

BYLAWS GOVERNING THE STUDY PROGRAMMES OF THE FACULTY OF MANAGEMENT STUDIES, UVA WELLASSA UNIVERSITY

The bylaws governing the study programmes of the Faculty of Management Studies are enacted by the Council under Section 136 read with Section 24 of the Universities Act No. 16 of 1978 and its subsequent amendments. These bylaws may be cited as the Faculty of Management Study Programmes Bylaws No. 1 of 2013.

1. Study programmes

1.1. The Faculty of Management offers the following two degree programmes

- a. Bachelor of Business Management in Entrepreneurship and Management
- b. Bachelor of Business Management in Hospitality, Tourism and Events Management

1.2. The Faculty may also offer any other study programme which may be approved by the Senate of the University and the University Grants Commission.

1.3. The courses for these degree programmes shall be offered by the Faculty of Management as well as by the other Faculties of the University.

2. Admission of students

2.1. Students shall be admitted to the Faculty under section 15 vii of the Universities Act no. 16 of 1978 and its subsequent amendments.

2.2. Students shall be selected to follow study programmes leading to the degree of the BBM in Entrepreneurship and Management and the degree of the BBM in Hospitality, Tourism and Events Management by the UGC on their G.C.E (A/L) results.

2.3. Students may also be selected for admission based on the scores of the aptitude test conducted by the Uva Wellassa University.

3.0. Courses and Credits

3.1. Terminology: The following table provides a standard terminology used in the Course Unit/Semester System:

Semester:	A semester is a half year term.
Course Unit/Course	A course unit is a complete course taught within a semester.
Credit	One credit is 15 contact hours for lectures, 30 contact hours for practical and 45 contact hours per field work courses.
Grade Points	The actual marks (0-100) a student obtains is calibrated into a scale of 0-4.
Grade Point Average (GPA)	The average of all the grade points obtained for courses. This shall be calculated for a semester or for the entire academic programme. This will be calculated to the second decimal place.
Final Grade Point Average (FGPA)	The average of all the grade points obtained for courses after completing the 8 semesters with 120 credits.
Independent Study Course	A course that is not taught and a student independently reads/researches on specific topic/s with the guidance of a lecturer.
Audit Course	A course that a student takes through an arrangement with the lecturer concerned.
Core Course	A course that a student in a particular degree programme must take compulsorily.

Optional/Elective Course	A course that a student can choose.
Non-GPA Course	A course that may be considered core or optional, but the credit value is not counted for computing GPA.
Prerequisites	Courses at a lower level that are required to take higher level courses
Course Code	A three digit number prefixed by three letters to represent a subject.
Course Title	A name of a one credit, two credits and three credits course

- 3.2. The Faculty offers one credit, two credits, and three credits courses. A contact hour is defined to include formal lectures, tutorials, discussion and review classes, practical classes, field work, or any other acceptable academic interaction with the students. The syllabus of the each course shall specify the allocation of time for different types of teaching/learning.
- 3.3. Two hours of practical work is equivalent to one lecture hour.
- 3.4. Three hours of field work supervision is equivalent to one lecture hour.
- 3.5. Audit courses: A student can audit a particular course which is not taken by him/her for computing required number of credits with the consent of the lecturer who shall prescribe the course requirements. Audit courses shall neither be counted for GPA nor be included in the transcript. A standard letter may be issued by the relevant Department of Study in consultation with the lecturer to indicate that the student has audited the course.
- 3.6. Discipline Specific Courses: Courses in the main discipline of the degree which shall be offered by the Faculty of Management as well as by the other Faculties.
- 3.7. Broad General Education Courses: The courses from outside of the main discipline of the degree aiming to impart and inculcate qualities required to be a committed and duty-bound good citizen including courses from: social sciences, humanities, natural sciences and agriculture. The courses shall be offered by the Faculty of Management as well as by the other Faculties of the University.
- 3.8. Essential Skills Courses: The courses that enable students to be equipped with most essential skills required for a globally employable graduate who is well-prepared for the world of work and to undertake responsibilities in diverse occupations. The courses include language skills, ICT skills, analytical skills, and communication skills etc. The courses shall be offered by the Faculty of Management as well as by the other Faculties.
- 3.9. Field work courses: A course or a component of a course containing field work of 45 work hours is equivalent to one credit.
- 3.10. Courses and Levels: courses are offered at four levels from 100 to 400. In order to complete the degree, students must offer the required number of courses from the level:
- First year level courses: 100-199
 - Second year level courses: 200-299
 - Third Year Level courses: 300-399
 - Fourth year level courses: 400-499
- 3.11. The courses offered by the Faculty of Management shall be offered by students in any degree programme of the UvaWellassa University.
- 3.12. Registration for courses: Students must register for courses within 14 days from the first day of the semester by duly completing the Registration Form.

