

UNIVERSITY OF COLOMBO
FACULTY OF GRADUATE STUDIES
POSTGRADUATE RESEARCH DEGREES
MASTER OF PHILOSOPHY / DOCTOR OF PHILOSOPHY

By - Laws made by the Council of the University of Colombo under section 135 of the universities Act No. 16 of 1978 and its subsequent Amendments.

BY – LAWS

1. These By-Laws may be cited as the Master of Philosophy and Doctor of Philosophy Degrees By – Laws in the Faculty of Graduate Studies No. 06 of 2010.
2. These By-Laws shall come into operation on its receiving approval by the Council or on such other date as decided by the Council. These shall replace the By-Laws No. 12 of 2002 when they come into operation without prejudice to anything done under those.

PART 1 - GENERAL

3. Subject to these By-Laws a person may be awarded the Degree of Master of Philosophy (M.Phil)/ Doctor of Philosophy (Ph.D), as the case may be, if s/he has-
 - (a) been a duly admitted and registered student of the Programme leading to the Master of Philosophy (M.Phil) or Doctor of Philosophy (Ph.D) as the case may be (hereinafter referred to as the Programme) by the University of Colombo (hereinafter referred to as the University) for the period prescribed in these By-Laws;
 - (b) Pursued the program of study in the University, or in other approved place or institution, to the satisfaction of the Vice-Chancellor as prescribed by these By-Laws, and other Rules and Regulations;
 - (c) Satisfied the Examiners at the prescribed Written Examinations, proposal presentations, progress presentations, Assignments and/or at any other mode of Assessment as may be decided by the Faculty Board of the Faculty of Graduate Studies and at the Final presentation of research in the form of a thesis;
 - (d) Paid such registration, tuition, supervision, examination fees and other fees and dues as may be payable by her/him to the University;and

- (e) Fulfilled all other requirements prescribed by these By-Laws and the Regulations and Rules of the University.

4. The Coordinator

4.1 There shall be a Coordinator or Coordinators for the programme and she/he shall be appointed by the Dean/Faculty of Graduate Studies. The coordinator/s and the other teaching staff whose services are obtained for the conduct of the Programme shall be paid such remuneration as approved from time to time by the Council of the University of Colombo.

5. The Applications

- 5.1 Applications for the programme may be invited by Notice in the newspapers or on line the website/s of the Faculty of Graduate Studies and /or the University. In the case of permanent teacher of University of Colombo, a written application may be made by them to the Faculty of Graduate Studies at any time of a year.
- 5.2 The Faculty of Graduate Studies may prepare a prospectus to be issued with the application form.
- 5.3 A person who wishes to be enrolled as a candidate for the Degree of Master of Philosophy or Doctor of Philosophy shall make her/ his application in the prescribed form on payment of prescribed fees. She/he shall forward the duly completed application to the Deputy Registrar/ Senior Assistant Registrar /Assistant Registrar, Faculty of Graduate Studies.
- 5.4 Applications received by the Faculty of Graduate Studies shall be referred to the coordinator/s of the programme. The coordinator/s having examined the applications to ascertain the fulfillment of the prescribed minimum requirements for entry shall forward the list of eligible candidates to the Graduate Studies Admission Committee (hereinafter referred to as the Committee). The final list approved by the Committee shall be sent to the Deputy Registrar/FGS in order to call for placement test and interview.
- 5.5 The Committee shall comprise of:
- a) the Dean of the Faculty of Graduate Studies (Chairperson)
 - b) the Director of Studies
 - c) the Coordinator/s of the programme and
 - d) two other senior academics nominated by the Dean, Faculty of Graduate Studies

- 5.6 The list of candidates who have been deemed eligible for the programme at the placement test and interview shall then be referred to the Committee by the Coordinator for final selection.
- 5.7 The Committee shall have the power to accept or reject an application. Once the selections are finalized the list shall be presented to the relevant Board of Study for its consideration and recommendation and thereafter shall be submitted to the Faculty Board of the Faculty of Graduate Studies (hereinafter referred to as the Faculty Board) and the Senate of the University for its approval.

