

BRISTOL
INSTITUTE OF BUSINESS MANAGEMENT

GUIDING YOU TO
GREATER HEIGHTS



STUDENT HANDBOOK 2021

RANK
21

HIGHEST RANKED UK
UNIVERSITY IN SRI LANKA

AWARDED BY

**UWE
Bristol**

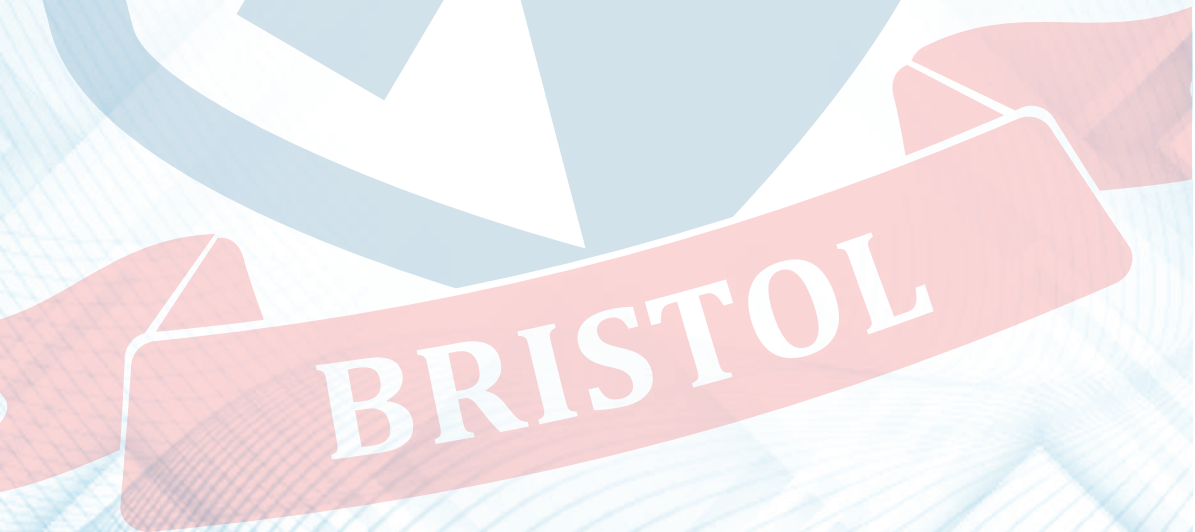
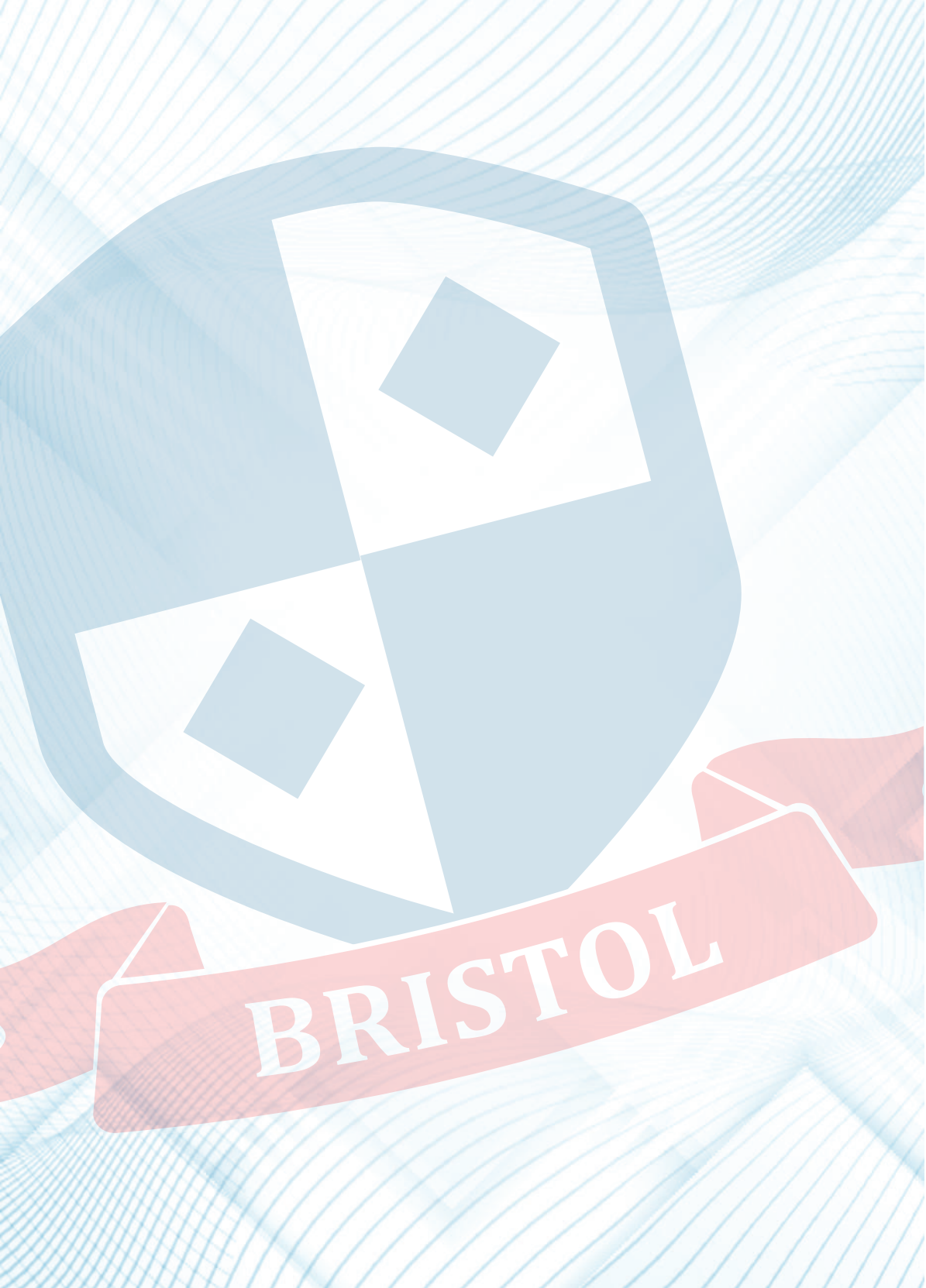
University
of the
West of
England

TEF Gold

Teaching
Excellence
Framework

CONTENTS

Our Vision	05
Our Mission	05
Our Values	05
Graduate Qualities	06
Programs offered by BIBM	07
Student Support Systems	10
MyBIBM (Student Management System-[SMS])	10
Moodle	11
BIBM Email Account	12
Wi-Fi Access	12
MyUWE	12
Other services	14
Your Timetable	14
Library	14
Workshops and Short Courses	15
Application & Registration Fee	18
Course Fee	18
Refund of Fees	18
General Rules	22
Student Dress Code	22
Updating Information Required by BIBM	22
Student ID Card	23
Use of Equipment	23
Academic Rules	24
Attendance	24
Withdrawals	24
Recognition of Prior Learning	25
Guidelines on Referencing	26
Assignment Submission	26
Late Submission	26
Plagiarism	27
Exam Registration	27
Time out/Suspension of Studies	28
Referral / Re-sit Provision	28
Referral Assessment / Re-sit Fees	28
Appeal of Results	29
Mark Capping	30
Personal Circumstances	30
Student Complaints Procedure	31
Student Responsibilities	32
Penalties	34





PREPARE
TO TAKE
THE LEAP



Welcome to the

Bristol Institute of Business Management [BIBM].

