



GUIDELINES FOR POSTGRADUATE PROGRAMMES

**FACULTY OF GRADUATE STUDIES
University of Kelaniya, Sri Lanka**

**GUIDELINES FOR
POSTGRADUATE PROGRAMMES
OFFERED BY
FACULTY OF GRADUATE STUDIES,
UNIVERSITY OF KELANIYA**



**FACULTY OF GRADUATE STUDIES
UNIVERSITY OF KELANIYA, SRI LANKA**

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FOREWORD

The Sri Lankan Qualifications Framework (SLQF) was designed in 2012, and updated in 2015, by the University Grants Commission (UGC) is a nationally consistent framework for higher educational qualifications offered in Sri Lanka. The University of Kelaniya adapted the same guidelines in 2016 to ensure that all qualifications awarded by the University are of a consistent quality, and that course curricula are compliant with the requirements stipulated for each level in the SLQF.

The aim of this document is to formalize the implementation of SLQF to suit the needs of the University of Kelaniya, Sri Lanka. In pursuance of this aim, this document has been compiled taking into consideration the existing guidelines in Faculty of Graduate Studies, University of Kelaniya for postgraduate studies in 2011, and this version supersedes all previous versions to suit the requirements of SLQF. These guidelines were recommended by all BoSs in the University, 208th meeting of the Faculty Board of Graduate Studies held on 16th June 2017 and 6th CULTEC meeting held on 19th June 2017 and the 310th Senate held on 28th June 2017.

Professor Ariyaratna Jayamaha
Dean
Faculty of Graduate Studies
University of Kelaniya
Sri Lanka
18th July 2017





GUIDELINES FOR POSTGRADUATE PROGRAMMES

I. INTRODUCTION

The purpose of the Faculty of Graduate Studies (FGS) is to encourage research and dissemination of knowledge at postgraduate level. FGS works with academic staff, students and administrative staff in all the Boards of Study of the University of Kelaniya to promote excellence in postgraduate education. Postgraduate education at the University of Kelaniya is a shared experience. FGS works together with Boards of Studies across the university to provide graduate programs at Master's, MPhil, and PhD levels to create a dynamic intellectual climate for its students.

II. THE FACULTY OF GRADUATE STUDIES

The Faculty of Graduate Studies is one of the seven faculties at the University of Kelaniya. It offers a variety of programmes, ranging from postgraduate certificate level to doctoral level. Currently, there are over fifty two programmes offered by the various disciplines. Some of the courses are based only on course work, while others are based on research, and some others are a mix of course work and research. Course work at FGS means face-to-face teaching as in a traditional university. These courses are usually conducted during weekends or evenings, to enable people who are already employed to enhance their knowledge and skills. In order to be more accessible, the FGS also offers on-line degrees in the field of Management. These programmes tend to build on the skills acquired at Master's levels.

III. BOARD OF STUDIES

Following seven Boards of Studies are established to work together with the Faculty of Graduate Studies for conducting postgraduate programmes effectively in diverse disciplines.

- Board of Study in Commerce and Management Studies
- Board of Study in Computing
- Board of Study in Humanities
- Board of Study in Medical Sciences
- Board of Study in Multidisciplinary Studies Related to Health
- Board of Study in Science
- Board of Study in Social Sciences

Board of Study recommends matters connected with postgraduate programmes in the respective disciplines to the FGS for recommendations / approval subject to the control of the Senate. Each Board of Study comprises of the Dean / Senior member of the respective discipline/s who is the Chairman, Heads of the Departments, Senior Professors, Professors, and Associate Professors of the relevant Faculty/ discipline. In addition, Course Coordinators of the postgraduate programmes and external eminent members may serve as members of the relevant Board of Study. Senior / Assistant Registrar of the respective Faculty serves as the secretary to the relevant Board of Studies.

IV. GUIDELINES ON SRI LANKA QUALIFICATION FRAMEWORK (SLQF)

These guidelines were prepared by the FGS to ensure that all degree programmes offered by the FGS are of a consistent quality and that course curricula, admission, administration and evaluation are compliant with the requirements stipulated in the Sri Lanka Qualification Framework (SLQF) published by the University Grant Commission in 2013 and modified in 2015. Further, these guidelines have been complied with the standard stipulated by University of Kelaniya Qualification Framework (UKQF) in 2016 and the amendments recommended by the Curriculum, Learning, Teaching, and Evaluation Committee (CULTEC) of Senate for postgraduate study to ensure the quality of the programmes.

V. POSTGRADUATE CERTIFICATE

The following Table highlights the postgraduate certificates descriptions.

Specification	SLQF exit level: 7 Minimum total credits at level 7: 20
Designator	Not Applicable
Qualifiers	Maximum two Ex: Postgraduate Certificate in Fine Arts in Drama
Abbreviations	PGCert (Fine Arts) (Drama)

i. Purpose and Characteristics:

Purpose of this qualification is to enhance the capacity of a person with advanced knowledge in a specific field of study or discipline to enable working graduates/holders of professional qualifications to advance their knowledge in a particular field of study. The qualification holders should be able to demonstrate clear understanding of theoretical knowledge together with critical awareness of current issues in the subject area. They should also be able to deal with complex issues systematically and make sound judgments and communicate decisions clearly to others. This qualification demands a high level of theoretical engagement and does not involve conducting a research project or an independent study.

ii. Minimum admission requirement/s:

Minimum admission requirement is a Bachelor's degree (SLQL 5 or SLQL 6) with 30 credits in the relevant subject area or with prior learning/work experience equivalent to 30 credits in the relevant subject area, or a qualification in the relevant subject area equivalent to above or completion of NVQ level 7, as determined by the Senate, may be considered.

iii. Registration

Applications will be assessed by the respective BOS/FGS and interviews will be processed by the same. Selection of candidates may be subjected to recommendation of respective BOS, the FGS and the approval of Senate. Registration date will be the same as of the inauguration date of the course.

iv. Progression:

Completion of Postgraduate Certificate meets the entry requirements to Postgraduate Diploma and/or Master's degree of SLQF levels 7 in the same field of specialization.

v. Duration & Extensions

The duration of a postgraduate certificate varies in different discipline; however, the minimum time period is one semester.

