University of Moratuwa

Faculty of Engineering

Academic Procedures

BSc Eng Hons / BSc (T&LM) Hons

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Undergraduate Studies Division
Faculty of Engineering

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1. General Information

1.1. Academic Coordinator

After the selection of the field of specialization, students will be assigned an Academic Coordinator from among the members of the academic staff of the Department. Students are required to consult and obtain the consent of their respective Academic Coordinator prior to applying for registration, at the beginning of each semester. The students are also required to consult and obtain the Academic Coordinator's consent prior to adding or dropping modules after registration, voluntary leave of absence from the course and change of academic load. A student may appeal to the Dean through the Head of respective department when not in agreement with the Academic Coordinator.(Performance Criteria 2011)

Functions of Academic Coordinator :

- Check whether the academic work load is within the minimum and maximum limits specified. Students are allowed to register for maximum six credits above the normal semester academic load. The additional modules may include previously taken modules repeated for purposes of passing or upgrading the final grade.
- Check whether the total number of timetable hours per week is within acceptable limits (around 30 hours) in addition to the number of credits.
- Check whether the student is under academic warning or academic probation.
- Instruct students to check semester and examination timetables for possible conflicts.
- Check whether the pre-requisites have been fulfilled.
- Advise students to be mindful of any other credit requirements for different fields of specializations.
- Not to allow students to register for additional modules during the Industrial Training period, other than repeating previously taken modules with grades I_{we}, D or C (but not F), subject to the maximum limit.
- Not to make any alteration to the registration after the add/drop period in any circumstances without approval from the Faculty Board.

1.2. Academic Concession

A student who has missed an end-of-semester examination because of illness or other compelling reason may appeal with supporting documents to the Dean for an Academic Concession within one week from the date of an examination, (Performance Criteria 2011). Students need to use the standard form at the Examination Division for making an appeal.

1.3. Academic Load

The academic load of a student in a semester differs depending on the department to which the student belongs, but in general this could vary between 16 to 24 credits. Students are required to register for course modules to satisfy normal academic load specified by the respective department in any semester. A student with the consent of the relevant Academic Coordinator may be permitted to deviate from the norm within the specified credits limits. The additional modules may include previously taken modules repeated for purpose of passing or upgrade of final grade. (Performance Criteria 2011)

It is advisable to check the total number of timetable hours to get a realistic idea about the academic load.

1.4. Academic Year

An academic year is defined as one calendar year period during which academic work for two semesters, each of 22 weeks of duration (including examinations and reading week), is conducted.

1.5. Class size

Any course module with 15 or more registered students at the beginning of the semester is considered as a normal course module and such subjects will be included in the preparation of examination schedule and the semester timetables. Examination date and the lecture room / laboratory spaces will be assigned in consultation with the respective Head of the Department.

A Department may conduct any course module with less than 15 registered students provided the Head of Department is able to find timetable slots and lecture room /laboratory space within the department and the final examination is scheduled within the announced examination period.

Ideal class size is 50 for Lecturers,25 for other classes.

1.6. Dean's List

Full time undergraduate students who achieve a SGPA (Semester Grade Point Average) of 3.80 or higher on letter graded basis, and have completed at least the minimum number of Credits 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. (Performance Criteria 2011)

1.7. Degree

Honours Degree of Bachelor of the Science of Engineering; and Honours Degree of Bachelor of Science in Transport and Logistics Management.

1.8. Degree Abbreviation

BSc Eng Hons and BSc (T&LM) Hons

1.9. Grading System

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

1.10. Grade Point Average

Three different grade point averages have been defined in the performance criterian as follows:

1.10.1. Semester Grade Point Average

The calculation of the Semester Grate Point Average (SGPA) will be based on the summation of Grade Point earned for all modules registered for credit (except those awarded with academic concession) in a semester weighted according to number of credits (see the formula below). The Grade Points Average is rounded to the nearest second decimal place. The Semester Grade Point Average is reported on transcripts, and Statement of Results that may be issued for each semester.

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

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.

1.10.2. Current Grade Point Average

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 and the level of the module.

1.10.3. Overall Grade Point Average

The Overall Grade Point Average (OGPA) is final standing of the student calculated on the basis of CGPA. The OGPA is reported on transcripts and statement of results that may be issued for each semester. (Performance Criteria 2011)

When calculating GPA for field selection, academic concession is considered as zero grade point, and GPA is calculated to the nearest 4^{th} decimal place.

Table 1: Letter Grades based on the 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	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%.

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 continuous assessment (CA) or written examination (WE) receives an incomplete grade **I**, and is required to repeat only the failed component.

iii. 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).

iv. Grade **N** signifies Academic Concession granted with the approval of the Faculty and 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, 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.

v. 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.

vi. The grades **F**, **I**, **D** or **C-** can be improved up to a **C** grade and considered for calculating Semester Grade Point Average (SGPA). Students who wish to upgrade need to complete their examinations and obtain the upgraded grade before the relevant final board of examiners.

The grade at the first attempt or the improved grade earned at a subsequent attempt, if any, will be recorded.

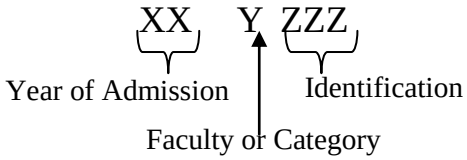
The determination of grade from the Benchmark Percentage will be made according to the ranges as shown above. However, in order to adjust for the relative distribution of marks, the ranges may be modified up or downwards from the benchmark by the moderator for that module in consultation with the examiner, in accordance with Faculty guidelines issued for this purpose.

1.11. Reading Week Break

A 4-5 day period identified towards the middle of a semester during which no academic activities are conducted. Usually this includes a weekend and any public holiday if available.

1.12. Index Number

A six-digit number is assigned to identify students. First two digits of the index number represent the year of admission. Third digit represents the faculty or category of students. Last three digits identify individual students. A letter is appended at the end of the number.



Index numbers assigned for Faculty/Department effective from 2013 intake onwards.

XX0001	-	XX1399	MPR
XX1400	-	XX1549	EM
XX1550	-	XX1699	TM
XX1700	-	XX1849	FD
XX1850	-	XX1999	TLM

Value (Y)	**Faculty or Category**
0,1	Engineering
2,3	Architecture
4,5,6	Information Technology
8	Graduate student

2. Field Selection

2.1. Field of Specialization

There are nine fields of specialisation in the B.Sc. Engineering program. Admission to each field is limited, and is made from students admitted under each category (MPR, EM, TM). The present quotas for each of the respective fields of specialisation under the three categories given below are indicated in the University of Moratuwa student handbook.

