

PERFORMANCE CRITERIA FOR THE
HONOURS DEGREE OF BACHELOR OF SCIENCE IN
QUANTITY SURVEYING/FACILITIES MANAGEMENT



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SURVEYING/FACILITIES MANAGEMENT

AT THE
DEPARTMENT OF BUILDING ECONOMICS
FACULTY OF ARCHITECTURE
UNIVERSITY OF MORATUWA
SRI LANKA

Effective from the 2010 Intake

1. ADMISSION

1.1 Admission Requirements

1.1.1 The admission requirements to the Honours Degree of Bachelor of Science in Quantity Surveying (abbreviated B.Sc. (QS) Hons) and the Honours Degree of Bachelor of Science in Facilities Management (abbreviated B.Sc. (FM) Hons) are determined by the University Grants Commission (UGC) in accordance with the government policy on university admissions.

1.1.2 Only full time students are admitted to this programme.

1.2 Provisions to Transfer from another University

1.2.1 The Faculty of Architecture may allow a student admitted by the UGC to a similar programme in another Faculty in a National University in Sri Lanka, to transfer to the University of Moratuwa, when vacancies arise in the Degree programme after the completion of at least one Semester of the programme.

1.2.2 Only students with an overall standing of a Cumulative Grade Point Average (GPA) of 3.6 or more would be considered for transfer.

1.2.3 Such transfers, which should be forwarded through the UGC, require the approval of the Senate of the University of Moratuwa.

1.2.4 When a student is allowed to transfer from another university, credits earned in that university may be transferred for modules considered to be equivalent and in which grades of "C" (equivalent to at least 45%) or higher have been obtained by the student. In addition, transfer of credit for a module will not be granted unless the student has obtained credit for the prerequisites for that module specified by the University of Moratuwa.

1.2.5 Credit will normally not be granted for modules taken earlier than four years to the date of application for transfer.

1.2.6 For a transfer student to qualify for a degree, he/she must be registered in the Faculty of Architecture for a minimum time period of four semesters.

1.2.7 When there are several students who want to gain admission to a fewer number of vacant positions in the Degree programme, a criterion based on their Cumulative GPA at the respective university, may be followed until all vacant positions are filled.

2. PROGRAMME OF STUDY

2.1 Programme Details

2.1.1 The programme of study leading to the award of the B.Sc. (QS) Hons/ B.Sc. (FM) Hons degree programmes consists of eight academic semesters, offered over four academic years.

2.1.2 Normal duration of academic teaching in a semester is 15 weeks, and duration of industrial placement is 32 weeks. The balance period is for examinations and vacations.

- 2.1.3 Modules are categorized into four levels of academic progression (1 to 4).
- 2.1.4 Pre-requisites for a module can only be from a lower level of academic progression. However, co-requisites from the same level may be allowed provided that the relevant module(s) is/are being offered to all relevant students.
- 2.1.5 The programme of study comprises of the following components:
 - (i) Seven semesters comprising academic teaching,
 - (ii) An industrial placement,
 - (iii) A research dissertation,
 - (iv) Any other work; camp, training modules, or projects.

2.2 Academic Calendar

- 2.2.1 The academic calendar and approximate durations of the programme are given in Table 1.

Table 1: Academic Calendar and Semester Durations

Levels	Semester I	Semester II
Level 1	26 weeks	26 weeks
Level 2	26 weeks	26 weeks
Level 3	32 weeks (industrial placement)	20 weeks
Level 4	26 weeks	26 weeks

2.3 Modules

- 2.3.1 Modules are either compulsory or elective.
- 2.3.2 Modules are normally intended to be taken over eight (08) semesters. This information is made available under 'Module outline'.
- 2.3.3 Modules may have pre-requisites that need to be completed prior to registering for those modules.

