

8. EXAMINATION CRITERIA

8.1 GENERAL

8.1.1 A student who satisfies the following conditions will be awarded a BSc Hons degree in Agricultural Sciences and Management

8.1.1.1 Be registered by the university as a candidate for the degree programme.

8.1.1.2 Has completed the programme of studies for each semester to the satisfactory level to the Senate.

8.1.1.3 Has at least 80% attendance for lectures, tutorials practical assignments, field practicals and other academic activities.

8.1.2 Every registered student who wishes to sit for the examinations should submit an application in the appropriate form within the stipulated period. Each eligible student will be issued an admission card/form to sit for the relevant examination.

8.1.3 Every candidate should sit for the examination in respect of all the relevant subjects studied during the semester. A candidate wishing to repeat/upgrade the result of a subject should sit for that subject at the next first available opportunity.

8.1.4 Revision of the Faculty Curriculum will be effected once every five years or as decided by the Faculty Board. Once the curriculum is revised, students who have not completed their required course units under the preceding curriculum will be offered three attempts to complete the required course of study, provided that the eligibility criteria is met.

All the practices, norms and traditions carried-out regularly on examination matters from the inception of the faculty are treated as legal and valid up to today and in future too.

A candidate who fail to complete the whole or any part of the final examinations of any subject/course will have to repeat the whole subject. Such attempt will be treated as the 1st attempt if a valid medical certificate is submitted within the prescribed time period.

8.1.5 Assessment policy strategies.

Each credited (GPA) course will have an end-semester comprehensive written examination. They will also have continuous assessments as approved by the departments. Each non-credited (non-GPA) course will have continuous assessments designed and evaluated by the coordinator and approved by the Senate. The practical

component of courses will be assessed as decided by the departments and approved by the Senate. The industrial training programme will be assessed by the supervisors appointed by the departments that offer the specialization module.

8.1.6 Examination structure

Structure of the Examination Papers

Credits	Part II	Marks	Part I	Marks
1 or 2	1½ hr	25 x 2 (C)	½ hr	1 x 20
	04 out of 05 questions	15 x 2 (O)	20 MCQ	
	02 compulsory			
	02 optional			
		80%		20%
03 or above	2½ hr	25 x 2 (C)	½ hr	1 x 20
	05 out of 06 questions	10 x 3 (O)	20 MCQ	
	02 compulsory			
	03 optional			
		80%		20%

(C) – Compulsory questions

(O) – Optional questions

8.1.6.1 Theory Examinations

Theory paper consists of two parts:

- Part I is a multiple choice questions paper
- Generally Part II paper is consist of structured essay and essay type questions. However, depending on the course unit evaluated decided by the Faculty Board and the respective Department.

8.1.6.2 Practical Examinations

There shall be a practical examination for majority of courses of study and will include;

- a) A practical examination (spot test/ practical paper / practical test) conducted at the end of each semester or a continuous assessment.
- b) An oral examination (Viva voce)

8.1.6.3 Continuous Assessments

Method of Continuous assessment for each unit is described in Curriculum of the Degree programme in detail.

8.2 Final Evaluation for Examinations

The final grade for a subject / course will be calculated according to a scheme decided by the Senate.

Grading Procedure, Criteria and Grade Points

The grading procedure adopted by the Senate of the Sabaragamuwa University of Sri Lanka will be adopted. The cut - off points for grades and the grade point will be as follows.

Letter grade	Percentage mark	Grade point
A+	> 85	4.0
A	80 - 84	4.0
A-	75 - 79	3.7
B+	70 - 74	3.3
B	65 - 69	3.0
B-	60 - 64	2.7
C+	55 - 59	2.3
C	50 - 54	2.0
C-	45 - 49	1.7
D+	40 - 44	1.3
D	35 - 39	1.0
F	< 35	0.0

8.3 GRADE POINT AVERAGE (GPA)

An aggregate index will be calculated as the weighted average of the grade points obtained from grades of different courses and the number of corresponding course units. This index shall be called the GPA.

$$GPA = \frac{\sum G_i C_i}{\sum C_i}$$

Where G_i = grade point of the i^{th} course

C_i = number of credits of the i^{th} course

The final GPA (FGPA) will be calculated considering the GPA of year1, year 2, year 3 and year

4 which will be weighted by 0. 2, 0. 2, 0. 3 and 0. 3 as well as the total number of course units in each year respectively.