4. Academic Mentoring/Guiding

- 4.1. The Faculty/Department of Study shall appoint a course coordinator for each course offered within a semester. The course coordinator is responsible for coordinating different lecturers involved in teaching the course and academic matters related to examinations in the course. The course coordinator shall provide guidance for students regarding academic matters related to the course.
- 4.2. The Faculty/Department of Study shall appoint Academic Mentors for students to assist them on academic matters.

5. Period of Candidature and Extensions for the completion of the degree programmes:

- 5.1. The time period for completing the degree programme: To obtain the degree with a class (merit pass), a student must complete all the requirements within eight (8) semesters or less, except for medical or otherwise acceptable exceptional reasons (foreign scholarships etc.) in which case the time limit could be extended by the Faculty Board up to 12 semesters and determine the eligibility for a class. Students must complete all requirements within the stipulated time period to be awarded a degree. No further extensions shall be allowed beyond 12 semesters. The studentship of the students who have exceeded the maximum time period to complete the degree (12 semesters) will automatically be cancelled.
- 5.2. Extensions on medical grounds: Extensions beyond four years can be granted on medical grounds by the Faculty Board. When extensions are granted on acceptable medical grounds certified by the UMO/ Medical Board, students are eligible to be considered for classes. Extensions can be granted for up to two years. A student must submit a medical certificate approved by the UMO of the University with the request.
- 5.3. Extensions on non-medical grounds: Requests for extensions beyond maximum time period will be considered on an individual basis by the Faculty Board to determine their acceptability, and if acceptable, whether or not the student is eligible for a class. Extensions under this category can be granted up to one year.
- 5.4. Extensions beyond the maximum time: Requests for extensions beyond maximum time will be considered on an individual basis by the Faculty Board to determine their acceptability. Extensions can be granted on medical or other grounds, but the students will not be eligible for a class. Extensions can be granted only up to one year.
- 5.5. All requests for extensions must be submitted on the prescribed form with the relevant documentation, authorization and supporting evidence, if any, attached to the Dean of the Faculty.
- 5.6. The Faculty Board shall constitute a Student Request Committee to consider and make recommendations to the Faculty Board on all students' requests regarding academic matters.
- 5.7. When extensions are granted and approved by the Faculty Board, the eligibility for a class shall be clearly stated in the decision and the student shall be informed of the decision in writing by the Assistant Registrar of the Faculty.
- 5.8. A student who takes more than 4 years to complete the degree shall not be eligible for residential facilities and financial aid, after completing the 4 year period.
- 5.9. Leave of absence: If a student wishes, s/he can take leave of absence from the academic programme, usually for a semester. The student must apply in writing to the Dean of the Faculty, preferably before the commencement of the semester, but no later than the end of the second week. Where the request is granted, the student must finish the degree within the stipulated time period to obtain the degree and to qualify for a class, unless the leave of absence is on medical or other grounds which are

acceptable to the Faculty Board. The period of leave of absence will be exempted from the stipulated duration allowed for an academic programme if the leave was granted on medical or other grounds acceptable to the Faculty Board.

6.0. Evaluation of student performance in all examinations

6.1. A student must complete 80% of attendance to be eligible to sit for the end semester examination.

List of registered students of each course shall be made available to Head of the Department by the Examination Branch upon completing the registration process. The lecturer or course coordinator of each course shall sign the examination eligibility forms based on attendance and submit the same to the Dean through the relevant Head of Department. The lecturer of a course and the respective departments must maintain records of attendance at lectures and/or discussions and/or practical classes and information regarding continuous assessments, etc.

6.2. Student requests regarding attendance: The students must submit UMO approved medical certificates through the Head to the Dean before the last date of the semester to consider them for determining the eligibility to sit for the end semester examinations. Acceptable extra-curricular activities shall also be considered in computing the 80% attendance. The Dean shall convene a Heads of Departments meeting on the first working day after the end of the semester to consider and determine the student requests on attendance. The final eligibility list that incorporates all student requests shall then be submitted to the Examination Branch by the Dean within the first week after the end of the semester for issuing Examination Admissions.

