



Department of Aquaculture and Seafood Technology

**Faculty of Fisheries and Ocean Sciences
Ocean University of Sri Lanka
Colombo 15, Sri Lanka**

**Undergraduate Student Handbook
Academic Year 2021/2022**

Student Handbook

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Message from the Vice Chancellor of Ocean University of Sri Lanka



The future prosperity of Sri Lanka depends on how well we control our geographical location as a sea hub and utilizes the marine resources in the surrounding sea. Our location in the Indian Ocean has shaped our history over a long period of time and will continue to do so in the future. New consumer markets are emerging all across Asia and the major economies of China, Japan and India contribute to the growth of the maritime activities in the busy east-west shipping route which is only a few nautical miles south of the island. On this route, more than 150,000 ships annually carry two-thirds of the world's oil supply and a half of total ocean freight.

Furthermore, Sri Lanka has the jurisdiction for its seabed resources up to 200 nautical miles and we have claimed beyond 200 nautical miles under the United Nations Convention of the Law of Sea since geographic conditions support that our river sediments reached far beyond. Thus, Sri Lanka's situation in the nautical corridor between the East and West and its natural resources in the surrounding sea has become important for the future development of the country. We as a nation need to reposition our country to maximize these advantages. To fully tap this potential, Sri Lanka needs to develop its human resources and the Ocean University of Sri Lanka has the capacity to cater this important task. At present, the University offers marine, maritime and fisheries related BSc degree programs in the fields of Engineering, Logistics and Transport and Science. Further, it offers skill sector NVQ level diplomas and certificates courses in the same areas from its network of regional centers.

This handbook would guide you the academic pathways and related information on your department and the University. I hope that you would use this important learning opportunity to mould yourself towards a successful carrier in the marine industry.

I wish you all the success!

Prof. NalinRatnayake

BSc (Hons/Peradenya), MSc (Japan), PhD (Japan), C. Geol.,

Professor in Marine Geology

Vice Chancellor/Ocean University of Sri Lanka

Vision

To be a leader of human resources development in fisheries and marine science and maritime technologies in south Asia.

Mission

To provide state-of-the-art training and education to meet the current and emerging need in the fisheries, marine and maritime sectors.

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9.4 Sport facilities	Error! Bookmark not defined.
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1. Ocean University of Sri Lanka

1.1 Introduction

Ocean University of Sri Lanka (OCUSL) is established in 2014 by Parliament Act. NO. 31. This is a new University with the objective to provide University education and offer vocational and technical courses in Fisheries, Ocean Sciences, Maritime Technology and allied fields. The new act was introduced to provide the establishment, maintenance and administration of the Ocean University of Sri Lanka; to provide the necessary legal infrastructure facilitating courses leading to higher education at the Ocean University of Sri Lanka. This also includes disseminate knowledge, provide extension courses, provide vocational and technical courses for personal in the field, to offer vocational and technical courses pertaining to National Vocational Qualification (NVQ) and assist to study and upgrade academic qualifications in the fields of fisheries, ocean science, marine engineering/ maritime technology.

At present, Ocean University of Sri Lanka constitutes with two faculties, namely Marine Engineering and Management and Fisheries and Ocean Sciences. The University offers Bachelor, Diploma and Certificate courses which are conducted in various disciplines related to Fisheries, Ocean Sciences and allied fields.

1.2 Faculties and Departments

Academic program of the university consists of two faculties, each faculty has its departments.

- Faculty of Fisheries and Ocean Sciences (FFOS)
 1. Department of Fisheries and Marine Sciences
 2. Department of Oceanography
 3. Department of Aquaculture and Seafood Technology
- Faculty of Engineering and Management (FEM)
 1. Department of Marine Engineering
 2. Department of Marine Transportation Management and Logistics
 3. Department of Coastal and Marine Resources Management

1.3 Faculties of Ocean University of Sri Lanka

The University has following two faculties namely, Faculty of Marine Engineering & Management (FMEM) and Faculty of Fisheries and Ocean Sciences (FFOS). Each Faculty Board consists of the Dean of the Faculty, all permanent Senior Lecturers, Lecturers and two student representatives nominated by the students.

