OCEAN UNIVERSITY OF SRI LANKA

Faculty of Fisheries and Ocean Sciences
Colombo 15, Sri Lanka

Bachelor of Technology in Aquaculture and Seafood Technology (External)

Undergraduate (External) Student Handbook
Academic Year 2023/2024

B.Tech in Aquaculture and Seafood Technology

STUDENT HAND BOOK

Centre for Open and Distance Learning
Ocean University of Sri Lanka
Mattakkuliya
2022/2023

Vice Chancellors Message

It is with great pleasure I present this message to students enrolling to follow external degree programs at Ocean University of Sri Lanka (OCUSL). You may be aware that the OCUSL is a special purpose Government University established by a parliament act with an aim of developing the human resources requirement to achieve the economic benefits of Marine, Maritime, Fisheries and allied technology sectors.

The government of Sri Lanka has recognized the importance of the blue economy especially in the areas of Fisheries, Aquaculture development & value additions, Marine Engineering, Port & shipping, while maintaining a sustainable environment. To achieve the targets of National Economic Development Strategies, the contribution of man power production of Ocean University is significant.

The vision of the university "To provide innovative solutions for marine, maritime and fisheries sector" expresses our commitment to provide innovative solutions for marine, maritime and fisheries sector through education. The mission "To be the center of excellence in marine, maritime and fisheries education in the region" reiterates the commitment to search for new knowledge, both existing and new and disseminate it for the betterment of people in our country as well as in the region.

Focusing on vision and mission OCUSL has expanded the its national contribution to produce the future decision makers and managers, offering ample learning and training opportunities through the external degree programs offered by the Center for Open and Distance Learning (CODL) of the University.

Currently, the courses offered by CODL include Certificate courses, Diplomas and Degree programs. All the courses have been aligned to the Sri Lanka Qualification Framework which is the benchmark in education in the country and is on par with the similar benchmarks outside the country. The close collaboration with the industry representing both government and private sector ensures that our teaching and skill development efforts are more practical and targeted.

This handbook is designed to help those students who enroll to understand the benefits they get, the responsibilities they have and the correct procedures to follow to complete the studies without obstacles. I request the students to make the optimum use of this handbook and also excel in your studies so that your contribution to the society will be significant to the future generations.

Prof. Wasantha Rathnayake
Vice Chancellor
PhD, MSc, LLB, PG Dip, BSc SP.(Hons), SEDA, CTHE
Ocean University of Sri Lanka

Message from the Dean

As the Dean of the Faculty, it is with absolute pride that I state the Faculty of Fisheries and Ocean Sciences (FOS) to be at its zenith of performance opening the higher portals to become graduates by both Advanced Level (A/L) and National Vocational Qualification (NVQ) streams' candidates in lining with the Ocean University establishment Goal. This is the uniqueness of the Faculty and with this mere internal happy, I, first of all would like to prompt my warm wishers for the students who selected us to build your carrier path together with your life, hence, I wormley welcome you on board of Faculty of FOS. At the same pride I declare that we put our best effort to support you to make true your graduation dream at its best quality on the top of the trust yo u kept on us.

The faculty, being the one and only through multidisciplinary and differ in offering paths with three departments, viz. Fisheries and Marine Sciences (FMS), Oceanography (OCE) and Aquaculture and Seafood Technology (AST) offers three-degree programmes including Honors and General degrees, well recognized across the world for the target academic exposure. Enhancing existing programmes and building new programmes, increasing the focus and integration of global and international competencies and experiences, the faculty has now offered an External degree programme (BTech. in Aquaculture and Seafood Technology) under the Department of AST in collaboration with the Center for Open & Distance Learning (CODL) of OCUSL. The CODL is mainly driven under a Director and board of management including coordinators of each external degree programmes. At this very special day I take opportunity to express my heartiest wishers to the first Director of CODL of OCUSL to take over the center's path meticulously and energetically.