- **Category - Engineering (MPR)**
    - Chemical & Process Engineering
    - Civil Engineering
    - Computer Science & Engineering
    - Electrical Engineering
    - Electronic & Telecommunications Engineering
    - Materials Science and Engineering
    - Mechanical Engineering
- **Category - Engineering (Earth Resources Moratuwa)**
- **Category - Engineering (Textiles Moratuwa)**

The selection of students to the fields of specialization under Category-(Engineering-MPR) will be made at the end of Semester 1 of the programme. (Performance Criteria 2011)

2.2. Field Selection

The selection of students to the fields of specialization under Category-(MPR Engineering) will be made at the end of Semester 1 of the programme. While a place in at least one of the fields of specialization is assured for every student advancing to Semester 2, it is not possible to accommodate every student's first choice of field.

Semester Grade Point Average (SGPA) 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 in Semester 1 excluding modules *EL1012-Language Skills Enhancement 1* and *MN1012-Engineering in Context*. This accounts for 14 credits in total. Grade points for any missed modules are taken as zero in this calculation independent of the eligibility for academic concession.

Further, in situations where a number of applicants with the same SGPA compete for a lesser number of vacancies for a particular field, then the allocation of the field among these equal rankers will be based on the performance in the module(s), weighted as per credit rating, indicated against the field in question, as given in Table 2.

Table 2: Tie-breaking Modules for Field Selection

Field of Specialization	Module(s)
Chemical & Process Engineering	CS1032-Programming Fundamentals, MA1013-Mathematics
Civil Engineering	CE1022-Fluid Mechanics, ME1032-Mechanics
Computer Science & Engineering	CS1032-Programming Fundamentals, MA1013-Mathematics
Electrical Engineering	EE1012-Electrical Engineering
Electronic & Telecommunication Engineering	EE1012-Electrical Engineering, MA1013-Mathematics
Materials Science & Engineering	MT1022-Properties of Materials, ME1032-Mechanics
Mechanical Engineering	ME1032-Mechanics

Admission of students to the fields of specialization will be made at the time of registration to the Semester 2 of studies.

Admission of student to specializations of Earth Resources Engineering and Textiles & Clothing Technology will be on the basis of admission by the respective categories to the Faculty of Engineering made by the University Grants Commission.(Performance Criteria 2011)

2.3. Field Selection Process

In order to allocate a field of specialization, each student is required to indicate his/her order of preference (from 1 to 7) for each field in the cage given in the form and return the duly completed form to UGS Division on or before given deadline. If a student gives only limited number of choices and is not qualified to any of them (based on the Semester GPA), he/she will be placed in an appropriate field according to the availability. (*Field Selection Form is attached as Appendix A).*

Thereafter students' choices will be displayed on the UGS notice board and if there are any corrections to the displayed choices (either due to an error in typing, or arising out of a change of mind by the student), it should be reported to UGS Division within the specified time period.

Within a week Field Selection committee will display the final field of specialization list.

2.4. Field Change (only for MPR group)

Transfer from an assigned field (specialisation) to another would only be permitted within two (2) weeks of registration for Level 2. This would be permitted only in cases when:

1. A student chooses to transfer to a field where there is an unsought vacancy, or
2. A student is offered a placement in the field of a preferred choice due to a vacancy arising therein.

3. Curriculum

3.1. Curriculum

Separate curriculums for each specialisation of the B.Sc. Eng. degree program have been prepared by the Faculty and approved by the Senate. Any additional changes/ revisions to the curriculum may be obtained by proceeding through the necessary approval process. Curriculum indicates the course modules available for students following a given specialisation of the degree programme, and the modules are listed in the order of the level of study and grouped according to different categories. Detail syllabuses for each module are available. (*IESL Requirement for an Accredited Engineering Degree is attached in Appendix B)*

The course modules that will be offered in the forthcoming academic semester/year, and any restrictions on student numbers, should be informed to the Faculty well in advance (preferably two months prior to the commencement of the next academic year), and the students must be informed prior to their registrations.

Minor curriculum revisions are allowed at a maximum of one revision per year and major revisions are allowed once in four years. Minor revisions should be submitted four months prior to the commencement of Semester 1. (C*over page of Curriculum Revision Form are attached in Appendix C)*

3.2. Minor, Stream and Focus Area

In some programs of specialization, the Faculty will specify a group of subjects, the successful completion of which will make the student eligible to be awarded a sub specialization within that field of specialization

Within a degree programme of a given Field of Specialization a student may opt for either Stream or Focus Area. In place of the Stream or Focus Area, a student may opt for a Minor offered by the Faculty. Descriptions of Stream or Focus Area and Minor are given below. (Performance Criteria 2011)

Minor allows a student to broaden the knowledge and competencies in a particular area of study outside the Field of Specialization. The minimum total credits requirement of specific core modules to qualify for a minor is 12.

Stream is a path of study designed to orient a student towards a particular area of study within the Field of Specialization. The minimum total credits requirement of specific core modules to qualify for a Stream is 24, in addition to the project and the industrial training.

Focus Area allows a student to explore a concentrated area of study within the Field of Specialization. The minimum total credits requirement of specific core modules to qualify for a Focus Area is 12, in addition to the project.

3.3. Continuous Assessment (CA) and End-of-Semester Written Examination (WE)

A course module is normally evaluated through continuous assessment (CA) and end-of-semester written examination (WE). The percentages of marks assigned for CA and WE components for a course module is defined in the relevant curriculum approved by the Senate.

The continuous assessment (CA) component in a module normally carries a weightage of not less than 30% (except in Semester 1 for which it is 20%) 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.

The continuous assessment of a student may be based on a specified combination including laboratory work, tutorials, quizzes, presentations, midterm examination, term papers, assignments, etc., and the weightage of each of the above components used in the determination of the final grade for each course module should be clearly conveyed in writing to the students by the lecturer/examiner at the commencement of each module along with the outline of the course module.

The eligibility of the candidates to sit for end-of-semester WE is based on the satisfactory participation of the course. Passing of the CA component is not taken as an automatic entitlement to sit for the final examination. 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. Lecturer-in-charge may consider students with poor performance in CA and poor attendance as ineligible to sit for WE.

All Candidates should obtain at least 35% from each of CA and WE components to pass a module.

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 record and taken to determine the grade at the repeat attempt. (Performance Criteria 2011)

Guidelines adopted by the Faculty:

- It is encouraged to conduct any midterm examination or quizzes in a class-room environment.
- SAR/Examination is not responsible for conducting examination for continuous assessment purpose.
- Any midterm examination should be conducted during the week after the mid-term reading week.
- Students should be informed in advance the dates for midterm examination.
- If a midterm examination is conducted, it is preferable not to test extensively at the end-of-semester WE on the subject matter already tested during the midterm examination.
- No single assessment should carry more than 50% of marks allocated for continuous assessments except for situations where Faculty Board approval has been obtained.
- If assignments of any form that require extra time than the timetable allocation are used as continuous assessments, care should be taken to limit the total extra time requirement for all such assignment to approximately 15 hours (0.5 Credits).
- In general, the time allocation (effort required) for individual assignments should be approximately proportional to the marks allocated.
- It is preferable to distribute the continuous assessments throughout the semester.
- It is encouraged to return midterm examination scripts or any other similar submission to students after correction in order for students to appraise their standing.

