



**POSTGRADUATE INSTITUTE OF AGRICULTURE  
UNIVERSITY OF PERADENIYA**

Diploma (SLQF Level 08)  
Master (SLQF Level 09)  
Master of Science (SLQF Level 10)

**By-Laws**

**2025**

**THE BYLAWS OF THE DIPLOMA, MASTER’S AND MASTER OF SCIENCE DEGREES OF THE  
POSTGRADUATE INSTITUTE OF AGRICULTURE (PGIA)  
UNIVERSITY OF PERADENIYA**

**PART 1: PREAMBLE**

- 1.1 These By-laws of the Postgraduate Institute of Agriculture (hereinafter referred to as “the Institute”) are made by the Council of the University of Peradeniya under Section 136 read with Section 24 of the Universities Act No. 16 of 1978 and subsequent amendments thereto, and the Postgraduate Institute of Agriculture Ordinance No. 9 of 1979 made under Section 24A of the said Act.
- 1.2 These By-laws shall be cited as By-laws No. 02 of 2025 of the Postgraduate Institute of Agriculture and shall come into operation on the date of approval by the Council of the University of Peradeniya.

**PART 2: POSTGRADUATE PROGRAMMES OF THE INSTITUTE**

- 2.1 The Institute shall offer postgraduate academic awards in Agriculture and allied fields under the relevant Boards of Study, including but not limited to:
- (a) Degree of Doctor of Philosophy (Ph.D.) – SLQF Level 12;
  - (b) Degree of Doctor of Business Administration (DBA) – SLQF Level 12;
  - (c) Degree of Master of Philosophy (M.Phil.) – SLQF Level 11;
  - (d) Degree of Master of Science (M.Sc.) in respective disciplines – SLQF Level 10;
  - (e) Degree of Master of Business Administration (MBA) – SLQF Levels 9 and 10;
  - (f) Degree of Master in respective disciplines – SLQF Level 9;
  - (g) Postgraduate Diplomas – SLQF Level 8;
  - (h) Postgraduate Certificates – SLQF Level 7; and
  - (i) such other academic distinctions
- as may be approved by the Board of Management, and the Senate in accordance with Section 13 of the Institute Ordinance and subsequent amendments.
- 2.2 Subject to these By-laws, a student may be awarded a Postgraduate Diploma, Master’s Degree, Master of Business Administration (MBA) Degree, or Master of Science (MSc) Degree in the relevant discipline, as applicable, provided that the student has:
- 2.2.1 been duly admitted and registered for the programme for the prescribed period;
  - 2.2.2 pursued the programme of study to the satisfaction of the Director of the Institute and the Vice-Chancellor of the University in accordance with these By-laws and the Regulations and Rules of the Institute and the University;
  - 2.2.3 fulfilled all admission requirements and academic requirements including, where applicable, coursework, directed study, Comprehensive Examination, approval of research concept note and research proposal, satisfactory bi-

annual progress presentations and progress reports, and successfully completed the thesis/dissertation evaluation process, including desk evaluation, research presentation, and *viva voce* examination, as determined by the relevant authorities;

- 2.2.4 paid all application, registration, programme, administrative, library, and other prescribed fees and deposits;
- 2.2.5 maintained valid registration status throughout the period of study; and
- 2.2.6 complied with all other requirements prescribed by these By-laws and the Regulations and Rules of the Institute and the University.

### **PART 3: ACADEMIC CALENDAR AND APPLICATION PROCEDURE**

- 3.1 The Institute shall maintain separate academic calendars for its operational branches at Peradeniya and Colombo.
- 3.2 At the Peradeniya Branch, the academic year shall normally commence in October/November or as soon thereafter as practicable.
- 3.3 At the Colombo Branch, the academic year shall normally commence in February/March or as soon thereafter as practicable.
- 3.4 Applications for Postgraduate Diploma, Master's, MSc, and MBA programmes shall be invited through public advertisements published during August-September or January-February of each year, or as soon thereafter as feasible and practicable.
- 3.5 Details of intakes (academic year and first semester / second semester), application periods, and closing dates shall be published through printed, electronic, and social media, and on the official website ([www.pgia.ac.lk](http://www.pgia.ac.lk)) of the Institute.
- 3.6 Every application for admission shall be made on the prescribed application form (Annex I), obtainable from the Registrar or downloadable from the Institute website.
- 3.7 If any discrepancy between the name given in the application form and other documents submitted such as birth certificate, academic/professional certificates, or publications, an affidavit to the effect that the applicant is the same person known by all such names shall be sent with the application form.
- 3.8 A duly completed application shall be accompanied by the certified copies of documents or their scanned copies as specified below:
  - (a) birth certificate and national Identity card,
  - (b) academic and professional qualifications,
  - (c) two recent passport-size colour photographs;
  - (d) service/employment certificate from the employer (if applicable)
  - (e) the receipt of bank payment of the application fee (Rs. 3,000.00), and

- (f) any other documents relating to the application,
- 3.9 An applicant who seeks admission and registration under equivalent qualifications or any other eligibility criteria referred in 4.3 of these By-laws shall annex documentary evidence of academic/research ability and other relevant professional qualifications in support of the application.
- 3.10 Applications may be submitted either through the online application system (MIS) or via email ([dir@pgia.ac.lk](mailto:dir@pgia.ac.lk) / [dr@pgia.ac.lk](mailto:dr@pgia.ac.lk) / [admission@pgia.ac.lk](mailto:admission@pgia.ac.lk)) or in paper-based form as a registered mail to the Director / the Registrar, Postgraduate Institute of Agriculture, P.O. Box 55, Old Galaha Road, Peradeniya 20400, Sri Lanka.
- 3.11 Applications shall be received and date-stamped by the Institute. Incomplete applications shall be rejected, and late applications may be considered for the subsequent intake.
- 3.12 The applicant must request their academic referees to fill out the two referee report forms (Annex 3) provided by the institute or available online and submit them to the Institute directly in a sealed envelope or via email ([dir@pgia.ac.lk](mailto:dir@pgia.ac.lk) / [dr@pgia.ac.lk](mailto:dr@pgia.ac.lk)) to the Director / Registrar of the Institute.
- 3.13 The applicant must make arrangements to send their official academic transcripts of Bachelor's degree and any other higher educational qualifications directly to the Registrar of the Institute (the Registrar, Postgraduate Institute of Agriculture, P.O. Box 55, Old Galaha Road, Peradeniya 20400, Sri Lanka) from their relevant universities/institutes certified by a responsible officer.