The teaching faculty consists of academics who are highly qualified and are experts in their respective fields, enthusiastic and engaged in a multitude of projects. With our high motivation on the distinction of the academic programmes, we are aligned with Sri Lanka Qualification Framework (SLQF) and are in the continuous gap filling process under the guidance of university Admission Accreditation and Quality Assurance Council (AAQAC). The Faculty is dedicated to pursue an excellent teaching and research culture to deliver high quality education in an attractive and peaceful environment for its students. Therefore, the external degree also consisting with hands on practical in relevant labs of our collaborative institutes plus well-designed field visits while lectures delivering via online at convenient times for job workers as well. Through this external degree we expect to cater a job oriented with high market demand degree to the students. I am certain with the dedication, enthusiasm and hard work of the faculty of Fisheries and Ocean Sciences, you will accomplish maximum output of the opportunity rendered to you through the BTech in AST to be a global fellow.

Wish you all the best!

Dr. W.A.A.D. Lanka Wickramasinghe
Dean/FOS,

Director Message

I welcome and congratulate all of you who have registered as the first batch of the external degree programs conducted by the Open and Distance Learning Centre of the Ocean University for the year 2022/23. The Open and Distance Learning Centre of the Ocean University is committed to provide the environment and facilities required to provide students with a quality university degrees, regardless of the year, age, etc. in which they appeared for the A-level examination.

In particular, all the external degrees programs are conducted on line, so that even a person who has passed the fifth level of the National Vocational qualification (NVQ 5) related to this course can study while doing a job.

The open and distance learning centre of the Ocean University is ready conduct two online undergraduate degree programs in the year 2023 namely BSc in Supply-chain Management and B. Technology in Aquaculture and Seafood Technology.

The lecture panel of the centre consists of visiting lectures that includes leading scholars and experts in the related industries. The courses conducted through the centre have been designed with the participation of intellectuals and experts in the related industries.

I take this opportunity to express my heartfelt thanks to the lectures of the university who contributed to the design of this course as well as to all the resource persons on behalf of the Centre for Open and Distance Learning of Ocean University of Sri Lanka

H.K.R.Thushara
Director-CODL
Ocean University of Sri Lanka

Course Coordinator's Message

Welcome to the Ocean University of Sri Lanka!

The students who registered in the CODL as external undergraduates of OCUSL for the year 2022/23 are warmly welcome with heartiest wishers to the BTech. in Aquaculture and Seafood Technology (AST) external degree programme.

BTech. degree programme in AST meant at producing skilled personnel who can apply scientific knowledge, conceptual understanding, and applications of areas of aquatic resources management, process and product technology, and legislation. Therefore, we will train human resource as life-long learners. On the successful completion of the course, students will be able to demonstrate professional and technical competencies in the field of aquaculture and seafood technology with the ability of applying the gained knowledge and skills in situational analysis and decision making.

The course consists of both Theory and Practical sessions including Field visits. Theory part will be delivering mainly via online over the entire duration (3 years) of the degree programme where as practical sessions, field visits and final exams will be conducted physically. Students will be evaluated via continuous assessments, practical and field reports and closed book end semester examinations.

The success of your degree will be based on not only the teachers' dedications but mainly the effort you put on your degree programme. At this very beginning I, as the coordinator would like to emphasize you that your commitment, desire, and the total time you spend for each course unit including entire national hours you spend with teachers and assignments will be accounted for the quality of your degree. In order to give you a good exposure through skilled and competent subject experts, we hired outstanding academics from various universities and professionals from the industry apart from the subject expert senior lecturers of the faculty who are prepared to empower students academically and professionally.

Therefore, I invite you extract all the facilities provided you to be a highly motivated and skilled professionals to drive change and have a positive societal impact at the university, in the community, and across the globe.

Your Success Is Our Target!

Dr. W.A.A.D.Lanka Wickramasinghe
Coordinator.

This Handbook is provided for information purposes only, and its contents are subjected to change without notice. The information herein is made available with the understanding that the University will not be held responsible for its completeness or accuracy. The University will accept no liability whatsoever for any damage or losses, direct or indirect, arising from or relating from the use of this Handbook.

