

# **University of Moratuwa, Sri Lanka**

*Performance Criteria for the  
Honours Degree of Bachelor of Design in  
Fashion Design & Product Development  
in the  
Faculty of Engineering*

## Table of Contents

1. ADMISSION	
1.1. Admission requirements.....	2
1.2. Provisions to transfer from another University .....	2
1.3. Admission to Pathways .....	2
2. PROGRAMME OF STUDY	
2.1. Programme Details .....	2
2.2. Academic Calendar .....	3
2.3. Course Units.....	3
2.4. Learning points and Assessment value.....	4
2.5. Academic Workload.....	4
3. REGISTRATION	
3.1. Academic Coordinators.....	4
3.2. Registration for Academic year .....	5
3.3. Leave from Academic activities.....	5
4. EVALUATION OF PERFORMANCE	
4.1. Participation of the programme.....	7
4.2. Evaluation of Performance.....	7
4.3. Assessment Strategy.....	8
4.4. Assessment Feedback.....	8
4.5. Retrieval/ Reassessments/Referral.....	8
4.6. Grading system .....	9
4.7. Average Marks.....	9
4.8. Award of classes .....	10
4.9. Academic Progression .....	10
4.10. Academic Concession.....	12
4.11. Dean's List.....	13
5. GRADUATION REQUIREMENTS	
5.1. Minimum residence requirement .....	13
5.2. Marks/ Learning Points requirements .....	13
5.3. Maximum Allowable duration of study .....	13
6. EFFECTIVE DATE OF AWARD .....	13

## **1. ADMISSION**

### **1.1 Admission Requirements**

- 1.1.1 The admission requirements to the Honours Degree of Bachelor of Design in Fashion Design & Product Development (abbreviated B. Des. (FD&PD) Hons) are determined by the University Grants Commission (UGC) in accordance with the government policy on university admissions.
- 1.1.2 Admission of students to B. Des. (FD& PD) degree programme is made by the UGC directly to the Faculty of Engineering.
- 1.1.3 Only full time students are admitted to this programme.

### **1.2 Provisions to Transfer from another University**

At present no provision is available for students admitted by the UGC to any other programme to transfer to follow the B. Des. (FD & PD) *degree* programme as no other similar programmes are offered by any other University in Sri Lanka.

### **1.3 Admission to Pathways**

- 1.3.1 A pathway is a common term used in courses of this nature that means specialism within a specialization which is different to stream or minor.
- 1.3.2 The Faculty of Engineering at present offers the following pathways in the B. Des. (FD&PD) degree programme.
  - Fashion
  - Textiles – Constructed Textiles and/or Surface Textiles
- 1.3.3 Admission to each pathway is limited depending on the available facilities.
- 1.3.4 The Pathway is selected in the Term 3 of Year 1.
- 1.3.5 Provision to Change the Pathway is available at the beginning of Term 1 of Year 2 and not thereafter.

## **2. PROGRAMME OF STUDY**

### **2.1 Programme Details**

- 2.1.1 The program of study leading to the award of the Honours Degree of Bachelor of Design in Fashion Design & Product Development is a four academic year programme delivered in a project based mode.

- 2.1.2 Each year comprises three terms (designated as Term 1 to Term 3), except for Year 3 which is the industrial placement year. The students enrolled will follow a common Year 1, although the project in Term 3 can be either in textiles or fashion.
- 2.1.3 Prior to the commencement of the academic programme of study, the students are prepared for more effective learning in a pre-academic term.
- 2.1.4 Throughout the degree programme students' self-directed studies are highly encouraged to develop independent learning of students.
- 2.1.5 The normal duration of academic teaching in a term is 12 weeks; the balance period is for assessments, reassessments, exhibitions and vacations.

## **2.2 Academic Calendar**

Except in year 3, the academic calendar comprises of three terms, each of 15 weeks duration.

## **2.3 Course Units**

- 2.3.1 The course units offered in a given year and the number of Learning Points assigned to each course unit will be determined by the Faculty.
- 2.3.2 Each year consists of a number of different units titled Specialist Units, Common Core Units and Contextual Units, which are described as follows.

### Specialist Units

These units construct the core of the degree programme.

