University of Moratuwa, Sri Lanka

Performance Criteria for the

B.Sc. in Transport & Logistics Management

Honours Degree Programme

In the

Faculty of Engineering

CONTENTS

1.   ADMISSION

1.1   *Admission Requirements*

1.1.1   The admission requirements to the Degree of Bachelor of Science in Transport & Logistics Management Honours Programme (abbreviated BSc (T&LM) 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 would be admitted to this programme.

1.2   *Provisions to Transfer from another University*

At present the Faculty of Engineering of the University of Moratuwa does not have provisions for students admitted by the UGC to any other programme to transfer to the Transport and Logistics Management degree programme as no other similar programmes are offered.

2.   PROGRAMME OF STUDY

2.1   *Programme Details*

2.1.1   The programme of study leading to the BSc (T&LM) Hons degree comprises the following components:
   (i)   An academic programme extending over eight semesters (designated as Semester 1 to Semester 8) over four academic years.
   (ii) Common programme extending over the first six semesters (Semester 1 to Semester 6), An industrial placement within the common programme.
   (iii) Specialized areas of study, with the option of a focused area, extending over Semester 7 and Semester 8.
   (iv) Any other work; camp, training modules or projects that may be specified for the programme.

2.1.2   The normal duration of academic work (including reading weeks, examinations) in a semester is 18 weeks and the minimum duration of industrial placement is 24 weeks.

2.2   *Academic Calendar*

2.2.1   The academic calendar will usually consist of two semesters 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.

2.2.2   The academic calendar will be available on the Faculty website.

2.3   *Modules*

2.3.1   Modules are categorized into four levels of academic progression (1 to 4).

2.3.2   Modules are either compulsory or elective (with partial requirements) or optional (no specific requirements).

2.3.3 Modules may have pre-requisites that need to be completed prior to registering for those modules. There are no pre-requisites for any module offered in Semester 1.

2.3.4 Pre-requisites for a module may 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.

2.4 *Credits*

2.4.1 Each module is assigned a credit value representing the student's workload.

    (i) 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.

    (ii) The industrial placement of 24 weeks duration is assigned six credits. Any extra length of industrial placement will not be assigned additional credits.

    (iii) Modules that cannot be covered under (i) and (ii) above, such as design projects, other projects and other specified course work and camps are assigned credit values proportionate to 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, details of which are available in the curriculum of the programme.

2.4.3 Number of credits per module is normally 3 (+/- 1) and restricted to integer values.

2.4.4 Modules specific to the programme is recommended to have a credit value of 3 or above and projects, trainings, camps or similar modules will always have a higher credit rating.

2.5 Academic Load

2.5.1 The academic load of a student (norm) in a semester differs, but should normally comply with the guidelines specified by the Faculty Board. Faculty guidelines are given in Annexure 1: Academic load of a student.

2.5.2 Irrespective of the norm specified for any Semester, the maximum number of credits (i.e. upper limit) a student could register during any semester is 27 credits.

2.5.3 In order to consider a student as full-time, the minimum requirement is 12 Credits in a semester, unless otherwise specified by the Faculty, as given in Annexure 1 Academic load of a student. This limit is considered for scholarships, semester-based awards, etc. Students on industrial placement are also considered as full time.

2.5.4 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 Semester Coordinator.

2.5.5 Students are required to register for modules prior to the commencement of the semester (meeting the specified deadline) to satisfy normal academic load specified by the respective department in any semester. However, with the consent of the relevant Semester 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

3 REGISTRATION

3.1 *Semester Coordinator*

3.1.1 A Semester Coordinator will be appointed for each semester by the Department from Semester 1 onwards.

3.1.2 The student is required to consult and obtain the consent of the respective Semester 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 Semester Coordinator's consent prior changing academic load after registration or 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 register and pay any fees as may be required by the university.

3.2.2 Students must register for modules that they wish to follow during a semester through the on-line registration system, in consultation with the Semester Coordinator.

3.2.3 At the end of module registration period, the Undergraduate Studies (UGS) division will send a printed copy of the initial module registration details to the Department.

3.2.4 An "Add-Drop period" of specified length will be given at the commencement of a semester to change module registrations as per clause 3.3.1. The length of the Add-Drop period will be specified by the Faculty and is usually two weeks.

3.2.5 The UGS division will send the final module registration details to each department after the Add/Drop period, for students to confirm by placing the signature.