The FGPA will be calculated at the completion of all requirements for the degree as follows

$$FGPA = \frac{\sum a_j T_j P_j}{\sum T_j a_j}$$

Where $a_j = 0. 2, 0. 2, 0. 3, 0. 3$ for $j = \text{year 1, year 2, year 3, year 4}$ respectively

$T_j = \text{total course units credited in year } j$

$P_j = \text{GPA in year } j$

8.4 Award of Classes

Classes will be awarded on successful completion of the degree programme entirely on the Final GPA of the student, on the following basis.

Class	Cut-off FGPA for Awarding classes
First Class	≥ 3.75
Second Class (Upper)	$3.30 - < 3.75$
Second Class (Lower)	$2.75 - < 3.30$
Pass	$2.00 - < 2.75$

9. AWARDS AT THE CONVOCATION

Vice Chancellor's Gold Medal

(Awarded by Vice Chancellor of Sabaragamuwa University of Sri Lanka)

The overall excellent performance in academic work, sportsmanship, interest in aesthetic and cultural activities, proven leadership, exemplary conduct and character during the academic period in the university

Senior Professor Rohana P Mahaliyanaarachchi Gold Medal

(Awarded by Senior Professor Rohana P Mahaliyanaarachchi of Sabaragamuwa University of Sri Lanka)

The overall excellent performance in the BSc (Food Business Management) Degree programme in academic work, exemplary conduct and character during the academic period in the University

10. EXAMINATION PROCEDURES, OFFENCES AND PUNISHMENTS

10.1 Rules and Regulations Governing the Holding of Examinations

- Candidates should be at the examination hall 15 minutes before the commencement of the relevant examination. They should enter the examination hall only when informed to do so by the supervisor.
- After entering the examination hall the candidates should be seated at the desk/table bearing their index numbers.
- Candidates are permitted to bring useful items such as pens, pencils, erasers, ink, rulers, geometrical instruments, coloured pencils etc. to the examination hall. No candidate is allowed to bring in any written paper or notes or any kind of electronic device or accessories or any other item, which may be misused at the examination.
- Candidates are not allowed to enter the examination hall 30 minutes after the commencement of an examination and they will not be allowed to leave the examination hall before the lapse of 30 minutes from the commencement of the examination and during the last 15 minutes of the examination.
- Every candidate must bring the examination entry form (admission card), student record book and the student identity card to the examination hall. While the student record book and the identity card should carry the student's photograph and signature, it should also be certified either by the Registrar or an officer authorized by the Registrar. If the names appearing in the student record book/ identity card and those in the examination entry form differs, the candidate has to submit an affidavit to the Registrar. In the event of such certification not being available, the candidate has to submit either the national identity card or a recent photograph certified by an authorized officer.
- When requested by the supervisor of the examination, candidates must surrender all documents in their possession.
- No candidate should ask another candidate for anything, exchange anything, engage in conversation, copy from another or help or encourage another candidate to copy.
- Candidates should write their answers only in the answer sheets or answer books issued on the particular date of the examination.
- Writing paper such as answer sheets, graph paper, drawing paper, ledger and journal sheets required by the candidates will be issued to them at the examination centre. Candidates are advised not to tear, bend crumple or destroy any paper or answer sheet given to them. Writing paper issued only by the supervisor should be used at the examination. Log tables should be used carefully and left on the table after use. All stationery supplied to the candidates, both used and unused, should be left on the desks when candidates leave the examination hall.

- Before answering the question paper, candidates should write their Index number and the name of the examination in the relevant place in the answer script. The Index number should also be written in all other sheets used for answering questions. No candidate should write his/her name or place any identification mark on the answer script. It should also be noted that using the Index number of another is a breach of examination rules.
- All paper used for rough work should be crossed with a line and annexed to the answer script. Rough work should not be done on the examination entry form, timetable or question paper.
- All candidates must maintain strict silence both inside and outside the examination hall and not disturb the supervisor, invigilators and other candidates.
- Except for a practical or field note book or assignment written by himself/ her self, no candidate is allowed to submit any other document written partly or wholly by someone else, with the answer script.
- Impersonation of any kind is strictly prohibited.
- The supervisor or the invigilators have the authority to call for a written statement from a candidate regarding any incident that takes place in the examination hall. Candidates should not refuse to make such a statement or sign such a statement.
- Answer scripts should be personally handed over to the Supervisor or an Invigilator. Answer scripts should not be handed over to anyone else for whatever reason. All candidates should remain seated until all answer scripts are collected.
- Candidates must make sure that they don't have in their possession any document, note or device which can be misused at the examination. They must also ensure that they do not indulge in acts, which can give rise to their being suspected of misconduct at the examination.

