



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

**MASTER OF  
PHILOSOPHY/  
DOCTOR OF  
PHILOSOPHY  
(MPHIL/PHD)  
2022**

**STUDENT  
HANDBOOK**



**Faculty of Graduate Studies  
University of Colombo**

**Master of Philosophy and Doctor of Philosophy  
Programme**

**Student Handbook**

Compiled by

Faculty of Graduate Studies

University of Colombo

Certain sections of this handbook draw heavily on the materials published by the University of Colombo itself and some of its Faculties. The Faculty of Graduate Studies gratefully acknowledges the contribution made by these publications in compiling this handbook.

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## 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 9 Faculties, a Campus, a School, 6 Institutes and 5 centers. 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 Nursing and the Faculty of Technology were newly added recently.

The University of Colombo today 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.” Today, the Faculty of Graduate Studies conducts Twenty-nine (29) Postgraduate programmes and Two (02) Non-Postgraduate Diplomas. Among the programmes offered there are Two (02) Executive Diplomas, Thirteen (13) Postgraduate Diplomas and Fourteen (14) Masters Programmes. In addition, a Master of Philosophy in Clinical Psychology and an interdisciplinary MPhil/PhD programme is offered to provide advanced knowledge at postgraduate level and create human capital for growth and development.

All the Postgraduate Diplomas and Masters 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 conduct 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 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 AA Azeez  
Dean  
Faculty of Graduate Studies

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

## 1.1 Overview

The Faculty of Graduate Studies (FGS) offers 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 competence in a variety of disciplines.

## 1.2 Graduate Attributes

K	Demonstrate critical awareness of current issues in the field of studies
S	Carry out independent research to develop knowledge in the area of study
A	Make judgments on complex and controversial issues in the area of expertise
M	Demonstrate self-direction and originality in problem solving

## 1.3 Programme Learning Outcomes

On successful completion of the MPhil 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 interest area,
- PLO4 : Make judgments on complex and controversial issues in the area of expertise to produce the 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 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 specialized field of study,
- PLO4: Apply techniques in a professional way to solve the 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 Process Flowchart and 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 three months' time.

#### MPhil Programme

Time	Activity	Submission
<b>YEAR 1</b>		
Month 1-5	<ul style="list-style-type: none"> <li>• Follow the Research Methodology Course</li> <li>• Proceed to drafting the Research Proposal</li> </ul>	
Month 6	<ul style="list-style-type: none"> <li>• Submit a tentative title for the research</li> <li>• Get the title cleared to proceed with the research</li> </ul>	<ul style="list-style-type: none"> <li>• Tentative title for the proposed study (on or before 30<sup>th</sup> of the month 6)</li> </ul>
Month 7-8	<ul style="list-style-type: none"> <li>• Get supervisor(s) appointed</li> <li>• Start working with the supervisor</li> <li>• Finalize Research Proposal and submit for evaluation</li> <li>• Present Research Proposal before the panel</li> </ul>	<ul style="list-style-type: none"> <li>• Research Proposal</li> </ul>
Month 9 -12	<ul style="list-style-type: none"> <li>• Studentship is confirmed (if successful in above)</li> <li>• Submit Ethics Application for ethics clearance (if required)</li> <li>• Conduct literature review</li> <li>• Proceed with writing the first 3 chapters (Introduction, Literature Review [including a section on theory] &amp; Research Methodology)</li> <li>• Get the Progress Report 1 from the Supervisor for the past three months</li> </ul>	<ul style="list-style-type: none"> <li>• Ethics Application Form with required documents</li> <li>• Progress Report 1</li> </ul>

