

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) 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 16 weeks, and duration of industrial placement is 21 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), An industrial placement within the common programme,
  - (ii) Specialized areas of study, with the option of a focused area, extending over the next two semesters (Semester 7 to Semester 8), Any other work; camp, training modules or projects that may be specified for the programme.

## **2.2 Academic Calendar**

The academic calendar will usually be two semesters, each of 22 week duration (including examinations and reading week) during a year.

## **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 focus areas:

Modules in a focus area have compulsory, elective and optional modules.

Some of the modules have pre-requisites that should be completed prior to module registration.

## **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 21 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 and the number of credits assigned to each module will be determined by the Faculty. Students will be duly informed on these details ahead of the commencement of that semester.

## **2.5 Academic Load and Level of Academic Progression**

- 2.5.1 The academic load of a student (norm) in a semester differs depending on the specialization to which the student belongs, but should normally comply with the following:
- (i) The total credit requirement in Semester 1 is 16 credits.
  - (ii) The total credit requirement from Industrial placement is 6 credits.
  - (iii) The total credit requirement in each of the remaining semesters, in general, should lie within  $21 \pm 3$ .
- 2.5.1 Irrespective of the norm, maximum credits (i.e. upper limit) a student could register for a semester is 27 credits.
- 2.5.2 There is no lower limit for the credits requirement in a particular semester, however if a student deviates from the norm for a semester, it should be done with the consent of the Academic Coordinator.
- 2.5.2 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.
- 2.5.3 The credits per module are normally restricted to 2 or 3 credits, other than projects, training, camps or similar modules.
- 2.5.4 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.
- 2.5.5 The academic progress of a student may be determined by the total number of credits he/she has earned by the end of preceding semester as given in Table 1:

**Table 1: Credit Requirement for Academic Progression**

<b>Total Credits</b>	<b>Level of Academic Progression</b>
$\leq 30$	1
Over 30	2
Over 70	3
Over 110	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 Coordinator will be appointed for each semester 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 Coordinator prior to applying for registration at the beginning of each semester.
- 3.1.3 The student is also required to consult and obtain the Academic Coordinator's consent prior to changing academic load after registration and obtaining leave from academic activities.

#### **3.2 Registration for each Academic Year and Semester**

- 3.2.1 At the commencement of each academic year, students are required to complete a registration form and pay any fees as may be required by the university.
- 3.2.2 Students are required to register for modules that they wish to follow in the semester through on-line registration system, in consultation with the Academic Coordinator.
- 3.2.3 Once the module registration period is over, Undergraduate Studies (UGS) division will send to the department a printed copy of the initial module registration details to be displayed on the notice board.
- 3.2.4 At the commencement of the Semester, two weeks of Add/Drop period will be given for students to do necessary changes to their initial module registrations as per clause 3.3.1.
- 3.2.5 UGS division will send the final module registration details to the departments after Add/Drop period for confirmation by the students.
- 3.2.6 In situations where, the number of applicants for an optional or elective module is more than the number of places available, such places would be allocated on the basis of the Current Grade Point Average (CGPA) of the applicants or any other suitable criteria approved by the Faculty until all places are filled. In case when registration for a module is not possible, the student is expected to register for alternative module(s).
- 3.2.7 In situations where a compulsory module is repeated in both semesters of the same level of academic progression, the respective department offering the module would allocate applicants for each semester.
- 3.2.8 A student repeating the end-of-semester written examination or the continuous assessment of a module is required to complete the repeat registration prior to the end of the Add/Drop period of the respective semester, and if necessary register for that academic year.

- 3.2.9 Each student is responsible for the completeness and accuracy of his/her module registrations and for registering prior to the set deadlines.
- 3.2.10 It is also the responsibility of the student to plan and select the modules as may be required to satisfy graduation requirements and the award of a Focus area that he/she may seek.
- 3.2.11 A student, who has successfully completed the graduation requirements set out in Clause 5.2, will not be permitted to register for any new module(s). However, upgrading of modules as per clause 4.3.3 may be permitted on written application by the student.

### **3.3 *Changes to Modules Registration***

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

### **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 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;
  - (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.

- 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***

- 3.5.1 The following categories of leave from academic activities are available to students: (a) Leave for Long Durations and (b) Leave for Short Durations, complying with the conditions specified in clauses 3.5.2 to 3.5.9.
- 3.5.2 Leave for Long Duration: A student may apply for this category of leave, when he/she has to be away from academic work for a longer period due to medical reasons or circumstances deserving compassionate consideration. The duration of leave a student could apply under this category is a combination of full academic semesters subject to the maximum limit of one academic year.
- 3.5.3 Leave for Short Duration: A student may apply for this category of leave, when he/she has to be away from academic work for a short period for compelling reasons including but not limited to conferences, competitions, sports, community services, company start-ups, family commitments and medical grounds. Maximum duration a student could obtain under this category is 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.
- 3.5.4 Leave will be granted according to Clause 1.02 of By-Law No. 14 (By-Law Related to Conditions of Residence and Discipline of Students).
- 3.5.5 In case of a student traveling abroad, the Vice Chancellor upon the recommendation of the Senate may grant leave.
- 3.5.6 Any approved Leave for Long Duration will add-on to the minimum period for the completion of the Degree.
- 3.5.7 Only Leave for Long Duration granted under medical grounds will add-on to the maximum period for the purpose of awarding classes and the maximum period for the completion of the Degree.
- 3.5.8 Under exceptional circumstances, the Vice Chancellor upon the recommendation of the Senate may grant Leave for Long Duration for circumstances beyond the provisions of Clause 3.5.2. The Senate may also recommend the period of leave granted be added-on to the maximum period for the purpose of awarding classes and the maximum period for the completion of the Degree.
- 3.5.9 All leave which fall during end-of-semester Written Examinations will be granted according to By-Law No. 15 (By-Law for Conduct of Examinations); and the student shall apply separately for the same following the guidelines therein.



