

University of Moratuwa, Sri Lanka

**Performance Criteria for the
Bachelor of Business Science Honours Degree Programme
in the
Faculty of Business**

| | |
|--|----|
| 1. Admission..... | 1 |
| 1.1. Admission Requirements | 1 |
| 1.2. Provisions to Transfer from another University | 1 |
| 1.3. Admission to the Fields of Specialization..... | 1 |
| 1.4. Selection to the Fields of Specialization of Business Science | 1 |
| 1.5. Change of Field of Specialization..... | 3 |
| 2. Programme of Study | 3 |
| 2.1. Programme Details | 3 |
| 2.2. Academic Calendar | 4 |
| 2.3. Course Modules | 4 |
| 2.4. Credits | 4 |
| 2.5. Academic Load and Level of Academic Progression | 5 |
| 3. Registration..... | 6 |
| 3.1. Academic Coordinators | 6 |
| 3.2. Registration for each Academic Year and Semester | 6 |
| 3.3. Changes to Modules Registration | 7 |
| 3.4. Withdrawal of a Module Registration..... | 8 |
| 3.5. Leave from Academic Activities | 8 |
| 4. Evaluation of performance | 9 |
| 4.1. Participation of the Programme | 9 |
| 4.2. Evaluation | 10 |
| 4.3. Grading System..... | 11 |
| 4.4. Semester Grade Point Average | 12 |
| 4.5. Unsatisfactory Standing and Academic Probation | 13 |
| 4.6. Current Grade Point Average..... | 13 |
| 4.7. Overall Grade Point Average | 13 |
| 4.8. Non-GPA Modules | 13 |
| 4.9. Award of Classes..... | 14 |
| 4.10. Academic Concession | 14 |
| 4.11. Dean's List..... | 14 |
| 5. Graduation requirements..... | 15 |
| 5.1. Minimum Residence Requirement | 15 |
| 5.2. Credit Requirements..... | 15 |
| 5.3. Maximum Allowed Duration of Study..... | 15 |
| 5.4. Modules from Other Institutions..... | 15 |
| 6. Effective date of award | 16 |

1. Admission**1.1. Admission Requirements**

- 1.1.1. The admission requirements to the Honours Degree of Bachelor of Business Science (abbreviated BBSc Hons) are determined by the University Grants Commission (UGC) in accordance with the government policy on university admissions.
- 1.1.2. Only full-time students are admitted to this programme.

1.2. Provisions to Transfer from another University

- 1.2.1. At present the Faculty of Business does not have provisions for students admitted by the UGC to any other programmes to transfer to the Bachelor of Business Science programme as there are no similar programmes offered by any other state university.

1.3. Admission to the Fields of Specialization

- 1.3.1. The Faculty of Business offers THREE (03) fields of specialization in the BBSc Hons degree programme as listed in Section 1.3.3
- 1.3.2. Admission to each field is limited and is made from students admitted under each category of Business Science.
- 1.3.3. The Faculty of Business would inform the students of the maximum number of places for the fields of specializations of
 - Business Analytics,
 - Business Process Management and
 - Financial Analyticsat the beginning of each intake.
- 1.3.4. Admission of students to the fields of specialization will be made as detailed out in Section 1.4.

1.4. Selection to the Fields of Specialization of Business Science

- 1.4.1. The selection of students to the fields of specialization will be made prior to the beginning of Semester 4 of the programme.
- 1.4.2. While a place in at least one of the fields of specialization is assured for every student advancing to Semester 4 subject to conditions stipulated in Clause 1.4.3, it may not be possible to accommodate every student's first choice of field.
- 1.4.3. In situations where the number of applicants for a field of specialization is more than the number of places available, the places would be allocated to those who have

obtained the highest Current GPA (CGPA). Available number of places for each field of specialization are shown in Table 1, subject to a maximum of 100 students for the entire programme¹.

Table 1: Available places for each specialization

| Field of Specialization | Number of Places |
|-----------------------------|------------------|
| Business Analytics | 15 – 50 |
| Business Process Management | 15 – 50 |
| Financial Analytics | 15 - 20 |
| Total number of places | 100 |

- 1.4.4. The Current Grade Point Average – CGPA (as described in Clause 4.6) for field selection will be calculated based on the weighted grade points earned by the student averaged over the total credits of the modules taken up to the completion of Semester 3. Grade points for any missed modules are taken as zero in this calculation independent of the eligibility for academic concession.
- 1.4.5. Further, in situations where a number of applicants with the same CGPA compete for a lesser number of vacancies for a particular field of specialization, then the allocation of the field of specialization among these equal rankers will be based on the performance in the module(s), weighted as per credit rating, indicated against the field of specialization in question, as given in Table 2.