VI. POSTGRADUATE DIPLOMA

The following Table highlights the postgraduate diploma descriptions.

Specification	SLQF exit level: 8 Minimum total credits at level 8: 25
Designator	Not Applicable
Qualifiers	Maximum two Ex: Postgraduate Diploma in Marketing
Abbreviations	PGDip (Marketing)

i. Purpose and characteristics

Purpose of this qualification is to enhance the capacity of a person with an advanced knowledge in a specific field of study or discipline to enable working graduates/holders of professional qualification advance their knowledge in that field of specialization to provide an entry point for further education and an advanced qualification for holders of recognized qualifications from professional bodies/institutions. The qualification holders should be able to demonstrate clear understanding of theoretical knowledge together with critical awareness of current issues in the subject area and apply techniques relevant to their professional practice/chosen field of study. They should also be able to deal with complex issues systematically and creatively, and make sound judgments and communicate decisions clearly to others. They should demonstrate self-direction and originality in tackling and solving problems and be able to plan and implement tasks independently in a professional manner. This qualification demands a high level of theoretical engagement. It may not require conducting a research project but may require conducting some independent studies.

ii. Minimum admission requirement/s:

Minimum admission requirement is a Bachelor's degree (SLQL 5 or SLQL 6) with 30 credits in the relevant subject area or equivalent prior learning experience and/or a qualification in the relevant subject area acceptable to the University Senate. Completion of NVQF level 7 may also be considered as an equivalent qualification for admission to SLQF level 7 in that field of specialization.

iii. Registrations

Applications will be assessed by the respective BOS/FGS and interviews will be processed by the same. Selection of candidates may be subjected to recommendation of respective BOS, the Faculty Board of FGS and the approval of Senate. Registration date will be the same as of the inauguration date of course.

iv. Progression:

Completion of Postgraduate Diploma meets the entry requirements to SLQL 9 and 10 in the same field of specialization. Early exit from this level may be possible. However, on recommendation of the BOS, Faculty Board of Graduate Studies and approval from the Senate, a postgraduate certificate (SLQL 7) may be awarded for those who are completing 20 credits of theoretical engagement at SLQL 8.

v. Duration & Extensions

The duration of a postgraduate diploma varies from discipline to discipline. However, the minimum time period is one year, and the maximum two years, and should include 25 credits. Extensions of registration are possible, subject to the approval of the relevant Board of Study and FGS. Medical certificates must be provided if claiming medical reasons. With extensions, the maximum period to complete all requirements for the awarding of a postgraduate diploma is 03 academic years.

vi. Postgraduate Diplomas Offered by the FGS**Board of Study in Commerce & Management Studies**

- Postgraduate Diploma in Human Resource Management
- Postgraduate Diploma in Marketing

Board of Study in Humanities, Science & Social Sciences

Awarding Postgraduate Diploma to those students who have not successfully completed requirements for the award of Masters' Degree upon students' request. They may opt for Postgraduate Diploma provided that they satisfy the eligibility criteria approved by the Senate.

Gampaha Wickramaarachchi Ayurveda Institute

- Postgraduate Diploma in Kayachikitsa
- Postgraduate Diploma in Panchakarma
- Postgraduate Diploma in Shalyathantra

Please visit <http://fgs.kln.ac.lk/> for up to date list of courses offered by FGS.

VII. MASTER'S DEGREE BY COURSE WORK

The following Table highlights the Master degree by coursework descriptions.

Specification	SLQF exit level:9 Minimum total credits at level :9 30
Designator	Master's degree designators are limited to specific area of study Ex: Master of Commerce , Master of Information Technology
Qualifiers	Not applicable
Abbreviations	MCom, MIT

i. Purpose and characteristics:

Purpose of this qualification is to develop a person with advanced knowledge in a specific field of study or discipline to enable working professionals to advance their knowledge in that field of specialization. The qualification holders should be able to demonstrate thorough understanding together with critical awareness of current issues in their subject area and apply techniques relevant to their professional practice. They should also be able to deal with complex issues systematically and creatively and make sound judgments and communicate decisions clearly to others. They should demonstrate self-direction and originality in tackling and solving problems and be able to plan and implement tasks at professional levels. This qualification demands a high level of theoretical engagement and a guided independent study equivalent to a minimum of 5 credits.

ii. Minimum admission requirement/s:

Minimum admission requirement is a Bachelor's degree with 30 credits in the related subject area (to be determined by the Senate) or with prior learning /work experience equivalent to above or completion of NVQ level 7, as determined by the Senate, may be considered.

iii. Registration

Applications will be assessed by the respective BOS/FGS and interviews will be processed by the same. Selection of candidates may be subjected to recommendation of respective BOS, the Faculty Board of FGS and the approval of Senate. Registration date will be the same as the inauguration date of course.

iv. Progression:

Completion of a Master's Degree meets the entry requirement to SLQF level 10 or 11 in the same field of specialization. Early exit from this level may be possible subject to recommendation of the BOS, Faculty Board of Graduate Studies and approval from the Senate.

v. Duration & Extensions

Master's level courses are based on course work of at least one year's duration, and may include research work. Therefore, the duration of a Master's degree can be either 1 year or 2 years. Extensions of registration are possible, subject to approval of the Board of Study and Faculty Board of FGS. Medical certificates must be provided if claiming medical reasons. With extensions, the maximum period to complete all requirements for the awarding of a Master's degree is three academic years for a 1-year Master's, and 04 academic years for a 2-year Master's. Early exit from this level may be possible subject to approval of the University Senate.

vi. **Master's degree by Course Work Offered by the FGS**
Board of Study in Commerce and Management Studies

- Master of Business in Accountancy & Finance – 1 year (On-line)

Board of Study in Humanities

- MA in Christian Studies - 1 year
- MA in Drama and Theatre - 1 year

Board of Study in Social Sciences

- MA in Archaeology – 1 year
- MA in Economics – 1 year
- MA in Geography – 1 year
- MA in History – 1 year
- MA in Library and Information Science – 1 year
- MA in Mass Communication – 1 year
- MA in Philosophy – 1 year
- MA in Political Science – 1 year
- MA in Sociology – 1 year

Please visit <http://fgs.kln.ac.lk/> for up to date list of courses offered by FGS.