3.4. Course Module

A course module is a systematic plan of study offered in a given semester or term which may utilize lectures, laboratory work/ field work/ office work, tutorials, presentations, term papers,

independent study or other similar teaching formats to facilitate learning for the student. Each module is assigned a credit value representing the student's workload.

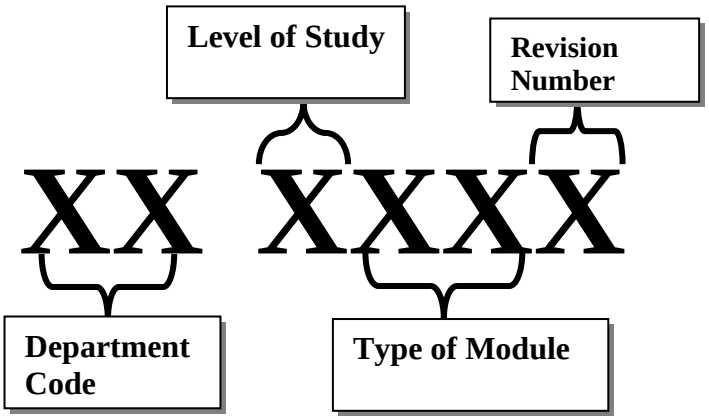
3.5. Credits

Each module is assigned a credit value representing the student's workload. For a typical module delivered within one semester, one credit is given for each hour of academic lectures per week or three hours of tutorials/laboratory/field work or design work per week. The industrial placement is of 21 weeks duration and is assigned six credits (06), while design projects, other specified course works, and field camps are assigned credit values commensurate with the respective workload.

The modules offered in a given semester and the number of credits assigned to each module will be available in the curriculum. Students will be duly informed of this information ahead of the commencement of the relevant semester.

3.6. Module Code

Module codes are used to identify categorized individual course modules. The two letters in the module code represent the Department that offer the particular module. First digit of the code represents the level of study and the next two digits represent the type of the module as follows.



Department Code
CH – Chemical
CE – Civil
CS – Computer
ER – Earth Resource
EE – Electrical
EN – Electronic
MT – Material
ME – Mechanical
MA – Mathematics
MN – Management
TT – Textile
TL – Transport & Logistics
EL – English
DE – Non-technical/Humanities

Level of Study
1 – Level 1
2 – Level 2
3 – Level 3
4 – Level 4

Type of Module

	From
Compulsory	01
Elective	21
Projects	20
Optional	70
Service Courses	80
Unclassified Courses	86
Non GPA	90
Training	99

Revision Number
1, 2, 3 Etc

In addition to the module code two letters are also used to identify the type of the module in the course curriculum. The first letter identifies the type with respect to the Department that offers the particular module and the second letters represent the type with respect to the students in that particular Department.

DEPARTMENT	
Common to all	C
For group of Departments	G
For a given Department	F
Service Module	S

STUDENT	
Compulsory	C
Elective (With Restriction)	E
Optional (No Restriction)	O

3.7. Module Outline

Course outlines should include the tentative lecture and assessment schedule, evaluation criteria and duration of the final examination, text books or references, contact details of the academic staff involved etc. All course outlines should be distributed to students in the class during the first week of the semester after the approval of the corresponding Head of the Department. This enables the students to assess their course load and Heads of Departments to monitor and balance students' work load if necessary. (*Senate approved format of the Module Outline is attached in Appendix D*)
Brief outline of the modules should be submitted for Faculty and Senate approval at a curriculum revision.

3.8. Syllabus

Syllabus for a given course module gives the details about the module. Syllabus normally includes credit norm, pre-requisites, learning objectives and subject outline. Any changes to the syllabus should receive approval of the Faculty and Senate.

3.9. Non-GPA Modules

The requirement for graduation is 150 credits. Of this requirement, minimum of 12 credits should be earned through modules that are designated as Non-GPA Modules. The grades earned at these modules will not be taken for the purpose of calculating the Semester GPA, Overall GPA or in the award of Classes.

3.10. Non-Technical Modules (Humanities)

Students are required to obtain 5 credits from non-technical (humanities) course modules. The objectives of introducing non-technical modules are:

- To understand human behavior, and to work effectively, individually and with others, in serving industry and society;
- To understand culture and contemporary society, and
- To appreciate past events and understand current trends and developments in industry and society

List of non-technical modules available for a given academic year will be made available at the beginning of each academic year by the Dean Engineering in consultation with the Heads of Departments.

4. Semester Registration

4.1. Semester

A period of twenty two weeks of duration that normally includes sixteen weeks of academic work, three weeks of examinations and three weeks of vacation. There are two semesters in a given academic year.

4.2. Offering Modules in the LearnOrg and Confirmation on Students' Module Registration

The modules in the curriculum offered in a particular semester/term should be added to the on-line system of LearnOrg and offered to the student for the registration. The students are required to finalize their modules registration prior to the completion of Add/Drop period. The task, timeline and responsibility are summarized below:

Task	Deadline	Responsibility
1. Add modules to the system based on the Senate approved curriculum	13 weeks prior to commencement of Semester	UGS Division
2. Send a list of modules offered for respective academic year/semester to Heads of Departments	12 weeks prior to commencement of Semester	UGS Division
3. Verify and confirm the list of modules offered for the respective academic year/semester to the UGS Division.	9 weeks prior to commencement of Semester if department does Task 4 10 weeks prior to commencement of Semester if department wants UGS Division to do Task 4	Department/ Semester Coordinator
4. Offer modules to students/service modules to departments (all the modules offered by the Department)	9 weeks prior to commencement of Semester	Semester Coordinator
	10 weeks prior to commencement of Semester	UGS Division
5. Module Registration on-line	7 weeks prior to commencement of Semester	Student
6. Generation and dispatch of Initial Registration List to Department	6 weeks prior to commencement of Semester	UGS Division
7. Display of Initial Registration List	6 weeks prior to commencement of Semester	Department / Semester Coordinator
8. Add/Drop of modules	2 weeks after commencement of Semester	Student
9. Generation and dispatch of Final Registration List to Department	1 weeks after Add/Drop period	UGS Division
10. Confirmation of module registration and return confirmed Final Registration List to UGS Division	2 weeks after receipt of Final Registration List	Department/Semester Coordinator (Signatures by Students)

4.3. Registration Lists

- A summary of module offering would also be made available to each Department at the beginning of a semester, by

- Initial registration list will be prepared at the beginning of each semester (usually 5 weeks before the commencement of semester) based on student registration information and a hard copy will be sent to Heads of Departments to display on the student notice board. (*Format of Initial Registration List is attached in Appendix E)*

- Students are given two weeks to add/ drop with the commencement of the semester.