1.3.1. Faculty of Fisheries and Ocean Sciences (FFOS)

The Faculty of Fisheries and Ocean Sciences (FFOS) offers two-degree programmes under three departments. Department of Fisheries and Marine Sciences (FMS) offers B.Sc. in Fisheries & Marine Science (General & Special) Degree, Department of Oceanography (OCE) offers B.Sc. in Oceanography (Special) Degree and Department of Aquaculture and Seafood Technology (AST) offers B.Tech. in Aquaculture and Seafood Technology General Degree. Duration of the general

degree programme is 3 years (Sri Lanka Qualification Framework-5) while duration of the special (Hons) degree program is 4 years (Sri Lanka Qualification Framework-6). Diploma and Certificate Courses are also available in relevant disciplines.

1.4 Department of Aquaculture and Seafood Technology

BTech. degree programme in Aquaculture and Seafood Technology is a multidisciplinary undergraduate programme aimed at producing skilled personnel who can apply scientific knowledge, conceptual understanding, and applications of areas of aquatic resources management, process & product technology, and legislation.

On the successful completion of the degree programme, students will be able to demonstrate professional and technical competencies in the field of aquaculture and seafood technology.

This programme will train human resource as life-long learners. The graduates will be able to use the new knowledge acquiring ability by research and self-study and demonstrate transferable skills which are useful in situational analysis & decision making.

1.4.1 Objectives

The program is aimed at producing learned personnel required for management of living and nonliving resources in the coastal and marine environment. It is especially built on the principles and practices of environment management, biological and ecological conservation, sociology, legal and political aspects, disaster management and related technologies and current and emerging issues. The major objectives are;

- Strengthening the students' theoretical background in the field of coastal resources management and sustainable development
- Providing students sufficient exposure to research and development in relevant disciplines
- Producing fruitful industry –oriented expertise who can work for the sustenance of the coastal zone

1.4.2 Program outcomes – BTech General

Each module offered in BTech. in Aquaculture and Seafood Technology Degree has been designed to achieve the program outcomes given below and thereby reach to the aim of the degree program at the end.

The Graduate will be able to:

1. apply the knowledge of Science and Technology fundamentals
2. design and conduct research and development activities.
3. formulate innovative solutions for broadly defined aquaculture and seafood industry problems.

4. function effectively in a multidisciplinary team as a Universal Citizen
5. demonstrate the knowledge and understanding of Project Designing and implementation in multidisciplinary environments.
6. understand and commit to professional ethics and responsibilities.
7. communicate effectively with the stakeholders and society at large.
8. implement technological solutions adhering to Sustainable Development Concepts
9. recognize the need for and have an ability to engage in life-long learning.
10. demonstrate the understanding of contemporary social, health, safety, legal and cultural issues related to seafood and aquaculture industry and formulation of sustainable solutions for those issues.
11. use the techniques, skills and modern technological tools including prediction and modeling necessary for broadly defined activities.

Program outcomes are related to the learning outcomes of the modules, course content and assessment methods that have been proposed to achieve by completing the module successfully, as outlined in following table.

1.4.3 Carrier Opportunities

With nearly 20 state sector agencies involved in development, management and/or regulation of activities related to coastal and marine resources management including research and academic institutions and many private sectors institution involved in different commercial sectors such as industry, power, energy, environment consultancy etc; there will be a wide range of opportunities for prospective undergraduates to choose from and make a successful career out of CRM.

1.5 Overview of the AST department

1.5.1. Academic staff

Faculty of Fisheries and Ocean Sciences	
 <p>Dr. M.F. M. Fairoz Dean Faculty of Fisheries and Ocean Sciences</p>	<p>B. Sc., and M. Phil. (Ruhuna, Sri Lanka) Ph.D. (Shizuoka, Japan) Global Fellow (Duke University, U.S.A.)</p> <p>Research interests:</p> <ul style="list-style-type: none">• Biological Oceanography• Marine Ecology• Marine Microbial Activity and Dissolved Organic Matter Dynamics• Marine Biodiversity and Conservation• Coral Reef Systems Ecology• Microbial metagenomics <p>Tel: +94 112525107 (Colombo) Tel: +94 47240147 (Tangalle) Email: fairoz.mfm@gmail.com</p>
Academic Heads	
 <p>Dr. W.A. Anusha D.L. Wickramasinghe Academic Head Department of Aquaculture and Seafood Technology</p>	<p>B. Sc. (Hons.) (Ruhuna, Sri Lanka) M.Sc. (Vrije, Belgium) Ph.D (Mumbai, India)</p> <p>Research interests:</p> <ul style="list-style-type: none">• Aquatic Science• Numerical Ecosystem Modeling• Chemical and Biological Monitoring• Chemical Changes and Their affects to the Global Environment• Genetic Engineering and Recombinant Gene Technology <p>Tel: +94 474929634 Email: lankadimuthu@yahoo.com</p>

Academic Staff, Department of Aquaculture and Seafood Technology

Demonstrator

Department of Aquaculture and Seafood Technology

Research interest:

Email:

2. Aquaculture and Seafood Technology Degree program

B. Tech. in Aquaculture and Seafood Technology

Course Duration : 3 years

Study Mode : Full Time

Study Medium : English

Credits : 94 GPA

* AST5043-Mini Research Project and Report – This is an optional module. Those who wish to complete this module will get a certificate from the University stating that they have completed a research project.