#### **PART 4: ADMISSION REQUIREMENTS / ELIGIBILITY CRITERIA**

- 4.1 Admission requirements for Postgraduate Diploma, Master's, M.Sc., and MBA programmes shall be determined in accordance with the Sri Lanka Qualifications Framework (SLQF).
- 4.2 Applicants may be required to satisfy additional programme-specific requirements, as prescribed by the relevant Board of Study, including English language proficiency, given that all programmes and examinations are conducted in the English language, and relevant work experience, where applicable.
- 4.3 Eligibility for admission to postgraduate programmes shall be as specified under Sections 4.3.1 to 4.3.3, subject to acceptance by the relevant Board of Study, Board of Management, and the Senate.

##### **4.3.1 Postgraduate Diploma Programme (SLQF Level 8)**

An applicant with the following minimum qualifications may be admitted to follow the postgraduate Diploma programme in a given discipline;

- (a) A Bachelor's degree (SLQF 5), BSc Hons Degree (SLQF 6) in the relevant subject from a University or any other HEI recognized by the UGC acceptable to the Board of Study/Board of Management of the Institute and the Senate of the University  
OR
- (b) any other equivalent qualification obtained from a University or any other HEI, acceptable to the Board of Study/Board of Management and the Senate of the University.

#### **4.3.2 Master Degree (SLQF 9) and MSc Degree Programmes (SLQF 10)**

An applicant with the following minimum qualifications may be admitted to follow the Master's and MSc programme in a given discipline;

- (a) A Bachelor's degree (SLQF 5), B.Sc. Hons Degree (SLQF 6) in the relevant subject obtained from a university (defined by the respective Board of Study) or any other HEI recognized by the UGC, acceptable to the Board of Study/Board of Management and the Senate of the University.  
OR
- (b) any other equivalent qualification obtained from a University or any other HEI, acceptable to the Board of Study/Board of Management and the Senate of the University.

#### **4.3.3 MBA Degree (SLQF 9) and MBA Degree Programmes (SLQF 10)**

An applicant with the following minimum qualifications may be admitted to follow MBA programme;

- (a) A Bachelor's degree (SLQF 5), B.Sc. Hons Degree (SLQF 6) in the relevant subject obtained from a state university or University/HEI recognized by the UGC or  
OR
- (b) any other equivalent professional qualification acceptable to the Board of Study/Board of Management and the Senate of the University.

### **PART 5: ADMISSION PROCEDURE**

- 5.1 Upon receipt, applications shall be verified for completeness by the Admissions Branch in accordance with these By-laws.
- 5.2 Complete applications shall be forwarded to the relevant Board of Study for evaluation.
- 5.3 Admission shall be based on academic qualifications, suitability for postgraduate study, referee reports, and, where applicable, the quality of the research concept note.

- 5.4 The Board of Study shall recommend acceptance or rejection of applications to the Board of Management.
- 5.5 The Registrar shall formally notify applicants of the decision of the Board of Study with an admission letter specifying the selected programme, studentship status (diploma, Master/MBA, MSc/MBA, provisional, exchange or casual student as 7.2 below), and required payments, including the refundable library deposit.
- 5.6 In case of rejection, the Registrar will notify the applicant with reasons for the decision as soon as the information is received from the Board of Study.
- 5.7 An application for admission to degree programmes may be denied if the applicant is found to:
- (a) have committed student/s of the university/any other HEI in acts of cheating, fraud, plagiarism, or any other act of academic dishonesty;
  - (b) have provided incorrect/false information to misrepresent the applicant's eligibility for admission;
  - (c) have committed acts of undue advantage such as canvassing to secure admission.
- 5.8 The Institute reserves the right to refuse future applications for admission from rejected applicants, with the right to appeal such applicants to the Registrar of the Institute.

## **PART 6: FEES AND METHOD OF PAYMENT**

### **6.1 Fees for Diploma/Degree Programmes**

- 6.1.1 Fees payable for postgraduate programmes shall be determined by the Institute from time to time and approved by the Board of Management.
- 6.1.2 Adjustments to fees and charges of programmes shall only apply to candidates who register for programmes after the date of approval of new rates by the Board of Management.
- 6.1.3 Categories of fees shall include, but not be limited to
- (a) application fees
  - (b) programme fees
  - (c) administrative fees [include Registration Fee for Semesters (2 for Master and 4 for MSc), Student Welfare, Health Service and IT Payment, and Annual Congress Fee]
  - (d) registration fees
  - (e) library deposits (refundable/non-refundable)
  - (f) examination fees (comprehensive, thesis defence), and
  - (g) other approved charges.
- 6.1.4 The Institute may maintain separate fee structures for:

- (a) local and foreign students; and
    - (i) local (Sri Lankan) students
    - (ii) local students residing abroad
    - (iii) local students registered in Sri Lanka but moved abroad after registration
    - (iv) students from SAARC and other developing countries
    - (v) students from all other countries except 6.1.4 (iv)
  - (b) different programmes and branches.
- 6.1.5 The Institute may, subject to approval by the Board of Management, offer concessionary rates of programme fees to:
- (a) foreign students from SAARC countries and other developing countries; and
  - (b) students admitted under Memoranda of Understanding (MOUs) or other formal agreements entered into by the Institute or the University.
- 6.1.6 The Institute shall maintain separate payment rates for renewal of registration, repeat examination, repeat comprehensive examination, repeat thesis defence examination, registration of casual or exchange students, registration to follow a course/s for a certificate, certificates and transcripts, short-term training courses, etc. as approved by the Board of Management.
- 6.1.7 The Institute may grant a discount of ten per cent (10%) of the applicable programme fee to local or foreign students who pay the full programme fee in a single instalment within one (1) month from the date of registration.
- 6.1.8 The Institute may grant a discount of one-third (1/3) of the applicable programme fee to temporary and probationary staff of the Faculty of Agriculture, University of Peradeniya, who are unable to obtain financial support from the University or any other external funding source.
- 6.1.9 The Institute may grant a discount of five per cent (5%) of the applicable programme fee to local or foreign students who progress from a lower-level qualification to a higher-level qualification offered by the Institute, provided that registration for the higher-level qualification is completed within three (3) months from the effective date of completion of the lower-level qualification.
- 6.1.10 The Institute may permit semester-wise instalment payment schemes, subject to terms and conditions approved by the Board of Management.
- 6.1.11 Information relating to approved payment schemes, concessions, and instalment facilities shall be made available by the Admissions and Registration Branch of the Institute and shall be published on the official website ([www.pgia.ac.lk](http://www.pgia.ac.lk)) of the Institute.

6.1.12 The Institute may facilitate access to bank loan schemes and credit card payment facilities for students through negotiated arrangements with government and selected private-sector financial institutions, subject to prevailing terms and conditions.

## **6.2 Method of Payment**

6.2.1 Fees payable for all study programmes of the Institute shall be paid in accordance with the payment instructions specified in the official Paying-in Vouchers issued by the Institute and shall be credited to the designated Account of the Institute at Peoples Bank, Peradeniya, Branch ( ), or paid at the Shroff Counter of the Institute, or by cheque drawn in favour of the Postgraduate Institute of Agriculture.

6.2.2 Fees may also be paid in accordance with the financial regulations and procedures of the Institute by:

- (a) cash;
- (b) cheque;
- (c) credit or debit card; or
- (d) approved online payment modes,

6.2.3 A candidate residing overseas at the time of payment shall pay the prescribed fees by bank draft or telegraphic transfer drawn in favour of the Postgraduate Institute of Agriculture, or by approved online payment, at the prevailing exchange rate. Unless otherwise approved by the Institute, such payments shall be made in US Dollars to Business Foreign Currency Account of Peoples Bank, Peradeniya, Branch.

6.2.4 A non-Sri Lankan candidate who resides in Sri Lanka at the time of payment shall pay the amount of the prescribed fee in Sri Lankan Rupees equivalent calculated at the prevailing exchange rate or in US Dollars.

6.2.5 The Institute shall not accept payment by any method other than those specified in these By-laws, unless prior arrangements have been made and approved by the Institute.

6.2.6 The candidate shall, immediately upon making payment, submit proof of payment to the Institute by forwarding the original receipt, bank draft, bank transfer receipt or cheque by registered post to the Registrar, Postgraduate Institute of Agriculture, PO Box 55, Peradeniya 20400, Sri Lanka, or by submitting scanned copies to the Director ([dir@pgia.ac.lk](mailto:dir@pgia.ac.lk)) or Deputy Registrar ([dr@pgia.ac.lk](mailto:dr@pgia.ac.lk)) or other designated officer of the Institute, as notified from time to time.

## **6.3 Refund of Fees**

6.3.1 Refunds shall be governed strictly by Sections 6.3.2 to 6.3.8.

- 6.3.2 Fee paid in excess due to a lapse of the Institute shall be refunded in full upon request or detection.
- 6.3.3 Fee or excess of the fee paid will be refunded less 10% of the administrative charge when the fee is paid due to a mistake on the part of the student.
- 6.3.4 If a student withdraws from a study programme within the first two weeks after commencement of the study programme, the fee shall be refunded retaining 10% of the total administrative cost.
- 6.3.5 If a student withdraws from a study programme between 3-4 weeks after commencement of the study programme, the fee shall be refunded retaining 30% of the total course fee as administrative fee.
- 6.3.6 If a student withdraws from a study programme 4 weeks after commencement of the study programme no fee shall be refunded.
- 6.3.7 Fee paid by a student shall be refunded immediately if an equivalent amount of payment has been made by a sponsor/employer of the student to the Institute.
- 6.3.8 If a programme does not commence within two months of registration, the programme fee shall be refunded in full.
- 6.3.9 The students who have completed the degree programme are eligible to claim their refundable deposits **within two year after the completion** of their degree programme upon providing the necessary clearances from respective entities.
- 6.3.10 No refund shall be granted except in accordance with these provisions.

## **PART 7: REGISTRATION OF STUDENTS**

### **7.1 Registration**

- 7.1.1 Upon admission to the Institute, an applicant shall register for a programme of study in accordance with the recommendation of the relevant Board of Study by paying the prescribed programme fees and other applicable fees specified in Part 6 of these By-laws.
- 7.1.2 Failure to complete registration within the period specified by the Institute, without prior written approval, shall render the offer of admission null and void.
- 7.1.3 Every Diploma, Master's/MBA, and M.Sc./MBA student shall complete the registration procedure within the deadline specified in the approved

Calendar of Dates by submitting all documents listed in the Letter of Admission, including original certificates for verification.

- 7.1.4 Upon successful registration, a student shall be issued with:
- (a) a registration number;
  - (b) confirmation of programme of study;
  - (c) academic calendar and programme requirements;
  - (d) Student Identity Card;
  - (e) Student Record Book (for research students); and
  - (f) copies of the applicable By-laws and student handbook/prospectus.
- 7.1.5 Registration shall entitle the student to follow approved courses and, where applicable, consult supervisors for a period of twelve (12) months from the effective date of registration.
- 7.1.6 Every registered student shall obtain login credentials to access the Management Information System (MIS) of the Institute. The registration number shall normally serve as the username and identity number as the password.
- 7.1.7 A student shall produce the Student Identity Card upon request by authorized officers of the Institute or University and shall quote the registration number in all official correspondence.
- 7.1.8 Every registered student shall familiarize himself or herself with the programme regulations, these By-laws, and all other applicable rules and procedures of the Institute and the University.
- 7.1.9 A student shall remain continuously registered by renewing registration until completion of the programme, as follows:

<b>Degree</b>	<b>Completion Point of the programme</b>
Master's Programmes (SLQF 09)	Completion of Comprehensive Examination or Directed Study whichever is later
MSc Programmes (SLQF 10)	Submission of a final bound Thesis to the Institute

## **7.2 Classification of Students by Registration**

### **7.2.1. Diploma Students**

A student admitted to follow a Postgraduate Diploma programme (D [programme]) (SLQF Level 8).