We thank you for choosing BIBM as your pillar of academic and career success and applaud your courage on taking your first step towards greatness.

At BIBM, You are our priority. Our friendly staff are readily available to guide you throughout your journey at BIBM. Let us help you unlock your highest potential as you go forth towards achieving your paramount desires. Please refer to Page to contact any of our staff members.



“The future depends on what you do today.”

- Mahatma Gandhi

Our Vision

To be the foremost higher education provider in Sri Lanka that is recognized both locally and internationally.

Our Mission

To sustain, advance and disseminate knowledge and understanding by providing internationally recognized, quality education at an affordable price via teaching, research, consultancy and training to enhance intellectual capacity and values that are vital for the development of the Sri Lankan community.

- We aim to be the center of excellence in Sri Lanka in sustaining, advancing and propagating knowledge and understanding.
- We aim to impart with you a range of disciplines that provide knowledge, skills, competencies, attitudes and values which are necessary for students to fulfil their future goals and achievements.
- We aim to be an active partner in the social and economic development of Sri Lanka.
- We aim to develop and sustain our identity as an institution of quality.
- We aim to reach out to every corner of the country by creating opportunities for higher education at an affordable price.

Our Values

- We are driven by the needs of the society
- We affirm quality as our principal priority
- We strive to empower people to be creative and innovative
- We inculcate moral and ethical values
- We maintain fairness and integrity in all undertakings
- We are committed to providing equal opportunities
- We endeavour to create love for life-long learning
- We promote a culture of respect and harmony
- We are determined to develop a society with responsible citizens

GRADUATE ATTRIBUTE	ACADEMIC DIMENSION	PERSONAL DIMENSION	INTERACTIVE DIMENSION
Knowledge Expert	Stay abreast of knowledge within own discipline	Self-motivated to develop and achieve full personal potential	Contribute discipline-relevant competencies, skills and knowledge
Committed Professional	Display appropriate ethical awareness in conduct and performance	Manage self effectively and professionally	Demonstrate professional behaviour and ethical practices
Independent Researcher	Capable of undertaking authentic research	Self-driven to seek new knowledge	Investigate issues and justify positions with the use of evidence and logical argument
Critical and Reflective Thinker	Skilful in critical reflection for problem-solving and creative thinking	Adept at critical self-reflection	Contribute through critical reflection on interpersonal and societal issues
Innovative Solution Seeker	Equipped with systematic methods and tools to pursue new solutions	Intellectually curious and perseverant	Collaborate to seek creative solutions
Competent Technology User	Proficient in the knowledge and skills of effective communication	Ready to learn and use new technology	Adopt contemporary technology to advance work practices and share knowledge
Effective Communicator	Well-equipped with the knowledge and skills of effective communication	Appreciate the complexity and power of language and data	Develop and communicate ideas and information effectively
Experienced Collaborator	Aware of the need for interpersonal understanding for effective teamwork	Value and respect others' views and sensitivities	Collaborate constructively and contribute positively
Entrepreneurial and industry driven contributor	Develop entrepreneurial mind-sets, behaviours and skills	Self-disciplined to develop own enterprising and entrepreneurial qualities	Apply entrepreneurial qualities flexibly in different contexts to achieve desired results
Participate and contribute locally and globally	Responsive and aware of social and cultural norms	Value diversity across cultures	Consider and act upon the social and global responsibilities of their actions