2.1. Course Modules

Course Module Details

1 BTech. in Aquaculture and Seafood Technology
Semester 1 to Semester 6 (3 years)

Module Code	Module Title	GPA	NGPA
First Year	Semester-1	Credits	
AST1013	Aquaculture I	3	
AST1022	Introduction to Analytical Chemistry	2	
AST1032	Physics for Life Sciences	2	
AST1042	Applied Microbiology	2	
AST1052	Workplace Communications	2	
AST1062	Information and Communication Technology (ICT)	2	
AST1072	Introduction to Management		2
AST1081	Proficiency in English - Level I	1	
	Number of Credits	14	2
First Year	Semester-2	Credits	
AST2013	Aquaculture II	3	
AST2022	Principles of Product Designing	2	
AST2032	Genetics and Biotechnology	2	
AST2042	Hatchery Operation and Management	2	
AST2052	Management of Aquatic Ecosystems	2	
AST2063	Food Chemistry	3	
AST2071	Water Resources and Management in Aquaculture	1	
AST2082	Proficiency in English- Level II	2	
	Number of Credits	17	0
Second Year	Semester-3	Credits	
AST3012	Marketing and Financial Management	2	
AST3021	Sustainable Consumption and Production	1	
AST3032	Aquatic Plant Culture Technology	2	
AST3043	Post-harvest Technology and Value Addition	3	
AST3053	Statistics	3	
AST3062	Ornamental Fish Breeding and Culture Techniques	2	
AST3073	Aquatic Animal Health	3	
AST3081	Swimming and Life Saving		1
	Number of Credits	16	1

Module Code	Module Title	GPA	NGPA
Second Year	Semester-4	Credits	
AST4012	Research Methodology and Scientific Writing	2	
AST4024	Feed Technology in Aquaculture	4	
AST4031	Occupational Health and Safety Management	1	
AST4042	Waste Management	2	
AST4053	Algae and Seaweed Culture	3	
AST4062	Quality and Safety of Seafood	2	
AST4072	Product and Process Management	2	
AST4082	Basic Mathematics		2
	Number of Credits	16	2
Third Year	Semester-5	Credits	
AST5013	GIS and remote sensing	3	
AST5026	Industrial training	6	
AST5033	Seminars on Emerging Topics in Aquaculture and Seafood Technology	3	
AST5042	Mini Research Project	2	
AST5051	Customer Relations and Complain Handling	1	
AST5013	GIS and remote sensing	3	
AST5026	Industrial training	6	
AST5013	GIS and remote sensing	3	
	Number of Credits	15	0
Third Year	Semester-6	Credits	
AST6012	Human Resources Management	2	
AST6022	Climate Change and Disaster Management	2	
AST6032	Entrepreneurship	2	
AST6042	Project Management	2	
AST6052	Quality Assurance in Seafood Industry	2	
AST6062	Supply Chain Management	2	
AST6075	Industry Based Group Project	4	
	Number of Credits	16	0
	Total Number of Credits	94	5

3. Students Enrollments

3.1 Admission Requirements

All applicants for the Bachelor degree programme in the Ocean University of Sri Lanka must pass advanced level (A/L) examination with minimum simple passes at single attempt in the relevant field. B.Sc. in Fisheries and Marine Science Degree is eligible for candidates who sit G.C.E. (A/L) in the Biological Science stream. BSc in Oceanography Degree is eligible for candidates who sit G.C.E. (A/L) in the Biological Sciences and Mathematics stream. BTech. in Aquaculture and Seafood Technology Degree is eligible for candidates who sit in the biological science/bio system technology stream or NVQ level 05 or above in the relevant technology areas (Aquaculture/food technology). Applicants who sat for G.C.E. advanced level within three attempts at the immediate previous year, are eligible to apply. Applications for the prospective candidates in the relevant year will be requested from open newspaper advertisement. The students with the highest qualification (Based on z scores) will be selected through an interview.

