UNIVERSITY OF COLOMBO
FACULTY OF GRADUATE STUDIES

STUDENT HANDBOOK 2025

MASTER OF PHILOSOPHY/ DOCTOR OF PHILOSOPHY (MPhil/PhD) 2025

Faculty of Graduate Studies

University of Colombo

Master of Philosophy and Doctor of Philosophy Programme - 2025

Student Handbook

Compiled by

Faculty of Graduate Studies

University of Colombo

Contents

The University at a Glance

The University of Ceylon was established by the State Council in April 1942. The first Vice-Chancellor of the new University, Sir Ivor Jennings, hoisted the flag on July 1942 at the College House where his office and the central administration were located. The nucleus of the University was formed by amalgamating the Ceylon Medical College founded in 1870 and the Ceylon University College founded in 1921, both of which were incorporated into the University.

Therefore, the history of the university goes back to the nineteenth and early twentieth centuries. The Medical College owed much to the generosity of philanthropists such as Mudaliyar S. Rajapakshe, Mr Charles Henry de Soysa, Muhandiram A. Simon Fernando Wijegooneratne and Mudaliyar Vimala Gunawardana. In 1888, the Licentiate in Medicine and Surgery (LMS) of the College was recognized to produce fully qualified medical practitioners.

In 1920, the government purchased "Regina Walauwa", now named "College House" on the recommendation of Sir Edward Denham. The University College was formally opened in January 1921. College House, the then "Regina Walauwa" which is today considered a national heritage site, was a family house that belonged to Arthur de Soysa, the grandson of the philanthropist Sir Charles Henry de Soysa. The library, established through Sir P. Arunachalam's gift of his late son, Mr A. Padmanabha's books, was housed in a room at College House.

The old Royal College buildings were taken over in 1923 and the library moved from College House to the Villa Venezia an Observatory provided in the College grounds. On the recommendation of the College Council, the Government declared land in Buller's Road, Colombo, as a University site in March 1924. A Draft University Ordinance was prepared in June 1925.

By 1950 the University of Ceylon had a reputation as an important centre of excellence in the Commonwealth. In 1972 under the University of Sri Lanka Act No. 1 of 1972 all universities were brought under one umbrella and made Campuses of a single university established as the University of Sri Lanka. The University of Ceylon, Colombo was named the Colombo Campus of the University of Sri Lanka. This system prevailed until 1977. Addressing the weakened autonomy of the campuses, a new Act was

introduced in 1978. Under the Universities Act No. 16 of 1978 all Campuses became independent Universities. Accordingly, the University of Colombo, Sri Lanka regained its autonomy in 1978.

It had Faculties of Medicine, Arts, Science, Education and Law. The Faculty of Graduate Studies was created by an Ordinance of the UGC in 1987, to further strengthen postgraduate education. Subsequently, the Faculty of Management and Finance was established in 1994. The Sri Palee Campus of the University was established by a Gazette notification in 1996. When the single university was dissolved in 1978, the Postgraduate Institute of Medicine, the Institute of Workers' Education (IWE) and the Institute of Indigenous medicine were affiliated to the University of Colombo. The Institute of Computer Technology (ICT) was established in 1987.

The University now operates with ten Faculties, a Campus and a School, six Institutes and seven Centres. The University has recognized the importance of linking with alumni especially in industry and the private sector, through the concept of voluntary mentoring and internal placements facilitated by the Career Guidance Unit. Subsequently, the ICT was renamed as the University of Colombo School of Computing (UCSC) in 2002 and the IWE was renamed as Institute of Human Resource Advancement (IHRA) in 2006. The Faculty of Indigenous Medicine was added recently.

The University of Colombo is a National State University engaged in undergraduate and postgraduate education and is the top-ranked university in Sri Lanka and the only Sri Lankan university within first 1000 of the world.

Faculty of Graduate Studies

The Faculty of Graduate Studies (FGS) of the University of Colombo is a pioneer Graduate Faculty in Sri Lanka. It was established by the Universities Act 16 of 1978 and the Faculty of Graduate Studies Ordinance No. 3 of 1987. The vision of the Faculty of Graduate Studies is to "foster excellence, creativity, and innovation in graduate education of Sri Lanka." At present, the Faculty of Graduate Studies conducts twenty-nine (29) study programmes. Among the programmes offered are two (02) Executive Diplomas, ten (10) Postgraduate Diplomas and fifteen (15) Masters Programmes (includes 10 Masters with Course work and 05 Masters with Research), a Master of Philosophy in Clinical Psychology and an interdisciplinary Master of Philosophy/Doctor of Philosophy (MPhil/PhD) programme to provide advanced knowledge at postgraduate level and create human capital for growth and development.

All the Postgraduate Diplomas and Master's programmes have been aligned according to the Sri Lanka Qualifications Framework (SLQF). The entry qualifications and exit levels match with the SLQF level descriptors and similarly the volume of learning for the award of the degree is thus fulfilled. The Faculty of Graduate Studies has embarked on focusing teaching/learning on achieving Sustainable Development Goals (SDGs) in the country with many new course modules incorporated in the post graduate degree programmes offered.

The Faculty publishes the Colombo Journal of Multi-disciplinary Research and conducts annual research sessions to disseminate new knowledge. In order to achieve the agenda 2030 SDG's, FGS, Colombo offers study programmes on Human Rights, Development Studies, Labour Relations and Human Resource Management, Conflict Resolution and Peace Building, Manufacturing Management, Counseling and Psychosocial Support, Gender and Women's Studies, Business Studies, Information System Management, Public Administration and Environment Management. All this contribute in a major way for human development in the 21st century Sri Lanka.

Message of the Vice Chancellor

It is my pleasure to welcome the candidates selected for the Master of Philosophy (MPhil) and Doctor of Philosophy (PhD) programmes at the Faculty of Graduate Studies, University of Colombo. As the Vice-Chancellor, I am honoured to extend my best wishes as you embark on this significant academic journey.

The Faculty of Graduate Studies (FGS) offers a diverse range of postgraduate programmes, including diplomas, master's, executive diplomas, and research degrees across multiple disciplines such as human rights, business, environmental management, development studies, and public administration. With flexible learning options—online, onsite, and hybrid—FGS ensures accessibility and inclusivity while fostering a vibrant academic community. The faculty is also committed to promoting diversity through research on gender equity, female leadership, and employment trends.

The MPhil/PhD programme has been carefully designed to contribute to knowledge production and develop scholars in multidisciplinary fields, supporting the sustainable development of our nation. Through comprehensive research training and dedicated guidance from faculty, this programme will provide a strong foundation for your career—whether in academia, institutional leadership, or professional practice.

The Faculty of Graduate Studies also organises an Annual Research Conference on multidisciplinary issues. I encourage MPhil and PhD candidates to actively contribute to this platform, showcasing their research and engaging in scholarly discussions.

The University of Colombo and the Faculty of Graduate Studies offer a wealth of resources, including distinguished academic staff, an extensive library, and state-of-the-art infrastructure, all of which will support your academic and research endeavours. You are privileged to be part of Sri Lanka's leading university, and I trust that your time here will be both productive and fulfilling. I extend my best wishes for your success in obtaining your MPhil or PhD qualification.

Senior Professor (Chair) H.D. Karunaratne
Vice-Chancellor
University of Colombo

Message of the Dean

It is with great pleasure that I warmly welcome all those who were enrolled to the MPhil/PhD programme conducted by the Faculty of Graduate Studies (FGS), University of Colombo. Over the past 35 years, the FGS Colombo is dedicated to provide high quality postgraduate education, training and research through a wide range of multidisciplinary programmes towards human capital development for assisting sustainable development of the nation. It has always strived to achieve excellence in graduate education and research through continuously enriching its programmes in response to the need of contemporary developments in academia and industry. At present, the FGS offers 29 postgraduate programmes including MPhil /PhD programme for more than 2000 students in diverse disciplines such as Business Studies, Development studies, Gender and Women's Studies, Manufacturing Management, Environmental Management, Information Systems Management, Counselling and Psychosocial Support, Human Rights, Conflict Resolution and Peace Building and Public Administration.

Since MPhil/ PhD study is quite different from your master's or undergraduate study experience, you will face many exciting and rewarding challenges. This research degree programme usually requires much greater individual initiative than undergraduate study and you will be responsible for your own progress towards the degree. The relationship that you develop with your supervisor will be most important to your successful pursuit of the PhD degree. The FGS will make every effort to ensure that the highest quality level of guidance is provided to you. Although you have to allocate more time to learn within the discipline that you have chosen to study, take the time to interact with professors and students from the larger community of scholars by attending our seminars, workshops, research sessions and conferences offered across faculties and institutes at the University of Colombo.

I wish you a very fruitful and productive journey of learning at the FGS and hope that your postgraduate education will greatly benefit both you and the country.

Professor A. A. Azeez
Dean
Faculty of Graduate Studies

Message of the Director of Studies

I warmly welcome you to the MPhil/PhD programme 2025 at the Faculty of Graduate Studies, University of Colombo, to embark on a journey towards earning the most prestigious and highest educational qualification one can obtain in life.

Our MPhil programme has been designed on par with Sri Lanka Qualifications Framework (SLQF) 11, and PhD programme is designed on par with SLQF 12. The compulsory Research Methodology course will provide you with an opportunity with improving your research proposal, as it is a requirement in the first year of the MPhil as well as the PhD programme. Topic clarification sessions, research proposal presentation sessions, and progress review meetings will be conducted appropriately when you proceed with the programme.

We are committed to facilitating you with an encouraging learning environment equipped with important resources and resource persons in this endeavor. I hope you will utilize the resources compiled in the programme to the maximum benefit and engage in fruitful research projects which contribute to the creation of new knowledge in your respective fields of study. We value innovativeness and excellence in every aspect without compromising integrity, quality and discipline.

This handbook and faculty website provides you with valuable information pertaining to MPhil/PhD programme. For any clarification, please contact relevant persons as mentioned in the handbook.

As the Director of Studies, I wish you a very productive and enjoyable learning experience in this programme and look forward to supporting you throughout your MPhil/PhD studies at the Faculty of Graduate Studies.

Professor Kumudinei Dissanayake
Director of Studies
Faculty of Graduate Studies

Message of the Coordinator of the Programme

I am pleased to welcome you to the MPhil/PhD 2025 Programme of the Faculty of Graduate Studies of the University of Colombo. This is a life-altering opportunity for you, and I anticipate that you will embrace the experience of learning offered in this programme and make this the priority of your life for the next two or three years.

This handbook has accommodated most details that you will need in your journey to identify key milestones to adhere to in each year of study, the By-Laws of the programme, the expectations from you in terms of your progress and the documents that you need to submit at different stages of your degree programme. Please read this carefully and familiarise yourself with the guidelines given.

As with any experience in life, you may sometimes stumble upon unexpected obstacles as you progress, and we are here to support you to overcome them as much as possible. To do this, you need to keep me informed and updated about your studies and discuss issues as they arise without allowing them to derail your work.

The Faculty of Graduate Studies organises an annual research symposium every year and you are expected to attend these conferences initially as a participant, and subsequently as an author and presenter of your ongoing research work. Further, the FGS has a peer-reviewed journal that is multi-disciplinary, innovative and international in its approach – Colombo Journal of Multi-Disciplinary Research – that publishes theoretical, conceptual, and empirical studies relating to any field of studies. We encourage you to select this journal or any other peer-reviewed journal as potential publication outlets for your research work as publications are mandatory to complete your degree.