UNDERGRADUATE PROGRAMS

**BA (Hons) IN
BUSINESS
MANAGEMENT**

**BSc (Hons) IN
ACCOUNTING
& FINANCE**

**BSc (Hons) IN
NURSING**

FOUNDATION PROGRAMS

**ACCOUNTING &
FINANCE**

**BUSINESS &
MANAGEMENT**

POSTGRADUATE PROGRAMS

**MASTER OF
BUSINESS
ADMINISTRATION**

**MSc IN
ACCOUNTING
& FINANCE**

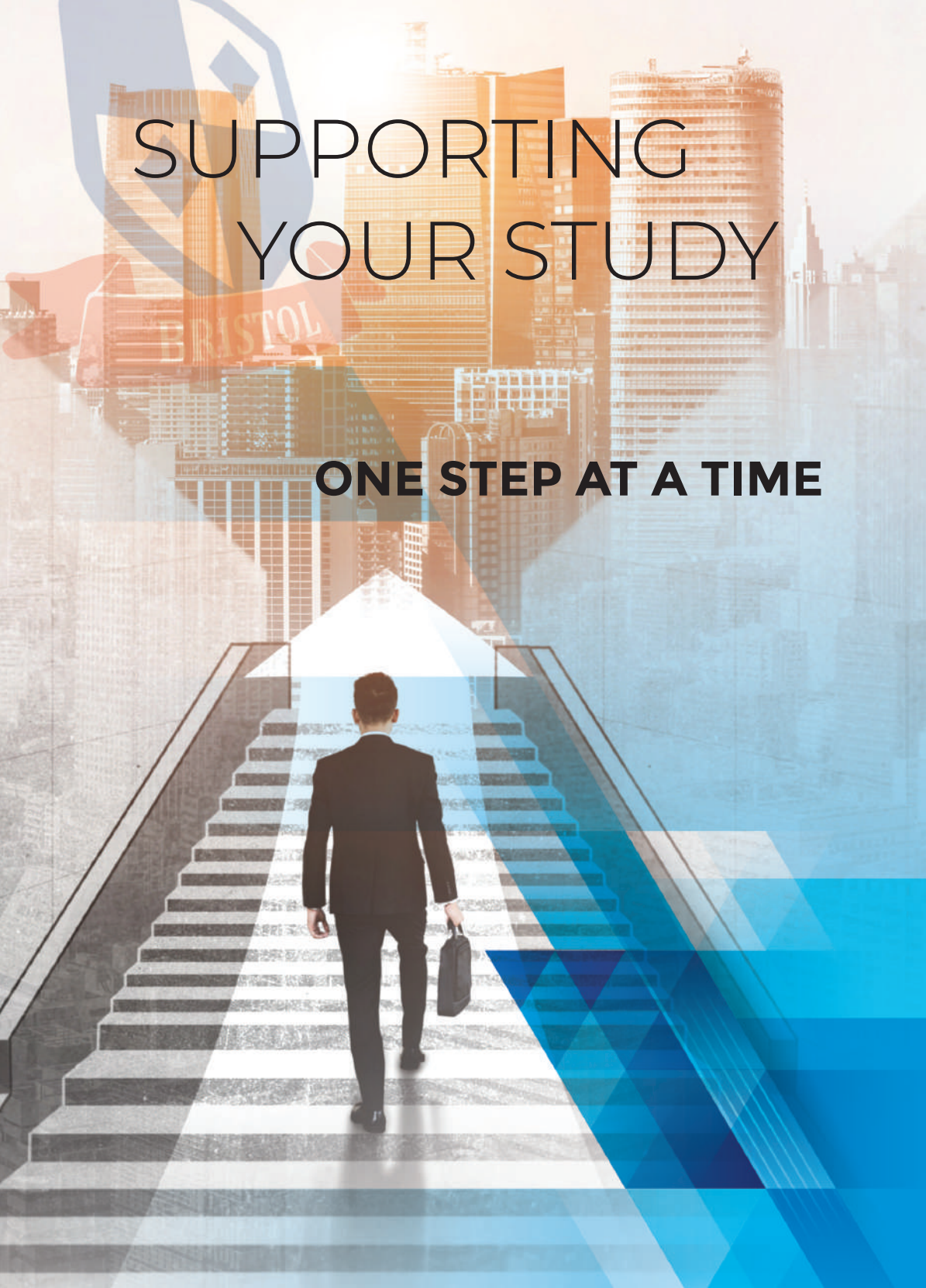
**LLM IN
COMMERCIAL
LAW**



BRISTOL

SUPPORTING YOUR STUDY

ONE STEP AT A TIME



Student Support Systems

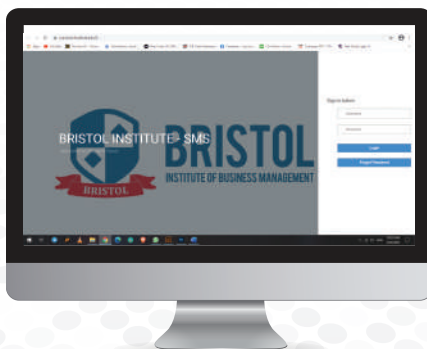
BIBM offers a plethora of amenities and support services to facilitate your learning experience by providing a range of resources to meet your requirements and expectations of the program.

1. MyBIBM

All registered students are provided with login access to MyBIBM. You are required to check that your personal information and your contact details are updated. Additionally, you can see your registered modules, academic progress and check results from MyBIBM.

SMS system/ MyBIBM

Link : <http://my.bristolinstitute.edu.lk/>
Username : S student number
Password : Applicant ID (like; APP00137)



2. Moodle

The BIBM Moodle platform provides e-learning access to all enrolled students. Course outlines, lecture slides, reading lists and important notices are often provided through this portal. The Moodle system is connected to the payment gateway. Failure to pay course fees on time will result in temporarily blocking your access to Moodle.



Moodle access

Link : <https://moodle.bristolinstitute.edu.lk/>
Username : S student number
Password : welcome123

You are expected to use MOODLE to:

- Download and print out lecture slides to annotate in lectures
- Prepare for workshops/tutorials
- Access learning activities, additional readings and practical examples
- Find revision activities and information
- Contact the teaching staff
- Access timetables
- Find important announcements
- Submit coursework electronically through submission links
- Check plagiarism for your course work

3. BIBM Email account

All registered students will be given a BIBM Gsuit email account. All correspondence pertinent to the course and campus administration will be communicated via this account.

BIBM Email ID

Username : S studentnumber@students.bristolinstitute.edu.lk
Password : welcome123

4. Wi-Fi Access

Students can enjoy free Wi-Fi within the BIBM premises. To gain Wi-Fi access at the institute, please ask for a username and password from a BIBM staff member.

First time log-in?

For your first log-in, please use your BIBM Student ID as your username and password will be provided by Academic Admin staff. Upon successful log-in you will be prompted to reset your password.

What if you have any difficulty?

If you are experiencing any difficulty in accessing or using your portal, please visit the Academic Admin Help Desk to seek assistance.

5. MyUWE

All registered students will receive Welcome letters from UWE. The welcome letters will provide your login credentials to access the MyUWE portal. Upon receiving the welcome letters UWE students are required to register online with UWE.



Link : www.uwe.ac.uk
Page : MyUWE (Student Portal)
Username : You will get this information
Password : from Welcome letter from UWE

- Online Registration means that you have to get yourself registered online on the UWE Website/ MyUWE using the Log-in information that has been provided.
- During your online registration, you do not have to make any payment to UWE, as you will be paying BIBM directly as per the payment schedule during the course of your study.
- During the registration process you have to check your information and register for the programme you are undertaking. Students do not register for individual modules/subjects.
- Undergraduate students need to re-register with UWE at the start of each academic year.



<https://my.uwe.ac.uk/>

S Student Number : Please use for local logins and communications
UWE Student Number : Please use for all assessment submissions

How to log in

Students should use their UWE user ID and password provided in the UWE welcome letter to log into MyUWE and check their student record information.

7. OTHER SERVICES

Your Timetable

Your timetable consists of a selection of lectures, work- shops/tutorials and other important sessions. You are expected to attend each and every session, and you are required to arrive prepared and ready to participate. This means:

- Arriving for the lectures/ tutorials on time
- Completing all reading/ preparations
- Printing out any slides to add your notes to them
bringing appropriate materials (pen/paper/calculators) in order to take part in the session
- You are expected to take notes throughout the lecture. If you miss lectures, you are expected to catch up in your own time using the available resources on MOODLE.

● Library

The BIBM library and the UWE online library go beyond books and journals. Students are encouraged to utilize the library facilities and services provided by BIBM and UWE.

The BIBM library staff support your academic pathway and guide you in finding information and research. The library is equipped with the latest and most useful books from a range of disciplines. All recommended text and additional reading is freely available in the library. The ambience of the BIBM library invites you to research and read in a peaceful environment.