TABLE OF CONTENTS

1. Ocean University of Sri Lanka

1.1 Introduction

Ocean University of Sri Lanka (OCUSL) was established in 2014 by Parliament Act. No. 31 as a special purpose University with the objective of providing both Higher education and Vocational and Technical Education in Fisheries, Ocean Sciences, Maritime Technology and allied fields. The University Act was brought forth in 2014 to provide the establishment, maintenance and administration of the Ocean University to provide the necessary legal infrastructure in facilitating courses leading to higher education the University including dissemination of knowledge, offering extension courses, including vocational and technical courses for professionals in the field, and National Vocational Qualification (NVQ) in the fields of fisheries, ocean science, marine engineering/ maritime technology. The University of Sri Lanka constitutes with two faculties, namely Marine Engineering and Management and Fisheries and Ocean Sciences. The University offers Bachelor, Postgraduate Degree, Diploma and Certificate courses which are conducted in various disciplines related to Fisheries, Ocean Sciences and allied fields.

1.2 Vision and Mission

> ### 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.*

1.3 Location

The main premises including central administration unit of the University is located at the Mattakkuliya University complex, Colombo -15, Sri Lanka.

1.4 Contact Information

Ocean University of Sri Lanka,
Crow Island, Mattakkuliya, Colombo -15,
01500, Sri Lanka.

Telephone:+94 114 346 979
E. mail: info@ocu.ac.lk

1.5 Officers of the University

Vice Chancellor	Prof. Wasantha Rathnayake
Dean / FMS	Dr. W.A.A.D.Lanka Wickramasinghe
Dean / FEM	Dr. H. B. Jaysiri
Director – Center for Open & Distance Learning	Mr. H.K.RashinthaThushara
Course Coordinator SCM-External	Mrs. Nishanthi Perera NishanthiP@ocu.ac.lk
Course Coordinator AST-External	Dr. W.A.A.D.Lanka Wickramasinghe LankaW@ocu.ac.lk
Head of the Department / Fisheries	Dr. Nesha Dushani
Head of the Department /Oceanography	Dr. Jagath Rajapakshe
Head of the Department/ ME	Mr. Samitha Weerakoon

Head of the Department/ CRM	Mrs..Shamali Rathnasri
Head of the Department/ MTML	Mr. Naleen de Alwis
Head of the Department/ AST	Dr. W.A.A.D.Lanka Wickramasinghe
Registrar	Mr. Hemantha Rathnayake **Tel:** +94-114346970 **ext:**703 **Email:**Registrar@ocu.ac.lk
Senior Assistant Registrar - Examinations	Mr. Rashintha Thushara **Tel:** +94-114346976 **ext:** 706 **Email:**Rashintha.thushara@ocu.ac.lk
Assistant Registrar – Student Affairs	Mr. Dilantha Perera **Tel:** +94-114346979 **ext:** 709 **Email:Dilantha.Perera@ocu.ac.lk**

1.6 Resource persons of the degree program :

The lecture pannel of the B.Tech. in Aquaculture and Seafood Technology includes both internal and external lecturers. External lecture panel includes senior academics of other local universities and the experts from the Industry.

Academic Staff

Dr. Lanka Wickramasinghe
Senior Lecturer-Dept. of AST, OCUSL

-Dean (Act)-Faculty of Fisheries and Ocean sciences

-HoD of Aquaculture and seafood technology

-Coordinator of external degree programme of AST

Professor Vajira Bogahawatte -Doctor of Philosophy in Organic Chemistry (1996-1999),University of Fribourg, Fribourg, Switzerland

- Certificate in Organic Chemistry (1995-1996) ("Certificate De Chimie Organique"-Master equivalent), University Lausanne, Lausanne, Switzerland

-Bachelor of Science (Special) Degree in Chemistry (1985-1991*)

Faculty of Science, University of Ruhuna, Sri Lanka,Second Class (Honours) Upper Division

-Senior Professor in Chemistry Department of Chemistry, Faculty of Science, University of Ruhuna (2021- to date) .