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 Current Grade Point Average (CGPA) of the applicants or any other criteria approved by the Faculty and the department. If the registration for a module is not possible, the student has to register for alternative module(s).

3.2.7 In situations where a compulsory module is offered in both semesters of the same level of academic progression, the department 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 or her module registrations as per the student registration procedure set by the Faculty and for registering prior to the set deadlines.

3.2.10 It is the responsibility of the student to plan and select the modules as required to satisfy graduation requirements.

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 and or register for an additional module should do so within the Add-Drop period of that semester in consultation with the Semester 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 Engineering. 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 considered as an attempt, even if the student does not face any assessments and or examinations in that module, unless the module is withdrawn as specified in section 3.4.

3.3.4   A student who wishes to take an additional module or a replacement for a de-registered module may do so within the Add-Drop period of the semester. In either case, the consent of the Semester Coordinator would be required for the change. Under exceptional circumstances, late registration may be permitted subject to a penalty 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 a module after the Add-Drop period subject to the following conditions:

   (i)   The relevant Semester Coordinator and the Head of the Department should recommend the request;

   (ii)   Requests for withdrawal will not be entertained for compulsory modules and modules for which registration was done on competitive basis;

   (iii) Withdrawn modules will appear in the transcript as "Withdrawn", and will not be counted for in the GPA calculations;

   (iv)   Withdrawal requests should be made on or before the last day of classes of the relevant semester.

    (v)   Withdrawal from a module does not form the basis for adding a replacement module at the time of such withdrawal; and

    (vi)   If a student later decides to register for a withdrawn module, he or she will be considered as a repeat candidate with an F grade for that module for first attempt.

3.4.2   Requests for withdrawal should be approved by the Senate on the recommendation of the Head of the Department and the Dean Faculty of Engineering.

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 long 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 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 or 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. The maximum duration a student could obtain leave under this category is 14 working days per semester. It is the student's responsibility to consult the respective examiners in order to make arrangements such that the leave obtained does not affect any of his/her Continuous Assessment requirements.

3.5.4   Leave will be granted according to the By-Law No. 14 (By-Law Related to Conditions of Residence and Discipline of Students).

3.5.5   In the 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 (the minimum period of study will be extended by adding the long-duration leave).

3.5.7   Only Leave for Long Duration granted under medical grounds will be added on to the maximum period for the purpose of awarding classes and the maximum period for the completion of the Degree (the maximum period for award of classes and completion of Degree will be extended by adding only the long-duration medical leave).

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 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 in the Programme

4.1.1　The study programme is conducted on a full-time basis and satisfactory participation in the course is compulsory.

4.1.2　A student is required to have a minimum attendance of 80% in lectures; the student should also complete all assignments including laboratory work, tutorials, quizzes, presentations, term papers, project work, training, camps and similar activities to the satisfaction of the module requirements.

4.1.3　A student who does not satisfy the requirements of clause 4.1.2 is deemed to have unsatisfactory participation.

4.1.4　It is the responsibility of the student to submit module assignments, course work, reports, and similar documents before the deadlines stipulated by the lecturer in charge of the module.

4.1.5　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 Council and Senate on the recommendation of the Faculty of Engineering will approve the examiner(s) and a moderator for each module conducted in a semester.

4.2.2　The performance of each student in each module will be evaluated by continuous assessment (CA) and end-of-semester written examination (WE).

4.2.3　The weightage of each of the components (CA & WE) used in the determination of the final grade for each module is as approved by the Senate. The weightage of each assessment component will be informed to the students at the commencement of each module by the examiner or the department. For repeat candidates, the current weightage of each component of the module should be used in determining the final grade.

4.2.4　The continuous assessment of a student may be based on a specified combination of assignments including laboratory work, tutorials, quizzes, presentations, term papers and participation in the course activities. The CA component in a module normally carries a weightage of not less than 30%(except in Semester 1 for which it is 20%) of the total marks, except in training placement, camps, research projects and other similar modules, where end-of-semester written exam may be replaced by another form of end-of-module evaluation as approved by the Senate.

4.2.5　All candidates should obtain at least 35% from all components of a module to obtain a pass. For modules that do not have a WE component, a 35% from the CA component is required to pass that module.

4.2.6   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. Students failing in either of components CA or WE will receive an I-ca or I-we grade, respectively. The marks obtained for the passed component will be kept on records and taken for the determination of the grade at the repeat attempt.

4.2.7   Students failing both CA and WE receive an F grade, and should re-do both components in order to upgrade the result.