As your programme coordinator, I wish you an enriching and enjoyable learning experience in this programme and assure you that I will be here to support you through this journey of learning.

Dr. Seuwandhi B. Ranasinghe
Coordinator MPhil/PhD Programme 2025
Faculty of Graduate Studies

1. Master of Philosophy/ Doctor of Philosophy (MPhil/PhD) Programme

1.1 Overview

The Faculty of Graduate Studies (FGS) offers an MPhil/PhD Programme in multidisciplinary studies. The programme is expected to develop the capacity of graduates to generate substantive insights in a particular area of study through high quality, original, independent research and contribute to scholarship. The programme is intended to fulfill the needs of those who are engaged in academic research, consultancy, training, administrative, and management positions and is committed to imparting advanced training in research to achieve a high degree of intellectual and professional competencies in a variety of disciplines.

1.2 Graduate Profile

The Graduate Profile of the postgraduate students of FGS has been identified in line with **ESCAP** (which stands for Expertism, Social skills and use of information, Creativity and problem solving, Attitude, and Professionalism). Accordingly, the attributes of the Graduate Profile of MPhil/PhD graduates are depicted below.

Attributes	Description
Expertism	Possessing high level of theoretical, conceptual and practical knowledge in the area of study
Social skills & Use of Information	Communicating effectively, exhibiting interpersonal skills, and demonstrating advanced ICT skills in scholarly communications
Creativity & Problem Solving	Demonstrating critical inquiry, innovativeness, and inventiveness in the development of knowledge
Attitude	Navigating towards an individual vision, working purposefully, and willful continuous learning for the betterment of the society
Professionalism	Behaving ethically and responsibly in the profession

1.3 Programme Learning Outcomes (PLOs)

On successful completion of the MPhil Degree Programme the graduate will be able to:

- PLO1: Demonstrate knowledge of the concepts, principles, and findings in the field of study,

- PLO2: Conduct critical inquiry and develop arguments in the relevant field of study,

- PLO3: Contribute significantly towards the development of knowledge in the field of the study,

- PLO4: Make judgments on complex and controversial issues in the area of expertise to produce knowledge to solve problems at professional levels,

- PLO5: Communicate the developed knowledge clearly to specialist and non-specialist audiences,
- PLO6: Apply such knowledge in solving problems in the respective area of study,
- PLO7: Present information, ideas, viewpoints, and solutions to problems efficiently and effectively in the area of expertise,
- PLO8: Exercise responsibility and leadership in teamwork, at both personal and professional levels, and
- PLO9: Demonstrate positive attitudes and social commitment in personal and professional conduct.

On successful completion of the PhD Degree Programme the graduate will be able to:

- PLO1: Contribute to new knowledge development in the domain of the research interest,
- PLO2: Train graduate students in research methodology,
- PLO3: Critically evaluate the past and present debates in literature and produce new arguments for the current knowledge in the specialised field of study,
- PLO4: Apply techniques in a professional way to solve problems creatively and innovatively,
- PLO5: Make judgements on complex issues in the specific fields of knowledge,
- PLO6: Communicate the views and ideas very clearly and effectively in the specialized area,
- PLO7: Preserve social responsibility by providing solutions for dynamic and unpredictable situations, and
- PLO8: Disseminate the knowledge through publications and presentations for many interest groups.

1.4 Timeline of the Study

- This chart shows the **minimum time plan** for completing the programmes.
- As per the By-laws, the minimum time period to complete the MPhil degree is 02 years, and the PhD degree is 03 years.
- Students who are directly admitted to the PhD programme should also complete the Research Methodology course.
- Progress Reports should be submitted in every six months' time.

MPhil Programme – Timeline

Time	Activity	Submission
YEAR 1		
Month 1-8	• Follow the Research Methodology Course • Proceed to drafting the Research Proposal • Submit a tentative title for the research • Get the title cleared to proceed with the research • Get supervisor(s) appointed • Start working with the supervisor • Finalise the Research Proposal and submit for evaluation • Present the Research Proposal before the panel	• Tentative title for the proposed study • Research Proposal

Month 9 -12	• Studentship is confirmed (if successful in above) • Submit Ethics Application for ethics clearance (if required) • Extend the review of literature • Proceed with writing the first 3 chapters (Introduction, Literature Review [including a section on theory] & Research Methodology) • Get the Progress Report 1 from the Supervisor for the past months	• Ethics Application Form with required documents (if required) • **Progress Report 1**
YEAR 2		
Month 1-3	• Submit the draft of first 3 chapters for supervisor/s approval • Appear in the Progress Review Meeting	• Draft of first 3 chapters of the thesis
Month 3-5	• IF PROCEEDING TO APPLY FOR UPDRAGING TO PHD: • Make a written request to the Coordinator to arrange for the upgrading presentation • Submit the finalised first 3 chapters for evaluation **IF SUCCESSFUL IN UPGRADING:** • Refer to PhD Programme Process Chart (below) **IF NOT PROCEEDING TO UPGRADING**: • Proceed data collection and chapter writing of MPhil thesis	• Request letter • Completed first 3 chapters of the thesis
Month 6	• Submit work-in-progress • Get the Progress Report 2 from the Supervisor for the past six months • Appear in Progress Review Meeting	• Work-in-Progress (all chapters completed up to this point) • **Progress Report 2**
Month 7-10	• Proceed to data analysis and chapter writing • Inform the Intention to submit the thesis	• Form on Intention to Submit the Thesis
Month 11-12	• Proceed to finalising the Thesis • Get the Progress Report 3 from the Supervisor for the past months	• **Progress Report 3**
YEAR 3		
Month 1-3	• Submission of the Thesis (before the final submission) • Submission of evidence for oral presentation and publications • Checking for plagiarism • Pre-submission viva	• Complete Thesis • Similarity Report
Month 3-6 or Longer	• Revision after pre-submission viva • Checking for plagiarism • Final submission (revised version)	• Final Revised Thesis (spiral bound) • Similarity Report
	• Final viva voce examination • Submission of the final hardbound thesis	• Final hardbound thesis

PhD Programme Timeline

(Direct entry starting from YEAR 1 and Upgraded from MPhil to PhD starting from mid of YEAR 2)

Time	Activity	Submission
YEAR 1		
Month 1-8	• Follow Research Methodology Course • Proceed drafting Research Proposal • Submit tentative title of research • Get the title cleared for proceeding the work • Get supervisor(s) appointed • Start working with the supervisor • Finalise Research Proposal and submit for evaluation • Present Research Proposal before the panel	• Tentative title for the proposed study • Research Proposal
Month 9	• Registration is confirmed (if successful in above) • Submit Ethics Application for ethics clearance (if required)	• Ethics Application Form with required documents (if required)
Month 10 -12	• Proceed with the research work (if successful in the above) • Conduct literature review • Proceed with writing the first 2 chapters (Introduction and Literature Review) • Get the Progress Report 1 from the Supervisor for the past months	• **Progress Report 1**
YEAR 2		
Month 1-3	• Draft first 3 chapters of the thesis • Appear in a Progress Review Meeting	• Draft first 3 chapters
Month 4-6	• Proceed to data collection **[THOSE UPGRADED FROM MPHIL TO PHD ALSO WILL CONTINUE FROM THIS POINT ONWARDS]**	
Month 6	• Submit work-in-progress • Get the Progress Report 2 • Appear in Progress Review Meeting	• Work-in-Progress (all chapters completed up to this point) • **Progress Report 2**
Month 7-9	• Proceed to data collection and analysis	
Month 10-12	• Proceed writing chapter 4 (Data Analysis) • Get the Progress Report 3 for the past months	• **Progress Report 3**
YEAR 3		
Month 1-3	• Proceed with data analysis • Appear in Progress Review Meeting	• Work-in-progress up to this point

Month 3-6	• Submit work-in-Progress • Get the Progress Report 4 from the Supervisor for the past months	• Work-in-Progress (all 4 chapters) • **Progress Report 4**
Month 6-9	• Proceed to writing chapters	
Month 9-12	• Proceed to concluding the thesis • Inform the intention to submit the thesis • Get the Progress Report 5 from the Supervisor for the past months • Appear in Progress Review Meeting	• Form on Intention to Submit the Thesis • **Progress Report 5**
YEAR 4		
Month 1-6 or longer	• Submission of the Thesis (before the final submission) • Submission of evidence for oral presentation and publications • Checking for plagiarism • Pre-submission viva	• Final Revised Thesis (spiral bound) • Similarity Report
	• Revision after pre-submission viva • Checking for plagiarism before final submission • Submission of the final thesis (spiral bound) • Final viva voce examination (Note: in case of major revisions, it will take another one-year [max] from the date of the viva voce examination. • Submission of the final hardbound thesis	• Final hardbound thesis

2. Regulations and Operationalisation

Referring to the Programme By-Laws of the MPhil/PhD degree of the Faculty of Graduate Studies No. 45 of 2022, the following section provides information on how the MPhil/PhD Programme is operationalised.

2.1 Procedure for Registration

a. On acceptance of his/her candidature by the Faculty Board and the Senate the applicant shall register provisionally as a postgraduate student of the university.

b. The candidate shall pay the prescribed non-refundable registration, tuition, library and any other fees, at the time of registration or enrolment.

c. The· candidate shall be initially registered for the Degree of MPhil/PhD with an opportunity for upgrading to the PhD 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 PhD level.

d. The first registration shall be valid for a period of one year from the date of registration. A candidate shall renew his/her registration by paying the required fees every year.

2.2 Programme Duration and Continuation

a. Minimum and maximum time periods of the Programmes:

Programme	Minimum Period	Maximum Period
MPhil Degree	02 years	04 years
PhD Degree	03 years	06 years

b. Failure to complete during the maximum stipulated time:
Candidates who do not complete either study programme within the maximum stipulated time period shall be considered as a continuing candidate subject to obtaining of necessary approvals for reasons beyond the control of the candidate. The maximum period of continuation for a candidate under such conditions in either MPhil or PhD programme shall be three (03) years for which an annual continuation fee is applied.

c. Continuation fee:
Continuation fee per year will include 25% from the course fee and annual registration fee which should be paid for each continuing year separately. The student who becomes a continuing candidate shall also pay prescribed examination fee for either MPhil or PhD as the case may be before the submission of the thesis for examination.

2.3 Research Methodology Course

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

b. As part of the Research Methodology Course, candidates who have been registered for the MPhil/PhD degree shall prepare a proposal for the approval of the panel of examiners. The panel of examiners shall comprise the following:

- the Dean/FGS
- the Coordinator/s of the Programme
- the Director of Studies
- Supervisor/s
- two or more experts in the relevant field of study, nominated by the Dean/FGS.

c. There shall be an evaluation of the performance of candidates at the end of the Research Methodology Course which shall be assessed based on the following criteria:

Finalisation of Research Proposal	50%
In-course assessment including seminar presentations	30%
In-class examination	20%
Total	100%

d. The candidates shall be required to maintain at least 70% attendance for the Research Methodology classes, without which they will not be allowed to sit the written examination of the Research Methodology Course.

e. The candidates shall obtain at least 70% of the total marks from the Research Methodology Course, including 80% of marks allocated for finalising the research proposal in order to proceed to their registration proper for the MPhil or PhD research (Refer Annex I for Research Proposal Format).

f. The candidates who fail to meet this requirement shall be allowed to repeat the examination for Research Methodology Course 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.