YEAR 2		
Month 1-2	<ul style="list-style-type: none"> <li>• Submit the draft of first 3 chapters</li> <li>• Appear in Progress Review Meeting</li> </ul>	• Draft of first 3 chapters of the thesis
Month 3	<ul style="list-style-type: none"> <li>• Get the Progress Report 2 from the Supervisor for the past three months</li> </ul>	• Progress Report 2
	IF PROCEEDING TO APPLY FOR UPGRADING TO PHD: <ul style="list-style-type: none"> <li>• Submit the first 3 chapters for evaluation</li> </ul>	• Completed first 3 chapters of the thesis
Month 3-5	IF SUCCESSFUL IN UPGRADING: <ul style="list-style-type: none"> <li>• Refer to PhD Programme Process Chart (below)</li> </ul> IF NOT PROCEEDING TO UPGRADING: <ul style="list-style-type: none"> <li>• Proceed data collection and chapter writing</li> </ul>	
Month 6	<ul style="list-style-type: none"> <li>• Submit work-in-progress</li> <li>• Get the Progress Report 3 from the Supervisor for the past three months</li> <li>• Appear in Progress Review Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Work-in-Progress (all chapters completed up to this point)</li> <li>• Progress Report 3</li> </ul>
Month 7-10	<ul style="list-style-type: none"> <li>• Proceed data analysis and chapter writing</li> <li>• Inform the Intention to submit the thesis</li> </ul>	• Form on Intention to Submit the Thesis
Month 11-12	<ul style="list-style-type: none"> <li>• Proceed to finalizing the Thesis</li> <li>• Get the Progress Report 4 from the Supervisor for the past three months</li> </ul>	• Progress Report 4
YEAR 3		
Month 1-3	<ul style="list-style-type: none"> <li>• Checking for plagiarism</li> <li>• Pre-submission of the Thesis (before the final submission)</li> <li>• Pre-submission Oral Examination</li> </ul>	<ul style="list-style-type: none"> <li>• Complete Thesis</li> <li>• Similarity Report (Turnitin)</li> </ul>
Month 3-6 or Longer	<ul style="list-style-type: none"> <li>• Revision after pre-submission Examination</li> <li>• Checking for plagiarism</li> <li>• Final submission (revised version)</li> </ul>	<ul style="list-style-type: none"> <li>• Final Revised Thesis</li> <li>• Similarity Report (Turnitin)</li> </ul>

### PhD Programme

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

Time	Activity	Submission
YEAR 1		
Month 1-5	<ul style="list-style-type: none"> <li>• Follow Research Methodology Course</li> <li>• Proceed drafting Research Proposal</li> </ul>	
Month 6	<ul style="list-style-type: none"> <li>• Submit tentative title of research</li> <li>• Get the title cleared for proceeding the work</li> </ul>	• Tentative title for the proposed study
Month 7-8	<ul style="list-style-type: none"> <li>• Get supervisor(s) appointed</li> <li>• Start working with the supervisor</li> <li>• Finalize Research Proposal and submit for evaluation</li> <li>• Present Research Proposal before the panel</li> </ul>	• Research Proposal

Month 9	<ul style="list-style-type: none"> <li>• Registration is confirmed (if successful in above)</li> <li>• Submit Ethics Application for ethics clearance (if required)</li> </ul>	<ul style="list-style-type: none"> <li>• Ethics Application Form with required documents</li> </ul>
Month 10 -12	<ul style="list-style-type: none"> <li>• Proceed the research work (if successful in above)</li> <li>• Conduct literature review</li> <li>• Proceed with writing first 2 chapters (Introduction and Literature Review)</li> <li>• Get the Progress Report 1 from the Supervisor for the past three months</li> </ul>	<ul style="list-style-type: none"> <li>• Progress Report 1</li> </ul>
<b>YEAR 2</b>		
Month 1	<ul style="list-style-type: none"> <li>• Submit the draft of first 2 chapters</li> <li>• Appear in Progress Review Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Draft of first 2 chapters of the thesis</li> </ul>
Month 2-3	<ul style="list-style-type: none"> <li>• Draft chapter 3 (Research Methodology) of the thesis</li> <li>• Get the Progress Report 2 from the Supervisor for the past three months</li> </ul>	<ul style="list-style-type: none"> <li>• Progress Report 2</li> </ul>
Month 4-6	<ul style="list-style-type: none"> <li>• Proceed to data collection</li> <li>• Get the Progress Report 3 from the Supervisor for the past three months</li> </ul> <p>[THOSE UPGRADED FROM MPHIL TO PHD ALSO WILL CONTINUE FROM THIS POINT ONWARDS]</p>	<ul style="list-style-type: none"> <li>• Progress Report 3</li> </ul>
Month 6	<ul style="list-style-type: none"> <li>• Submit work-in-progress</li> <li>• Get the Progress Report 4 from the Supervisor for the past three months</li> <li>• Appear in Progress Review Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Work-in-Progress (all chapters completed up to this point)</li> <li>• Progress Report 4</li> </ul>
Month 7-9	<ul style="list-style-type: none"> <li>• Proceed data collection and analysis</li> <li>• Get the Progress Report 5 for the past three months</li> </ul>	<ul style="list-style-type: none"> <li>• Progress Report 5</li> </ul>
Month 10-12	<ul style="list-style-type: none"> <li>• Proceed writing chapter 4 (Data Analysis)</li> <li>• Get the Progress Report 5 for the past three months</li> </ul>	<ul style="list-style-type: none"> <li>• Progress Report 4</li> </ul>
<b>YEAR 3</b>		
Month 1-3	<ul style="list-style-type: none"> <li>• Proceed data analysis</li> <li>• Appear in Progress Review Meeting</li> <li>• Get the Progress Report 6 for the past three months</li> </ul>	<ul style="list-style-type: none"> <li>• Progress Report 6</li> </ul>
Month 3-6	<ul style="list-style-type: none"> <li>• Submit work-in-Progress</li> <li>• Get the Progress Report 7 from the Supervisor for the past three months</li> </ul>	<ul style="list-style-type: none"> <li>• Work-in-Progress (all 4 chapters)</li> <li>• Progress Report 7</li> </ul>