3.2 Students' Registration

Students admitted to the Ocean University of Sri Lanka are registered as full-time students and he/she is required to maintain his/her registration during the total period of study in the University. A student shall pay any fee prescribed by the Ocean University of Sri Lanka for registration during the period of study.

3.3 Course Enrollment

Students shall be registered to Course Units conducted by the respective faculty two weeks before the end of previous semester. Students are able to register for course units by filling up Course Unit forms available at the faculty. Only registered students are allowed to sit for the end semester examination.

Any change of registered Course Unit or withdrawal of registration from a Course Unit shall be made within two weeks from the commencement of the academic programme. When the number of applicants for a particular Course Unit exceeds the available capacity, students will be chosen under a selection procedure specified by the respective Department.

Students are encouraged to reach the Assistant Registrar of the Faculty for any query regarding course enrollment or withdrawal of registration.

4. Academic Programme

4.1 Orientation Programme

All registered students of the Ocean University of Sri Lanka should have to follow the Orientation Programme during the first four weeks prior to commencement of the academic calendar. The objective of the Orientation Programme is to provide general information of the students' life and facilities available at the University.

4.2 Academic Calendar

The official academic calendar of dates approved by the Faculty Board is announced prior to the commencement of each academic year. For general degree programme, undergraduate courses will be conducted at 6 semesters, namely semester 1, semester 2, semester 3, semester 4, semester 5 and semester 6. For special degree programme courses will be conducted for additional one year, consisting with semester 7 and semester 8. The contents of subject matter in courses get progressively advance as the levels go higher. One academic year consists of two semesters.

The Faculty will notify commencement of the academic years and semesters. A typical academic year shall be as in Table 01.

Table 01: General academic calendar

First half of the year (during a Semester)	Weeks	Second half of the year (during a Semester)	Weeks
First half	8	First half	8
Mid semester break	1	Mid semester break	1
Second half	7	Second half	7
Study leaves	2	Study leaves	2
Examination	4	Examination	4
Vacation	2	Vacation	6
Total	24	Total	28

4.3 Course Units offered by Degree programmes

Students shall take minimum 90 credits to complete the general degree programme in Fisheries and Marine Sciences. After the third year, limited number of students with high performances will be selected for the special degree programme in Fisheries and Marine Science. Students enroll to the special degree programme need to follow additional 30 credits including research component. The B.Sc. Degree in Oceanography is a four-year program consists with eight semesters. All the students have to follow non-credit compulsory courses to complete general or special degree programme

4.5 Course Modules/ Course Units

A course module is also referred as course unit which is a selectively organized section of a subject. Two types of course modules are offered, as 'Credit course modules' and 'Non-credit course modules'. All course modules consist of lectures, assignments, tutorials and practical sessions (laboratory sessions and field visits). In addition, there are Course Modules consisting of project work or training at different industries.

4.5.1 Credit Value of a Course Module/ Course Unit

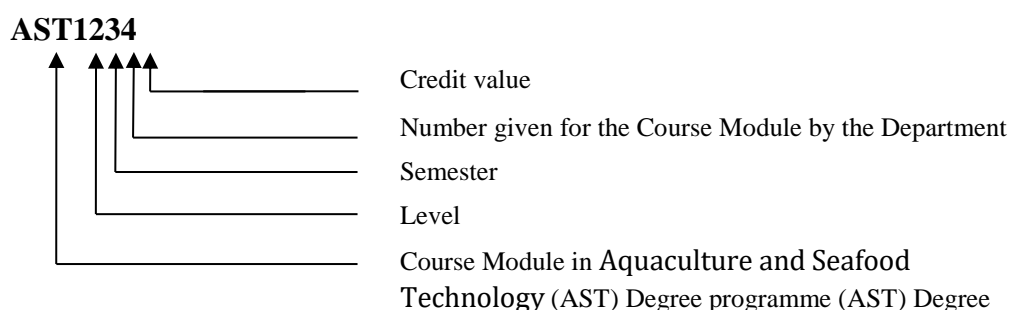
The abstract value assigned to a Course Module on the basis of student contact hours in a Course Module is called a credit. Usually, one credit is equivalent to 15 hours of lectures and/or tutorials or 30 - 45 hours of laboratory work, field classes etc. Course Module of one credit to eight credits is available. For example, the contents of a three-credit course module will be approximately three times that of a Course Module of one credit. A credit is a time-based quantitative measure used to determine the contribution of a particular Course Module (Table 02).

Table 02. Credit values and time allocation of different Course Modules.