2.4 Credits

- 2.4.1 Each module is assigned a credit value representing the student's workload.
 - (i) For a typical module extending over one semester, one credit is given for each hour of academic lectures per week or three hours of assignments such as tutorials, laboratory work, field work or project work per week.
 - (ii) The industrial placement of 32 week duration is assigned eight credits.
 - (iii) The research dissertation is assigned 20 credits.

- (iv) Modules that cannot be covered under (i), (ii) and (iii) above, such as design projects, other projects and other specified course work and camps are assigned credit values commensurate with the respective workload.
- 2.4.2 The modules offered in a given semester and the number of credits assigned to each module will be determined by the Faculty. Students will be duly informed on these details ahead of the commencement of that semester.
- 2.5 Academic Load and Level of Academic Progression
- 2.5.1 The normal academic load of a student (norm) in a semester should comply with the following:
- (i) The total credit requirement from industrial placement is 8 credits.
 - (ii) The total credit requirement in each of the remaining semesters must lie within 21 ± 3 credits.
- 2.5.2 Irrespective of the norm, maximum credits (i.e. upper limit) a student could register for a semester is 26 credits.
- 2.5.3 There is no lower limit for the credits requirement in a particular semester.
- 2.5.4 In order to consider a student as full-time, the minimum requirement is 12 Credits in a semester. This limit is considered for Dean's List, Scholarships, etc. Students on industrial placement are also considered as full time.
- 2.5.5 In order to have uniformity in workloads of the modules, the credits per module are restricted to 3 ± 2 credits, other than research dissertation, projects, training, camps or similar modules.
- 2.5.6 Students are required to register for modules to satisfy normal academic load specified by the respective department in any semester. However, with the consent of the relevant Academic Advisor, a student may be permitted to deviate from the norm within the specified credits limits. The additional modules may include the previously taken modules repeated for purposes of passing or upgrading of final grade.
- 2.5.7 The academic progress of a student may be determined by the total number of credits he/she has earned by the end of preceding semester as given in Table 2:

Table 2: Credit Requirement for Academic Progression

Total Credits	Level of Academic Progression
30	1
Over 30	2
Over 70	3
Over 100	4

However, level of academic progression does not restrict the continuation of the student to a subsequent semester unless restricted by other conditions as specified in the Clause 4.5.

3. REGISTRATION

3.1 Academic Advisors

- 3.1.1 An Academic Advisor will be appointed for each semester from among the members of the academic staff of the Department.
- 3.1.2 The student is required to consult and obtain the consent of his/her respective Academic Advisor prior to applying for registration at the beginning of each semester.
- 3.1.3 The student is also required to consult and obtain the Academic Advisor's consent prior to adding or dropping modules after registration; obtaining leave from academic activities and changing academic load
- 3.1.4 A student may appeal to the Dean through the Head of the Department, when not in agreement with the decision of the Academic Advisor.

3.2 Registration for each Academic Year and Semester

- 3.2.1 At the commencement of each academic year, semester, students are required to complete a registration form and pay any fees as may be required by the university.
- 3.2.2 Students are required to fill individual registration forms indicating each module that they wish to register for the semester through on-line registration system, in consultation with the Academic Advisor.
- 3.2.3 Once the module registrations are finalized, Undergraduate Studies (UGS) division will send through the department a printed copy of the module registration details to each student for confirmation by the student.
- 3.2.4 In situations where, the number of applicants for an elective module is more than the number of places available, such places would be allocated on the basis of the Current Grade Point Average (CGPA) of the applicants or any other suitable criteria approved by the Faculty until all places are filled. In case when registration for a module is not possible, a student will be permitted to register for alternative module(s).
- 3.2.5 In situations where a compulsory module is repeated in both semesters of the same level of academic progression, the Department would allocate applicants for each semester.
- 3.2.6 A student repeating the end-of-semester written examination of a module is required to complete the repeat registration at least four weeks prior to the commencement of the examination, and if necessary register for that academic year.
- 3.2.7 A student repeating both the continuous assessment and the end-of-semester written examination of a module is required to complete the repeat registration prior to the end of the Add/Drop period and, if necessary, register for that academic year.
- 3.2.8 Each student is responsible for the completeness and accuracy of his/her module registrations and for registering prior to the set deadlines.