VIII. MASTER'S DEGREE WITH COURSE WORK AND A RESEARCH

The following Table highlights the Master's degree by coursework and research descriptions.

Specification	SLQF exit level: 10 Minimum total credits at level 10: 30 (Minimum of 15 for research) Minimum total credits: 60 (45 for course work +15 for research)
Designator	Master's degree designators are limited and specific to broad generic areas of discipline or profession Ex: Master of Science, Master of Commerce, Master of Arts
Qualifiers	Maximum one Ex: Master of Science in Food & Nutrition, Master of Arts in Sinhala
Abbreviations	MA in Sinhala, MSc in Food & Nutrition

i. Purpose and characteristics:

The purpose of this qualification is to advance knowledge of a graduate or professional in a specific field of study and to prepare graduates for higher degrees and specialized professional employment. This qualification should be earned by completing course work aggregating to a minimum of 30 credits at SLQF level 8 or 9 and a research project with notional learning hours totalling to a minimum of 15 credits. The research should be carried out under the guidance of a supervisor holding an equivalent or a higher qualification and should make an original academic contribution to a particular discipline. The candidate should submit a dissertation which is evaluated and accepted. The qualification holder must be able to deal with complex issues systematically and creatively and make sound judgments and communicate decisions clearly to specialist and non-specialist groups. S/he should demonstrate self-direction and originality in tackling and solving problems and be able to plan and implement tasks in a professional manner. The qualification holder should also be able to demonstrate critical awareness of current issues in the subject area and be able to apply techniques relevant to profession/area of specialization.

ii. Minimum admission requirements:

Minimum admission requirement is a Bachelor's degree including of 30 credits in the related subject area, or a qualification of SLQF level 6 or, above in the relevant area of study or a professional qualification equivalent to SLQF 6. Completion of NVQ level 7 with a minimum GPA of 3.0 at a scale of 0-4, and may also be considered as equivalent qualification for admission to SLQF level 8 in that field of specialization.

iii. Registration

Applications will be assessed by the respective BOS/FGS and interviews will be processed by the same. Selection of candidates may be subjected to recommendation of respective BOS, the Faculty Board of FGS and the approval of Senate. Registration date will be the same as of the inauguration date.

iv. Progression:

Completion of SLQF level 10 meets the entry requirement to SLQF 11 MPhil degree in the same field of specialization. Early exit from this level may be possible subject to recommendation of the BOS, Faculty Board of Graduate Studies and approval from the Senate.

v. Duration & Extensions:

As shown in the above, Master's level courses at SLQF level 8 are based on course work of at least one year's duration. Therefore, the duration of a Master's degree is 2 years, inclusive of 60 credits: of this 60, the research component should be a minimum of 15 credits. Extensions of registration are possible, subject to approval of the Board of Study and FGS. Medical certificates must be provided if claiming medical reasons. An extension would mean the candidate is given 12 months in which to complete requirements for the Master's degree. With extensions, the maximum period to complete all requirements for the awarding of a Master's degree is 03 academic years for a 1-year Master's, and 04 academic years for a 2-year Master's.

vi. Ethical Clearance:

For research to be beneficial, and to minimize harm, ethical clearance is essential. Furthermore, currently, research funding and publication of findings tend to be based on ethical approval for the study. Ethical clearance or ethical approval is required for all research involving human/animal subjects. It is required even if the research does not involve human participants directly, but raises other ethical issues due to the potential social or environmental implications of the study. In order to get approval for a particular research topic involving human/animal/social/environmental subjects, candidates must seek approval from the Ethics Review Committee of the University of Kelaniya or from another such approved body. Approval from the respective Board of Study and FGS will be given only after clearance from the Ethics Review Committee.

vii. Master's Degrees by Coursework / Coursework and Research Offered by Faculty of Graduate Studies

- **Board of Study in Commerce and Management Studies**

- Master of Business Marketing - 2 years
- Master of Business Administration - 2 years
- Master of Commerce - 2 years
- Master of Human Resource Management – 2 years

- **Board of Study in Humanities**

- MA in Buddhist Studies - 2 years
- MA in Linguistics - 2 years
- MA in Literary Criticism - 2 years
- MA in Sinhala - 2 years
- MFA in Fine Arts – 2 years (Coursework & Studio Thesis)
- MA in Music - 2 years (Coursework & Practicum)
- MA in Dancing - 2 years (Coursework & Practicum)

- **Board of Study in Medical Sciences**
 - Master of Public Health (MPH)- 2 years

- **Board of Study in Science**
 - MSc in Applied Microbiology - 2 years
 - MSc in Food & Nutrition – 2 years
 - MSc in Industrial & Environmental Chemistry - 2 years

- **Board of Study in Social Sciences**
 - MSSc in Archaeology – 2 years
 - MSSc in Economics – 2 years
 - MSSc in Geography – 2 years
 - MSSc in History – 2 years
 - MSSc in Library and Information Science – 2 years
 - MSSc in Philosophy - 2 years
 - MSSc in Sociology - 2 years
 - MSSc in Political Science - 2 years
 - MSSc in Mass Communication - 2 years

- **Gampaha Wickramarachchi Ayurveda Institute**
 - MSc in Mgmt. & Administration of Ayurveda Institutions
 - MSc in Kayachikitsa
 - MSc in Panchakarma
 - MSc in Shalyatantra

Please visit <http://fgs.kln.ac.lk/> for up to date list of courses offered by FGS.