### Common Core Units

The Common Core Units titled as Learning Portfolio comprise of developing key transferable skills, English and presentation skills, Information Communication Technology, team working skills, reflective writing skills to facilitate student's progress on the course and develop the ability to communicate in the modern world. The students must maintain a Learning Portfolio for each academic year.

### Contextual Units

These units are intended to contextualize students' academic experience and extend and support the core learning.

## **2.4 Learning points and assessment value**

Learning Points are the total number of points awarded to each Course Unit; each learning point allocated to a Course Unit is equivalent to 10 learning hours of student's academic commitment.

Course Units and Learning Points in each year

Year 1 - There are 5 Specialist, 4 Contextual, and 1 Common Core Units representing 140 Learning Points.

Year 2 - There are 3 Specialist, 6 Contextual and 1 Common Core Units representing 140 Learning Points.

Year 3- There are three different units in this year: Industry Placements, one Specialist Unit (FIIS) and continuing Learning Portfolio representing total Learning Points of 40.

Year 4- There are 3 Specialist, 2 Contextual and 1 Common Core Units representing 140 Learning Points in one continuing project.

The number of Learning Points of each course unit is indicated in the course curriculum.

**Assessment Value** –The assessment value is the weightage given to each course unit in any given term during the academic year. (This does not apply to Year 3.)

The students are informed on the weightage given to each evaluation at the beginning of each term.

## **2.5 Academic workload**

2.5.1 Students are required to register for relevant course units to satisfy the normal academic workload specified by the Department in any year.

2.5.2 The normal academic load of a student (norm) in a term will not depend on the pathway the student has chosen.

2.5.3 The normal academic load in a year is 140 Learning Points, except in Year 3. The academic load for Year 3 is 40 Learning Points.

## **3. REGISTRATION**

### **3.1 Academic coordinator**

3.1.1 An Academic Coordinator will be assigned to each academic year from among the members of the academic staff at the beginning of each year.

- 3.1.2 The student is required to consult and obtain the concurrence of his/her respective Academic Coordinator prior to applying for registration for each academic year.
- 3.1.3 The student is also required to consult and inform the Academic Coordinator prior to obtaining leave from academic activities. (Clause 3.3 and Clause 4.10)

### **3.2 Registration for Academic Year**

- 3.2.1 At the commencement of each academic year students are required to register for all three Terms of the academic year and pay any fees as may be required by the University. At the commencement of each year students are required to fill a registration form and register online, indicating the course units that they wish to register for each term in consultation with the Academic Coordinator.
- 3.2.2 Once the course unit registrations are finalized, the Undergraduate Studies (UGS) division will send to the Department a copy of the course unit registration details to be confirmed by the students.
- 3.2.3 Each student is responsible for the completeness and accuracy of his/her course unit registration and for registering prior to the set deadlines.
- 3.2.4 It is also the responsibility of the student to select the course units as may be required to satisfy graduation requirements and the award of a specialized pathway.

### **3.3 Leave from Academic Activities**

- 3.3.1 Leave for students is defined as a period of time that a student is away from his/her academic work, while maintaining the status of studentship.
- 3.3.2 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 3.3.2.1 to 3.3.2.9.
  - 3.3.2.1 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 terms subject to the maximum limit of one academic year. However a student away from academic activities for one or more terms may not be allowed to progress the subsequent terms of the respective academic year. He/she may miss the batch due to this reason.
  - 3.3.2.2 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. The maximum duration a student could obtain under this category is 12 working days during a term. 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 assessment requirements.

- 3.3.2.3 Leave will be granted according to Clause 1.02 of By-Law No. 14 (By-Law Related to Conditions of Residence and Discipline of Students).
- 3.3.2.4 In case of a student traveling abroad, the Vice Chancellor upon the recommendation of the Senate may grant leave. The leave has to be applied at least three weeks prior to the date of departure.
- 3.3.2.5 Any approved Leave for Long Duration will add-on to the minimum period for the completion of the Degree.
- 3.3.2.6 Only Leave for Long Duration granted under medical grounds will add-on to the maximum period for the purpose of awarding classes and the maximum period for the completion of the Degree.
- 3.3.2.7 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 3.3.2.1. 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.
- 3.3.2.8 Duration of leave which fall during any assessment (research critiques, toile critiques, end term assessments), will be limited to a maximum of 10 working days. This leave will be granted on medical grounds and/or deserving compassionate consideration and 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.