Table 2: Tie-breaking Modules for Field Selection

| Field of Specialization | Module(s) |
|-----------------------------|--|
| Business Analytics | DA1420 Mathematical Methods for Business - II DA2110 Probability and Statistics for Business - II |
| Business Process Management | DA2310 Management Information Systems DA1110 Probability and Statistics for Business - I |
| Financial Analytics | DA1420 Mathematical Methods for Business - II DA2410 Mathematical Methods for Business - III |

- 1.4.6. In case a student is eligible for an academic concession which may be given for medical reasons and other compelling reasons in accordance with Clause 4.10, the following will apply:

¹ There will be minimum number of students admitted to ensure operational feasibility of each specialization.

- 1.4.6.1. If a student is granted an academic concession for the entire Semester 1, 2 or 3, he/she shall join the next intake of students entering the Faculty as a first attempt candidate and the semester so completed will be considered together with already completed other semesters for the purpose of calculating SGPA and CGPA as specified in Section 4.4 and Section 4.6.
- 1.4.6.2. If the student is eligible for an academic concession for one or more modules of the end-of-semester written examination of Semester 1, 2 or 3, he/she can:
 - 1.4.6.2.1. Accept the field of specialization allocated to him/her, in accordance with Clause 1.4.5.
 - 1.4.6.2.2. In such case, the student is required to sit for all the missed modules at subsequent end-of-semester written examinations, with those modules for which academic concession has been obtained as a first attempt candidate.
 - 1.4.6.2.3. Request to sit an entire end-of-semester written examination with the next intake of students as a first attempt candidate.
- 1.4.7. In case a student has missed any part of an end semester examination of Semester 1, 2 or 3, but is not considered eligible for an academic concession, in accordance with clause 4.10, any modules missed will be considered as failed or incomplete in accordance with Section 4.3.

1.5. Change of Field of Specialization

- 1.5.1. Transfer from an assigned field of specialization to another would only be permitted within one week of assigning the fields of specialization.
- 1.5.2. Transfer from a field of specialization would be permitted only in case:
 - 1.5.2.1. A student is offered a placement in the field of specialization of a preferred choice due to a vacancy arising therein, or
 - 1.5.2.2. A student chooses to transfer to a field of specialization wherein there is an unsought vacancy.

2. Programme of Study

2.1. Programme Details

- 2.1.1. The programme of study leading to the award of the BSc Hons degree consists of eight academic semesters (designated as Semester 1 to Semester 8) and a period of industrial placement during four academic years.

- 2.1.2. Prior to the commencement of the programme of study, a pre-academic term is incorporated to prepare the students for more effective learning in the academic programme.
- 2.1.3. Normal duration of academic teaching in a semester is 15 weeks and minimum duration of industrial placement is 16 weeks. The balance period is for examinations and vacations.
- 2.1.4. Modules are categorized into four levels of academic progression (1 to 4).
- 2.1.5. Prerequisites for a module can only be from a lower level of academic progression. However, co-requisites from the same level may be allowed provided that the relevant module(s) is/are being offered to all relevant students.
- 2.1.6. The programme of study comprises of the following components:
 - 2.1.6.1. Eight academic semester Business Science programme with common first three semesters and five semesters with course modules offered under each specialization.
 - 2.1.6.2. An industrial placement within the specialization programme,
 - 2.1.6.3. Any other work including field studies, training modules or projects that may be specified for a given field of specialization.

2.2. Academic Calendar

The academic calendar will usually be two semesters, each of 20-week duration (including time for examinations and a reading week) during an academic year. An academic year starts with the commencement of any odd numbered academic semester and ends at the end of the next even numbered semester.

2.3. Course Modules

- 2.3.1. Modules are either compulsory or elective (with partial requirements) or optional (no specific requirements).
- 2.3.2. The fields of specialization have compulsory modules, optional and/or elective modules. These modules are normally intended to be taken over Semesters 4 to 8.
- 2.3.3. Specialization modules may have prerequisites that need to be completed prior to registering for those modules.