2.4 Selection of Supervisors

a. The Faculty Board shall appoint a supervisor with PhD qualification or equivalent for each candidate registered for the MPhil/PhD Degree 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 also be appointed from the University.

b. 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.

2.5 Progress Tracking

a. The candidate shall meet the supervisor regularly and report the progress made on the research. Each time he/she meets the supervisor, the candidate shall obtain comments on the progress made up to that point and the signature of the supervisor on the official form provided to the candidate. The record of meetings shall be on a standard form (Annex II).

b. At the end of every six months, the candidate shall submit the Progress Report (Annex III) on the research work with the approval of the supervisor/s. The report shall be submitted to the Programme Coordinator, MPhil/PhD to be forwarded to the relevant Board of Study through the Dean of the Faculty.

c. The candidate shall make at least one oral presentation on the progress of his/her research at the research symposia organized by the University of Colombo, or any other university and the Faculty of Graduate Studies. In addition, the candidate shall publish a minimum of two research papers before the final viva voce examination (see the amendment to the MPhil/PhD By-Laws appearing at the end of the Programme By-Laws).

2.6 Ethics Clearance

a. Approval from the Ethics Review Committee (ERC) of the FGS is required for the research studies focused on human subjects in collecting data. In such cases, the candidate shall be required to follow the Ethics Review Process as stipulated at the FGS and submit the Application for Ethics Review together with a completed set of Documents (refer Annex IV) with the approval of his/her supervisor/s.

b. The ERC shall meet once a month, and review the documents submitted by the candidates. The ERC shall approve the documents or advise to revise and resubmit the

documents for review again. The deadline for submission of ERC application for each month is 04.00pm on the last working day (Mon-Sat) of the previous month.

c. The candidates shall not be permitted to commence the data collection until the ethics approval is granted.

2.7 Upgrading to the PhD Programme

a. The Faculty Board may consider upgrading a candidate's registration to the MPhil Degree programme to the PhD level after completing the first year of his/her registration as a postgraduate candidate and subject to his/her successful completion of the Research Methodology Course.

b. Upgrading can be carried out taking into account the overall performance of the candidate during the study with three written chapters, namely, Introduction, Literature review (including a section on theory) and Research Methodology.

c. To request for upgrading, the candidate shall submit three (3) copies of the first three chapters of the MPhil thesis to the Programme Coordinator on the prescribed format given by the Faculty (refer Annex V till the chapter on Research Methodology). The candidate shall obtain the recommendation of the supervisor/s for submission of the chapters (refer Annex VI for the Checklist for appropriate sections before submitting the chapters).

d. On the recommendation of the respective supervisor/s the candidate shall make a written request (refer Annex VII) to the Coordinator of the programme at least one month before the submission, to arrange for a presentation for Upgrading before a panel of experts in the field to determine the suitability of the candidate for upgrading to the PhD level.

e. The panel to consider upgrading shall consist of the Dean/FGS, two or more experts in the relevant field as decided by the Faculty and approved by the Senate, the Director of Studies, the Coordinator/s of the programme, and the Supervisor/s of the candidate as observer/s.

f. The candidate shall make an oral presentation before the panel to describe the progress made during the first year of study. The panel shall make a recommendation whether the upgrading should be carried out or the candidate be required to continue with the MPhil programme.

2.8 Unsatisfactory Progress of MPhil/PhD Studies

a. If, in the opinion of the relevant Board of Study, on the written recommendation of the Coordinator, based on the observation 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.

b. The relevant Board of Study and the Senate shall have the power to modify the tentative title of the dissertation/thesis at any time.

2.9 Submission of the Thesis

a. The thesis shall be written in English. Candidates, for the MPhil or PhD Degree shall be required to submit the thesis on approved subjects demonstrating (a) knowledge on the methods of research, (b) competence to present material systematically, (c) the ability to exercise critical and independent judgment and (d) make a significant contribution to the chosen field of study. In addition to this, in the case of PhD Degree candidacy, the work should also represent a significant and original contribution creating new knowledge to the chosen field of study.

b. 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 of MPhil/PhD, giving the time requirement and justification for such an extension to be forwarded for the approval of the Senate.

c. The candidate shall, with the approval of the supervisor/s, inform the Dean of the Faculty of Graduate Studies of his/her intention to submit the thesis about three (03)

months before the intended date of submission to enable the University to proceed with making necessary arrangements to appoint examiners (refer Annex VIII).

d. On completion of his/her work, the candidate shall submit three (3) copies of the MPhil/PhD thesis to the Registrar/ FGS prepared on the prescribed format given by the Faculty (refer Annex V). The candidate shall obtain the recommendation of the supervisor/s for submission of the thesis (refer Annex VI for the Checklist before submitting the thesis for evaluation and refer Annex IX for Thesis Submission Form).

e. The candidate shall make a request to the FGS to check for plagiarism well in advance of submitting the thesis (refer to Annex X for the format of the Request for Checking Plagiarism).

2.10 Viva Voce Examination of the Thesis

a. In order to qualify for the award of the Degree, a candidate, after the submission of 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 following members:
   - The Dean/FGS (Chairperson of the examination panel)
   - The Coordinator/s of-Postgraduate Research Degrees (as an Observer)
   - The Director of Studies
   - The Examiners and
   - The Supervisor/s (as observer/s)

b. 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:
   i. that the Degree for which the candidate has submitted the thesis for assessment and presented him/herself for viva-voce examination shall be awarded.
      or
   ii. that the Degree for which the candidate has submitted his/her thesis for assessment and presented him/herself for viva voce examination shall be awarded subject to minor amendments/ corrections 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 (see Annex XI for Post-viva Correction
table).

or

iii.   in case of major amendments/ corrections to the thesis, as may be specified by
the Board of Examiners, the candidate shall be permitted to resubmit the thesis
within a maximum period of one year. The revised thesis shall be re-evaluated 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) or (e) below.

or

iv.   that the candidate is considered as incomplete, and the Degree shall not be
awarded.

or

v.   that, where the candidate has submitted the thesis and presented him/herself for
viva-voce examination 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 (a) or (b) above, where they are applicable.

c.   When a thesis is accepted for the award of a Degree, three (03) bound copies conforming to the
specified format shall be submitted to the Faculty of Graduate Studies (see Annex V and see
Annex VI).

The complete Programme By-laws are attached as the last annexure.

2.11 Fee Structure and Payment of Course Fees

Description	MPhil		PhD
	Year 01	Year 02	Year 03
Registration fee	Rs. 7,500.00	Rs. 7,500.00	Rs. 7,500.00
Course Fee	Rs 450,000.00	Rs 450,000.00	Rs 450,000.00
Library Fee	Rs. 1,500.00	Rs. 1,500.00	Rs. 1,500.00
Refundable Library Deposit	Rs. 5,000.00		
Total	**Rs. 464,000.00**	**Rs. 459,000.00**	**Rs. 459,000.00**

1. Payments can be made to the bank using the slip given by the FGS **or** use the People's Bank slip and make the payment to the given individual account code.

2. Send the PDF version of the original slip with a recent photo via email.

3. Keep a photocopy of the original slip for future reference.

4. Send the original version of the slip and 02 stamp size photographs via registered post to reach the Faculty of Graduate Studies, University of Colombo, No. 35/30, Prof. Stanley Wijesundara Mawatha, Colombo 07.

5. Those who are paying by the respective organization can forward their official cheque to University of Colombo, Faculty of Graduate Studies with a covering letter via registered post / hand over to the FGS office during office hours.

   In addition, students can pay the fees by using American Express and Visa Credit Cards only. In such cases, an additional bank chargers will be applied. Once the payments are made, the fees will not be refunded and cannot be transferred for the next year.

3. Support Systems and Facilities

3.1 Student Identification Cards

Once the students are registered for the MPhil/PhD Programme, Faculty will issue Identification (ID) Cards for Students. For this purpose, the student should fill the given ID Card Form and hand it over to the Faculty at the registration. Identification cards are the property of the University of Colombo and are intended for University purposes only. ID cards are required for admission to most University of Colombo activities and facilities, including libraries.

ID cards are not transferable; a student may not allow any other person to use his or her card for any purpose. Every student is responsible for his or her ID and the consequences of its misuse. A student who alters or falsifies his or her University identification card or produces or distributes false IDs of any kind is subject to disciplinary action. Students must show their ID cards or otherwise identify themselves upon request to any properly identified officer of the University. ID cards should be returned to the FGS once the programme is completed or once the students are not intending to follow the programme. Lost ID cards should be reported immediately to the Senior Assistant Registrar of the Faculty of Graduate Studies.

3.2 Learning Management System (LMS)

An LMS has been designed as part of the Blended Learning initiative of the University of Colombo. Students are given access to the LMS to enable them to engage in the learning activities of the

Research Methodology course. The LMS can be used to download course materials prescribed in the course as well as upload assignment and other student-based assessments designed by the course facilitators.

3.3 Library Service

The Library provides materials for learning and research in various formats. These include article databases, subject specialised databases, books, journals, magazines, newspapers, statistical data and audio/video materials. The Library provides access to a large number of electronic books and most journals can be accessed online. In order to access library resources, students should have a student ID card and a library card to borrow print materials; an SSO account to access online library facilities. These facilities can be accessed through the FGS website (https://fgs.cmb.ac.lk/library-facilities/).

3.4 Plagiarism Checking

To maintain the intellectual integrity and avoidance of plagiarism FGS will take steps to measure the plagiarism using TURNITIN plagiarism checking software. Faculty considers plagiarism as a serious offence. However, faculty allows an acceptable level of similarities/plagiarism for MPhil/PhD programme. In case of violation of this condition the Board of the Graduate Studies should recommend to the Senate to take action against such student according to the University rules relating to the examination offences and punishments. If the Turnitin result is unacceptable, the researcher/student shall be asked to re-submit work. However, the checks for plagiarism shall exclude the following:

1. All quoted work reproduced with all necessary permission, acknowledgements, and attribution.
2. All references, table of content, abbreviations, and acknowledgements.
3. All generic terms, laws, standard symbols and standards equations.

3.5 Programme Administration

Under the supervision of the Dean of the Faculty of Graduate Studies, the MPhil/PhD Programme Administration is done by the coordinators appointed for each MPhil/PhD intake. All the FGS Coordinators are well qualified academics of the University. In addition to Coordinators, the Faculty has deployed Management Assistants to work as Programme Assistants to support the Coordinators on programme administration tasks. These Programme Assistants work under the supervision and guidance of the Coordinators and work as per the direction of the Coordinator and

the Senior Assistant Registrar of the Faculty of Graduate Studies. Therefore, the students are advised to correspond on programme matters only with the respective programme Coordinator.

