

Eligibility and Performance Criteria No. PCA/2015
Framed under clause 6.2 of By-law No.51:2014

University of Moratuwa, Sri Lanka



Eligibility and Performance Criteria

for the award of the

Postgraduate Certificate in Industrial Automation

Eligibility and Performance Criteria

1 Title of Certificate: *Postgraduate Certificate in Industrial Automation*

1.1 **Title of Award: Postgraduate Certificate in Industrial Automation**

1.2 **Programme Type: A (*Taught Programme*)**

1.3 **Programme Mode: *Part-time***

2 Extended Eligibility Requirements

The selection of students to the Postgraduate Certificate will be made by the Department of Electrical Engineering, in accordance with the following extended eligibility requirements, approved by the Senate.

2.1 A degree in Engineering specializing in Electrical/Mechanical/Electronics/Telecommunications/Chemical/Computer Engineering of at least three years duration, **or**

2.2 A degree in Science or Technology of at least three years duration in a relevant field of specialization, **with** a minimum of **six** months of recognized appropriate experience, as may be judged by the Faculty of Engineering and approved by the Senate, **or**

2.3 Any recognized category of membership of a recognized Professional Institute, obtained through an academic route, **with** a minimum of **six** months of recognized appropriate experience, as may be judged by the Faculty of Engineering and approved by the Senate.

3 Participation in the Academic Programme:

3.1 80% attendance is usually required in lectures

3.2 Participation is compulsory in assignments

3.3 The Postgraduate Certificate program is expected to be completed in the normal duration, but may go on till the permitted duration of study without the need of an extension

3.4 It is the responsibility of the student to obtain an extension to the permitted duration, through the Head of Department. Such requests to extend the duration will be taken, considering the progress of the student at the time of request.

3.5 Prior approval must be obtained in writing from the University, with the necessary documentation, for leave of absence (as defined by the Senate). Only such leave will be considered for any official purpose, such as considering a subsequent attempt as a first attempt.

3.6 Only approved leave obtained on medical grounds will be normally be considered by the Senate in extending the maximum duration of study.

4 Evaluation and Grading

4.1 The performance of each student in each module will be evaluated by continuous assessment (CA) and end-of-semester written examination (WE).

4.2 The CA component in a module normally carries a weightage of not less than 30% and not more than 60% of the total marks.

- 4.3 The continuous assessment of a student may be based on a specified combination of assignments including coursework, project work, design project work, laboratory work, tutorials, field trips, field camps, quizzes, presentations, term papers and participation in the course activities.
- 4.4 Each Candidate should obtain at least 40% from each of CA and WE components to obtain a pass grade a module.
- 4.5 Grade C+ or above is required to earn credit for and pass a module.
- 4.6 A student failing to reach 40% in one of CA or WE components receives an incomplete grade I, and is required to repeat only the failed component/s as a repeat candidate to complete the module.
- 4.7 A student obtaining at least 40% in each of CA or WE components but fails to pass a module receives an incomplete grade I, and is required to repeat either of the component/s as a repeat candidate to complete the module.
- 4.8 A student failing to reach 40% in both CA and WE components receives an F grade, and must repeat both components in order to upgrade the result.
- 4.9 The grades *F* or *I* can be improved up to a *C+* grade and considered for calculating the GPA. 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.
- 4.10 The grade achieved for each module will be entered on the student's permanent record in the registry. The grade at the first attempt or the improved grade earned at a subsequent attempt, if any, will be recorded.
- 4.11 Except when an Academic Concession has been granted, the highest grade obtainable at a repeat attempt is the grade "C+" and it will be used for calculating Grade Point Average (GPA).
- 4.12 Grade N signifies an Academic Concession granted, 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 Director Postgraduate Studies for an Academic concession.
- 4.13 Letter grades based on the Grade point system and corresponding description, as illustrated in the Table 5.1 will be used to express the performance at each module. 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.

Table 5.1 Grading System

Benchmark Percentage	Grade	Grade Point	Description
85 and above	A+	4.2	
75 to 84	A	4.0	Excellent
70 to 74	A-	3.7	
65 to 69	B+	3.3	
60 to 64	B	3.0	Good
55 to 59	B-	2.7	
50 to 54	C+	2.3	Pass
	I	0.0	Incomplete

	F	0.0	Fail
	N	---	Academic Concession

4.14 The Grade Point Average (GPA) is calculated based on the summation of Grade Points earned for all modules registered for credit (except those awarded with academic concession or withdrawn) weighted according to number of credits, as follows.

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

where n_i is the number of credits for the i^{th} module and g_i is the grade points earned for that module.

4.15 The GPA is rounded to the nearest second decimal place and reported on the transcript.

5 Academic Concession

5.1 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 Director Postgraduate Studies through the Head of Department for an Academic Concession. In case of an examination, the student should submit an application with supporting documents within two weeks 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 or term.

5.2 An Academic Concession may be granted for medical reasons and other exceptional circumstances subject to the approval by the Senate of the University.

6 Graduation Requirements

6.1 A candidate is deemed to have passed the Postgraduate Certificate if candidate has successfully completed at least 20 credits.

6.2 If the student is unsuccessful, the student may be re-examined.

6.3 Classes will not be awarded.