Description	Credit Value
Theory Course Modules	
15 hour Course Modules	01
30 hour Course Modules	02
45 hour Course Modules	03
Practical Course Modules	
45 hour Course Modules	01
Combined Course Modules	
E.g. 30 theory hours + 45 practical hours	03
15 theory hours + 45 practical hours	02

5. Identification of Course Modules

An alphanumeric code is used to identify a Course Modules. The code consists of four digits prefixed by a set of three letters denoting the subject/type of Course Module as described by the example given below:



6. Examination & Evaluation

The performance of a student in each subject will be assessed, based on assignments, continuous assessment and closed book examinations. Examinations are held at the end of each semester. The marks awarded for assignments, continuous assessment and the end of semester examination will be taken into account in computing the final grade for each subject.

6.1 Grading System

The performance at each module is expressed by a letter grade. The letter grades are based on the Grade point system and percentage marks as indicated in the table.

Percentage Grade	Grade	Grade Point	Definition Remarks
85 and above	A+	4.2	Superior performance
75-84	A	4.0	Excellent
70-74	A-	3.7	Very Good
65-69	B+	3.3	Good
60-64	B	3.0	Encouraging
55-59	B-	2.7	Moderately Good
50-54	C+	2.3	Satisfactory-
45-49	C	2.0	Moderately Satisfactory
40-44	C-	1.7	Pass
35-39	D	1.3	Conditional Pass
34 and below	F	0.0	Fail
	I	0.0	Incomplete

6.2 Receiving an Incomplete ["I"] Grade.

- a) If a student was unable to complete a course module due to acceptable reasons, he/she will receive an "I" grade. In this regard, the student should upgrade "I" grade at least to a grade "D" within one year, and failure to do so will lead the Dean to declare that it is changed to a grade "F".
- b) If the grade "I" was given because the student was unable to sit the final examination, he/she may be allowed to upgrade it by sitting the examination at a later stage with the approval of the Head of the Department.

6.3 Failing Course Modules at Examinations

- a) The students must pass all modules to be eligible for graduation and should not have 'F' grade for any.
If a student has received an "F" grade for a Course Module at the end semester examination, he/she will be required to repeat the examination of that Course Module during the following academic yearend semester examination.

- b) A student who obtained an “F” grade must upgrade at least to a grade “C” to be eligible for graduation.

6.4 Improvement of Grades

- a) A student who obtained an “F” grade will be entitled for a maximum of “C+” grade at the repeat examination.
- b) A student who obtains a grade below C+ in any Course Module may re-sit the repeat examination of that Course Module during the following academic yearend semester examination for the purpose of improving his/her grade, subject to a ceiling of C+.
- c) The number of times that a student is permitted to sit repeat examination shall not exceed three.
- d) The students who fail to upgrade the grade of ‘F’ in three attempts will face automatic dismissal.

6.5 Grade Point Average (Semester)

- a) Calculation of Grade Point Averages
- i. Semester Grade Point Average (SGPA).

The Semester Grade Point Average (SGPA) is calculated at the end of each semester using the formula below:

$$\text{SGPA} = (\sum C_i \times G_i) / \sum C_i$$

Where C_i is the number of credits for the i^{th} Course Unit in a given semester and G_i is the grade point earned for that Course Unit.

If a student has followed Course Units of total worth more than 15 credits in a semester, the SGPA is calculated based on all compulsory Course Units comprising the highest scoring elective or electives that will take the total credits to 15 for that semester.

- ii. Overall Grade Point Average (OGPA). The Overall Grade Point Average (OGPA) is calculated for the entire degree programme or for a specific part of the programme using the formula below:

$$\text{OGPA} = (\sum C_i \times G_i) / \sum C_i$$

Where C_i is the number of credits for the i^{th} Course Unit and G_i is the grade point earned for that Course Unit.

6.6 Study Limits

- a) Period for Completion of Degree

The maximum permitted period for completion of the B.Sc. General Degree programme is six years while that for B.Sc. Honors degree is seven years, unless the student has obtained prior written approval of the Academic Board to extend the period. A student may make a request for such extension through the Head of the department, with sufficient documentary evidence in support of the need of or such extension.

6.8 Graduation Requirements

The students are expected to successfully complete a minimum number of credits from courses offered as stipulated in the programme of study to be eligible for graduation. The total number of credits required to complete the degree programmes, are shown below:

Degree	Total Number of Credits required for General Degree	Total Number of Credits required for Hons Degree
a) Fisheries and Marine Sciences	90	120
b) Oceanography	NA	120
c) Aquaculture and Seafood Technology	94	NA

6.9 Award of Classes

The award of classes is subject to the fulfillment of all the graduation requirements within four or five academic years as relevant. The Overall Grade Point Average as shown below will be used in the determination of the class awarded.

