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# BY-LAWS

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Faculty of Animal Science and Export Agriculture

**By-Laws**  
**Faculty of Animal Science and Export Agriculture**  
**Uva Wellassa University of Sri Lanka**

By-Laws approved by the Council of the Uva Wellassa University under section 135 of the University Act No. 16 of 1978. These by-laws are applicable for all degree programs offered by the faculty.

1. Subject to these By-Laws, a student may be awarded the Degrees of Bachelor of Science in Bachelor of Animal Science [BAScHons], Bachelor of Science in Aquatic Resources Technology [BScHons (Aquatic Resources Technology)], Bachelor of Science in Export Agriculture [BScHons (Export Agriculture)], Bachelor of Science in Palm & Latex Technology and Value Addition [BScHons (Palm & Latex Technology and Value Addition)] and Bachelor of Science in Tea Technology and Value Addition [BScHons (Tea Technology and Value Addition)] if he/she,
  - (a) has been admitted to the University as a student under section 15 (vii) of the Universities Act No. 16 of 1978;
  - (b) has been a duly registered student of the University for the period prescribed for courses of study leading to the Degrees of Bachelor of Animal Science [BAScHons], Bachelor of Science in Aquatic Resources Technology [BScHons (Aquatic Resources Technology)], Bachelor of Science in Export Agriculture [BScHons (Export Agriculture)], Bachelor of Science in Palm & Latex Technology and Value Addition [BScHons (Palm & Latex Technology and Value Addition)] and Bachelor of Science in Tea Technology and Value Addition [BScHons (Tea Technology and Value Addition)] and his/her registration continues to be in force;
  - (c) has completed, to the satisfaction of the Vice Chancellor, the courses of study leading to the Degrees of Bachelor of Animal Science

[BAScHons], Bachelor of Science in Aquatic Resources Technology [BScHons (Aquatic Resources Technology)], Bachelor of Science in Export Agriculture [BScHons (Export Agriculture)], Bachelor of Science in Palm & Latex Technology and Value Addition [BScHons (Palm & Latex Technology and Value Addition)] and Bachelor of Science in Tea Technology and Value Addition [BScHons (Tea Technology and Value Addition)] prescribed by these By-Laws, and the Rules and Regulations made by the University in respect of examinations/assessments pertaining to each course unit counted towards the said Degrees;

(d) has satisfied the following requirements-

- (i) he/she should have pursued the relevant programme of study for a minimum period of four academic years;
- (ii) he/she has passed all the examinations leading to the Degrees of Bachelor of Animal Science [BAScHons], Bachelor of Science in Aquatic Resources Technology [BScHons (Aquatic Resources Technology)], Bachelor of Science in Export Agriculture [BScHons (Export Agriculture)], Bachelor of Science in Palm & Latex Technology and Value Addition [BScHons (Palm & Latex Technology and Value Addition)] and Bachelor of Science in Tea Technology and Value Addition [BScHons (Tea Technology and Value Addition)];
- (ii) he/she should have accumulated a minimum number of Credits to complete the degree as given in the table.

Degree	Compulsory credits	Compulsory non credits	Optional
BAScHons (Animal Science)	115	12	05
BScHons (Aquatic Resources Technology )	118	10	06
BScHons (Export Agriculture )	120	05	04

BScHons (Palm & Latex Technology and Value Addition )	129	05	00
BScHons (Tea Technology and Value Addition )	128	03	00

- (iii) in the case of BScHons (Export Agriculture ), he/she should have completed 57 compulsory credits specializing into one of the three majoring areas *viz* Crop Product Technology, Entrepreneurial Agriculture and Food Processing Technology after completion of 67 compulsory credits and prescribed number of non-credit courses during the first two years;
  - (iii) in respect of the course units taken into consideration in the computation of the Final Grade Point Average (FGPA), he/she should have obtained, grades of “C” or better in course units aggregating to at least 80% of total number of credits, and grades of “D” in the remaining course units in aggregating to not more than 6 credits within 4 academic years;
  - (iv) he/she should have obtained a minimum FGPA of 2.00;
  - (v) he/she should have obtained minimum of 40% marks from continuous assessment and end semester examination
  - (vi) he/she should have completed the relevant requirements within a maximum period of eight academic years;
- (e) has paid such fees as may have been prescribed by the University and any other dues payable by him/her to the University;