10.2 Submitting Medical Certificates for Absence at Examination

Internal candidates who absent themselves for the whole or any part of an examination due to ill health should report to the Medical Officer of the University about it either before the commencement of the examination or during the examination time.

Candidates who fail to do so for unavoidable reasons must submit a medical certificate from a District Medical Officer or a Medical Officer attached to a government hospital, within 14 days of the commencement of the relevant examination or part of the examination*. Medical certificates issued by private medical officers; Ayurvedic physicians or Homeopaths are not accepted.

Candidates who fail to submit a medical certificate for any component of the final examination of a subject will be required to repeat the subject

* Such medicals certificates can be handed over to the dean's office or sent by registered post.

10.3 Examination Malpractices

- Possession of unauthorized documents.
- Copying
- Cheating
- Removal of examination stationery from the examination hall.
- Inappropriate behavior
- Impersonation
- Gaining or attempting to gain unlawful access to the contents of a question paper.
- Aiding or abetting someone to cheat or receiving assistance from someone to cheat.
- Using undue influence on supervisors, invigilators and other examination officials.
- Any other action considered by the Senate as an examination malpractice.

10.4 Procedure for Investigating Examination Malpractices

The supervisor should report any examination malpractice to the Senior Asst. Registrar (Examinations) who will investigate into the matter and submit a report to the sub-committee appointed by the Senate. On the recommendations submitted by the sub-committee, the Senate will impose appropriate punishment on the offenders.

10.5 Punishments for Examination Malpractices

Exam Malpractices	Penalty
Possession of unauthorized documents	Banning examination candidacy for a period of two years or imposing alternative punishment considered appropriate by the Senate.
Copying	Invalidating examination candidacy for a period of 3 years or imposing alternative punishment considered appropriate by the Senate.
Cheating	Cancellation of examination candidacy, debarring candidate from sitting for university examinations for a specific period or imposing any other punishment considered appropriate by the Senate.
Removing examination stationery belonging to the University	Cancellation of examination candidacy and debarring candidate from sitting for university examinations for a period specified by the Senate.
Inappropriate conduct	Cancellation of examination candidacy, debarring candidate from sitting for university examinations for a period not exceeding 05 years and imposing any other punishment considered appropriate by the Senate.
Impersonation	Annulment of candidacy for a period not less than 05 years and not exceeding 10 years and the imposition of any other punishment considered appropriate by the Senate.
Gaining illegal access or attempting to gain such access to the contents of a question paper.	Cancellation of examination candidacy and imposing any other punishment considered appropriate by the Senate.
Aiding and abetting examination malpractices and receiving assistance to commit such malpractices.	Cancellation of examination candidacy and imposing any other punishment considered suitable by the senate.
Attempting to unduly influence examination supervisors and other officials.	Any punishment prescribed by the Senate.

Being guilty of an examination malpractice for the second time.	Cancellation of registration as a student of the university.
	Compulsory punishments.
	In addition to the punishments listed above, the following will also be imposed on the recommendation of the Senate:
	Withholding a class for the degree
	Limiting the maximum marks obtainable to 40% when re-sitting cancelled question papers.
	Either cancelling or withholding scholarships and bursaries.
	Withdraw residential facilities.
The Senate will decide on the punishments to be imposed for any examination malpractice not mentioned above.	Withholding invitation to graduation ceremony.
	Delaying graduation and the release of degree results by one year.

11. GUIDELINES FOR STUDENTS WHO LACK ATTENDANCE

Students who lack attendance have to obey the following guidelines to qualify for the semester examinations of the Faculty of Agricultural Sciences.

