Guidelines for Postgraduate Studies (2017-2021)
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(2017-2021)

Faculty of Graduate Studies
University of Sri Jayewardenepura
Sri Lanka
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Guidelines for Postgraduate Studies in the University of Sri Jayewardenepura (2017-2021)

Background:

The Student Handbook of the Faculty of Graduate Studies is revised from 2017 as the effective period for the previous version of the Handbook expired in 2010. In making the new edition, the following aspects were taken into consideration;

- A common handbook for all the Boards of Studies (BOS) with a common format which includes the important details students need to know of the programmes they apply for and registered to
- Application of a common criteria to a certain extent to all the courses while keeping provision for course related criteria where appropriate
- Incorporation of all the decisions hitherto approved by the University Senate since the last handbook was printed
- Adherence to the Sri Lanka Qualification Framework (SLQF) to ensure quality assurance in all aspects of postgraduate studies

These revised criteria will be applicable primarily to registrations from January 2017.
Programmes offered by Faculty of Graduate Studies (FGS)

The programmes offered by the Faculty may be broadly classified into Certificate Courses, Post Graduate Diplomas, One year Masters Degrees, Masters Degrees by course work and research and Higher Degree Programmes by research only.

Following are the SLQF levels for the courses offered by the FGS and eligibility to register.

<table>
<thead>
<tr>
<th>SLQF Level</th>
<th>Qualification Awarded</th>
<th>No of credits / Duration</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Post Graduate Certificate</td>
<td>20</td>
<td>SLQF 5 or 6</td>
</tr>
<tr>
<td>8</td>
<td>Post Graduate Diploma</td>
<td>25</td>
<td>SLQF 5 or 6</td>
</tr>
<tr>
<td>9</td>
<td>Masters by Coursework (one year)</td>
<td>30</td>
<td>SLQF 5 or 6</td>
</tr>
<tr>
<td>10</td>
<td>Masters by Course work and Research</td>
<td>60</td>
<td>SLQF 5 or 6</td>
</tr>
<tr>
<td>11</td>
<td>Master Degree by Research (MAR)</td>
<td>2 years full time</td>
<td>SLQF 5 or 6</td>
</tr>
<tr>
<td>11</td>
<td>Master of Philosophy (M Phil)</td>
<td>2 years full time</td>
<td>SLQF 6 and above</td>
</tr>
<tr>
<td>12</td>
<td>Doctor of Philosophy (PhD)</td>
<td>3 years full time</td>
<td>SLQF 6 and above</td>
</tr>
</tbody>
</table>

Almost all the courses offered by the FGS have been formulated to fit into the Sri Lanka Qualification Framework (SLQF – 2015). Four main domains of learning: Knowledge, Skills, Attitudes and Mind-set and Paradigm are being characterized as the K-SAM model. All the courses have been formulated to achieve these learning outcomes. The core areas and the categories of learning outcomes are shown below;

<table>
<thead>
<tr>
<th>Core area</th>
<th>Categories of Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge</td>
<td>Subject / Theoretical Knowledge</td>
</tr>
<tr>
<td></td>
<td>Practical Knowledge and Application</td>
</tr>
<tr>
<td>Skills</td>
<td>Communication</td>
</tr>
<tr>
<td></td>
<td>Teamwork and Leadership</td>
</tr>
<tr>
<td></td>
<td>Creativity and Problem Solving</td>
</tr>
<tr>
<td></td>
<td>Managerial and Entrepreneurship</td>
</tr>
<tr>
<td></td>
<td>Information Usage and Management</td>
</tr>
<tr>
<td></td>
<td>Networking and Social Skills</td>
</tr>
<tr>
<td></td>
<td>Adaptability and Flexibility</td>
</tr>
<tr>
<td>Attitudes, Values, Professionalism and</td>
<td>Attitudes, Values and Professionalism</td>
</tr>
<tr>
<td>Vision for Life</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vision for Life</td>
</tr>
<tr>
<td>Mind-set and Paradigm</td>
<td>Updating Self / Lifelong Learning</td>
</tr>
</tbody>
</table>

The SLQF level of each type of degree / diploma course, minimum admission requirement for the enrollment and the minimum requirements for the completion of the degree / diploma are shown in Appendix 1. It is expected that in the selection of candidates for postgraduate diploma and degree programs the minimum admission requirement as detailed in the SLQF will be met while the desired admission requirements and procedure for selection can differ among the programs of study.
Application to courses

The courses offered by the FGS at a particular time are advertised in the FGS Website (http://graduate.sjp.ac.lk) and also in the printed / electronic media. The preferred method of submitting an application is the online method. In case there is a difficulty in online application the application form can be downloaded from the FGS website. The duly filled application form along with the required supporting documents and payment receipt of the application fee can be submitted to the office of the Faculty of Graduate Studies of the University during the working hours. Payment slip can be downloaded from the FGS website and paid to the Account Number 053010005667 of People’s Bank from any branch.