Students undertaking UWE programmes can access the UWE Library Database through their myUWE account. A variety of e-books and journals are available on a range of disciplines for you to read and download. Reading materials that are required for your courses and assignments are also available. You are strongly urged to research the material available whilst doing your coursework. Moreover, please ensure that you read all relevant UWE policies and procedures available through myUWE. The UWE library offers a 24/7 chat facility with a UWE librarian to explore and discover information pertinent to your study. These resources can be accessed, using your UWE username and password, through the UWE Library website at

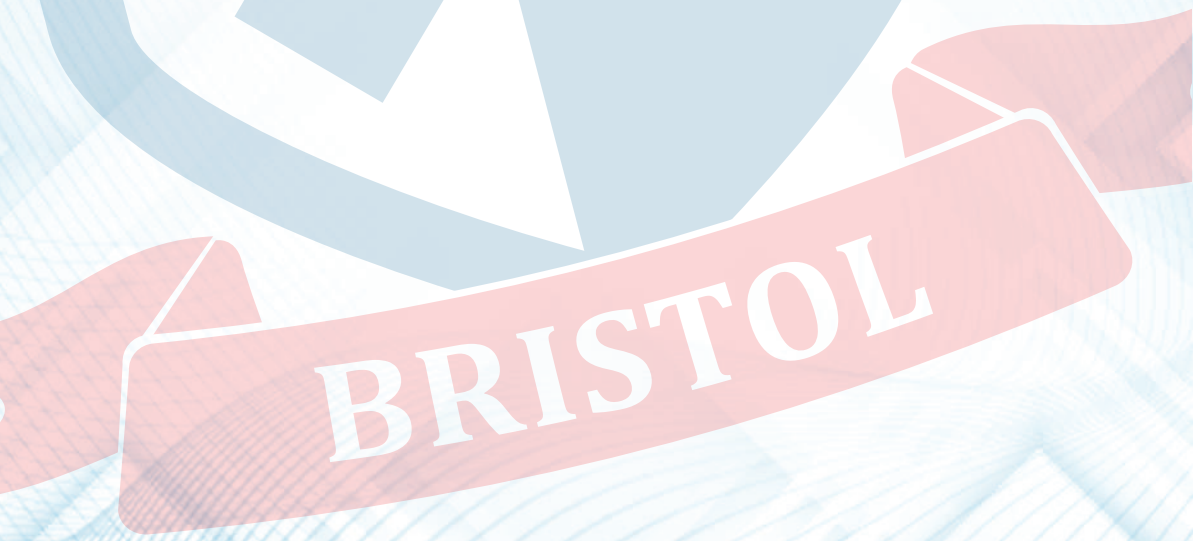
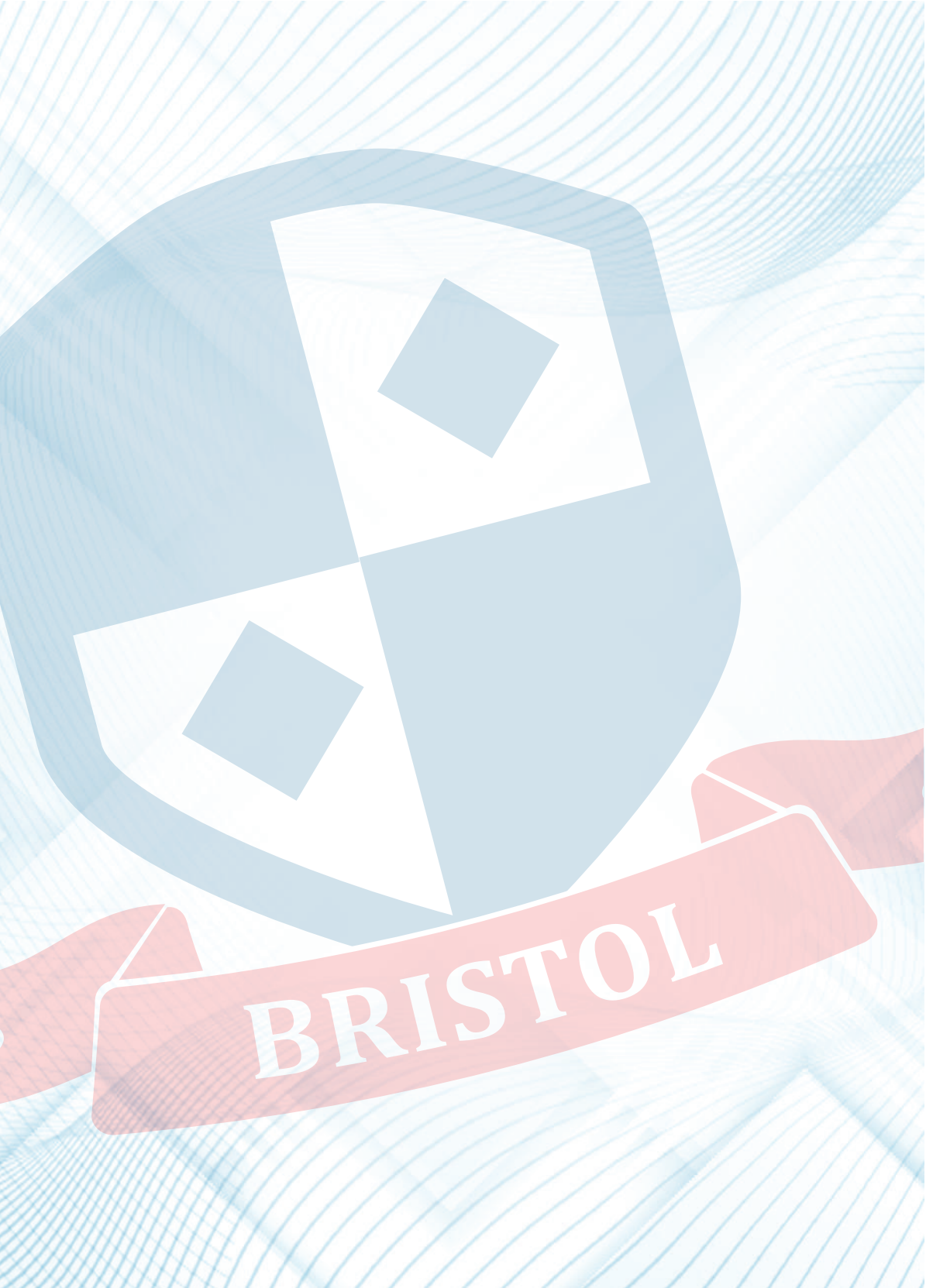