Month 6-9	<ul style="list-style-type: none"> <li>• Proceed to writing chapter 5 (Discussion)</li> <li>• Get the Progress Report 8 from the Supervisor for the past three months</li> </ul>	<ul style="list-style-type: none"> <li>• Progress Report 8</li> </ul>
Month 9-12	<ul style="list-style-type: none"> <li>• Proceed to concluding the thesis</li> <li>• Inform the intention to submit the thesis</li> <li>• Get the Progress Report 9 from the Supervisor for the past three months</li> <li>• Appear in Progress Review Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Form on Intention to Submit the Thesis</li> <li>• Progress Report 9</li> </ul>
<b>YEAR 4</b>		
Month 1-6	<ul style="list-style-type: none"> <li>• Checking for plagiarism</li> <li>• Pre-submission of the Thesis (before the final submission)</li> <li>• Pre-submission examination and viva voce</li> <li>• Revision after pre-submission examination and viva voce</li> <li>• Checking for plagiarism before final submission</li> <li>• Submission of the final thesis</li> <li>• Viva voce examination</li> </ul> <p>(Note: in case of major revisions, it will take another one year [max] from the date of the viva voce examination. If the submission exceeds one year, the studentship shall be terminated)</p>	<ul style="list-style-type: none"> <li>• Thesis (full report) with the similarity Report (Turnitin) - for pre-submission</li> <li>• Final Thesis with similarity Report (Turnitin) - for final submission</li> </ul>

## 2. Regulations and Operationalization

Referring to the Programme By-Laws of the MPhil/PhD degree of the Faculty of Graduate Studies No. 5 of 2010, the following section provides information on how the MPhil/PhD Programme is operationalized.

### 2.1 Procedure for Registration

- a. 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.
- b. 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.

- c. The candidate shall be initially registered for the Degree of Master of Philosophy (MPhil) 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 student. Under the continuing student status candidates shall pay a continuation fee.
- c. Continuation fee:  
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 MPhil or PhD as the case may be before the submission of the thesis for examination.

## **2.3 Coursework and Research Methodology**

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

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

- 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:

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

- d. 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.
- e. 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 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 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.

## **2.4 Appointment of Supervisors**

- a. The Faculty Board shall appoint a supervisor; for each student registered as a candidate 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 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 (Supervisor Consultation Record) presented as an annexure (refer Annexure II).
- b. At the end of every three months, the supervisor shall submit a Progress Report (refer Annexure III) on the candidate's research work. The report shall be submitted to the Co-coordinator, MPhil/PhD to be forwarded to the appropriate Board of Study through the Dean of the Faculty.
- c. 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.

## **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 completed set of Documents (refer Annex IV) with the approval of his/her supervisor.

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

## **2.7 Upgrading from MPhil to PhD Studies**

- a. The Faculty Board may consider upgrading a candidate registered for the MPhil Degree programme to the PhD level at the end of the 1st year of his/her confirmed registration as a postgraduate student.
- b. Upgrading can be taking into account the overall performance of the candidate during the first year of study.
- c. Respective supervisor/s shall make a written request (refer Annexure V) 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.
- d. The Faculty Board shall also make use of an independent assessment of written work of the candidate as a part of the upgrading-process.
- 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, the Director of Studies, the Coordinator 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 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 MPhil programme.

## **2.8 Unsatisfactory Progress of MPhil Studies**

- a. 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.
- b. 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.

## **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 and (b) competence to present material systematically and (c) the ability to exercise critical and independent judgment. The thesis shall also demonstrate the candidate's ability to make a significant and critical contribution to the chosen field of study. In the case of PhD Degree candidacy, the work should also represent a creative and seminal contribution to new knowledge on the study of subject-matter 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, MPhil/PhD, giving the time requirement and justification for such an extension to be forwarded for the approval of the Senate.
- c. 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.
- d. 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 (refer Annexure VI),

enabling the University to proceed with making necessary arrangements to appoint examiners.