Class	OGPA
First Class	$3.70 \leq \text{OGPA}$
Second class (Upper Division)	$3.30 \leq \text{OGPA} < 3.7$
Second Class (Lower Division)	$3.00 \leq \text{OGPA} < 3.3$
Pass	$2.00 \leq \text{OGPA} < 3.00$

7. Administrative Policies

7.1 Examination By-Laws

7.1.1 Eligibility for Examinations

- a) Before the end-semester examination for each course module, student's eligibility to sit for the exam will be assessed and displayed in the faculty notice board. Eligibility is based on attendance for lectures and other academic sessions specific to a particular course module.
- b) Students must maintain a minimum of 80% attendance to be eligible to sit for the end semester examination of the course module.
- c) Failure to fulfill the above requirement in any Course module will disqualify a student from sitting the examination in that Course module; and the student may sit for the subsequent end semester examination of the course module. It should be noted that an examination sat at a subsequent semester will be treated as repeat examination in the Course module concerned.

7.1.2 Regulations Governing the Conduct of Examinations

- a) Candidate must be present at their respective examination hall at least 15 minutes before the commencement of an examination and should enter the examination hall at the request of the supervisor.
- b) Candidates must occupy the seats carrying their respective Index numbers or as allocated by the supervisor.
- c) Candidates shall take only pens, pencils, erasers, foot-rulers, mathematical instruments, transparent water bottles and other materials such as essential articles or materials, if authorized by the supervisor into the examination hall.
- d) No candidate shall be admitted to the examination hall after 30 minutes have elapsed from the commencement of an examination, and no candidate will be permitted to leave the examination hall before 30 minutes have elapsed from the commencement of the exam. Furthermore, candidates are not permitted to leave the examination hall during the last 30 minutes of the examination.
- e) Each candidate should bring his/her Admission Card, and Student's Identity Card issued by Ocean University to the examination hall. If a candidate has lost the Identity Card or Admission Card during the examination period, he/she should immediately report to the Registrar/Assistant Registrar and obtain a duplicate of such documents.
- f) If requested to do so by the supervisor, a candidate must produce any document, written material or item of stationery in his/her possession or custody.
- g) Candidates are prohibited from asking for or exchanging anything with any other candidate, copying or attempting to copy anything written by any other candidate or communicating with any other candidate. A candidate shall not permit or assist any other candidate to copy.
- h) A candidate must use only the answer booklets and sheets of paper provided (date stamped) for that day for the purpose of the examination.
- i) Stationery (writing paper, graph paper, drawing paper, ledger and graph paper, etc.) shall be issued to candidate as required. A candidate shall not tear, fold, crumple, scratch or in any other way damage any item of stationery issued to him/her. A candidate shall use only the stationery issued to him/her by the supervisor and invigilator, and shall leave on his/her desk his/her answer scripts, mathematical tables and any other returnable material issued to him/her before he/she leaves the examination hall. A candidate shall not take out of the examination hall any paper, answer book or any other material issued to him/her by the supervisor or other authorized officer.
- j) Before commencing to answer an examination paper a candidate shall write his/her index number with the name of the examination in the appropriate space in the answer book or sheet and he/she shall write his/her index number on every sheet or paper used by him/her. No candidate shall write his/her name or make any identification mark in any answer script. Any candidate who writes an index number and code other than his/her own on an answer script shall be guilty of an examination offence.
- k) All papers used for rough work as well as writing paper should be attached to the answer script, but all material, which does not form a part of the answer script, should be cancelled by drawing lines across such material.

- l) Candidates shall conduct themselves in the examination hall in such a manner as not to cause any obstruction or harassment to the supervisor, the Invigilators and other candidates, and shall observe silence both inside the examination hall and outside.
- m) A candidate shall not permit another person to impersonate him/her at any examination, and shall not appear on behalf of any other person at any examination.
- n) The supervisor or an invigilator may obtain from a candidate a written statement in respect of any matter that occurs in the examination hall. A candidate shall not decline to make such statement or to place his/her signature on such statement.
- o) During the course of answering a paper, no candidate shall be permitted to leave the examination hall temporarily. In case of an emergency the supervisor may grant permission to do so under the supervisor's surveillance.
- p) A candidate shall remain seated in his/her seat till the answer scripts are collected and shall hand over his/her answer script only to the Supervisor or an Invigilator.
- q) A candidate shall not attempt to make improper use of a document, drawing or instrument.
- r) Students are prohibited from carrying cellular phones or any other electronic devices used for communication during the course of written, oral or practical examinations.
- s) It shall be the responsibility of every candidate to refrain from any act that may lead to any suspicion that he/she has committed any examination offence or is likely to commit such offence.