<http://www1.uwe.ac.uk/library/>

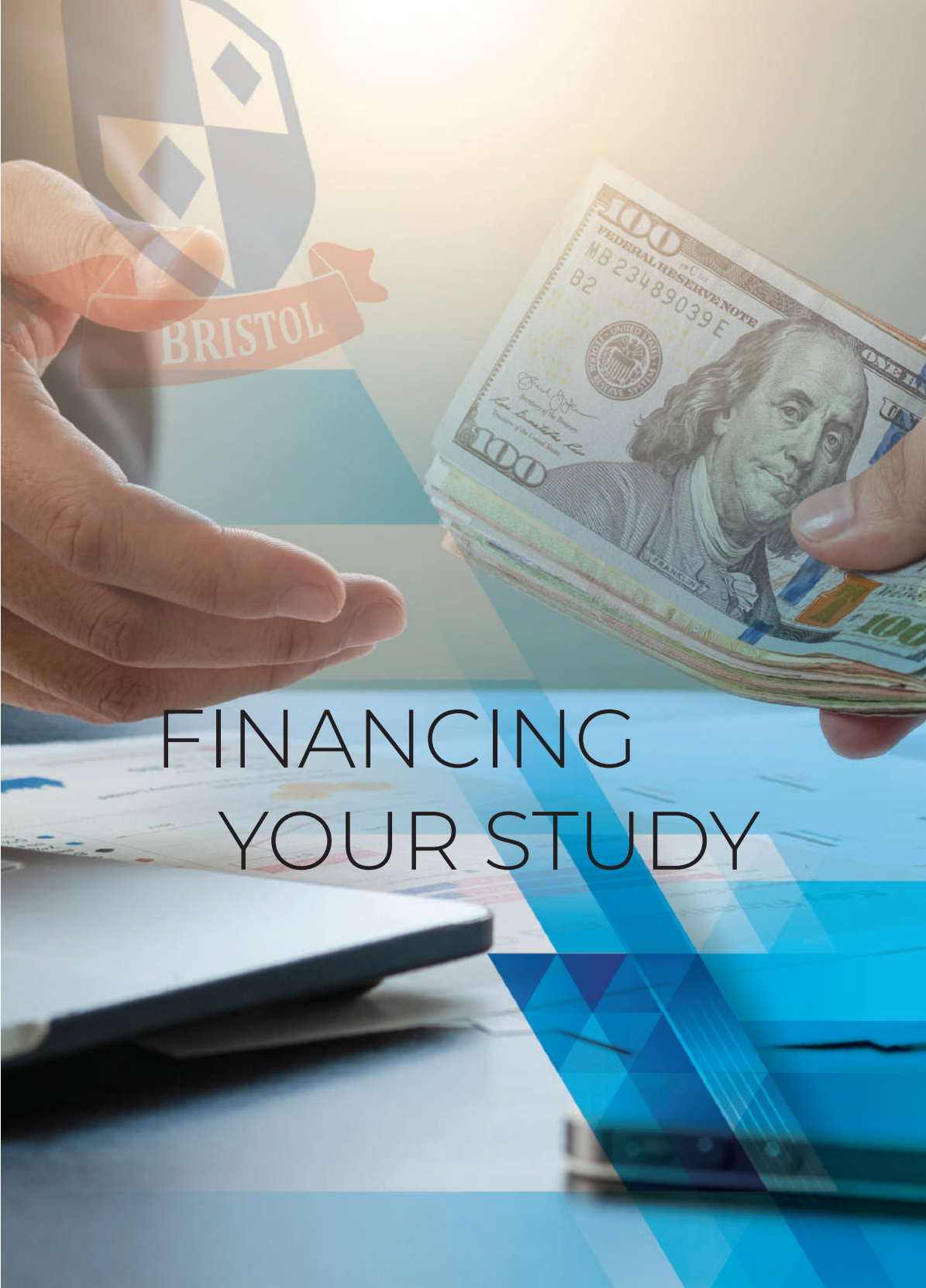
● Workshops and Short Courses

In order to help students achieve their highest potential, the Institute for Academic Development (IAD) and the Institute for Research and Innovation (RI) conduct the following workshops.

- Academic writing workshops
- Referencing workshops
- UWE library orientation for students
- Study skills portal in the UWE library website
- Group research support workshop
- Individual research support
- SPSS



BRISTOL



FINANCING YOUR STUDY

IMPORTANT INFORMATION

- *All fees must be paid before the 10th of the payment month.*
- *All support systems mentioned on page
Are connected to the payment gateway*
- *Failure to pay on time will result in temporary suspension of all services provided*

1. Application & Registration Fee

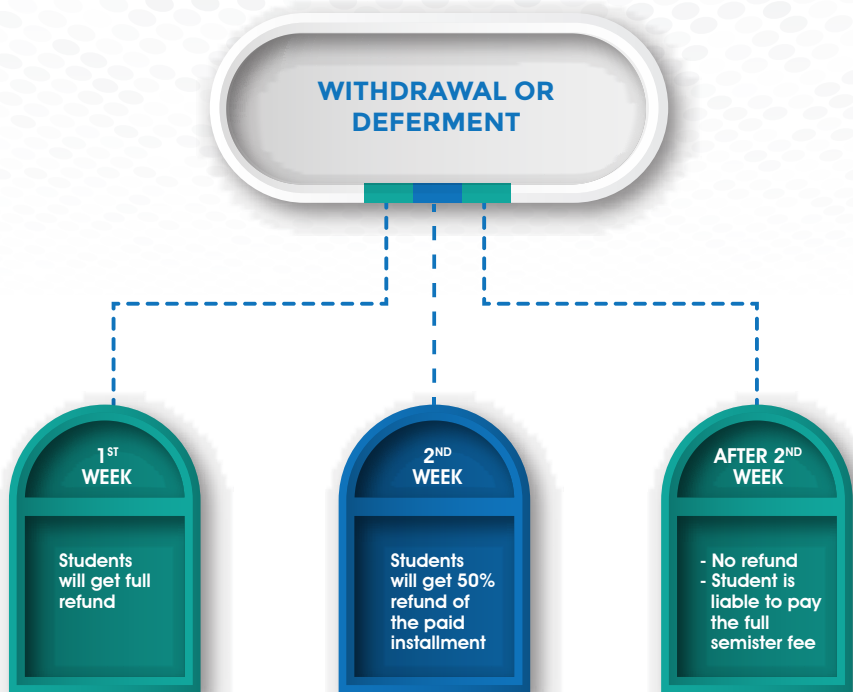
Each student is required to pay a non-refundable registration fee of LKR 40,000 upon registration