- e. On completion of his/her work, the candidate for a Postgraduate Research Degree shall submit to the SAR/FGS, MPhil/PhD three copies of the thesis prepared on the prescribed format of the Faculty (refer Annexure VII). The student shall obtain the recommendation of the supervisor/s for submission of the thesis.
- g. Well in advance of submitting the thesis, the candidate shall make a request to the FGS for checking plagiarism of the report. (Refer Annexure VIII 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
  - 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:
  - (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 and 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 and 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.

- c. 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.
- d. 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.
- e. The examiners appointed by the Senate for the evaluation of the thesis shall submit written reports on the thesis to the Coordinator, MPhil/PhD. The report shall give 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.

### 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		
<b>Total</b>	<b><u>Rs. 464,000.00</u></b>	<b><u>Rs. 459,000.00</u></b>	<b><u>Rs. 459,000.00</u></b>

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 case 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 an Identification (ID) Cards for the Students. For this purpose, the student should fill the given ID Card Form and handed over to the Faculty with 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 identification 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 completion or once the students are not intended to follow the programme. Lost 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 since the year 2020 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 specialized 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 Library cards for borrowing print materials; an SSO account for 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 Scholarship Scheme**

Faculty of Graduate Studies provides two scholarships for the University of Colombo permanent Academic Staff members belong to the Senior Lecturer Grade II and above. This helps young academics to improve their academic qualifications. Those who fulfill following eligibility criteria may apply for the Scholarship programme of the Faculty.

1. Be a member of University of Colombo Academic Staff holding the position of Senior Lecturer Grade II and above in any of the Faculties of the University of Colombo.
2. Be under the age of 45 years.
3. Should be holding a Master's degree in the related area of study and a good research record with a recommendation of the Head of the Department/Dean of the Faculty on the availability of Study leave.
4. Should hold the CTHE/SEDA certificates from Staff Development Centre of the University of Colombo.

### **3.6 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 batch. 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.

### **3.7 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.

### **3.8 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.

### **3.9 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**

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, 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.**

## **Examination Offences and Punishments**

1. Any candidate who violates any of the requirements or conditions stipulated in Examination procedure (Section 9 of this document) 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 or 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 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 complaints 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. Student can For more details students can refer the policy document uploaded at the University web site <https://cmb.ac.lk/wp-content/uploads/bylaw-on-student-discipline.pdf>.

## **6. Teaching Faculty**

### **Senior Professor Nayani Melegoda**

Department of International Relations, Faculty of Arts, University of Colombo

### **Professor S.P. Premaratne**

Department of Economics, Faculty of Arts, University of Colombo

### **Professor Sandagomi Coperahewa**

Department of Sinhala, Faculty of Arts, University of Colombo

### **Professor Priyadarshani Galappatti**

Department of Medical Humanities, Faculty of Medicine, University of Colombo

### **Professor Premakumara de Silva**

Department of Sociology, Faculty of Arts, University of Colombo

### **Professor Nalin Silva**

Department of Chemistry, Faculty of Science, University of Colombo

### **Professor Manjula Vidanapathirana**

Department of Educational Psychology, Faculty of Education, University of Colombo

### **Professor Maithree Wickramasinghe**

Department of English, Faculty of Humanities, University of Kelaniya

### **Professor Indira Nanayakkara**

Department of Commercial Law, Faculty of Law, University of Colombo

### **Professor Harshana Rambukwella**

Post Graduate Institute of English, The Open University of Sri Lanka

### **Professor Athula Ranasinghe**

Department of Economics, Faculty of Arts, University of Colombo

**Professor Arjuna Prakkruma**

Department of English, Faculty of Arts, University of Colombo

**Professor Amala de Silva**

Department of Economics, Faculty of Arts, University of Colombo

**Professor Panduka Karunanayake**

Department of Clinical Medicine, Faculty of Medicine, University of Colombo

**Professor Nirmal Ranjith Dewasiri**

Department of History, Faculty of Arts, University of Colombo

**Professor Sreemali Herath**

Faculty of Education, University of Manitoba, Canada

**Professor Maneesha S Wanasinghe**

Department of International Relations, Faculty of Arts, University of Colombo

**Professor Virginia Page Fortna**

Columbia University, New York

**Dr. W. B. Senaratne**

Department of Strategic Studies, General Sir John Kothalawala Defense University

**Dr. Tobias Theiler**

Department of Politics, School of Politics and International Relations, University College Dublin

