



**FACULTY OF URBAN AND AQUATIC BIORESOURCES**

**UNIVERSITY OF SRI JAYEWARDENEPURA**

**BY-LAWS**

*Faculty of Urban and Aquatic Bioresources - Bylaws*

**Academic and Examination Regulations 2020/2021**

## 1. Guidelines for degree programmes:

The following guidelines will be valid for the students entering the Faculty of Urban and Aquatic Bioresources (FUAB) to follow the BSc/BSc Honours degree programmes.

### 1.1 Academic Year and Semester

Each academic year has two semesters, and each semester has 15 weeks of teaching.

### 1.2 General rules for BSc and BSc (Honours) Degree Programmes

According to the by-laws of the University of Sri Jayewardenepura, pertaining to academic and examination procedures, a student awarded the degree of Bachelor of Science or Bachelor of Science (Honours) degree by the FUAB;

- a) should be admitted as an internal student of the University,
- b) should be registered as a student of the University for a period not less than three years for BSc degree and not less than four years for BSc (Honours),
- c) should complete the courses of study prescribed in the Faculty Prospectus adhering to the by-laws, rules and regulations of the Faculty/University,
- d) should obtain satisfactory grades for each subject/course module of the degree program at the evaluation/examination conducted at the end of the relevant academic semester,
- e) should pay such fees or other dues as may be prescribed by the University
- f) should fulfill any other conditions or requirements as may be prescribed by the University.

### 1.3 Degree Programs

The FUAB offers four degree programmes.

- Bachelor's degree programme in Aquatic Bioresources - BSc in Aquatic Bioresources
- Honours degree programme in Aquatic Bioresources - BSc (Hons) in Aquatic Bioresources
- Bachelor's degree programme in Urban Bioresources - BSc in Urban Bioresources
- Honours degree programme in Urban Bioresources - BSc (Hons) in Urban Bioresources

### 1.4 Enrolment for the Semester, Examinations and Admission card

In order to get enrolled for an academic semester, a student should submit an application by providing the details of course modules that he/she intend to follow during that academic semester, to the Assistant Registrar/Senior Assistant Registrar through the Dean of the Faculty, at the end of the fourth week of the semester or before any other specific date recommended by the Faculty.

## 1.5 Course-credit system

The course credit system followed by the University is based on the guidelines stipulated by the Sri Lanka Qualifications Framework (SLQF), an updated version of September 2015.

### 1.5.1 Student workload

The student workload of the study program is defined as 1500 notional learning hours per academic year.

### 1.5.2 Notional learning hours

- a. The notional learning hours include direct contact hours with teachers and trainers, time spent in self-learning, preparation for assignments, carrying out assignments and assessments.
- b. One credit is considered equivalent to 50 notional learning hours for a taught course, laboratory studies course or for field studies. In case of industrial training including time allocated for assessments and in case of research, including time allocated for literature survey, one credit is considered equivalent to a minimum of 100 notional hours.

### 1.5.3 Actual hours of teaching

- a. One credit is equivalent to 15 hours of lectures and/or tutorials or 30-45 hours of laboratory work or 45 hours of field classes.
- b. The course credit structure of a degree programme is defined in the Faculty Prospectus.

### 1.5.4 Evaluation of learning outcomes

- a. Learning outcomes will be assessed by valid and reliable methods of assessment.
- b. Credits have to be earned by students after successful completion of the work required and after appropriate assessment of learning outcomes.

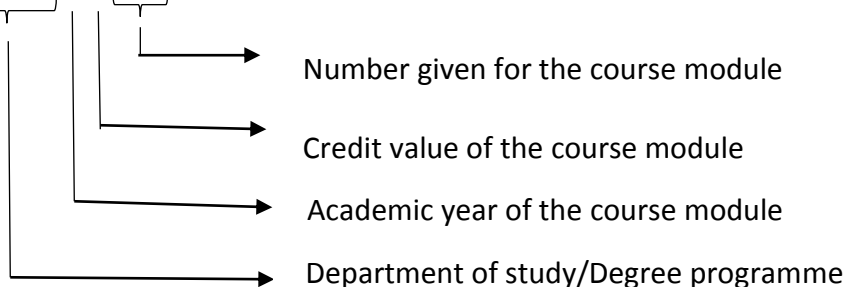
### 1.5.5 Course unit

A course unit may consist of one or more components such as lectures, tutorials/assignments, practical classes, computer-based work, self-directed learning, and research work.