-Director Distance and Continuing Education Unit, University of Ruhuna (July 2020- to date) .

-Chairperson Internal Quality Assurance Cell of Distance & Continuing Education Unit, University of Ruhuna (January 2021 to date) .

-Head of the Department- Department of Chemistry, Faculty of Science, University of Ruhuna (2013-2019) .

-Acting Dean Faculty of Science, University of Ruhuna (2016.12.05 – 2016.12.20).

-Academic Warden of the Residential Halls Female hostels, Wellamadama premises, University of Ruhuna (2012-2019).

Dr.(Mrs). W. W. P De Silva Ph.D in Physics, December, 2016- Mississippi State University, Mississippi State, MS, USA.

-Master of Science (M.Sc.) in Physics, December, 2015. University of Sri Jayewardenepura, Nugegoda, Sri Lanka

-Bachelor of Science (B.Sc.) Special degree in Physics with First class, August 2009.

-Senior Lecturer (Grade 11), 19th May 2017 –present.

Department of Physics, University of Sri Jayewardenepura,

-Temporary Senior Lecturer (Grade 11), October 2016 – May 2017.

Department of Physics, University of Sri Jayewardenepura,

-Visiting Lecturer, December 2022- January 2023

Department of Optometry, Faculty of Allied Health Sciences, University of Sri Jayewardenepura

- Visiting Lecturer, January 2017 to May 2018. Faculty of Technology, University of Sri Jayewardenepura.

- Graduate Research Assistant (January 2012-August 2016)

- Graduate Teaching Assistant (August 2012-May 2016). Department of Physics and Astronomy, Mississippi State University, Starkville, MS39759

Mrs. Indika Bamunuarachchi
Lecturer-Dept. of AST, OCUSL
-Semester coordinator of 1st 3rd and 5th programmes of dept of AST

Mr. Nish Wijayakulathilake •
Master Mariner (STCW II/2) Class I-INEC Maritime Campus, Sri Lanka
•LLB(Hons) New Buckinghamshire University, UK
•MBA University of Colombo
•Visiting Lecturer for HND Maritime Logistic Operation Management NVQVI - College of Technology, Maradana 2018
•Mentor for Undergraduates-Department of Transport and Logistics-University of Moratuwa Sri Lanka-2013-2016
•Designated person Ashore (Senior Manager)-Ceylon Shipping Cooperation 2016- To date
•Sri Lanka Shipping Company LTD-Manager Marine (2010-2016)
Designated person Ashore (Deputy), Company Security Officer
•Captain,(Master) Chief 2nd ,3rd Cadet Officer- More than 10 years

Mr. Ajith Gunarathne
Master of Science in Computer Science, University of Colombo.
-B.Sc. (General) in Biology, University of Sri Jayewardenepura.
-Director / Monitoring and Evaluation of aquatic research and development projects, GIS/Remote sensing research applications
- Former Head/ Information Technology
Management of installation and maintenance of data/information platform for NARA
-Senior Aquaculturist, Colombo Sea Foods (Pvt.) Ltd, Chilaw

Mr. W.A.C. Fernando
MSc. in Management & IT, Department of Industrial Management, University of Kelaniya - 2014
- B.Sc. Accountancy (Special) Degree, University of Sri Jayawardenepura -2004
-Fellow Member of the Institute of Chartered Accountants of Sri Lanka. (FCA), 2006
-Associate Member of the Institute of Certified Management Accountants of Sri Lanka. (ACMA), 2009
-Head of Finance,Procurement & ITSri Lanka Institute of Nanotechnology (Pvt) Ltd. 15th October 2015 – Date
-National General Secretary/ CEOThe National Council of YMCAs of Sri Lanka 23rd October 2014 – 30th September 2015

-AGM - Procurement Sri Lanka Insurance Corporation Ltd. 01st July 2012 - 31st January 2014
-Senior Accountant LOLC PLC / Sri Lanka Insurance Corporation Ltd.
01st April 2008 - 30th June 2012
-Accountant Sri Lanka Insurance Corporation Ltd. / Hayleys PLC 01st August 2005 - 31st March 2008
-Audit Manager / Tax Manager-Jayasinghe & Co.(Chartered Accountants)-Russell Bedford Associate firm-01st April 2002 - 31st July 2005

