

## Annex V: 5. Program Assessment Procedure/Rules

# BY-LAWS of the Master of Agri-Enterprise & Technology Management Faculty of Agriculture & Plantation Management Wayamba University of Sri Lanka

By-laws made by the Council of Wayamba University of Sri Lanka (herein after referred to as University) in accordance with the Universities Act No. 16 of 1978, read with ordinance No. 1 of 1990 as amended and subsequent amendments.

These by-laws may be cited as the “*Master of Agri-Enterprise & Technology Management*” By-laws No. 1 of 2018” and be effective from 01<sup>st</sup> May 2018.

These by-laws shall be read in conjugation with the General By-laws of the University for the Award of Certificates, Diplomas, Degrees, Postgraduate Diplomas and Higher Degrees, referred to herein after as the general By-laws.

01	The MASTER OF AGRI-ENTERPRISE & TECHNOLOGY MANAGEMENT organized to conduct over a period of one academic year consists of two semesters (i.e. Semester I and II)	<i>Structure of the Degree Program</i>
02	<p>Subject to these by-laws a person may be awarded the “MASTER OF AGRI-ENTERPRISE &amp; TECHNOLOGY MANAGEMENT” if he/she has;</p> <ol style="list-style-type: none"> <li>i. Fulfilled all the requirements for admission to the program of study as set out in Section No 05 of the By-laws of Master of Agri-Enterprise &amp; Technology Management,</li> <li>ii. Being a registered student of the University for the period prescribed by these by-laws,</li> <li>iii. Pursued the program of study in the University to the satisfaction of the University Senate prescribed by these by-laws and other rules and regulations of the University,</li> <li>iv. Satisfied the examiners at the prescribed written examinations, class room tests, assignments, presentations etc. and any project report/s of a satisfactory standard.</li> <li>v. Paid such registration fees, tuition fees and other dues as may be payable by him / her to the University.</li> <li>vi. Completed the course work and all other prescribed requirements within a period of three academic years after the</li> </ol>	<i>Awarding “Master of Agri-Enterprise &amp; Technology Management”</i>

	registration.	
03	<p>i. Application for registration for the Degree program shall be called by notice in the newspapers by the Registrar of the University.</p> <p>ii. The application shall be on the prescribed form providing the information as he/she may be required to submit, including his/her qualification for undertaking the course of study.</p>	<b><i>Calling for Application</i></b>
04	<p>The application received by the Registrar (or the Administrative Coordinator) shall be referred to the Course Director, and he/she, having examined the applications for necessary basic qualification, shall call the qualified candidates for a written examination and/or interview.</p> <p>The list of candidates selected will be submitted to the Senate through the Board of Study and the Faculty Board for approval.</p>	<b><i>Selecting Candidates</i></b>
05	<p>No person shall be considered for admission to the Degree unless he/she has any one of the following qualifications.</p> <p>I. A Bachelor's degree in Agriculture, Plantation Management or Biosystems Technology obtained from a recognized University</p> <p style="text-align: center;"><b>OR</b></p> <p>II. A Bachelor's degree in fields of Natural Sciences, Business Studies, Management or Commerce</p> <p style="text-align: center;"><b>OR</b></p> <p>III. A recognized Professional Qualification (analogous to a degree) related to Agriculture, Plantation Management, Biosystems Technology, Natural Sciences, Business Studies, Management or Commerce with a minimum of three years' post qualifying working experience in a field related to one of the Concentrations specified.</p> <p style="text-align: center;"><b>OR</b></p> <p>IV. Any other qualification not listed above, but may be considered case by case and acceptable to the Board of Study and the Senate of WUSL.</p>	<b><i>Entry Requirements</i></b>
06	On acceptance of the Board of Study / Faculty Board, a person shall forthwith register as a Graduate (Master's) Student of the University upon payment of prescribed registration and other fees.	<b><i>Registration</i></b>
07	<p>i. The minimum period of registration for the Degree shall be one academic year and the maximum period shall not exceed three (03) academic years. The period of registration shall be reckoned from the date of commencement of the program. Any registration after the lapse of the first period of registration shall be for a period of one academic year at a time.</p>	<b><i>Period of Registration</i></b>