Application Package

In case of online applications, the supporting documents listed below needs to be scanned and uploaded. Payment of the application fee can be done either with credit card using the PayPal system or uploading the payment receipt. In case of manually filled applications the duly filled application and the supporting documents needs to reach the FGS office prior to the deadline.

For courses by teaching / teaching and research

- Duly filled application
- Relevant academic/professional qualifications including detailed certificates
- Birth certificate
- Names and addresses of two referees, preferably one a teacher in the university where first degree was obtained (the reference letters need to reach the Deputy Registrar / FGS independently to proceed with the application)
- Payment of the application processing fee using credit card or to People’s Bank (the payment voucher scanned and submitted)

Postgraduate Research Degree Programs – MA (by research), Master of Philosophy (MPhil) and Doctor of Philosophy (PhD)

The FGS offers postgraduate research programmes leading to the Degree of Master of Arts by research (MA - R), Master of Philosophy (MPhil.) and Degree of Doctor of Philosophy (PhD). The medium of instruction shall be English / Sinhala / Tamil. A candidate may register for a Degree programme in a chosen field of study with the approval of the relevant Board of Study / FGS and Senate.

Applications are entertained from prospective students by the FGS throughout the year. In addition to the requirements stipulated under ‘application to courses’ applicant is required to submit a concept paper / research proposal written in an area in which applicant wishes to pursue the degree. The concept paper / research proposal should provide the details including the tentative title, background and justification, research question/s and objectives, review of most relevant literature, methodology to be adopted including data collection, proposed statistical analysis of data and interpretations and references. The format for the concept paper / research proposal is shown in Annexure 2. In addition to this the applicant is
encouraged to include other relevant information as applicable ie. publications, articles written which are most current and relevant to the proposed program of study.

Classification of Students

Full-time and Part-time students

A student may register for the degree programme as either a full time or part time student.

A full-time student shall be a person duly registered for an MA-R / MPhil / PhD degree programme who is engaged in research or related activities in the place of registration during the normal working hours of the week.

A part-time student shall be a person duly registered for an MA-R / MPhil / PhD degree programme who in general is not able to devote time during the weekdays to the research work in the place of registration.

If he / she wishes to change the type of registration he / she may submit a letter to the Dean / FGS through supervisor/s, Chairperson / BOS. However, the decision over the proposed change shall become effective subject to the Senate approval.

Employed applicants who desire to pursue full time study should submit a letter from the Head of the Institution indicating the nature of leave they had been granted. The duration of the degree / diploma and the maximum extensions that could be allowed (with justification) is shown below;

<table>
<thead>
<tr>
<th>Degree</th>
<th>Type</th>
<th>Duration (Yrs)</th>
<th>Extension (Yrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PG Diploma</td>
<td>Full time</td>
<td>01</td>
<td>Up to 3</td>
</tr>
<tr>
<td>Master Degree (1 year)</td>
<td>Full time</td>
<td>01</td>
<td>Up to 3</td>
</tr>
<tr>
<td>Master Degree (2 years) MA / MSc / MBA</td>
<td>Full time</td>
<td>02</td>
<td>Up to 5</td>
</tr>
<tr>
<td>MA-R / MPhil</td>
<td>Full time</td>
<td>02</td>
<td>Up to 5</td>
</tr>
<tr>
<td></td>
<td>Part time</td>
<td>03</td>
<td>Up to 7</td>
</tr>
<tr>
<td>PhD</td>
<td>Full time</td>
<td>03</td>
<td>Up to 6</td>
</tr>
<tr>
<td></td>
<td>Part time</td>
<td>05</td>
<td>Up to 8</td>
</tr>
</tbody>
</table>

The proposed extension will be granted subject to the recommendation of the respective Board of Study, Faculty Board and subsequent approval of the Senate. Part time students who register for MA-R, MPhil and PhD will submit their theses after 3 and 5 years respectively. In addition to the above degrees, Postgraduate Certificate Programs are also offered with an expected volume of learning of 20 credits. The duration of such a program is variable.
Processing of Applications

Taught Courses and Courses with teaching and research components

Adequacy screening for applications will be done initially by the FGS and then forwarded to the relevant BOS for selection. The relevant BOS will consider the applications. The selection shall be based on academic merit. With regards to MA / MSc / MBA courses with course work and research component, the BOS will hold interviews / exams as appropriate for the selection of candidates. The list of selected candidates will be submitted to the University Senate through the FGS.

Research Degrees

With regards to the applications for research degrees, the BOS will send the concept paper/research proposal submitted by the applicant to two evaluators who are experts in the relevant field. It is preferred if the evaluations are received before the next monthly meeting of the BOS to expedite the decision making. Once the evaluations are received, the BOS will either take the decision to proceed with the recommendation for registration or request the applicant to make a presentation to finalize the decision over the registration. In case of research in the field of medical sciences where human or / and animal subjects are researched, approval from the Ethical Review Committee of the Faculty of Medical Sciences, SJP needs to be obtained. For proposals in other fields of study, the relevant BOS will direct them to the ethical review process if applicable.