3.2.9 It is also the responsibility of the student to plan and select the modules as may be required to satisfy graduation requirements.

3.2.10 A student, who has successfully completed the graduation requirements set out in Clause 5.2, will not be permitted to register for any new module(s). However, upgrading of modules as per clause 4.3.2 may be permitted on written application by the student.

3.3 Changes to Modules Registration

3.3.1 A student who wishes to de-register from a module should do so within the Add/Drop period of two weeks of the commencement of that semester with the consent of the Academic Advisor.

3.3.2 De-registration of compulsory modules, even during the Add/Drop period, will be allowed only under exceptional circumstances and should be approved by the Senate on the recommendation of the Head of the Department and the Dean of Faculty of Architecture. Such compulsory modules must be subsequently completed in order to be eligible for the award of the Degree.

3.3.3 Discontinuing a module after the Add/Drop period will not be allowed and will be considered as an attempt, even if the student does not face any assessments and/or examinations in that module.

3.3.4 A student, who wishes to take an additional module or a replacement for a de-registered module, may do so within the Add/Drop period of the Semester. In either case, the consent of the Academic Advisor would be required for the change. Under exceptional circumstances, late registration may be permitted by the Faculty, with the concurrence of the lecturer in charge of the module and the Head of the Department.

3.4 Withdrawal of a Module Registration

3.4.1 A student can request to withdraw from a module after the Add/Drop period under the following conditions:

- (i) The relevant Academic Advisor and the Head of the Department should recommend the request;
- (ii) Requests for withdrawal will not be entertained for compulsory modules and modules for which registration was done on competitive basis;
- (iii) Dropped modules will appear in the transcript as "Withdrawn" modules;
- (iv) Request should be made before the last day of classes of the relevant semester;
- (v) Module(s) cannot be added in place of the withdrawn module; and
- (vi) If a student later decides to register for a withdrawn module, he/she will be considered as a repeat candidate with an F grade for that module.

3.4.2 Such requests for withdrawal should be approved by the Senate on the recommendation of the Head of the Department and the Dean Faculty of Architecture.

3.5 Leave from Academic Activities

3.5.1 The following categories of leave from academic activities are available to students: (a) Leave on Medical Grounds, Compassionate Grounds or Official Representation Grounds, (b) Leave for Long Durations and (c) Leave for Short Durations, complying with the conditions specified in clauses 3.5.2 to 3.5.6.

3.5.2 Leave on Medical Grounds, Compassionate Grounds or Official Representation Grounds: If a student cannot participate in academic activities on medical, compassionate grounds, he/she could apply for leave under this category for approval of the Senate. Application is to be forwarded with the required supporting documents in line with the clause on "Absence from Examination" of By-law No. 15 "Conduct of Examinations".

If a student has been selected to represent at Inter-University, National or International events, the student shall obtain advance permission for the absence as per clause on "Absence from Examination" of By-law No. 15 "Conduct of Examinations".

3.5.3 Leave for Short Duration: A student may apply for this category of leave for the Senate approval, when he/she has to be away from academic work for a short period. Maximum duration a student could obtain under this category is 21 calendar days per 15 weeks semester, subject to the condition specified in clause 3.5.5 below. The leave obtained should not affect the academic work and examinations.

3.5.4 Leave for Long Duration: A student may apply for this category of leave for the Senate approval, when he/she has to be away from academic work for a longer period. Maximum duration of leave a student could obtain under this category is two academic semesters. This period can be taken at one stretch or in several steps in any combination of whole semester.

3.5.5 The cumulative period of leave on Medical Grounds, Compassionate Grounds or Official Representation Grounds and Short Duration Leave per academic semester should not exceed the period that affects the participation requirement of the programme (as specified in Section 4.1) in order to complete the semester.

