

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

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

**BY - LAWS**

1. These By-Laws may be cited as the Master of Philosophy and Doctor of Philosophy Degrees By-Laws in the Faculty of Graduate Studies No. ~~5~~ of 2010.
2. These By-Laws shall come into operation on its receiving approval by the Council or on such other date as decided by the Council. These shall replace the By-Laws No. 12 of 2002 when they come into operation without prejudice to anything done under those.

**PART 1 - GENERAL**

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

#### 4. The Coordinator

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

#### 5. The Application

- 5.1 Applications for registration may be invited by Notice in the newspapers or on line the website/s of the Faculty of Graduate Studies and/or the University. In the case of permanent teachers of the University of Colombo, a written application may be made by them to the Faculty of Graduate Studies at any time of a year.
- 5.2 The Faculty of Graduate Studies may prepare a prospectus to be issued with the application form.
- 5.3 A person who wishes to be enrolled as a candidate for the Degree of Master of Philosophy or Doctor of Philosophy shall make her/his application in the prescribed form on payment of prescribed fees. She/he shall forward the duly completed application to the Deputy Registrar/Senior Assistant Registrar/Assistant Registrar of the Faculty of Graduate Studies.
- 5.4 Applications received by the Faculty of Graduate Studies shall be referred to the Coordinator/s of the Programme. The Coordinator/s having examined the applications to ascertain the fulfillment of the prescribed minimum requirements for entry shall call the eligible candidates for an admission test and/or interview, as the case may be.
- 5.5 The list of candidates who have been deemed successful at the admission test and/or interview shall then be referred to the Graduate Studies Admission Committee (hereinafter referred to as the Committee) for consideration.
- 5.6 There shall be a Committee called the Graduate Studies Admission Committee of the Faculty of Graduate Studies for the purpose of considering and dealing with applications for admission to the Programme. The Committee shall comprise of:
- a) the of the Faculty of Graduate Studies (Chairperson)
  - b) the Director of Studies
  - c) the Coordinator/s of Postgraduate Research Degrees and
  - d) Two other senior academics nominated by the Dean, Faculty of Graduate Studies
- 5.7 The Graduate Studies Admission Committee shall have the power to accept or reject an application. Once the selections are finalized the list will be presented to the relevant Board of Study for its consideration and recommendation and thereafter shall be submitted to the Faculty Board of the Faculty of Graduate



Studies (hereinafter referred to as the Faculty Board) and the Senate of the University for its approval.

## **6.0 Procedure for registration**

- 6.1 On acceptance of his/her candidature by the Faculty Board and the Senate an applicant shall register provisionally as a postgraduate student of the university.
- 6.2 He/she shall pay the prescribed non refundable provisional registration, partial tuition and any other fees, at the time of registration or enrolment. The partial tuition fee and other fees will cover his/her provisional registration and following the Research Methodology Course. If the candidate obtains the required percentage of marks for the Research Methodology Course and satisfies other requirements, if any, he/she will be permitted to confirm the registration as a postgraduate student of the University, on payment of the required tuition and other fees.
- 6.3 The candidate shall be initially registered for the Degree of Master of Philosophy (M. Phil) with an opportunity for upgrading to the Ph. D level, on the basis of his/her performance during the first year of study, except where the candidate has already obtained a Degree of Master of Philosophy from a recognized University, in which case he/she may be directly registered at the Ph. D. level.
- 6.4 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.
- 6.5 The Degree of Master of Philosophy shall require a minimum of two year period and the Degree of Doctor of Philosophy shall require a minimum of three year period.
- 6.6 The maximum period for the M Phil shall be 04 years and the Ph. D shall be 06 years from the time first registration.

### **6.6.1 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 student. Under the continuing student status candidates shall pay a continuation fee.

- 6.6.2 Continuation fee will be 50% of the normal course fee and annual registration fees. He/she who becomes a continuing student shall also pay prescribed examination fee for either M. Phil or Ph. D as the case may be before the submission of the thesis for examination.