Appointment of Supervisor/s

With regards to research degrees, in cases where supervisor/s had not been included in the application, the BOS will assign suitable supervisor/s according to the nature of the study. It is mandatory that one supervisor should be a specialist in the major discipline of the proposed research. There should be one internal supervisor from the institution in which the student is registered with. The principal supervisor should have a higher postgraduate degree or equivalent to the one he/she intends to supervise. Where the external supervisors do not have postgraduate degrees this needs to be justified by the internal supervisor to the respective BOS. When the internal supervisor is unavailable for a period of more than 3 consecutive months, the BOS shall take action to appoint an alternative supervisor to supervise the research work in the absentia of the internal supervisor. It is the responsibility of the relevant BOS to ensure a quality research output through high quality supervision. The BOS reserves the right to make suitable allocations of supervisors to students to ensure this.
Registration Procedure

New Registrations
Once Senate approval is obtained for the applications, the candidates will be requested to register for the first academic year to follow the relevant programme of study. At the registration, students are required to complete the enrolment form together with the certified copies of the academic/professional qualifications and receipt of payment of the required registration fees. The registration will be done by FGS.

In case of research degrees, the registration is done quarterly with effect from the first day of the subsequent quarter of the year which may fall on 1st January, 1st April, 1st July or 1st October once the application is approved by the Senate. The date of registration will be the closest first date to the subsequent quarter of the year.

Maintenance of the Registration
It shall be obligatory for each student to renew the registration every year until the completion of the programme of study.

Withdrawal from a programme
A postgraduate student wishing to withdraw from a programme which he / she is registered for should do so by submitting a formal letter to the Dean / FGS through Course Coordinator / Supervisor/s, Head of the Department (where appropriate) and the Chairperson of respective BOS. If he/she withdraws within two weeks of registration, 10% of the course fee will be retained, and the balance will be refunded. Refunds are not possible beyond this period.

Readmission
An MPhil / PhD student who fails to maintain his / her registration shall be deemed to have withdrawn from the selected programme of study. If he / she wishes to re-enter the programme, he/she should apply for readmission in accordance with the regulations in force at that time. However, no guarantee of readmission. The procedure for readmission shall be the same as for initial registration, including the payment of all prescribed fees.

Amendments to registration
A student who wishes to make amendments to registration with regard to personal information, project title etc. should do so by submitting a formal letter to the Deputy Registrar / FGS.

Postponement of registration
A student who desires to postpone registration for a programme should do so by submitting a formal letter to the Dean / FGS through Course Coordinator / supervisor/s, Head of the Department (where appropriate) and the Chairperson of respective BOS. In the event of the postponement of registration, necessary payments need to be made.

Cancellation of registration
A registration may be cancelled by the FGS on the recommendation of the relevant BOS for the following reasons,
  a) exceeding the maximum duration allowed for MPhil and PhD programmes
  b) non-payment of annual fees
  c) failure to submit 6 monthly progress reports
d) non-adherence to rules and regulations of the FGS  
e) unsatisfactory academic progress  
f) any other reasons as decided by the FGS.

**Concurrent Registration**  
A student who is registered for a postgraduate degree programme in the FGS or any other institution is not permitted to register concurrently for another degree programme in the FGS.

**Leave of absence / Interruption of the studies**  
Any student whose studies are to be interrupted due to unavoidable circumstances, should submit a letter to the Dean / FGS through Course Coordinator / supervisor/s, Head of the Department (where appropriate) and the Chairperson of respective BOS. Where interruption of the studies is due to health or other compassionate reasons, documentary evidence such as a medical certificate/s should accompany with the written request.

The student should pay the annual registration fee for the period of the absence. Registration will be cancelled if he / she fails to pay the annual registration fee. If a student needs to go abroad within the period of the degree for a reason, which is not connected to the research, he / she needs to get written permission from University Senate by submitting a formal letter to the Dean / FGS through Course Coordinator / supervisor/s, Head of the Department (where appropriate) and the Chairperson of respective BOS before leaving the country. If approved, the time spent outside the research will not be counted to the period of the degree provided he/she pays the registration fee. Similar consideration will be done for maternity leave. Any other requests will only be entertained on case by case basis.

**Course Unit on Research Methodology for registered students**

Students who register for the research degrees (MA-R, MPhil and PhD) are advised/expected to follow a 30 hrs course unit on ‘Research Methodology’ offered by the Faculty of Graduate Studies twice a year. This Unit is designed to provide students the knowledge and skills to prepare a comprehensive research proposal, conduct a literature review, design experiments/surveys to procure data, analyse the data using standard qualitative and quantitative techniques and use of statistical packages, writing thesis, reports and research papers. A certificate will be given after the successful completion of the course.