2.4. Credits

- 2.4.1. Each module is assigned a credit value representing the volume of learning.
 - 2.4.1.1. For a typical module extending over one semester, one credit is given for each hour of academic lectures per week or two hours of assignments such as tutorials, laboratory work, field work or design work per week.

- 2.4.1.2. The industrial placement of minimum 16 - week duration is assigned non-GPA six (06) credits.
- 2.4.1.3. Modules that cannot be covered under 2.4.1.1 and 2.4.1.2 above, such as design projects, other projects and other specified course work and camps are assigned credit values commensurate with the respective workload.
- 2.4.2. The modules offered in a given semester and the number of credits assigned to each module will be determined by the Faculty. Students will be duly informed on these details ahead of the commencement of that semester.

2.5. Academic Load and Level of Academic Progression

- 2.5.1. The academic load of a student (norm) in a semester differs depending on the specialization to which the student belongs, but should normally comply with the following:
 - 2.5.1.1. The total credit requirements of Semesters 1, 2, and 3 should be within 50 - 55 credits.
 - 2.5.1.2. The total credit requirement from Industrial placement is 6 credits.
 - 2.5.1.3. The total credit requirement in each of the remaining semesters, in general, should lie within 18±3.
- 2.5.2. Irrespective of the norm, maximum credits (i.e. upper limit) a student could register for a semester is 27 credits.
- 2.5.3. There is no lower limit for the credit requirement in a particular semester, however if a student deviates from the norm for a semester, it should be done with the consent of the Academic Coordinator.
- 2.5.4. In order to consider a student as full-time, the minimum requirement is 12 Credits in a semester. This limit is considered for Dean's List, Scholarships, etc. Students on industrial placement are also considered as full time.
- 2.5.5. The credits per module are normally restricted to 2 to 4 credits, other than projects, training, camps or similar modules.
- 2.5.6. Students are required to register for modules to satisfy normal academic load specified by the respective department in any semester. However, with the consent of the relevant Academic Coordinator, a student may be permitted to deviate from the norm within the specified credits limits. The additional modules may include the previously taken modules repeated for purposes of passing or upgrading of final grade.
- 2.5.7. The academic progress of a student may be determined by the total number of credits he/she has earned by the end of preceding semester as given in Table 3:

Table 3: Credit Requirement for Academic Progression

| Level of Academic Progression | Total (Cumulative) Credits |
|-------------------------------|----------------------------|
| 1 | ≤ 30 |
| 2 | Over 30 |
| 3 | Over 65 |
| 4 | Over 100 |

However, level of academic progression does not restrict the continuation of the student to a subsequent semester unless restricted by other conditions as specified in the Clause 4.5.

3. Registration

3.1. Academic Coordinators

- 3.1.1. An Academic Coordinator will be appointed for each semester from among the members of the academic staff of the Faculty.
- 3.1.2. The student is required to consult and obtain the consent of the respective Academic Coordinator prior to applying for registration at the beginning of each semester.
- 3.1.3. The student is also required to consult and obtain the Academic Coordinator's consent prior to changing academic load after registration and obtaining leave from academic activities.

3.2. Registration for each Academic Year and Semester

- 3.2.1. At the commencement of each academic year, students are required to complete a registration form and pay any fees as may be required by the university.
- 3.2.2. Students are required to register for modules that they wish to follow in the semester through the on-line registration system, in consultation with the Academic Coordinator.
- 3.2.3. Once the module registration period is over, Undergraduate Studies (UGS) division will send to the department a printed copy of the initial module registration details to be displayed on the notice board.
- 3.2.4. At the commencement of the Semester, two weeks of Add/Drop period will be given for students to do necessary changes to their initial module registrations as per clause 3.3.