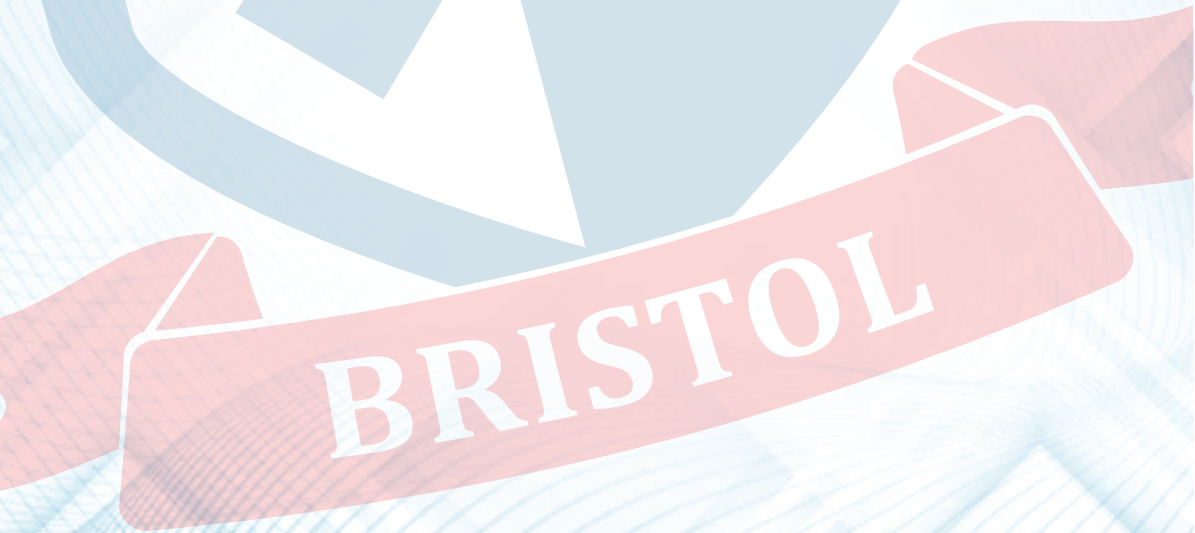
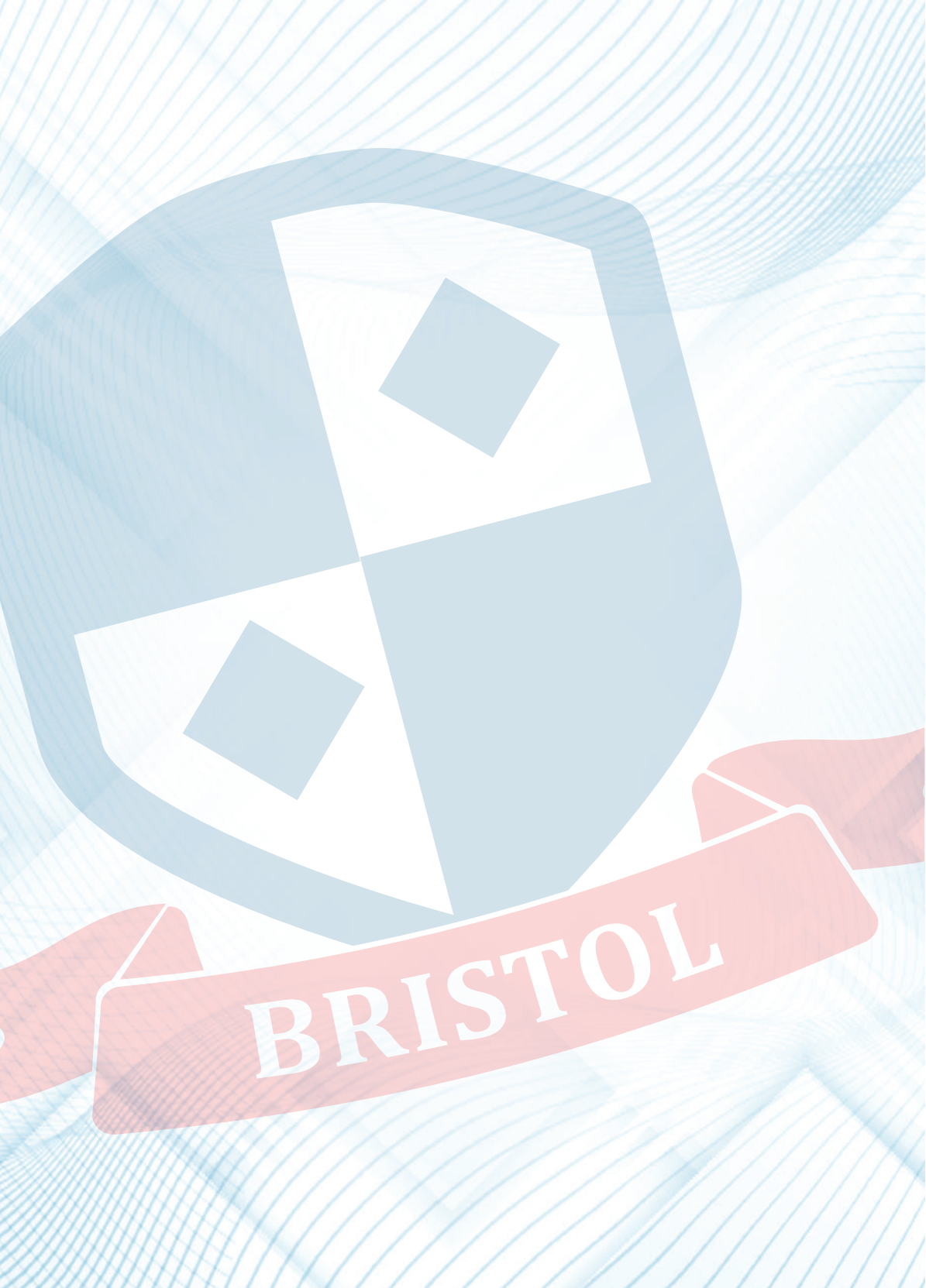
2. Course Fee

Course fee is determined by the College from time to time, and shall be payable as per the payment schedule provided to students. Payment can be made as a one-off payment or on an instalment basis. Students are advised to pay their installment payment on or before the 10th of each month.

3. Refund of Fees

As a policy, BIBM will not refund tuition fees paid by the students after the second week of the commencement of the semester.





RULES & REGULATIONS



1. GENERAL RULES

Student Dress Code

The following is regarded as appropriate attire for BIBM students. The dress code must be adhered to at all times.

Male students

- Shirts or T-Shirts and pants or neat jeans
- Shirts and T-shirts should reach below the navel and cover the midriff
- Shirts/T-shirts should have sleeves
- T-shirts with inappropriate language or graphics are NOT allowed.
- Rubber slippers are NOT allowed.

Female students

- Appropriate clothing for an education institute (dress, tunics, tops, pants and jeans)
- Tops and dresses should not be transparent
- Shirts and T-shirts should reach below the navel and cover the midriff
- Skirts and pants must be an appropriate length
- T-shirts with inappropriate language or graphics are NOT allowed.
- Rubber slippers are NOT allowed.

Updating Information Required by BIBM

- Students should help BIBM in maintaining accurate and updated information about their name, National ID number, correspondence address, contact numbers and email address.
- BIBM should be informed of any change to the student's name, passport number, correspondence address, contact numbers and email address.

2. Student ID card

Students will be issued two ID numbers.

Bristol ID

Bristol ID will be used for internal purposes for example, to log into the system.

UWE ID

The UWE ID will be used to log into the UWE system and for the purpose of submission of assessments.

You can apply via the MyUWE portal for the UWE identity.

- Students must always carry these ID cards while they are within BIBM premises and present the card when requested by members authorised by BIBM for official purposes.
- If a student misplaces their Student ID card, he/she may submit an application requesting to reissue a new Student ID card.

3. Use of Equipment

- Students must not willfully or through negligence destroy, damage, remove or otherwise interfere with, or make unauthorized use of, the equipment, tools or resources at BIBM.
- No equipment belonging to BIBM may be borrowed or removed without the authorization of the Institute.
- The instructor / lecturer or other staff in charge must immediately be informed of any breakage or damage to equipment, tools or resources belonging to BIBM.

Academic Rules

Academic Rules are designed to ensure consistency and equity for students, and to provide clarity on how they will be served by BIBM.