	<p>ii. The registration for Degree shall be deemed to have lapsed at the expiry of its period validity. A candidate whose registration has lapsed may renew his/her registration for a further period, provided that he/she is considered eligible for such registration by the Senate. However no registration shall be renewed after the expiry of one academic year from the end of the first period of registration.</p>	<b><i>Lapse of Registration</i></b>
	<p>iii. Notwithstanding anything stated contrary to these, the University shall have the right to cancel the registration of a candidate at any time.</p>	<b><i>Cancellation of Registration</i></b>
	<p>iv. If the number of candidates who have applied or who are registered for the Degree / Concentration / Course in any given year / semester is not sufficient and if the Faculty feels that it is financially not viable to run the program, the Faculty Board reserves the right not to conduct the Degree / Concentration / Course, subject to refunding any fees that may have been received by the University. Students should be informed of cancellation of any program prior to the commencement of the program.</p>	<b><i>Insufficient Registrations</i></b>
08	<p>i. No candidate shall keep away from classes or leave the island or withdraw from examination or from any other aspect of evaluation without the prior approval of the Board of Study.</p> <p>ii. Excuses will be granted only if the absence is due to a grave cause such as the student's serious ill health, or death of a member of the immediate family or any other cause, which is accepted to the Board of Study and approved by the Senate. Even though excuse is granted to a student, he/she can sit the examination only in the current occasion or next immediate occasion as a proper candidate.</p> <p>iii. If student fails to attend academic activities or examinations due to a medical reason, such absence should be reported to the Academic Coordinator by a valid medical certificate immediately. All medical certificates should conform to the format of a medical certificate issued by a Government hospital and should necessarily be obtained from one of the following medical officers.</p> <ol style="list-style-type: none"> <li>a. University Medical Officer (UMO)</li> <li>b. District Medical Officer</li> <li>c. Consultant Specialist in the relevant field</li> <li>d. Head of a Government Base Hospital</li> <li>e. Medical Superintendent of a Provincial Ayurvedic Government Hospital</li> <li>f. Ayurvedic Physician registered in the Ayurvedic Medical Council</li> </ol> <p>iv. Board of Study will accept medical certificates which are</p>	<b><i>Keeping Away from Classes</i></b>

	<p>certified by the University Medical Officer.</p> <p>v. Under exceptional circumstance medical certificates issued by private hospitals or registered private practitioners could be considered by the University Medical Officer.</p> <p>vi. Students who fall ill during an examination session, such illness should immediately be reported to the University Medical Officer at the University Medical Center through the Supervisor of the examination.</p> <p>vii. Absence of a candidate from an examination in the event of death of an immediate family member will be excused if approval is obtained from the Board of Study and the senate by submission of death certificate and appropriate proof of relationship. In that event the student will receive a symbol of "DFR" (Deferred) for that course.</p>	
09	The Master of Agri-Enterprise & Technology Management shall include courses as prescribed in the <i>Schedule 01</i> . These courses are conducted during the academic year.	<b><i>Course Modules</i></b>
10	The title of courses taught shall be as those set out in the schedule and the Senate shall have the discretion on the recommendation of the Board of Study of the Degree and the Faculty Board to amend or change the course, the syllabi, and the number of the question papers thereof.	<b><i>Changing the Syllabi</i></b>
11	The learning materials required for the studies are provided for the participants. However, they may have the access to the University library only for reference.	<b><i>Library Facilities</i></b>
12	The Board of Study will decide on obtaining the service of qualified lecturers to conduct the respective courses.	<b><i>Teaching Panel</i></b>
13	The medium of instruction shall be English	<b><i>Medium</i></b>
14	Regulations relating to examinations in the Wayamba University of Sri Lanka are applicable for the Degree. Any interpretations of these regulations shall be submitted to the Senate and the decision of the Senate shall be the final.	<b><i>Examination Regulation</i></b>