3.6 FGS Office and Facilities

The newly constructed seven storied building is located in the heart of the Colombo city facing the Stanley Wijesundara Mawatha of Colombo 07. The FGS Office is on the 1st floor of the building. The FGS building hosts lecture rooms, examination halls, a library, study/discussion areas, a cafeteria and the state-of-the-art auditorium with 600 seating capacity to provide facilities to postgraduate students in their academic journey. FGS is open to its students throughout the week and is always helpful to uplift the academic caliber of the students.

3.7 Handling Student Requests and Grievances

It is expected that all students maintain a very good working relationship with their Programme Coordinator. Student grievances should therefore be first directed to the Coordinator of the Programme especially regarding academic matters. Grievances of all other matters can be discussed with the Senior Assistant Registrar. Students can also consult and obtain academic advice from the Director of Studies.

Student requests can be downloaded from the FGS website: https://fgs.cmb.ac.lk/download/ (see Annex XII for the Student Request Form).

3.8 Disability

We strive to ensure that all students can participate as equal members of our community, and we will make every effort to support you if you have a disability. If you have a condition that may affect your studies, or your ability to join in with your academic life, please let us know upon application so we can discuss your support needs at an early stage.

4. Maintaining Intellectual Integrity and avoiding Plagiarism

4.1 Avoid plagiarism

1. The University's degrees and other academic awards are granted in recognition of a student's personal achievement.

2. Any action on the part of a candidate which involves plagiarism (defined as the unacknowledged use of another's work as if it were one's own exemplified by copying from a source without

acknowledgement of its origin) or other form of academic dishonesty, in work which may be assessed as part of the requirements for an academic award, will be regarded as a serious offence.

3. When a substantive case of academic dishonesty or plagiarism is detected by an examiner, or the panel, the student will be assigned no mark and are not awarded the degree.

It is most important for students to be very careful to avoid *plagiarism* in their academic writing. If the student acknowledges someone else's writing, it will not be plagiarism. Plagiarism is taking another person's words or ideas and using them as if they were your own. If even a small section of student's work is found to have been plagiarized, it is likely that the student will be assigned no mark, and the student may even be expelled from the university. The FGS regards plagiarism as an extremely serious offence.

Avoiding plagiarism is the key to maintaining academic integrity. Plagiarism is considered the worst intellectual crime and therefore, penalty for plagiarism can include the expulsion from the study programme, among other measures adopted based on the severity of plagiarism.

The simple way to avoid plagiarism is to duly acknowledge all the original sources from which the students have borrowed ideas in producing their own academic work.

4.2. Examination Offences and Punishments (see Annex XIII for Extracts from the Examination Manual)

1. Any candidate who violates any of the requirements or conditions stipulated in Examination procedure shall be considered as having committed an examination offence.

2. Examination offences may be classified as follows:
a) Possession of unauthorized documents or removal of examination stationery
b) Disorderly conduct
c) Copying
d) Obtaining or attempting to obtain improper assistance or cheating or attempting to cheat.
e) Impersonation
f) Aiding and abetting the commission of any of these offences
g) Violation of any of the requirements of conditions stipulated in Examination Procedure (Section 9 of this document)

3. There shall be an Examination Disciplinary Committee consisting of the Vice Chancellor and the Deans of the Faculties to investigate into and make recommendations (including punishments) regarding examination offences referred to it. The punishments recommended by the Examinations Disciplinary Committee shall be submitted to the Senate for a decision.

4. In all cases of commission of examination offences detected, the supervisor shall take action as outlined below and forward his/her report to the SAR.

5. Prior knowledge of a question paper, or part thereof, shall constitute an examination offence.

6. Where a student has been in possession of unauthorized material at an examination hall, he/she shall be presumed to have made use of such material until the contrary is proved by him/her.

7. In cases of disorderly conduct, the supervisor shall in the first instance warn the candidate to be of good behavior, where the candidate persists in unruly or disorderly conduct the supervisor may exclude the candidate from the examination hall and issue him/her a letter cancelling his/her candidature from the examination. Where a candidate's offence is only disobedience, the supervisor shall warn the candidate and forward a report to the SAR.

8. In all other cases of examination offences detected, the supervisor shall on detection of the offence take possession of unauthorized documents if any, obtain a statement from the candidate and write his/her report on the matter on the form provided for this purpose.

9. The SAR shall place all reports of examination offences submitted by the supervisors for the consideration of the Vice Chancellor who shall decide whether they shall be referred to the Examination Disciplinary Committee for further action.

10. Any examiner, Dean of a Faculty, Head of a Department, Chairperson of a Stream or any other official of the University, who detects an examination offence, shall report the matter in writing to the Registrar or the SAR of the Faculty, who shall submit same to the Vice Chancellor for necessary action.

11. Any allegations regarding the commission of examination offences from whosoever received shall be submitted by the Registrar or SAR to the Vice Chancellor, who shall decide whether these shall be referred to the Examination Disciplinary Committee for necessary action.

12. A candidate who is found guilty of an examination offence is liable to any one or more of the following punishments.
a) Removal of his name from the pass list.
b) Cancellation of his/her candidature from whole or part of the examination, or
c) Suspension from any university examination for such period as the Senate may decide or indefinitely, or
d) Suspension from any university for such periods the Senate may decide or indefinitely.

13. Any candidate found aiding and abetting the commission of any examination offence shall be liable to the same punishment as that applicable to the offence.

14. Any appeal against the decision of the Senate shall be made to the Council.

5. General Policies at the University

5.1 Social Media Guidelines

The University of Colombo is a reputed university which upholds the right of speech and freedom of expression including the right to receive information. It gives its best to maintain a safe community that nurtures an enabling environment to express independent views on social media. The University community (staff and students) are expected to use social media platforms adopting the highest ethical standards when commenting on any matter pertaining to the University, its employees, students, and affiliates. The guidelines have uploaded in the University web site (https://cmb.ac.lk/social-media-guidelines/) and it provides Principles to adhere to, and guidelines for best practices when engaging as an individual or a group on platforms such as Facebook, WhatsApp, Tumblr, Instagram, Twitter, Viber, LinkedIn, Telegram, Blogs, YouTube, TikTok, Snapchat, etc.

5.2 Policy against Sexual Harassments

This Policy provides for the prevention of sexual harassment, and a complaining mechanism for persons affected by sexual harassment. It applies to persons and places that come under the aegis of the University of Colombo. For more details students can refer the policy document uploaded at the University website https://cmb.ac.lk/policy-against-sexual-harassment/

5.3 Policy on Student Discipline

These By-Laws may be cited as the Student Discipline By-Laws No. I of 2001 and shall come into operation on 01st June 2001. For more details, students can refer to the policy document uploaded on the University web site https://cmb.ac.lk/wp-content/uploads/bylaw-on-student-discipline.pdf.

5.4 Privacy Policy

Privacy policy of the University of Colombo is well exhibited on the website. For information, please visit the University of Colombo official website via https://cmb.ac.lk/privacy-policy

5.5 Other Policies
Email Policy: https://cmb.ac.lk/wp-content/uploads/email_policy_v1.0-university-of-colombo.pdf
Guidelines on using the University Logo – Visual Identity: https://cmb.ac.lk/visual-identity

6. Resource persons

The FGS draws resource persons including the lecture panel, supervisors, examiners and other experts from other faculties in the University as well as other local and international universities covering all disciplinary areas.

7. Important Contacts

Postal Address	Faculty of Graduate Studies, University of Colombo, No. 35/30, Stanley Wijesundera Mawatha, Colombo 07 Sri Lanka
Telephone	
Dean's Office	0112581712
Senior Assistant Registrar	0112505845
Assistant Bursar	0112556931
Hotline – Student Inquiries (Programme Assistant/ Coordinator/ Director of Studies)	0112058660 / 0112055656 / 0112058661
FAX	0112591395
Emails	
Dean	dean@fgs.cmb.ac.lk
Director of Studies	dos@fgs.cmb.ac.lk
Programme Coordinator	mphilphd2025@fgs.cmb.ac.lk seuwandhi@mos.cmb.ac.lk
Senior Assistant Registrar	sar@fgs.cmb.ac.lk
Assistant Bursar	sab@fgs.cmb.ac.lk
Web	https://fgs.cmb.ac.lk/

Annexures – Specimen Documents

Annex I: Format for Research Proposal

- The research proposal should not exceed 3000 words excluding the list of references and annexures.
- It should be typed in Times New Roman, font size 12, 1.5 line spacing with 1 inch margin on all sides of A4 paper (if printed, on both sides).

Outline:

1. Title
2. Background of the study
3. Brief literature review (theories and empirical studies)
4. Research Problem/Problem statement
5. Research Questions/ Research Objectives
6. Significance/contribution (novelty) of the study
7. Proposed conceptual framework and hypothesis (if applicable)/ analytical framework
8. Description of research field and sample (must include sample size calculation and sample selection technique)/ research participants (for qualitative research)
9. Research methods and techniques
10. Instruments of data collection (questionnaires, Interview guides/schedules, check lists, data extraction forms etc.)
11. Proposed approach for data analysis
12. Ethical considerations
13. Limitations of study (for quantitative studies)
14. List of references
15. Annexures

Annex II: Supervisor Consultation Record

Faculty of Graduate Studies
University of Colombo

Supervisor Consultation Record

MPhil/PhD Programme

Name of the candidate	
Registration number	
Year of intake	
Name of the supervisor/s	
Title of the thesis	
Time period covered	

Each student is required to maintain this record of consultation of the academic supervisor/s for their MPhil/PhD work. It is the responsibility of candidates to obtain remarks and signature of the academic supervisor/s at the end of each meeting and submit this document to the relevant programme assistant of the FGS office in every six months period. If there are more than one supervisor, the student should obtain signatures of all the supervisors for the meetings conducted.

Consulted date	Extent of work completed	Signature of the student	Signature of the supervisor/s

For office use only

Received by (Name of the Course Assistant): …………………………………………………………………………………………

Date: ……………………………..

………………………………………………
Signature of the Coordinator and Date

Annex III: Progress Report Format

Faculty of Graduate Studies
University of Colombo

Progress Report

MPhil/PhD Programme

Section 1: STUDENT INFORMATION

Name of the student	
Registration number	
Year of intake	
Name of the supervisor/s	
Title of the thesis	
Time period covered by the report	

Progress:

Status	Proposal	Chapter 1	Chapter 2	Chapter 3	Chapter….
Completed					
Partially completed					
Not completed					
Not started					

Any other details on progress of work:

……

……

Signature of the candidate: Date:………………………............

Section 2 - TO BE COMPLETED BY THE SUPERVISOR IN DISCUSSION WITH THE CANDIDATE

Has the candidate been meeting with the Supervisor in person on a regular basis? ☐ Yes ☐ No

If 'Yes' ☐ Weekly ☐ Fortnightly ☐ monthly

If 'No' please provide details:

……..

……

Has the candidate produced any written material towards the thesis? ☐ Yes ☐ No

Do you regard the candidate's rate of progress as satisfactory?

……..

……

Signature of the Supervisor/s:………………………… Date:………………………..

Section 3 - TO BE COMPLETED BY MPHIL/PHD COORDINATOR

Note: If the Supervisor is the MPhil/PhD Coordinator this section must be completed, signed and dated by the Director of Studies/Dean, FGS.

Brief comments on candidate's overall progress

……

……..

………………………………………….. …………………………………………..