- Final registration list is sent to departments after add/drop period for confirmation. Department is given one more week to return the final registration list with students' signatures to UGS division.(*Format of Final Registration List is attached in Appendix F)*

- Final class lists and detail mark sheet (for record purpose of continuous assessments) will be issued at the beginning of the fourth week after allowing for change of registration.

4.4. Change of Module Registration

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. 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.

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. 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 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. Student should make the request through the department to Director/ UGS using the appropriate UGS Form. 'Alteration to module registration form' and 'General appeal form' are attached in *Appendix G* and *Appendix H*, respectively.

4.5. Equivalent Modules

Equivalent modules are proposed by the respective Academic Department for discontinued modules with revision of curriculum or in the absence of resources to continue the old modules. A course module has two attributes that need to be considered when proposing the equivalent modulus: (i). Topic coverage based on the course outline of the module, and (ii). Depth of coverage of the topics based on the number of credits of the module.

There are two categories of students associated with equivalent course module recommendations :

Category 1: Students who have to follow the entire module.

Category 2: Students who can be recommended to sit for the WE component only.

Guideline adopted by the Faculty for proposing equivalent modules:

1. If the discontinued module is of GPA category, the equivalent module(s) should also be of GPA category. If the discontinued module is of non-GPA category then the equivalent module(s) should also be of non-GPA category.

2. Every effort should be made to give a repeat examination under the discontinued module code for Category 2 students subject to the condition that the repeat offering rules are not violated.

3. If condition (2) above cannot be satisfied for some valid reason, the students will be considered under Category 1 when equivalent modules are recommended.

4. The equivalent course module(s) should cover about 80% of the content of the discontinued course module.

5. The credit rating of the equivalent module(s) should be within ± 1.0 credits for cases of discontinued modules of 3 or less credits and ±2.0 credits for cases of discontinued modules of greater than 3 credits, subject to the following:

    a. If the credit rating of the equivalent module(s) is at the lower limit of the range, and if the student is in the final year, and if the student does not have adequate credits to graduate, additional modules should be recommended to cover the credit rating of the discontinued module.

    b. If the credit rating of the equivalent module(s) is at the lower limit of the range, and if the student is not in the final year, a recommendation should be made to indicate that it is the student's responsibility to register for an adequate number of credits required for graduation.

    c. If the credit rating of the equivalent module(s) is greater than the upper limit of the range, every attempt should be made to provide a repeat examination if the student falls into Category 2.

6. An equivalent module(s) violating condition (4) can only be recommended for the following cases. In both cases below, the student is considered under Category 1.

    a. An equivalent module(s) satisfying condition (4) does not exist for the discontinued module and a repeat attempt cannot be offered as it violates the repeat examination offering rules (e.g. Number of times a repeat paper can be offered).

    b. Equivalent module(s) exist but the credit rating requirement stipulated in (5) is not satisfied.

7. In case of condition (6), additional module(s) should be determined with the concurrence of the student.

8. Every attempt should be made to find a module of the same category (Compulsory/ Elective/ Optional) as the discontinued module so that the curriculum requirements for graduation are maintained. (‘*Form for request equivalent modules’ in attached in Appendix I)*

9. The cases which do not fall in to any of the conditions above should be evaluated on an individual basis.

4.6. Level of Academic Progression

The academic progress of a student may be determined by the total number of credits a student has earned by the end of preceding semester or term as given below: (Performance Criterion 2011)

Total Credits	Level of Academic Progression
	1
Over 30	2
Over 70	3
Over 110	4

Course modules have also been categorized into four different levels depending the subject content and level of study.

4.7. Unsatisfactory Standing

If the student's SGPA falls between 1.50 and 1.99 the student will be placed on Academic Warning. Any student with a SGPA less than 1.50 will be placed on Academic Probation. Academic Probation and/or Academic Warning may be withdrawn when the relevant SGPA is upgraded to 2.00 or more. 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.

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).

Such a student will be required to improve the grades to satisfy the requirement that the SGPA shall not be less 2.00 in all except one semester where the SGPA shall not be less than 1.00 (Performance Criterion 2011)

5. Examination Procedure

5.1. Appointment of Examiners and Moderators

Appointment of examiners and moderators should be done at the beginning of the semester and the Senate and Council approval should be obtained prior to the examination. The process usually takes 3 months.

In order to maintain the quality of the examination papers and to streamline the process of appointment of examiners and moderators, Faculty has proposed following guidelines:

1. Department should appoint Senior Lecturers as examiners. In the absence of Senior Lectures for a particular examination paper, Probationary Lecturers can be appointed as the examiners.

2. Minimum qualification (post) for a moderator shall be Senior Lecturer.

3. In the absence of Senior Lecturers for moderation of a particular examination paper, the Head of Department or a confirmed lecturer with Masters qualifications shall be one of the moderators.

4. For appointment as examiners, lecturers on contract and visiting lecturers must have qualification equivalent to those of internal examiners.

5. There should be a co-examiner from the department for modules solely offered by visiting lecturers.

6. Examination papers for modules which do not fall under the departmental specialization and offered by visiting lecturers shall be moderated by a moderator from a relevant department (if available) in the university. **(***'Appointment of examiners and moderators' form is attached in Appendix J)*

5.2. Board of Examiners

A Board of Examiners comprising examiners and moderators, appointed by the Council, of all the modules relevant to a particular level of course and/or a field of specialization, will meet at the end of each semester to decide on the performance and the academic standing of each student registered for that level of course or program of specialization. The Board of Examiners is chaired by the Dean.

5.3. Final Examination

Duration of final examination (WE) should be approximately proportional to the number of credits and the percentage (%) of marks allocated for the final examination. The duration of the final examination should be decided by the individual lecturers in accordance with the faculty approved guideline given in the table below. Students should be notified of this duration when the course outlines are distributed at the beginning of each course module.

Credits	**Duration of Examination (Hrs)**	
	WE<60%	**WE>=60%**
3 or above	2	3
2 and 2.5	2	2
<2	1	1

- Examination timetables will be prepared along with the semester academic timetables
- Students are supposed to check for possible conflicts before registering

- Examinations may be conducted in three different sessions if necessary
- Attempts should be made to spread out examinations for course modules with higher credits whenever possible.