The student will be given a number of additional days subjected to a maximum of 10 working days to complete all academic requirements he/she missed during the said period.

The student is allowed to progress to the next level until the Senate Decision is made available if he/she has completed all academic requirements. Based on the Senate Decision he/she will be allowed to progress to the next immediate level or be asked to re-sit the examination under the conditions mentioned in section 4.9.

- 3.3.2.9 All leave which falls during end of term written Examinations will be granted according to By-Law No. 15 (By-Law for Conduct of Examinations); and the student shall apply separately for the same following the guidelines therein.

## **4. EVALUATION OF PERFORMANCE**

### **4.1 *Participation of the Programme***

- 4.1.1 The study programme is conducted on a full-time basis and satisfactory participation of the course is a compulsory requirement.
- 4.1.2 Students shall attend all sessions including lectures, laboratory work, tutorials, presentations, critiques, training, field visits, guest lectures and similar activities to the satisfaction of the relevant lecturer/s in charge.
- 4.1.3 It is the responsibility of the student to submit all assessment requirements before the deadlines as stipulated by the lecturer in charge of the course unit.
- 4.1.4 If a student is required to be away from academic work, he/she shall apply for leave in accordance with the clause 3.3.

### **4.2 *Evaluation of performance***

- 4.2.1 At the beginning of each academic year/term, the Senate on the recommendation of the Faculty of Engineering will approve the examiner(s) and moderator(s) for each course unit conducted in a year/term.
- 4.2.2 Students will receive feedback in a number of ways; peer group discussions, critiques, group and individual tutorials, progress reviews and written comments on returned work.
- 4.2.3 The students will experience a wide range of types of evaluation and assessment. Formative assessment focuses on giving students feedback to inform their learning. Summative feedback will allocate marks which helps students benchmark their achievement. Students will be given opportunities to assess their own performance via self and peer evaluation, the tutorial system and group projects.
- 4.2.4 In the assessment process students are allocated marks. This will help students develop a sense of the level of their progress.
- 4.2.5 Weightage of each of the components used in the determination of the final grade for each unit will be clearly conveyed in writing to the students by the examiner at the commencement of each course unit along with the outline of the course unit.
- 4.2.6 Board of examiners appointed by the Council, comprising examiners and moderators of all the course units relevant to a particular term will meet at the end of that term to decide on the performance and the academic standing of each student registered for the term.



### **4.3 Assessment Strategy**

- 4.3.1 Students work is assessed against learning outcomes. Learning outcomes are the elements that a student should be able to demonstrate that they have learnt at the end of a given course unit.
- 4.3.2 Strict observance of deadlines is expected and failure to hand over work on time will be considered as a reassessment and the student is expected to follow the guidelines for reassessment and the maximum mark obtainable is 40%. Student may appeal with supporting documents to the Dean of Faculty for an Academic Concession in the case of an illness or other compelling reasons.
- 4.3.3 During year 3 and 4 all work is assessed by two examiners.

### **4.4 Assessment Feedback**

- 4.4.1 Students will receive written feedback on their performance in assessment against the stated outcomes.
- 4.4.2 In the event of a student failing to comply with assessment deadlines, no submission of work or under achievement of standards, it is outlined both verbally and written at their tutorial. Tutorials follow assessments.

### **4.5 Retrieval /Reassessment**

- 4.5.1 All candidates should obtain at least 40% for the end-term assessment for each course unit.
- 4.5.2 If a student fails to achieve 40% for any end-term assessment, he/she can be allowed to request for a reassessment. However, in order to be eligible to request for a reassessment, the students must have achieved at least 30% for the initial end of term assessment in the years 2, 3 and 4, if any extenuating circumstances has not been reported.
- 4.5.3 The highest mark obtainable at a reassessment is 40%.
- 4.5.4 Retrieval work must be completed by the prescribed date issued by the principle examiner of the course unit and failing to do so will result in the student repeating the course unit with the next batch of students/ a year repeat depending on the type of course unit.  
  
If a retrieval programme is not completed successfully the case will be considered at the examination board and a decision on progression will be taken. A student may be asked to re-sit a year.
- 4.5.5 If a student re-sits a whole year without a concession to re-sit the year as a first attempt candidate, he can obtain only 45% for all the course units in all three terms of this year. In subsequent years he will be considered as a first attempt candidate.