IX. MASTER OF PHILOSOPHY DEGREE (MPhil)

The duration of study for MPhil is two years, and the program consists mainly of research. MPhil applicants should submit a research proposal to FGS. This will be directed to the relevant department / Committee and Board of Study upon consideration by the FGS. A supervisor will be appointed by the Board of Study, based on the proposal and a presentation made by the applicant to the senior academics of the Board of Study / Department. When the application is accepted as eligible for the MPhil, she/he becomes a candidate. The candidate has to make two progress presentations to the evaluation panel at the FGS before the submission of draft thesis. The candidates should also submit 4 progress reports before submission of the draft thesis.

The following Table highlights the MPhil degree descriptions.

Specification	SLQF exit level: 11 Minimum Total Credits : 60
Designator	The designator is Philosophy
Qualifiers	Maximum one, if required. E.g.: Master of Philosophy in Chemistry
Abbreviations	MPhil, MPhil(Chemi)

i. Purpose and characteristics:

Purpose of this qualification is to develop a person with a capacity of conducting high quality original research without supervision. For an MPhil degree, a candidate is required to carry out high level research under the guidance of a person holding equal or above qualification and make a significant contribution to a particular discipline or field. The research may be pure discipline-based or multidisciplinary. The candidate should submit a thesis incorporating research findings, which is assessed and accepted. The candidate may also be required to follow some course work as preparatory work or for value addition to research. However, this course work shall not contribute to the credit accumulated towards the qualification.

The qualification holder should be able to carry out independent pure and/or applied research contributing significantly towards the development of new knowledge and supervise and evaluate original research carried out by others in the field of specialization leading to qualifications of SLQF levels up to 10. S/he should also be able to make judgments on complex issues in the area of expertise and communicate her/his ideas and conclusions clearly to specialist and non-specialist audiences. S/he should demonstrate self-direction and originality in tackling and solving problems and be able to plan and implement tasks at professional levels. The qualification holder should also be able to demonstrate critical awareness of current issues in the subject area and be able to apply techniques relevant to professional practice.

ii. Minimum Admission Requirement/s:

- a. Bachelor's Honours degree of SLQF Level 6 with a minimum of 30 credits in a related field **or**
- b. Bachelor's Honours degree of SLQF Level 6 with a minimum of 30 credits in a related field and successful completion of a qualifying examination **or**
- c. Any Bachelor's degree of SLQF Level 5 and a qualification of SLQL 9 or above in a related field, **or**
- d. Bachelor's Honours degree of SLQF Level 5 with a minimum GPA of 3.00 in the scale of 0-4 and a successful completion of a qualifying examination which will be conducted after completion of 30 credits equivalent to SLQL 6 in the same or related field, **or**
- e. completion of NVQ level 7 with a minimum GPA of 3.00 in a scale of 0-4 and successful completion of a qualifying examination equivalent to SLQL 6 or 7, as determined by the Senate, may also be considered for admission to SLQF Level 11 in that field of specialization.

iii. Progression

Completion of MPhil degree meets the entry requirement to a Doctoral degree in the same field of specialization. A qualification shall not be awarded for early exit from an MPhil degree.

iv. Duration & Extensions

The period of study from the date of first registration up to the submission of the thesis to FGS is a minimum of two years and **a maximum of four years**. An extension of one year beyond the maximum period of study may be granted under special circumstances, on the recommendation of the Supervisor, Head of Department, the Board of Study, and FGS. With extensions in the case of special circumstances, the maximum duration for completion of MPhil Degree requirements would be five years.

v. Ethical Clearance:

For research to be beneficial, and to minimize harm, ethical clearance is essential. Furthermore, currently, research funding and publication of findings tend to be based on ethical approval for the study. Ethical clearance or ethical approval is required for all research involving human/animal subjects. It is required even if the research does not involve human participants directly, but raises other ethical issues due to the potential social or environmental implications of the study. In order to get approval for a particular research topic involving human/animal/social/environmental subjects, candidates must seek approval from the Ethics Review Committee of the University of Kelaniya or from another such approved body. Approval from the respective Board of Study and FGS will be given only after clearance from the Ethics Review Committee.

vi. Streams of MPhil Degree

The Master of Philosophy (MPhil) programme is offered by the Faculty of Graduate Studies are in following fields.

- i. Commerce and Management Studies
- ii. Computing and Technology
- iii. Humanities
- iv. Medical Sciences
- v. Science
- vi. Social Sciences

X. DOCTORAL PROGRAMMES (PhD/DBA/DM)

Doctoral degree is the highest level of degree a student can obtain. The duration of study for a PhD/DBA/MD is three years, with extensions possible, on recommendations by the supervisor/s PhD applicants should submit a research proposal to FGS. This will be directed to the relevant Board of Study / Committee and/or Department upon consideration by the FGS. Supervisor/s will be appointed by the Board of Study, once the eligibility of the candidate is accepted, based on the proposal and a presentation made by the applicant to the senior academics of the Board of Study /Department. Progress reports need to be submitted to FGS via the supervisor, every 06 months. The candidate has to make two presentations to the evaluation panel at the FGS before submission of thesis. The following Table highlights the Doctoral degree descriptions.