5.4. Maximum Period

A student will not qualify for the award of the B.Sc. Engineering Honors degree if the graduation requirements are not satisfied within eight academic years from the date of first registration, except when the student has obtained the consent of the Senate on the recommendation of the Faculty. (Performance Criteria 2011)

5.5. Minimum Residence Time

A Student enrolled for the B.Sc. Engineering Honors Degree and BSc (T&LM) Honors Degree has to follow a course of study as a full time student for a period extending over a minimum period of four academic years (eight semesters). In the case of transfer students this would be four semesters.(Performance Criteria 2011)

5.6. Release of Examination Result

Approved examination results are released by the SAR/Examinations after confirmation of the results by the Senate, based on the meeting of the relevant Board of Examination. The Senate has permitted Heads of Departments to release the grades of the modules offered by the Department after a Department meeting on the examinations, subject to the approval of the Board of Examiners and the confirmation of the Senate. Once the grades are displayed by the Heads of Departments students are given one week to discuss or clarify with examiners in the event a student has some concern with the results. The Board of Examiners is held approximately three weeks after the date on which Heads of Departments are expected to release the module grades (displaying only the student registration number and the grade).

5.7. Repeat Candidates

Candidates who are repeating a course module to upgrade the present standing are termed Repeat Candidates A candidate may repeat the end of semester examination if he or she has a grade I, D or C^-. In this situation the student's grade will be determined only on the performance of the end of semester examination. A student receiving an F grade must repeat both the continuous assessment and the end-of-semester components. The maximum grade awarded for repeating a course module will be a C and it will be used for calculating Semester Grade Point Average. ('*Repeat Registration Form' is attached in Appendix K)*

Repeat registration form should be submitted with the consent of academic coordinator or semester coordinator. Semester coordinator should check whether modules are offered in the respective semester; if the module/s is offered by another department, consent should be obtained from the offering department prior to signing the repeat registration form by the academic/semester coordinator.

6. Special Consideration

6.1. Academic Probation

Any student with a Semester Grade Point Average (SGPA) less than 1.50 will be placed on Academic Probation. (Refer Section 4,7).

6.2. Academic Warning

Any students with a Semester Grade Point Average (SGPA) falling between 1.99 and 1.50 will be placed on Academic Warning. (Refer Section 4,7).

6.3. Award of Classes

Award of Classes is determined at the completion of all the graduation requirements within five academic years. Overall Grade Point Average as indicated below will be used for awarding of Classes:

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

Under exceptional circumstances, a student who satisfies the overall GPA but takes longer than five academic years to complete the course requirements may be deemed to be eligible for the award of a B.Sc. Engineering Honors Degree with a class by the Senate on the recommendation of the Faculty. (Performance Criterion 2011)

6.4. Credits Requirement

A Student should satisfy the following requirements in order to be admitted to B.Sc.Eng. Honours Degree or Degree of BSc Eng(T&LM):

1. A minimum total of 150 credits including a minimum of 135 GPA credits and a minimum of 12 non-GPA credits from among the modules specified for the relevant field of specialization. The total should include 5 GPA credits from Humanities modules.

2. Completion of any other mandatory requirements in the curriculum as prescribed by the Faculty and approved by the Senate.

3. A minimum Overall GPA of 2.00.

4. Credit requirements specified in the curriculum approved for the specialization by the Senate. (Performance Criteria 2011)

6.5. Withdrawal of a Module Registration

A student can request to withdraw from a module after the Add/Drop period under the following conditions:

(i) The relevant Academic 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";

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

(v) Module(s) cannot be added in place of the withdrawn module(s);

(vi) 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

(vii) The grade is not counted in the calculation of the SGPA.

Such requests for withdrawal should be approved by the Senate on the recommendation of the Faculty of Engineering. (*Request form is attached as Appendix L)*

6.6. Leave of Absence

A student may be allowed to submit an application to the Senate for a leave of absence from the course for a maximum duration of twelve months, on the recommendations received from the student's Academic Coordinator and the Faculty. (*Application for Leave is attached in Appendix M*) (Performance Criteria 2011)

The following categories of leave from academic activities are available to students: (a) Leave for Long Durations, and (b) Leave for Short Durations.

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.

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 16 working days per 16 weeks 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.

Leave of absence should comply with the conditions specified below:

a) 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).

b) In case of a student traveling abroad, the Vice Chancellor upon the recommendation of the Senate may grant leave.

c) Any approved Leave for Long Duration will add-on to the minimum period for the completion of the Degree.

d) 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.

e) Under exceptional circumstances, the Vice Chancellor upon the recommendation of the Senate may grant Leave for Long Duration for circumstances beyond the provisions of the clause for leave for long duration. 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.

f) 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.

7. Definition of Key Terms

Term	Brief Definition	Page Number
Academic Coordinator	An academic coordinator will be appointed for each semester from among the members of the academic staff of the department once the field of specialization has been assigned.	5
Academic Concession	Opportunity to miss the evaluation of a course module without any consequences.	5
Academic Load	Total number of credits of the course modules registered for during a semester or term.	5
Academic Probation	Unsatisfactory standing with respect to academic performances.	21
Academic Warning	Unsatisfactory standing with respect to academic performances.	21
Academic Year	The period during which the academic work is conducted for two semesters (may or may not contain a Term)	6
Award of Classes	Recognition for good academic standings	21
Board of Examiners	A board made up of examiners and moderators of examination	19
Change of Module Registration	Provision to add or drop course modules at the beginning of each semester or term.	16
Class List	List of students registered for a particular course module.	17
Class Size	The number of students allowed to register for a given course module	6
Continuous Assessment (CA)	Assessment of student familiarity about the subject matter during the semester or term.	11
Course Module	A systematic plan of study offered in a given semester or term to facilitate learning for the student	14
Credits	Measure that represents the academic load of course modules	13
Credit Requirement	Requirement of credits specified for graduation	21
Curriculum	Collection of course modules specified as the requirement for a degree in a particular field of specialization	11
Dean's List	Recognition given for academic achievement	6
Degree	The title which the university confers on a student who has satisfactorily completed a course of study	6
Degree Abbreviation	Short title of the degree	6
Field Change	Transfer from an assigned field of specialization to another	10
Field Selection	Selection of Students to fields of specialization	9
Field of specialization	A recognized subject area within which course modules and research are structured	9

Final Examination (WE)	Examination normally conducted at the end of a semester to evaluate students' knowledge about a subject	19
Grade Point Average	Numerical calculation of the mean average of the grades received in all course modules taken by a student at the University	6
Grading System	Letter grade used to express the performance of students	6
Index Number	Identification number assigned to an individual student	8
Leave of Absence	A period that a student may request to be absent from any academic activity	22
Level of Study	Measure of academic progress of a student	19
Maximum Period	Maximum time period allowed for a student to complete the degree	20
Minimum Residence Time	Minimum time period a student has to enroll as a full time student	20
Minor	Secondary Specialization within a field of study	11
Module Code	Code number used to identify different course modules	13
Module Outline	A document that gives the outline syllabus and other information such as method of assessment, lecture hours etc.	14
Non-GPA Modules	Course modules that are not counted for grade point average.	14
Non-Technical Modules	Course modules that are outside any field of specialization within the Faculty.	14
Reading Week Break	Four to five day period designated towards the middle of each semester without any academic activities.	8
Registration for Academic Work	Registration for course modules at the beginning of each academic year	15
Release of Examination Results	Releasing examination results to students	20
Repeat Candidates	Students repeating a course module examination, an entire course module, or CA component of a module, to improve their grades.	20
Semester	Formally designated periods during which classes for course modules are conducted	15
Syllabus	Outline of the subject matter covered in each of the course modules	14
Unsatisfactory Standing	A situation where semester grade point average is less than 2.00	18