**Duration:** 30 hrs

**Intended Learning Outcomes of the course:**

- Ability to prepare comprehensive research proposals
- Ability to procure and organize relevant secondary literature from both hard and electronic sources through internet.
- Analyse the data to suit the objectives of the research using relevant statistical packages
- Ability to prepare effective research proposals for funding
• Ability to write research papers for journals
• Ability to write the thesis
• Review scientific papers and other communication effectively
• Be knowledgeable about the publishers and the funding organizations and their priorities
• Be aware of the ethics in scientific communication
• Be able to present his/her work to a variety of audiences effectively and efficiently

The content of the course is shown in Annexure 3.

**Progress Review Procedure**

Students should submit progress reports (in the prescribed form shown in the Annexure 2) for every six month period except during the period of thesis writing.

The reports should be forwarded to FGS through the Supervisor/s, relevant Head of the Department (where appropriate) and Chairperson of the relevant BOS. Non-submission of two consecutive progress reports may lead to the cancellation of registration of the candidate. The relevant BOS will send these progress reports along with the original proposal to two relevant experts for evaluation. On receiving the recommendations of the evaluators, the respective BOS will forward the recommendation to the Senate through the Faculty Board of FGS. In addition to this, progress review will be carried out at in Research Forums organized by BOS two times a year to a wider audience. Extensions to registration of degrees will only be recommended by the BOS after the receipt of the evaluated progress reports.

**Progress Presentations in Research Forums**

At the Research Forum, the candidates are required to make presentations to an audience consisting of experts, supervisors, reviewers, relevant academics, and relevant personnel from the industry and academia. Research Forums held are intended to provide constructive comments on the progress and directives for future work from both points of view; academia and relevant industry. These ideas / views / suggestions will then be provided to the student and supervisors by the FGS with the concurrence of the Chairperson of the BOS. Supervisors are expected to provide guidance to the student to incorporate the suggestions appropriately and the BOS will assess this at the next progress review. For the PhD Degrees offered by the BOS in Management where the students follow course work during the first year, the research presentations will be done from the second year.

**Upgrading Procedures (from MA-R/MPhil to PhD)**

If the basic qualifications to upgrade the degree admission is satisfied, upon receipt of the request from candidate through Supervisor, Head of Department (where appropriate) to the relevant BOS the upgrading process will commence. The upgrading will only be considered after a minimum period of one year of his/her studies in which he / she had proven adequate research competencies by way of progress reports / progress presentations and recommended by the Supervisor/s and Head of the Department (where appropriate).

In the above connection, the student should provide the following;
• Proposal indicating new changes for the PhD with justification
• Any change in tentative title anticipated
• Any additions of supervisors
• Time tabled programme for completion. Need to say what chapters already researched/drafted and what chapters planned to research and write and when.
• Evidence of progress reports submitted
• Evidence of supervision – student and supervisors contact time (using the log book provided to the students at the time of registration)
• Evidence for the availability of funds, leave and other facilities
• Any other evidence deemed suitable i.e. copies of research papers in journals, abstracts etc.
• Recommendation letter/s from the supervisor/s
• Availability of leave (for full time students, a certifying letter should be obtained from the Head of the respective Institution if he/she is employed)
• Availability of funds for the proposed research work

Supervisor need to provide recommendation on;
• Research problem to be upgraded to PhD
• Student’s potential to continue the ongoing study and to secure the proposed PhD
• Availability of facilities for the proposed research work

The BOS will appoint the following Panel for the purpose of upgrading;
• The Chairperson of the Board
• An expert from outside the University nominated by the BOS preferably one who had reviewed the concept note / research proposal submitted for the MA-R / MPhil
• Two internal members from the relevant field
• All supervisors

A 20 minutes presentation followed by a 10 minutes discussion shall be carried out in the final evaluation of the proposal. Future research plan and the availability of finance should be clearly explained at the presentation.

The examiners will evaluate the student’s potential for upgrading the proposal based on the written submissions and the presentation followed by the discussion. The examiners will then provide a report to the Chairperson of the BOS who will discuss this at the BOS and provide the recommendation to the Senate through the FGS. The date of the degree proposed for upgrade will be the same as the degree he/she initially applied for.
Submission of the thesis

As a general rule, research work should be student’s own work. If the dissertation contains copies fully or partly from any other work it will be deemed by the FGS as plagiarized work and the student will be formally reprimanded. Repeated offences of plagiarism will attract greater penalties: the Faculty/Senate may determine the penalties based on the recommendation of the Examination Offence Investigation Committee.