### **7.2.2 Master/MBA Students**

A student admitted to follow a Master's or MBA programme (M [programme]) (SLQF Level 9).

### **7.2.3 MSc/MBA Students**

A student admitted to follow an M.Sc. or MBA programme (MSc in [programme]) (SLQF Level 10).

### **7.2.4 Provisional Students**

- (a) A student admitted without final certificates may be registered provisionally, provided that the effective date of the pending qualification precedes or coincides with programme commencement.
- (b) Provisional status shall be regularized within six (6) months, failing which registration shall be cancelled.

### **7.2.5 Exchange Postgraduate Student**

- (a) A student registered at another institution and approved to undertake coursework or research at the Institute and has obtained permission from that university/HEI to take courses or engage in a research project of the Institute based on a transfer of credits/courses towards his/her degree programme.
- (b) Registration shall be approved by the relevant Board of Study.
- (c) Exchange students shall be entitled to use all academic facilities.
- (d) Quarterly progress reports shall be submitted to the relevant Board of Study.

### **7.2.6 Casual Postgraduate Student**

- (a) A person enrolled for selected courses or research without registration for a degree programme.
- (b) Registration shall not exceed two semesters or nine (9) credits per semester.
- (c) Up to ten (10) credits may be transferred upon subsequent regular registration, subject to approval.
- (d) Quarterly progress reports shall be submitted to the relevant Board of Study.

## **7.3 Effective Date of Registration**

7.3.1 The effective date of registration shall be the commencement date of the relevant academic year or semester, as specified in the approved Calendar of Dates. For candidates admitted to degree programmes in the second semester, the effective date of registration shall be the official commencement date of that semester, as indicated in the Calendar of Dates.

7.3.2 All minimum and maximum durations shall be calculated from the effective date of registration.

#### **7.4 Qualifier of Degree Programme**

7.4.1 Degree titles and qualifiers shall correspond to the nomenclature approved for the relevant Board of Study.

#### **7.5 Concurrent Registration**

7.5.1 A student shall not pursue another programme concurrently at any tertiary educational institution without prior written approval of the Institute. Violation may result in discontinuation of registration.

#### **7.6 Duration of Registration**

7.6.1 A registered student shall complete the programme within the minimum and maximum periods prescribed.

7.6.2 Approved durations shall be as follows:

<b>Degree Programme</b>	<b>Minimum Duration (years)</b>	<b>Maximum Duration (years)</b>
Postgraduate Diploma (SLQF 08)	1	2
Master's Degree (SLQF 09)	1	5
Master of Business Administration (SLQF 09)	1.5	5
Master of Science Degree (SLQF 10)	2	6
Master of Business Administration (SLQF 10)	2	6

7.6.3 In exceptional circumstances, the Board of Study may recommend variations by evaluating the work completed by student, subject to approval of the Board of Management.

#### **7.7 Change of Registration and Personal Information**

7.7.1 Any change of programme and/or Board of Study shall be subject to prior written approval of the relevant Board of Study and the Director. Where such change is requested within the first semester of registration and before completion of the add-drop period, fees already paid shall be transferred to the relevant programme or Board of Study to which the student is transferred. Where the request is made after the completion of the add-drop period, fees relating to courses already followed shall be deducted, and any balance payable shall be settled by the student.

7.7.2 Refund of any excess fees arising from a change of programme or Board of Study shall be subject to the approval of the Board of Management and shall be effected only after completion of the degree programme. Such refunds

shall be subject to the retention of ten per cent (10%) of the applicable administrative charges of the Institute.

- 7.7.3 A student who wishes to amend any personal information recorded at the time of registration shall submit a written request, together with supporting documentary evidence and an affidavit, to the Registrar of the Institute for consideration. Changes to name or title shall not be permitted after the student has completed all requirements of the degree programme.

## **7.8 Renewal of Registration**

- 7.8.1 Notwithstanding that the registration fee is charged in advance for the minimum period of study, a student shall be required to renew his or her registration by payment of the prescribed renewal fees in order to maintain active registration status until completion of all degree requirements, subject to the maximum permissible duration of the programme. Registration shall be renewed:
- (a) after one (1) year in the case of Master's and MBA programmes; and
  - (b) after two (2) years in the case of M.Sc. and MBA (Research) programmes.
- 7.8.2 An application for renewal of registration shall be submitted to the Registrar of the Institute not less than two (2) months prior to the date of expiry of the current registration period.

## **7.9 Extension of Registration**

- 7.9.1 Under exceptional circumstances, a student who is unable to complete all requirements of a degree programme within the maximum period prescribed under Section 7.6.2 may be considered for an extension of candidature, subject to a recommendation by the relevant Board of Study and the approval of the Board of Management.
- 7.9.2 A student seeking an extension of registration shall submit a written application to the Registrar of the Institute in the prescribed form, clearly stating the reasons for the request and providing satisfactory evidence of coursework and/or research progress.
- 7.9.3 An extension may be granted initially for a period not exceeding one (1) academic semester. The total period of extension granted to a student under this provision shall not exceed one (1) academic year.
- 7.9.4 Upon expiry of the maximum period of extension granted, a student who has failed to complete all requirements of the degree programme shall have his or her candidature automatically terminated, without further notice.

## 7.10 Upgrading of Registration

7.10.1 A student registered for a Master's Degree or Master of Business Administration (MBA) programme at SLQF Level 9 may, upon written request by the student and on the recommendation of the relevant Board of Study, be permitted by the Director to upgrade his or her registration to a Master of Science (M.Sc.) or MBA (Research) programme at SLQF Level 10.