1. Attendance

- Attendance is compulsory for all students. Students should demonstrate exemplary, regular attendance at all classes, tutorials, workshops.
- A student must attend at least 75% of the total number of classes in a module. Failure to do so will result in the student being barred from the final examination.
- In specific courses where greater than 75% attendance is required, a student must meet the required attendance.

Students failing to meet the 75% attendance requirement at the end of the semester will be provided with one of the following rulings from the Academic Board:

1. Repeat the entire subject in another semester
2. Exemption from the assignment(s) but to attend classes to acquire 75% attendance

Students will be provided attendance for absent classes under the following procedure:

For any foreseen absence, students must request leave of absence, in writing, to the Course Coordinator at least 2 working days before the beginning of the absence.

- If the absence is due to the student's work commitments, then a letter must be obtained from the immediate supervisor or head of the institution explaining the nature of the absence and the number of days the student needs leave.
- If the absence is due to family or personal reasons such as medical treatment of the student or an immediate family member, a letter requesting leave of absence needs to be sent by the student him/herself. Necessary documentation needs to be provided after the medical emergency is met. If the student fails to provide the necessary documentation, no attendance will be provided for the period in question.
- If the absence is due to the student leaving for religious purposes, a letter with accompanying documentation should be provided.
- If the student has an unforeseen absence such as sudden sickness of self or an immediate family member, the passing of a relative or sudden work commitment, a letter with accompanying evidence should be submitted within 5 days.

2. Withdrawals

Students who wish to withdraw from the programme of study or defer the semester are required to submit the designated forms to BIBM within the first 2 weeks of the semester. UWE students must submit the UWE programme withdrawal form or UWE suspension of study forms. BIBM's own programme students are required to submit BIBM forms.

3. Recognition of Prior Learning

- Applicants seeking credit transfer or exemption are required to submit a credit transfer application form with relevant supporting documents.
- An application for credit transfer can be made either with an application for admission to the Institute no later than the third week of each semester.
- An application for credit transfer cannot be made before an application for admission.
- The following documents are required for each application of Recognition of Prior Learning (RPL):

- RPL application form (filled and signed);
- Clear, attested copy of the certificate(s);
- Clear, attested copy of the transcript(s);
- Relevant module outlines / syllabus
- Incomplete applications will not be accepted.

4. Guidelines on Referencing

- BIBM in general shall use UWE Bristol Harvard referencing.
- All Foundation, Undergraduate and Postgraduate programmes will use UWE Bristol Harvard referencing. The most current version / edition of this style of referencing can be found on the UWE website.

5. Assignment Submission

- All students are required to submit all assignments on or before the due date.
- All assessment items should be submitted with a standard cover sheet.
- Students are required to submit the softcopy of the assignment on time. The softcopy needs to be uploaded to MOODLE via a submission link by the time specified in the assignment. Assignment submission is deemed to be INCOMPLETE if a softcopy is not submitted by the deadline.
- Assignment extension is NOT allowed but may be granted in case of personal circumstances which affect a student's capacity to demonstrate their level of competence in an assignment.

6. Late Submission

- Please note that the submission deadlines are absolute and based on UWE server time; therefore, you are strongly advised to submit work well ahead of the deadline dates to avoid situations where penalties could be incurred.
- If penalties are imposed, this will result in late work submissions being capped or not accepted for marking.
- Assignments submitted more than 24 hours after the deadlines will not be accepted for marking.

7. Plagiarism

- Plagiarism in coursework and examinations is a serious offence for which offenders will be penalised. Without limiting the generality of this definition, plagiarism may include copying or paraphrasing material from any source without due acknowledgement;
- Using another's text, illustrations or ideas without due acknowledgement and working with others without permission and presenting the resulting work as though it was completed independently.
- BIBM expects students' work to be genuine and original. Any student who plagiarizes and does not maintain the academic honesty expected by UWE is deemed as an academic offence.

8. Exam Registration

- Students are required to register for each exam, in addition to the module registration. Even if you are registered for a module, you need to register separately for the exam.
- Upon successful registration, you will be issued with an examination authorisation slip.
- Please make sure that you register for the examination within the given timeframe. Failure to register for the examination by the given date may result in a financial penalty or being barred from the exam.
- Requests for special consideration on an examination or assessment item must be lodged no later than 7 working days before the date of submission or examination.
- If you are unable to attend an examination due to a serious illness of yourself or an immediate member of the family for whom you are the primary caregiver, a doctor's report (not just a medical certificate) needs to be submitted within 7 days in order to qualify for an uncapped resit.

09. Time out/Suspension of studies

- A student can apply for a time out or suspension of studies by handing in the necessary forms to the academic admin.
- Time out forms must be handed in within the first two weeks of the commencement of the semester. If the forms are not given you will be considered as an active students and you may lose all the benefits of a time out student.
- If a student applies for a time out, they would normally lose the resit attempts of modules left on their record.
- In normal cases, if a time out form has the date of withdrawal/time out as an earlier date than the date that the form was signed we would take the date the form was signed.
- If a student withdraws or times out in the first quarter of a module then the module is removed from their record. If they withdraw or timeout after this but before the end of the module teaching they will keep the module on their record but be allowed an uncapped retake (provided they were not capped already when they withdrew) If they withdraw or timeout after the module has been to a field board it stays on their record and any future attempts will be capped.

10. Referral/Re-sit Provision

- Re-sits are available to all students who fail a module due to either failing a compulsory component or the entire module, during their relevant attempt in the module.
- The maximum grade the student can receive in a re-sit component will be capped at a pass if the student scores a mark greater than the designated pass grade for the component. If the student scores a mark less than the pass mark, the student will fail the module and will be required to retake the module.
- All students awarded with a referral/re-sit shall get registered and pay all the relevant administrative fees on or before the deadline issued by the College.
- The referral/re-sit periods will be within two weeks from the release of each semester result.

○ Referral Assessment/Re-sit Fees

- As a general rule, an administrative fee will be imposed on referral assessments or re-sit examinations.

RE-SIT EXAMINATION	Rs.10,000/-
RE-SIT ASSIGNMENT	Rs.10,000/-
DISSERTATION DEFERMENT	Rs.15,000/-
RE-SIT DISSERTATION	Rs.20,000/-

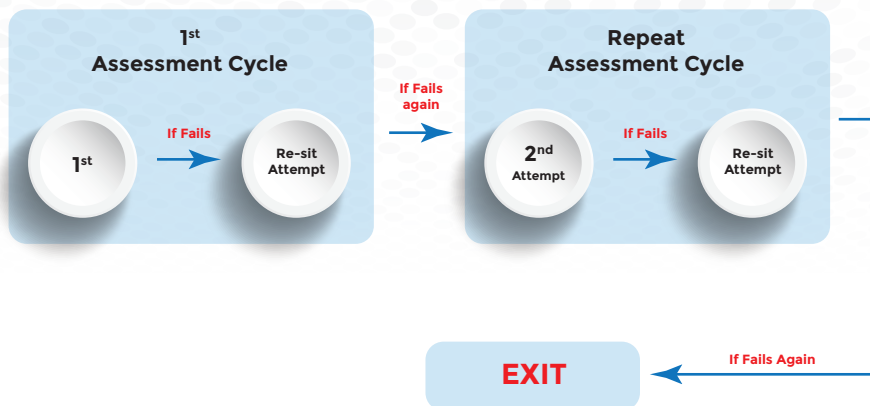
○ Initial assessment cycle and a repeat assessment cycle

Modules taken by a student in a given stage of study provide a single assessment cycle comprising one first attempt and (where necessary) one resit attempt for each module. This initial assessment cycle applies to each stage of study at undergraduate level and to postgraduate master's level.