- (f) has fulfilled all other conditions and requirements as may have been prescribed by these By-Laws and the Rules and Regulations of the University;
2. On the recommendation of the Faculty Board, the senate shall have the power to change, to amend, to add or to delete subjects/ course units of curricula of degree programmes; and to change or amend or add or delete any Rules and Regulations relating to any of the examinations/assessments counted towards the Degrees of Bachelor of Animal Science [BAScHons], Bachelor of Science in Aquatic Resources Technology [BScHons (Aquatic Resources Technology)], Bachelor of Science in Export Agriculture [BScHons (Export Agriculture)], Bachelor of Science in Palm & Latex Technology and Value Addition [BScHons (Palm & Latex Technology and Value Addition)] and Bachelor of Science in Tea Technology and Value Addition [BScHons (Tea Technology and Value Addition)]. Due notice of any such amendments, changes, additions or deletions shall be given to the students in advance;
3. The Examinations leading to Degrees of Bachelor of Animal Science [BAScHons], Bachelor of Science in Aquatic Resources Technology [BScHons (Aquatic Resources Technology)], Bachelor of Science in Export Agriculture [BScHons (Export Agriculture)], Bachelor of Science in Palm & Latex Technology and Value Addition [BScHons (Palm & Latex Technology and Value Addition)] and Bachelor of Science in Tea Technology and Value Addition [BScHons (Tea Technology and Value Addition)] shall be;
- (a) the first year first semester examination,
  - (b) the first year second semester examination,
  - (c) the second year first semester examination,
  - (d) the second year second semester examination,
  - (e) the third year first semester examination,
  - (f) the third year second semester examination,
  - (g) the fourth year first semester examination,

(h) the fourth year second semester examination.

4. The structure of question papers for the examinations leading to the Degrees of Bachelor of Animal Science [BAScHons], Bachelor of Science in Aquatic Resources Technology [BScHons (Aquatic Resources Technology)], Bachelor of Science in Export Agriculture [BScHons (Export Agriculture)], Bachelor of Science in Palm & Latex Technology and Value Addition [BScHons (Palm & Latex Technology and Value Addition)] and Bachelor of Science in Tea Technology and Value Addition [BScHons (Tea Technology and Value Addition)] shall be approved by the Senate on the recommendation of the Faculty Board;
5. A Student shall not be permitted to take an examination unless the Head of the relevant Department certifies on the recommendation of Lecturers/Course Coordinators that the student has completed the course/courses of degrees of Bachelor of Animal Science [BAScHons], Bachelor of Science in Aquatic Resources Technology [BScHons (Aquatic Resources Technology)], Bachelor of Science in Export Agriculture [BScHons (Export Agriculture)], Bachelor of Science in Palm & Latex Technology and Value Addition [BScHons (Palm & Latex Technology and Value Addition)] and Bachelor of Science in Tea Technology and Value Addition [BScHons (Tea Technology and Value Addition)] for the examination by attending such proportions of theory/practical components and other forms of instructions in each examination as may be prescribed by the Senate.
6. The examinations prescribed by these By-Laws shall be conducted by a Board of Examiners appointed by the Senate on the recommendation of the Faculty Board. Such a Board;
  - (a) shall test any candidate in writing and/or orally and may adopt any other forms of evaluation if the Senate has so decided on the recommendation of the Faculty Board, **and**

(b) may take into consideration theory/practical components and other forms of instructions (tutorials, practical courses, field work, seminars, dissertations/project reports etc.) in the evaluation.

7. A candidate shall appear himself/herself for the examination/assessment in respect of each course unit counted towards the Degrees of Bachelor of Animal Science [BAScHons], Bachelor of Science in Aquatic Resources Technology [BScHons (Aquatic Resources Technology)], Bachelor of Science in Export Agriculture [BScHons (Export Agriculture)], Bachelor of Science in Palm & Latex Technology and Value Addition [BScHons (Palm & Latex Technology and Value Addition)] and Bachelor of Science in Tea Technology and Value Addition [BScHons (Tea Technology and Value Addition)] on the first occasion on which the examination is held upon the completion of studies pertaining to the course unit, unless the Senate decides otherwise.