7.1.3 Absence from the Examinations

Every candidate who is eligible for an examination shall be deemed to have sat the examination unless;

- a) He/she submits a valid reason such as illness, death of immediate family members (i.e. a parent, sibling) or tragic event to withdraw from the examination. Documentary evidence in support of these claims has to be submitted.
- b) In a case of illness, a medical certificate in support of his/her absence, should be submitted prior to the commencement of the examination or he/she shall inform the head of the department in writing of his/her inability to attend the examination and submit the medical certificate within three days after the commencement of the examination.
- c) A student who withdraws or absents himself/herself from any examination with a valid reason as in section (a) shall be eligible for a subsequent examination of the module/modules. Until the student completes the above module/modules, Grade 'I' will appear in the student records and the GPA will be calculated once the module/modules are completed. However, the student who has "I" grade should complete the module/modules within following academic year period, and if fails to complete within one year, an "F" grade will be given.
- d) A student who withdraws or absents himself/herself from any examination without a valid reason [stipulated in section (a)] will be given zero marks for that attempt, and an "F" grade will appear in his/her academic transcript.

7.1.4 Examination offenses

The following are considered as examination offenses.

- a) Possession of any notes, electronic devices and documents, and any other material(s) while in the examination venue, other than those issued at the venue for purposes of the exam.
- b) Copying.
- c) Cheating.
- d) Removing items of stationery and other material belonging to Ocean University from the examination hall.
- e) Misconduct.
- f) Impersonation.
- g) Improper access to the contents of a question paper or to the subject matter of a test or obtaining aid and assistance to commit an examination offense.
- h) Exercising improper influence on officers engaged in the conduct of an examination.
- i) Any other act considered as an examination offence by Ocean University.

Such offences need to be reported in writing to the Registrar who will institute a Board of Inquiry. The Board of Inquiry will recommend the necessary penalties for consideration and approval of the Senate.

7.1.5 Penalties for Examination Offenses

- a) **Possession of any unauthorized materials:** Being in possession of any unauthorized material such as documents results in the cancellation of candidature for any period not exceeding two academic years.
- b) **Copying:** Cancellation of candidature and debarring the candidate from sitting for any examination conducted by Ocean University for any period not exceeding three years and the imposition of other penalties as recommended by the Board of Inquiry.
- c) **Cheating:** Cancellation of candidature and debarring the candidate from sitting for any examination conducted by Ocean University for a period of time, decided by the board of Inquiry.
- d) **Removing out of the examination hall items of stationery and other material belonging to Ocean University:** Cancellation of candidature and debarring the candidate from sitting for any examination conducted by Ocean University for a period of time determined by the Board of Inquiry.
- e) **Improper conduct:** Cancellation of candidature and debarring the candidate from sitting for any examination conducted by Ocean University for a period not exceeding five years and other penalties at the discretion of the Board of Inquiry.
- f) **Impersonation:** Cancellation of candidature and debarring the candidate from sitting for any examination conducted by Ocean University for a period not exceeding five years and other penalties at the discretion of the Board of Inquiry.
- g) **Exercising improper influence on examiners or officers engaged in the conduct of an examination:** Any penalty imposed at the discretion of the board of Inquiry.
- h) **Committing an examination offense for the second time:** Deregistration.

7.2 Student Code of Conduct

This code of conduct sets out the standards of the conduct expected of students. It holds students responsible of their actions.

7.2.1 Codes of Practice for Students

7.2.1.1 Leave of Absence

- a) In a semester, a student may ask leave of absence for a maximum period of two weeks.
- b) Any student who, for reasons other than sickness, is planning to be absent from his/her academic commitments during the semester or be travelling outside Sri Lanka for vacation must seek prior approval from his/her Academic Advisor.
- c) Occasionally, sickness and other circumstances make it necessary for a student to take extended or a full semester leave. A student may be allowed to submit a leave of absence from the course and programme for a maximum duration of twelve months by submitting an application through the Head of the Department to the Dean for approval. A student who has been granted an extended leave must write to the Registry at least one month before the agreed date of return to the programme confirming his/her intention to continue studies.