## 4.6 Grading System

- 4.6.1 The percentage marks obtained by the student at each evaluation of a Course Unit will represent the judgment of the examiner on the student's performance in that course unit. The marking bands in Table 1 represent the scale of achievement and the grade awarded.
- 4.6.2 The grade achieved for each course unit 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.

**Table 1: Award of Grades**

Benchmark Percentage		Grade	Description
85% and above		A+	Excellent
75%-84%		A	
70%-74%		A-	Good
65%-69%		B+	
60%-64%		B	
55%-59%		B-	
50%-54%		C+	
45%-49%		C	
40%-44%		C-	Pass
Contextual Units/FIIS	30-39%	D	Conditional Pass
Specialist and Common Core Units	Below 40%	F	Fail
Contextual Units	Below 30%		
		N	Academic Concession

## 4.7 Average Marks

- 4.7.1 Term average - The calculation of the Term Average will be based on the summation of marks earned for all course units registered in a term (except those awarded academic concession) weighted according to the weightage value of each course unit as per the following formula.

$$T_i = \sum_{j=1}^n M_{ij} W_{ij}$$

- $T_i$  is the weighted average for Term  $i$   
 $M_{ij}$  is the marks of  $j^{th}$  subject of  $i^{th}$  Term  
 $W_{ij}$  is the weight of  $j^{th}$  subject of  $i^{th}$  Term  
 $n$  Number of course units in  $i^{th}$  Term

Year average – year average is the average marks of three terms

$$\text{Year Average} = \frac{\sum_{i=1}^3 T_i}{3}$$

- 4.7.2 The Term and Year Averages are rounded off to the nearest second decimal place.
- 4.7.3 Grades of course units are reported on transcripts and statement of results that may be issued each year.
- 4.7.4 The term average of a student who has completed any repeat course unit/s is calculated including the marks of repeat course unit/s.

#### **4.8 Award of Classes**

- 4.8.1 Awarding of Classes is determined at the completion of all the graduation requirements within five academic years and completion of all **final year** units without any repeat at the first attempt.
- 4.8.2 The Award of Class shall be determined by the student's performance (year average) in years 2, 3 and 4.
- 4.8.3 The year weightages in determining the **Overall average** for the award of classes is; year 2 valued at 20%, Year 3 valued at 05% and Year 4 valued at 75%.
- 4.8.4 The award of Class is determined from the Overall average, as indicated in Table. 2. Overall average will be round off to nearest integer and 0.5 considers in the upper level.

**Table 2: Award of Classes**

<b>Overall marks %</b>	<b>Academic Standing</b>
85 or above	First Class
70-84	Second Class -Upper Division
55-69	Second Class -Lower Division
40-54	Pass

- 4.8.5 For students considered under clause 3.3 and/or under exceptional circumstances, a student who satisfies the overall marks percentage and other conditions to obtain a class, but takes longer than five academic years to complete the course requirements may be deemed to be eligible for the award of a B. Des. (FD&PD) Hons Degree with a class by the Senate on the recommendation of the Faculty.

#### **4.9 Academic Progression**

##### **4.9.1 First Year**

Student must pass all specialist and Common Core units to progress to Year 2. Referral may be considered in only 2 contextual units where the weightage of (assessment value) each relevant unit towards the term marks is  $\leq 15\%$ . Average mark for the year together with referral units should be  $\geq 40\%$ . The referred contextual unit/s must be completed with the

next batch of students in the relevant term/ before graduation. The maximum mark given in the referred unit/s is 45%.

If a student fails in specialist and/or Common Core unit/s in the term 1 of the first year, he/she is allowed to progress to the term 2 of the first year. However, he/she must complete these units before progress to the term 3 of the first year.

If a student fails the specialist unit/s in term 2 or term 3, he/she is not allowed to progress to the next level.

#### 4.9.2 **Second Year**

Students must pass all specialist and Common Core units to progress to Year 3. Referral may be considered in only 2 contextual units where the weightage (assessment value) of each relevant unit towards the term marks is  $\leq 10\%$ . Average weighted mark together with referral units for the year should be  $\geq 40\%$ . The referred contextual unit/s must be completed with the next batch of students in the relevant term/before graduation. The maximum mark given in the referred unit/s is 45%.

