

Performance Criteria for the  
National Diploma in Technology  
(Semester System)

Institute of Technology  
University of Moratuwa  
Sri Lanka

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## 1. Evaluation of Performance

### 1.1 Participation in the program

- 1.1.1 The National Diploma in Technology (NDT) program is a three year full-time study program. Any student who registers for the program must follow the four academic semesters on a full-time basis during two academic years and complete the industrial training requirement of two semesters (one year). (Appendix 1).
- 1.1.2 Satisfactory participation in the course is compulsory. A student is required to have a minimum attendance of 80% in all three components; lectures, tutorial classes and practical classes and is required to participate in all assignments including practical work, tutorials, quizzes, presentations, mid-term tests, project work, training, camps, field visits or similar activities to the satisfaction of the relevant Lecturer-in-Charge / Module Leader.
- 1.1.3 A student who does not satisfy the requirements of clause 1.1.2 is deemed to have unsatisfactory participation in the course.
- 1.1.4 It is the responsibility of the student to submit all compulsory module assignments, course work, reports or any assigned activities before the deadline stipulated by the Lecturer-in-Charge / Module Leader.
- 1.1.5 If a student is required to be away from academic work, he/she shall apply for leave and obtain approval from the Board of Studies (BOS) prior to taking leave unless in an emergency (in a case of emergency the student should forward the request of leave within 5 days, personally or through an intermediary).

#### a. Leave for short duration

A student may apply for this category of leave, when he/she has to be away from academic work for a short period of time for compelling reasons including but not limited to conferences, competitions, sports, family commitments and medical grounds. Minimum and maximum duration a student could obtain leave under this category is 2 working days to 15 working days per semester. It is the student's responsibility to consult the respective Lecturer-in-Charge / Module Leader in order to make arrangements so that the leave obtained does not affect any of the student's continuous assessment requirements.

#### b. Leave for long duration

- (i) A student may apply for this category of leave when he/she has to be away from academic work for a long period due to medical reasons or circumstances deserving compassionate consideration. Minimum duration under this category is 16 working days. The maximum duration of leave a student could apply under this category is a combination of two academic semesters subject to the limit of one academic year.
- (ii) Any approved leave for long duration will be added to the minimum period for the completion of the Diploma (the minimum period of study will be extended by adding the long duration leave).

- (iii) Only leave for long duration granted under medical grounds will be added to the maximum period for the purpose of awarding distinction/merit and the maximum period for the completion of the Diploma.

## **1.2 *Module assessment and performance evaluation***

- 1.2.1 There are three types of modules in the Semester system:
  - a. Modules with Continuous Assessments (CA) and Final Examination (FE).  
Marks allocated for CA will vary between 30% to 70% during the semester and the FE marks will correspond with the CA % at the end of the semester.
  - b. Modules with only Continuous Assessments (CA).  
CA (100%) during the semester. It is required that the last CA should be conducted during the last two weeks of the semester.
  - c. Modules with only Final Examination (FE)  
FE (100%) at the end of the semester.
- 1.2.2 The Examiner(s) and Moderator(s) for each module conducted in a semester will be approved by the Board of Management (BOM) of the Institute of Technology University of Moratuwa (ITUM) on the recommendation of the Board of Studies (BOS) of ITUM.
- 1.2.3 The CA component shall be based on a specified combination of assignments including practical work, tutorials, quizzes, presentations, mid-term tests or similar activities and participation in any other course activity. The details of such activities will be informed to the students before the commencement of each semester.
- 1.2.4 The weight of CA and FE components are used in the determination of the final grade for each module as approved by the BOM. The weight of the module components will be informed to the students at the commencement of each module by the Lecturer-in-Charge / Module Leader. For repeat candidates, the current weight of each component of the module should be used in determining the final grade.
- 1.2.5 Eligibility requirements to sit for FE component of a module;
  - (i) attendance requirement as stated in 1.1.2  
and
  - (ii) participation in all CA components within a particular semester is compulsory. A student who fails the CA components the first time shall be given another opportunity within the semester by the Lecturer-in-Charge / Module Leader.
- 1.2.6 At the end of the semester the list of students who are eligible to sit for the FE of each module will be sent to the Examination Division by the Lecturer-in-Charge / Module Leader through the Head of the Division.

### 1.3 Credits

Each module is assigned a credit value representing the workload of that particular module.

- (i) For a typical module extending over one semester of 15 weeks duration, one credit is assigned for each hour of academic lectures per week or two to three hours of course activities such as tutorials, laboratory work, field work or design work per week.
- (ii) The industrial placement of two semesters is assigned 12 credits (6 credits per semester). Any additional length of industrial placement will not be assigned additional credits.
- (iii) The survey camp of two weeks or an equivalent work load is assigned two credits.