The Faculty maintains a maximum word limit for research degrees which the students are required to adhere to. This includes footnotes but excludes the table of contents, tabulated data, diagrams, any appendices and the bibliography. However, deviations to these limits can be requested by the supervisor based on the subject area and need to get the concurrence from the BOS and FGS for the deviation at least with the submission of the thesis. These exceptions should accompany supporting statement from the candidate's supervisor showing that such exemption from the prescribed limit of length is absolutely necessary. The word limits for the research degrees is shown below;

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Masters Dissertation</th>
<th>MPhil</th>
<th>PhD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medicine/Biological Sciences, Physical Science, Management</td>
<td>50,000</td>
<td>50,000</td>
<td>100,000</td>
</tr>
<tr>
<td>Social Sciences and Humanities</td>
<td>50,000</td>
<td>50,000</td>
<td>100,000</td>
</tr>
</tbody>
</table>

Thesis needs to be submitted within the due dates applicable for the respective degree. However, if the student provides evidence which is certified by the supervisor/s that he / she is in the process of writing the thesis then additional 6 months will be given for completion. The payment for 3 months and 6 months will be 25% and 50% of the fee for the year respectively. Four temporary bound copies duly signed by student and supervisor/s should be submitted to DR / FGS. An electronic version of the thesis should also be submitted along with the hard copies. The format for the organization of the thesis is shown in the Appendix 2. If there is any deviation to this format permission needs to be obtained from the BOS by submitting a justification through the supervisor/s. It is also expected to attach information according to the Format provided in Appendix 2 to provide details of the practical implications and recommendations for implementation of findings (including relevant target institutions / groups) which will facilitate the research findings to be readily used by the target groups. A candidate who fails to submit the final draft of the thesis with four copies before the deadline will be rejected.

References

References need to be organized according to the style of either The American Psychological Association (APA) latest edition / Harvard / Vancouver.
Examinations and Evaluation Procedures

Taught Courses, Degrees with taught components

The evaluation of each postgraduate course shall be based on within course and end of course examinations and assignments. The weightage of marks or the evaluation of the research work will be based on the criteria given under each programme. The pass mark for each course unit is 50 or B while the overall Grade Point Average (GPA) will be 2.7

Grade Points and Grade Point Average (GPA)

The Grade Point Average (GPA) will be computed using the grades earned for core courses and optional courses taken for credit.

On the completion of the end of course examination the instructor/s is/are required to hand over the grades of a given course to the relevant Course Coordinator.

The Grading System:

<table>
<thead>
<tr>
<th>Range of Marks</th>
<th>Letter Grade</th>
<th>Grade Points Per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>85 - 100</td>
<td>A+</td>
<td>4.00</td>
</tr>
<tr>
<td>70 - 84</td>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>65-69</td>
<td>A -</td>
<td>3.70</td>
</tr>
<tr>
<td>60-64</td>
<td>B +</td>
<td>3.30</td>
</tr>
<tr>
<td>55-59</td>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>50-54</td>
<td>B-</td>
<td>2.70</td>
</tr>
<tr>
<td>45-49</td>
<td>C+</td>
<td>2.30</td>
</tr>
<tr>
<td>40-44</td>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>35-39</td>
<td>C-</td>
<td>1.70</td>
</tr>
<tr>
<td>30-34</td>
<td>D +</td>
<td>1.30</td>
</tr>
<tr>
<td>25-29</td>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>00 – 24</td>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Grade Point Average

Grades obtained by each candidate at course unit examinations are evaluated according to the equation given below to calculate candidates Grade Point Average.

\[
GPA = \frac{(\text{Grade point scored for the course unit}) \times (\text{Credit value of the course unit})}{\text{Cumulative credit value of all course units followed}}
\]

The grade point average (GPA) is calculated as

Where, \( GP_i \) = the grade point for the \( i^{th} \) course unit and \( C_i \) is the credit value of the with course unit.
**Credit Units**
One credit unit shall be the equivalent of 15 hours of lectures or 30 hours of practical work, as the case may be. Pass mark for a credit course will be 50 or B. In the SLQF system, one credit is considered 50 notional learning hours for a taught course or field studies/clinical work. In case of industrial training including time allocated for assessment and in case of research, including time allocated for literature survey, one credit is considered equivalent to a minimum of 100 notional hours.

**Repeat Courses**
If a student fails a course or wishes to improve his/her previous grade in a course, he/she shall repeat the course at the next opportunity. However, he/she may be exempted from repeating the course and repeat courses need to be done on the recommendation of the Course Coordinator. If the student is repeating the course while still within the programme, this will be free of charge. However, if he / she wishes to repeat after the programme of study period is over, he / she will be required to pay an examination fee. In case of repeating a subject after the course period is over, the student is required to hand over the duly completed and signed registration form for repeat course/examinations along with the receipt of payment (if applicable) to the Deputy Registrar of the FGS. The registration form can be downloaded from the FGS website. A photocopy of the approved form will be issued to the student to produce at the examination as an admission document.

**Valid Reasons for Absence from an Examination:**
Excuses will be granted only for serious ill health, death of immediate family member, or any other cause acceptable to the BOS subsequently approved by the Faculty Board and the University Senate. A candidate absent due to medical reasons shall submit a valid medical certificate from the government hospital of the residential area of the student and submit it to the University Medical Officer as early as possible. Those who obtain treatment from private practitioners, Western, Ayurveda or Homeopathy should submit these medical certificates during the period of the sickness to the University Medical Officer for approval.

Medical leave recommended by the University Medical Officer should be submitted to the Deputy Registrar / FGS within 14 days of the conclusion of the examination.