7.10.2 A student seeking such upgrading shall prepare a self-evaluation report, hereinafter referred to as the Transfer Report, in which the student shall present:

- (a) a summary of coursework completed to date; and
- (b) a proposed research plan, including a research concept note, for the remaining period leading to the award of the M.Sc. or MBA (Research) degree.

The Transfer Report shall be reviewed, certified, and endorsed by the relevant Board of Study.

7.10.3 A student registered for an MSc or MBA (Research) programme at SLQF Level 10 may, upon written request by the student and on the recommendation of the relevant Board of Study, be permitted by the Director to upgrade his or her registration to a Master of Philosophy (MPhil) programme at SLQF Level 11.

7.10.4 A student seeking upgrading under Section 7.10.3 shall prepare a Transfer Report following completion of the first progress review, setting out:

- (a) a summary of coursework and research undertaken to date; and
- (b) an upgraded research concept note or proposal for the remaining period leading to the MPhil degree.

The Transfer Report shall be certified and endorsed by the current Supervisor(s) and the relevant Board of Study.

7.10.5 The Director and the relevant Board of Study shall conduct a desk evaluation of the Transfer Report and may, where deemed necessary, require the student to make a presentation and/or undergo a *viva voce* examination. The evaluation shall be based on the following criteria:

- (a) the quality and academic rigor of the coursework and research completed to date, with particular reference to evidence of exceptional competence; and
- (b) the academic merit, feasibility, and viability of the proposed future research plan, taking into account available time, funding, and institutional facilities.

7.10.6 The Board of Study shall submit its recommendation to the Director. Upon the recommendation of the Director, the Board of Management shall approve or decline the upgrading of registration. The date of approval by the

Board of Study shall be deemed to be the effective date of upgrading of registration.

7.10.7 The maximum period of candidature applicable to a student whose registration is upgraded shall be computed from the original effective date of registration in the programme from which the student is upgraded.

### **7.11 Downgrading of Registration**

7.11.1 A student registered for a Master of Science (MSc) degree programme at SLQF Level 10 may, upon written request by the student, be downgraded and awarded the corresponding Master's Degree at SLQF Level 9, provided that the student has satisfied all academic and coursework requirements prescribed under the approved programme structure of the relevant Master's degree.

7.11.2 A student who has submitted a thesis for the award of the MSc degree and whose thesis has been rejected at the Thesis Defence Examination may, on the recommendation of the Thesis Evaluation Committee, be considered for the award of the corresponding Master's Degree, provided that the thesis is deemed acceptable at the level of a Directed Study report and that all other requirements for the Master's degree have been satisfied.

### **7.12 Deferment of Registration**

7.12.1 A student may, upon written request, be granted deferment of registration for a period of up to one (1) academic year at a time on medical grounds or on any other reason deemed acceptable by the relevant Board of Study.

7.12.2 Where deferment is sought on medical grounds, the application shall be supported by a medical certificate approved by the Chief Medical Officer of the University Health Centre or any other medical professional appointed by the Institute. Where deferment is sought on other grounds, the application shall be supported by appropriate documentary evidence.

7.12.3 An application for extension of an approved deferment shall be submitted to the Registrar of the Institute not less than one (1) month prior to the expiry of the current deferment period.

7.12.4 The cumulative period of deferment granted to a student shall not exceed:  
(a) two (2) academic years in the case of a Postgraduate Diploma programme; or  
(b) five (5) academic years in the case of Master's or M.Sc. degree programmes.

7.12.4 Any period of deferment granted under this Section shall be excluded in the computation of the minimum and maximum periods of candidature.

7.12.5 A student registered for a split, sandwich, or joint degree programme with a collaborating institution of the Institute may, upon approval, be released on deferment for a specified period in order to continue the programme at the collaborating institution.

7.12.6 A student returning from an approved deferment shall apply in writing to the Registrar of the Institute for reactivation and renewal of registration with effect from the date of return, subject to payment of the prescribed fees.

### **7.13 Leave of Absence**

7.13.1 A student may, upon written request, be granted leave of absence for a period not exceeding one (1) academic semester or six (6) months at a time, on medical grounds or on any other reason deemed acceptable by the relevant Board of Study.

7.13.2 Where leave of absence is sought on medical grounds, the application shall be supported by a medical certificate approved by the Chief Medical Officer of the University Health Centre or any other medical professional appointed by the Institute. Where leave of absence is sought on other grounds, the application shall be supported by appropriate documentary evidence.

7.13.3 An application for extension of an approved leave of absence shall be submitted to the Registrar of the Institute not less than one (1) month prior to the expiry of the current leave of absence period.

7.13.4 The cumulative period of leave of absence granted to a student in a given programme shall not exceed one (1) academic year.

7.13.5 Any period of leave of absence granted under this Section shall be included in the computation of the maximum period of candidature.

### **7.14 Withdrawal of Registration**

7.14.1 A student shall be deemed to have voluntarily withdrawn from a degree programme if the student:

- (a) fails to register for two (2) consecutive semesters without the prior approval of the relevant Board of Study or the Director, after one (1) year from initial registration in the case of a Master's or MBA programme, or after two (2) years from initial registration in the case of an M.Sc. or MBA (Research) programme; or
- (b) exceeds the maximum period of candidature prescribed for the relevant degree programme.

7.14.2 A student who wishes to withdraw his or her registration voluntarily shall submit a written request for withdrawal using the prescribed Student

Request Form to the Registrar of the Institute. The effective date of withdrawal shall be the date of approval by the relevant Board of Study.

### **7.15 Re-registration**

7.15.1 A student who has withdrawn or discontinued from a degree programme and is subsequently admitted again as a fresh student shall be governed by the By-laws, Regulations, and programme requirements in force on the effective date of the new registration.

7.15.2 Where a student re-registers as a fresh student after having withdrawn or discontinued from a previous programme of the Institute, and where the full programme fee for the previous registration has already been paid, fifty per cent (50%) of the applicable course fee of the newly registered programme shall be charged, subject to verification by the Institute and approval by the Board of Management.