3.5.6 All leave which fall during end-of-semester written examinations will be granted according to By-Law No. 15 (By-Law for Conduct of Examinations).

4. EVALUATION OF PERFORMANCE

4.1 Participation of the Programme

4.1.1 The study programme is conducted on full-time basis and satisfactory participation of the course is a compulsory requirement.

4.1.2 Students shall attend all lectures, project studies, assignments including project work, laboratory work, tutorials, quizzes, presentations, term papers or similar activities, industrial training, camps and similar activities to the satisfaction of the relevant lecturers in charge.

- 4.1.3 It is the responsibility of the student to submit assignments, coursework, reports, research dissertation and similar documents before the deadline.
- 4.1.4 If a student is required to be away from the academic work, he/she shall apply for leave in accordance with the clause 3.5.
- 4.2 Evaluation
 - 4.2.1 The performance of each student in each module will be evaluated by continuous assessment (CA) and end-of-semester written examination (WE).
 - 4.2.2 The Senate on the recommendation of the Faculty of Architecture will approve the examiner(s) and assign a moderator for each module conducted in a semester.
 - 4.2.3 CA component in a module normally carries a weightage of not less than 30% and not more than 60% of the total marks, except in industrial training, research dissertation, project study, camps, non-GPA modules and other similar modules, where end-of-semester WE may be replaced by another form of end-of-module evaluation and for which prior approval must be obtained from the Senate.
 - 4.2.4 The continuous assessment of a student may be based on a specified combination of assignments including laboratory work, tutorials, quizzes, presentations, term papers and participation in the course activities.
 - 4.2.5 Weightage of each of the components used in the determination of the final grade for each module must be clearly conveyed in writing to the students by the examiner at the commencement of each module along with the outline of the module. For repeat candidates upgrading from F grade or N grade, the current weightage of each component of the module should be used in determining the final grade.
 - 4.2.6 The eligibility of the candidates to sit for end-of-semester WE is based on the satisfactory participation of the course. Attendance of the students for lectures shall normally not be less than 80% for each module.
 - 4.2.7 To get qualified to sit the end-of-semester WE of a registered module, the candidates should pass CA component by obtaining at least 40% for that component.
 - 4.2.8 At the end of semester, the eligible list of students of each module in that semester will be sent to the Examination Division by the lecturer in charge of the module through the Head of the Department.
 - 4.2.9 A Candidate should obtain at least 35% from WE components to pass a module.
 - 4.2.10 If only the CA component is passed, the student receives I grade and has to complete only the WE component as a repeat candidate in the next attempt to complete the module. Only the marks obtained for the WE component will be taken to determine the grade at the repeat attempt.
 - 4.2.11 The students receiving less than 40% for CA receive an F grade, and should take both CA and WE components in order to upgrade the result.

4.2.12 The highest grade obtainable at a repeat attempt is the grade C except when an Academic Concession has been granted.

4.2.13 A Board of Examiners, appointed by the Council, comprising examiners and moderators of all the modules relevant to a particular semester of the programme, will meet at the end of that semester to decide on the performance and the academic standing of each student registered for that semester of the programme.

4.3 Grading System

4.3.1 Letter grades based on the Grade Point system and corresponding description, as illustrated in Table 3, will be used to express the performance at each module.

Table 3: Grade Point System

Benchmark Percentage	Grade	Grade Point	Description
85 and above	A+	4.2	Outstanding
75 to 84	A	4.0	Excellent
70 to 74	A-	3.7	Highly commended
65 to 69	B+	3.3	Very Good
60 to 64	B	3.0	Good
55 to 59	B-	2.7	Average
50 to 54	C+	2.3	Satisfactory
45 to 49	C	2.0	Pass
40 to 44	C-	1.5	Weak Pass
35 to 39	D	1.0	Conditional Pass
34 and below	I	0.0	Incomplete
34 and below	F	0.0	Fail
	P	---	Pass in non-GPA module
	N	---	Academic Concession
	W	---	Withdrawn