Signature of MPhil/PhD Coordinator Signature of Dean/FGS

Date:……………………….. Date:………………………..

Annex IV: Ethics Review Documents

Instructions:

Ethics approval has to be obtained from the Ethics Review Committee (ERC) of the FGS where required. Research projects should commence after obtaining approval from the Research Ethics Committee and approved by FGS. Projects dealing entirely with secondary data and literature need not go through the ethics clearance process. Only projects dealing with human subjects are required to obtain ethics clearance. Students can submit their ethics application form ONLY after the final research proposal has been accepted by the FGS.

The Ethics Review documents can be accessed and downloaded from the Faculty of Graduate Studies website (https://fgs.cmb.ac.lk/ethics-review-committee/).

The website provides the following materials to be downloaded:

- ✔ Guidelines and Instructions
- ✔ Declaration
- ✔ The Application
- ✔ Submission Checklist
- ✔ Detailed Research Proposal
- ✔ Research Proposal Summary
- ✔ Sample Information Sheet
- ✔ Sample Consent Form

The Ethics application with the relevant documents must be submitted as a soft copy, emailed to erc@fgs.cmb.ac.lk

Annex V: Thesis Format and Guidelines for Preparation of the Thesis

The preparation of an MPhil/PhD thesis is a systematic process that starts in the first year and finishes with submission of the final hard bound thesis after the viva-voce examination. To get satisfactory results it is important to work consistently, developing the research argument by reading and analysing the literature, designing and developing the methodology for the empirical research, data collection, analysis of data and preparing the final thesis. The work on the thesis must be started in the first year. Students are expected to meet the programme learning outcomes and the follow the activities in the programme timeline.

The thesis for the Degree of Master of Philosophy must consist of 60,000 – 70,000 words and the thesis of the Doctor of Philosophy must consist of 90,000 – 100,000 words (excluding tables, figures and references). The thesis shall incorporate necessary tables and figures and be prepared according to the guidelines of FGS.

See below for (a) preliminary pages, (b) structure of the thesis, and (c) technical pointers in preparing the thesis.

(a) Preliminary Pages

Thesis components	Thesis structure requirements
Title page	Thesis Title, the name and registration number of the candidate, Month and year of submission, Faculty and the University.
Declaration by Candidate and approval of Supervisor/s	A separate page must be dedicated to the declaration by the candidate. See section (c) technical pointers for the statement of declaration and superior certification statement to be included in the thesis.
Acknowledgement	Acknowledgement statement.
Abstract	Presenting the purpose, the design/ methodology/ approach, findings, and originality (maximum one page) of the study.
Abbreviations	Used abbreviations with its full form should be provided.
Contents	List of chapter titles, sections, subsections with page numbers.
List of tables	A list of tables should be provided with specific page numbers.
List of figures	A list of figures should be provided with specified page numbers.

Numbering of Preliminary pages	All pages from the beginning up to chapter one should be numbered using Roman numerals.

(b) Structure of the thesis chapters[1]

Chapter 1 Introduction	**For quantitative studies** 1.1. Background [Relevance of the topic and the necessity for scientific investigation, motives for choosing a particular topic] 1.2. Research problem [highlighting the research gaps] 1.3. Research questions and objectives 1.4. Research methodology [a brief description of methodology employed in the study] 1.5. Theoretical, methodological, and practical significance and originality of the study 1.6. Limitations of the study 1.7. Structure of the thesis: [A paragraph indicating the main contribution of each chapter and how do they relate to the main body of the study] **For qualitative studies** 1.1. Background 1.2. Motivation for the study 1.3. Situating the research [locating your research in a particular domain/ field of literature and in particular identified debate/s to identify the research gap] 1.4. Theoretical inspirations and research questions 1.5. Originality of the study 1.6. Organisation of the thesis
Chapter 2 Literature Review [or any other heading appropriate to your domain/ field and literature]	This chapter should start with an introduction [connecting to the previous chapter and informing the reader what to expect in this chapter – especially the research gap identified] and end with a summary [informing the reader the key arguments made in the chapter and the connection to the next chapter]. This chapter should demonstrate the student's expertise, intellectual capabilities and ability to carry out a critical review of existing body of literature relating to the research issue under investigation [showing the reader what research has been done, and the gaps that remain to be studied].

[1] You could deviate from this structure as advised by your supervisor, based on the discipline and the analytical approaches used in your study.

		This should be mainly based on refereed Journal articles. Students could also cite evidence from discussion papers and monographs [if relevant to their domain].
Chapter 3 Theoretical Foundation [or any other heading as appropriate to your domain/ field/ theory]		Similar to the previous chapter, this chapter too should start with an introduction and end with a summary. **For quantitative studies:** This chapter should have an explicit explanation for the key conceptual terms used in the thesis. It should cover accepted theories and concepts used in the literature. Further, the student has to develop an appropriate conceptual framework based on relevant theory/ies or literature with a logical flow of arguments leading to hypotheses. **For qualitative studies:** This chapter should present appropriate theory/ies/framework of analysis of the study and argue and justify why the study selected this particular theory/ies or a framework of analysis to address the identified research gap [justification for the suitability of the theory/ies selected]. Further, how the theory/ies or the framework of analysis was used in the study, by presenting and discussing the theoretical notions/concepts that the study uses to theorise the findings of the study. *For students drawing on Grounded Theory as a methodology, this chapter may not be required.
Chapter 4 Research Methodology		Similar to previous chapters, this chapter too should start with an introduction and end with a summary. **For quantitative studies:** This chapter should deal with methodological aspects of the study i.e. philosophical position of the researcher, choice of research methods, rationale behind the selection of methods, data sources, research design, data collection instruments and measures to ensure validity and reliability, and analytical techniques and ethical considerations of the study. **For qualitative studies:** This chapter should discuss the philosophical and methodological position of the study and connect the selected research design to it. Further, it should include details of the methods used by the researcher in conducting the research, the ethical considerations, details on the field work [especially for empirical research including challenges encountered], and how the researcher was able to maintain reflexivity, and other requirements ensuring the quality of the qualitative study.
Chapter 5 Analysis and Results/Findings		Similar to previous chapters, all analysis chapters should start with an introduction and end with a summary.

[or any other heading as appropriate to your study – it could be even two or more chapters of analysis]	**For quantitative research:** The answers to the formulated research questions should be examined in a logical manner paying attention to the theoretical foundations and empirical evidence in the literature. The data should be processed with the identified tools and techniques. The results/findings should be presented using appropriate visualisation tools (e.g. tables, figures, images, charts etc.). **For qualitative research**: This chapter/s should be organised by drawing on the theoretical notions/ theories or the framework of analysis presented in Chapter 3, where the quoted interview data/ narratives/ documentary reviews/ photographs/ pictures/ reflections of the researcher during fieldwork etc. are presented under these theoretical notions/ theories/ framework of analysis and discussed to answer the research questions raised in Chapter 1.
Chapter 6 Discussion and Conclusion [This could be one chapter or two separate chapters as Discussion and Conclusion]	This chapter should start with a summary that includes the research issue, research questions and methodology adopted in the analysis and the key findings (summarises main results of the study). Then a section on discussion of the findings of the research in light of other research, and new insights that emerge from your own study. The conclusion section should present the conclusions based on the key findings of the study. This chapter also must have a section on contributions of the study [to selected literature/ debates in your research domain], implications of the study [to theory/methodology and practice – or as appropriate for your study], and directions for future research. **If you opt for two separate chapters as discussion and conclusion**: The discussion chapter should include: an introduction to the chapter, discussion of the analysis of findings in light of other research in your selected research domain and how the research questions were answered, implications of the study [to theory and practice or policy – as appropriate], and a summary at the end. The conclusion chapter should include: a brief summary of the study, conclusions based on the findings of the research, the contributions of the study [to selected literature/ debates in your research domain], and directions for future research.
Footnotes/Endnotes	Explanatory notes should be presented as footnotes/endnotes.
References	All in-text citations should have a corresponding entry in the reference list. Please follow the latest version of APA or Harvard Guidelines or a reference style prescribed in your disciplinary area of study.
Appendices	Include appendices at the end of the final thesis as attachments if they enhance the value of your work.

Note: While we prescribe this format in crafting your thesis, we believe that a certain degree of flexibility must be given to your research supervisor/s in accommodating any changes appropriately.

(c) Technical pointers for the final thesis

Final thesis must be printed on the standard A4 format paper (210x297 mm), with the following page settings:

1. Font 12, Times New Roman

2. Line spacing 1.5

3. Margins: 1.5 inch on the left and 1 inch on all other sides

4. Page numbering (in Arabic numbers) should start from Chapter one to the last page of the thesis.

5. Page number should appear on the bottom of the page, in center, without a dot.

6. Every new chapter should start on a new page with the chapter number and heading. Paragraphs and subsections should start in the same page.

7. The list of references and annexures should also start on a new page.

8. The section headings should be in capital letters. The subsection and paragraph headings should only start with a capital letter.

9. All headings must be in bold letters and Left-aligned.

10. The sections and subsections of the text should be numbered using Arabic numbers. Numbering of subsections should start in every section (e.g. 2.1, 2.2; 3.1, 3.2). If the text is separated into paragraphs, they should be numbered using the same principle (e.g.: 2.1.1, 2.1.2, 2.1.3), if applicable. Levels of headings should be limited to three.

11. Every table, picture, figure, image or graph etc. should have a caption with the source identified. These must be numbered in identification with the chapter number and the serial number (e.g.: the first table appeared in chapter 1 should be numbered as Table 1.1, the second table as 1.2).

12. The font size of tables, pictures, figures, images, graphs etc. does not have to match the font size of the main text. The table title should be left-aligned and written in parallel line to the table number. The number and the title of the picture, figure or graph should appear below the object.

13. Tables or graphical objects should be compact and take up not more than a page. If there are any problems of fitting them, they can also be presented vertically in the page. In this case, the title of the object should be on the left-hand side. Student should consider adding bigger objects as the attachments (annexures), instead of presenting them in the text.

14. Annexures should have their own numbering. If the table or a graph in the annexures do not fit in one page, there should be an additional indication on both pages, for instance "Table 5 is continued in the next page" and "continuation of table 5".

15. Formulae used in the text should be numbered. The number should be in parentheses and on the right side of the line, which contains the formula.

16. Final submission following viva voce examination must include relevant revisions and considerations based on comments/reports by the examiners.

17. On approval of the final submission, three (3) bound copies and in the soft form (single sided) must be submitted to the Faculty. The final submitted version must be bound in a Black Hardcover with Gold letters. A model of the front cover and lettering along the spine of the thesis is given in the following pages.

18. Technical pointers on declaration statement and supervisor certification statement are given below.

DECLARATION

I certify that this dissertation does not incorporate without acknowledgment any material previously submitted for a Degree or Diploma in any University or higher education institute; and to the best of my knowledge and belief it does not contain any material previously published, written by another person or developed with the use of Artificial Intelligence (AI) tools except where due reference is made in the text.

(Name of the candidate)

(Reg number)   Date

Supervisors' Certification

I approve the research thesis titled "…………." by ………. (name) ….. (Reg #) for the submission to the Faculty of Graduate Studies, University of Colombo, Sri Lanka, in fulfilment of final requirement of the research thesis for Doctor of Philosophy.