8. Appendices

8.1. Appendix A – Field Selection Form

Name of the student: Mr./Ms……

Index Number :

Field of Specialization	Preference
Chemical and Process Engineering	
Civil Engineering	
Computer Science & Engineering	
Electrical Engineering	
Electronic & Telecommunication Engineering	
Materials Science and Engineering	
Mechanical Engineering	

Date

D	D	/	M	M	/	Y	Y	Y	Y

……

Signature of the student

8.2. Appendix B – IESL Requirement for an Accredited Engineering Degree

IESL Requirement for an Accredited Engineering Degree (Extracted from IESL Manual)

The Academic Programme

An accredited engineering degree programme should be capable of creating the platform from which individual aspirations could develop, and therefore should provide a coherent and integrated broad based knowledge with emphasis on principles of science and engineering with a certain degree of speciality in the chosen discipline, as set out in Appendix B of the manual

The criteria for curriculum content specified in the following sections ensure that the graduate receives a foundation in mathematics and basic sciences, a broad preparation in engineering sciences engineering design and projects an exposure to other non-technical subjects that complement the technical subjects. These components are judged both qualitatively and quantitatively. The IESLAB will accommodate deviations from the above-mentioned criteria if it is satisfied that such deviations serve to promote innovation in engineering education and disseminate good practice.

Definitions of Active Hours (AHs) and Academic Credits (ACs)

For an academic activity that is granted academic credit, and in which the number of hours associated with it corresponds to the actual contact time of that activity, such as lectures, tutorials, laboratory, design or fieldwork, an Active Hour (AH) is defined as follows:

- one (1) hour of lecture
- two (2) hours of tutorial, laboratory, design or field work

One AH continued over the duration of a semester is defined as an Academic Credit (AC). (one (1) AC is equivalent to about fourteen (14) Ahs).

For activities in which contact hours cannot be used to properly describe the extent of the work involved, such as project study, work camps and industrial training, the following definitions are used for an Academic Credit (AC):

- one (1) week of project study
- two (2) weeks of work camp
- four (4) weeks of industrial training.

Requirements of the Academic Programme

The title of the academic degree programme to be accredited must include the word "engineering" and it must be truly descriptive of the curriculum content. For accreditation, a Bachelors degree programme in engineering in Sri Lanka must be of a duration of not less than four (4) academic years of full-time equivalent study based n entry through a satisfactory level of achievement in relevant subjects at the General Certificate of Education(Advanced Level) examination conducted by the Department of Examinations of Sri Lanka, or through an equivalent qualification. When a programme has several options, all options are examined, and each one must meet the established criteria. The IESLAB must be satisfied that the programme title is appropriate for all students graduating in the programme irrespective of the option taken. Although it is not the intention of the IESLAB or IESL to prescribe compulsory programme structures, curriculum details or teaching methods broad guidelines which will satisfy expected outcomes are given here.

The entire programme must include a minimum of 130 Academic Credits (ACs). It is expected that accredited programmes will continue to have additional academic credits to

demonstrate innovation and to achieve the special goals the particular engineering faculty or school may have for engineering education.

Appropriate laboratory experience must be an integral component of the curriculum, with instructions in safety procedures. The curriculum must prepare students to learn independently, and must expose them appropriately to engineering research and development activities. It must be ensured that the students are made aware of the role and responsibilities of the professional engineer in society by exposing them to ethics, equity, public and worker safety, and concepts of sustainable development.

Structure and Content of the Academic Programme

The initial education of a professional engineer should provide an in-depth core of scientific and technical skills together with a sufficient breadth of experience in complementary studies, consisting of humanities, social sciences, arts, management, engineering economics and communication, in order to ensure continuing awareness of these disciplines. It is appropriate for the programme structure to be designed in such a way that gives a progressive shift of emphasis from engineering science and principles in the early stages to more integrated studies in the final year.
The essential elements are grouped under several headings.

Mathematics, Basic Sciences and Computing (Minimum of 25 ACs)

A minimum of twenty five (25) academic credits is recommended for the components of mathematics, basic sciences and computing.
Mathematics should include appropriate elements of linear algebra, differential and integral calculus, differential equations, probability, statistics, numerical analysis and discrete mathematics. Some of the mathematical techniques may be taught within other subjects in the programme where they are relevant.
The basic sciences component of the curriculum must include elements of physics and chemistry, and other relevant elements of life sciences and earth sciences. These subjects are intended to impart an understanding of natural phenomena and relationships through the use of analytical and / or experimental techniques.

Engineering Sciences and Engineering Design(Minimum of 75 ACs)

A minimum of seventy five(75) academic credits from a combination of engineering sciences engineering design and projects and exposure to professional practice is recommended. Of this a minimum of 25ACs must be engineering design and projects; and a minimum of 25ACs must be an engineering discipline specialisation.
Engineering science subjects would normally have their roots in basic sciences and mathematics, but carry knowledge further towards creative applications. They may involve the development of mathematical or numerical techniques, modelling, simulation and experimental procedures. Application to the identification and solution of practical engineering problems is stressed. In addition to engineering science subjects pertinent to the discipline, the curriculum must include engineering science content, which imparts an appreciation of important elements of other engineering disciplines.
Engineering design integrates mathematics, basic sciences, engineering sciences and complementary studies in developing elements, systems and processes to meet specific needs. It is a creative and iterative process subject to constraints, which may be governed by standards or legislation.
The engineering curriculum must end with a significant design experience, which is based on the knowledge and skills acquired in earlier coursework. Such a project could give the student an exposure to the concepts of teamwork and project management. Whilst group projects, such as in design exercises, may be appropriate for work in earlier years, the final year project

is required to demand individual analysis and judgement. Even though work may be carried out in small groups the student should be assessed independently from the work of others. The student is expected to develop techniques of literature review and information gathering.
The engineering sciences and engineering design components of the curriculum must include appropriate content, which requires the application of computers.

Complementary Studies (Minimum of 20ACs)

A minimum of fifteen (15) academic credits for studies in management, engineering economics and communication and five (5) academic credits in humanities, social sciences, arts and professional ethics are recommended to complement the technical content of the curriculum.
While considerable flexibility is offered in the choice of suitable courses for the complementary studies component of the curriculum, some areas of study are considered to be essential in the education of an engineer. Accordingly, the curriculum must include studies on the impact of technology on society, engineering economics, and subject matter that deals with central issues, methodologies and thought processes of the humanities and social sciences.
Student's capability to effectively communicate, both orally and in writing, must also be developed. From the initial stages of the programme, careful attention must be paid to the development of clear and concise reporting skills of the students.

