



Bachelor of Hotel Management

Student Handbook

**Faculty of Industrial Technology
University of Vocational Technology**

Rationale of the Hotel Management Degree Programme

As the hospitality industry of the country is booming, there is a great demand for people having higher education qualification at degree level with proven practical expertise to manage hotels. At present, there is a group of people employed in the hotel sector with at middle managerial level with diploma or equivalent qualification. Their upward mobility to higher level positions is limited as there is no avenue available for them to obtain higher education qualification at a degree level from the state universities. The purpose of this degree program is to cater the management competencies required to shape the future leaders of the hotel industry.

This program covers the following aspects:

- Hotel finance
- Marketing and sales
- Human resource management in hotels
- Food and Beverage
- Revenue management
- Service quality management
- Hospitality technology
- Wines and beverages of the world
- Lodging operations

Admission Requirements

- i. NVQ Level 5/6 or equivalent qualification in the field of Hospitality Management.
Or
- ii. Any other qualification in the field of hotel and tourism with a duration of one year (01) full time or equivalent in part time offered by a Tertiary and Vocational Education Commission (TVEC) registered training provider or an overseas institution acceptable to the Academic Council of the University with minimum two years (02) of experience in a hotel rated three (03) star or above.

Note:

- Those who possess experience at middle managerial level will be given priority.
- NVQ equivalency of a qualification should be certified by the Tertiary and Vocational Education Commission (TVEC) or Committee on Equating or Validating certificates and diplomas of National Apprenticeship and Industrial Training Authority (NAITA).
- Experience of candidate will be evaluated by a panel appointed by the University.

Student Selection:

Eligible candidates are required to sit for aptitude test. Selection is done based on the marks obtained by the candidates.

Registration

Registration is the acceptance of the selected applicant as a student in the University. Prior to registration the applicant is issued with an offer letter for a particular academic programme along with a voucher to pay the relevant course fee, of which following may be the constituents:

- a) Registration fee – To be paid at the first registration and subsequently at re-registrations
- b) Tuition fee
- c) Facility fee
- d) Library deposit (Refundable)
- e) Library fees (nonrefundable)
- f) Laboratory fee if applicable (nonrefundable)

The letter calling for registration will request the applicant to produce the original documents of the following:

- a) School leaving certificate
- b) National Identity Card or Passport
- c) Birth Certificate
- d) Certificates of all educational qualifications
- e) Documents requested to be obtained from the employer
- f) Any other documents depending on the study programme

- g) Documentary evidence for the payment of the Registration fees, course fees, Library fees, etc.

University has no obligations to refund the above fees in case of a disqualification of an applicant for reasons due to lapse/s from the part of the applicant at the registration stage. The applicant who is duly registered for an academic programme shall become a student of the University and will receive a Student number and a Student Identification Card.

The selected candidate shall personally appear before the registration desk for registration, unless the provision is available for online registration.

Credit system and the Duration

The course structure is based on module system. Each module has been assigned a Credit Value, depending upon the number of notional hours required to achieve the outcome of the module. Notional hours include directed learning as well as self-directed learning. This system is bench marked with the European Credit Transfer and Accumulation System (ECTS).

Duration of the degree program is 3 academic years. One academic year consists of two semesters. One semester may consist of 15 weeks for weekday programmes and 22 weekends for weekend programmes. Total notional hours per semester, is 750. A total of 25 notional hours is equal to 01 credit. Total number of credits per semester is 30.

Bachelor of Hotel Management degree is a 3 year course.

Course Structure

Module Code:

HM10505	-	HM	-	Department offering the module
		1	-	Semester
		05	-	Number of Credits
		05	-	Serial number of the module

Module Type:

The degree consists of Compulsory (C) modules, Elective (E) modules and Optional (O) modules. Core compulsory modules and Elective modules designated as GPA modules will be used to calculate the grade point averages.