(Signature) …………………………   Date:…………………………

Professor ……

Supervisor

Affiliation

(Signature)………………………   Date………………………….

Professor …………………,

Supervisor

Affiliation

19. The cover page for soft bound submissions should be presented as follows (excluding the any page boarders).

<div style="border:1px solid black; padding:1em;">

<p align="center" style="font-size:16pt">[TITLE in Font Times New Roman – size 16]</p>

<p align="center">[NAME IN FULL – size 12]</p>

<p align="center">[Registration Number – size 12]</p>

<p align="center">Upgrading/Pre-Submission/Final Thesis submitted to the Faculty of Graduate Studies,
University of Colombo for the Degree
of Master of Philosophy and Doctor of Philosophy</p>

<p align="center">[MONTH & YEAR (e.g., December 2025]</p>

</div>

20. The final hard bound cover page should be presented as follows.

Name of the Degree Programme NAME YEAR	[TITLE in Font Times New Roman – size 14] [NAME IN FULL and Registration No. - Size 12] Name of the Degree Faculty of Graduate Studies University of Colombo Sri Lanka [YEAR]

Annex VI: Checklist before Submitting the Pre-submission and Final Thesis

Please check (√) with the following checklist to make sure that all requirements are fulfilled, and supplements are attached to the thesis before the submission.

1.	Prescribed format is adopted (e.g., front page, preliminary pages, chapters, references, and annexures)	
2.	All preliminary pages are in order and numbered in Roman numerals	
3.	All chapters are numbered with Arabic numerals from the first page of the chapter one to last page	
4.	All instructed revisions (at the pre-submission viva) are done and revision table is attached	
5.	Thesis is proof-read	
6.	Similarity index report is attached*	
7.	Ethics Review Approval letter is attached*	
8.	Supervisor/s' approval for submission is obtained	
9.	Three copies are ready (soft-bound)	
10.	Research Contribution Declaration Form is attached (See Annex XIV)	
11.	FGS Office is communicated in advance on submission	

* Similarity index report and the Ethics Review Approval letter are not required to be included in the **final hard-bound** submission of the thesis.

Annex VII: Request for Upgrading the Degree Status from MPhil to PhD

Students who are interested in upgrading their degree status from MPhil to PhD, should follow the guidelines and fulfill the requirements given below.

1. The student should have completed at least one year of research on full-time basis in the MPhil programme. The duration is counted from the date of registration.

2. The student should have submitted all progress reports at the time of the request.

3. The student should make a request via email to the Programme Coordinator on the intention to upgrade at least one month prior to the submission of the first three chapters.

4. The student should make sure that the title of the research study is approved by the Senate of the University of Colombo.

5. This submission should include the title page, preliminary pages (see Annex V), the first three chapters [Introduction, Literature and theory, and methodology], list of references and annexures (if any) as a spiral bound hard document in three copies.

6. The three hard-bound copies should be submitted with the following, recommended by the supervisor/s:

● Completed request form (see the format on the next page)
● One page summary of the MPhil work completed and proposed PhD work
● The first three chapters [Introduction, Literature and theory, and methodology] of the thesis (follow the guidelines given in Annex V)
● Any other documents supporting the upgrading (e.g., Ethics Approval letter, any evidence for publications [see 7 below])

7. The student should provide strong evidence of research output/potential to be adjudged by the panel of examiners. This evidence could be demonstrated by publications in refereed journals and abstracts of presentations made at conferences based on the proposed MPhil/PhD research work. This is not a necessity for upgrading but will support the upgrading submission.

8. After preliminary screening, the Programme Coordinator shall arrange an oral examination for the student at the FGS. The student is required to make a 20-minute presentation based on his/her research work done so far, and what is expected to be achieved in the PhD programme.

9. The evaluation panel shall make a recommendation whether the upgrading should be carried out or the candidate be required to continue with the MPhil Programme.

Faculty of Graduate Studies

Request for Upgrading the Degree Status from MPhil to PhD

Name of the student (with initials): ………………………………………………………………………………

Registration number: ……………………………………….…………

Title of the Research: …………………………………………………………………………………

……

Names of supervisor/co-supervisor:

1. ………………………………………………………………………………...

2. ………………………………………………………………………………...

Details of presentations and publications:

Type of presentations and publication	Number of publications	Evidence attached [Yes/No]
Full papers in Indexed/peer reviewed international journals		
Full papers Indexed Local journals		
Full papers in conference proceedings		
Presentations in conferences/ symposia		
Extended abstracts/ abstracts		
Book chapters		
Any others		

Please attach evidence for the publications given above.

Signature of the Student: ………………………………………………….
Mobile number of the Student: ………………………………………….
Date: ………………………………….

Recommendation of the Supervisor/s

I recommend the upgrading of the degree status of …………………………………………. from MPhil to PhD.

…………………………………….   …………………………………………………….

Name and Signature of the Supervisor/s

Mobile number of the student: ………………………………………….

Date: …………………………………….

Annex VIII: Informing the Intension to Submit the Thesis

The students who intend to submit the thesis need to fill the following form with signature of the student and Supervisor/co-supervisor/s and submit to Registrar/Faculty of Graduate Studies three months prior to submission.

Name of the student	
Registration No.	
Possession of a valid registration Year of last validation of registration	YES ☐ NO ☐ …………….
Whether the Research Methodology course is successfully completed	YES ☐ NO ☐
Whether minimum required duration of the degree programme has been completed	YES ☐ NO ☐
Whether all due payments are cleared	YES ☐ NO ☐
Whether ethics clearance has been obtained for the study (where applicable)	YES ☐ N/A ☐ NO ☐
Whether any extension to submit the thesis has been obtained before If yes, relevant documentary evidence is attached	YES ☐ NO ☐ YES ☐ NO ☐
Intended date of submission	

Signature of the student: .... Date: ....

Mobile number of the student: ………………………………………………………………………………………………….

Signature of the Supervisor/s: …………………………………….. Date: ………………………………….

Mobile number of the supervisor/s: ………………………………………………………………………………….

Annex IX: Thesis Submission Form

Faculty of Graduate
StudiesUniversity of
Colombo

Thesis Submission FormMPhil/PhD Programme

Section A: STUDENT INFORMATION (Should be completed by the student)

Name of the Student								
Registration number								
Date of Registration								
Registration Renewal Valid Date								
Name of the supervisor								
Approved Title								
Name of the Supervisor 1								
Name of the Supervisor 2								
Submission Type (✓)	Proposal		Up-grading		Pre-Submission		Final Submission	
Submission Date								
Signature of the Student								
Date:								

Section B: SUBMISSION FORWARDED THROUGH THE SUPERVISOR AND COORDINATOR

(The student should obtain the signatures)

Signature of Supervisor 1		Date	
Signature of Supervisor 1		Date	

Section C: PAYMENT CONFORMATION

(Conformation should be obtained from FGS Administration and Finance Divisions)

C – 01 AMOUNT TO BE PAID IN DETAIL – Filled by FGS Administration Division

Payment Records	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Course Fee						
Registration Fee						
Library Fee						
Continuation Fee						
Signature of Senior Assistant Registrar				Date		

C – 02 AMOUNT PAID – Filled by FGS Finance Division

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Paid Amount						
Signature of Senior Assistant Bursar				Date		

Section D: FOR OFFICE USE ONLY

D – 1 SUBMISSION CONFIRMATION

	Date Received	Signature of the MA	Signature of SAR/DR
Thesis Received on			

D – 2 FORWARDED TO THE COORDINATOR FOR EVALUATION

	Date of the Thesis Submission	Signature of the Coordinator	Date
Received the Thesis			

Section E: EVALUATION STATUS

Examiners	Date sent to Examiners and signature	Date Received and Signature
1		
2		
Date of Viva-voce		

Annex X: Request for Checking Plagiarism for MPhil/PhD Thesis

(Applying for First Time / Second Time)

Date: _____

The Coordinator

Master of Philosophy/Doctor of Philosophy Programme

Faculty of Graduate Studies

University of Colombo

Subject: Request for Plagiarism check report of for MPhil/Ph.D. Thesis

Dear Sir/Madam,

I am submitting herewith the softcopy of my MPhil/PhD Thesis for plagiarism checking. It is highly appreciated if you could kindly provide me with the Similarity Index Report for my Thesis.

Name of the Student: ……

Registration No: ………..

Contact No: ……………………………………… E-mail: ………………………………………………………………………

Name of the Supervisor: ……

Title of the Thesis: ……..

………

………

Previous Application Number, if applying the second time: **…………………………………………………..**

I declare that I am aware of the anti-plagiarism policy of the Faculty of Graduate Studies and the University of Colombo. I further declare that the soft copy being submitted herewith for plagiarism checking is the same as the original print of the thesis submitted to the FGS on ……………………………..

………………………………………

Signature of the Student

Date: ……………………

<u>**CERTIFICATE OF PLAGIARISM CHECKING**</u>

Application No:

MPHIL/PHD THESIS

1.Name of the Student:…………………………………………………………………………………………

2.Registration No: …………………………………………………………………………………………………

3.Title of the Thesis: ………………………………………………………………………………………………….

4.Name of the Supervisor: ……………………………………………………………………………………………

5.Acceptable Maximum Limit: ……. (depending on the field of study)

6.Percentage of the Similarity of Contents Identified: ……………………………………….(Please see the Similarity Index Report attached herewith).

7.Software Used: …………………………………………………………

8.Date of Verification: ………………………………………………………………………………………………

…………………………………………………
Authorized Signature for Verification

Name and Designation: …………………………………………………………………………………………

(official seal)

Annex XI: Post-Viva Correction Table

Faculty of Graduate Studies

University of Colombo

Post-viva Correction Table

Panel/ Examiner	Suggestion/ Comment	Effected Change	Page No. in the Thesis
Overall Comments by the viva panel			
1st Examiner			
2nd Examiner			

		55	
Overall Changes			

I certify that I have addressed all comments raised by the examiners and viva – voce panel.

Name of the Student: Date:

Signature:

Certification of the Nominee of the Board of Examiners (if applicable)

I certify that the corrections have been attempted as expected.

Name of the Examiner:

Signature:

Date:

Certification of the Supervisor

Name of the Supervisor:

Signature:

Date:

Annex XII: Student Request Form

Faculty of Graduate Studies

University of Colombo

STUDENT REQUEST FORM

(Please fill this form and submit along with supportive documents)

1. **Name of the student**   : …………………………………………….

2. **Programme enrolled in**   : …………………………………………….

3. **Registration Number**   : …………………………………………….

4. **Type of the request (please tick off)**:

    a. Deferment of the programme   ☐

    b. Extension of the deadline of Thesis/ Dissertation   ☐

    c. Absence for the Semester-end examination   ☐

    d. Other (please specify) …………………………………………….   ☐

5. **Reason for the request (please tick off):**

    a.   Medical   ☐

    b.   Official   ☐

    c. Personal   ☐

    d. Other   ☐

6. **Letter explaining the reason for the request (self-prepared) attached:**   ☐

7. **Evidence attached (please tick off):**

    a. Medical certificate from a medical officer   ☐

    (Please submit the Medical Application Form together with this)

    b. Official letter from the workplace   ☐

    c. Other (please specify)……………………………………………..   ☐

I do here by confirm that the information furnished above by me are true and correct.