Exposure to professional Engineering practice

Industrial training in a practical engineering environment, directly assisting professional engineers, would give the student a valuable insight into professional practice. Such experience would complement the formal studies at the educational establishment, and should ideally consist of several different types of experience. This must include practical experience in the basic manufacturing and construction techniques applicable to the student's chosen discipline of engineering. The opportunity to observe human and industrial relations, job organisation, maintenance, safety and environmental procedures from the point of view of the general workforce is an important component in the early preparation for a career as a professional engineer.

IESL strongly advocates that each undergraduate undergoes industrial training for a period of not less than twelve (12) weeks, and submits a report on the training certified by the employer's representative to enable assessment and the award of credits. The academic credits obtained for industrial training (subject to a maximum of six ACs) is considered under the category of engineering sciences engineering design and projects.

8.3. Appendix C –Cover Page of Curriculum Revision

CURRICULUM REVISION

Department of

Month/Year :	Effective from/for : intake

Summary of Modules (Credits)									
Previous Version					Revised Version				
Semester	C	E	O	Total	Semester	C	E	O	Tota
1					1				
2					2				
3					3				
4					4				
5					5				
6					6				
7					7				
8					8				

Revision in Brief

1	**Introduce a New Module**			
Code	Module Title	Credits	Offering	Reason

	Removal of an Existing Module			
Code	Module Title	Credits	Offered	Reason

3	**Credit Change for an Existing Module**			
Code	Module Title	Credits		Reason
		Old	New	

4	**Change of Offering Semester**			
Code	Module Title	Semester		Reason
		Old	New	

	Change of Evaluation Percentages					
Code	Module Title	Evaluation %				Reason
		Old		New		
		CA	WE	CA	WE	

6	Any other Change		
Code	Module Name	Amendment	Reason

Signatures of the Department Academic Committee				
Member …….. Name …….. Signature	Member …….. Name …….. Signature	Member …….. Name …….. Signature	Member …….. Name …….. Signature	Member …….. Name …….. Signature

.....	**Approval of the Senate is sought.**
Chairperson/DAC	.....
	Head of Department

Documents to be attached

(1) Summary of Curriculum as per the format in Annex 1.
(2) Module outlines for Item nos. 1, 3 and 5 as per the format in Annex 2.
(3) Relevant document as instructed by the Director/UGS for Item no. 6.

Instructions

(1) UGS will accept only requests made with a duly completed covering letter.
(2) Department Academic Committee should be appointed by the Head of the Department as per the following instructions given by the Dean.
    a) Department Academic Committee should consist of at least five senior staff members.
    b) If a particular department has less than five senior staff members, balance may be filled with junior academic staff.
    c) Department representative of the FAC should be a member of the Department Academic Committee.
(3) Request should be made at least 7 days prior to the FAC meeting of the appropriate month for which department expects to obtain Faculty approval.
(4) Curriculum should be submitted in the format approved by the Faculty.

8.4. Appendix D- Senate Approved Module Outline

Module Code		**Module Title**				
Credits		**Hours/Week**	**Lectures**		**Pre – requisites**	
GPA/NGPA			**Lab/Assignments**			
Learning Outcomes After completing this module, the students should be able to; • • • •						
Outline Syllabus • • • • • • • • • • •						

Note : Learning outcome should have action words. Some of them are *Conduct, Articulate, Develop, Apply, Perform, Demonstrate, Propose* etc.

8.5. Appendix E- Sample Initial Registration List

Initial Student Registration List

Programme : **B.Sc. Engineering**

Department : **AAA**

Academic Year **: Intake 20XX**

Level : **New BSc.Eng. Curriculum**

Semester : **Semester X**

No.	Reg. No.	Name of Student	EL1022	CH2903	MA1023	MT2802	EN1802	DE1252	DE1292	GPA Credits	Non GPA Credits	Total Credits
1	110014G	AAAA	R		R	R	R	-	-	22.5	2	24.5
4	110017T	BBBB	R	R	R	R	R	-	R	22.5	2	24.5
5	110021B	CCCC	R	R	R	R	R	-	R	22.5	2	24.5
6	…	….	R	-	R		R	-	R	22.5	0	22.5
7	…	….	R	R	R	R	R	R	-	22.5	2	24.5
	Total No. of Students		80	55	80	42	35	30	25			

8.6. Appendix F -Format of Final Registration List

Final Student Registration List

Programme : **B.Sc. Engineering**

DEPT/UGS Copy

Department : **AAA**

Academic Year **: Intake 20XX**

Level : **New BSc.Eng. Curriculum**

Semester : **Semester X**

No.	Reg. No.	Name of Student	EL1022	CH2903	MA1023	MT2802	EN1802	DE1252	DE1292	GPA Credits	Non GPA Credits	Total Credits	Signature
1	110014G	AAAA	R	R	R	R	R	-	-	22.5	2	24.5	
4	110017T	BBBB	R	R	R	R	R	-	R	22.5	2	24.5	
5	110021B	CCCC	R	R	R	R	R	-	R	22.5	2	24.5	
6	…	….	R	-	R	R	R	-	R	22.5	0	22.5	
7	…	….	R	R	R	R	R	R	-	22.5	2	24.5	
	Total No. of Students		80	57	80	40	35	30	25				

8.7. Appendix G - Alteration to Module Registration

Form UGS3.2011

Appeal to be considered for late changes for Module Registration

Name of the Student			
Registration No.		**Contact No. :**	
Current Semester		**Name of the Department**	
Current GPA			
Semester GPA			

S1	Term A	S2	S3	S4	S5	S6	Term B	S7	Term C	S8

Module Code	Title of the Module	Whether to Add or Drop	No. of Lectures: Attended	No. of Lectures: Not Attended	Missed Assignments	Consent of the Offering Department

Reasons for the changes : .....

.....

.....

I understand that the submission of this form does not mean that changes to my module registrations are accepted by the University. Further I have reviewed my application and certify that everything I have stated is true.

.....

Signature of the Student **Date :** / /

For Department use only

Recommended/Not recommended. .....

.....

.....

Signature of the Semester Coordinator **Date :** / /

Recommended/Not recommended. .....

.....

.....

Head of the Department **Date :** / /

Note:

1. Attach supporting documents.

2. Requested leave should not be during end of semester/term examinations.

** Maximum of 2 semesters and a term.*

** *Maximum 21 calendar days per 15 weeks semester or 14 calendar days per 10 weeks term*

8.8. Appendix H - General Appeal Form

Form UGS5.2011

Appeal Form

This form should not be used for appeals for leave, withdrawal of module/s, requesting alternative module/s for discontinued module/s or changes of modules registration.

