University of Moratuwa, Sri Lanka

Performance Criteria for the

Honours Degree of Bachelor of Science in

Transport & Logistics Management

In the

Faculty of Engineering

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1 ADMISSION

1.1 *Admission Requirements*

1.1.1 The admission requirements to the Honours Degree of Bachelor of Science in Transport & Logistics Management Programme (abbreviated BSc (T&LM) Hons) are determined by the University Grants Commission (UGC) in accordance with the government policy on university admissions.

1.1.2 Only full time students would be admitted to this program.

1.2 *Provisions to Transfer from another University*

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

2. PROGRAMME OF STUDY

2.1 *Programme Details*

2.1.1 The programme of study leading to the award of the BSc (T&LM) Hons Degree consists of eight academic semesters (designated as Semester 1 to Semester 8) and three terms (designated as Term A to Term C), offered over four academic years.

2.1.2 Prior to the commencement of the programme of study, a pre-academic term is incorporated to prepare the students for more effective learning in the academic programme.

2.1.3 Normal duration of academic teaching in a semester is 15 weeks, that in a term is 10 to 12 weeks and duration of industrial placement is 24 weeks. The balance period is for examinations and vacations.

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

2.1.5 Pre-requisites for a module can only be from a lower level of academic progression. However, co-requisites from the same level may be allowed provided that the relevant module(s) is/are being offered to all relevant students.

2.1.6 The programme of study comprises of the following components:

    (i)   Common programme extending over the first six semesters (Semester 1 to Semester 6) and two terms (Term A and Term B),

    (ii)   An industrial placement within the common programme,

    (iii)   Specialized areas of study, with the option of a minor, extending over the next two semesters (Semester 7 to Semester 8) and a term (Term C),

(iv) Any other work; camp, training modules or projects that may be specified for the programme.

2.2 *Academic Calendar*

2.2.1 The academic calendar will usually be two semesters, each of 20 week duration (including examinations and reading week) and one term of 12 week duration (including examinations) during a year.

2.2.2 The planned academic calendar is as follows
  ∗ Commencement of Academic Year (Semester 1): 3rd Week of August
  ∗ Commencement of Semesters 3, 5, 7: 2nd Week of September
  ∗ Commencement of Term: 4th Week of January
  ∗ Commencement of Semesters 2, 4, 6, 8: 4th Week of April
  ∗ End of Academic Year: 1st Week of September

2.3 *Modules*

2.3.1 Modules are either compulsory or elective (with partial requirements) or optional (no specific requirements). This information is available in the Student Hand Book for the Department of Transport & Logistics Management.

2.3.2 Modules in Common Programme:

The common programme is made up of compulsory and elective modules.

2.3.3 Modules in Specialized Areas of Study (Minors):

Modules in a specialized area of study (referred to as a minor) have compulsory, elective and optional modules. Some of the modules have pre-requisites that should be completed prior to module registration.

2.3.4 Field specific modules including minors may have pre-requisites that need to be completed prior to registering for those modules.

2.4 *Credits*

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

(i) For a typical module extending over one semester, one credit is given for each hour of academic lectures per week or three hours of assignments such as tutorials, laboratory work, field work or design work per week.

(ii) The industrial placement of 24 weeks duration is assigned six credits.

(iii) Modules that cannot be covered under (i) and (ii) above, such as design projects, other projects and other specified course work and camps are assigned credit values commensurate with the respective workload.

2.4.2 The modules offered in a given semester or term and the number of credits assigned to each module will be determined by the Faculty. Students will be duly informed on these details ahead of the commencement of that semester or term.

2.5 *Academic Load and Level of Academic Progression*

2.5.1 The normal academic load of a student (norm) in a semester differs, but should comply with the following:

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

   (ii) The total credit requirement in Semester 2 must lie within 16 ± 2 credits.

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

   (iv) The total credit requirement in each of the remaining semesters must lie within 21 ± 3 credits.

2.5.2 Irrespective of the norm, maximum credits (i.e. upper limit) a student could register for a semester is 26 credits.

2.5.3 There is no lower limit for the credits requirement in a particular semester.

2.5.4 In order to consider a student as full-time, the minimum requirement is 12 Credits in a semester. This limit is considered for Dean's List, Scholarships, etc. Students on industrial placement are also considered as full time.

