

**Department of Agricultural and Plantation Engineering**  
**Rules and regulations for the laboratory report**  
**submissions**

**1. General Guidelines**

The Department of Agricultural and Plantation Engineering at the Open University of Sri Lanka (OUSL) provides number of Continues Assessments (CA) including assignments, laboratory classes, field/industrial visits, mini projects, case studies to enhance your knowledge on the course. The marks given for CA's is a measurement before sitting to the final examination. Those who had enough eligible marks from the CA only allow to sit for the final examination. During the laboratory classes you will be given a hands-on experience on practical/experiments. It is very important to submit the laboratory report before the due date including all you have learnt during the laboratory session. Further, at the end of the academic year, you will be evaluated for the knowledge gained during the laboratory classes. Therefore, it is each student's responsibility to read and understand all the Department's rules and guidelines.

We will assist you to resolve any questions or uncertainties regarding these rules by contacting academic/course coordinator at the beginning of the academic year and before any work needs to be submitted in class. LearnOUSL the LMS portal of the OUSL also will be guided you by mentioning the rules and regulations. Students need to keep in mind throughout the academic year that all students follow these rules STRICTLY. Exceptions may be made in extreme cases only (e.g. severe illness, death of a family member, own marriage) and only when accompanied by proper documentation and depending on the academic coordinator's discretion.

**2. Laboratory/Grading Rules**

**2.1 Attendance:**

Attendance (100%) is mandatory – there are NO makeup labs! If a student has a valid excuse such as severe illness to prove with the medical certificate issued by the government hospital, death of a family member including grandma and grandpa, own marriage – the period between the wedding and the second-day ceremony including both dates) AND informs the inability to attend the lab class to the course or academic coordinator before lab begins via e-mail. For some courses, two (02) laboratory classes

will be conducted in Colombo and Kandy Regional centers on separate days. Therefore, if a student misses the regular center, he/she can join the lab class at the other center.

## **2.2 Documentation/Absences:**

Any documentation needs to be submitted for the above excuse regarding the lab class within two (02) weeks, **otherwise the penalty for missing lab unexcused** and other penalties (e.g. late reports) will be applied. This documentation will only be accepted if the academic coordinator has been informed before the lab class (see above).

## **2.3 Alternative Written Laboratory Report for Your Missed Lab Session with Legitimate Reason**

Applicable for only to those students who have missed or will miss a lab session with approved legitimate reason. Any student who unfortunately missed a lab session with an approved legitimate cause will be requested to submit a written lab report with minimal of 2500 words on a topic related to the missed laboratory work within two (02) weeks from the date of your missed lab session as an alternative assessment.

This completed report must be emailed to the course coordinators by copying the mail to the academic coordinator together with scanned copies of your medical certificate and/or other supporting documents within two (02) weeks duration.

Head/Department of Agricultural and Plantation Engineering