Name of the Student

Registration No. **Contact No. :**

Current Semester

Current GPA

Semester GPA

S1	Term A	S2	S3	S4	S5	S6	Term B	S7	Term C	S8

Appeal in Brief (One sentence) : .....

.....

.....

Summary of the appeal (Additional information should be provided in a separate sheet) :

.....

.....

.....

.....

.....

.....

.....

.....

Details of the Supporting Documents (All the supporting documents should be attached)

Annex 1 : .....

Annex 2 : .....

Annex 3 : .....

I understand that the submission of this form does not mean that the request is accepted or recommended by the University. Further I have reviewed my application and certify that everything I have stated is true.

.....

Signature of the Student **Date : / /**

For Department use only

Recommended/Not recommended.

.....

.....

.....

Signature of the Semester Coordinator **Date : / /**

Recommended/Not recommended.

.....

.....

.....

Head of the Department **Date : / /**

8.9. Appendix I –Form for Request Equivalent modules

Form UGS1.2011

Application for Alternative Module/s for Discontinued Module/s

Name of the Student _____ Registration No. _____

Current Semester _____ Name of the Department _____ Contact No. : _____

Details of the Discontinued Module (To be filled by the Student)									For Department Use Only Recomended Equivalent Module									Consent from the offering Department**	
Module Code						Title of the Module	Credits	Current Grade	Module Code						Title of the Module	Credits	Offering Semeste	Signature	Date

Signature of the Student Date : / /

Comments (If any) _____

Note:

1. *Examinations of the discontinued modules will be offered 3 times by the Department. A student can register as a repeat candidate for the old module if the module is offered less than 3 times by the department. Please check it from UGS Division.*
2. *Students who have received grade "F" for a discontinued module required to request an equivalent module.*
3. *Student may need to register for an additional module when the credit rating is lower in the equivalent module*
4. *Form applicable for the modules which equilent modules have not been assigned in the curriculum revision*

***applicable only for the modules offered by other department.*

Signature of the Semester/Term Coordinator Date : / /

Head of the Department Date : / /

8.10. Appendix J- Appointment of Examiners and Moderators

APPOINTMENT OF EXAMINERS AND MODERATORS
FACULTY OF ENGINEERING

Course : B.Sc . Engineering
Examination :
Department :

Module Code	Module Title	Examination Duration (hrs)	Name(s)**	Examiner/ moderator	Designation Department ***	Qualifications*	Address*

Note : (*) Qualifications and address need not be included in the case of examiners and moderators who are permanent academic staff of the University.
(**) Please consider the first examiner in the list as the Coordinating Examiner.
(***) Please indicate the Department if the Examiner/Moderator is out side the dept.

Faculty Board, Senate and Council approval is sought for the above Examiners and Moderators.
Head of the Department Name :

Signature :

Date :
Recommended / not recommended for Faculty Board approval.

Director / UGS Signature :

Date :
Recommended / not recommended for Senate / Council approval.

Dean – Faculty of Engineering Signature :
Date :

8.11. Appendix K -Repeat Registration Form

UNIVERSITY OF MORATUWA
FACULTY OF ENGINEERING
MODULE REGISTRATION - REPEAT

Repeat	
1st Attempt	
● Approval Attached	
● Decision Pending	

Registering for	Academic Year	/	Index Number
	Semester		Department
Current Semester	Semester		Receipt No. *
			Amount Paid (Rs.) .

Name in Full (Use Block Capitals)

Name with Initials

E-mail

Telephone

Module Code	Title of the Module	Academic Concession	Previous attempt result	Repeat: Full Module * see note 1	Repeat: Exam Only	Repeat: CA Only	Consent form offering Department *See Note 2

Signature of Student : _____ Date /

Name of the Semster Coordinator : _____

Signature of the Semester Coordinator : _____ Date /

Note :

1.) Student will be allowed to register if his / her academic time table has a free time slot to follow the repeat modules. If concurrent registration involving time table clashes has been done, corrective action will be taken.

2) Semester coordinator or Department representative should certify the availability of the modules in the respective semester. If the module is offered by another Department student should obtain the consent from the semester coordinator of the respective Department.

Instruction :

* - Attach the 2nd copy of the receipt obtained by paying the relevant examination fees. No payments required for first attempt candidates.
* - Registration for only one Semester is allowed using this form.
* - If first attempt candidate, attach a copy of the letter received from the Senate, granting concession.
* - If you have repeat subjects in different Semesters, please submit a separate repeat form for each Semester.

8.12. Appendix L –Module Withdrawal Form

Form UGS4.2011

Application for Withdrawal of a Module/s

Name of the Student

Registration No. Contact No. :

Current Semester Name of the Department

Current GPA

Credits registered in the current semester

Credits registered for repeat modules with current semester (if any)

Module Code	Title of the Module	Compulsory/ Elective/ Optional	Whether the module was registered on competitive basis (Yes/No)

Reasons for withdrawal : .....

.....

.....

I understand that the submission of this form does not mean that the withdrawal of the module/s are accepted by the University. Further I understand that "W" for the withdrawn module/s will appear in the transcript. Furthermore, I have reviewed my application and certify that everything I have stated is true.

.....

Signature of the Student Date : / /

For Department use only

Recommended/Not recommended.

.....

.....

.....

Signature of the Semester/Term Coordinator Date : / /

Recommended/Not recommended.

.....

.....

.....

Head of the Department Date : / /

8.13. Appendix M-Application for Leave

Form UGS2.2011

Application for Leave (Semester/Term)

Name of the Student			
Registration No.		Contact No. :	
Current Semester		Name of the Department	

Details of the Leave requested (Tick the appropriate box)

1. Leave on Medical Grounds, Compassionate Grounds or Official Representation Grounds ☐
2. Leave for Long Duration* ☐
3. Leave for Short Duration** ☐

Reason for Leave : ----------

Leave Duration From	To	Local/Overseas	No. of Days (Days fall in each category) Vacation	Semester	Term

1. I, ---------- *(Name)* ---------- of ---------- *(Address)* ----------
   ---------- understand, accept and agree to take the responsibility to cover any missed academic activities during my absence.
2. I have reviewed my application and certify that everything I have stated is true.

---------- Signature of the Student Date : / /

Certification of relevant Authorised Person (Only for leave requests on official events)***

Recommended/Not recommended.

---------- Signature of the Authorised Person Date : / /

For Department use only

Recommended/Not recommended.

---------- Signature of the Semester/Term Coordinator Date : / /

Recommended/Not recommended.

---------- Head of the Department Date : / /

Note:

1. Attach supporting documents.

2. Requested leave should not be during end of semester/term examinations.

** Maximum of 2 semesters and a term.*

** *Maximum 21 calendar days per 15 weeks semester or 14 calendar days per 10 weeks term*

**** Eg:- Director Physical Education is the authorised person for a sports event*