6.3. Evaluation components: The examination of any course shall include continuous assessments and end semester examinations. The continuous assessments of a course shall carry 60 % of total marks and end semester examination shall carry 40% of total marks.

- i. End semester examination may include, but not limited to, essay type questions and or multiple choice questions, etc. Time allocation for end semester examination for a one credit course shall be one hour, a two credit course shall be two hours and a three credit course shall be three hours.
- ii. The distribution of continuous assessment marks (60%) of a particular course shall be determined and specified in the syllabus of each course and included in the Lesson Plan of the course.
- iii. Diverse types of continuous assessments including mid-semester examinations, oral presentation, case study, tutorial, project report, quiz, drama, role play, viva-voce examination shall be deployed. From these types of continuous assessments, the number of types of continuous assessments deployed in proportion to the credit value assigned to a course will be determined according to the following schedule:

Credit Value of a Course	No of types of assessments
1	Minimum 01
2	Minimum 02
3	Minimum 03

- iv. The assessment scheme of a particular course shall be specified in the syllabus of that course.

- 6.4. All examiners shall be appointed by the Senate on the recommendation of the Faculty Board at the beginning of the semester for the examiners to be eligible to mark continuous assessments. Designing the continuous assessments and end semester examinations should be done by the Senate approved examiners.
- 6.5. The Moderation Boards shall be appointed by the Dean to moderate question papers. Moderation Boards shall include the Dean of the Faculty/the Heads of Departments of the Faculty and a selected number of Senate approved examiners.
- 6.6. Evaluation procedure: All continuous assessments should be conducted by the particular lecturer/course coordinator under the supervision of the Head of Department. The dates of continuous assessment examinations along with the assessment scheme should be provided to the students by the Head of Department during the first week of the semester with the Lesson Plan. All continuous assessments should be held within the semester.
- 6.7. Lists of candidates who are eligible to sit for the end semester examination and applicants who are ineligible to sit for the end semester examination shall be determined at a Heads of Department meeting. The final list shall then be submitted to the Examination Division which shall display the list on University notice boards. No requests shall be entertained after displaying eligibility and ineligibility lists.
- 6.8. Dates of Examinations: The date/s for the continuous assessments shall be intimated to the students by the relevant lecturer of a course and the date/s for the end semester examination in each course shall be decided upon by the Faculty Board/Senate.
- 6.9. Formula for calculating the Grade Point Average (GPA):

$$GPA = \frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n c_i}$$

where c_i is the credit value for i^{th} course and g_i is the grade point for i^{th} course.

- 6.10. The second or third marking of answer scripts, continuous assessments and end semester examinations, is not mandatory. Second or third marking of answer scripts may be done on case by case basis. Answer scripts may be sent for external expert reviewers from time to time for quality assurance purposes.
- 6.11. Evaluation scheme: The examiner(s) appointed by the Senate shall assess the performance of students in a particular course based on the course grade guide, the grade point ranging from 0 to 4 and corresponding letter grades of E to A/A+ according to the UGC Circular No. 901 of 25/11/2008.
 - i. All components of assessments of a course, continuous assessments and end semester examinations, shall be considered together to determine the grade and grade point obtained for a particular course. The grading guide for a course is given below:

Marks Range	91-100	81-90	76-80	71-75	66-70	61-65	56-60	51-55	46-50	41-45	40	0-39
Grade	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	E
Grade Point	4.00	4.00	3.70	3.30	3.00	2.70	2.30	2.00	1.70	1.30	1.00	0

ii. The grades D and D+ are considered weak passes, while E is considered failure.

6.12. Each lecturer shall submit final marks that include continuous assessment marks and end semester marks to the Dean's Office. The Dean shall submit the final marks of all courses offered in a semester by the Faculty to the examination branch after the Scrutiny Board's verifications. All examiners and the relevant Heads of Departments shall keep original records of the examination marks and attendance in examination etc. The AR/SAR/examinations shall make a bound copy of the Results Book available to the meeting of the Board of Examiners.

7.0. Examination offenses: The university regulations on violations of examination rules shall be applicable to all components of examinations including continuous assessments, end semester examinations, dissertations and industrial training reports.

8.0. Semester Examination Results

8.1. Results of examinations for each semester must be released within six weeks of the last date of examination. The Departments of Study are allowed to display course grades before submitting the final marks to the Faculty.

8.2. Students are allowed to apply for re-correction of all components of continuous assessments and end semester examinations by paying relevant fees within seven (7) days from the date of releasing the semester results.