**Dr. Shermal Wijewardana**

Department of English, Faculty of Arts, University of Colombo

**Dr. Sandunika Hasangani**

Department of International Relations, Faculty of Arts, University of Colombo

**Dr. Ruwan Weerasinghe**

University of Colombo School of Computing

**Dr. Pradeepa Wijethunge**

The Library, University of Colombo

**Dr. Kumudika Boyagoda**

Department of Demography, Faculty of Arts, University of Colombo

**Dr. Harindra Vidanage**

Department of Strategic Studies, General Sir John Kothalawala Defense University

**Dr. Dilhari Attygala**

Department of Statistics, Faculty of Science, University of Colombo

**Dr. DC Kuruppu**

The Library, University of Colombo

**Dr. Janaki Jayawardena**

Department of History, Faculty of Arts, University of Colombo

**Dr Rushan AB Abeygunawardana**

Department of Statistics, Faculty of Science, University of Colombo

## 7. Important Contacts

<b>Postal Address</b>	Faculty of Graduate Studies, University of Colombo, No. 35/30, Stanley Wijesundera Mawatha, Colombo 07 Sri Lanka
<b>Telephone</b>	
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
<b>Emails</b>	
Dean	dean@fgs.cmb.ac.lk
Director of Studies	dos@fgs.cmb.ac.lk
Senior Assistant Registrar	sar@fgs.cmb.ac.lk
Assistant Registrar	sab@fgs.cmb.ac.lk
<b>Web</b>	<a href="https://fgs.cmb.ac.lk/">https://fgs.cmb.ac.lk/</a>
<b>MPhil/PhD Programme 2022</b>	
Programme email	<a href="mailto:mphilphd2022@fgs.cmb.ac.lk">mphilphd2022@fgs.cmb.ac.lk</a>

## **Annexures – Specimen Documents**

### **Annexure I: Format for Research Proposal**

- Detailed research proposal should not exceed 3000 words.
- Detailed research proposal should be typed in Times New Roman, font size 12, 1.5 line spacing with 1 inch margin on all sides of A4 paper printed on single side.

Outline:

1. Title
2. Introduction and Background
3. Brief literature review (theories and empirical studies)
4. Research Problem/Problem statement
5. Research Questions/Hypothesis (as applicable)
6. Research Objectives (Main/general objective and specific objectives)
7. Proposed conceptual framework
8. Description of research field and sample (must include sample size calculation and sample selection technique)
9. Research methods and techniques
10. Research tools (Questionnaires, Interview guides/schedules, check lists, data extraction forms etc.)
11. Proposed approach for data analysis
12. Ethical considerations
13. Anticipated problems in data collection
14. Limitations of study (for quantitative studies)
15. List of references

## Annexure II: Supervisor Consultation Record

Faculty of Graduate Studies  
University of Colombo

### Supervisor Consultation Record

#### MPhil/PhD Programme

Name of the candidate	
Registration number	
Academic Intake	
Name of the supervisor	
Title of the Thesis	

Each student is required to maintain this record of consultation of the academic supervisor for their MPhil/PhD work. It is the responsibility of candidates to obtain remarks and signature of the academic supervisor at the end of each meeting.

Consulted Date	Extent of work completed	Signature of the student	Signature of the supervisor

***Student should handover this form to the Faculty***

Received by (Name of the Course Assistant): .....
Date: .....
..... Signature of the Coordinator
..... Date: .....

## Annexure III: Progress Report Format

Faculty of Graduate Studies  
University of Colombo

### Progress Report MPhil/PhD Programme

#### Section A: STUDENT INFORMATION

Name of the Student	
Registration number	
Academic Intake	
Name of the supervisor/s	
Title of the Thesis	
Time period covered by the report	

Progress:

Status	Proposal	Theory Chapter	Literature Chapter	Data Analysis Chapter	Conclusion Chapter
Completed					
Partially completed					
Not completed					
Not started					

Any other details on work progress;

.....  
.....

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 advise:*

.....  
.....  
.....

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:.....

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:.....

## **Annexure 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 & Approved by FGS. Projects dealing entirely with secondary data and literature need not go through ethics clearance process. Only projects dealing with human subjects are required to obtain ethics clearance. Regarding student research projects, please submit your ethics application form ONLY after your final research proposal has been accepted by 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 Check List
- ✓ Detailed Research Proposal
- ✓ Research Proposal Summary
- ✓ Sample Information Sheet
- ✓ Sample Consent Form

## **Annexure V: 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 M.Phil. 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 submit the application for upgrading (see the format on the next page) together with the following to be considered for the upgrade:
  - Letter of request to the Programme Coordinator through the Principal Supervisor.
  - Completed application form.
  - One page summary of MPhil work completed and proposed PhD work (6 copies)
  - Research proposal highlighting MPhil work already completed, remaining MPhil work to be completed, new/ additional work proposed for PhD level study and the time plan.  
[This is the most important part and limit to 8 pages (Times New Roman, Font size 12, 1.5 line spacing) (6 copies)]
  - A letter of recommendation of the Principal Supervisor.
4. The student should provide strong evidence of research output/potential to be adjudged by the panel of examiners. Publications in refereed journals and abstracts of presentations made at conferences can be considered as evidence.
5. 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 findings, and what is expected to achieve in the PhD programme.
6. The recommendation of the evaluation panel shall then be forwarded to the relevant Board of Study.