6.0 Procedure for registration

- 6.1 On acceptance of application by the Faculty Board and the Senate an applicant shall register provisionally as a postgraduate student of the university
- 6.2 The candidate shall be provisionally registered for the Degree of Master of Philosophy (MPhil) with an opportunity for upgrading to Ph.D. level, on the basis of his/her performance during the first year of study, except where the candidate has already obtained a Degree of Master of Philosophy from a recognized University, in which case he/she may be directly registered at the Ph.D. level.
- 6.3 The student shall pay the prescribed nonrefundable provisional registration, partial tuition and any other fees, on the date of registration or enrolment. The partial tuition fee and other fees will cover his/her provisional registration and the cost for following the Research Methodology Course. If the candidate satisfies the evaluation criteria prescribed in section 8.3 for the Research Methodology Course and other requirements, if any, he/she shall be eligible to obtain confirmation of registration as a MPhil/PhD student of the Faculty, on payment of the required tuition and other fees.
- 6.4 The provisional registration shall be valid for a period of one year from the date of registration. A candidate who has not met the requirements to confirm the registration as a postgraduate student of the University shall renew his/her registration by paying the required fees for another year.
- 6.5 The provisional registration is valid for one year. The minimum period for the Degree of Master of Philosophy shall be two years and for the Degree of

Doctor of Philosophy shall require a minimum period of three years from the date of provisional registration.

6.6 The maximum period for the MPhil shall be 04 years and the PhD shall be 06 years from the date of provisional registration.

7.0 Selection of Supervisors

7.1 The Faculty Board shall appoint a supervisor/s for each student registered as a student of the MPhil/PhD Programme and if necessary, a co-supervisor may also be appointed on the recommendation of the relevant Board of Study. In the case where the main supervisor is not from the University, a co-supervisor shall be appointed from the University.

7.2 During the period of registration the candidate shall carry out the research under the guidance of the supervisor/s appointed by the University unless otherwise a change is made due to an unforeseen reason.

8.0 Coursework in Research Methodology

8.1 There shall be a Research Methodology Course at the very outset as an orientation to the MPhil/PhD programme to facilitate the development of research proposal.

8.2 As part of the Research Methodology Course candidates, who have been newly registered for the MPhil/PhD degrees, shall prepare a proposal for the approval of the Faculty Board. The proposal shall be presented to a panel comprising of

- the Dean, Faculty of Graduate Studies
- the Coordinator/s of the MPhil/PhD Programme
- the Director of Studies
- Prospective Supervisor/s
- Two or more experts in the relevant field of study, nominated by the Dean, Faculty of Graduate Studies.

8.3 There shall be an evaluation of the performance of candidates at the end of the Research Methodology Course, which shall be assessed based on guidelines developed by the Faculty Board.

Finalization of Research Proposal	40%
In-course assessment including seminar presentations	30%

One in-class examination	30%
Total	100%

- 8.4 Students shall be required to maintain at least 65% attendance at Research Methodology classes, without which they will not be allowed to sit the final examination of the Research Methodology Course
- 8.5 Students shall obtain at least 70% of the total marks from the Research methodology course, including 50% of marks allocated for the research proposal in order to confirm their registration for the MPhil or PhD research.
- 8.6 Students who fail to meet this requirement shall be allowed to repeat the research methodology examination only on one more occasion and that shall be the academic year following their first attempt, unless the Senate grants permission, on the recommendation of the Faculty Board, to take the repeat examination in a subsequent year.

9.0 Progress reports and seminars.

- 9.1 The candidate shall meet the supervisor at least once a month to discuss the progress of the research and for further guidance. At each meeting the candidate shall obtain a comments from the supervisor along with supervisor's signature on the official form provided to the candidate (Annexure I).
- 9.2 At the end of every three months, the supervisor shall submit, a confidential progress report on the candidate's work and research. The report shall be submitted to the co-coordinator, MPhil/PhD to be forwarded to the appropriate Board of Study through the Dean of the Faculty.
- 9.3 The candidate shall also be required to make oral presentations on the progress of his/her research biannually or whenever the Faculty requests to do so, through a seminar presentation.