## 7.0 Selection of Supervisors

- 7.1 The Faculty Board shall appoint a supervisor; for each student registered as a candidate for the M Phil / 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.
- 7.2 During the period of registration the candidate shall carry out the research under the guidance of the supervisor/s appointed by the University unless otherwise a change is made due to an unforeseen reason.

## 8.0 Coursework in Research Methodology

- 8.1 There shall be a Research Methodology Course at the very outset as an orientation to the M. Phil/Ph. D programme to facilitate the development of research proposal.
- 8.2 As part of the Research Methodology Course candidates who have been newly registered for the M Phil / PhD degree shall prepare a proposal for the approval of the Faculty Board. The proposal shall be presented to a panel comprising of
- the Dean, Faculty of Graduate Studies
  - the Coordinator/s of Postgraduate Research Degrees
  - the Director of Studies
  - prospective Supervisor/s
  - Two or more experts in the relevant field of study, nominated by the Dean, Faculty of Graduate Studies.
- 8.3 There shall be an evaluation of the performance of candidates at the end of the Research Methodology Course which shall be assessed based on the following criteria

Finalization of Research Proposal	40%
In-course assessment including seminar presentations	30%
One in-class examination	<u>30%</u>
Total	<u>100%</u>

- 8.4 The students shall be required to maintain at least 65% attendance at Research Methodology classes, without which they will not be allowed to sit the final examination of the Research Methodology Course
- 8.5 Students shall obtain at least 70% of the total marks from the Research Methodology course, including 50% of marks allocated for the research proposal in order to proceed to their registration proper for the M. Phil or Ph. D research.



- 8.6 The candidates who fail to meet this requirement shall be allowed to repeat the Research Methodology examination only on one more occasion and that shall be the academic year following their first attempt, unless the Senate grants permission, on the recommendation of the Faculty Board, to take the repeat examination in a subsequent year.

#### **9.0 Progress reports and seminars.**

- 9.1 The candidate shall meet the supervisor regularly as arranged with the consent of the supervisor, to report on the progress made on the research. Each time he/she meets the supervisor, the candidate shall obtain a brief comment 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 three months, the supervisor shall submit a confidential progress report on the candidate's research work. The report shall be submitted to the Co-coordinator, M Phil/Ph. D to be forwarded to the appropriate Board of Study through the Dean of the Faculty.
- 9.3 The candidate shall also be required to make oral presentations on the progress of his/her research biannually or whenever the Faculty requires to do so, through a seminar presentation. In normal circumstances the seminars shall be organized biannually by the Faculty of Graduate Studies.

#### **10.0 Upgrading to the Ph D Programme**

- 10.1 The Faculty Board may consider upgrading a candidate registered for the M.Phil Degree programme to the Ph.D level at the end of the 1st year of his/her confirmed registration as a postgraduate student.
- 10.2 Upgrading can be carried out taking into account the overall performance of the candidate during the first year of study.
- 10.3 Respective supervisor/s 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 Faculty Board shall also make use of an independent assessment of written work of the candidate as a part of the upgrading process.
- 10.5 The panel to consider upgrading shall consist of the Dean/FGS, two or more experts in the relevant field as decided by the Faculty, the Director of Studies, the Coordinator of the programme, and the Supervisor/s of the candidate as observer/s.

- 10.6 The candidate shall make an oral presentation before the panel to describe the progress made during the first year and the future plan of research. The panel shall make a recommendation whether the upgrading should be carried out or the candidate be required to continue with the M Phil programme.

#### **11.0 Unsatisfactory progress**

- 11.1 If, in the opinion of the relevant Board of Study, on the written recommendation of the supervisor/s, a candidate is not making satisfactory progress, the relevant Board of Study through the Faculty Board may recommend to the Senate to suspend or cancel the registration of the respective candidate. Thereafter, upon the acceptance of such recommendation by the Senate, such candidate shall cease to be a registered candidate for the respective research degree. There shall be no refund of fees.
- 11.2 The relevant Board of Study shall have the power to modify the tentative title of the dissertation/thesis at any time, at the request of the candidate and on the recommendation of the supervisor/s,