## Faculty of Graduate Studies

### Application for Upgrading the Degree Status from MPhil to PhD

Name (with initials): .....

Registration number: .....

Board of Study: .....

Title of the PhD Research Project: .....

Name of the Principal Supervisor: .....

Names of other supervisors: 1.....

2. ....

3. ....

#### Details of publications:

1. Name of publication: .....

Names of authors (in the same order as given in the publication): .....

Name of journal: .....

Year of publication/submission: .....

Note: Attach copies of publications/manuscripts.

#### Details of abstracts presented at conferences/symposia:

1. Title of presentation: .....

Names of authors (in the same order as given in the publication): .....

Name of conference/symposium: .....

Date of conference/symposium: .....

Place of conference/symposium: .....

#### Additional information in support of application

.....

.....

Note:

1. Attach copies of abstracts presented.
2. Attach additional documents, if any, in support of application.

Signature of the Student: .....

Date: .....

**Recommendation of the (Principal) Supervisor**

I wish to recommend the upgrade of degree status of ..... from MPhil to PhD.

.....

Name and Signature of the (Principal) Supervisor

Date: .....

## Annexure VI: 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 Principal Supervisor and submit to Deputy 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 <input type="checkbox"/> NO <input type="checkbox"/>
Whether the Research Methodology course is successfully completed	
Whether minimum required duration of the degree programme has been completed	
Whether all due payments are cleared	
Whether ethics clearance has been obtained for the study (where applicable)	
Whether any extension to submit the thesis has been obtained before (If yes, relevant documentary evidence is attached)	YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>
Intended date of submission	

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

Signature of the (Principal) Supervisor: ..... Date: .....

## **Annexure VII: 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 the defense of the final thesis at a Viva-voce examination. To get the satisfactory results it is important to work consistently, gradually developing the idea by reading and analyzing the literature, developing methodology for the empirical research, data collection, analysis of data and preparing the final report. The work on the thesis must be started in the first year. Students should choose the topic and analyze the literature, which should be expanded and exacerbated on during the course of thesis writing. Students have also to make a series of presentations organized by FGS.

### **Preliminary Pages**

<b>Thesis components</b>	<b>Thesis structure requirements</b>
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 declaration to the effect that the thesis contains no material that has been accepted for the award of any other degree or diploma in any university or equivalent institution and that to the best of candidate's knowledge and belief thesis contains no material previously published or written by another person except, where due reference is made in the text of the thesis.
Acknowledgement	Acknowledgement statement.
Abstract	Presenting the purpose of the research, the design/ methodology/ approach, findings, and originality (max one page)
Abbreviations	Used abbreviations and their explanations should be provided.
Contents	List of chapter titles and sections.
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 I should be numbered using Roman numerals.

## Structure of the thesis chapters<sup>1</sup>

<p><b>Chapter 1</b> <b>Introduction</b></p>	<p><b>For quantitative studies</b></p> <ol style="list-style-type: none"> <li>1.1. Background [ Relevance of the topic and the necessity for scientific investigation, motives for choosing a particular topic]</li> <li>1.2. Research problem and why it is worthwhile studying</li> <li>1.3. Research questions and objectives</li> <li>1.4. Research methodology [a brief description of methodology employed in the study]</li> <li>1.5. Practical, theoretical, and methodological importance of the study</li> <li>1.6. Limitations of the study</li> <li>1.8 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]</li> </ol> <p>Alternatively, if you are conducting a <b>qualitative study</b>, you could follow the following structure:</p> <ol style="list-style-type: none"> <li>1.1. Background</li> <li>1.2. Motivation for the study</li> <li>1.3. Situating the research [locating your research in a particular domain/ field of literature and in particular identified debate/s]</li> <li>1.4. Theoretical inspirations and research questions</li> <li>1.5. Organisation of the thesis</li> </ol>
<p><b>Chapter 2</b> <b>Literature Review</b> [or any other name as appropriate to your domain/ field and literature]</p>	<p>The 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 summary [informing the reader the key arguments made in the chapter and the connection to the next chapter]</p> <p>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]</p> <p>This should be mainly based on refereed Journal articles. Students could also cite evidence from discussion papers and monographs [if relevant to their domain]. The purpose of this chapter is to critically review related literature and find the gap in the body of knowledge relating to the issue.</p>

