



**UNIVERSITY OF COLOMBO**  
**FACULTY OF GRADUATE STUDIES**

Master of Philosophy/Doctor of Philosophy  
(SLQF level 11/12)

**By-Laws**

**2022**

**UNIVERSITY OF COLOMBO**  
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**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 1<sup>st</sup> 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 initial 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 initial registration for MPhil and six (06) years from the initial 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 Methodology 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 Faculty 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.