9.0. Scrutiny Boards

9.1. The Faculty shall appoint Scrutiny Boards to ensure smooth functioning of the evaluation procedure. Scrutiny Boards shall check and verify final marks before submitting to the Examination Branch. The scrutiny boards shall consist of the Dean/Head(s), and selected number of examiners.

10.0. Requirements to complete a degree

10.1. Credit requirements of a four year degree of the Faculty: In consistent with international standards, a student should earn 120 credits to complete the degree as specified in the table below:

Type of Courses	Course Codes	BBM in Entrepreneurship and Management	BBM in Hospitality, Tourism and Events Management
Broad General Education Courses	BGE 100 to BGE 497	15	15
Essential Skills Courses	ESS 100 to ESS 497	16	16
Discipline Specific Courses	ENM 100 to ENM 497; HTE 100 to HTE 497	83	83
Dissertation	HTE 498; ENM 498	06	06
Industrial Training	HTE 499; ENM 499	Compulsory, non GPA (6 credit equivalent)	Compulsory, non GPA (6 credit equivalent)

10.2. Level based requirements for the degree:

- i. The level based requirements for two specializations of the BBM in Entrepreneurship and Management and the BBM in Hospitality, Tourism and Events Management degree programmes are specified as follows:

Level	BBM in Entrepreneurship and Management	BBM in Hospitality, Tourism and Events Management
100	31	31
200	33	36
300	40	38
400	16	15
All levels	120	120

- ii. Students shall also complete an industrial training programme equivalent to 6 credits which is not counted for GPA. Industrial training programme shall be conducted at the 400 level.

10.3. Dissertation:

- i. The dissertation shall carry 6 credits.
- ii. The students shall start writing the dissertation in the sixth (6) semester and complete in the seventh (7) semester.
- iii. A supervisor shall be appointed by the Department of Study to each student. A dissertation coordinator shall also be appointed for each degree programme to coordinate the dissertation process.
- iv. At the beginning of the 6th and 7th semester students shall be given the Supervisor-Supervisee Meeting Forms by the relevant Department of Study.
- v. Supervisor-supervisee meetings: there shall be at least 8 supervisor-supervisee meetings per semester. All meetings should be recorded in the supervisor-supervisee meeting form.
- vi. At the end of the 6th semester, students should submit three written copies of the research proposal to the respective Department of Study along with the Supervisor-Supervisee Meeting Form certified by the supervisor and the dissertation coordinator.
- vii. Three bound copies of the dissertation should be submitted by the student to the Dean's office along with the supervisor-supervisee meeting form certified by the supervisor and dissertation coordinator.
- viii. Dissertation shall be marked by two examiners.
- ix. Evaluation scheme of the dissertation shall be as following:

Semester	Criteria	Marks
6 th Semester	Oral Presentation of the proposed research	10
	Written research proposal	20
7 th Semester	Oral presentation of the results of the research	10
	Dissertation	60

10.4. Industrial Training:

- i. The Industrial Training Programme is a compulsory programme which is not counted for GPA (6 credit equivalent)
- ii. Students shall start the training period in the second semester of their fourth year and the period of training is 24 weeks.
- iii. Two supervisors shall be appointed to each student. A dissertation coordinator shall also be appointed for each degree programme to coordinate the dissertation process.
- iv. The internal supervisors for industrial training programmes shall be appointed by the Department of Study to each student and the external supervisor is appointed by the respective firm that the student is placed on. A coordinator shall also be appointed for each degree programme to coordinate the overall industrial training process.
- v. Students should submit a bound report on the industry exposure within the period to the Dean's Office on industrial training at the end of the training period
- vi. There shall be two industrial inspection visits to the sites by appointed supervisors/ lecturers and the evaluations done in these visits are counted for evaluation of student performance.
- vii. Each student should maintain a diary (Industrial Training Diary) throughout the training period, which should be submitted to the Dean's Office with the bound report at the end of training.
- viii. All components of the industrial training programme shall be evaluated by two examiners.
- ix. Evaluation scheme of the industrial training program shall be as following:

Criteria	Process of evaluation under particular criteria	Marks
Mid Training Evaluation	Based on feedback from external supervisors and assessment of performances in the middle of the training by way of visits by internal supervisors (1 st visit by internal supervisor)	20
Work Performances	Based on industrial training diary/record book	30
End Training Evaluation	Based on feedback from external supervisors and assessment of performances in the end half of the training by way of visits by internal supervisors (2 nd visit by internal supervisor)	20
Industrial Training Report	Evaluating the duties covered and works performed within the period	15
End Presentations	Presenting the Industrial Training Exposure by students	15

10.5. Minimum and maximum number of credits per semester: The maximum number of credits that can be offered by a student per semester is 24, and the minimum number of credits that can be offered by a student per semester is 12.