Signature of the Student:……………………………….   Date: ………………………

FOR OFFICE USE ONLY

Received on:
(Date)

Recommendation/ observations of the Programme Coordinator: …………………………………

………………………………………………………………………………………………………

………………………………………………………………………………………………………

Name of the Programme Coordinator: …………………………………………………………….

Forwarded to: BSPS ☐ BSDS ☐ Signature: ………………………… Date: …………..

Annex XIII: Examination Offenses and Punishments

All the examination offences are reported to the Examination committee. The Committee should investigate and make recommendations including punishments. The decision of the Examination committee is forwarded to the Senate and any appeal against the decision of the Senate shall be made to the Examination Committee which shall then be considered by the Examination Committee and a recommendation, if any, made.

Examination offences may be classified as follows:

	Offence	Punishments
Examination Offences Inside the Exam Hall		
1.	**Possession of unauthorized notes/ formulas/ document/ equipment[4]**	
	1.1 Notes/ formulas written on University material (Admission card/ University Answer sheets etc.) [Answer books/ sheets, Admission Cards, Graph papers, Statistical Papers, Maps and any document provided by the University are considered as University Materials.]	Minimum of cancellation of the results of that particular paper and a maximum of the cancellation of the results of the semester/ year end/ stream examination, in which the offence occurred.
	1.2 Notes/ formulas written on a non-university material including paper, pencil case, calculator, clothes, own body etc.	
	1.3 Possession of electronic equipment such as mobile phones, tablets, note-books, data processing wrist-watches, etc.	
2.	**Copy or attempt to copy**	
	2.1 Copy or attempt to copy from the script of another candidate.	Results of the paper of that semester/ year-end / stream examination, which the offence occurred, will be cancelled
	2.2 Facilitating or providing opportunity to others in the hall to copy by keeping his/her answer scripts or any other document in such a way that the other candidate/s can see or by word of mouth or by signs and gestures.	
3.	Removing examination stationery or any other material provided for the examination out of the examination hall	Written warning by Vice Chancellor for the 1 instance. Cancellation of the results of the exam paper for repetition of the offence.
4.	Writing name on the answer script	Written warning by the Dean of the Faculty and cancellation of results of the paper on repetition for the following years
5.	**Disorderly Conduct**	

---

[4] Where a student has been in possession of unauthorized material at an examination hall, he/ she shall be presumed to have made use of such material until him/her proves the contrary

	5.1 Not carrying out the instructions of Supervisor/ Invigilators (disorderly conduct) during the examination and immediately before and after it inside the exam hall.	Cancellation of the results of the paper or to expel the student from the Hall once he/she refuses to abide by the instructions given by the Supervisor in consultation with the Dean of the Faculty.
	5.2 Disturbing supervisor or his/ her staff, or to other candidates in the examination hall or its precincts	
6.	**Impersonation**	
	6.1 Impersonating any candidate in the examination hall or attempt to do so before the commencement of the examination	Expel the impersonator from the examination Hall and cancellation of the impersonator's (if impersonator is also a student of the university) entire year examinations in which the offence occurred and debar the impersonator from sitting any university examination in next three subsequent academic years. If the impersonator is an outsider, the matter requires inquiry and informing appropriate authorities
	6.2 Allowing himself/ herself to be impersonated by another person	Cancellation of the candidate's entire year's examinations in which the offence occurred and debar from sitting any university examination in next three subsequent academic years.
Examination Offences Outside the Exam Hall		
7.	Obtain or attempt to obtain prior knowledge of examination papers/ questions	
	7.1 Obtain or attempt to obtain prior knowledge of Examination papers/ questions	Cancel the results of the entire semester / year/ stream examination and to be reported for disciplinary action.
	7.2 Aiding and abetting to the above by another candidate	
8	**Plagiarism[5] (Submitting assignments/term papers/ project reports/ extended essays/ dissertation/ thesis which has been done wholly or partly by anyone other than the candidate and quoting someone else's work without giving proper citation)**	
	8.1 Assignments/ term papers/ project reports (Considered as an assessment components of the subject/ course unit)	Assign zero marks and written warning by the Dean of the Faculty.
	8.2 Extended Essays/ Dissertation (Considered as a subject/ course unit)	Cancellation of the results of the extended essays/ dissertation and consider it as an exhausted attempt.
	8.3 Thesis/ Dissertation/ Research paper (Partial requirement of Postgraduate Degree)	Cancellation of the results of the thesis/ dissertation/ research paper and suspension from the university for such period as the Senate decides on the recommendation of the Examination committee.

[5] Plagiarism is defined as plagiarism above the accepted the cut-off/ threshold level

	8.4 Thesis/ Dissertation (Full requirement of the Postgraduate Degree)	Cancellation of his/her candidature and debarment for future registration for any postgraduate programme in the university.
	8.5 Aiding and abetting any of the above examination offence shall be deemed to have committed that offence.	If aiding and abetting is done by another candidate of the University, the same punishment as the person committing the offence is applicable.
9.	**Forging signature of any official of the University or Outsiders related to the Examination process and alteration of Official documents**	
	9.1 In dissertation/ thesis – by undergraduates	Cancellation of results of the dissertation/ thesis and consider it as an exhausted attempt.
	9.2 In other examination or official documents (Such as transcript, testamur) - by undergraduates	Appropriate punishment recommended by the Examination Committee and decided by the Senate
	9.3 In any document (Including dissertation/ thesis, transcripts, testamur) - by Postgraduate students	Cancellation of candidature in the programme.

Notes: Those who are punished for Examinations offence will not be eligible for a Class or a Merit/ Distinction pass. They are not eligible for any awards, prizes or scholarships, which are awarded for academic excellence.

Annex XIV: Research Contribution Declaration Form

Faculty of Graduate Studies

University of Colombo

Master of Philosophy / Doctor of Philosophy Programme

RESEARCH CONTRIBUTION DECLARATION FORM

Note: This Research Impact Statement should be filled and submitted by the MPhil and PhD students who submit the **final thesis/dissertation** (when submitting final hard-bound copies after addressing any amendments/corrections suggested by the examiners).

Name of the Student		
Registration Number		
Title of the Degree		
Name(s) of the Supervisor(s)		
Title of the Study (final thesis submitted)		
Problem/ issue addressed in the study (maximum five lines)		
Methodology used to address the issue/ problem (e.g., experiments; document analysis, etc.)		
List of stakeholders of research outcomes (e.g., educational policy makers; school administrators; research scholars, etc.)		
Implications of the study (as relevant):		
1.	Theoretical	
2.	Methodological	
3.	Practical	
Specific policy implications (if any)		SDGs addressed
	a.	
	b.	
	c.	
	d.	

Signature of the Student: ……………………………………….   Date: ………………………….

Signature of the Supervisor(s):

…………………………………………………….   Date: ………………………….

…………………………………………………….   Date: ………………………….

UNIVERSITY OF COLOMBO

FACULTY OF GRADUATE STUDIES

Master of Philosophy/Doctor of Philosophy

(SLQF level 11/12)

By-Laws

2022

UNIVERSITY OF COLOMBO
FACULTY OF GRADUATE STUDIES

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 Amendment/s

By- Laws

1.   1.1 These By-Laws may be cited as the Master of Philosophy (MPhil) leading to Doctor of Philosophy (PhD) No. …45…. of 2022.

      1.2 These By-Laws shall be deemed to have come into operation with effect from 1st August 2022.

PART I – GENERAL

2.   Subject to these By-Laws a student may be awarded the Degree of Master of Philosophy (MPhil) / Doctor of Philosophy (PhD), as the case may be, if he/she has –

   2.1 been duly admitted and registered for the programme for the period prescribed by these By-Laws;

   2.2 pursued the programme of study in the University to the satisfaction of the Vice-Chancellor as prescribed by these By-Laws, and other Regulations and Rules of the University;

   2.3 satisfied the Examiners at the Research Proposal viva voce examination, progress presentations, upgrading viva voce examination, pre-submission viva voce examination and 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 and viva voce examination;

   2.4 paid such registration, tuition, supervision, examination, library and other fees and deposits as may be payable by her to the University;

   2.5 ensured that the registration continues to be in force; and

   2.6 fulfilled all other requirements prescribed by these By-Laws and the Regulations and Rules of the University.

3. **Entry Qualifications**

3.1 Requirements to enter to MPhil/PhD Degree

No student shall be eligible for admission to the MPhil/PhD Degree, unless he/she has fulfilled the following requirements as per the SLQF 2015:

(a) Has obtained a Bachelor's Honours degree (SLQF level 06) from a recognized University/Institution with First or Second Class Upper Division with a minimum of 30 credits in the relevant field

OR

(b) Has obtained a Bachelor's degree (SLQF level 05), with postgraduate qualifications in the relevant field with substantial research component acceptable to the Faculty Board and the Senate.

OR

(c) Has obtained a two-year full-time Master's degree with a substantial research component (SLQF level 10) in the relevant field acceptable to the Faculty Board and the Senate.

OR

(d) Has obtained any other Master's degree (complying with the requirements of SLQF level 9) in the relevant field with a substantial research component acceptable to the Faculty Board and the Senate.

AND

(e) A good knowledge of English language and satisfactory performance at a selection test and/or interview.

3.2 Requirements to enter the PhD Degree Programme

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

(a) An MPhil degree from the University of Colombo or any other recognized University where the study program is not less than two years in duration.

OR

(b) A Bachelor's Degree in the relevant field of study with a Master's Degree of not less than two years duration with at least one year research component accepted by the Graduate Studies Admission Board.

AND

A good working knowledge in English

OR

(c) Registered as a candidate for the Degree of MPhil 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.

4.   The Application

Applications for the programme of MPhil/PhD shall be invited by notice in the
newspapers and/or on the University notice board and/or on-line through the
website/internet.

4.1   A candidate who is eligible to apply for the programme of MPhil/ PhD Degree
        shall make an application through the conventional and/or on-line mode to the
        Registrar/FGS when the said programme is advertised.

4.2   The application shall be on the prescribed form providing the information as
        he/she shall be required to submit, including her qualifications for undertaking
        the programme of study.

4.3   The Registrar/FGS shall refer the applications received to the Coordinator/s of the
        programme. The Coordinator/s, having examined the applications for necessary
        minimum qualifications, shall call the eligible candidates for a selection test/ an
        interview to be conducted by a panel including the Dean/FGS, Director of Studies,
        and the Programme Coordinator on which selections may be made. The list of
        candidates so selected shall be recommended to the Senate through Board of
        Studies of Professional Studies (BSPS) and Faculty Board of FGS (hereinafter
        referred to as the Faculty Board).

5.   The Coordinator

There shall be a Coordinator or Coordinators for the Programme and s/he shall be
appointed by the Dean of the 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 University of
Colombo.

6.   Procedure for registration

6.1   On acceptance of student's candidature by the Faculty Board and the Senate,
        the applicant shall register provisionally as a postgraduate candidate of the
        Faculty of Graduate Studies of the University.

6.2   The candidate shall pay the prescribed non-refundable registration, tuition,
        library and any other fees, at the time of registration or enrolment.