8. A candidate shall be considered to have appeared for any examination/assessment in respect of the course unit/s that he/she had registered at the beginning of a semester irrespective of whether the candidate appears or does not appear for the examination/assessment unless the Senate decides otherwise.

9. Award of Classes

(a) A candidate who has satisfied the requirements in (1) above in respect of the Degrees of Bachelor of Animal Science [BAScHons], Bachelor of Science in Aquatic Resources Technology [BScHons (Aquatic Resources Technology)], Bachelor of Science in Export Agriculture [BScHons (Export Agriculture)], Bachelor of Science in Palm & Latex Technology and Value Addition [BScHons (Palm & Latex Technology and Value Addition)] and Bachelor of Science in Tea Technology and Value Addition [BScHons (Tea Technology and Value Addition)] may be awarded the First Class Honours, the Second Class (Upper Division) Honours or the Second Class (Lower

Division) Honours, as the case may be, on the overall performance in the course units counted towards the said Degrees.

- (b) A candidate shall be eligible for the award of Honours if he/she satisfies the criteria as laid down in section (10) below, unless the Senate decides otherwise.

## 10. Eligibility for the Award of Honours

### (a) First Class Honours

A candidate may be awarded First Class Honours provided he/she has

- (i) obtained, in respect of the course units taken into consideration in the computation of the FGPA, grades of A or better in course units aggregating to at least 50 percent of total credits, provided that 50 percent of the said grades are from the third year and the fourth year course units and grades of C or better in the remaining course units,
- (ii) obtained a minimum FGPA of **3.70**, and
- (iii) completed the relevant requirements within eight semesters

### (b) Second Class (Upper Division) Honours

A candidate may be awarded Second Class (Upper Division) Honours provided he/she has

- (i) obtained, in respect of the course units taken into consideration in the computation of the FGPA, grades of **B<sup>+</sup>** or better in course units aggregating to at least 50 percent of total credits, provided that 50 percent of the said grades are from the third year and the fourth year course units and grades of C or better in the remaining course units,



- (ii) obtained a minimum FGPA of **3.30**,
- (iii) completed the relevant requirements within eight semesters

(c) Second Class (Lower Division) Honours

A candidate may be awarded Second Class (Lower Division) Honours provided he/she has

- (i) obtained, in respect of the course units taken into consideration in the computation of the FGPA, grades of B or better in course units aggregating to at least 50 percent of total credits, provided that 50 percent of the said grades are from the third year and the fourth year course units and grades of C or better in the remaining course units,
- (ii) obtained a minimum FGPA of **3.00**,
- (iii) completed the relevant requirements within eight semesters.

## **11. Non-Credit Courses/ Required Courses**

The Degrees of Bachelor of Animal Science [BAScHons], Bachelor of Science in Aquatic Resources Technology [BScHons (Aquatic Resources Technology)], Bachelor of Science in Export Agriculture [BScHons (Export Agriculture)], Bachelor of Science in Palm & Latex Technology and Value Addition [BScHons (Palm & Latex Technology and Value Addition)] and Bachelor of Science in Tea Technology and Value Addition [BScHons (Tea Technology and Value Addition)] may offer Non-credit Courses/Required Courses as part of the programme. These are considered in the fulfillment of the requirements of the particular degree programme and shall provide the student with an opportunity to enhance his/her knowledge. Grades are given

for such course units and these will appear in the transcript. However, the grades of these courses are not considered in calculating the FGPA.

## **12. Optional Courses**

The Degrees of the Bachelor of Animal Science (BAScHons) and BScHons (Export Agriculture and Aquatic Resources Technology) may offer Optional Courses as part of the programme. Each student should accumulate the minimum number of optional credits specified under each degree program to complete the degree. The optional courses are defined as credited courses and therefore counted in calculating the FGPA.

## **13. Essential Skills Development (ESD) and Broad General Education (BGE)**

Every student is required to follow Course Units related to “Essential Skills Development” and “Broad General Education” during the academic programme as specified in each curriculum. The credits earned from these course units shall be counted for the award of the BSc Degrees and the Degree of Bachelor of Animal Science. However, obtaining at least a D grade in each of these Course Units is compulsory, and the grades earned for these Course Units shall be included in the transcripts and counted in calculating the Semester GPA and the FGPA if the course is specified as a credited course.