4.2.8   The highest grade obtainable at a repeat attempt is the grade C, except in the following cases:

(i)   When an Academic Concession has been granted for the particular module;

(ii) When the Senate has granted approval for a particular subject module(s) to be upgraded or improved at a repeat attempt to a grade higher than C and has specified the method for computing such grade.

4.2.9   A Board of Examiners, appointed by the Council, comprising examiners and moderators of all the modules relevant to a particular semester of the programme, 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.

4.3 Grading System

4.3.1   Letter grades based on the Grade Point system and corresponding description, as illustrated in Table 1, will be used to express the performance at each module.

Table 1: Grade Point System

Benchmark Percentage	Grade	Grade Point	Description
85 and above *	A+	4.00	
75 to 84 *	A	4.00	Excellent
70 to 74 *	A-	3.70	
65 to 69 *	B+	3.30	
60 to 64 *	B	3.00	Good
55 to 59 *	B-	2.70	
50 to 54 *	C+	2.30	
45 to 49 *	C	2.00	Pass
40 to 44 *	C-	1.70	Weak Pass
35 to 39 *	D	1.00	Conditional Pass
Both WE or CA components 34 and below	F	0.0	Fail
Only WE component 34 and below	I-we	0.0	Incomplete - Written Examination
Only CA component 34 and below	I-ca	0.0	Incomplete - Continuous Assessments
	N	---	Academic Concession
	W	---	Withdrawn

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

4.3.2   The benchmark percentages are given for the guidance of the examiner and may be amended by the examiner and the moderator in consultation with each other in accordance with Faculty guidelines.

4.3.3   The letter grades shall satisfy the following criteria:

(i)   The grade **D** or above is required to earn credit for a module.

(ii)   A student failing either CA or WE will receive an incomplete grade **I** (either **I-ca** or **I-we**), and is required to repeat only the failed component.

(iii)   Failing both CA and WE receives an **F** grade, and must repeat both components. The maximum grade awarded for repeating a module will be as per clause 4.2.8 and will be used for calculating Semester Grade Point Average (SGPA).

(iv)   The grade **N** signifies Academic Concession granted with the approval of the Faculty, 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, to the Dean of the Faculty for an Academic concession strictly following the procedures laid out by the Senate. The 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.

(v)   The 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 or she will be considered as a repeat candidate with an F grade for that module.

(vi)   The grades **F**, **I**, **D** or **C-** can be improved up to a **C** grade, and in specific instances defined by clause 4.2.8 to a grade higher than **C** and considered for calculating (SGPA). Students who wish to upgrade, need to complete the module requirements 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   All GPA modules are accountable for calculating the Grade-Point Average.

4.4.2   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 ith module in a given semester and g_i is the grade points earned for that module.

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

4.4.4 The SGPA is reported in Statement of Results that may be issued for each semester.

4.5 *Unsatisfactory Standing and Academic ~~Probation~~ Progression*

4.5.1 Students whose SGPA falls between 1.50 and 1.99 will be placed on Academic Warning.

4.5.2 Students 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 Students 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.

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

    (ii)   SGPA < 1.50 in any semester (01 Academic Probation), and

            $1.50 \leq$ SGPA < 2.00 in any two semesters (02 Academic Warnings).

    (iii) $1.50 \leq$ 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 in time, weighted according to the grades assigned to each module.

4.6.2 Uniform weightage is given for each semester for the calculation of CGPA.

4.7 *Overall Grade Point Average*

4.7.1 The Overall Grade Point Average OGPA is the final standing of the student calculated on the basis of CGPA of all the registered modules.

4.8 Non-GPA Modules

4.8.1 Of the total credit requirement for graduation, a maximum of 15 credits could be earned through modules designated as Non-GPA (NGPA) modules as indicated in the senate approved curriculum for the programme.

4.8.2 Six NGPA credits should be earned from the 24 weeks of Industrial Training.

4.8.3 The grades earned for NGPA modules will not be taken for calculation of the SGPA, CGPA, OGPA or in the award of Classes.

4.9   Award of Focus areas

4.9.1   Focus Area allows a student to explore a concentrated area of study within the degree programme. The minimum total credits requirement of specific core module to qualify for a Focus Area is 12, in addition to the project. The Faculty may specify the group of core modules, the successful completion of which will make the applicant eligible to be awarded a focus area within the degree programme.