### 1.5.6 Course-codes

An alphanumeric code is assigned for each course-module for identification purposes. The code consists of four digits denoting the type of course unit and is prefixed by a set of three letters indicating the degree programme or the relevant department of study offering the course-module. The letters ABR in the example below stands for 'Aquatic Bioresources'.

The first digit of the code indicates the academic year in which the course module is offered. The second digit implies the credit value of the relevant course module while the third and fourth digits together indicate the number given to the course module by the relevant department of study.

**ABR1202****1.5.7 Evaluation and Grading**

Grades given at course-unit examinations and Grade Point Values assigned to each grade are as follows:

Range of Marks*	Grade	Grade point	Remarks
85-100	A+	4.00	Outstanding
70-84	A	4.00	Excellent
65-69	A-	3.70	Very good- Excellent
60-64	B+	3.30	Very Good
55-59	B	3.00	Good
50-54	B-	2.70	Fair - Good
45-49	C+	2.30	Fair
40-44	C	2.00	Satisfactory
35-39	C-	1.70	Weak- satisfactory
25-34	D+	1.30	Weak
20-24	D	1.00	Bad - Weak
00-19	E	0.00	Very Weak
----	ab	0.00	Absent
----	M	0.00	Absent on medical leave

\* Subject to change during standardization/normalization process

**1.5.8 Passing course-unit examinations**

A candidate who scores a 'C' grade or better is considered to have passed the relevant examination.

**1.5.9 Grade Point Average (GPA)**

A cumulative index will be calculated as the weighted average of the grade points obtained from grades of all different courses followed, and the number of corresponding course units. This cumulative index shall be called the Grade Point Average (GPA).

$$\text{GPA} = \frac{\sum G_i C_i}{\sum C_i}$$
 where,  $G_i$  = grade point of the  $i^{\text{th}}$  course and  $C_i$  = number of credit units of the  $i^{\text{th}}$  course.

### 1.5.10 Compulsory and Optional courses

There are compulsory (C) and optional (O) course modules in the curriculum. The compulsory course modules include **mandatory** courses which are designed to impart knowledge and skills essential for a student. Students have a choice in selecting courses from the optional course modules.

### 1.5.11 Credit and Non-credit courses

There are credited and non-credited courses in the degree programmes. The grade point of credited courses will be used in calculating the Grade Point Average (GPA) (see Section 1.5.9 above for more details of GPA), while the non-credit courses (supplementary courses) will not carry a grade point and therefore will not be used in the calculation of the GPA. **However, these courses should be successfully completed with a minimum of 'C' grade or above in order to be eligible for the degree.** Non-credit courses are designed to develop practical skills, communication skills and for career development of students.

### 1.5.12 Compulsory English Course

A student should sit for compulsory English examinations conducted by the Faculty and obtain at least a 'C' grade, in order to qualify for the degree.

### 1.5.13 Research Project in Honours Degree Programmes

A student should obtain at least a 'D' grade for the Research Project in order to qualify for an Honours Degree and should obtain at least a 'C' grade for the Research Project in order to qualify for a First or Second Class in the Honours Degree.

### 1.5.14 Cut-off Levels of GPA for awarding Classes

Degree Program	Grade Point Average (GPA) for awarding classes*			
	General Pass	Second Lower	Second Upper	First
All Degrees	2.00	3.00	3.30	3.70

\* Rounding to the nearest second decimal place.

### 1.5.15 Qualifying for the BSc Degree

A student requires a Grade Point Average of not less than 2.00 for a minimum of 90 credits, to qualify for the BSc Degree.

### 1.5.16 Qualifying for the BSc Honors Degree

A student requires a GPA of not less than 2.00 for a minimum of 120 credits, to qualify for the BSc (Hons) Degree.

## **1.6 Effective date of the Degree**

Effective date of the degree for all degree programmes at the Faculty shall be determined as the day following (except Sunday) the last date of the final examination.

## **1.7 Academic Progress**

An academic warning is issued in the event the grade point average (GPA) calculated for the first three semesters is less than 2.0.

## **1.8 Academic misconduct**

Academic misconduct refers to any type of cheating that occurs in relation to a formal academic exercise. The University senate takes all reported incidences of academic misconduct seriously and ensures that they are handled efficiently and appropriately. Examples of academic misconduct include plagiarism, manipulation of data/information, or citations, deception (e.g., giving a false excuse for missing a deadline), any other form of cheating, sabotage etc.