10.0 Upgrading to the PhD Programme

- 10.1 The Faculty Board may consider upgrading the registration of the students from MPhil to the PhD level on the basis of overall performance demonstrated by the candidate.

- 10.2 Upgrading can be carried out during a year after the confirmation of registration.
- 10.3 Respective supervisor/s shall make a written request to the coordinator of the programme to arrange a presentation for upgrading before a panel of experts in the field to determine the suitability of the candidate for upgrading to PhD level.
- 10.4 The panel to consider upgrading shall consist of the Dean of the Faculty, two or more experts in the relevant field as decided by the Dean, the Director of Studies, the Coordinator of the programme, and the Supervisor/s of the candidate as observer/s.
- 10.5 A student applying for upgrading shall submit the following documents: 1) comprehensive research proposal, 2) substantial literature review, 3) additional academic work carried out by the candidate such as, presentations at conferences and publication from the date of provisional registration.
- 10.6 The candidate shall make an oral presentation before the panel to describe his/her progress up to the point of upgrading and the future plan of research. The panel shall make a recommendation whether the upgrading should be approved or whether the candidate should continue with MPhil programme.

11.0 Unsatisfactory progress

- 11.1 If, in the opinion of the relevant Board of Study, on the written recommendation of the supervisor/s, a candidate is not making satisfactory progress, the relevant Board of Study through the Faculty Board may recommend to the Senate to suspend or cancel the registration of the respective candidate. Thereafter, upon the acceptance of such recommendation by the senate, such candidate shall cease to be a registered candidate for the respective research degree. There shall be no refund of fees.

12.0 Change of Thesis Title

- 12.1 Change of Tentative Title: The relevant Board of Study shall have the power to modify the tentative title of the dissertation/thesis at any time, at the request of the candidate and on the recommendations of the supervisor or supervisor/s.
- 12.2 Change of Thesis Title: Prior to submission of the thesis, the Faculty Board shall have the power to modify the title of the thesis at the request of the

candidate and on the recommendation of the supervisor/s. Such change of title shall be submitted to the Senate for approval.

13.0 Submission of the thesis

- 13.1 The thesis shall be written in English. Candidates, for the MPhil or PhD Degree shall be required to submit a thesis on approved subject/s demonstrating (a) knowledge on the methods of research and (b) competence to present material systematically and (c) the ability to exercise critical and independent judgment. The thesis shall also demonstrate the candidate's ability to make a significant and critical contribution to the chosen field of study. In the case of PhD Degree candidacy, the work should also represent a creative and original contribution to new knowledge on the study of subject matter.
- 13.2 The thesis shall be submitted within three months after the end of the prescribed period of study. If an extension is required the candidate shall make a request, through the supervisor, to the Coordinator/s, MPhil/PhD, giving the time requirement and justification for such an extension to be forwarded for the approval of Senate.
- 13.3 At least three months prior to submission of the thesis to the University, the candidate shall, with the approval of the supervisor/s, inform the Dean of the Faculty of his/her intention to submit the thesis, enabling the University to proceed with making necessary arrangements to appoint examiners.
- 13.4 On completion of his/her work, the candidate shall submit three copies of the thesis prepared on the prescribed format of the Faculty along with a soft copy.

14.0 Maintenance of intellectual integrity

- 14.1 Maintenance of intellectual integrity and avoiding plagiarism shall be the sole responsibility of the candidate when the thesis is prepared for submission. Every candidate working on the research shall appraise herself/himself and be fully aware of the necessity to ensure and uphold intellectual integrity and desist from any act of plagiarism (Annexure II).
- 14.2 In case of violation of this condition the Faculty Board shall recommend to the Senate to take action against such candidates according to the university rules relating to examination offences and punishment, which could include

the cancellation of registration of the candidate and debarment of the candidate from further registration with the University.

15.0 Examination of the thesis

15.1 The Faculty Board shall recommend to the Senate, the appointment of two examiners (at least one of whom shall be from outside the University of Colombo) for the evaluation of the thesis.

