is subject to ICCSSL academic regulations.
- Students should consult the Programme Coordinator before submitting this application.
- Students are advised to retain a copy of this completed form for their records.

For Office Use Only

Academic Coordinator Recommendation

☐ Approved

☐ Not Approved

Comments:

Name: _____

Signature: _____

Date: ____ / ____ / ____

Head of Department / Programme Director

☐ Approved

☐ Not Approved

Comments:

Name: _____

Signature: _____

Date: ____ / ____ / ____

Registry/Administration

Date Received: ____ / ____ / ____

Deferral Recorded: ☐ Yes ☐ No

Student Notified: ☐ Yes ☐ No

Officer Name: _____

Signature: _____

Date: ____ / ____ / ____

27th July 2026