## **14. Registration for Courses**

A student is strongly advised to obtain necessary instructions from his/her Faculty or Departmental academic advisors/ Student counselors if he/she has any questions regarding course units in his/her study programme. A student must also ensure that he/she has fulfilled the correct pre-requisites (if any). A student must complete his/her registration for a selected course combination before the commencement of each academic semester.

## **15. Changes of Optional Courses**

A student wishing to drop or add a course unit may do so within the first two weeks of the relevant semester. No changes in enrolment for course units shall be permitted later than specified time duration. Dropping or adding a course is applicable to optional courses only.

## **16. Attendance**

A minimum of 80% attendance is compulsory for all components of theory and practical lessons. In an exceptional case such as attending extracurricular activities representing the university *etc.*, students shall write to the Dean of the Faculty for necessary approval for attendance through the relevant Head of the Department and the relevant authorities for the given extracurricular activities, in advance.

In case of an illness or any other sudden incidence, student/ guardian shall inform the Dean of the Faculty within 14 working days of the incidence. Once the student returns to the university after such incidence, he/ she shall report to the Dean of the Faculty through Head of the Department by a letter with acceptable evidences of such an incidence. Final decision about the attendance shall be taken by the Faculty Board and students will be informed the decision within one week after the confirmation of the decision.

Failure to fulfill the attendance requirements shall disqualify a candidate from sitting for that examination, but it shall be treated as an attempt. Such candidate/s shall repeat the entire course unit and shall be required to pay the examination fees as stipulated by regulations where applicable.

## **17. Evaluation**

### **a. Allocation of Marks**

Final marks for each course unit in a particular semester shall be allocated on the following basis.

- (i) 40% of marks for each course for continuous assessment
- (ii) 60% marks for end semester examination

#### **b. Continuous Assessment (CA)**

Performance of a student shall be assessed throughout each academic semester using various assessment methods. Continuous assessment will carry 40% of overall final marks that are counted for a grade. There will be no second marking or re-correcting of answer scripts of continuous assessments at any level.

Method of assessment will vary with the nature of the course unit. At the commencement of the course, lecturer/s shall announce how a particular course is assessed continuously. This may include mid semester exam, quizzes, assignments, tutorials, laboratory practical sessions, presentations, field visit reports/quizzes and oral examinations *etc.* A continuous evaluation shall not be repeated at any level.

If a student is absent for continuous assessment methods such as laboratory practical, presentations, field visits, mid semester examination and oral examinations, those shall not be conducted again during the same semester.

#### **18. End Semester Examination**

The maximum total marks for the end semester examination shall be 60% of the overall final marks which are counted for a grade. The time factor of a question paper is determined based on the number of credits allocated to the respective subjects as follows;

<b>Number of credits allocated</b>	<b>Duration of the paper</b>
01	01 hour
02	02 hours
03	03 hours

End semester examination for each course unit should be conducted according to a prescribed timetable. However, if a course unit is specified as a practical course unit, it may or may not have an end semester exam. Mid semester examinations, if any, also should be conducted within the prescribed period. In addition to the end semester examination, evaluation of course unit may contain at least one other practical component specified as a component of end semester examination. As such, students should obtain a minimum of 40 % for each of theory and practical component (if any) in the end semester examination to pass the examination.

<b>Criteria</b>	<b>Weight</b>	<b>Minimum Marks for Each Criterion</b>
Continuous Assessment	40%	16= (40x40%) (out of 40)
End-semester Examination	60%	24= (60x40%) (out of 60)
Total	100%	40

### **19. Guidelines for the Calculation of Final Marks for Courses in Examinations**

The theory component of an end-semester examination of a course may consist of multiple choice questions, structured and essay type questions and the Departments of study shall decide on the composition of the examination paper, subjected to approval by the Faculty Board and the Senate.

The practical components of courses shall be assessed continuously, by an end-semester examination or by both methods depending on the course and relevant Department.

Oral examinations, when held, shall be as a component of practical assessment or as a separate examination.