15	<p>i. Evaluation will be done at the end of each course module.</p> <p>ii. Evaluation may consist of a term end examination AND/OR continuous evaluation component comprised of assignments, reports, presentations, classroom tests, and researches etc. as prescribed under each course. The full details of evaluation shall be provided to the respective student at the beginning of the course.</p> <p>iii. To pass a subject participant must obtain 40 percent from both the continuous assessments and the final examination.</p> <p>iv. With the consent of the Board of Study, the percentages assigned to the continuous assignments and the end-semester examination can be altered.</p> <p>NOTE: Medical certificates will not be taken in to account for continuous assessments. Students will not receive marks for such components if he/she fails to attend the regular continuous assessments or to meet the requirements due to any reason.</p>	<b><i>Evaluation Criteria</i></b>
16	Candidate shall be evaluated in respect of course work through continuous assessment by the teachers concerned. The examination script at the end of term examination and the final report of Master's Work Integrated Project shall be assessed by two independent examiners per examination paper and per project report appointed by the University Senate, on the recommendation of the Board of Study / Faculty Board.	<b><i>Correcting Answer Scripts</i></b>
17	<p>i. A person shall not be permitted to take the end of course examination unless;</p> <p style="padding-left: 40px;">a. He/she has been duly registered as a Degree course candidate as from the commencement of the academic year/term in which that examination is held</p> <p style="padding-left: 40px;">b. He/she has obtained a mark of 40 percent or more in the continuous evaluation in each course of study</p> <p style="padding-left: 40px;">c. He/she has followed at least eighty percent (80%) of the classes held</p> <p>ii. All rules relating to the Examination Procedure, Offenses and Punishment of the Wayamba University of Sri Lanka apply to the Degree examination.</p> <p>iii. Without prejudice to the generality of rule relating to the continuous assignment shall be formulated and implemented by the Course Director and matters relating to such tests shall be decided by the Board of Study on the recommendation of the Course Lecturer of the program.</p>	<b><i>Eligibility for the End of Course Examination</i></b>

	<p>iv. If a candidate fails to obtain attendance of 80% in any subject he/she has to repeat it at the repeat exam.</p> <p>v. Medical leave will only be accepted for a maximum of 5 class days per semester.</p>	
18	<p>i. "MASTER OF AGRICULTURE &amp; TECHNOLOGY MANAGEMENT" will be awarded for those who pass his / her course work and submit the required project report/s in the accepted form/format. To be eligible for pass at the degree, student</p> <ol style="list-style-type: none"> <li>a. Must complete the required number of credit, i.e. 30 credits.</li> <li>b. Must have at least "D" grade in all courses.</li> <li>c. Must obtain a minimum Grade Point Average of 2.00.</li> <li>d. Complete the relevant requirements within a period of three academic years after the registration.</li> </ol> <p><b>ii. Award of Merits</b></p> <p>A student may be awarded a 'Merit Pass' provided she/he</p> <ol style="list-style-type: none"> <li>a. Obtains grades of C or better in course units aggregating to 30 credits.</li> <li>b. Obtains a minimum GPA of 3.00 and</li> <li>c. Completes the relevant requirements within one academic year</li> </ol> <p><b>iii. Award of Distinction</b></p> <p>A student may be awarded a 'Distinction Pass' provided she/he</p> <ol style="list-style-type: none"> <li>a. Obtains grades B+ or better in course units aggregating to 30 credits</li> <li>b. Obtains a minimum GPA of 3.50 and</li> <li>c. Completes the relevant requirements within one academic year</li> </ol> <p>iv. If a candidate is absent from an examination of a course unit after completing continuous evaluation, the following symbol will be indicated appropriately.</p> <ol style="list-style-type: none"> <li>a. Absent due to medical reason, which has been approved, will be given symbol of "MC" (Medical).</li> <li>b. Absent due to valid reasons, which has been approved will be given symbol of "DFR" (Deferred).</li> <li>c. Absent without valid reasons will be given symbol</li> </ol>	<i>Award of Degree</i>