7.2.1.2 Plagiarism

- a) Students are expected to maintain academic integrity in all of their work. Submitting plagiarized work at any time is strictly forbidden.

7.2.1.3 Assignments/ Laboratory Reports

- a) All assignments and course work/laboratory reports should be submitted on or before the deadline. Report formats specified by the relevant department should be strictly followed when submitting assignments and laboratory reports.

7.2.1.4 Library Policy

- a) Removal of books from the library without following proper checkout procedures or by misuse of identification is prohibited.

7.2.1.5 General Conduct

- a) **Dress Code:** Male students must wear long trousers and short- or long- sleeved/rolled up office wear shirts with covered shoes, while female students wear jeans/pants, blouses and other dresses (acceptably covered) on days when lectures are conducted. No T-Shirts, revealing dresses, Rubber Slippers will be permitted at any time within a lecture hall or laboratory. Multi-colored or Tinted hair or fancy haircuts will not be permitted at any time. If a physical disability compels a student to wear otherwise, he/she will be required to obtain written permission from the Dean of the Faculty or in his/her absence from Head of the Department.

b) **Conduct towards Lecturers and University officials:**

- Students should be courteous to lecturers at all times. Students shall not use any discourteous or derogatory vocabulary against a lecturer or displayed violent behavior.
- Students shall not impair, interfere with or obstruct the orderly conduct, process or function of the University or any of its students, faculty members, University officials, guests or the surrounding community.

c) **Use of Alcohol & other prohibited drugs On-Campus:** The University prohibits the possession, use, consumption, manufacture, sale or distribution of alcohol or any other prohibited drugs in any University building, facility or property or student's hostel rooms.

7.3 Prohibition of Ragging and Other forms of Violence in Educational Institutions

Prohibition of Ragging and Other Forms of Violence in Educational Institutions Act No. 20 of 1998 has been ratified by Parliament. The broad meaning of this act assumes to totally abolish ragging and other forms of violence such as insults and cruel acts. This law makes ragging a distinct and punishable offence.

8. Library

The library provides access to academic staffs and all students of OCUSL. The library has two branch libraries in Mattakkuliya and Tangalle premises which serve the different degree programmes.

8.1 Library Collections

The library consisted of sections for lending, reference, periodicals and special collections.

8.1.1 Lending Section

Lending section issues books for a period of two weeks to undergraduates. If needed which can be extended for another two weeks and must meet assigned librarian.

8.1.2 Reference Section

Reference section includes reference materials and permanent reference materials. Reference materials are issued to students for overnight use. Reference materials could be borrowed between 3.00 p.m. to 4.00 p.m. and should be returned before 10.00 a.m. of the following day due date. Permanent reference materials (such as encyclopedias, dictionaries, glossaries and other valuable books) are intended strictly for reference within the library. Reading facilities are provided in this section.

8.1.3 Photocopying Service

The Library provides a limited photocopying service (subjected to nominal fee) for those who requires copies of reference materials available in the Library.

8.1.4 Borrowing Library Resources

Borrowing Library Resources with the exception of certain categories (i.e. Permanent reference materials, dictionaries, atlases, books under special collections etc.) all other books may be borrowed. The university record book or identity card must be produced when borrowing books. Books may be borrowed before 4.00 p.m. Details about the number of books can be borrowed is given in following table 15.

Table 15: Details of the number of books can be borrowed from the library.

Semester	Lending books	Reference books	Electronic media
Semester 1	01	01	01
Semester 2	01	01	01
Semester 3	01	01	01
Semester 4	01	01	01
Semester 5	02	01	01
Semester 6	02	01	01
Semester 7	02	02	01
Semester 8	02	02	01

8.1.5 Returning Library Resources

Borrowed books must be returned by 10.00 a.m. on the due date. Borrowers remain responsible for books, which are issued to them. If an issued book is lost or damaged, the matter should be reported to the library immediately. Borrower has to replace it with a new copy of the same edition or subsequent edition within due date. If the book is not available in the market, the borrower will be charged for the replacement cost of the book and a processing fee of 25% from the value of the book. All library resources borrowed must be returned and all outstanding fines must be paid when a student leaves the university. Users who fail to fulfil their obligations may have their degree certificate withheld until they return the borrowed resources and pay the fine.

8.1.6 Fines and Payments

A fine of Rs.5.00 per day will be imposed in respect of each book borrowed from lending section, if not returned by the due date. A fine of Rs.10.00 per day will be imposed in respect of each book borrowed from reference section, if not returned by the due date. All payments should be made to the Shroff of the faculty.