For each course, an appropriate evaluation scheme shall be determined by the relevant lecturer with the recommendation of the Department prior to the commencement of the semester which shall be approved by the Faculty Board and the Senate subsequently. An introduction to the course, class/laboratory activities, assignments and weights assigned to each component of evaluation shall be made to the students by the relevant lecturer at the beginning of the course.

## **20. Field Training**

Onsite training shall be provided for the students to expose them for hands on experience related to the practical component of each degree programme. The allocated credit limit for field training shall differ depending on the requirements of each degree program. Each candidate shall be assessed based on the evaluation criteria prescribed by each degree programme.

## **21. Industrial Training**

In-plant training shall be given in the related industries in the public and the private sector to expose students to gain hands on experience and knowledge related to each degree programme. Each candidate shall be assessed through an internal and an external evaluation based evaluation criteria prescribed by each degree programme.

## **22. Research Project**

Every student shall conduct a research project to fulfill the partial requirements of each degree programme. The allocated credit number for research project may vary depending upon the requirements of each degree programme.

The research project shall be completed under internal and/ or external supervision and evaluated using the evaluation criteria laid down related to each degree programme. A comprehensive Research Dissertation prepared according to guidelines prescribed by each Department shall be submitted by the student having made an oral presentation in presence of prescribed evaluation panel. Further, in writing a dissertation/ or any other written submission, no candidate can copy from internet or any other unauthorized material without proper acknowledgement.

### 23. **Grading System**

Marks obtained in respect of a course unit shall be graded according to the following grading system.

<b>Range of Marks</b>	<b>Grade</b>	<b>Grade Point Value</b>
91-100	A+	4.0
85-90	A	4.0
80-84	A-	3.7
75-79	B+	3.3
70-74	B	3.0
65-69	B-	2.7
60-64	C+	2.3
55-59	C	2.0
50-54	C-	1.7
45-49	D+	1.3
40-44	D	1.0
<40	E	0.0

## 24. Grade Point Value

### Grade Point Average (GPA)

GPA is the credit weighted arithmetic mean of grade point values. It is determined by dividing the total credit weighted grade point value by the total number of credits. The grade point value shall be calculated to the second decimal place. Rounding off of the decimal point should be done according to the standard mathematical methods.

As an example, a student who has obtained following grades given in the table will have a GPA of 2.69 as worked out below.

$$GPA = \left( \sum C_i G_i \right) / \sum C_i$$

Where,  $C_i$  is the number of credits for  $i^{\text{th}}$  course

$G_i$  is the grade point obtained for the  $i^{\text{th}}$  course

Grade obtained	No of credits	Credit weighted grade point value
A+	3	(3x4.0)= 12.0
A	3	(3x4.0)= 12.0
B+	2	(2x3.3)= 6.6
C	3	(3x2.0)= 6.0
D	1	(1x1.0)= 1.0
E	2	(2x0.0)= 0.0
Total	14	37.6

Grade Point Average (GPA) =  $37.6/14 = 2.69$

Grade point values and credit values of all registered course units except compulsory non-credit/ required courses in a study programme of a student shall be taken into account in calculating the Final GPA, unless stated otherwise.

## 25. Final Grade Point Average (FGPA)



The FGPA shall be calculated by averaging the weighted GPA values of all four years. The weightages allocated for each year in calculating FGPA are given in following table:

Level	Weightage
100	20%
200	25%
300	30%
400	25%

#### FGPA and Respective Grades

FGPA	Grade
$FGPA \geq 3.70$	First Class
$3.30 \leq FGPA < 3.70$	Second Class Upper Division
$3.00 \leq FGPA < 3.30$	Second Class Lower Division
$2.00 \leq FGPA < 3.00$	Pass
$FGPA < 2.00$	Academic Probation* if the FGPA is less than 2.00

\* Academic probation is the most common term used in universities to indicate that a student is not proceeding academically as required by the institution. "Academic probation" often means that a student's grades and/or GPA are not high enough to continue in university if they stay the same.

The student shall maintain the Final Grade Point Average (FGPA) at the level of 2.00 or above. The student shall repeat the courses with less than D grade at the next earliest attempt and the student can only obtain a maximum of C grade. If the student has obtained C- or D grades for a course, he/she has two alternatives either to repeat the course or to keep the grade as it is, if he/ she can maintain the minimum FGPA requirement. Students with an FGPA of less than 2.0 shall be considered as 'Academic Probation' until the FGPA is raised to 2.00, by repeating failed courses and/or taking more optional courses.