	of “ab” (absent).	
19	<p>i. The candidates, who fail to score 40 percent from allocated marks for each continuous assessment and end of term examination in any subject is deemed to have partly completed the examination. They can sit for failed subjects in the repeat examination. An immediate repeat examination will be held after releasing the results. They are expected to pay the examination fee for relevant subjects. The failures of the repeat examination will have to sit for the proper examination in the following year. The examination fee should be paid for every attempt.</p> <p>ii. A candidate can repeat the examination only twice. The highest grade obtainable in such an attempt will be an Ordinary pass. The grace attempt will be subject to approval of the Board of Study and the Senate.</p>	<b><i>Repeat Examination</i></b>
20	<p>i. If a candidate falls ill during the period of examination, he / she should obtain a medical certificate and should be sent to the Course Director within a week.</p> <p>ii. The above candidates are allowed to sit for the repeat examination as proper candidates. They are not expected to pay the examination fee in such an attempt. However, a candidate can forward a medical certificate only on two consecutive occasions.</p>	<b><i>Medical Certificates</i></b>
21	<p>i. If a candidate who has been registered for the course applies for a postponement of the academic year he/she may be given an opportunity to follow the next immediate course. The application fee and the course fee paid are transferable only if the candidate has not attended a single lecture. Such candidates are required to pay the registration fee for the new academic year. However if the course fee of the next course has been increased he/she has to pay the balance of the course fee to get registered for the new intake.</p> <p>ii. If a candidate applies for a postponement after attending lectures, he/she is not allowed to postpone the academic year.</p> <p>iii. The request for postponement should be made to the Course Director within a month after the registration.</p> <p>iv. The selected candidates are not allowed to transfer their registration to any other candidates.</p>	<b><i>Postponement of the Academic Year</i></b>
22	<p>i. The University shall display on the notice board the names of candidates who have obtained the Degree. In addition all candidates shall be informed individually of the results of the examinations.</p>	<b><i>Results</i></b>



	<p>ii. The results of each term will be reported to the candidates at the end of each term with the grade earned by the candidate for each course as indicated in grading scale (see below). The results sheet will be issued to each candidate after the release of results of each term by the Examination Branch of the university.</p> <p><b>Grading System</b></p> <table border="1"> <thead> <tr> <th>Marks</th> <th>Grade</th> </tr> </thead> <tbody> <tr> <td>&gt;= 90</td> <td>A+</td> </tr> <tr> <td>85 – 89</td> <td>A</td> </tr> <tr> <td>80 – 84</td> <td>A-</td> </tr> <tr> <td>75 - 79</td> <td>B+</td> </tr> <tr> <td>70 – 74</td> <td>B</td> </tr> <tr> <td>65 - 69</td> <td>B-</td> </tr> <tr> <td>60 – 64</td> <td>C+</td> </tr> <tr> <td>55 - 59</td> <td>C</td> </tr> <tr> <td>50 – 54</td> <td>C-</td> </tr> <tr> <td>45 - 49</td> <td>D+</td> </tr> <tr> <td>40 – 44</td> <td>D</td> </tr> <tr> <td>&lt; 40</td> <td>E</td> </tr> </tbody> </table>	Marks	Grade	>= 90	A+	85 – 89	A	80 – 84	A-	75 - 79	B+	70 – 74	B	65 - 69	B-	60 – 64	C+	55 - 59	C	50 – 54	C-	45 - 49	D+	40 – 44	D	< 40	E	
Marks	Grade																											
>= 90	A+																											
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55 - 59	C																											
50 – 54	C-																											
45 - 49	D+																											
40 – 44	D																											
< 40	E																											
23	<p>i. The fees for application, registration, tuition, examination shall be determined from time to time by the Board of Study and the Council of the University.</p> <p>ii. The fees paid by the candidates shall under no circumstances be refunded</p>	<i>Course Fees</i>																										
24	There will be additional fees charged from referred and/or failed candidates as determined by the Senate, depending on the expenses be incurred by the University to serve their repeat attempts in the examination process.	<i>Fees for Repeat / Failed Examination</i>																										
25	<p>i. The fees payable for a certificate or statement of results or a transcript shall be determined by the Council of the University.</p> <p>ii. Transcript of examination results shall only be submitted to another academic institution.</p>	<i>Result Sheets / Transcripts</i>																										
26	The effective date of the Degree shall be the date of final examination of the Degree course.	<i>Effective Date of Degree</i>																										
27	<p>The Board of Study is the advisory committee which makes recommendations for the improvement and smooth function of the Degree in the following aspects.</p> <p>i. Designing and improvement of the syllabus</p> <p>ii. Improving the quality of teaching</p> <p>iii. Examinations</p>	<i>Board of Study</i>																										