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

<p><b>Chapter 3 Theoretical Foundations</b></p> <p>[or any other name as appropriate to your domain/ field/ theory]</p>	<p>Similar to the previous chapter, this chapter too should start with an introduction and end with summary.</p> <p><b>For quantitative studies:</b> The 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. After presenting existing body of theory, the student has to prepare his or her own conceptual framework with necessary justifications</p> <p>Alternatively for <b>qualitative studies</b>, the chapter should argue and justify why the study selected a 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.</p> <p>*For students drawing on Grounded Theory as a methodology, this chapter may not be required.</p>
<p><b>Chapter 4 Research Methodology</b></p>	<p>Similar to previous chapters, this chapter too should start with an introduction and end with summary.</p> <p><b>For quantitative studies:</b> This chapter should deal with methodological aspects of the study i.e. available research methods choice of methods, rationale behind the selected methods, data sources, research design, data collection instruments and measures to ensure validity and reliability of information, and analytical techniques. It should also include philosophical position of the researcher and ethical considerations of the study.</p> <p><b>For qualitative studies:</b> The 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.</p>
<p><b>Chapter 5 Analysis and Results / Analysis of Findings</b></p> <p>[or any other name as appropriate to your study – it could</p>	<p>Similar to previous chapters, all analysis chapters should start with an introduction and end with summary. This chapter is considered to be the most important chapter of the thesis.</p> <p><b>For quantitative research:</b> The answers to the formulated research questions should be examined in a logical manner paying attention to the theoretical foundations and empirical</p>

be even two or more chapters of analysis]	<p>evidence in the literature. The information in the tables should be statistically processed (calculated ratio dynamic indicators). Analytical text should be accompanied (but not duplicated) with pictures and graphs. Information provided in the pictures or graphs should be available in appendixes (attachments). There should be an abundance of numbers, tables and graphs in analytical section.</p> <p><b>For qualitative research:</b> The 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/ documentary reviews/ photographs/pictures/ reflections of the researcher during fieldwork etc are presented under this theoretical notions/ theories/ framework of analysis and discussed to answer the research questions raised in Chapter 1.</p>
<p><b>Chapter 6 Discussion and Conclusion</b></p> <p>[This could be one chapter or two separate chapters as Discussion and Conclusion]</p>	<p>This chapter should start with an introduction to the chapter and remind the reader through a brief summary of the research issue, objectives and methodology adopted in the analysis and the key findings (summarises main results of the study). Then a section on discussion on the findings of the research in light of other research that have presented similar or dissimilar findings. The conclusions 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 and practice – or as appropriate for your study], and directions for future research.</p> <p><b>If you opt for two separate chapters as discussion and conclusion (this is recommended for qualitative research):</b> 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.</p> <p>The conclusion chapter should include: an introduction to the chapter, 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.</p>
<b>Footnotes/Endnotes</b>	Explanatory notes should be presented as footnotes/endnotes.
<b>References</b>	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 discipline of study.
<b>Appendices</b>	Include appendices at the end of the final thesis as attachments if they enhance the value of your work.

***Note: However, a certain degree of fallibility must be given to supervisors since:***

- ***Some cases it needs background information (like overview of the situation)***
- ***Some cases, the presentation of statistics etc is required before the analysis.***  
***After all, PhD thesis is, somehow, a creative work.***

### **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 should start from Chapter one to the last page.
5. Page number should appear on the top of the page, in center or in the right corner, in Arabic numbers, without a dot.
6. Every new Chapter should start in a new page with the heading. Paragraphs and subsections should start in the same page after keeping one or two line spacing.
7. The section headings should be in capital letters. The subsection and paragraph headings should only start with a capital letter.
8. All headings must be bolded and Left-aligned.
9. The sections, subsections and paragraphs should be numbered using Arabic numbers.
10. Numbering of subsections should start over 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). Levels of headings should be limited to three.
13. Every table, picture, figure or graph should have a caption with the source identified.
14. Tables, pictures, figures and graphs 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).

15. The fonts used in the tables and graphs not necessarily have to match the font of the 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.
16. Tables or graphical objects should be compact and take up not more than a page. If you have problems 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 (appendixes), instead of putting them into the text.
17. Attachments should have their own numbering. If the table or a graph 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".
18. Formulas used in the text should be numbered. The number should be in prentices and on the right side of the line, which contains the formula.
19. The final draft of thesis should be presented in a binder and in the digital form (CD) to the faculty.
20. The declaration shall be as follows.