15.2 The examiners appointed by the Senate for the evaluation of the thesis shall submit written reports on the thesis to the Coordinator, MPhil/PhD. The report shall give justifications for accepting or rejecting or recommending a revision/re-submission of the thesis, in which case the report shall be submitted within a period of preferably 03 months. The Senate on the recommendation of the Faculty Board shall have the power to appoint another examiner/s in the event that the examiner/s does/do not comply with the requisite time period for evaluation.

16.0 Viva-voce examination

16.1 In order to qualify for the award of the Degree, a candidate, after submission of the thesis shall be called for a viva-voce examination. The purpose of the viva-voce examination is to find out the originality of the work, candidate's ability to present and support his/her thesis and answer questions on the work and the subject matter, his/her suitability to receive the relevant Degree. The Board of Examiners shall consist of

The Dean/FGS

The Coordinator/s of the MPhil/PhD Programme

The Director of Studies

The Examiners and

The Supervisor/s (as observer/s)

16.2 After consideration of the reports of the examiners on the thesis and the performance of the candidate at the viva voce examination for the award of the Degree, the Board of Examiners shall decide on the following:

- (a) that the Degree for which the candidate has submitted himself/ herself for examination shall be awarded.

or

(b)(i) that the Degree for which the candidate has submitted himself/ herself for examination, shall be awarded subject to minor amendment/ correction to the thesis, as may be specified by the Board of Examiners and submitted within a maximum period of three months with a certification from a nominee of the Board of Examiners, that the amendments/ corrections have been made.

(ii) Where the candidate has submitted the thesis for the Degree of Doctor of Philosophy, instead of awarding that, the Degree of Master of Philosophy may be awarded subject to requirements of paragraph (b)(i) above, where they are applicable.

or

(c) that the candidate shall be permitted to resubmit the thesis within a maximum period of one year. The revised thesis shall be reevaluated by the same examiners as far as possible, and the candidate shall be summoned for another viva-voce examination. Thereafter the Board of Examiners shall decide on (a) or (b) above or (d) below.

or

(d) that the candidate is considered as failed and the Degree shall not be awarded.

16.3 When a thesis is accepted for the award of a Degree, three bound copies conforming to the specified format (Annexure III) shall be submitted to the Faculty along with a soft copy.

PART 11

MASTER OF PHILOSOPHY

17.0 Eligibility to apply for the Master's Programme

17.1 No person shall seek registration as a candidate for the Degree of Master of Philosophy Programme unless he/she -

(i) has passed with First or Second Class Honours in the Upper Division at the Special Degree Examinations from the University of Colombo or any other recognized university in a relevant subject of the proposed research

or

(ii) has passed with First Class honours in a General Degree Examination having offered the relevant/related subject/s of the proposed research with acceptable postgraduate qualification/s

- or**
- (iii) has passed a Two Year Master's Degree with a substantial research component from the University of Colombo or a recognized university in a relevant subject of the proposed research.

or

- (iv) has passed a One Year Master's Degree, with either five years of post-qualifying experience in research publication or refereed published research, that is acceptable to the Faculty Board.

and

a good working knowledge of English.

17.2 In the thesis students are expected show a clear knowledge of the methods of research, ability to present material analytically and to exercise independent judgment. The thesis for the degree of Master of Philosophy shall consist of words not exceeding 50,000 and necessary tables and figures and prepared according to the guidelines of Faculty of Graduate Studies.

17.3 The Degree of Master of Philosophy may be conferred on a person who

- (i) has been registered as a Postgraduate Research student in the Faculty of Graduate Studies, University of Colombo.
- (ii) has thereafter, pursued an approved program of research in the University for at least two years duration
- (iii) has paid such registration and other fees as prescribed;

and

- (iv) has fulfilled the following conditions;

- (a) the candidate has presented an acceptable thesis embodying research on the subject selected;
- (b) the thesis has been accepted by the Board of Examiners;
- (c) the candidate had been successful at an oral examination.