2.5.5 In order to have uniformity in workloads of the modules, the credits per module are restricted to 3 ± 2 credits, other than projects, training, camps or similar modules.

2.5.6 Students are required to register for modules to satisfy normal academic load specified by the respective department in any semester. However, with the consent of the relevant Academic Advisor, a student may be permitted to deviate from the norm within the specified credits limits. The additional modules may include the previously taken modules repeated for purposes of passing or upgrading of final grade.

2.5.7 The academic progress of a student may be determined by the total number of credits a student has earned by the end of preceding semester or term as given in Table 1:

Table 1: Credit Requirement for Academic Progression

Total Credits	Level of Academic Progression
≤ 30	1
Over 30	2
Over 70	3
Over 100	4

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

3. REGISTRATION

3.1 *Academic Advisors*

3.1.1 An Academic Advisor will be appointed for each semester/term from among the members of the academic staff of the Department.

3.1.2 The student is required to consult and obtain the consent of his/her respective Academic Advisor prior to applying for registration at the beginning of each semester or term.

3.1.3 The student is also required to consult and obtain the Academic Advisor's consent prior to adding or dropping modules after registration; obtaining leave from academic activities and changing academic load.

3.2 *Registration for each Academic Year, Semester and Term*

3.2.1 At the commencement of each academic year, semester and term, students are required to complete a registration form and pay any fees as may be required by the university.

3.2.2 Students are required to fill individual registration forms indicating each module that they wish to register for the semester or term through on-line registration system, in consultation with the Academic Advisor.

3.2.3 Once the module registrations are finalized, Undergraduate Studies (UGS) division will send through the department a printed copy of the module registration details to each student for confirmation by the student.

3.2.4 In situations where, the number of applicants for an optional or elective module is more than the number of places available, such places would be allocated on the basis of the Current Grade Point Average (CGPA) of the applicants or any other suitable criteria approved by the Faculty and the field of specialization of the applicants until all places are filled. In case when registration for a module is not possible, a student will be permitted to register for alternative module(s).

3.2.5 In situations where a compulsory module is repeated in both semesters of the same level of academic progression, the respective department offering the module would allocate applicants for each semester.

3.2.6 A student repeating the end-of-semester or term written examination of a module is required to complete the repeat registration at least four weeks prior to the commencement of the examination, and if necessary register for that academic year.

3.2.7 A student repeating the continuous assessment of a module is required to complete the repeat registration prior to the end of the Add/Drop period and, if necessary, register for that academic year.

3.2.8 Each student is responsible for the completeness and accuracy of his/her module registrations and for registering prior to the set deadlines.

3.2.9 It is also the responsibility of the student to plan and select the modules as may be required to satisfy graduation requirements and the award of a Minor that he/she may seek.

3.2.10 A student, who has successfully completed the graduation requirements set out in Clause 5.2, will not be permitted to register for any new module(s). However, upgrading of modules as per clause 4.3.2 may be permitted on written application by the student.

3.3 *Changes to Modules Registration*

3.3.1 A student who wishes to de-register from a module should do so within the Add/Drop period of two weeks of the commencement of that semester with the consent of the Academic Advisor.

3.3.2 In case of a term, the Add/Drop period is limited to one week.

3.3.3 De-registration of compulsory modules, even during the Add/Drop period, will be allowed only under exceptional circumstances and should be approved by the Senate on the recommendation of the Head of the Department and the Dean of Faculty of Engineering. Such compulsory modules must be subsequently completed in order to be eligible for the award of the Degree.

3.3.4 Discontinuing a module after the Add/Drop period will not be allowed and will be considered as an attempt, even if the student does not face any assessments and/or examinations in that module.

3.3.5 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 or term. In either case, the consent of the Academic Advisor would be required for the change. Under exceptional circumstances, late registration may be permitted by the Faculty, with the concurrence of the lecturer in charge of the module and the Head of the Department.

3.4 *Withdrawal of a Module Registration*

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

(i) The relevant Academic Advisor 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) Dropped modules will appear in the transcript as "Withdrawn" modules;

(iv) Request should be made before the last day of classes of the relevant semester or term;

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

(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.