**Research Degrees**

**Appointment of Examiners for Viva Voce examinations**
In order to face a Viva Voce, MPhil students need to provide proof of one peer reviewed journal article while PhD students needs to provide two. All candidates should have a minimum of two examiners. These examiners should not be from the university where the student is registered or working in. Further, the supervisors of the student in any previous degrees also should be avoided. One of examiners can be a foreigner nominated by the supervisor and recommended by the respective BOS. Names of 4 examiners will be proposed by the supervisor along with their CV and the BOS will select 2 out of them. Before selection/finalization of the examiners, the BOS will review the curriculum vitae of the experts. The two selected examiners will be sent to the University Senate approval through the Faculty Board of the FGS. If the examiners are outside the university system, their CV need to accompany this request.
If a foreign examiner is also involved, the payment for the evaluation as per the most current relevant UGC Circular will be borne by the FGS. The examiners should possess the qualifications equivalent to or higher than the degree the student is registered for. They should have at least 5 years of research experience after obtaining their postgraduate qualifications.

The examiners are given 3 months to complete their review/examinations of the thesis and to send comments/observations. If they are unable to attend the work within the stipulated time, they are expected to inform the FGS soon and in this event, on the recommendation of the BOS, another suitable examiner will be appointed instead.

At the Viva Voce examination, two examiners will conduct the viva examination. If one examiner is not able to come in person he/she should conduct the examination by other available means (i.e. skype). Supervisors, Head of the Department and Chairperson of the BOS will serve as passive observers. Interested other persons can be invited to listen to the presentation but they are not allowed to be present at the Viva Voce examination.

The comments of the Viva Voce examination should be made as follows:

- No Corrections
- Minor Corrections (submit within 3 months)
- Moderate Corrections (submit within 3/6 months)
- Major Corrections/Resubmission (submit within 12 months or more)
- Reject/ Fail

For minor and moderate corrections, once the corrected thesis is submitted the effective date is the same as the submission date. For the major corrections / resubmissions it is the date on which the thesis is accepted as correct.

The corrections proposed by the examiners and the Chair will be provided to the student for inclusion. The student is expected to submit the corrected thesis including a table giving the details of the comments from the examiners and page numbers of the corrected thesis where the comments were addressed. The corrected thesis needs to be submitted through the supervisors. A soft copy of the entire thesis needs to be submitted along with the 4 bound versions at least one week before the deadline of submission. Any delay in this will lead to rejection.

**Effective date of the Degree**

**Taught course / Courses with teaching and research**

The effective date of the taught programs and taught plus research programs is the date following the last examination paper. When the project reports or thesis needs to be submitted as partial requirement for the diploma/degree, the effective date is the date on which the project report / dissertation is submitted.
Research Degrees

In case of the research degrees the submitted thesis and performance of the student will be evaluated in a Viva Voce Examination. When the final verdict of the examination is for minor and moderate corrections, once the corrected thesis is submitted the effective date is the same as the submission date. For the major corrections / resubmissions it is the date on which the thesis is accepted as correct.

Release of Final Results

The FGS will call a meeting of the Results Board to consider the award of the degree to the candidate. The Results Board will release the final results subject to confirmation by the University Senate.

Constitution of the Results Board:

1. Vice Chancellor (Chairman)
2. Dean/FGS
3. Deputy Registrar/FGS
4. Chairperson of the BOS
5. Relevant Head of the Department/s
6. Examiners
7. Supervisors
8. Co-ordinator(s)

Transcript

A duly certified transcript of a candidate’s academic record will be issued on receipt of an application with the prescribed fee once the results had been approved by the Senate.

Publication of work

The ownership of the thesis will be vested with the University. If the student needs to publish his/her work a prior agreement needs to be arrived at as to the authorship and the inclusion of personnel as authors. Once the thesis is finally accepted the abstract will be published in the University and FGS websites. At the Viva examination consent will be taken from the student and supervisor/s for publication of the full thesis as to the appropriate time for the posting of the full thesis in the University and FGS websites.
Annexure 1: Admission Criteria and Volumes of Learning for postgraduate courses according to SLQF