7.15.3 A student who is re-registered for a degree programme may be permitted to transfer credits earned under a previous registration, in accordance with the provisions governing credit transfer as set out in Section 9.10 of these By-laws.

### **7.16 Suspension of Registration**

7.16.1 The Director of the Institute may, after consultation with the Chairperson or Secretary of the relevant Board of Study or the Programme Coordinator of the respective degree programme, temporarily suspend the registration of a student for a period not exceeding one (1) month, where there are reasonable grounds to believe that the student has violated the Rules or Regulations of the Institute or the University, and where the continued presence of the student is likely to disrupt the normal academic or administrative operations of the Institute.

7.16.2 Where a suspension is imposed under Section 7.16.1, the Director shall, subject to the approval of the Board of Management, appoint a committee consisting of three (3) members to inquire into the matter and submit a report to the Board of Management through the relevant Board of Study.

### **7.17 Termination of Registration**

7.17.1 The Board of Management of the Institute shall have the authority to terminate the candidature of a student upon the recommendation of the relevant Board of Study, following due consideration of reports submitted by Supervisor(s) and/or any Committee(s) of Inquiry appointed by the Director.

7.17.2 Termination of registration may be effected on one or more of the following grounds:

- (a) failure to comply with registration requirements;
- (b) non-payment of prescribed fees within six (6) months of the commencement of an academic year;
- (c) expiry of the maximum period of candidature, including any approved extensions;
- (d) failure to satisfy coursework requirements within three (3) permitted sittings;
- (e) failure to submit progress reports or to attend prescribed progress review meetings;
- (f) failure at the viva voce examination on two (2) occasions; or
- (g) violation of the Rules, Regulations, or Codes of Conduct and Ethics of the Institute or the University.

7.17.3 An application for admission to the same or any other programme of the Institute by a person whose registration has been terminated on disciplinary grounds or due to violations of the Institute's or University's Codes of Conduct and Ethics shall not be considered for a period of two (2) years from the effective date of termination.

7.17.4 Subject to the restriction specified in Section 7.17.3, a person seeking admission to the same or any other programme of the Institute following termination of registration shall apply afresh and shall be considered in accordance with the normal admission procedures and eligibility criteria applicable to all applicants for the relevant academic year.

## **PART 8: STUDENT REQUESTS**

- 8.1 All formal requests submitted by students shall be addressed to the Director or the Registrar of the Institute using the prescribed Student Request Form (Annex 3), with a copy forwarded to the Secretary of the relevant Board of Study where applicable.
- 8.2 Every student request shall clearly indicate the student's registration number and current contact details.
- 8.3 Where a student request requires approval by a Board of Study, the effective date of approval shall be the date of the meeting of the relevant Board of Study at which the request is approved.
- 8.4 The decision of the relevant Board of Study on any student request shall be formally communicated to the student in writing by the Registrar of the Institute.
- 8.5 Upon written request by a student and upon payment of the prescribed fee, the Director or the Registrar of the Institute shall issue an official Letter of Reference confirming the student's registration status and academic performance at the Institute

- 8.6 In addition to formal written requests, a student may seek guidance or raise concerns through the Institute’s “Student Success Centre” or “Grievance Committee”, in accordance with the procedures established by the Institute.

## **PART 9. COURSEWORK COMPONENT**

### **9.1 Course Unit and Credits**

- 9.1.1 A course unit shall mean a complete and approved course of study conducted within a single semester of an academic year.
- 9.1.2 The credit value assigned to a course unit shall be determined based on the extent of direct contact between teaching staff and students and the approved methods of teaching and learning, in accordance with the guidelines of the SLQF.
- 9.1.3 A standard class session shall normally consist of fifty (50) minutes of structured academic engagement, which shall be deemed equivalent to one (1) contact hour.
- 9.1.4 Credit equivalence for approved teaching and learning methods shall be as follows:

<b>Teaching and Learning Methods</b>	<b>Hours per Credit</b>	<b>Notional Hours* per Credit</b>
Lectures**	15 hours	50 hours
Tutorials**	15 hours	50 hours
Demonstrations**	15 hours	50 hours
Small Group Discussions**	15 hours	50 hours
Practical Classes**	30 hours	50 hours
In Class Assignments	30 hours	50 hours
Field Studies	45 hours	50 hours

\* Notional learning hours shall include direct contact hours with teaching staff, independent learning, preparation for and completion of assignments, and assessment-related activities.

\*\* One hour of lecture, tutorial, practical, demonstration, or discussion shall normally be equivalent to fifty (50) minutes of contact time.

- 9.1.5 For every one (1) hour of lectures, a student shall be expected to engage in approximately two and a half to three (2.5–3.0) hours of independent learning.
- 9.1.6 For laboratory, practical, field-based, or clinical activities, the total notional learning time for one (1) credit shall be fifty (50) hours per semester.

- 9.1.7 For industrial training, internships, and structured research projects, one (1) credit shall be equivalent to one hundred (100) notional learning hours.
- 9.1.8 In research-based components, a minimum of one hundred (100) notional learning hours, inclusive of literature review and research activities, shall be equivalent to one (1) credit.
- 9.1.9 In full-time research programmes, credits shall be assigned on a time-equivalent basis. Engagement in full-time research for a minimum of eight (8) hours per day over forty-eight (48) weeks shall be equivalent to thirty (30) credits per academic year. Accordingly, full-time research conducted over twenty-four (24) weeks shall be equivalent to fifteen (15) credits. Coursework undertaken solely for preparatory or value-addition purposes shall not be credited towards full-time research degree programmes.
- 9.1.10 The Institute may offer compulsory, core, or optional courses carrying one (1), two (2), three (3), four (4), or five (5) credits within a semester of an academic year.
- 9.1.11 A postgraduate programme may prescribe pre-requisite courses at a lower level for enrolment in higher-level courses, as specified in the approved programme structure or lesson/course plan.
- 9.1.12 Upon application, an exemption from a prescribed pre-requisite course may be granted where the applicant has successfully completed an equivalent course at a recognized institution with a minimum grade of “B”, subject to the approval of the relevant Board of Study.
- 9.1.13 All students shall enroll for courses each semester through the MIS of the Institute within the registration period specified in the approved Calendar of Dates.
- 9.1.14 Each course unit shall be assigned a course code consisting of a numeric identifier within the ranges 5000–5099 (year 1), 6000–6099 (year 2), or 7000–7099, corresponding to the level of study, and prefixed by two or three letters denoting the relevant Board of Study or programme.