1. Students who fail to maintain 80% attendance for a particular subject/s will not qualify for the semester examination of that subject/s except under special circumstances as outlined below;
 - a) If a student has maintained at least 60% attendance and has a chronic illness can make an appeal to the Faculty Board. The appeal should be supported with a medical certificate from a specialist doctor and a report from a student counselor in the Faculty.
 - b) If a student has maintained at least 60% attendance and has obtained prior approval from the Faculty Board through the University Sports Advisory Committee to participate in university sports activities.
2. Students with less than 80% but have maintained 50% attendance for a particular subject/s will have to fulfill the following requirements in order to qualify for the subsequent semester examinations as first attempt students.
 - a) They have to meet the relevant subject coordinator and undertake make-up work.
 - b) Submit the prescribed form confirming completion of the make-up work available at the Office of the Dean.
3. Students who fail to maintain 50% attendance for a particular subject/s to qualify as first attempt students for subsequent semester examinations will have to complete the full course in order to be eligible to sit for the examination of the particular subject.

12. CODE OF DISCIPLINE FOR STUDENTS

Section I

General Students' Discipline – Act of Indiscipline and Insubordination

1. The conduct of every student should at all times be exemplary. Throughout his period of studentship he should at all times behave with the decorum to be expected of a graduate.
2. Every student should apply himself to his academic work in such manner as to satisfy the university. No student may absent himself/ herself from lectures or practical work for a period exceeding three weeks in one academic year unless he/ she has obtained special permission or has a valid reason for such absence.
3. No student should commit any of the acts of indiscipline and Insubordination listed below:
 - (01) Behaving in such manner as to bring into disrepute or endanger the good name of the university; to obstruct the proper functioning of the education, examination, or administrative activities of the university; to prevent or obstruct a member of the academic/ non-academic staff, or an employee of the university from carrying out his duties; to ridicule or humiliate such a person.
 - (02) Failure or inability to produce the Students Record Book, which will be issued to students, when called up-on to do so by the Vice-Chancellor, Dean of the faculty a member of the academic staff, a member of the administrative staff, or by a person authorized by the Vice-Chancellor, or the Registrar, or failure to identify himself/ herself.
 - (03) Causing damage to university property; removing such property from the university premises, appropriating it to himself/ herself or to another; defacing, dirtying or defiling the buildings, walls or roads of the university by scratching, writing, drawing, or pasting posters upon them.
 - (04) Causing or aiding, abetting, encouraging or sanctioning others to cause injury or harm to the self-respect or dignity of other students, staff officials, employees or lawful visitors to the university, or causing loss, ridicule, danger, mental or physical pain to such person or persons.
 - (05) Establishing, organizing, conducting or assisting any activity, organization, or society within the university, apart from those registered in terms of Clauses 112, 114, 115, 116, 117 and 118 of Part II of the Universities Act No. 16 of 1978 as amended by the Universities (Amendment) Act No. 7 of 1985.
 - (06) Behaving in such manner as to disturb or disrupt, or to gain admittance without permission, or to cause discomfort or harm to participants in any meeting, seminar,

festival, procession, exhibition, variety entertainment, play, film show or religious, cultural or social event, which may have been organized with prior approval from the Vice Chancellor or the Dean of the Faculty by a society or organization which has been registered under the provisions laid-out in section (5) above.

- (07) Behaving in such manner as to disturb or disrupt, or to gain admittance without permission, or to cause discomfort or harm to participants in any meeting, seminar, festival, procession, exhibition, variety entertainment, play, film show or religious, cultural or social event, which may have been organized, with prior approval from the Vice Chancellor of the university by the university administration or by the academic or non-academic staff or by an external organization.
- (08) Organizing staging, encouraging, sanctioning, or participating in any meeting, seminar, festival, procession, exhibition, variety entertainment, play or film show held within the university premises or in its environs without the prior approval of the Vice Chancellor.
- (09) Holding meetings, picketing, demonstrating participating in processions or sloganizing, performing satyagraha, satyakriya of fetes, publishing, drawing, writing, putting or distributing hand bills notices, or posters or encouraging sanctioning or assisting others to commit such action, whether in favour of a university teacher or an official or an employee of the university or in favour some cause out side the university.
- (10) Ragging in any form (N. B. any person caught ragging is liable to be expelled from the university without any inquiry being held).
- (11) Collecting, or encouraging to collect or sanctioning the collection of money or any other items from students of the university, or the retention or disbursement of such funds or items, by any person whether an office bearer of a registered society or not unless it is with the full written consent of the Vice Chancellor.
- (12) Writing, printing, publishing, distributing, exhibiting or pasting either within the university, or in its vicinity, posters, notices, pamphlets or other writing slanderous to any individual or detrimental to the reputation of the university to discipline or to peace.
- (13) Publishing, pasting, exhibiting, writing or drawing any notice or poster, in any place other than those authorized for such display, even if such action is in connection with the activities of a society registered with the University in terms of Clause 115 of Part III of the Universities Act. No. 16 of 1978, as amended by the Universities (Amendment) Act. No. 7 of 1985, and even if such notice or posters have been approved by the Vice Chancellor, Dean of the faculty or the relevant teacher.
- (14) Publishing, broadcasting, telecasting or releasing to the mass media, whether by the student on his own responsibility, or on behalf of another student or group of students on or behalf a society, any statement article or notice, detrimental to the reputation of the University or insulting or humiliating the university or insulting/