<table>
<thead>
<tr>
<th>Degree / Diploma Type</th>
<th>SLQF Level</th>
<th>Minimum admission requirement</th>
<th>Expected Volume of Learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postgraduate Certificate</td>
<td>7</td>
<td>1. A Bachelor’s Degree</td>
<td>20 credits after SLQF 5 or 6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(a) Including 30 credits in the relevant subject area*</td>
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<tr>
<td></td>
<td></td>
<td>(b) Prior learning/work experience equivalent to 30 credits in the relevant subject area</td>
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<tr>
<td></td>
<td></td>
<td>2. A qualification in the relevant subject area equivalent to (a) or (b)</td>
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<tr>
<td></td>
<td></td>
<td>3. Completion of NVQ level 7 (B. Tech.) as determined by the University</td>
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</tr>
<tr>
<td>Postgraduate Diploma</td>
<td>8</td>
<td>1. A Bachelor’s Degree</td>
<td>25 credits after SLQF 5 or 6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(a) 30 credits in the relevant subject area*</td>
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<tr>
<td></td>
<td></td>
<td>(b) Prior learning/work experience equivalent to 30 credits in the relevant subject area</td>
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<tr>
<td></td>
<td></td>
<td>2. A qualification in the relevant subject area equivalent to (a) or (b)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Completion of NVQ level 7 (B. Tech.) as determined by the University</td>
<td></td>
</tr>
<tr>
<td>Masters Degree by course work</td>
<td>9</td>
<td>1. A Bachelor’s Degree</td>
<td>30 credits after SLQF 5 or 6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(a) 30 credits in the relevant subject area*</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>(b) Prior learning/work experience equivalent to 30 credits in the relevant subject area</td>
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<td></td>
<td>2. A qualification in the relevant subject area equivalent to (a) or (b)</td>
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<tr>
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<td></td>
<td>3. Completion of NVQ level 7 (B. Tech.) as determined by the University</td>
<td></td>
</tr>
<tr>
<td>Masters Degree with course work and research component</td>
<td>10</td>
<td>1. A Bachelor’s Degree including 30 credits in the relevant subject area*</td>
<td>60 credits after SLQF 5 or 6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. A qualification of SLQF Level 6 (Bachelors Honors) or above in the relevant area* of study</td>
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<td>3. A professional qualification equivalent to minimum</td>
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<tr>
<td>Masters Degree by Research (MA-R)*</td>
<td>SLQF Level 6 or above</td>
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<td>4. Completion of NVQ level 7 (B. Tech.) with a minimum of GPA of 3.0 as determined by the University</td>
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<td></td>
<td>15 credits</td>
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<td></td>
<td>Minimum 2 years of fulltime or equivalent time of original research</td>
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</table>

<table>
<thead>
<tr>
<th>Master of Philosophy</th>
<th>11</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>1. A Bachelor’s Honors Degree of Level 6 with a minimum of 30 credits in the relevant field</td>
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<tr>
<td></td>
<td>2. A Bachelor’s Honors Degree of Level 6 with a minimum of 30 credits in a related field and successful completion of a qualifying examination</td>
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<tr>
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<td>3. A Bachelor’s Degree of level 5 with a minimum GPA of 3 and successful completion of a qualifying examination which will be conducted after completion of 30 credits equivalent to SLQF 6 in the same or related field</td>
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<td>4. A Bachelor’s Degree of level 5 with a minimum of 3 years experience in the relevant field</td>
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<td>5. A qualification of SLQF levels 7 or above in the relevant field</td>
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<td>6. Completion of NVQ Level 7 with a minimum GPA of 3.0 and successful completion of a qualifying examination which will be conducted after completion of 30 credits equivalent to SLQF level 6 or 7 as determined by the University</td>
</tr>
<tr>
<td></td>
<td>Minimum 2 years of fulltime or equivalent time of original research after SLQF 6 or above</td>
</tr>
</tbody>
</table>
4. A qualification of SLQF levels 7 or above in the relevant field

5. Completion of NVQ Level 7 with a minimum GPA of 3.0 and successful completion of a qualifying examination which will be conducted after completion of 30 credits equivalent to SLQF level 6 or 7 as determined by the University

<table>
<thead>
<tr>
<th>Doctoral Degree</th>
<th>12</th>
<th>1. A Masters of Philosophy Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2. A Master’s Degree</td>
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<tr>
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<td></td>
<td>3. A Bachelor’s Degree of Level 6 with a minimum GPA of 3 with or without qualifying examination as determined by the University</td>
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<tr>
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<td>4. A holder of Bachelor’s Degree Honors of Level 6 who has registered to follow a MPhil Degree may be upgraded to PhD level after a minimum period of one year provided his/her research competencies are of exceptional merit</td>
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<tr>
<td></td>
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<td>5. A Bachelor’s Degree of level 5 with a minimum GPA of 3 and successful completion of a qualifying examination which will be conducted after completion of 30 credits equivalent to SLQF level 6 in the same or related field and register to follow an MPhil Degree may be upgraded to PhD level after a minimum period of one year provided his/her research competencies are of exceptional merit</td>
</tr>
</tbody>
</table>

A minimum of three years fulltime or equivalent time of original research after SLQF 6 or above

*Note:* The relevance and relatedness of the course units for degrees other than MPhil and PhD can be decided by the University. The entry qualifications for MA-R is slightly different to the MPhil of the SLQF to accommodate the existing ones hitherto practiced in the University.