C	-	Compulsory
E	-	Elective
O	-	Optional
G	-	GPA
NG	-	Non GPA

Module Code	Module Title	Type	Credits	Year I		Year II		Year III	
				S-I	S-II	S-I	S-II	S-I	S-II
HM10401	English as a Second Language I	C/G	4	√					
HM10602	Microeconomics	C/G	6	√					
HM10603	Business research methods	C/G	6	√					
HM10604	Introduction to accounting	C/G	6	√					
HM10405	Introduction to Building Services in Hotels	C/G	4	√					
HM10406	International Management	C/G	4	√					
HM20401	English as a Second Language II	C/G	4		√				
HM20602	Introduction to marketing	C/G	6		√				
HM20603	Statistics	C/G	6		√				
HM20604	Macroeconomics	C/G	6		√				
HM20405	Energy Management in Hotels	C/G	4		√				
HM20406	Consumer behavior	C/G	4		√				
HM30601	Introduction to hospitality and tourism industry	C/G	6			√			
HM30602	Lodging operation management	C/G	6			√			
HM30603	Food & beverage management	C/G	6			√			
HM30604	Hospitality managerial accounting	C/G	6			√			
HM30605	Sri Lankan History, culture and society	C/G	6			√			
HM40601	Hospitality sales & marketing	C/G	6				√		
HM40602	E-commerce	C/G	6				√		
HM40603	Meetings, Incentives, Conference and Events (MICE)	C/G	6				√		
HM40604	Human resource management and hospitality law	C/G	6				√		
HM40605	Science, technology and environment	C/G	6				√		
ET40290	Meditation & Stress Management	E/NG	2				√		
HM50601	Hospitality technology	C/G	6					√	
HM50602	Risk management	C/G	6					√	
HM50603	Wines and beverages of the world	C/G	6					√	
HM50604	Service quality management	C/G	6					√	
HM50605	Ethics and corporate social responsibility	C/G	6					√	
HM60301	Revenue management	C/G	3						√
HM60302	Global sustainable development	C/G	3						√
HM60303	Strategic hospitality management	C/G	3						√
HM61204	Capstone thesis project	C/G	12						√
IT60290	Photography	E/NG	2						√
HM60905	Internship	C/G	9						√

Work Based/ Industrial Training

Sixth semester of the study programme is dedicated to this component of the degree. Purpose of this module is to enable students to apply competencies required through the academic programme to workplace experiences.

Students studying the degree during weekdays will be placed in various industrial establishments/worksites related to their fields of studying for a period of six months through National Apprentice and Industrial Training Authority (NAITA) under undergraduate in plant training scheme.

Those who are studying during weekends are required to undertake internship in their places of work, under supervision of a senior officer. Work undertaken during this period should be different from the normal routine work which he/she is supposed to attend in his/her job.

Final Year Project

This module is given in the sixth semester. This is a group project, which provides opportunity for the students to enhance their ability in problem solving, team work and leadership competencies acquired, throughout the undergraduate career.

To successfully complete this module students are expected to design and implement a challenging project applying realistic constraints and standards within a given timeframe and present technical ideas in written and oral form effectively.

Course Assessment System

The performance of each student in each module will be evaluated by continuous assessments and a semester-end examination.

The weightings assigned for the continuous assessment component and the semester - end examination of a module will be as follows.

- * Continuous Assessment 40% - 70%
- * Semester - End Examination 60% - 30%

- The continuous assessment may consist of assignments, quizzes, laboratory work, practical, tutorials, demonstrations, presentations, projects, oral tests and mid semester tests. Weightings of each of these components used in the determination of the final grade for each module should be clearly conveyed in writing to the students at the commencement of each module along with the outline of the module.
- The students should maintain 80% of attendance and satisfy the requirements specified in each module descriptor to be eligible to sit for the semester-end examination.
- All Candidates should obtain at least 30% of the marks allocated for continuous assessment to get qualified to sit for the semester - end examination.

Grading System and Computation of Grade Point Average (GPA):

A letter grade shall be awarded to each module. The cut-off marks for each grade and the corresponding grade points are given below.