#### 4.9.3 **Third Year**

Year 3 comprises of 3 units, namely industrial placement of minimum 30 weeks, Fashion Industry Investigative Study (FIIS) and the learning portfolio. A student must pass the industrial placement to progress to year 4. If a student satisfies the attendance requirement and the onsite assessments the student passes the industrial placement component. If a student fails to satisfy the above, he/she needs to complete Year 3 as a repeat candidate including other two units of Year 3.

A student must obtain  $\geq 40\%$  to pass FIIS. If he/she does not obtain a pass after reassessment of FIIS, he/she will be allowed to progress to Year 4 of the course if the grade obtained in the reassessment is D and passing of industrial training. The student must pass FIIS before graduation. If a student fails FIIS he/she should complete the FIIS report on a fresh topic as a repeat candidate in the following academic year/ before graduation under the supervision of a staff member and the student is not allowed to progress to year 4.

The maximum mark given in the referred unit/s is 45%.

Learning portfolio should be submitted as a part of the training assessment. Failure to submit this record for the entire period will result in failure of this component. If a student passes Industrial Placement and FIIS and fails in the assessment of the Learning Portfolio, he/she should resubmit as a repeat candidate in a subsequent year and pass before the graduation.

#### 4.9.4 Fourth year

The year 4 comprises of one project in three stages in three Terms where the student plans and executes the final year collection. Each stage of the final year must be satisfactorily completed to be able to progress to the next stage which builds on the previous stage.

4.9.4.1 Student must pass all Specialist and Common Core units to complete the year. Referral may be considered in only one contextual unit where the weightage of the relevant unit towards the term mark is  $\leq 20\%$ . The referred contextual unit must be completed within the same academic year and failing to do so results in a year repeat.

4.9.4.2 If a student fails in any one of the three terms in year 4, the student must repeat the whole academic year as a repeat candidate in a subsequent year.

#### 4.10 Academic Concession

4.10.1 A student who has not satisfied any course requirement such as, submitting an assignment, research critique, toile critiques, final assessment because of illness or other compelling reason may appeal with supporting documents to the Dean of the Faculty for Academic Concession for the approval of the Senate. In case of written examinations the student should submit an application with supporting documents within the time period specified under the clause on Absence from Examinations of By-Law No 15.

4.10.2 If a student is away from studies for a period as describe in 3.3.2.2. as leave for short duration, the date of delayed submission will be informed to the student and the assessment/reassessment will be carried out pending the decision of the Senate. The period of extension given for delayed submission will not exceed the number of days for which the leave is requested. The student is allowed to progress if he/she has completed all other requirements to progress to the next term/year.

4.10.3 If a student is eligible for academic concession as approved by the Senate, following will apply:

(i) If the student is away from studies for a short duration as described in 4.10.2, he/she can progress to the next level if he/she has completed all other requirements to progress to the next term/year.

(ii) In all other cases, he/she will repeat the whole year as a first time candidate.

4.10.4 If the Senate decides that he/she is not eligible for an academic concession, the course unit/s is considered as failed or incomplete. His/her academic progression will be determined as per the clauses under section 4.9.

#### **4.11 *Dean's List***

A student who achieves an outstanding performance above 85% in any one year and has completed the learning point requirement for the year considered, has no referred units and D or F grades, and has no disciplinary action against him/her will be recommended by the Board of Examiners to be included in the Dean's List and such a placement will also be noted on the student's transcript.

### **5. GRADUATION REQUIREMENTS**

#### **5.1 *Minimum Residence Requirement***

A student enrolled for the B. Des. (FD&PD) Hons Degree has to follow the course of study as a full time student for a period extending over a minimum period of four Academic years.

#### **5.2 *Marks/Learning Point Requirements***

A candidate should satisfy the following requirements in order to be admitted to the B. Des. (FD&PD) Hons Degree.

5.2.1 A total of 460 learning points.

5.2.2 A minimum mark of 40% for all individual course units.

5.2.3 Completion of any 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 B. Des. (FD&PD) Hons degree if the graduation requirements given are not satisfied within six 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 considering the time period missed due to illness.

5.3.3 Under exceptional circumstances other than Medical Grounds, the Senate may grant permission to extend the maximum allowed duration of study.

### **6. EFFECTIVE DATE OF AWARD**

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