



OCEAN UNIVERSITY OF SRI LANKA

**Faculty of Engineering & Management
Colombo 15 , Sri Lanka.**

**Bachelor of Science in Supply Chain Management
SCM (External)**

**Undergraduate (External) Student Handbook
Academic Year 2023/2024**



B.Sc. in Supply Chain Management Student Hand book

Centre for Open and Distance Learning
Ocean University of Sri Lanka
Mattakkuliya
2023/2024

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

Dean's Message



It is with great pleasure I welcome you all to the Faculty of Engineering and Management (FEM) of Ocean University of Sri Lanka (OCUSL). The Faculty of Engineering and Management aims to provide skilled undergraduates through research & learning and new technological innovations, whilst adopting advanced scientific and technological approach. FEM was established with inception of the university in 2015. This faculty is located in Colombo 15 and comprised of three departments viz.

Departments of Marine Engineering (ME), Maritime Transportation Management and Logistics (MTML) and Coastal and Marine Resources Management (CRM).

You are privileged to join the “OCUSL family” and study a unique degree called BSc in Supply Chain Management. This degree is offered by Center for Open & Distance Learning (CODL) and focused on management of the flow of goods and services to maximize customer satisfaction and achieve a sustainable competitive advantage of businesses.

The primary aim of this degree is to produce human resources of the highest quality with the sound foundation in academic background and the knowledge necessary in the field of supply chain management. Students will also acquire the skills that are critical for today's business professional. All course work emphasizes on a balance between current theory and practical business application and the program is especially designed to develop competent future supply chain professionals. This degree program is unique as they are delivered in English medium and designed as per the SLQF guidelines. The Director of the CODL coordinates all the activities in order of smooth functioning of the academic and administrative activities of the program.

As students of this degree program, I hope that you will acquire maximum benefits out of the opportunities available and become exceptional graduates who will bring honour and credit to OCUSL and the country.

I wish you all the very best in your studies and all future endeavours

Dr..H.B.Jayasiri

Dean

Faculty of Engineering and Management

Director's 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 to 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



I warmly welcome you to the BSc in supply chain management. The BSc in Supply-chain degree program is three year long and will be conducted as a full online course.

Online courses are very much like face to face course. Success of online courses requires much work and efforts of students. The amount of time that students should commit in any given week for online lectures of a degree program will

be different but it will be nearly 16 hours per week for the BSc in Supply-chain Management

At the Ocean University we make every effort in providing students with the best education and training to bring out skills and we are prepared to equip you with the knowledge and power to succeed in your life. The BSc in Supply -chain degree program will enable students to accomplish their goals in their desired career path.

The faculty of the degree program consists of outstanding academics from various universities and professionals from the industry who are prepared to empower students academically and professionally.

Your success is very important to us.

I am looking forward to working with you

Nishanthi Perera – Coordinator
Ocean University of Sri LANKA

This Handbook is provided for information purposes only, and its contents are subject 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.

Published by:
Center for Open & Distance Learning
Ocean University of Sri Lanka
Mattakkuliya
Colombo 15
01500
Sri Lanka

First edition, January 2023

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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:+94 114 346 976

E. mail: info@ocu.ac.lk

1.5 Officers of the University

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

Head of the Department /Oceanography	Dr. Jagath Rajapakse
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.Anusha.D.L.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 BSc. In Supply-chain Management 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. Wasantha Premarathna**- Senior Lecturers Gr I, Department of Finance and Management, General Sir John Kotelawala Defence University

PhD in Supply Chain Management, General Sir John Kotelawala Defence University, Sri Lanka,

MPhil in Economics, University of Kelaniya, Sri Lanka

MA in Economics, University of Peradeniya, Sri Lanka

BA (Hons, First Class) in International Economics Rajarata University

- **Mr. Jeevan Premasara**, Senior General Manager Human Resources & Administration, Hambantota International Port, Visiting Lecturer, Dept. of MTML Ocean University

BSc (Hons) 2nd upper. University of Kelaniya

PG Diploma –HR (Uni. Kelaniya),

M E Business Mgt (Japan).

Member CIPM and CILT

- **Mr. Arunajothi- Visiting Lecturer**, Dept of MTML, Ocean University MBA, MBA in IT from University of Moratuwa.

Commonwealth Executive MBA from Open University, Sri Lanka.

Bachelor of Management Studies Hons from Open University, Sri Lanka.

Professional Qualifications from Institute of Chartered Shipbrokers, UK

Professional Graduate Diploma from BCS, the Chartered Institute of IT, UK

International Diploma in Supply Chain Management from International Trade Centre (ITC), Geneva, Switzerland.

National Diploma in Engineering Sciences (NDES) (Marine Eng.) from Institute of Engineering Technology, Katunayake (formerly TTI, Katunayake).