10.6. Retaking of courses: There shall be no repeat examinations. If a student obtains a grade E for a course in any semester, s/he shall retake the course when it is offered next time with the grade of retake replacing the original grade E. Only two retake attempts shall be allowed for any course, and the maximum grade obtainable on a retake is C, except for the students who could not sit the end-semester examination on medical or other approved grounds. If a student fails a course in her/his last semester in the University, the student still has to retake the course and fulfill the requirements when it is offered next. Students who have exceeded the maximum time period given to complete the degree (8 semesters) must request extension of the period of registration from the Dean. Students

who are retaking a course or courses must register for such course or courses during the period of registration for courses as indicated in section 3.11.

10.7. The minimum final grade point average (FGPA) required to pass a degree is 2.00

11.0. Credit transfers: Credit transfers are allowed only from national and international universities recognized by the UGC that have an equivalent semester/course unit system. However, Departmental recommendation and Faculty Board approval is required for such credit transfers. Students must present original transcripts from such universities to be considered for credit transfers.

12.0. Award of Classes on Completion of the degree programme: A student who has fulfilled all the requirements stipulated in these regulations shall be awarded a class if the student fulfills the following levels of FGPA:

Class Awarded	FGPA
First class	≥ 3.70
Second class (upper)	3.30 – 3.69
Second class (lower)	3.00 – 3.29
Pass	2.00 – 2.99
Fail	< 2.00

12.1. Award of classes shall be determined by the Senate upon recommendation by the Board of Examiners and the Faculty Board. List of eligible recipients of classes should be included in the Results Book and should be released with the results of the final examinations.

12.2. Medals and scholarships awarded to outstanding students shall be determined by the Senate upon recommendation by the Faculty Board. Each medal or scholarship shall be governed by the regulations enacted for such award/scholarship.

13.0. Provision of Transcripts to Students: Upon final results are approved by the Senate, all students shall be provided with a current transcript for every semester by the AR/SAR of the Examination Branch. The transcript will include the course codes, titles of courses, letter grades, and grade points for all courses taken by the student. The transcript shall also have a legend that explains the grades, GPA, and other necessary details. At the end of the degree programme, a full transcript shall be provided with above details and FGPA and class (if any) after the results are being approved by the Senate.

14. Student Record Book: The Department of Study shall maintain a Student Record Book for each student to record and monitor extra-curricular activities of the student. The student shall write self explanatory and reflective notes on extra-curricular activities involved/performed by the student. A mentor shall be assigned to each student to supervise and certify the reports on extra-curricular activities performed or involved by the student. A fee may be charged from the student by the University to recover the cost of the Student Record Book. The certified Student Record Book shall be given to the student with the transcript.

15. The printed certificate awarded to grandaunt shall be issued at the convocation or after such arrangement as may be recommended by the Senate and the Council of the University.
16. University reserves the right to impose and change fees for all examinations/certificates/record books etc without prior notice.
17. Evaluation of teaching
 - 17.1. Evaluation of teaching shall include student feedback, self evaluation, peer evaluation and evaluation by a panel of experts. The Faculty Board shall determine the scheme of teaching evaluation and procedure applicable therein.
 - 17.2. During the last two weeks of the semester, the teaching evaluation shall be administered by each Department of Study.
 - 17.3. The results of teaching evaluation shall be submitted to the Dean by the respective Head of Department, which shall be recorded in personnel files of the lecturers maintained in the Dean's office.
 - 17.4. The results of the evaluation shall be made available to the respective lecturers by the Dean of the Faculty of Management.
 - 17.5. Measures to improve teaching shall be determined by the relevant Department of Study based on teaching evaluation.
 - 17.6. Quality improvement measures shall be taken by the Faculty/Department of Study on the basis of the results of teaching evaluation.
18. Interpretation
 - 19.1. Any questions regarding the interpretation of these regulations shall be referred to the Senate and the Council of the UvaWellassaUniversity whose decision thereon shall be final.
20. Amendments
 - 20.1. Any amendment/additions to the regulations shall require the approval of the Faculty Board of the Faculty of Management Studies, and the Senate and the Council of the UvaWellassa University.