4.3.2 The letter grades shall satisfy the following criteria:

- (i) The grade D or above is required to earn credit for a module except for industrial training and research dissertation for which minimum of grade C is required.
- (ii) A student failing only WE receives an incomplete grade I.
- (iii) By repeating only the WE component, grade I, D or C- can be improved up to grade C and it will be used for calculating Semester Grade Point Average (SGPA). Only the marks obtained for the WE component will be taken to determine the grade.
- (iv) A student failing CA receives an F grade, and must repeat both CA and WE components. The maximum grade awarded for repeating a module will be a C and it will be used for calculating SGPA.

- (v) Grade N signifies Academic Concession granted with the approval of the Faculty, in the event a student is unable to sit for the WE due to illness or other compelling reason accepted by the Senate. In such instances the student must make an appeal, with supporting documents, to the Dean for an Academic concession strictly following the procedures laid out by the Senate. CA component can be carried forward to the next examination as the first attempt. The grade is not counted in the calculation of the SGPA.
- (vi) Grade W indicates a module withdrawn by the student with the approval of the Faculty and the Senate. The grade is not counted in the calculation of the SGPA. If a student later decides to register for a withdrawn module, he/she will be considered as a repeat candidate with an F grade for that module.
- (vii) Students who wish to upgrade need to complete their examinations and obtain the upgraded grade before the relevant final board of examiners after the graduation requirements are met.

4.3.3 Benchmark percentages are given for the guidance of the examiner and may be changed upwards or downwards by the moderator in consultation with the examiner in accordance with faculty guidelines.

4.3.4 The grade achieved for each module will be entered on the student's permanent record. The grade at the first attempt or the improved grade earned at a subsequent attempt, if any, will be recorded.

4.4 Semester Grade Point Average

4.4.1 The calculation of the SGPA will be based on the summation of Grade Points earned for all modules registered for credit (except those awarded with academic concession or withdrawn) in a semester weighted according to number of credits (see the formula).

$$SGPA = \frac{\sum n_i \times g_i}{\sum n_i}$$

Where n_i is the number of credits for the i^{th} module in a given semester and g_i is the grade points earned for that module.

4.4.2 The SGPA is rounded to the nearest second decimal place.

4.4.3 The SGPA is reported on Statement of Results that may be issued for each semester.

4.5 Unsatisfactory Standing and Academic Probation

4.5.1 If the student's SGPA falls in the range 1.50 and 1.99, the student will be placed on Academic Warning.

4.5.2 Any student with a SGPA less than 1.50 will be placed on Academic Probation.

4.5.3 Academic Probation and/or Academic Warning may be withdrawn when the relevant SGPA improves to a higher range.

4.5.4 A student on Academic Warning or Academic Probation will not be allowed to carry any additional academic load.

4.5.5 A student who falls into one of the following categories due to failure to upgrade the SGPA will not be permitted to register for a new module until the SGPA improves as required.

- (i) SGPA < 1.50 in any two semesters.
- (ii) SGPA < 1.50 in any semester, and
1.50 ≤ SGPA < 2.00 in any two semesters.
- (iii) 1.50 ≤ SGPA < 2.00 in any four semesters.

4.6 Current Grade Point Average

4.6.1 The Current Grade Point Average (CGPA) describes a student's current standing in terms of all modules registered for credits up to given point of time weighted according to the grades assigned to each module.

4.6.2 The weightage for each semester is taken as uniform for the calculation of CGPA.

4.7 Overall Grade Point Average

4.7.1 The Overall Grade Point Average (OGPA) is the final standing of the student calculated on the basis of CGPA of all the registered modules.

4.7.2 The OGPA is reported on transcript.

4.8 Non-GPA Modules

4.8.1 Of the total requirement for graduation, minimum of 10 credits should be earned through modules designated as Non-GPA modules.

4.8.2 The grades earned for Non-GPA modules will not be taken for the purpose of calculating the SGPA, CGPA, OGPA or in the award of Classes.