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

3.5 *Leave from Academic Activities*

(Extracted from Senate memo No. 2008/346/05/14 on Definition of Leave)

3.5.1 The following categories of leave from academic activities are available to students: (a) Leave on Medical Grounds, Compassionate Grounds or Official Representation Grounds, (b) Leave for Long Durations and (c) Leave for Short Durations, complying with the conditions specified in clauses 3.5.2 to 3.5.6.

3.5.2 Leave on Medical Grounds, Compassionate Grounds or Official Representation Grounds: If a student cannot participate in academic activities on medical, compassionate grounds, he/she could apply for leave under this category for approval of the Senate. Application is to be forwarded with the required supporting documents in line with the clause on "Absence from Examination" of By-law No. 15 "Conduct of Examinations".

If a student has been selected to represent at Inter-University, National or International events, the student shall obtain advance permission for the absence as per clause on "Absence from Examination" of By-law No. 15 "Conduct of Examinations".

3.5.3 Leave for Short Duration: A student may apply for this category of leave for the Senate approval, when he/she has to be away from academic work for a short period. Maximum duration a student could obtain under this category is 21 calendar days per 15 weeks semester or 14 calendar days per 10 weeks term, subject to the condition specified in clause 3.5.5 below. The leave obtained should not affect the academic work and examinations.

3.5.4 Leave for Long Duration: A student may apply for this category of leave for the Senate approval, when he/she has to be away from academic work for a longer period. Maximum duration of leave a student could obtain under this category is two academic semesters and a term (or any other such combination subject to the maximum limit of one year duration). This period can be taken at one stretch or in several steps in any combination of whole semester or term.

3.5.5 The cumulative period of leave on Medical Grounds, Compassionate Grounds or Official Representation Grounds and Short Duration Leave per academic semester or a term should not exceed the period that affects the attendance requirement in order to complete the semester or term.

3.5.6   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).

4.   EVALUATION OF PERFORMANCE

4.1   *Participation of the Programme*

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

4.1.2   Students shall attend all lectures, assignments including laboratory work, tutorials, quizzes, presentations, term papers or similar activities, project work, training, camps and similar activities to the satisfaction of the relevant lecturers in charge.

4.1.3   It is the responsibility of the student to submit assignments, coursework, reports, and similar documents before the deadline.

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

4.2   *Evaluation*

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

4.2.2   The Senate on the recommendation of the Faculty of Engineering will approve the examiner(s) and assign a moderator for each module conducted in a semester or term.

4.2.3   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 or term WE may be replaced by another form of end-of-module evaluation and for which prior approval must be obtained from the Senate.

4.2.4   The continuous assessment of a student may be based on a specified combination of assignments including laboratory work, tutorials, quizzes, presentations, term papers and participation in the course activities.

4.2.5   Weightage of each of the components used in the determination of the final grade for each module must be clearly conveyed in writing to the students by the examiner at the commencement of each module along with the outline of the module. For repeat candidates, the current weightage of each component of the module should be used in determining the final grade.

4.2.6 The eligibility of the candidates to sit for end-of-semester or term WE is based on the satisfactory participation of the course. At the end of semester or term, the eligible list of students of each module in that semester or term will be sent to the Examination Division by the lecturer in charge of the module through the Head of the Department.

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

4.2.8 If only one of the components is passed, the student has to complete only the remaining component as a repeat candidate in the next attempt to complete the module. The marks obtained for the passed component will be kept on records and taken to determine the grade at the repeat attempt.

4.2.9 The students failing both CA and WE receive an **F** grade, and should re-do both components in order to upgrade the result.

4.2.10 The highest grade obtainable at a repeat attempt is the grade **C** except when an Academic Concession has been granted.

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

4.3 *Grading System*

4.3.1 Letter grades based on the Grade Point system and corresponding description, as illustrated in Table 2, will be used to express the performance at each module.

Table 2: 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
34 and below	I	0.0	Incomplete
	F	0.0	Fail
	N	---	Academic Concession
	W	---	Withdrawn

4.3.2   The letter grades shall satisfy the following criteria:

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

(ii)   A student failing either CA or WE 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, 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 after the graduation requirements are met.

4.3.3   Benchmark percentages are given for the guidance of the examiner and may be changed upwards or downwards by the moderator in consultation with the examiner in accordance with faculty guidelines.

4.3.4   The grade achieved for each module will be entered on the student's permanent record. The grade at the first attempt or the improved grade earned at a subsequent attempt, if any, will be recorded.