- 3.2.5. UGS division will send the final module registration details to the departments after Add/Drop period for confirmation by the students.
- 3.2.6. In situations where, the number of applicants for an optional or elective module is more than the number of places available, such places would be allocated on the basis of the SGPA of the applicants or any other suitable criteria approved by the Faculty and the field of specialization of the applicants until all places are filled. In case when registration for a module is not possible, the student is expected to register for alternative module(s).
- 3.2.7. In situations where a compulsory module is repeated in both semesters of the same level of academic progression, the respective department offering the module would allocate applicants for each semester.
- 3.2.8. A student repeating the end-of-semester written examination or the continuous assessment of a module is required to complete the repeat registration prior to the end of the Add/Drop period of the respective semester, and if necessary, register for that academic year.
- 3.2.9. Each student is responsible for the completeness and accuracy of his/her module registrations and for registering prior to the set deadlines.
- 3.2.10. It is also the responsibility of the student to plan and select the modules as may be required to satisfy graduation requirements and the award of a Minor that he/she may seek.
- 3.2.11. A student, who has successfully completed the graduation requirements set out in Clause 5.2, will not be permitted to register for any new module(s). However, upgrading of modules as per clause 4.3.3 may be permitted on written application by the student.

3.3. Changes to Modules Registration

- 3.3.1. A student who wishes to de-register from a module should do so within the Add/Drop period of that semester with the consent of the Academic Coordinator.
- 3.3.2. De-registration of compulsory modules, even during the Add/Drop period, will be allowed only under exceptional circumstances and should be approved by the Senate on the recommendation of the Head of the Department and the Dean of Faculty of Business. Such compulsory modules must be subsequently completed in order to be eligible for the award of the Degree.
- 3.3.3. Discontinuing a module after the Add/Drop period will not be allowed and will be considered as an attempt, even if the student does not face any assessments and/or examinations in that module.

- 3.3.4. A student, who wishes to take an additional module or a replacement for a deregistered module, may do so within the Add/Drop period of the semester. In either case, the consent of the Academic Coordinator would be required for the change. Under exceptional circumstances, late registration may be permitted by the Faculty, with the concurrence of the lecturer in charge of the module and the Head of the Department.

3.4. Withdrawal of a Module Registration

- 3.4.1. A student can request to withdraw from a module after the Add/Drop period under the following conditions:
- 3.4.1.1. The relevant Academic Coordinator and the Head of the Department that offers the module should recommend the request;
 - 3.4.1.2. Requests for withdrawal will not be entertained for compulsory modules and modules for which registration was done on competitive basis;
 - 3.4.1.3. Withdrawn modules will appear in the transcript as "Withdrawn";
 - 3.4.1.4. Withdrawal requests should be made before the last day of classes of the relevant semester;
 - 3.4.1.5. Module(s) cannot be added in place of the withdrawn module(s);
 - 3.4.1.6. If a student later decides to register for a withdrawn module, he/she will be considered as a repeat candidate with an F grade for that module; and
 - 3.4.1.7. The grade is not counted in the calculation of the SGPA.
- 3.4.2. Such requests for withdrawal should be approved by the Senate on the recommendation of the respective Head of the Department that offers the module and the Dean/ Faculty of Business.

3.5. Leave from Academic Activities

- 3.5.1. The following categories of leave from academic activities are available to students: (a) Leave for Long Durations and (b) Leave for Short Durations, complying with the conditions specified in clauses 3.5.2 to 3.5.9.
- 3.5.2. Leave for Long Duration: A student may apply for this category of leave, when he/she has to be away from academic work for a longer period due to medical reasons or circumstances deserving compassionate consideration. The duration of leave a student could apply under this category is a combination of full academic semesters and/or terms subject to the maximum limit of one academic year.
- 3.5.3. Leave for Short Duration: A student may apply for this category of leave, when he/she has to be away from academic work for a short period for compelling

reasons including but not limited to conferences, competitions, sports, community services, company start-ups, family commitments and medical grounds. Maximum duration a student could obtain under this category is 15 working days per semester. It is the student's responsibility to consult the respective examiners in order to make sure that the leave obtained does not affect any of his/her Continuous Assessment requirements.

- 3.5.4. Leave will be granted according to Clause 1.02 of By-Law No. 14 (By-Law related to Conditions of Residence and Discipline of Students).
- 3.5.5. In case of a student traveling abroad, the Vice Chancellor upon the recommendation of the Senate may grant leave.
- 3.5.6. Any approved Leave for Long Duration will add-on to the minimum period for the completion of the Degree.
- 3.5.7. Only Leave for Long Duration granted under medical grounds will add-on to the maximum period for the purpose of awarding classes and the maximum period for the completion of the Degree.
- 3.5.8. Under exceptional circumstances, the Vice Chancellor upon the recommendation of the Senate may grant Leave for Long Duration for circumstances beyond the provisions of Clause 3.5.2. The Senate may also recommend the period of leave granted be added-on to the maximum period for the purpose of awarding classes and the maximum period for the completion of the Degree.
- 3.5.9. All leave which fall during end-of-semester/term Written Examinations will be granted according to By-Law No. 15 (By-Law for Conduct of Examinations); and the student shall apply separately for the same following the guidelines therein.