4.9.2   The award of each focus area will be based on the completion of at least 18 credits of the programme content in that area of study, and should comply with the following:

(i)   Research Project of 06 credits, the relevance of which for a given focus area is to be determined by the Department,

4.9.3   Students will also qualify for the award of the BSc (T&LM) Hons degree without a focus area by completing at least 18 credits of the programme, and should comply with the following:

(i)   Research Project of 06 credits,

(ii)   At least 12 credits from a specified set of modules, which include elective modules and optional modules as specified in the curriculum approved by the Senate.

4.10   Award of Classes

4.10.1   Awarding of Classes is determined upon the completion of all the graduation requirements within five academic years, with an OGPA as indicated in Table 2.

Table 2: Award of Classes

Overall GPA	Academic Standing
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

4.10.2   For a student considered under clause 3.5 and/or a student with exceptional circumstances, who has satisfied the OGPA requirement but has taken longer than five academic years to complete the course requirements may be deemed to be eligible for the award of a BSc (T&LM) Hons degree with a class by the Senate on the recommendation of the Faculty.

4.11 Academic Concession

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 of the faculty for an Academic Concession for the approval of the Senate.

(i)   In case of an end semester written examination, the student should submit an application with supporting documents within the time period specified from the date of an examination, under the clause on Absence from Examination of By-Law No. 15: Conduct of Examination.

(ii)   When 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.

4.12   Dean's List

Full time undergraduate students, as specified by the clause 2.5.3, who achieve the following will be recommended by the Board of Examiners to be included in the Dean's List and such a placement will appear on the student's transcript:

(i). ~~An~~ SGPA of 3.80 or higher and have completed a minimum of 12 GPA Credits on a letter graded basis during the semester considered, have no **I** or **F** grades for any module, whether GPA or NGPA, and have no disciplinary action against them;

(ii). ~~An~~ SGPA of 3.80 or higher in Semester 6 and have completed a minimum of 05 GPA Credits on a letter graded basis during the semester, obtained a minimum grade of **A-** for Industrial Training, have no **I** or **F** grades for any module, whether GPA or NGPA, and have no disciplinary action against them.

~~Those~~ Students on academic concession also need to earn the minimum number of credits to be considered for the Dean's List for the semester for which academic concession has been obtained. Those who obtain an improved grade/ grades subsequently, by repeating a module(s), will not be placed in the Dean's List.

5   GRADUATION REQUIREMENTS

5.1   Minimum Residence Requirement

A student enrolled for the BSc (T&LM) 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.

5.2   Credit Requirements

A candidate should satisfy the following requirements in order to be admitted to the BSc (T&LM) Hons Degree:

5.2.1   A minimum total of 150 credits including a minimum of 135 GPA from the modules specified for the programme.

5.2.2   Credit requirements specified in the Senate approved curriculum for the field of specialization.

5.2.3   A minimum Overall GPA of 2.00.

5.2.4   Completion of any other mandatory requirements prescribed by the Faculty.

5.3 Maximum Allowed Duration of Study

5.3.1   A candidate will not qualify for the award of the BSc (T&LM) 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 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 academic year on the recommendation of the Faculty.

5.4 Modules from Other Institutions

5.4.1   Normally students are expected to complete their programs through modules taken at the University of Moratuwa. Students who wish to take a module elsewhere should obtain written permission from the Faculty of Engineering before registering for such course modules, to ensure that credits earned are acceptable for graduation.

5.4.2   The student is responsible to ensure that an official transcript of grades obtained is forwarded directly to Head of the Examinations Division of the University of Moratuwa in order to be included in the student's performance record. 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 of the satisfactory completion of the graduation requirements, as confirmed by the Senate, and set out in Section 5 of this performance criteria.

Annexure 1 to Performance Criteria:

Academic Load of a student

The academic load of a student (norm) in a semester should normally comply with the following:

   (i)   The total credit requirement in Semester 1 is 16 credits.

   (ii)   The total credit requirement in each of the Semesters 2, 3, 4 and 5, in general, should be within 20±3.

   (iii)   The total credit requirement from industrial placement is 6 credits.

   (iv)   The total credit requirement for Semester 6 should be normally within 10±2.

   (v)   The total credit requirement for Semester 7 and 8, (including work conducted across two semesters such as projects), should be normally between 38±6.

In order to be considered as a full-time student, the minimum requirement is 12 Credits for a semester, except in Semester 6, for which the minimum requirement is 08 Credits.