## **4. EVALUATION OF PERFORMANCE**

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

- 4.1.1 The study programme is conducted on full-time basis and satisfactory participation of the course is a compulsory requirement.
- 4.1.2 A student is deemed to have satisfactory participation if he/she has attended all lectures, assignments including laboratory work, tutorials, quizzes, presentations, term papers or similar activities, project work, training, camps and similar activities to the satisfaction of the relevant lecturers in charge.
- 4.1.3 It is the responsibility of the student to submit module assignments, course works, reports, and similar documents before the deadlines stipulated by the lecturer in charge of the module.
- 4.1.4 If a student is required to be away from the academic work, he/she shall apply for leave in accordance with the clause 3.5.

### **4.2 *Evaluation***

- 4.2.1 The performance of each student in each module will be evaluated by continuous assessment (CA) and end-of-semester written examination (WE).
- 4.2.2 The Senate on the recommendation of the Faculty of Engineering will approve the examiner(s) and assign a moderator for each module conducted in a semester.
- 4.2.3 CA component in a module normally carries a weightage of not less than 30% and not more than 60% of the total marks, except in training placement, camps, research projects and other similar modules, where end-of-semester WE may be replaced by another form of end-of-module evaluation and for which prior approval must be obtained from the Senate.
- 4.2.4 The continuous assessment of a student may be based on a specified combination of assignments including laboratory work, tutorials, quizzes, presentations, term papers and participation in the course activities.
- 4.2.5 Weightage of each of the components used in the determination of the final grade for each module must be clearly conveyed in writing to the students by the examiner at the commencement of each module along with the outline of the module. For repeat candidates, the current weightage of each component of the module should be used in determining the final grade.
- 4.2.6 The eligibility of the candidates to sit for end-of-semester WE is based on the satisfactory participation of the course. At the end of semester, the eligible list of students of each module in that semester will be sent to the Examination Division by the lecturer in charge of the module through the Head of the Department.

- 4.2.7 All Candidates should obtain at least 35% from each of CA and WE components to pass a module.
- 4.2.8 If only one of the components is passed, the student has to complete only the remaining component as a repeat candidate in the next attempt to complete the module. The marks obtained for the passed component will be kept on records and taken to determine the grade at the repeat attempt.
- 4.2.9 The students failing both CA and WE receive an **F** grade, and should re-do both components in order to upgrade the result.
- 4.2.10 The highest grade obtainable at a repeat attempt is the grade **C** except when an Academic Concession has been granted.
- 4.2.11 A Board of Examiners, appointed by the Council, comprising examiners and moderators of all the modules relevant to a particular semester of the programme, will meet at the end of that semester to decide on the performance and the academic standing of each student registered for that semester of the programme.

### 4.3 Grading System

- 4.3.1 Letter grades based on the Grade Point system and corresponding description, as illustrated in Table 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
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%.

- 4.3.2 Benchmark percentages are given for the guidance of the examiner and may be changed upwards or downwards by the moderator in consultation with the examiner in accordance with faculty guidelines.
- 4.3.3 The letter grades shall satisfy the following criteria:
- (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.
- 4.3.4 The grade achieved for each module will be entered on the student's permanent record. Any subsequent upgrade to any grade will override the grade obtained at a previous attempt in the permanent record.

#### **4.4 Semester Grade Point Average**

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

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

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

- 4.4.2 The SGPA is rounded to the nearest second decimal place.
- 4.4.3 The SGPA is reported on Statement of Results that may be issued for each semester.

#### **4.5 *Unsatisfactory Standing and Academic Probation***

- 4.5.1 If the student's SGPA falls between 1.50 and 1.99 the student will be placed on Academic Warning.
- 4.5.2 Any student with a SGPA less than 1.50 will be placed on Academic Probation.
- 4.5.3 Academic Probation and/or Academic Warning may be withdrawn when the relevant SGPA is upgraded to 2.00 or more.
- 4.5.4 A student on Academic Warning or Academic Probation who falls into one of the following categories due to failure to upgrade the SGPA will not be permitted to register for a new module until the SGPA improves as required.
  - (i)  $SGPA < 1.50$  in any two semesters. (02 Academic Probations)
  - (ii)  $SGPA < 1.50$  in any semester (01 Academic Probation), and  $1.50 \leq SGPA < 2.00$  in any two semesters (02 Academic Warnings).
  - (iii)  $1.50 \leq SGPA < 2.00$  in any four semesters (04 Academic Warnings).

#### **4.6 *Current Grade Point Average***

- 4.6.1 The Current Grade Point Average (CGPA) describes a student's current standing in terms of all modules registered for credits up to given point 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 one 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 Focus areas**

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

- \* Air Transport
- \* Maritime Transport
- \* Supply Chain Management
- \* Transport Systems

4.9.2 The award of each focus area 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 focus area is to be determined by the Department,
- (ii) At least 12 credits from a specified set of modules for a given focus area, 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 focus area 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**

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

4.10.2 For a student considered under clause 3.5 and/or a student with exceptional circumstances, who has satisfied the OGPA requirement but has taken longer than five academic years to complete the course requirements may be deemed to be eligible for the award of a 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.

#### **4.12 Dean's List**

Full time undergraduate students who achieve a SGPA of 3.80 or higher, 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, The total should include 5 GPA credits from Humanities modules.
- 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 set out in Section 5 of this performance criteria.