4. Evaluation of performance

4.1. Participation of the Programme

- 4.1.1. The study programme is conducted on full-time basis and satisfactory participation of the course is a compulsory requirement.
- 4.1.2. A student is deemed to have satisfactory participation if he/she has attended all lectures, assignments including laboratory work, tutorials, quizzes, presentations, term papers or similar activities, project work, training, camps and similar activities to the satisfaction of the relevant lecturers in charge.
- 4.1.3. It is the responsibility of the student to submit module assignments, course works, reports, and similar documents before the deadlines stipulated by the lecturer in charge of the module.

- 4.1.4. If a student is required to be away from the academic work, he/she shall apply for leave in accordance with the clause 3.5.

4.2. Evaluation

- 4.2.1. The performance of each student in each module will be evaluated by continuous assessment (CA) and end-of-semester written examination (WE).
- 4.2.2. The Senate on the recommendation of the Faculty of Business will approve the examiner(s) and assign a moderator for each module conducted in a semester.
- 4.2.3. CA component in a module normally carries a weightage of not less than 30% and not more than 60% of the total marks, except in training placement, camps, research projects and other similar modules, where end-of-semester WE may be replaced by another form of end-of-module evaluation and for which prior approval must be obtained from the Senate.
- 4.2.4. The continuous assessment of a student may be based on a specified combination of assignments including laboratory work, tutorials, quizzes, demonstrations, presentations, term papers and participation in the course activities.
- 4.2.5. Weightage of each of the components used in the determination of the final grade for each module must be clearly conveyed in writing to the students by the examiner at the commencement of each module along with the outline of the module. For repeat candidates, the current weightage of each component of the module should be used in determining the final grade.
- 4.2.6. The eligibility of the candidates to sit for end-of-semester WE is based on the satisfactory participation of the course. At the end of semester, the eligible list of students of each module in that semester will be sent to the Examination Division by the lecturer in charge of the module through the Head of the Department.
- 4.2.7. All Candidates should obtain at least 35% from each of CA and WE components to pass a module.
- 4.2.8. If only one of the components is passed, the student has to complete only the remaining component as a repeat candidate in the next attempt to complete the module. The marks obtained for the passed component will be kept on records and taken to determine the grade at the repeat attempt.
- 4.2.9. The students failing both CA and WE receive an F grade and should re-do both components in order to upgrade the result.
- 4.2.10. The highest grade obtainable at a repeat attempt is the grade C except when an Academic Concession has been granted.

4.2.11. A Board of Examiners, appointed by the Council, comprising examiners and moderators of all the modules relevant to a particular semester of the programme or a field of specialization, will meet at the end of that semester to decide on the performance and the academic standing of each student registered for that semester of the programme or field of specialization.

4.3. Grading System

4.3.1. Letter grades based on the Grade Point system and corresponding description, as illustrated in Table 4, will be used to express the performance at each module.

Table 4: Grade Point System

| Benchmark Percentage | Grade | Grade Point | Description |
|--|-------|-------------|-------------------------------------|
| 85 and above * | A+ | 4.2 | |
| 75 to 84* | A | 4.0 | Excellent |
| 70 to 74* | A- | 3.7 | |
| 65 to 69* | B+ | 3.3 | |
| 60 to 64* | B | 3.0 | Good |
| 55 to 59* | B- | 2.7 | |
| 50 to 54* | C+ | 2.3 | |
| 45 to 49* | C | 2.0 | Pass |
| 40 to 44* | C- | 1.5 | Weak Pass |
| 35 to 39* | D | 1.0 | Conditional Pass |
| Both WE and CA components 34 and below | F | 0.0 | Fail |
| Only WE component 34 and below | IWE | 0.0 | Incomplete - Written Examination |
| Only CA component 34 and below | ICA | 0.0 | Incomplete - Continuous Assessments |
| | N | 0.0 | Academic Concession |
| | W | 0.0 | Withdrawn |

* Both WE and CA components not less than 35%.