For compulsory non-credit/ required courses, students shall obtain a minimum of C grade to pass the course. Students who fail to achieve a minimum of C grade for a compulsory non-credit/ required course shall repeat the examinations at the next earliest attempt.

Students who fail to sit the end semester examination, but have fulfilled all other requirements and also have obtained concessionary approval from the senate followed by recommendation of faculty board can sit for the final examination at the next earliest attempt.

26. **Restrictions for number of attempts for course examinations**

Number of attempts to sit an end semester examination shall be not more than three, unless the student has obtained concessionary approval from the Faculty Board and the Senate.

27. **Restrictions for the period for completion of the degree**

The maximum allowable time period to complete each degree in the Faculty of Animal Science and Export Agriculture, Uva Wellassa University is **Eight Years**.

28. **Absentees at Examinations**

- a. A candidate who has been absent from a whole end-semester examinations shall be treated as if he/she has used an occasion, unless a valid reason has been furnished by the candidate and accepted by the Faculty Board and the Senate. A candidate with an accepted valid reason shall take the whole end-semester examination on the next immediate occasion and shall get grades for those courses. If a candidate avoids taking the whole end-semester examination on the next immediate occasion without furnishing a valid reason, it shall be treated as an attempt.

- b. If a candidate has sat only for a part of one or more course/s of an end-semester examination, it will be treated as a complete attempt for all prescribed courses in that examination, unless a valid reason has been furnished by the candidate and accepted by the Faculty Board and the Senate.
- c. Absence of a candidate from an end-semester examination on account of bereavement in the family (death of a parent, brother or sister, and if married, spouse or child) will be excused if approval is obtained from the Faculty Board and the Senate by submitting a death certificate and appropriate proof of relationship.
- d. All absentees at examinations due to medical reasons shall submit a medical certificate obtained from a person listed under item 30. These medical certificates shall be endorsed by the University Medical Officer (UMO) before being presented to the Faculty Board and the Senate for approval.
- e. An end-semester examination, which involves different components, shall be taken at one occasion, except in the case of continuous evaluations. In the case of repeat or absent candidate, marks obtained for continuous evaluations shall be counted in the next end-semester examination.

**29. Examination Procedure, Offences and Punishments**

Regulations made by the Senate of the Uva Wellassa University under section 136 read with Sections 29, 45 and 46 of the Universities Act No. 16 of 1978 as amended by the Universities (Amendment) Act No. 7 of 1985 are applicable.

**30. Medical certificates for failure to attend examinations**

Students are requested to support the absence from examinations due to illness by a valid medical certificate conforming to the format of a medical certificate issued by a government hospital. Such medical certificate should be obtained from registered medical officer and certified by the UMO.

Students who fall ill during sessions of examination time should contact the University Medical Officer at the University Health Center immediately. If a

student falls sick at home or elsewhere during the session of an examination time he/she or his/her guardian should inform the Dean of the Faculty within 14 working days followed by a letter indicating the nature of the illness and the name of the attending doctor and other relevant information. Medical certificate supporting the illness of the student should also be sent to the Dean of the Faculty.

### **31. Scheme for awarding degrees**

To award the degree the student shall complete all the components of the degree course including compulsory courses, compulsory non-credit courses, optional courses, field training if any, industrial training and research project and also shall complete the minimum numbers of credit requirement with respect to the degree program.

To obtain a degree with a class, the student should complete the credit requirement within a period of four academic years (eight semesters) unless special approvals have been obtained from the Senate.

### **32. Effective Date of the Degrees**

The effective date of all the degrees shall be the last date of the stipulated examination period on which the Final Examination of the fourth year second semester is held. To be eligible for this effective date, a candidate shall submit the prescribed number of completed bound copies of the project report within specified time duration given by each Department of study after completion of the examination. For repeat students, effective date shall be the date of commencement of the final examination of the final year second semester after completion of all the requirements of the degree.

These regulations provide the criteria and other conditions relating to examinations leading to all five degrees. Any interpretations of these regulations shall be submitted to the Senate and the decision of the Senate shall be final.