Mrs. Anjalee Omalka

-PhD (Reading)-Postgraduate Institute of Agriculture University of Peradeniya.
-M.Sc in Food Science and Technology,Food Science and Technology, Postgraduate Institute of Agriculture, University of Peradeniya.
-BSc –English Language, English Literature, Microbiology and Biotechnology, University of Mysore
-Senior Diploma Level-2, English Language, I.W.M.S (Incorporated by Parliament act-No 44-1988 Sri Lanka)

2. Overview of AST

2.1 Introduction

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.

2.2 Program 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.

2.3 Program Outcome:

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.

2.4 Course Identity

Name of the Study Programme: Bachelor of Technology in Aquaculture and Seafood Technology

Abbreviation: B.Tech, AST

Duration of the Programme: 6 semesters/3 academic years

Total Credit Requirement: 95 GPA and 2 NGPA

Studey Mode : Part Time

Medium of Instructions: English

* 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

2.5 Entry Requirements

NVQ level 05 or 06 in the technology areas of Aquaculture and Food Technology
Or

Applicants must have passed the G.C.E. Advanced Level examination with minimum 3 passes at a single attempt in Biological Science/Agriculture /Biosystem Technology Streams.

Applications are called through the Ocean University website in every year.

2.6 Students' Registration

Students admitted to the University are registered as part-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 University for registration during the period of study.

2.7 Course Enrollment

Students shall be registered to Course Units, two (2) weeks before the end of previous semester. Students are able to register for course units by filling up Course Unit forms available at the Center. 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 program. 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 Center.

Students are encouraged to reach the Director or the course coordinator of the center for any query regarding course enrolment or withdrawal of registration.

2.8   Career Opportunities

This degree programme consists of two major components as Aquaculture and Sea food technology, which provides the opportunity for graduates to be employed in a vast range of disciplines mainly in production and service sectors. Those job

opportunities may include as Academics, Scientists/ Researchers, Educators / Teachers, Aquaculture farm manages, Aquarium managers, Seafood Industry Managers, Outlet Managers, Aquaculturists, Food Technologists, Quality Assurance Officer, Project managers, Environmental officers, Extension officers, Consultants etc.

3. Degree Program for Undergraduates

3.1 Structure of the Degree Program

1st Digit – denotes the semester, 2nd and 3rd digits -denote the module No, 4th digit denotes – Credit value of the module

3.2 Course Module

__Semester I__

Code	Module Name	Credits	
		GPA	Non-GPA
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	
	Total Credits	**14**	**2**

Semester II

Code	Module Name	Credits	
		GPA	Non-GPA
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	
	Total Credits	**17**	

Semester III

Code	Module Name	Credits	
		GPA	Non-GPA
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	
	Total Credits	**16**	

Semester IV

Code	Module Name	Credits	
		GPA	Non-GPA
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	
AST4081	Customer Relations and Complain Handling	1	
	Total Credits	**17**	

Semester V

Code	Module Name	Credits	
		GPA	Non-GPA
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	
	Total Credits	**14**	

Semester VI

Code	Module Name	Credits	
		GPA	Non-GPA
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	5	
	Total Credits	**17**	

Total Credits of the degree program: 95 GPA and 02 NGPA

3.2 Curriculum Development of the Distance Learning Center

Curriculum development in the center can be essentially considered as a bottom up approach and is conducted after due consultation with all the stake holders involved especially after gauging the requirement of the industry. Changing requirements of the Employers and the changing requirement of the industry are brought into the curriculum development activities based on interviews and workshops conducted on employers, graduates with more than 5 years of experience and fresh graduates. Local and foreign experts and external reviewers are the other two pillars of the consultative process involved in the curriculum development. The university usually revise the curriculum and assessment criteria every five years. Internal quality assurance cell is entrusted with processing all the suggestions and take the decisions on curriculum development activities giving feedback to stakeholders on the revisions of curriculum. The next major curriculum revision is due in 2027.