- 4.3.2. Benchmark percentages are given for the guidance of the examiner and may be changed upwards or downwards by the moderator in consultation with the examiner in accordance with faculty guidelines.
- 4.3.3. The letter grades shall satisfy the following criteria:
- 4.3.3.1. The grade D or above is required to earn credit for a module.
 - 4.3.3.2. A student failing either CA or WE, receives an incomplete grade ICA or IWE, and is required to repeat only the failed component.
 - 4.3.3.3. A student failing both CA and WE receives an F grade and must repeat both components. The maximum grade awarded for repeating a module will be a C and it will be used for calculating Semester Grade Point Average (SGPA).
 - 4.3.3.4. Grade N signifies Academic Concession granted with the approval of the Senate, in the event a student is unable to sit for the WE due to illness or other compelling reason accepted by the Senate. In such instances the student must make an appeal, with supporting documents as per By-Law 15, to the Dean for an Academic concession strictly following the procedures laid out by the Senate. CA component can be carried forward to the next examination as the first attempt. The grade is not counted in the calculation of the SGPA.
 - 4.3.3.5. Grade W indicates a module withdrawn by the student with the approval of the Faculty and the Senate. The grade is not counted in the calculation of the SGPA. If a student later decides to register for a withdrawn module, he/she will be considered as a repeat candidate with an F grade for that module.
 - 4.3.3.6. The grades F, I, D or C- can be improved up to a C grade and considered for calculating Semester Grade Point Average (SGPA).
 - 4.3.3.7. Students who wish to upgrade need to complete their examinations and obtain the upgraded grade before the relevant final board of examiners.
- 4.3.4. The grade achieved for each module will be entered on the student's permanent record. Any subsequent upgrade to any grade will override the grade obtained at a previous attempt in the permanent record.

4.4. Semester Grade Point Average

- 4.4.1. The calculation of the SGPA will be based on the summation of Grade Points earned for all modules registered for credit (except those awarded with academic concession or withdrawn) in a semester weighted according to number of credits as per the following formula.

$$SGPA = \frac{\sum n_i \times g_i}{\sum n_i}$$

Where n_i is the number of credits for the i^{th} module in a given semester and g_i is the grade points earned for that module.

4.4.2. The SGPA is rounded to the nearest second decimal place.

4.4.3. The SGPA is reported on Statement of Results that may be issued for each semester.

4.5. Unsatisfactory Standing and Academic Probation

4.5.1. If the student's SGPA falls between 1.50 and 1.99 the student will be placed on Academic Warning.

4.5.2. Any student with a SGPA less than 1.50 will be placed on Academic Probation.

4.5.3. Academic Probation and/or Academic Warning may be withdrawn when the relevant SGPA is upgraded to 2.00 or more.

4.5.4. A student on Academic Warning or Academic Probation who falls into one of the following categories due to failure to upgrade the SGPA will not be permitted to register for a new module until the SGPA improves as required.

4.5.4.1. SGPA < 1.50 in any two semesters. (02 Academic Probations)

4.5.4.2. SGPA < 1.50 in any semester (01 Academic Probation), and $1.50 \leq \text{SGPA} < 2.00$ in any two semesters (02 Academic Warnings).

4.5.4.3. $1.50 \leq \text{SGPA} < 2.00$ in any four semesters (04 Academic Warnings).

4.6. Current Grade Point Average

4.6.1. The Current Grade Point Average (CGPA) describes a student's current standing in terms of all modules registered for credits up to given point of time weighted according to the grades assigned to each module.

4.6.2. The weightage for each semester is taken as uniform for the calculation of CGPA.

4.6.3. In calculating the CGPA for the purpose of field selection, Semester 1, 2, and 3 will be considered.

4.7. Overall Grade Point Average

The OGPA is the final standing of the student calculated on the basis of SGPA of all the registered modules.

4.8. Non-GPA Modules

4.8.1. Of the total requirement for graduation, minimum of 08 credits should be earned through modules designated as Non-GPA modules.

4.8.2. Sixteen weeks (16 weeks) of industrial training carries 6 Non-GPA credits.

4.8.3. The grades earned for Non-GPA modules will not be taken for the purpose of calculating the CGPA, SGPA, OGPA, or in the award of Classes.