The professional / other relevant qualifications to be included in admission requirements for courses / programs will be based on the Senate approved criteria for each course prepared by the respective Department/Course.
ANNEXURE 2: Formats of the documents

Format of the Concept Paper

- Tentative Title:
- Background/Justification/Introduction (100-500 words)
- General Objective and Specific Objectives (in point form)
- Literature Review (briefly indicating the most significant ones)
- Methodology (materials and methods)
  - Study site/s
  - Design of experiment/survey
  - Collection of data/information
  - Statistical Analysis etc.
- Expected outcome/results
- Time scale bar chart (Gantt chart)
- Certificate of ethical clearance if applicable
- Source of funding

Format of Progress Reports

All the registered students are required to submit progress reports every 6 months. The format for the Progress Report will be as follows;

Progress Report Number : 
Student Registration Number : 
Date of the Registration : 
Time period covered by Project Report : 
Information regarding project / project personnel:
  Name of Research Student : 
  Name/s of Supervisor/s : 
  Institute where research is being carried out : 
  The Degree Registered for : 
  The relevant Board of Study : 

1. Title of the project : 

2. Executive summary of the project : 

3. Publications / Communications arising from the project during the reporting period:
4. Objectives of the project:

5. Objective/s achieved to date

6. Brief description of research work carried out during the reporting period

7. Results / Observations / Outputs

8. Chart for work done for the reporting period

<table>
<thead>
<tr>
<th>Activity</th>
<th>Month 1</th>
<th>Month 2</th>
<th>Month 3</th>
<th>Month 4</th>
<th>Month 5</th>
<th>Month 5</th>
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Were there any deviations in the work schedule compared to one originally proposed:
Was prior approval obtained for the deviations:
If No why not:

9. Brief work plan for the next 6 months

<table>
<thead>
<tr>
<th>Activity</th>
<th>Month 1</th>
<th>Month 2</th>
<th>Month 3</th>
<th>Month 4</th>
<th>Month 5</th>
<th>Month 5</th>
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</table>

10. Comments regarding project implementation, if any:

11. Signature of student:

12. Comments, Name and Signature of Supervisor/s

13. Comments of the Head of the Department/ Signature:

............................
Signature,
Head of the Department
Sample of the supervisor/student log book

A supervisor/student log book will be provided at the registration of the research degrees to ensure that supervisor and student will have adequate contact hours which are important for the successful completion of the intended degree. It has pages with the following information and the student needs to submit the duly signed pages along with the 6 monthly progress report to the relevant Board of Study through the Supervisor/s and Head of Department. For the degrees which fall in the Board of Multidisciplinary Studies, the Chairman of the Board will sign in place of the Head of the Department. The pages of this log book will have the following information;

1. Date of meeting:

2. Supervisor(s) present: 1st Supervisor; 2nd Supervisor:

3. Review of actions from the last supervisory meeting:

4. Topics discussed:

5. Identification of any issues:

6. Actions set for the next meeting:

Confirmation from student and supervisor: Date

Student .......................................................... .................................

Supervisor ..................................................... .................................
Format of the Thesis

- Introduction
- Literature Review
- Materials and Methods
- Results
- Discussion
- Conclusions
- References
- Appendices

*Note:* In the case of research where the sub objectives are not interconnected, results chapters can be arranged separately on each sub objective but concurrence for this deviation needs to be permitted by the respective BOS and informed to the FGS in advance.

**Format for the final page on the practical implications, recommendations for implementation of the research findings**

<table>
<thead>
<tr>
<th>No.</th>
<th>Practical implication</th>
<th>Relevant institution</th>
<th>Recommendation for implementation</th>
</tr>
</thead>
<tbody>
<tr>
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</table>


Annexure 3: Details of the Course Unit on Scientific Communication

The no of contact hours including instruction and other interactive sessions including practicals, group work, case studies etc.

Lectures: 30 hrs

Objective:
This course has been designed to provide students with knowledge and skills to prepare a comprehensive research proposal, conduct a literature search, design experiments/surveys to procure data, analyse the data using standard qualitative and quantitative techniques and use of statistical packages and writing thesis, reports and research papers.

Intended Learning Outcomes of the course:

• Ability to prepare comprehensive research proposals
• Ability to procure and organize relevant secondary literature from both hard and electronic sources through internet.
• Analyse the data to suit the objectives of the research using relevant statistical packages
• Ability to prepare effective research proposals for funding
• Ability to write research papers for journals
• Ability to write the thesis
• Review scientific papers and other communication effectively
• Be knowledgeable about the publishers and the funding organizations and their priorities
• Be aware of the ethics in scientific communication
• Be able to present his/her work to a variety of audiences effectively and efficiently

Syllabus

The topics to be followed in the course unit will be as follows;

• Introduction; forms and purposes of scientific communication
• Ethics in scientific communication
• How to prepare an effective research proposal
• Procuring and listing of secondary data and information including internet and libraries (Literature Search)
• Statistical analysis of data
• Writing theses and scientific papers/review papers
• Listing the references/Bibliography
• Publication of research findings
  o Steps to publication – from draft to submission
  o Constructing tables and figures
  o Preparation of the manuscript
  o Mechanics of editorial marking
  o From submission to print
  o The available sources/sites for publication of research
• Making effective oral presentations
• Making poster presentations
• Preparing an effective curriculum vitae

The method of instruction will be lectures, practicals, case studies and group work. The method of evaluation will be end of semester test (50%), assignments (30%), presentations (20%) both individual and as a group.