4 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. Students should have a minimum of 80% attendance to be eligible to sit for the final examination of the module. Students with valid reasons like illness may provide a medical certificate from a recognised medical officer as mode of excuse in accordance with the relevant guidelines and format stipulated by the university administration. Guidelines and requirements for continuous assessment components of the module will be given by the coordinator at the beginning of the module

4.1. 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

4.2   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 Center.

4.3 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.

4.4. 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

4.5. 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:

$$SGPA = (\sum C_i \times G_i)/\sum C_i$$

Where C_i is the number of credits for the ith 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:

$$OGPA = (\sum C_i \times G_i)/\sum C_i$$

Where C_i is the number of credits for the ith Course Unit and G_i is the grade point earned for that Course Unit.

4.6. Study Limits

a) Period for Completion of Degree

The maximum permitted period for completion of the Three (3) year External Degree programme is six 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 the program coordinator, with sufficient documentary evidence in support of the need of or such extension.

4.7. 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 96 credits including 4 NGPA credits, required to complete the degree programmes.

4.8. Award of Classes

The award of classes is subject to the fulfillment of all the graduation requirements within 3 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	$3.70 \leq$ OGPA
Second class (Upper Division)	$3.30 \leq$ OGPA < 3.7
Second Class (Lower Division)	$3.00 \leq$ OGPA < 3.30
Pass	$2.00 \leq$ OGPA < 3.00

5. Administrative Policies

5.1. Examination By-Laws

5.1.1 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.

5.1.2 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.

5.1.3. 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 Course co-ordinator 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.

5.1.4. 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.

5.1.5. 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.

5.2. 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.

5.2.1. Codes of Practice for Students

5.2.1.1. 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.

5.2.1.2. Plagiarism:

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

5.2.1.3. Assignments/ Laboratory Reports:

    a) All assignments and course works/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.

5.2.1.4. Library Policy:

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

5.2.1.5. 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 if lectures are conducted physically. 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 Direcor of the Center of the Course Co-ordinator 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 behaviour.

- 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.

5.3 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.

5.4 Program Fees

- ➢ Rs. 360,000.00 for course fees
- ➢ Course fees can be paid on instalments basis.
  - ✓ 1st year (Level I & Level II): Rs.120,00/= (or at the beginning of each Level in two instalments of Rs. 60,000/= each)
  - ✓ 2nd year (Level III & Level IV): Rs.120,00/= (or at the beginning of each Level in two instalments of Rs. 60,000/= each)
  - ✓ 3rd year (Level V & Level VI): Rs.120,00/= (or at the beginning of each Level in two instalments of Rs. 60,000/= each)

Exam Fees

- ✓ For one Semester - Rs 5000.00
- ✓ For Repeat Exam (per one paper) – Rs 1000.00
- ✓ Academic Transcript – Rs 2000.00

Recorrection – for 01 Module Rs.1000.00

Refund Policy

- After registration and before commenced semester – 90% refund
- within the first month of the semester   - 80% refund
- within the Second month of the semester   - 60% refund
- within the third month of the semester   - 50% refund
- after the 03month of the semester   - No refund.

6. Library

The library provides access to academic staffs, undergraduates and vocational training students. The library has two branch libraries in Mattakkuliya and Tangalle premises which serve the different degree programmes. There are limited number of staff currently serving as librarians.

6.1. Library Collections

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

6.2 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.

6.3. 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.

6.4 Photocopying Service

The Library provides a photocopying service for those who requires copies of reference materials available in the Library.

6.5. 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

6.6. 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.

6.1.6. 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.

7. Student services and facilities

7.1. Getting help and Advice

Student support and services contribute to the quality of their learning experience and their academic success. Students are expected to discuss issues or problems of the academic programme with their course coordinators. In addition, they can seek assistance from the course coordinator in relation to subject specific or specialization specific issues. There is a Student Affairs Branch which supports students for issues related to enrollments, registrations etc.