## **9.2 Credit Courses**

- 9.2.1 A credit course shall mean a course unit undertaken by a student for the purpose of earning and accumulating the credits required for the successful completion of a diploma or degree programme. A student offering a credit course shall be required to fulfill all academic and assessment requirements prescribed for that course, as specified in the approved programme syllabus or lesson/course plan.

- 9.2.2 Credits earned by a student upon successful completion of a credit course shall be included in the calculation of the Grade Point Average (GPA) of the relevant diploma or degree programme. Each credit course shall be recorded in the student's academic transcript together with the credit value, grade awarded, and corresponding grade point.

### **9.3 Non-GPA (Non-Credit) Courses**

- 9.3.1 A non-GPA (Non-Credit) course shall mean a course unit undertaken by a student in excess of the minimum credit requirement prescribed for the successful completion of a degree programme, subject to the prior approval of the relevant Board of Study.
- 9.3.2. A non-GPA course shall not be included in the calculation of the GPA; however, the outcome of the course shall be recorded in the academic transcript as either "Pass" or "Fail," as applicable.
- 9.3.3 A student offering a non-GPA course shall register for such course upon payment of the prescribed fee and shall be required to fulfill all academic and assessment requirements specified in the approved course syllabus or lesson/course plan.

### **9.4 Courses Outside the Main Degree Programme**

- 9.4.1 A student registered for a degree programme may, with prior approval, follow course units offered under other degree programmes of the Institute on either a credit or non-credit basis.
- 9.4.2 A student who intends to follow courses outside the approved programme structure of the registered degree programme, up to a maximum of four (4) credits, shall obtain prior written approval from the relevant Board of Study.
- 9.4.3 Where such courses are followed on a credit basis, the level of the course shall be at least equivalent to the qualification level of the student's registered degree programme, and the credits earned and grades obtained shall be included in the calculation of the student's GPA.

### **9.5 Audit Courses**

- 9.5.1 A student who wishes to follow additional courses for knowledge enhancement without earning academic credit may, subject to payment of the prescribed fee, register for such courses on an audit basis.
- 9.5.2. A student shall be permitted to audit a maximum of two (2) courses in any given semester. Audited courses shall not carry credits, shall not be included in the calculation of the GPA, and shall not be counted towards the credit requirements of a degree programme.

9.5.3 Audited courses shall not be recorded in the academic transcript. However, upon satisfactory fulfillment of the prescribed attendance requirements, as certified by the lecturer-in-charge, the Registrar of the Institute may issue a letter confirming the student's participation in the audited course.

9.5.3 A student shall not be permitted to audit any compulsory or core course prescribed under the approved programme structure of the registered degree programme.

## **9.6 Common Courses**

9.6.1 The Institute may, at its discretion, designate certain course units as common courses to be offered across one or more degree programmes, either on a credit or non-credit basis, subject to approval by the relevant Board of Study.

9.6.2 Where common courses are followed on a credit basis, the total number of credits earned by a student from such common courses shall not exceed one-third (1/3) of the total credit requirement of the registered degree programme.

## **9.7 Self-Study Courses**

9.7.1 Self-study courses shall mean compulsory non-credit courses prescribed and supervised by a supervisor or a panel of supervisors for the purpose of enhancing a student's subject-matter knowledge relevant to his or her approved research area.

9.7.2 The assessment of a self-study course shall be conducted through an oral examination, a written examination, or a combination of both, as determined by the relevant Board of Study and specified in the lesson/course plan. The grade awarded shall be duly recorded in the student's academic transcript.

## **9.8 Dropping/Adding Courses**

9.8.1 A student may, on a case-by-case basis, add or drop course unit(s) within the add/drop period prescribed by the Institute, subject to the prior approval of the Course Coordinator, Programme Coordinator or the relevant Board of Study, and the Director. All additions or withdrawals of courses shall be effected through the MIS of the Institute within the approved period.

9.8.2 Where a student remains enrolled in a course at the time of submission of grades but has not completed all prescribed requirements, the grade for such course shall be recorded as Incomplete ("I") in the MIS until the course requirements are duly completed.

- 9.8.3 All courses recorded with an Incomplete (“I”) grade shall be completed with a passing grade prior to a student applying for the Comprehensive Examination. Upon completion of a previously incomplete course, the actual grade that will be awarded.
- 9.8.4 Any course followed by a student without formal enrollment through the MIS shall be deemed an invalid sitting, and no grade or credit shall be awarded in respect of such course.

## **9.9 Repeating of Courses**

- 9.9.1 A student who fails to obtain the minimum pass grade of “C” in a course unit shall be required to repeat the course by re-enrolling for it at the next available offering. A maximum of two (2) additional attempts shall be permitted for any course. Upon re-enrolment, the student shall be required to complete all academic and assessment requirements of the course during the semester in which the course is repeated.
- 9.9.2 Where a course is successfully completed upon repetition, all previous unsuccessful attempts shall remain recorded in the academic transcript. The maximum grade attainable in a repeated course shall be A. A student who has already obtained a pass grade may, if he or she so wishes, re-enrol in the course at the next available opportunity for the purpose of grade improvement. Where a higher grade is obtained, such grade shall replace the earlier grade for the purpose of calculating the GPA. Where a higher grade is not obtained, the originally awarded grade shall be retained. For the purpose of GPA calculation, the highest grade obtained for a given course within the permitted number of attempts shall be taken into account.