PART III

DOCTOR OF PHILOSOPHY

18.0 Eligibility to apply for the Doctor of Philosophy Programme

18.1 No person shall seek registration for the Degree of Doctor of Philosophy unless she/he has

(i) A Master of Philosophy degree from the University of Colombo or any other recognized University where the study program is not less than two years in duration.

or

(ii) A Bachelors Degree in the relevant field of study with a Masters Degree of not less than two years duration with at least one year research component.

and

has been accepted by the Graduate Studies Admission Board.

and

A good working knowledge in English

Or

(iii) Registered as a candidate for the Degree of Master of Philosophy in the Faculty of Graduate Studies and has pursued an approved programme of research for a period of at least twelve months and has presented the findings of such research to the satisfaction of the Examination Board appointed by the Faculty of Graduate Studies.

18.2 The Board shall consist of

The Dean of the Faculty of Graduate Studies or his/her nominee (Chairperson)
The Director of Studies
The Coordinator/s of the Postgraduate Research Degree
Two examiners of the thesis
Supervisor/s of research as observers

18.3 The thesis for the degree of Doctor of Philosophy shall consist of words not exceeding 80,000 and necessary tables and figures and prepared according to the guidelines of FGS.

18.4 The Degree of Doctor of Philosophy may be conferred on a person who,

- (a) has been registered as a Postgraduate Research student in the Faculty of Graduate Studies, University of Colombo
- (b) has thereafter pursued an approved program of research in the University of Colombo of at least three years of duration, save in the case of permanent and confirmed teachers of Senior Lecturer's Position or above of the University of Colombo.
- (c) has paid such registration and other fees as prescribed.
- (d) has fulfilled the following -
 - (i) the candidate has presented an acceptable thesis embodying research on the subject selected.
 - (ii) the thesis had been accepted by the Examination Board.
 - (iii) the candidate has been successful in the viva-voce examination.

17.5 The Examination Board shall not accept a thesis as satisfying the required standard unless the thesis demonstrates the following Qualification Descriptors (Sri Lankan Qualification Framework, University Grants Commission)

Note: The following items should be taken into account as a checklist when the examiner/s prepare the examiner's report.

- (a) The creation and interpretation of new knowledge, through original research or other advanced scholarship, or a quality to satisfy peer review, extend the discipline and merit publication.
- (b) A systematic acquisition and understanding of substantial body of knowledge at a forefront of an academic discipline or areas of professional practice.

- (c) The ability to conceptualize, design and implement a project so as to generate new knowledge, applications or understanding and to adjust the design of the project in response to developments, positive and negative.
- (d) A detailed understanding of applicable techniques for research and advanced academic enquiry.

PART IV

INTERPRETATIONS & TRANSITION

18.0 Interpretation and Transitional Provisions

18.1 In these By-Laws, unless the context otherwise requires.

“Council” means the Council of the University of Colombo constituted by the universities Act No 16 of 1978 as amended subsequently.

“Senate” means the Senate of the University of Colombo constituted by the Universities Act. No 16 of 1978 as amended subsequently.

“Faculty Board” means the Faculty Board of the Faculty of Graduate Studies of the University of Colombo constituted under the Universities Act No 16 of 1978 as amended subsequently.

“Relevant Board of Study” means any of the Board of studies created under the Faculty of Graduate Studies of the University of Colombo constituted under the Universities Act No 16 of 1978 as amended subsequently.

“Coordinator/s of Postgraduate Research Degree” means the Coordinator/s for the Degree of Master of Philosophy and Doctor of Philosophy appointed by the Dean of the Faculty of Graduate Studies.

18.2 Any questions regarding the interpretation of these By-Laws shall be referred to the Council whose decision thereon shall be final.

18.3 The Vice Chancellor shall have authority, in consultation with the Dean to take such action or give such direction not inconsistent with the principles underlying the provisions of these By-Law, as appears to him/her to be necessary or expedient for the purpose of removing any difficulties that may

arise in the interpretation of these provisions or for which there is no provision in these By- Laws or in the case of students who had followed or have been following the Degree programme/s under the existing arrangements approved by the Senate and the Council.