4.9. Award of Classes

4.9.1. Awarding of Classes is determined at the completion of all the graduation requirements within five academic years. Overall GPA as indicated in Table 5 will be used for awarding of Classes.

Table 5: Award of Classes

| Overall GPA | Academic Standing (Class) |
|-----------------|------------------------------|
| 3.70 - or Above | First Class |
| 3.30 - 3.69 | Second Class -Upper Division |
| 3.00 - 3.29 | Second Class -Lower Division |
| 2.00 – 2.99 | Pass |

4.10. Academic Concession

4.10.1. A student who has missed a WE or any other course requirements because of illness or other compelling reason may appeal with supporting documents to the Dean for an Academic Concession for the approval of the Senate. In case of a written examination, the student should submit an application with supporting documents within the time period specified under the clause on:

Absence from Examination of By-Law No. 15: Conduct of Examination from the date of an examination. In instances where a student misses any other course activity such as CA, the student should submit the application with supporting documents before the last date of academic activities of the relevant semester.

4.10.2. In case where a student requests for an academic concession for Semester 1, 2, or 3 for the purpose of field selection, such decision shall be taken by the Medical Appeals Board subject to approval of the Senate.

4.11. Dean's List

Full time undergraduate students who achieve a SGPA of 3.80 or higher, and have completed at least the minimum number of Credits on a letter grade basis during the semester considered, have no I or F grades, and have no disciplinary action against them will be recommended by the Board of Examiners to be included in the Dean's List and such a placement will also be noted on the student's transcript.

5. Graduation requirements

5.1. Minimum Residence Requirement

A student enrolled for the BBSc Hons degree has to follow a programme of study as a full time student for a period extending over a minimum of four academic years.

In the case of transfer students this would be a minimum of two years depending on the semester of enrollment.

5.2. Credit Requirements

A candidate should satisfy the following requirements in order to be admitted to the BBSc Hons degree:

- 5.2.1. A minimum total of 150 credits subject to a minimum of 130 GPA credits and a minimum of 20 non-GPA credits from among the modules specified for that field of specialization.
- 5.2.2. Completion of any other mandatory requirements prescribed by the Faculty.
- 5.2.3. A minimum Overall GPA of 2.00.
- 5.2.4. Credit requirements specified in the curriculum approved for the specialization by the Senate.

5.3. Maximum Allowed Duration of Study

- 5.3.1. A candidate will not qualify for the award of the BBSc Hons degree if the graduation requirements given are not satisfied within eight academic years from the date of first registration.
- 5.3.2. Under Medical Grounds the Senate may grant permission to extend the duration of study beyond the maximum allowed duration by an amount not exceeding the approved leave on medical grounds.
- 5.3.3. Under exceptional circumstances other than Medical Grounds, the Senate may grant permission to extend the maximum allowed duration of study by not more than one additional year on the recommendation of the Faculty.



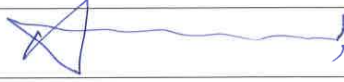

5.4. Modules from Other Institutions

- 5.4.1. Normally students are expected to complete their programmes through modules taken at the University of Moratuwa. Students who wish to take a module elsewhere should obtain written permission from the Faculty of Business before registering for the course, to ensure that it is acceptable for credit.
- 5.4.2. It is the responsibility of the student to ensure that an official transcript of grades is forwarded directly to the Senior Assistant Registrar (Examination and Registration) of the University of Moratuwa in order that the appropriate grade be recorded.

5.4.3. To receive credit, normally, a minimum grade of C (equivalent to at least 45%) must be obtained for a module.

6. Effective date of award

The effective date of the award of the degree shall be reckoned as the last day of the month following the satisfactory completion of the graduation requirements, as confirmed by the Senate, and set out in Section 5 of this performance criteria.

| Name | Signature |
|--|--|
| Prof. A.S.Karunananda (Chairman) Computational Mathematics |  |
| Prof. P.G.V.Dias (Member) Department of Computer Science & Engineering |  |
| Dr. R.M.K.U.Rajapaksha (Member) Department of Architecture |  |
| Dr. B.H.Sudantha (Member) Department of Information Technology | |
| Dr. W.D.A.S.Rodrigo (Member) Department of Electrical Engineering | |
| Dr. V.P.T.Jayawardana (Member) Department of Industrial Management |  |
| Dr. E.N.D.Silva (Member) Department of Building Economics | |