#### **12.0 Submission of the thesis**

- 12.1 The thesis shall be written in English. Candidates, for the M Phil or Ph D Degree shall be required to submit the thesis on approved subjects demonstrating (a) knowledge on the methods of research and (b) competence to present material systematically and (c) the ability to exercise critical and independent judgment. The thesis shall also demonstrate the candidate's ability to make a significant and critical contribution to the chosen field of study. In the case of Ph. D. Degree candidacy, the work should also represent a creative and seminal contribution to new knowledge on the study of subject-matter 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, M. Phil / PhD, giving the time requirement and justification for such an extension to be forwarded for the approval of the Senate.
- 12.3 Prior to submission of the thesis, the Faculty Board shall have the power to modify the title of the thesis at the request of the candidate and on the recommendation of the supervisor/s. Such change of title shall be submitted to the Senate for approval.
- 12.4 At least three months prior to submission of the thesis to the University, the candidate shall, with the approval of the supervisor/s, inform the Dean of the Faculty of Graduate Studies of his/her intention to submit the thesis, enabling the University to proceed with making necessary arrangements to appoint examiners.
- 12.5 On completion of his/her work, the candidate for a Postgraduate Research Degree shall submit to the SAR/FGS, M.Phil/Ph.D. three copies of the thesis prepared on



the prescribed format of the Faculty. The student shall obtain the recommendation of the supervisor/s for submission of the thesis.

### **13.0 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/himself and be fully aware of the necessity to ensure and uphold intellectual integrity and desist from any act of plagiarism. (Annex II)

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

### **14.0 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, M.Phil/Ph.D. The report shall give reasons and justification for accepting or rejecting or recommending a revision/re-submission of the thesis, as the case may be. The report shall be submitted within a period of preferably 03 months. The Senate on the recommendation of the Faculty Board shall have the power to appoint another examiner/s in the event that the examiner/s does/do not comply with the requisite time period for evaluation.

### **15.0 Viva-voce examination**

15.1 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 Dean/FGS

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

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

or

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

or

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

or

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

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



## PART 11 MASTER OF PHILOSOPHY

### 16.0 Requirements to enter Master's Programme

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

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

or

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

or

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

or

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

And

a good working knowledge of English.

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

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

(i) has been registered as a Postgraduate Research student in the Faculty of Graduate Studies, University of Colombo.

(ii) has thereafter, pursued an approved program of research in the University for at least two years duration

(iii) has paid such registration and other fees as prescribed;

and

(iv) has fulfilled the following conditions;

(a) the candidate has presented an acceptable thesis embodying research on the subject selected :

(b) the thesis has been accepted by the Board of Examiners;

(c) the candidate had been successful at an oral examination.

### **PART III**

#### **DOCTOR OF PHILOSOPHY**

##### **17.0 Requirements to enter Doctor of Philosophy Programme**

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

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

or

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

and

has been accepted by the Graduate Studies Admission Board.

**and**

A good working knowledge in English

**Or**

(iii) Registered as a candidate for the Degree of Master of Philosophy in the Faculty of Graduate Studies and has pursued an approved program 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.



#### 17.2 The Board

shall consist of

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

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

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

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

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

- (a) The creation and interpretation of new knowledge, through original research or other advanced scholarship, or a quality to satisfy peer review, extend the discipline and merit publication.

- (b) A systematic acquisition and understanding of substantial body of knowledge at a forefront of an academic discipline or areas of professional practice.
- (c) The ability to conceptualize, design and implement a project so as to generate new knowledge, applications or understanding and to adjust the design of the project in response to developments, positive and negative.
- (d) A detailed understanding of applicable techniques for research and advanced academic enquiry.

## PART IV

### INTERPRETATION & TRANSITION

#### 18.0 Interpretation and Transitional Provisions

18.1 In these by-laws, unless the context otherwise requires,

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

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

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

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

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

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

18.3 The Vice-Chancellor shall have authority, in consultation with the Dean to take such action or give such direction not inconsistent with the principles underlying the provisions of these By-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 or in the case



of students who had followed or have been following the Degree Programme/s under the existing arrangements approved by the Senate and the Council.