4.4   *Semester Grade Point Average*

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

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

Where n_i is the number of credits for the ith module in a given semester and g_i is the grade points earned for that module.

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

4.4.3　The Overall Grade Point Average (OGPA) is reported on transcripts and Statement of Results that may be issued for each semester.

4.5　*Unsatisfactory Standing and Academic Probation*

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

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

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

4.5.4　A student on Academic Warning or Academic Probation will not be allowed to carry any additional academic load.

4.5.5　A student 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.

    (ii)　$SGPA < 1.50$　in any semester, and
        $1.50 \leq SGPA < 2.00$　in any two semesters.

    (iii)　$1.50 \leq SGPA < 2.00$　in any four semesters.

4.6　*Current Grade Point Average*

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

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

4.7　*Overall Grade Point Average*

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

4.8　*Non-GPA Modules*

4.8.1　Of the total requirement for graduation, minimum of 12 credits should be earned through modules designated as Non-GPA modules.

4.8.2　Twenty four weeks of industrial training carries 6 Non-GPA credits.

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

4.9 *Award of Minors*

4.9.1 The Faculty may specify a group of modules, the successful completion of which will make the applicants eligible to be awarded a minor within the specialization of Transport & Logistics Management under the following specialized areas of study:

- ∗ Air Transport

- ∗ Maritime Transport

- ∗ Supply Chain Management

- ∗ Transport Systems

4.9.2 The award of each minor will be based on the completion of at least 16 credits of the programme content in that area of study, and should comply with the following:

(i)   Research Project of 04 credits, the relevance of which for a given Minor is to be determined by the Department,

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

4.9.3 Students will also qualify for the award of the BSc (T&LM) Hons degree without a minor by completing at least 16 credits of the programme, and should comply with the following:

(i)   Research Project of 04 credits,

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

4.10 *Award of Classes*

4.10.1 Awarding of Classes is determined at the completion of all the graduation requirements within five academic years. Overall GPA as indicated in Table 3 will be used for awarding of Classes.

Table 3: Award of Classes

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

4.10.2 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 (T&LM) Hons Degree with a class by the Senate on the recommendation of the Faculty, for students considered under clause 3.5.

4.11 *Academic Concession*

A student who has missed a WE or any other course requirements because of illness or other compelling reason may appeal with supporting documents to the Dean for an Academic Concession for the approval of the Senate. In case of a written examination, the student should submit an application with supporting documents within the time period specified under the clause on Absence from Examination of By-Law No. 15: Conduct of Examination from the date of an examination. In instances where a student misses any other course activity such as CA, the student should submit the application with supporting documents before the last date of academic activities of the relevant semester or term.

4.12 *Dean's List*

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

5. GRADUATION REQUIREMENTS

5.1 *Minimum Residence Requirement*

A student enrolled for the BSc (T&LM) Hons Degree has to follow a programme of study as a full time student for a period extending over a minimum period of four academic years.

5.2 *Credit Requirements*

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

5.2.1 A minimum total of 150 credits including minimum of 135 GPA credits and minimum of 12 non-GPA credits from among the modules specified for the programme, including

    (i) 04 GPA credits from two non-technical modules offered during Term A and/or Term C of the programme.

    (ii) Skill development modules as prescribed in the curriculum.

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

5.2.3 A minimum Overall GPA of 2.00.

5.2.4 Credit requirements specified in the curriculum approved by the Senate.

5.3 *Maximum Allowed Duration of Study*

5.3.1 A candidate will not qualify for the award of the BSc (T&LM) Hons Degree if the graduation requirements given are not satisfied within eight academic years from the date of first registration.

5.3.2 Under Medical Grounds the Senate may grant permission to extend the duration of study beyond the maximum allowed duration.

5.3.3 Under exceptional circumstances other than Medical Grounds, the Senate may grant permission to extend the maximum allowed duration of study by not more than one additional year on the recommendation of the Faculty.

5.4 *Modules from Other Institutions*

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

5.4.2 It is the responsibility of the student to ensure that an official transcript of grades is forwarded directly to the Senior Assistant Registrar (Academic) of the University of Moratuwa in order that the appropriate grade to be recorded. To receive credit, normally, a minimum grade of **C** (equivalent to at least 45%) must be obtained for a module.

6 EFFECTIVE DATE OF AWARD

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