### 1.4 Grading system

1.4.1 The NDT program follows the grading system published by the University Grants Commission.

1.4.2 Letter grades based on the Grade Point system and corresponding descriptions as illustrated in Table 1 will be used to determine the performance of each module.

Table 1: Grade Point System

Benchmark Percentage	Grade	Grade Point	Description
80 and above	A+	4.0	
75 to 79	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	
40 to 49	C	2.0	Pass
39 and below	F	0.0	Fail
	I (I-CA, I-FE)	0.0	Incomplete
	P	-	Pass for industrial training
	N	0.0	Academic concession
	NE	0.0	Not Eligible
	AB	0.0	Absent

1.4.3 The letter grades shall be used in determining the following criteria:

- (i) Grade C or above is required to earn credits for a module
- (ii) All candidates should pass a module by obtaining
  - a. at least 40% marks for each of the CA and FE components in type (a) modules
  - b. at least 40% marks for the CA component in type (b) modules
  - c. at least 40% marks for the FE component in type (c) modulesas stated in section 1.2.1.
- (iii) A student failing either CA or FE component receives an “Incomplete (I)” grade (either I-CA or I-FE) for the module in the first attempt. Such a student has to complete only the failed component as a repeat candidate in the next attempt. The marks obtained for the "passed" component will be kept on record and will be used to determine the grade after completing the repeat attempts.
- (iv) A student failing both CA and FE components receives an F grade and must repeat both components in order to upgrade the result.
- (v) Grade N signifies an Academic Concession granted with the recommendation of the BOS in the event a student is unable to sit for the FE and/or complete the CA component due to illness or other compelling reasons accepted by the BOS.
- (vi) The highest grade obtainable at a repeat or subsequent attempt is grade “C” except in the following cases:
  - (a) When an Academic Concession has been granted for the particular module;
  - (b) When the BOS/BOM has granted approval for a particular module to be upgraded or improved at a repeat attempt to a Grade higher than “C”, and has specified the method of computing such grade.
  - (c) When a student receives “I-CA” in the first attempt (passing the FE of the same module in the first attempt) and passing the CA component in the first repeat attempt (second attempt).
  - (d) When a student receives “I-FE” in the first attempt (passing the CA of the same module in the first attempt) and passing the FE component in the first repeat attempt (second attempt).
- (vii) The grades “F” or “NE” can be upgraded up to a “C” grade when a student completes his/her examinations and obtain the upgraded grade before the relevant Board of Examiners.

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

1.4.5 The grade achieved for each module will be entered on the student’s permanent record. Any subsequent upgrading to any grade will override the grade obtained at the previous attempt in the permanent record.

## **2. Grade Point Average (GPA)**

### **2.1 Semester Grade Point Average (SGPA)**

2.1.1 The calculation of the Semester Grade Point Average (SGPA) will be based on the summation of Grade Points earned for all modules registered in a semester weighted according to number of credits as given in equation (1). The modules awarded with academic concession will be considered to have a zero weight until the student completes the module.

$$SGPA = \frac{\sum n_i \times g_i}{\sum n_i} \quad (1)$$

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.

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

2.1.3 The SGPA is recorded in the Statement of Results that may be issued for each semester.

### **2.2 Current Grade Point Average (CGPA)**

2.2.1 CGPA is the student's current standing in terms of all modules registered for credits up to a given point of time weighted according to the grades assigned to each module.

2.2.2 A uniform weight is given for each semester for the calculation of the CGPA

### **2.3 Overall Grade Point Average (OGPA)**

OGPA is the final standing of the student, calculated based on the CGPA of all the registered modules.

### **2.4 Non-GPA (NGPA) modules**

2.4.1 No grade point value is assigned for NGPA modules.

2.4.2 One semester of industrial training carries 6 NGPA credits. Any additional length of industrial training will not carry additional credits, but may be considered as a compulsory requirement for a specific field of specialization.

2.4.3 The grades earned for NGPA modules will not be taken for the purpose of calculating the SGPA, the CGPA, the OGPA or for the award of pass, merit and distinction.

## 2.5 *Unsatisfactory standing and academic probation*

- 2.5.1 Criteria for academic warning, academic probation and the follow up action by ITUM are given in Table 2.

Table 2: Unsatisfactory standing with respect to SGPA

SGPA Range	Follow up Action
<1.50	Academic Probation
1.50 – 1.99	Academic Warning

- 2.5.2 Academic Probation and/or Academic Warning may be withdrawn when the relevant SGPA is upgraded to 2.00 or more.