Specification	SLQF exit level: 12 Minimum total credits 90
Designator	The typically used designator for doctoral degrees is Philosophy. Nevertheless, other designators may be used to denote the areas of study or the discipline. Eg. Doctor of Management
Qualifiers	Maximum one E.g.: Doctor of Philosophy in Management
Abbreviations	PhD, DPhil, DEd, DLitt, DSc, PhD (Management),DBA

i. Purpose and characteristics:

Purpose of this qualification is to develop a person with a capacity to generate substantive insights in a particular area of study through high quality original research. The qualification holder should be able to provide evidence for generating new knowledge by publications in peer reviewed indexed journals. For a doctoral degree, a candidate is required to carry out high level research under the guidance of a supervisor holding a qualification of this SLQF level or equivalent and make a significant and original academic contribution creating new knowledge. The candidate should submit a thesis incorporating research findings which are assessed and accepted.

The candidate may also be required to follow some course work as preparatory work or for value addition to research. However, this course work shall not contribute to the credits accumulated towards the qualifications. The research may be purely discipline-based or multidisciplinary. The qualification holder should be able to design and carry out independent pure and/or applied research contributing significantly towards the development of new knowledge, and supervise and evaluate original research carried out by others in the field of specialization. S/he should be able to demonstrate critical awareness of current issues in the subject area and apply techniques relevant to professional practice.

The qualification holder should be able to make judgments on complex issues in specific fields and communicate her/his ideas, views and conclusions clearly and effectively to specialist and non-specialist groups. S/he should also be able to exercise personal judgment and responsibility even in unpredictable situations in the professional environment. All PhD candidate must EITHER publish at least 01 paper based on their research in a refereed journal OR present at least 02 papers based on their research at national/international conferences or present at least 02 progress presentations at FGS, to be eligible to be called for the viva voce examination.

ii. Minimum admission requirements:

- a) A doctoral degree in a relevant or related fields of study, **or**
- b) Master of Philosophy degree in a related field, **or**
- c) Master's degree in a related field with a course work and a research component of SLQL 10, **or**
- d) A Bachelor's Honours degree of SLQL 6 with a minimum GPA of 3.00 at a scale of 0-4, who has registered to follow MPhil degree may be upgraded to PhD level after a minimum period of one year provided that his/her research competencies are of exceptional merit, **or**
- e) A Bachelor's degree of SLQL 5 and a qualification of SLQL 9 or above in the relevant field, and registered to follow an MPhil degree may be upgraded to PhD level after a minimum period of one year, provided that his/her research competencies are of exceptional merit. **or**
- f) A Bachelor's degree of SLQL 5 with a minimum GPA of 3.00 at a scale of 0-4, who has successfully completed a qualifying examination conducted after completion of 30 credits equivalent to SLQL 6 in the same or related field and registered to follow an MPhil degree, may be upgraded to PhD level after a minimum period of one year provided that his/her research competencies are of exceptional merit.
- g) For DM,
 - A doctoral degree in medical sciences, **or**
 - MPhil in medical sciences, **or**
 - Master's degree with course work and a research component of SLQL 10 in the medical sciences; provided that the applicant possesses a MBBS degree from the Kelaniya University or is the permanent member academic staff of the faculty medicine of the University of Kelaniya and possesses a MBBS degree from a recognized university.
- h) For DBA,
 - Master of Philosophy degree, **or**
 - Master's degree with a course work and a research component of SLQL 10, **or**
 - Master's degree with a course work and research experiences.

iii. Ethical Clearance:

For research to be beneficial, and to minimize harm, ethical clearance is essential. Furthermore, currently, research funding and publication of findings tend to be based on ethical approval for the study. Ethical clearance or ethical approval is required for all research involving human/animal subjects. It is required even if the research does not involve human participants directly, but raises other ethical issues due to the potential social or environmental implications of the study. In order to get approval for a particular research topic involving human/animal/social/environmental subjects, candidates must seek approval from the Ethics Review Committee of the University of Kelaniya or from another such approved body. Approval from the respective Board of Study and FGS will be given only after clearance from the Ethics Review Committee is given.

iv. Progression:

Doctoral degree is the highest qualification awarded within the SLQL. Early exit from a doctoral degree with research not reaching the standards required for a doctoral degree may be considered for the award of MPhil degree.

v. Duration & Extensions

The period of study from the date of first registration up to the submission of the thesis to FGS is a minimum of three years and a maximum of six years. An extension of one year beyond the maximum period of study may be granted under special circumstances, on the recommendation of the Supervisor, Head of Department, the relevant Board of Study, and FGS. With extensions in the case of special circumstances, the maximum duration for completion of the Degree requirements would be seven years.

vi. Streams of Doctoral programmes

The Doctoral programmes offered by the Faculty of Graduate Studies are in following fields.

- Commerce and Management Studies
- Computing and Technology
- Humanities
- Medical Sciences
- Multi-disciplinary Studies
- Science
- Social Sciences

XI. APPLICATION PROCEDURE FOR POSTGRADUATE PROGRAMMES

- i. A candidate seeking to apply for any postgraduate programme, he/she should submit a completed application form (obtainable from the office of the Faculty of Graduate Studies / website), together with a proof of the payments of application fee, whenever applications are called. Applications will be assessed by the respective BOS/FGS and interviews may be processed.
- ii. A candidate seeking approval of his/her candidature for MPhil /PhD / DBA or DM Degrees should submit a completed application form to the Faculty of Graduate Studies together with a proof of the payments of application fee. The application form should contain the following information:
 - (a) The field of research and a brief synopsis of the research project and a budget if applicable. If a candidate proposes a Supervisor for his thesis, the supervisor should indicate in writing his/her consent to supervise the study of the candidate. The supervisor should be a permanent teacher of the university in the rank of a Senior Lecturer or above having academic qualifications equal to or higher than the Degree to which the registration is sought. (However, one or more co-supervisors from the University or from an outside institution may be appointed if the Board of Study considers as it necessary)
 - (b) The evidence for source of financial support for research (e.g.: grant or self-financing) where applicable.
 - (c) Under special circumstance, on the recommendation of the Board of the Faculty of Graduate Studies, may be appointed an eminent person with suitable academic and research credentials as a supervisor who does not fulfill the criteria given in (a) above
 - (d) In the case of a candidate who plans to carry out his/ her research at an institution other than the University of Kelaniya, the name of the member of the institute whose consent for supervision has been obtained together with his/her academic and research credentials. and a certificate from the Head of the institution assuring financial support and/or other necessary facilities to conduct the research.
 - (e) Names and addresses of two referees. At least one of the referees should be a person familiar with the candidate's academic activities, preferably from an institution where he/she completed the undergraduate/postgraduate studies.
 - (f) The candidate should request the referees to send the confidential reports directly to the Dean/Faculty of Graduate Studies on the form annexed with the application.
 - (g) In the case of applicants who have not graduated from the University of Kelaniya, an official transcript of undergraduate studies should be provided. (This should be sent directly to the Dean/Faculty of Graduate Studies, University of Kelaniya.)
 - (h) Submit completed application form and receipt of payment of application fee to FGS. You can also make online payments through www.fgs.kln.ac.lk/