Grades	Marks	Grade Point
A+	90 or above	4.00
A	80 – 89	3.70
B+	70 – 79	3.30
B	60 – 69	3.00
C+	50 – 59	2.70
C	40 – 49	2.00
D	30 – 39	1.00
E	01 – 29	0.00
F	0	0.00

1. Grade D or above is required to earn credits for a module.'

2. A minimum 30% should be obtained from continuous assessment for eligibility to sit for the end semester exam.
3. A minimum requirement of 30% should be obtained from the semester - end Examination in order to obtain a grade D or above for a module.
4. A student satisfying continuous assessment requirements and getting between 1 – 29 marks for the semester end examination receives a symbol as E(ET) while a student getting 0 for the semester end examination receives symbol F(ET). A student satisfying semester end examination requirements and getting between 1 and 29 marks for the continuous assessment receives a symbol as E(CA) a student getting 0 for the continuous assessment receives symbol as F(ET). A student getting between 1 and 29 marks for both the semester end examination & the continuous assessment receives the Grade E while a student getting 0 for both the semester end examination & continuous assessment receives the Grade F. A student must repeat the part of the module examination/complete module examination having Grade E or F & must improve up to Grade D or C. The modules having Grade D are allowed to repeat only when the Semester Grade Point Average (SGPA) of a particular semester is less than 2.00. By repeating only the semester end examination/continuous assessment or both, the Grades F, E or D can be improved only up to a C grade and considered for calculating Grade Point Average (GPA). Repeating continuous assessment or semester end examination is considered as repeating the whole module.

Academic Concession

Academic Concession may be granted to a student with the approval of the Faculty Board, in the event that a student is unable to sit for the semester-end examination due to illness or other compelling reason. In such instances the student must notify the Dean of the faculty within 48 hours of the cause. Further, the student should make an appeal with supporting documents to the Dean for an Academic Concession within one week from the date of the examination. The continuous assessment component can be carried forward to the next examination as the first attempt.

Semester Grade Point Average (SGPA)

The calculation of the Semester Grade Point Average will be based on the Grade Points earned for all modules registered in a semester (except those awarded with academic concession) weighted according to number of credits. The SGPA is rounded to the nearest second decimal place. The SGPA is reported on transcripts and Statement of Results that may be issued for each semester.

The formula for calculating SGPA is given below.

$$\text{Semester GPA (SGPA)} = \frac{\Sigma (\text{Number of Credits for a semester module} \times \text{Grade point obtained for the module})}{\text{Total number of credits for the Semester}}$$

Final Grade Point Average (FGPA)

The Final Grade Point Average is the absolute academic standing of the student calculated on the basis of SGPA. The FGPA will be calculated using the following formula.

$$\text{Final GPA (FGPA)} = \frac{\Sigma (\text{Semester GPA})}{\text{Number of Semesters}}$$

Unsatisfactory Standing on Academic Performance

If the student's SGPA falls between 1.99 and 1.50 the student will be placed on Academic Warning.

A student who falls into one of the following categories of the SGPA will not be permitted to register for a new module until the SGPA is upgraded to 2.00 or more.

- i. $SGPA < 1.50$ in any two semesters
- ii. $SGPA < 1.50$ in any semester and $1.50 \leq SGPA < 2.00$ in any two semesters
- iii. $1.50 \leq SGPA < 2.00$ in any three semesters

Graduation Requirements

Credit Requirements:

A student should satisfy the following requirements in order to be admitted to the Bachelor of Hotel Management

- (i) A minimum total of 180 credits from modules specified.
- (ii) A minimum Final Grade Point Average (FGPA) of 2.00
- (iii) Any other mandatory requirement specified by the Academic Council

Key to Final Results (FGPA – Final Grade Point Average)

<u>FGPA</u>	<u>Final Results</u>
3.7 or Above	First Class
3.30 – 3.69	Second Upper
2.70 – 3.29	Second Lower
2.00 – 2.69	Ordinary Pass
Below 2.00	Incomplete