## 2.6 *Academic concession and continuation of the program*

### 2.6.1 Academic concession

- a. A student who misses FE of a module because of illness or any other compelling reason, the student must notify in writing to the Deputy Registrar of the Institute or the respective Head of Division (HOD) within 48 hours of the cause.

Further, the student should make an appeal with supporting documents (medical certificate acceptable to ITUM Medical Officer/any other relevant document to HOD for an academic concession within one week from the date of the examination. The appeal will be forwarded to the BOS for a decision. The CA component of such a module can be carried forward to the next examination as the first attempt. This module will be considered to have a zero weight in the calculation of the SGPA until the student completes the module.

- b. In instances where a student misses a module activity such as a CA, the student should submit an appeal with supporting documents to the Lecturer-in-Charge/ Module Leader through the HOD within one week of the said module activity or on the first day the student appears to continue academic activities of the said semester, whichever comes first.
- c. The procedure for appealing for Academic concession shall be as laid down in Regulation 2.1 - Procedure for Academic Concessions framed under By-Law ITUM/02.



## 2.6.2 Continuation to the next year of study.

- a. A student will be allowed to proceed to semester 3 of the course provided that the student has applied and has sat for the semester 1 and semester 2 examinations.
- b. A student who receives “Academic Probation” in any three consecutive semesters (as a result of failing to upgrade the SGPA) will not be eligible to register for semester 5 until the SGPA is improved as required.
- c. A student who becomes not eligible (NE) for more than 2 modules in any semester examination due to low attendance, will be issued a severe warning in writing by the Deputy Registrar. If such a student becomes not eligible (NE) for more than two modules in the following semester as well due to illness or any other valid reason accepted by the BOS, he/she will be required to re-register for both semesters. The total period of residence (the duration of academic semesters) in the first and the second year should not exceed 03 years.
- d. A student who has missed academic work (who has not participated CA and/or having poor attendance) for more than 2 modules in any two consecutive semesters will be discontinued from the course, unless his or her absence is due to an illness or other compelling reason acceptable to the BOS.

## 2.7 *Award of Distinction, Merit and Pass*

- 2.7.1 Awarding of Distinction and Merit are determined based on OGPA and a student should complete all the requirements within three academic years.

Table 3: Award of Distinction, Merit and Pass

Overall GPA	Academic Standing
3.70 or above	Distinction
3.00 – 3.69	Merit
2.00 -2.99	Pass

- 2.7.2 A student with exceptional circumstances, who has satisfied the OGPA requirement but has taken longer than five academic years to complete the course requirements may be deemed to be eligible for the award of the National Diploma in Technology (NDT) by the BOM on the recommendation of BOS.
- 2.7.3 The results of a particular student shall be withheld, if the student has been charged with an examination offence or a disciplinary offence of which the inquiry and the final decision has not been concluded.

### **3. Criteria for the Award of the National Diploma in Technology (NDT)**

#### **3.1 *Minimum and maximum residence time requirement***

- 3.1.1 NDT course is a three year full-time course. Any student who registers to follow the course must fulfil residency requirement (the duration of academic semesters) of a minimum period of four academic semesters in two academic years.
- 3.1.2 A student will not qualify for the award of the Diploma if the requirements given in sections 1 and 2 are not satisfied within five academic years from the date of first registration, except when the student has obtained approval of the BOM on the recommendation of the BOS of ITUM.

#### **3.2 *Industrial training requirement***

- 3.2.1 The industrial training duration is two semesters (2 periods of six months each). Students will be able to start industrial training after completing the required academic residency and the credit requirements of the course. A student will be assessed by a panel comprising of representatives from NAITA (National Apprentice and Industrial Training Authority), ITUM and the relevant industry at the end of each semester and should obtain “Pass” grade, to fulfil the requirement for the award of the Diploma.
- 3.2.2 A student who undergoes industrial training should submit training reports and daily diaries for both periods of training conducted in respective establishments. A student who becomes unsuccessful at an assessment should resubmit the training documents or repeat the viva or repeat the training as prescribed by the Organization / Institution in charge of such training.

#### **3.3 *Credit requirements***

- A candidate should satisfy the following requirements to be awarded the NDT.
- (i) A minimum Overall Grade Point Average (OGPA) of 2.00.
  - (ii) Completion of any other mandatory requirements prescribed by the ITUM.
  - (iii) Credit requirement specified in the curriculum for each discipline approved by the Board of Studies (Appendix -1).

### **4. Effective Date of Award**

The first day of the month following the satisfactory completion of the requirements specified in the Section 3, as confirmed by the BOM of ITUM.