6.3   The candidate shall be initially registered for the Degree of MPhil/PhD with
        an opportunity for upgrading to the PhD level, on the basis of his/her
        performance during the first year of study, except where the candidate has

already obtained a Degree of MPhil from a recognized University, in which case he/she may be directly registered at the PhD level.

6.4 The first registration shall be valid for a period of one year from the date of registration. A candidate shall renew her registration by paying the required fees every year.

6.5 The Degree of MPhil shall be for a minimum period of two (02) years and the maximum period of candidature of a student in the Programme shall be four (04) years from the intial registration. The Degree of PhD shall be for a minimum period of three (03) years and the maximum period of candidature of a student in the Programme shall be six (06) years.

6.6 The registration should be re-validated by the Senate of the University each year after four (04) years from the intial registration for MPhil and six (06) years from the intial registration for PhD.

6.6.1 Failure to complete during the stipulated time:
Candidates who do not complete either study programme within the maximum stipulated time period mentioned under 6.5 above shall be considered as a continuing candidate subject to obtaining of necessary approvals for reasons beyond the control of the candidate. The maximum period of continuation for a candidate under such conditions in either MPhil or PhD programme shall be three (03) years for which an annual continuation fee is applied.

6.6.2 Annual continuation fee per year will include 25% from the course fee and the annual registration fee which should be paid for each continuing year separately. The student, who becomes a continuing candidate shall also pay prescribed examination fee for either MPhil or PhD as the case may be before the submission of the thesis for examination.

6.6.3 No person shall be entitled to a refund of any fee paid to the University on any grounds whatsoever. If the number of candidates who have registered for the Programme is not sufficient for the Programme to be financially viable, the Faculty Board reserves the right not to conduct the course, subject to the University refunding the fees already received after deducting 10% of the fee as administration expenses.

7. Selection of Supervisors

7.1 The Faculty Board shall appoint a supervisor with PhD qualification or equivalent for each candidate registered for the MPhil/ PhD Degree 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 may 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. Research Methodology Course

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

8.2 As part of the Research Methodology Course candidates who have been registered for the MPhil / PhD degree shall prepare a proposal for the approval of a panel of examiners. The panel of examiners shall comprise the following:

- the Dean/FGS
- the Coordinator/s of the Programme
- the Director of Studies
- Supervisor/s
- two or more experts in the relevant field of study, nominated by the Dean/FGS.

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 the following criteria:

Finalizing of Research Proposal	50%
In-course Assessment including seminar presentations	30%
In-class examination	20%
Total	100%

8.4 The candidates shall be required to maintain at least 70% attendance for the Research Methodology classes, without which they will not be allowed to sit the written examination of the Research Methodlgy Course.

8.5 Candidates shall obtain at least 70% of the total marks from the Research Methodology Course, including 80% of marks allocated for finalizing the research proposal as mentioned in paragraph 8.3 in order to proceed to their registration proper for the MPhil or PhD research.

8.6 The candidates who fail to meet this requirement shall be allowed to repeat the examination for Research Methodology Course 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 Facutly Board, to take the repeat examination in a subsequent year.

9. Progress reports and seminars

9.1 The candidate shall meet the supervisor regularly and report the progress made on the research. Each time the student meets the supervisor, the candidate shall obtain comments on the progress made up to that point and the signature of the supervisor on the official form provided to the candidate. The record of meetings shall be on a standard form presented as an annex (Annex 1).

9.2 At the end of every six months, the candidate shall submit the progress report on the research work with the approval of the supervisor/s. The report shall be submitted to the Coordinator of the MPhil/PhD Programme to be forwarded to the BSPS through the Dean of the Faculty.

9.3 The candidate shall make at least one oral presentations on the progress of her research at the research symposia organized by the University of Colombo, or any other university and the Faculty of Graduate Studies.

10 Upgrading to the PhD Programme

10.1 The Faculty Board may consider upgrading a candidate's registration for the MPhil Degree Programme to the PhD level after completing the first year of her registration as a postgraduate candidate and subject to her successful completion of the Research Methodology Course.

10.2 Upgrading can be carried out taking into account the overall performance of the candidate during the study with three written chapters, namely, Introduction, Literature Review (including a section on theory) and Research Methodology.

10.3 On the recommendation of the respective supervisor/s the candidate shall make a written request to the Coordinator of the Programme to arrange for a Presentation for Upgrading before a panel of experts in the field to determine the suitability of the candidate for upgrading to the PhD level.

10.4 The panel to consider upgrading shall consist of the Dean/FGS, two or more experts in the relevant field as decided by the Faculty and approved by the Senate, the Director of Studies, the Coordinator/s of the Programme, and the Supervisor/s of the candidate as observer/s.

10.5 The candidate shall make an oral presentation before the panel to describe the progress made during the first year of study. The panel shall make a recommendation whether the upgrading should be carried out or the candidate be required to continue with the MPhil Programme.

11 Unsatisfactory progress

11.1 If, in the opinion of the relevant Board of Study, on the recommendation of the Coordinator, based on the observations of the supervisor/s, a student 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.

11.2 The relevant Board of Study and the Senate shall have the power to modify the tentative title of the dissertation/thesis at any time.

12 Submission of the thesis

12.1 The thesis shall be written in English. Candidates, for the MPhil Degree shall be required to submit the thesis on approved subjects demonstrating (a) knowledge on the methods of research, (b) competence to present material systematically, (c) the ability to exercise critical and independent judgment and (d) make a significant contribution to the chosen field of study. In addition to this, in the case of PhD Degree candidacy, the work should also represent a significant and original contribution creating new knowledge to the chosen field of study.

12.2 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 of MPhil/PhD, giving the time requirement and justification for such an extension to be forwarded for the approval of the Senate.

12.3 The candidate shall, with the approval of the supervisor/s, inform the Dean of the Faculty of Graduate Studies of her intention to submit the thesis about three months before the intended date of submission to enable the University to proceed with making necessary arrangements to appoint examiners.

12.4 On completion of her work, the candidate shall submit three (03) copies of the MPhil/PhD thesis to the Registrar/FGS prepared on the prescribed format

given by the Faculty. The candidate shall obtain the recommendation of the supervisor/s for submission of the thesis.

13 Maintenance of Intellectual Integrity

13.1 Maintenance of intellectual integrity and avoidance of 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 and be fully aware of the necessity to ensure and uphold intellectual integrity and desist from any act of plagiarism.

13.2 In case of violation of this condition the Faculty Board shall recommend to the Senate to take action against such candidate according to the University rules relating to examination offences and punishments, which could include the cancellation of registration of the candidate from further registration with the University.

14 Examination of the Thesis

14.1 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.

14.2 The examiners appointed by the Senate for the evaluation of the thesis shall submit written reports on the thesis to the Coordinator of the MPhil/PhD Programme. The report shall give reasons and justifications for accepting or rejecting or recommending minor revisions or major revisions/resubmission of the thesis, as the case may be. The report shall be submitted within a period of three (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 of evaluation or for any other valid reason.

15 Viva-voce Examination

15.1 In order to qualify for the award of the MPhil/PhD Degree, a candidate, after the submission of 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 the thesis and answer questions on the work and the subject matter, and the suitability to receive the relevant Degree. The Board of examiners of the viva-voce examination shall consist of:

- The Dean/FGS (chairperson of the examination panel)
- The Coordinator/s of Postgraduate Research Degrees (as an observer)
- The Director of Studies
- The Examiners and
- The Supervisor/s (as observer/s)

15.2 After considerations 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 the thesis for assessment and presented herself for viva-voce examination shall be awarded.

Or

(b) that the Degree for which the candidate has submitted his/her thesis for assessment and presented herself for viva-voce examination shall be awarded subject to minor amendments/ corrections 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.

Or

(c) in case of major amendments/ corrections to the thesis, as may be specified by the Board of Examiners, the candidate shall be permitted to resubmit the thesis within a maximum period of one (01) year. The revised thesis shall be re-evaluated 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) or (e) below.

Or

(d) that the degree is considered as incomplete, and the Degree shall not be awarded.

Or

(e) that where the candidate has submitted the thesis and presented herself for the viva-voce examination 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 (a) or (b) above, where they are applicable.

15.3 When a thesis is accepted for the award of a Degree, three (03) bound copies conforming to the specified format shall be submitted to the Faculty of Graduate Studies.

15.4 In case the degree is considered as incomplete and the degree is not awarded, the student may be allowed to rework and resubmit the thesis subject to the stipulations under 6.6 above.

15.5 The thesis for the Degree of Master of Philosophy shall consist of 60,000 – 70,000 words and the thesis of the Doctor of Philosophy shall consist of 90,000 – 100,000 words (excluding tables, figures and references). The thesis shall incorporate necessary tables and figures and prepared according to the guidelines of FGS.

15.6 The date of the award of the degree is the date on which the candidate submits the thesis for the final viva-voce examination, date stamped by the Faculty.

PART II INTERPRETATION

16. Interpretation

16.1 In these By-laws, unless the context otherwise requires,

"Council" means the council of 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 universities act No.16 of 1978 as amended subsequently.

"Faculty Board" means the Faculty Board of the faculty of Graduate Studies; University of Colombo universities act No.16 of 1978 as amended subsequently and the Faculty of Graduate Studies Ordinance No. 5 of 2020

"The Relevant Body of Study" means any of the Board of Studies created under the Faculty of Graduate Studies, of University of Colombo constituted by the universities act No.16 of 1978 as amended subsequently and the Faculty of Graduate Studies Ordinance No. 5 of 2020.

"Coordinator/s of Postgraduate Research Degree" means the Coordinator/s for the Degree of Master of Philosophy and Doctor of Philosophy.

16.2 The Vice-Chancellor shall have authority, in consultation with the Dean to take such action or to give such direction not inconsistent with the principles underlying the provisions of these By-Laws, 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 in the case of candidates who had followed or have been following the

Degree Programme/s under the existing arrangements approved by the Senate and the Council.

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

331.7.4 Minor Amendment to the Master of Philosophy/Doctor of Philosophy By-Laws

As per the suggestion made by the Institutional Review Panel at the Institutional Review held in July 2023, the following minor amendment (specified in Table 01) is proposed to the MPhil/PhD By-laws No. 45 of 2022 with effect from the next intake (2024). (Amendment) No _25_ of 2024.

Table 01: Existing clause and proposed minor amendment

Clause/ section in the By-Laws No. 45 of 2022		Proposed Amendment
Clause No. 9.3	The candidate shall make at least one oral presentation on the progress of her research at the research symposia organized by the University of Colombo, or any other university and the Faculty of Graduate Studies.	The candidate shall make at least one oral presentation on the progress of his/her research at the research symposia organised by the University of Colombo, or any other university. **In addition, the candidate shall publish research papers in the faculty journal and/or other acceptable journals, numbering a minimum of two papers before the final viva voce examination.**
	In these By-laws, wherever the words "her" and "s/he" appear shall be substituted with the words respectively " her/his" and "she/he"	

Approved by the Council

Meeting No ....626...........

Date ....13.11.2024.....

73

CONTACT US

📞 (+94)11 205 56 56   🔍 fgs.cmb.ac.lk   🖨 (+94)11 25 91 395

✉ mphilphd2025@fgs.cmb.ac.lk

f https://www.facebook.com/fgsuoc

📍 35/30, Prof. Stanley Wijesundara Mawatha, Colombo 07