11. Appeal of Results

Students cannot appeal against properly exercised academic judgment. The student may appeal against the results of the compulsory or major assessment items including the results of the final examination, using a specific application form. Any appeal must be made within 10 working days of the publication of results. In addition to the assessments, students have the right to appeal against any decision of the Institute which directly affects them.

Where a student fails a resit attempt, a repeat assessment cycle is available comprising one further cycle of a first attempt and (where necessary) one further resit. If the student fails again, the student has to leave the programme and cannot enrol on the same programme again.



For UWE postgraduate programmes, the dissertation module does not allow a retake/repeat assessment cycle. Once a student has exhausted the first attempt and the resit attempt, the student will no longer be able to continue the master's award. The student may claim an interim award depending on the credits achieved.

12. Mark capping

Capping is the restriction of a mark gained where resitting or retaking. It can be applied at all levels. Once a mark is capped it cannot be uncapped. Students who successfully resit a component without submitted a Persona Circumstances form will be capped at 50%.

13. Personal Circumstances

If you consider that your performance in any element of impending assessed work will be seriously and adversely affected by circumstances beyond your control (e.g. illness, a serious domestic problem, bereavement, etc.), you are entitled to apply for personal circumstances to be taken into account in accordance with BIBM regulations. You are required to fill the personal circumstance form and submit it along with the necessary supporting documents.

Student Complaints Procedure

STEP 1:

Informal complaint reporting

If a student is in a situation where the student finds that the services offered by BIBM do not meet their expectations, the student has to first informally complain with the most appropriate person.

The respective personnel or departments to informally voice the complaint are as follows.

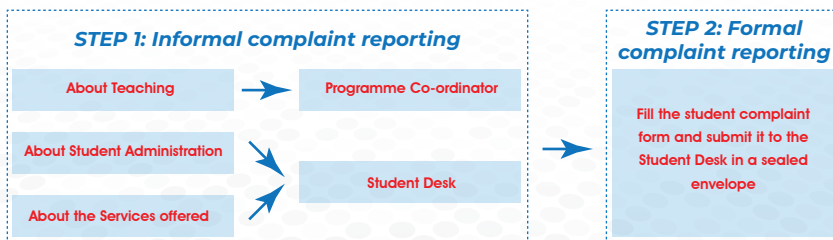
- If the complaint is about teaching, raise the concern with Head of Academic or respective program coordinator.
- If the complaint is about student administration, raise the complaint with Head of Academic or academic administrator.
- If the complaint is about the services offered by BIBM to students, raise the complaint with the academic administrator.

STEP 2:

Formal complaint lodgement

If the student is still unsatisfied, then the student can lodge a formal complaint by filling out a student complaint form.

The filled student complaint form should be returned to the reception or to BIBM in the sealed envelope attached with the form.



Student Responsibilities

As a student of BIBM, you have gained a valuable opportunity to excel in an area of study and contribute to society. This requires dedication and hard work. We expect our students to take responsibility for their own learning. Self-study is an essential element of higher education: for every contact hour, we expect our students to spend at least 2 hours on self-study. Seeking support and guidance from all faculties and engaging in dialogue is an essential part of your study. Professional growth and practical application of what you learn is a central objective of your study.

The Following are some of the key responsibilities of students:

- Respecting knowledge, scholarship and truth, and acting with honesty and integrity at all levels of academic life.
- Being aware that all forms of academic dishonesty or misconduct are unacceptable.
- Being respectful of the rights and privileges of others, and earning respect.
- Participating actively and positively in the teaching and learning environment. It is expected that students will:
 - attend classes as required,
 - maintain steady progress within the unit or course framework,
 - comply with workload expectations, and
 - submit required work on time.



PENALTIES



NO ATTENDANCE

Student who have paid their initial installment for the semester are not allowed to enter the classes after the first week of the semester.

MOODLE ACCESS BLOCK

Students who fail to pay their monthly installments before the 10th of each month get their Moodle access blocked till the payment is made.

MONTHLY INSTALLMENT FINE

Students who fail to pay their monthly installments before the 5th of each month incur a fine of 5% of the payments.

EXAM BARRING

Students who do not meet their attendance requirement and do not pay their monthly installment get barred from their exams unless they clear pending payments.

LATE EXAM REGISTRATION FINE

Students who register after the given period incur a fine of LKR.1500.

HOLDING CERTIFICATE & COMPLETION LETTER

The college holds the certificate and course completion letter of those students who have not returned any books they have borrowed or have pending payments.

AWARDED BY

**UWE
Bristol**

University
of the
West of
England

TEF Gold

Teaching
Excellence
Framework

RANK 21

HIGHEST RANKED UK UNIVERSITY IN SRI LANKA

02ND

FOR
EDUCATION

SOURCE:
GUARDIAN UNIVERSITY
GUIDE 2021

04TH

FOR
FILM PRODUCTION
& PHOTOGRAPHY

SOURCE:
GUARDIAN UNIVERSITY
GUIDE 2021

05TH

FOR
SOCIAL WORK

SOURCE:
GUARDIAN UNIVERSITY
GUIDE 2021

08TH

FOR
MATHEMATICS
& PHILOSOPHY

SOURCE:
GUARDIAN UNIVERSITY
GUIDE 2021

21TH

GUARDIAN
LEAGUE TABLE
2021

02ND

IN ENGLAND
FOR STUDENT
SATISFACTION

SOURCE: THE NATIONAL
STUDENT SURVEY 2020

04TH

FOR STUDENT
EXPERIENCE

SOURCE: THE TIMES / THE
SUNDAY TIMES GOOD
UNIVERSITY GUIDE 2019

06TH

IN THE UK FOR
POSTGRADUATE
STUDENT SATISFACTION

SOURCE:
POSTGRADUATE TAUGHT
EXPERIENCE SURVEY 2019

07TH

IN ENGLAND
FOR STUDENT
SATISFACTION

SOURCE: THE NATIONAL
STUDENT SURVEY 2019

TOP10

IN THE UK FOR STUDENT SATISFACTION

SOURCE: THE NATIONAL STUDENT SURVEY



BRISTOL
INSTITUTE OF BUSINESS MANAGEMENT

BRISTOL INSTITUTE OF BUSINESS MANAGEMENT

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