

Annex G is a specimen of the form that would be used by such visiting personnel to report the progress of the Undergraduate to the Industrial Training Division of the University of Moratuwa.

14. Training Reports

Upon completion of the training, all undergraduates must prepare and submit a comprehensive report on the Industrial Training received.

The Industrial Training Reports should embody details of the Training Establishment, information on the training received and a critical appraisal of the training programme.

Training Reports must be word processed, printed with cover page (**Annex J**) in specified color (refer soft copy of this guide in Moodle and University of Moratuwa website for color).

Softcopy of the training report should be uploaded to Moodle on or before the specified deadline along with the submission of the hard copy.

Further instructions for preparing the training report are provided in **Annex H**.

15. Assessment of Undergraduate Performance

Undergraduates will be assessed during and after completion of their training period.

The assessments are done in order to obtain evidence for a successful training session and then to provide feedback on the areas of improvement.

Assessment will be as follows:

- a. Report on Industrial Training 30%
- b. Continuous Assessment (see Section 9) 30%
- c. Presentation* and Oral Examination 40%

*A presentation of five to ten minutes (with an average of 10 slides) is required to be made for this purpose.

The assessment panel generally comprises of:

- a. An Academic Staff Member / Consultant of the Industrial Training Division of the Engineering Faculty (mandatory)
- b. A Departmental Academic Staff Member from the Engineering Faculty (mandatory)
- c. A Representative from the relevant Training Establishment.
- d. A Representative from the National Apprentice and Industrial Training Authority (NAITA).

All efforts would be taken to constitute the above panel with well qualified professionals.

To facilitate the members of the assessment panel, the **following documents must be available** in the Training Division **at least two weeks** before the date of assessment or by the stipulated deadline announced by the Director, Industrial Training.

- a. Report on Industrial Training: (refer **Annex H**)
- b. Daily Diary
- c. Four-Weekly Continuous Assessment Reports (refer **Annex D**)
- d. Expected Outcomes follow-up Report: (refer **Annex E**)
- e. Feed Back Forms 1, 2 & 3: (refer **Annex K-1, K-2 & K-3** respectively)

Note: Candidates with completed Feedback Forms will only be called for Final Assessment.

To be successful at the Assessment, an undergraduate must obtain a total score not less than 50 marks while scoring not less than 15 marks for the Training Report and not less than 20 marks for the presentation and oral examination.

16. Training Awards

Names of high achievers in Industrial Training will be submitted to the Institution of Engineers. Sri Lanka (IESL) annually for the Migara Ranatunga Trust Awards that are expected to be awarded at the Annual Sessions of IESL.

17. Exceptional Training Reports

Copies of training reports judged exceptionally good would be retained with the Industrial Training Division of the University of Moratuwa. Authors of such reports will also be specially commended.

18. Repeat Training

Undergraduates unsuccessful at the Final Assessment will be required to repeat the Industrial Training for a further stipulated period and subject to a re-assessment.

19. Training Certificates

On successful completion of Industrial Training an undergraduate may request a Certificate for Industrial Training. Applications for a Training Certificate should be forwarded as specified in **(Annex. L)**. Once the Examination results are approved by the Senate, Certificate for Industrial Training can be issued on or before oral examination.

20. Absence from Training

Undergraduates who abstain from the training and unable to provide a valid reason would be reported to the Senate through the Faculty with the possible consequences of:

- a. The undergraduate shall not be granted awards or bursaries for the abstaining period of training.
- b. The undergraduate shall not be awarded any grading leading to a pass at the final training assessment.
- c. The undergraduate shall commence subsequent training on the date specified by the Industrial Training Division in consultation with the relevant Departments.