- **Dr. Upali Rajapaksha**- Senior Lecturer Gr II, Department of Finance and Management, General Sir John Kotelawala Defence University

PhD (University of Kelaniya)

MBA (OUC),

B Com (Sri Jaya),

AMA- Associate Member of ICMA

- **Ms. Samuditha Ganepola** – Lecturer, Dept. of MTML Ocean University
BBA (Hons) in Business Economics University of Colombo
MBA University of Colombo, Sri Lanka (2020)
Passed Finalist of Chartered Institute of Management Accountants (CIMA),
United Kingdom
- **Mr. Nimal Shantha Rathnayake** -Senior Lecturer Gr II , Department of
Mathematics, Sir John Kotelawala Defence University,
M.Phil in Mathematics, University of Colombo (2016)
B.Sc (Special) Degree in Mathematics with Second Class Upper
(HONOURS), University of Ruhuna, Matara,. (2003)
- **Mrs. Ruchira Gunarathna**- Visiting Lecturer Ocean University, Dept. of
MTML
Reading for Mphil in Logistics and Supply-chain Mgt (U. Moratuwa),
MBA(USA),
Bachelor of Science -Transportation Logistics and Supply Chain
Management University of Wisconsin-Superior, Superior, Wisconsin, USA,
Bachelor of Science- Computer Science University of Wisconsin-Superior,
Superior, Wisconsin, USA
- **Ms. Swetha Jayakody** – Visiting Lecturer in English, University of Sri
Jayawardhanapura, KDU and University of Kelaniya,
BA in English
Postgraduate Diploma in Education -Teaching of English as a Second
Language
Postgraduate Diploma in Teaching Literature in a Second Language Context

2. Overview of SCM

2.1 Introduction

Supply chain management is a decisive part of most businesses local or international, and is essential to business success and customer satisfaction. Supply chain includes all the steps necessary to deliver a final product to the customer locally or internationally. A well-managed and efficient supply chain is an approach; companies streamline business processes and improve cash flow. The proposed BSc degree in Supply-chain Management provides an opportunity to students to learn subjects associated with the Supply chain management.

2.2 Program Objectives

The objective of the BSc in Supply-chain Management is to produce undergraduates with the sound foundation in academic background and the knowledge necessary in the field of Supply Chain Management. Students will also acquire the skills that are critical for today's business professional. All course work and modules emphasize on a balance between current theory and practical business application and the programme is especially designed to develop competent future supply chain professionals.

Students who successfully complete the BSc in Supply Chain Management degree programme will gain hands-on skills through case studies, field visits, group project in the curriculum, and developing project report for identified product or services and internship which will include industry attachment.

2.3 Graduate Profile:

The programme is designed to provide the students with the opportunity to:

1. Develop a sound understanding of the importance of concept and role of supply chain management in today's business environment.
2. Demonstrate the knowledge and application of major concepts, principles, and techniques associated with leading cultural diversity in the global marketplace.
3. Focus on developing comprehensive solutions to real-world problems associated with current management and organizational leadership challenges.
4. Demonstrate the use of effective verbal and written communication techniques, critical thinking and best practices of business communication and presentation skills necessary.
5. Acquire and utilize critical management skills in negotiation, working effectively within a diverse business environment, ethical decision making and use of information technology
6. Learn and apply supply chain optimization tools and the use of selected state of the art supply chain software's currently used in business
7. Learn how to generate, identify and select business ideas and practice the preparation of a business plan tailored to successfully launch and sustain a small business venture/enterprise.
8. Demonstrate a strong intellectual integrity, ethical values, commitment and self-discipline in delivering/carrying out responsibilities
9. Demonstrate strong commitment to continuous professional development and lifelong learning.

2.4 Course Requirement:

Student should successfully complete total credits of 92 GPA and 4 NGPA in three academic years. In the 5th semester of the degree program, as indicated in the summary of course units, students should select one of the specialization areas consist of three (3) modules worth of 09 credits and 3 compulsory modules worth of 6 credits. Students should complete Cooperate Social Responsibility Group Project commences in the 3rd semester of the degree program and submit the report before end of the 6th semester. In the 6th semester students should follow 6 months Industrial Training program, based on a selected specialized area in the 5th semester.