Once you have completed these steps, FGS or the relevant department will contact you to arrange for a meeting and presentation with senior academics of the Faculty. If required, you may also request to make online presentation on prior approval. The purpose of this meeting is for you to make a presentation of your proposed research. Based on the feedback given at this meeting, you have an opportunity to re-submit your research proposal. Approval of the relevant Head of Department, Board of Study, FGS and Senate is required for FGS to inform you of acceptance as a candidate for the Degree. At this stage, you will also be notified your supervisor/s.

XII. RESEARCH PROPOSAL FOR MPhil /PhD / DBA or DM Degrees

Candidates should submit a research proposal to a maximum of 15 pages. The purpose of this proposal is to clarify your research objectives. The completed form will be used to discuss your eligibility for the study at the University of Kelaniya. Your proposal will provide the basis for your initial meeting/presentation with the Head of Department (HOD) and senior academics of the Board of Study you are applying to. If you have already had discussions with a Faculty member whom you would like to be your Supervisor, you can say so in your proposal. The proposal consists of the following headings:

- a) Proposed Degree
- b) Proposed Title/Topic
- c) Proposed Supervisor (optional)
- d) Introduction & Background
- e) Statement of Problem
- f) Purpose of Study/Objectives
- g) Significance of Study
- h) Theoretical Framework & Review of Literature
- i) Hypotheses & Issues (if any)
- j) Methodology (design, methods, procedures)
- k) Limitations
- l) References

XIII. REGISTRATION, REFUND AND RENEWAL

- i. Applicants, who have obtained approval of FGS and the Senate, must register for the relevant Degree before commencement of the programme by paying registration fee, course fees and any other fees relevant to the programme.
- ii. A candidate may withdraw her/his registration within the first three months from the date of course commencement if the he/she has not attended any lectures and be entitled to a refund of 85% of the course fee. [Attendance should be confirmed / verified by the course coordinator/ HOD]
- iii. Applicants who have obtained approval for MPhil /PhD / DBA or DM Degrees must register within six months of gaining such approval. Thereafter, registration should be renewed at the end of first two years for MPhil and three years for Doctoral degree. Candidates who fail to renew registration before the expiry of three months from the due date without a valid reason will be deemed to have voluntarily withdrawn from the programme. The registration of a candidate may be cancelled on the recommendation of the relevant Board of Study due to following reasons:
 - a) The information provided by the candidate in the application is found incorrect.
 - b) Exceeding the maximum duration of the period of study
 - c) Non-payment of registration/bench/ programme fee etc. within the first three months of the year.
 - d) Non-submission of two consecutive progress reports referred
 - e) Violation of rules and regulations of the University.
 - f) Unsatisfactory academic performance. In the event of the Board of examiners decide that the thesis submitted by the candidate does not meet the standard and needs major revisions and another Viva - Voce examination has to be held, the total cost of such an examination has to be borne by the applicant.

XIV. SUPERVISION & PROGRESS REPORTS

A Supervisor or Supervisors will be appointed by FGS on the recommendation of the relevant Board of Study, for a candidate who is conducting research and writing a thesis at MPhil/ PhD/ DBA/DM level. The Supervisor will be a permanent member of the academic staff, in the rank of a Senior Lecturer or above, with academic qualifications which are equal to, or higher than the degree sought by the candidate. Under special circumstances, Supervisor/s may be appointed from another tertiary institute/ organization. The Supervisor will give her/his consent to the Board of Study or in writing to FGS, as the case may be. If the Supervisor wishes to relinquish her/his duties, the letter of resignation will be submitted through the Board of Study, to the Dean, FGS. The Supervisor/s will guide the candidate in conducting research according to the norms of academic study at postgraduate level. Regular meetings or interaction with the Supervisor/s are recommended. The candidate needs to consult the Supervisor in the following contexts:

- i. If financial assistance has been given for any aspect of the research, FGS needs to be informed through the Supervisor/s.
- ii. If the candidate plans to carry out research at an institution other than the University of Kelaniya, a letter seeking permission (written by the candidate) should be submitted to the other institute with the name, signature and designation of the Supervisor, with a copy to FGS.
- iii. Progress Reports of the candidate's performance should be signed by the Supervisor/s and submitted to FGS, by the candidate. Progress Reports are due every six months [the Progress Report form can be downloaded from the FGS website].
- iv. Student should conduct a presentation at the end of every year of registration denoting the progress of the research. A candidate with of one full paper in an international peer reviewed journal for the research work of the respective year may be exempted from progress presentation upon duly submission of publication evidence.
- v. Changes to approved topic must be communicated to FGS through the Supervisor/s for approval.
- vi. If the change of topic is to another area of study, a fresh proposal must be submitted to relevant BOS and FGS.
- vii. The final topic/title of the thesis should be submitted for approval of FGS through the Board of Study, three months prior to submission of thesis. This is to enable the Senate to appoint examiners for the thesis.
- viii. If the candidate changes the language of the approved thesis, s/he must inform FGS, through the Supervisor/s and Head of Department.
- ix. If the candidate wishes to change her/his Supervisor/s, the letter must be sent through the BOS to FGS, with a copy to the Supervisor/s.
- x. Submission of thesis requires the signature of the Supervisor/s.
- xi. If the candidate has not consulted the Supervisor/s, and has not submitted Progress Reports, the Supervisor/s has/have the right to refuse to forward the thesis.
- xii. Number of postgraduate research students assign for supervisee by any one member of the academic staff in the university should be three PhD candidates and four MPhil candidates in a year.