4.9 Award of Classes

4.9.1 Awarding of Classes is determined at the completion of all the graduation requirements within five academic years. OGPA as indicated in Table 4 will be used for awarding of Classes.

Table 4: Award of Classes

Overall GPA	Academic Standing
3.70 - or Above	First Class
3.30 - 3.69	Second Class -Upper Division
3.00 - 3.29	Second Class -Lower Division
2.00 - 2.99	Pass

4.9.2 Under exceptional circumstances, a student who satisfies the OGPA but takes longer than five academic years to complete the course requirements may be deemed to be eligible for the award of a B.Sc. (QS) Hons / B.Sc. (FM) Hons degree with a class by the Senate on the recommendation of the Faculty, for students considered under clause 3.5.

4.10 Academic Concession

A student who has missed a WE or any other course requirements because of illness or other compelling reason may appeal with supporting documents to the Head of the Department for an Academic Concession for the approval of the Faculty and the Senate. In case of a written examination, the student should submit an application with supporting documents within the time period specified under the clause on Absence from Examination of By-Law No. 15: Conduct of Examination from the date of an examination. In instances where a student misses any other course activity such as CA, the student should submit the application with supporting documents before the last date of academic activities of the relevant semester.

4.11 Dean's List

Full time undergraduate students who achieve a SGPA of 3.80 or better, have completed at least the minimum number of Credits on a letter graded basis during the semester considered, have no I or F grades, and have no disciplinary action against them will be recommended by the Board of Examiners to be included in the Dean's List and such a placement will also be noted on the student's transcript.

5. GRADUATION REQUIREMENTS

5.1 Minimum Residence Requirement

A student enrolled for the B.Sc. (QS) Hons / B.Sc. (FM) Hons degree has to follow a programme of study as a full time student for a period extending over a minimum period of four academic years. In the case of transfer students this would be minimum of two years depending on the semester of enrolment.

5.2 Credit Requirements

A candidate should satisfy the following requirements in order to be admitted to the B.Sc. (QS) Hons / B.Sc. (FM) Hons degree:

- 5.2.1 A minimum total of 150 credits including minimum of 140 GPA credits and minimum of 10 non-GPA credits from among the modules specified for the Degree programme.
- 5.2.2 Completion of any other mandatory requirements prescribed by the Faculty.
- 5.2.3 A minimum OGPA of 2.00.
- 5.2.4 Credit requirements specified in the curriculum approved for the Degree programme by the Senate.

5.3 Maximum Allowed Duration of Study

- 5.3.1 A candidate will not qualify for the award of the B.Sc. (QS) Hons / B.Sc. (FM) Hons degree if the graduation requirements given are not satisfied within eight academic years from the date of first registration.

- 5.3.2 Under Medical Grounds the Senate may grant permission to extend the duration of study beyond the maximum allowed duration by an amount not exceeding the approved leave on medical grounds.
- 5.3.3 Under exceptional circumstances other than Medical Grounds, the Senate may grant permission to extend the maximum allowed duration of study by not more than one additional year on the recommendation of the Faculty.
- 5.4 Modules from Other Institutions
 - 5.4.1 Normally students are expected to complete their programs through modules taken at the University of Moratuwa. Students who wish to take a module elsewhere should obtain approval from the Senate on the recommendation of the Dean, Faculty of Architecture and Head of Department before registering for the module, to ensure that it is acceptable for credit.
 - 5.4.2 It is the responsibility of the student to ensure that an official transcript of grades is forwarded directly to the Senior Assistant Registrar (Examination and Academic) of the University of Moratuwa in order that the appropriate grade to be recorded. To receive credit, normally, a minimum grade of C (equivalent to at least 45%) must be obtained for a module.

6. EFFECTIVE DATE OF AWARD

The effective date of the award of the degree shall be reckoned as the first day of the month following the satisfactory completion of the graduation requirements, as confirmed by the Senate, and set out in Section 5 of this performance criteria.