## **1.9 Attendance**

The student should have a minimum of 80% attendance at lectures, tutorials and practical classes for a particular course-unit, to be eligible to sit for the examination of the relevant course-unit.

## **1.10 Assessment procedures**

### **1.10.1 Submission of student assignments**

Students are required to submit assignments/reports for each academic activity on time to the lecturer-in-charge or to the relevant tutor. The submissions must be original works of the student avoiding academic misconducts. Students should avoid plagiarism and use proper forms of citation of referred original sources to complete their assignments or reports. Students who are found to have engaged with activities related to academic dishonesty are subjected to disciplinary action of the University.

### **1.10.2 Absence at an examination**

Students should notify their absence for an examination with supporting documents, to the Dean for an Academic Concession, for the approval of the Senate. The Senate has the final authority in deciding the validity of provided reason/s to be accepted for examination purposes. With the acceptance from the Senate, the student can sit for the next relevant examination and the results will be recorded as the first attempt. Valid excuses for examinations are: (i) medical certificates acceptable to the Senate. The original medical certificate should be submitted within 14 days of conclusion of the examination/part of the examination, (ii) Death of an immediate family member (parent/brother/sister or if married, spouse/children) one week prior to the examination or during the examination (a certified copy of the death certificate should be submitted for approval of the Senate).

If the student fails to sit for a course-unit without a valid excuse acceptable to the Senate, the candidate will receive zero marks for that course-unit examination. A student should take the examination for the particular course-module next time as his/her second/subsequent attempt. The candidate repeating an examination would not be eligible for a grade above 'C', for the particular course-module.

### **1.10.3 Requirements for repeating examinations**

A student can sit for an examination for a maximum number of three (03) attempts, for a particular course-module. A student who obtains a 'C' grade or less than that has the option to repeat a course and upgrade to a maximum of a 'C+'.

### **1.10.4 Duration of Examinations**

Theory examinations will be conducted in time slots of two-hour duration. Depending upon the course-credit value, the duration of examinations per course-module will be as follows:

Course-modules of one credit weight: The examination will be held for one hour followed by another examination of another course-module of one credit weight, at one sitting.

Course-modules of two-credit weight: The examination will be held for a period of two hours.

### **1.10.5 Fees for Repeat Examinations**

Students must pay the following amount of fees (\*subject to change at forthcoming years) for the repeat examinations at the time of application for the repeat examination.

- a. For candidates repeating 1<sup>st</sup> and 2<sup>nd</sup> year course-units - Rs.100/- per course unit, subjected to a maximum of Rs. 500/- per semester
- b. For candidates repeating 3<sup>rd</sup> and 4<sup>th</sup> year course-units - Rs.100/- per course unit, subjected to maximum of Rs. 700/- per semester

### **1.10.6 Results of the end-semester examinations**

Head of the relevant department of study, will inform the results of the examination by written notice. Release of results will be halted for the students those who have not submitted the confidential online feedback forms. Examination results will also be notified on the Faculty website.

### **1.10.7 Final Results of the Degree Programmes**

Annual examination board will take the final decision on the results of the examinations and awarding of the degree. The degrees will be awarded at the annual convocation, after confirmation by the Senate and the Council.

### **1.10.8 Examination Offences and Penalties**

All students should accept the regulations laid in the Examinations By-Law No.2 of 1986 of the University. Students who violate the regulations will be penalized as stated in the by-laws.

### 1.11 Degree Transcripts

The Registrar will issue an academic transcript to the graduate in addition to the degree certificate offered at the annual convocation. The transcripts contain:

- a. Course-unit examinations for which the student has registered
- b. Grades obtained by the student for the examinations of those course-units
- c. Grade Point Average for the course-unit
- d. Results and the Class awarded for the Degree
- e. Grade Point of respective grades and implications of grades
- f. The effective date of the Degree

Additional copies of transcripts can be obtained from the Examination Division of the University by paying the relevant fee.

### 1.12 Language Policy

The medium of the degree programmes of the FUAB is English.

### 1.13 Period of Internal Studentship

A student registered in a BSc degree program should complete the degree program within a maximum of six academic years, commencing from the initial year of registration. Students should complete the degree programme within a maximum of seven years, for the BSc Honours degree programs, commencing from the initial year of registration.

### 1.14 Changes in courses and examination regulations

The Faculty Board of the Faculty of Urban and Aquatic Bioresources has the authority to change any statement given above, subject to approval of the Senate.

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