



Foundation of Information Technology Programme

Registration Policy effect from 2024

Effective from January 1, 2024, the FIT programme will undergo following changes to its registration policy. All individuals registering or renewing their FIT enrollment from the year 2024 onward will be subject to this new update.

FIT Academic year

- ❖ A **FIT academic year** is defined from January 1 to December 31 of a respective year, and the programme comprises e-tests and practical exams conducted within this timeframe.

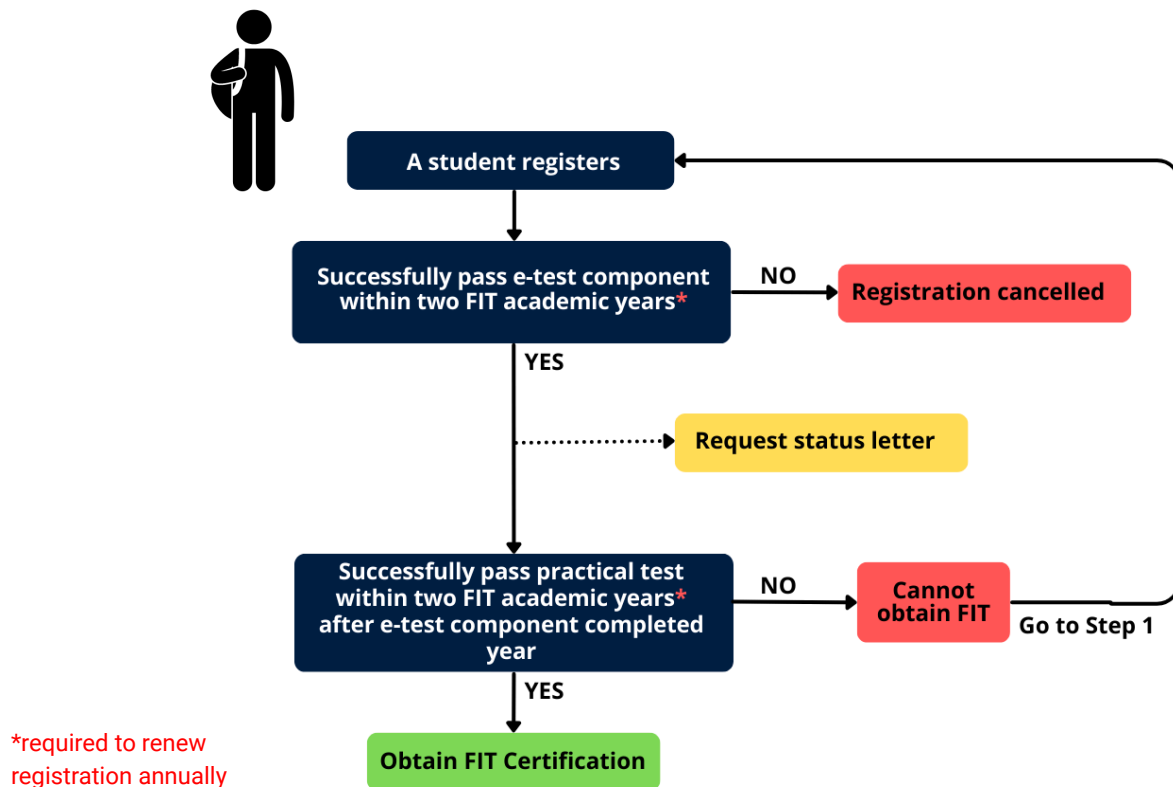
Registration, Renewal and Consequences

- ❖ Upon registration, a student's enrollment is valid for one FIT academic year. Throughout the academic year, students are encouraged to actively participate in completing the three e-tests (**the e-test component**) and the two practical exams (**the practical component**), with the objective of completing the programme requirements within the stipulated time frame.
- ❖ If a student cannot complete the programme (i.e. pass e-test component and practical component) within the initial registration period, a one-time renewal is permitted for an additional FIT academic year. Passing the e-test component during this extended registration is mandatory. Failure to pass the e-test component within the time period results in the cancellation of registration.
- ❖ Students who successfully pass the e-test component within the specified maximum registration period are eligible to renew registration annually for two more consecutive FIT academic years, providing extended time to complete the practical component.

- ❖ Successful completion of e-test component and practical component within the designated time frame renders the student eligible for the FIT certificate.
- ❖ Failure to pass the practical component within the allocated two-year period following the completion of the e-test component results in the cancellation of registration. Consequently, all attained results become invalid, necessitating the student to register as a new student and recommence the programme from the beginning.

Status Letter, Certificate and Validity

- ❖ Students who pass the e-test component can apply for a status letter from the e-Learning Centre, which provides the documentation of their progress.
- ❖ This status letter is valid only for two FIT academic years after the completion of the e-test component.
- ❖ The FIT certificate issued by the UCSC, once obtained, holds lifetime validity, recognizing the student's successful completion of the programme.



Case	Example	
A student successfully completes all components within the one-year registration period.	<ul style="list-style-type: none"> - The student registered on February 2, 2024. - The student passed the e-test component and the practical component by December 20, 2024 	<ul style="list-style-type: none"> - Eligible for the FIT Certificate
A student successfully passes all e-tests within two FIT academic years and practical tests within two FIT academic years after completion of e-test component	<ul style="list-style-type: none"> - The student registers for FIT on February 10, 2024. - The student passes all e-tests by December 31, 2025. - The student successfully completes the practical component by December 31, 2027 	<ul style="list-style-type: none"> - Eligible for the FIT certificate.
A student successfully completes only the e-test component within the one-year registration period.	<ul style="list-style-type: none"> - The student registers for FIT on January 15, 2024. - The student passed the e-test component on November 20, 2024. 	<ul style="list-style-type: none"> - Eligible for the status letter - The student must complete the practical component to obtain the FIT certificate within another two FIT academic years (January 1, 2025 to December 31, 2026).
A student fails to pass the e-test component within two FIT academic years	<ul style="list-style-type: none"> - The student registers for FIT on January 1, 2024. - The student does not pass the e-test component by December 31, 2025. 	<ul style="list-style-type: none"> - Registration will be canceled. - All results become invalid, requiring the student to re-register and restart the course, if necessary.
A student fails to renew the registration after the initial one-year period and does not pass the e-test component	<ul style="list-style-type: none"> - The student registers for FIT on March 1, 2024. - The student does not pass the e-test component within that FIT academic year. - The student does not renew the registration for next FIT academic year 2025 	<ul style="list-style-type: none"> - Renew registration and pass e-test component by December 31,2025, otherwise, registration will be canceled. All results become invalid, requiring the student to re-register and restart the course, if necessary.

Prepared by the e-Learning Centre, UCSC.