XV. FORMAT AND SUBMISSION OF THESIS (MASTER/MPhil/PhD/DBA)

a. Format

- i. The thesis must be written in the language approved by FGS and Board of Study.
- ii. The text of the thesis must be typed or computer generated, using Times New Roman font, size 12 in the case of English, and size 12 in the case of Sinhala fonts.
- iii. A4 size paper of good quality should be used. Margins of 4 cm on the left and 2.5 cm on the top, bottom, and right should be kept.
- iv. The title of the thesis should be printed on the title page, together with the name of the candidate and her/his qualification/s, name of the University of Kelaniya, name of the degree for which the thesis is submitted, and the month and year of submission. Exact format could be downloaded from the FGS website.
- v. The page following the title page should carry a declaration by the candidate, certified by the Supervisor/s that the work embodied in the thesis is her/his own, and has not been submitted for any Diploma or Degree in this university or any other institution.
- vi. The thesis should contain an Abstract of not more than 350 words (1 page of A4), followed by 05 keywords.
- vii. In the case of theses written in languages other than English, an Abstract in English should be included, (followed by 5 keywords) following the one in any other language.
- viii. The numbering of figures, tables etc. and the citation and reference formats and style [either APA (American Psychological Association) format or Harvard is the recommended style. Candidates must ensure internal consistency and not mix the two styles] should follow the guidelines given by the FGS, Board of Study and the Supervisor/s.
- ix. The candidate should ensure that spelling and grammar mistakes are to a minimum.
- x. MPhil thesis should be between 50,000 and 75,000 words and Doctoral degree 80,000 to 100,000 words. This number excludes footnotes and endnotes. However, the supervisor/ Board of Study can decide on the length of the thesis, based on the subject area.
- xi. Text must be double spaced, other than for indented information and references.
- xii. The cover page should include the title of the thesis, the name and index number of candidate, the degree awarded and the year degree was awarded.
- xiii. The spine of the thesis should have the student name, degree title and the effective year.

Formats of the above mentioned can be downloaded from <http://fgs.kln.ac.lk/>

b. Submission

- i.** The candidate should notify the FGS of her/his intention to submit the thesis on a specific date, at least three months prior to the date of submission. The candidate is responsible to ensure that all requirements are complete – such as if any Examinations, papers, progress reports presentations/seminars etc.
- ii.** Candidates should provide proof of payment for the degree sought, before submission of thesis.
- iii.** Initially, three temporarily bound copies of the thesis should be handed over to FGS, with the signature of the Supervisor/s. [Temporarily bound means spiral binding or any other similar type of binding]. In the case where supervisor/s are not available/ out of the country the candidate may submit the draft thesis with the signature of the relevant Head of the Department / Chairman – Board of Study.
- iv.** On submission, the thesis will be sent to examiners within two weeks, if all other requirements have been met.

XVI. EVALUATION AND GRADING

A. Evaluation of Postgraduate Certificates, Diplomas and Master Degrees

- i.** All theory courses, assignments, laboratory courses, research projects, case studies and industrial training will be evaluated according to the criteria given in the syllabus.
- ii.** Each course unit will carry a maximum of 100 marks, inclusive of assignment marks.
- iii.** A grade is assigned to each course unit depending on the student's overall performance in the course unit.
- iv.** The method of evaluation will be announced by the department at the commencement of the particular course unit. Most courses are conducted on the continuous assessment method or a combination of continuous assessments and examinations.
- v.** A candidate is entitled to receive a transcript giving grades obtained for each paper of the above examination after the confirmation of results by the Senate.
- vi.** All the prescribed course units for a program will be taken into account in calculating the GPA for the awarding of a postgraduate Certificates/Diploma or a Master's degree.
- vii.** A candidate registered for a postgraduate Certificates/Diploma must obtain a minimum grade of B- in each prescribed course unit with a minimum cumulative **GPA of 2.7** to pass a postgraduate Certificate/Diploma and completed the relevant requirements within a period of Two years.

- viii. In the case of a Master's degree by course work, a candidate must obtain a minimum grade of B- in each prescribed course unit with a minimum cumulative **GPA of 2.7** to pass the Master's degree and completed the relevant requirements within a period of Two years
- ix. A candidate who obtains a grade below B- in a particular course unit may re-sit the examination in respect of the course unit for the purpose of improving the grade and the best grade obtainable at a re-sit examination is B-.
- x. In the event a candidate obtains a lower grade while attempting to improve the grade she/he will be entitled to claim the previous grade.
- xi. A candidate repeating the examination after the due date of the programme is required to pay renewal fee for each year of extension.
- xii. Candidates should re-sit the selected papers in the postgraduate Certificates/Diploma and the Master's Degree program at the next examination held for that particular course. The maximum number of re-sit examinations permitted will be two for postgraduate Certificates/Diplomas and three for Master's level programs.
- xiii. A candidate registered for the Master's by course work and research Degree Programme must obtain a minimum grade of B- in each prescribed course units with a minimum cumulative GPA of 2.7 and completed the relevant requirements within a period of four years.
- xiv. The thesis/dissertation should be submitted at the end of the second academic year. Please refer to Submission of Thesis in these guidelines for details. A candidate must obtain a minimum grade of B- to pass research project. The research project will be evaluated through a combination of or components of the following: continuous assessments of progress, presentations, quarterly progress reports, dissertation and viva-voce examination. The percentage weight of each component in the evaluation of research will be announced by the coordinator/ department/ BOS before the commencement of research.
- xv. A student registered for a Master's by coursework and research will be awarded the degree with distinction if she/he obtains grades 'A' or better in all course units and Research work by obtaining a minimum cumulative GPA of 4.0 from all course units and completed the relevant requirements within a period of two years.