2.5 Program Intended Learning Outcomes (ILO)

On completion of the degree programme the graduates will be equipped with a sound knowledge and proficiency in Supply-chain management and application of gained knowledge and proficiency in the real world practices. The Program Intended Learning Outcomes of the degree program are:

- i.** Demonstrate conceptual knowledge, understanding and processes, practices and trends of Supply-chain management
- ii.** Apply conceptual knowledge, understanding and practices to manage an effective supply-chain
- iii.** Demonstrate the use of effective written and oral communications, critical thinking, team building and presentation skills and analytical skills to address Supply-chain management challenges in professional context
- iv.** Display the ability to collaborate as an effective team participant in varying roles in diverse groups in Supply-chain environments
- v.** Develop the attitude and qualities required to achieve life-long goals as a Supply-chain professional

2.6 Course Identity

Name of the Study Programme: Bachelor of Science in Supply-chain Management

Abbreviation: B.Sc, SCM

Duration of the Programme: 6 semesters/3 academic years

Total Credit Requirement: 92 GPA and 4 NGPA

Medium of Instructions: English

2.7 Entry Requirements

NVQ level 05 or 06 in the technology areas of Maritime and Logistics Management

Or

Applicants must have passed the G.C.E. Advanced Level examination with minimum 3 passes at a single attempt in any stream.

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

2.8 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.

2.9 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 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 Center

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

2.10 Career Opportunities

This degree programme consists of two major components as supplychain and general management, which provides the opportunity for graduates to be employed in a vast range of disciplines both in production and service sectors.

3. Degree Program for Undergraduates

3.1 Structure of the Degree Program

SCMC- denotes the code for compulsory modules

SCME – denotes the code for elective modules

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

Module Code/ No	Modules	Credit Allocation
SCM 1013	Introduction to Supply Chain Management	3
SCM 1023	Self-Management and Development	3
SCM 1032	Introduction to Procurement Management	2
SCM 1043	Financial Accounting	3
SCM 1052	Principles of Economics	2
SCM 1062	Business Mathematics	2
SCM 1072	Principles of Management	2
SCM 1082	General English	2 NGPA
		17 GPA+ 2 NGPA

Semester II

Module Code/ No	Modules	Credit Allocation
SCM 2013	International Trade and Finance	3
SCM 2023	Business Statistics	3
SCM 2032	Introduction to Warehouse and Inventory Management	2
SCM 2042	Managerial Economics	2
SCM 2052	Quality Management	2
SCM 2063	Business Communication	3
SCM 2072	ICT for Supply Chain Management	2 NGPA
		15 GPA + 2 NGPA

Semester III

Module Code No	Modules	Credit Allocation
SCM 3013	Strategic Management	3
SCM 3023	Business Law	3
SCM 3033	Managerial Accounting	3
SCM 3042	Freight Management	2
SCM 3053	Customs and BOI Procedures	3
SCM 3062	Introduction to Port and Shipping	2
		16 GPA

Semester IV

Module Code No	Modules	Credit Allocation
SCM 4012	Business Ethics and Corporate Social Responsibility	2
SCM 4022	Report writing	3
SCM 4033	Project Management	3
SCM 4042	Business Risk Management	2
SCM 4052	Entrepreneurship Development	2
SCM 4062	Introduction to Transport and Distribution Management	2
SCM 4073	Customer Relationship Management	3
		17 GPA

Semester V

Module Code No	Modules	Credit Allocation
	Compulsory Modules	
SCM 5013	Supply Chain Modeling and Optimization	3
SCM 5023	Sustainable Supply chain Management	3
Electives- Students should select one of the specialization areas consist of three (3) modules		
	Procurement Management	
SCM 5033	Suppliers Development	3
SCM 5043	Negotiation Tools and Techniques	3
SCM 5053	Contract Management	3
	Transport and Distribution Management	
SCM 5063	Transport Network Planning	3
SCM 5073	Fleet Management	3
SCM 5083	Transport Costing	3
	Maritime Business Management	
SCM 5093	Vessel Planning and Operations	3
SCM 5103	Shipping Management	3
SCM 5113	Port Management	3

	Inventory and Warehouse Management	
SCM 5123	Simulation and Warehouse Designing	3
SCM 5133	Inventory and Warehouse Costing	3
SCM 5143	Inventory and Warehouse Performance Management	3
		15 GPA

Semester VI

Module Code No	Modules	Credit Allocation
SCM 6013	CSR Group Project (Cooperate Social Responsibility Group Project) commence in the 3 rd semester of the degree program	3
SCM 6026	Industrial Training (Industrial Training should be based on the selected specialized area)	6
SCM 6023	Training report and VIVA	3
		12 GPA

Total Credits of the degree program: 92 GPA and 04 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:

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

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.

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

5. Administrative Policies

5.1. Examination By-Laws

5.1.1 Eligibility for Examinations

- 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.
- Students must maintain a minimum of 80% attendance to be eligible to sit for the end semester examination of the course module.
- 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. 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 Director 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 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 hostelrooms.

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

- 1.After registration and before commenced semester – 90% refund
- 2.within the first month of the semester - 80% refund
- 3.within the Second month of the semester - 60% refund
- 4.within the third month of the semester - 50% refund
- 5.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 . 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.