## 5. Division of Maritimes Studies

### 5.1 Evaluation of Performance for Division of Maritime Studies

All the clauses in section 1 to 4 will apply to the students of the Maritime Studies Division except clauses 1.1.2, 1.2.6, 1.4.2 and 1.4.3. Respective clauses should be replaced by the following clauses.

- 5.1.1 Satisfactory participation in the course is compulsory. A student is required to have a minimum attendance of 85% in all three components; lectures, tutorial classes and practical classes and is required to participate in all assignments including practical work, tutorials, quizzes, presentations, mid-term tests, project work, training, camps, field visits or similar activities to the satisfaction of the relevant Lecturer-in-Charge / Module Leader.
- 5.1.2 Eligibility requirements to sit for the FE component of a module;
- (i) attendance requirement as stated in 5.1.1  
and
  - (ii) participation in all CA components within a particular semester is compulsory. A student who fails the CA components the first time shall be given another opportunity within the semester by the Lecturer-in-Charge / Module Leader.
- 5.1.3 Letter grades based on the Grade Point system and corresponding descriptions as illustrated in Table 4 will be used to determine the performance of each module.

Table 4: Grade Point System for Maritime Studies Division

Benchmark Percentage	Grade	Grade Point	Description
80 and above	A+	4.0	
75 to 79	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	
49 and below	F	0.0	Fail
	I (I-CA, I-FE)	0.0	Incomplete
	P	-	Pass in industrial training
	N	0.0	Academic concession
	NE	0.0	Not Eligible
	AB	0.0	Absent

5.1.4 The letter grades shall be used in determining the following criteria:

- (i) Grade "C+" or above is required to earn credits for a module
- (ii) All candidates should pass a module by obtaining
  - a. at least 50% marks for each of the CA and FE components in type (a) modules
  - b. at least 50% marks for the CA component in type (b) modules
  - c. at least 50% marks for the FE component in type (c) modulesas stated in section 1.2.1.
- (iii) A student failing either CA or FE component receives an "Incomplete (I)" grade (either I-CA or I-FE) for the module in the first attempt. Such a student has to complete only the failed component as a repeat candidate in the next attempt. The marks obtained for the "passed" component will be kept on record and will be used to determine the grade after the repeat attempt/s.
- (iv) A student failing both CA and FE components will receive an F grade and must repeat both components in order to upgrade the result.
- (v) Grade N signifies Academic Concession granted with the recommendation of the BOS in the event a student is unable to sit for the FE and/or complete the CA component due to illness or other compelling reasons accepted by the BOS.
- (vi) The highest grade obtainable at a repeat or subsequent attempt is grade "C+" except in the following instances:
  - a. When an Academic Concession has been granted for the particular module;
  - b. When the BOS/BOM has granted approval for a particular module to be upgraded or improved to a grade higher than "C+" at a repeat attempt, and has specified the method of computing such grade.
  - c. When a student receives "I-CA" in the first attempt (passing the FE of the same module in the first attempt) and repeating the CA component in the first repeat attempt (second attempt).
  - d. When a student receives "I-FE" in the first attempt (passing the CA of the same module in the first attempt) and repeating the FE component in the first repeat attempt (second attempt).
- (iii) The grades "F" or "NE" can be upgraded up to a "C+" grade when a student completes his/her examinations and obtain the upgraded grade before the relevant Board of Examiners.

## Appendix 1

### Total number of credits

Number of credits per each semester for each discipline is illustrated in Tables 5.

Table 5: Total Number of Credits for the NDT Program

Discipline	Semester	No. of credits		Total no. of credits	
		GPA	NGPA	GPA	NGPA
Chemical Engineering Technology Electrical Engineering Technology Electronics & Telecommunication Engineering Technology Information Technology Marine Engineering Technology Mechanical Engineering Technology Polymer Technology Textile & Clothing Technology	I - Academic Semester	25		100	-
	II - Academic Semester	25			
	III - Academic Semester	25			
	IV - Academic Semester	25			
	V - Industrial Training		06		
	VI - Industrial Training		06	-	12
				112	
Civil Engineering Technology	I - Academic Semester	25		100	-
	II - Academic Semester	25			
	III - Academic Semester	24			
	IV - Academic Semester	24			
	IV A – Survey Camp	02			
	V - Industrial Training		06		
	VI - Industrial Training		06	-	12
				112	
Nautical Studies	I - Academic Semester	26			
	II - Academic Semester	24			
	III - Industrial Training		06		
	IV - Industrial Training		06		
	V - Academic Semester	25		100	12
	VI - Academic Semester	25			
				112	