28	<p>i. The Board of Study (BOS) is consisted with following members:</p> <ol style="list-style-type: none"> <li>a. Course Director (Chairperson)</li> <li>b. Dean of the Faculty</li> <li>c. Heads of Departments of FAPM (n=5)</li> <li>d. Academic Coordinator</li> <li>e. Member nominated by the Senate</li> <li>f. Two distinguish people/experts from the field of agricultural sciences</li> <li>g. Administrative Coordinator - Secretary to the BOS</li> </ol> <p>The term of office of the BOS nominees shall be for three years.</p>	<b><i>Composition of the BOS</i></b>
29	<p>i. The Course Director of the program shall be appointed by the Vice Chancellor, on the recommendation/s of the Dean of the Faculty of Agriculture &amp; Plantation Management.</p> <p>ii. Course Director shall be a Senior Staff member of the FAPM and is approved by the Faculty Board.</p> <p>iii. There shall be one (01) Academic Coordinator for the Degree and he/she shall be appointed by the Vice Chancellor on the recommendation of the Course Director.</p> <p>iv. The other staff that may be deemed necessary shall be appointed by the Vice Chancellor in consultation with the Course Director after being approved by the Faculty Board.</p> <p>v. There shall be one (01) Administrative Coordinator for the Degree and he/she shall be appointed by the Vice Chancellor on the recommendation of the Course Director.</p> <p>The other staff that may be deemed necessary shall be appointed by the Vice Chancellor in consultation with the Course Director after being approved by the Faculty Board.</p> <p>The tenure of these officers shall be for three academic years.</p> <p><b>Role of the Course Director</b></p> <ul style="list-style-type: none"> <li>• Management of the total program (i.e. planning, organizing and controlling of the entire program of study).</li> <li>• Monitoring of the total program of study when it is run throughout.</li> <li>• Ensure the smooth running of the total program of study.</li> <li>• Liaising with the Registrar / Senior Assistant Registrar upon the administration of the program of study.</li> <li>• Liaising with course Lecturers, Supervisors and outside experts.</li> <li>• Course Director is the overall in charge of the degree program under the guidance of the Board of Study, Faculty Board and the Senate and finally accountable to the Vice Chancellor of</li> </ul>	<b><i>Course Director Coordinators &amp; Staff</i></b>

	<p>the University.</p> <p><b>Role of the Academic Coordinator</b></p> <ul style="list-style-type: none"><li>• Assisting the Course Director in planning, organizing and controlling the program for its smooth functioning.</li><li>• Monitoring &amp; evaluation of the academic structure/standards</li><li>• Assisting the Course Director in liaising with the course directors, outside experts.</li></ul> <p><b>Role of the Administrative Coordinator</b></p> <ul style="list-style-type: none"><li>• Assisting the Course Director in the work pertaining to administration of the program.</li><li>• Assisting with the Course Director in the work pertaining to the examinations and liaising with Registrar / Senior Assistant Registrar Examination.</li><li>• Assisting with the Course Director in work pertaining to the administration and conducting the program throughout the period.</li></ul>	
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