humiliating the university authorities, or any official or employee of the university, or any other person connected with the university.

- (15) Consumption, distribution sale or storage of drugs, liquor, within or bringing such into the university or been under the influence of liquor or drugs within the university or encouraging assisting or sanctioning such action by any other person.
- (16) Bringing into or keeping or storing within the university, any weapon, explosive or dangerous article or encouraging or assisting in such action.
- (17) Non-provision or the avoidance of provision of information needed by or requested by the university or the provision of false or distorted information.
- (18) Abuse or misuse of university buildings, ground equipment or other property belonging to the university or their use for unsuitable, unsanctioned or improper purposes non-observation of the rules for their rules.
- (19) Students will not be provided with residential facilities for remaining within the university premises during times when the university is closed for students (such time may be subject to periodic changes).
- (20) Any act for which the student could be convicted by a lawfully constituted court of law for an offense against the laws of the republic of Sri Lanka.

Section II

Punishments

01. Any student/s found guilty of any offense specified as an act of indiscipline or in subordination in Section (I) above, or of attempting to subvert the provision of this section (Section II – Punishment) may receive one or more of the punishments listed below, as deemed sufficient by the Vice Chancellor acting in accordance with the findings and recommendation of the Disciplinary committee.

- (1) A caution or severe warning.
- (2) A fine, not exceeding Rs. 500/-
- (3) Recovery of any loss sustained by the university.
- (4) Suspension from classes, examinations and from the use of all university facilities for a specified period.
- (5) Suspension from sitting for examinations of the university for an unspecified period.
- (6) Cancellation, postponement or suspension of the release of examination results for an indefinite period.

- (7) Regard as having relinquished the course and/ or the university.
 - (8) Expulsion from the university (The imposition of any one or more of the above punishments may be suspended. Note that the punishment for ragging will be expulsion from the university).
02. The Vice Chancellor may impose one or more of the punishments listed in Section II, No. 01 (1) to 97) above without holding any preliminary inquiry, and without obtaining the sanction of any other person, and so as to take immediate effect, if he has reason to believe that the actions or behavior of any students could lead to a break-down of discipline in the university or render difficulty in the normal running of the University or lead to a breach of the peace.
 03. Any student disaffected by the imposition upon him of one or more of the punishments listed in Section II No. 01 (1) to 97) may appeal against the punishments to the Vice Chancellor within 14 days of being notified of the same.
 04. The determination that the Vice-Chancellor shall make on such appeal, in consultation with the council shall be final.
 05. Apart from the imposition of the punishment listed in Section II No. 01 (1) to (8), if a student has been guilty of any offence referred to in Section I, the university reserves for itself the right to review and re-evaluate the conduct of such student/s during his/ their period in the university, before conferring upon him any degree, diploma or certificate.
 06. Dean of the Faculty was empowered by Council for temporary suspension of a studentship for two weeks without any inquiry in any student found to be involved in the breach of the code of discipline including ragging and report same to the council.

Section III

Interpretation

01. "University" means here the Sabaragamuwa University of Sri Lanka
02. "Property" means here university buildings, plantations, library, furniture, and equipment, vehicles and all other moveable and immovable property.
03. "He", "him", "his, etc. , indicate both male and female.
04. The interpretation given to any word, phrase or sentence by the Council will be the final interpretation.

(Subject to revision by the council)

The content and conditioned stipulated herein are subjected to any amendments to be made in line with decisions taken by the Faculty Board and the Senate



SABARAGAMUWA UNIVERSITY OF SRI LANKA
BELIHULOYA