#### DECLARATION

I certify that this dissertation does not incorporate without acknowledgment any material previously submitted for a Degree or Diploma in any University; and to the best of my knowledge and belief it does not contain any material previously published or written by another person 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

Department of .....,

University of .....

(Signature).....

Date.....

Professor .....,

Supervisor

Department of .....,

University of .....

21. The cover page should be presented as follows (excluding the any page borders).

[ TITLE in Font Times New Roman – size 16]

[NAME IN FULL – size 12]

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

[MONTH & YEAR (e.g., November 2011)]

22. Final submission following viva voce examination must include relevant revisions and considerations based on comments/reports by the examiners.
23. On approval of the final submission, three (3) bound copies and in the digital form (CD) 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 dissertation is shown below (excluding any page borders).

<div data-bbox="467 271 515 763" data-label="Text"> Name of the Degree Programme </div> <div data-bbox="477 947 521 1070" data-label="Text"> NAME </div> <div data-bbox="467 1288 515 1400" data-label="Text"> YEAR </div>	<div data-bbox="576 376 1248 427" data-label="Text"> [TITLE in Font Times New Roman - size 14] </div> <div data-bbox="796 676 1037 790" data-label="Text"> [NAME IN FULL and Index No. – size 12] </div> <div data-bbox="745 985 1118 1090" data-label="Text"> Faculty of Graduate Studies University of Colombo </div> <div data-bbox="825 1265 944 1312" data-label="Text"> [YEAR] </div>
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## Annexure VIII: 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: .....

**CERTIFICATE OF PLAGIARISM CHECKING**

MPHIL/PHD THESIS

Application No:

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: TERNITIN

8.Date of Verification: .....

.....  
Authorized Signature for Verification

Name and Designation: .....

(official seal)

## Annexure IX: 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 grant letter is attached*	
8.	Supervisor/s' approval for submission is obtained	
9.	Three copies are ready (soft-bound)	
10.	FGS Office is communicated in advance on submission	

\* Similarity index report and the Ethics grant letter is not required to be included in the **final hard-bound** submission of the thesis.

**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.



# UNIVERSITY OF COLOMBO

## FACULTY OF GRADUATE STUDIES

### FGS PROGRAMMES

## WE OFFER

### MPhil / PhD Programmes

Master of Philosophy/Doctor of Philosophy (MPhil/PhD)  
Master of Philosophy in Clinical Psychology (MPCP)

### Masters Degree Programmes

Master of Regional Development & Planning (MRDP)  
Master of Business Studies - Online Mode (MBS)  
Master of Business Studies (MBS)  
Masters in Development Studies (MDS)  
Master of Information Systems Management (MISM)  
Masters in Labour Relations and Human Resource Management (MLRHRM)  
Masters in Japanese Studies (MJS)  
Masters in Conflict and Peace Studies (MCPS)  
Masters in Human Rights (MHR)  
Masters in Manufacturing Management (MMM)  
Masters in Counselling & Psychosocial Support (MCP)  
Master of Public Administration (MPA)  
Master of Public Administration - Online Mode (MPA, m-L)  
Master of Environment Management (MEM)  
Masters in Gender and Women's Studies (MGWS)  
Masters in International Studies (MAIS)

### Postgraduate Diploma Programmes

Postgraduate Diploma in Business Management - PGDip (Busi Mgmt)  
Postgraduate Diploma in Business Management - Online Mode - PGDip (Busi Mgmt) m-L  
Postgraduate Diploma in Development Studies (PGDip Dev St)  
Postgraduate Diploma in Gender and Women's Studies (PgDGWS)  
Postgraduate Diploma in Labour Relations and Human Resource Management - PG Dip (LRHRmgt)  
Postgraduate Diploma in Japanese Studies (PgDJS)  
Postgraduate Diploma in Conflict and Peace Studies (PGDipCPS)  
Postgraduate Diploma in Human Rights - PGDip (HRts)  
Postgraduate Diploma in Manufacturing Management (PGDip MM)  
Postgraduate Diploma in Counselling & Psychosocial Support (PgDCP)  
Postgraduate Diploma in Public Administration - Online Mode - PGDip(Pub Admin), m-L  
Postgraduate Diploma in Environment Management (PGDip-EnvMgmt)

### Executive Diploma Programmes

Executive Diploma in Marketing (EDM)  
Executive Diploma in Human Rights (EDHR)

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