- xvi. Marks obtained in respect of a course unit will be graded according to the following Table. A Grade Point Value as indicated in the Table is assigned to each grade.

Range of Marks	Grade	Grade Point Value
85-100	A+	4.0
70-84	A	4.0
65-69	A-	3.7
60-64	B+	3.3
55-59	B	3.0
50-54	B-	2.7
45-49	C+	2.3
40-44	C	2.0
35-39	C-	1.7
30-34	D+	1.3
25-29	D	1.0
00-24	E	0.0

B. Evaluation of Thesis - Master's by Research, MPhil, PhD & DM, DBA Degrees

- i. After submission of the thesis, two examiners will be appointed by FGS on the recommendation of the relevant Board of Study for examining the thesis. One examiner will be a permanent member of the University of Kelaniya, in the rank of a Senior Lecturer or above, with academic qualifications which are equal to, or higher than the degree sought by the candidate and another from other University/ Institute. Under special circumstances, all examiners can be appointed from the University of Kelaniya. The examiners will give her/his consent in writing to FGS.
- ii. On submission of the thesis, and the receipt of the examiners' reports, the candidate will be called for an oral examination (also called *viva voce*). After the oral examination, the examiners may recommend:
 - a. Acceptance of the thesis as is
 - b. Acceptance of the thesis subject to minor corrections
 - c. Acceptance of the thesis subject to major corrections
 - d. Rejection of the thesis
 - e. Degrade the degree (eg; awarding an MPhil instead of PhD)
- iii. A candidate must obtain a minimum grade of B- for thesis and in all components (examinations/seminars/presentations).
- iv. In the case of the oral examination (also called *viva voce*), the Board of Examiners will consist of the Dean, FGS (Chair), Chairman of the relevant Board of Study, Head of Department, Supervisor/s, and Examiners. This is an opportunity for the candidate to defend her/his work. The defense of thesis can be open to the public if required the members of the public will be observers, and are not entitled to ask questions.
- v. The candidate will be given either three months or one year, at the discretion of the Board of Examiners, to re-submit the thesis, based on the changes pointed out by the examiners.
- vi. Once the changes are made, and accepted by the Supervisor/s, the candidate must present two hardbound copies to Registrar of Examinations/FGS, through the Supervisor/s, Head of Department, Dean of the relevant faculty and Dean, FGS.
- vii. Two final copies must be sewn and hardbound, with gold lettering on the spine, showing the name with the initials of the candidate, the degree for which the thesis is submitted, and the year of submission. The two hardbound copies should reflect the degree awarded to the candidate, as follows:

Master Theses	Red
MPhil thesis	Blue
PhD/DBA/DM	Black

Formats can be downloaded from <http://fgs.kln.ac.lk/>

- viii. One copy of the final thesis will be deposited in the University Library, and thereafter will be subjected to the rules and regulations governing the Library.
- ix. The candidate should keep a hard copy and a soft copy for personal use.
- x. When submitting the final version of the thesis, an electronic version of the Abstract and the full version in CD form in UNICODE should be submitted to Dean FGS through the Supervisor/s, Head of Department, and the Chairman of the relevant Board of Study.
- xi. An electronic version of the thesis must be submitted to FGS for inclusion in the University of Kelaniya archive of theses.

XVII. UPGRADING FROM MPhil TO PhD

- i. A candidate registered for the MPhil Degree may submit a request (along with two copies of the proposal and a receipt of payment for the upgrading) to transfer his/her registration to the PhD Degree through the supervisor/s, Head of the Department and the relevant Board of Study to the Dean of the Faculty of Graduate Studies during the second year of registration provided that he/she fulfils the eligibility criteria for admission for the PhD Degree. The Board of Study shall appoint an Advisory Committee consisting of;
 - i. Dean of the Faculty of Graduate Studies (Chairman)
 - ii. Chairman of the Board of Study
 - iii. Head of the Department
 - iv. Supervisor/s
 - v. Two reviewers (one of them should be senior academic from another university)
- ii. The proposal of the candidate seeking upgrade from MPhil degree to a PhD degree will be sent to the reviewers by the FGS for evaluation. Once the confidential evaluation reports are received from the reviewers, the Dean/ FGS calls the upgrading meeting. To call a candidate for upgrade meeting he/ she should have received over fifty (50) marks from both of the reviewers. If the Committee satisfies at the upgrading meeting after considering reviewers reports and the presentation of the candidate upgrade will be recommended.
- iii. The Upgrading Committee report should be submitted to the Faculty Board of Graduate Studies for approval. In the event of candidature being upgraded from MPhil to PhD the work already done by the candidate would be deemed to have been done for the PhD Degree from the date of first registration. The Thesis of the PhD should be submitted to the FGS only after completion of three years from the date of first registration.

XVIII. COURSE FEE

Course fees for all Postgraduate Programmes will be decided by the respective BOS. Please visit <http://fgs.kln.ac.lk/> for up to date list of courses and course fees offered by FGS.

XIX. CONTACT DETAILS

Dean	: Prof. Ariyaratne Jayamaha
Deputy Bursar	: Mrs. DC Fernando
Senior Assistant Registrar	: Mr. KBSL Wijeratne
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FACULTY OF GRADUATE STUDIES
University of Kelaniya, Sri Lanka