## **9.10 Transfer of Credits**

### **9.10.1 Transfer of Credits within the Institute**

- 9.10.1.1 A student who has previously withdrawn from or discontinued a degree programme of the Institute and who re-registers for the same degree programme within ten (10) years from the end date of the previous registration may, upon the recommendation of the relevant Board of Study, transfer credits earned under the earlier registration, provided that such transfer shall not exceed two-thirds (2/3) of the prescribed coursework credit requirement of the programme, exclusive of Directed Study or research components, and subject to the following maximum limits:

<b>Degree</b>	<b>Maximum Number of Credits to Transfer</b>
Master's/MBA (SLQF 09)	17 out of 25 credits - excluding Directed Study of 05 credits.
MSc (SLQF 10)	20 out of 30 credits - excluding Directed Study of 05 credits (however, not allowed to downgrade the degree programme)
MBA (SLQF 10)	24 out of 36 credits - excluding Research Project of 05 credits

9.10.1.2 For the purpose of Section 9.10.1.1, the ten (10) year period shall be calculated from the end date of the previous registration to the effective date of the new registration. Only courses completed with a grade of B or above shall be eligible for credit transfer.

9.10.1.3 A student re-registering for a different degree programme of the Institute may, upon the recommendation of the relevant Board of Study, transfer up to ten (10) credits earned within the preceding ten (10) years, provided that such courses were completed with a grade of B or above and are deemed equivalent in level and content.

### **9.10.2 Transfer of Credits from Other Higher Educational Institutes (HEIs)**

9.10.2.1 Subject to the approval of the relevant Board of Study and the Board of Management, credits earned from postgraduate programmes of recognized HEIs may be transferred to a PGIA degree programme, provided that equivalence in academic level, course content, intended learning outcomes, and credit value is established in accordance with the SLQF and University regulations.

9.10.2.2 An applicant for external credit transfer shall submit certified transcripts and detailed course documentation, including syllabi, credit weightage, grading schemes, and any other required evidence. In determining equivalence, due consideration shall be given to the recognition status of the HEI and the credit system applied (e.g., ECTS).

9.10.2.3 The total credits transferable from external HEIs shall not exceed one-third (1/3) of the total credit requirement of the registered programme, and only courses completed with a grade of "B" or above shall be considered.

### **9.10.3 Calculation of FGPA in Credit Transfer and Issuing Transcript**

9.10.3.1 Calculation of Final GPA will be finalized based on the transferred credits.

## **PART 10. DIRECTED STUDY / GUIDED PROJECT AND THESIS AND DISSERTATION**

### **10.1 Directed Study**

- 10.1.1 In accordance with the SLQF and the academic regulations of the Institute, every Master's degree programme by coursework shall include a Directed Study as a compulsory component, to be completed in addition to the prescribed coursework requirements.
- 10.1.2 The Directed Study shall carry five (05) credits, equivalent to approximately five hundred (500) notional learning hours, and may comprise two (2) or three (3) independent courses defined by the Board of Study and approved by the Board of Management, provided that the total credit value shall not exceed five (05) credits.
- 10.1.3 The Directed Study shall be undertaken under academic supervision and may take the form of a research study, critical review, field-based or questionnaire-based study, case study, or knowledge or practice-oriented output, including applied outputs in the case of professional programmes such as the MBA, subject to approval by the Supervisor and the relevant Board of Study.
- 10.1.4 The Directed Study shall be assessed and graded in accordance with the approved lesson/course plan through (i) proposal, (ii) written and/or oral examinations and/or (iii) evaluation of reports or assignments as shown in Annex 20, and the grade obtained shall be included in the calculation of the final GPA.
- 10.1.5 The options available for study, coordination, supervision, duration, registration, proposal requirements, roles of supervisor and student, evaluation procedures, and other operational aspects of the Directed Study shall be governed by guidelines and procedures approved by the Board of Management and specified in the Annex 20.

### **10.2 MSc Thesis / Dissertation**

- 10.2.1 In accordance with the SLQF, a student registered for a Master of Science (MSc) degree of the Institute shall, in addition to completing the prescribed coursework requirements, undertake and successfully complete an independent research study culminating in the submission of a thesis or dissertation carrying a credit value of not less than fifteen (15) credits and not exceeding thirty (30) credits, as specified in the approved regulations of the relevant degree programme.
- 10.2.2 A student registered for a Master's degree by coursework and research shall submit a thesis or dissertation in partial fulfillment of the requirements for the award of the degree. The thesis or dissertation shall demonstrate the

student's ability to critically review, analyze, and evaluate contemporary issues and developments in the relevant field of study and to generate findings and recommendations of academic and practical significance through systematic research.

10.2.3 A thesis or dissertation, in whole or in part, shall not be submitted if it has previously been used for the award of a degree to the student or to any other person at any higher educational institution in Sri Lanka or abroad, nor shall it contain material that has been published or submitted elsewhere without the prior written approval of the Institute.

## PART 11: REQUIREMENTS FOR PROGRAMME COMPLETION / EXIT

### 11.1 General

11.1.1 The requirements for completion of each postgraduate programme of the Institute shall be prescribed in accordance with the minimum standards and level descriptors specified in the SLQF as shown below.

	Requirements to be Fulfilled in the Programme				
	Credit Requirement			GPA Required (minimum)	Duration / Academic Years (minimum)
	Course work	Directed study	Research		
Postgraduate Certificate* (SLQF 7)	20	--	--	2.75	1
Postgraduate Diploma – PGD (SLQF 8)	25	--	--	2.75	1
Master of (Discipline)– (SLQF 9)	25	5	--	3.00	1
Master of Business Administration – MBA (CW) (SLQF 9)	36	5	--	3.00	2
Master of Science - M.Sc. (CW& R) (SLQF 10)	30	--	Minimum 15	3.00	2
Master of Business Administration – MBA (CW& R) (SLQF 10)	36	--	Minimum 15	3.00	2.5

\* Postgraduate Certificate is not a programme offered by the PGIA but may be awarded only for the students who exit early from Masters or MSc degree programmes after completing 20 credits of course work with a minimum GPA of 2.75.

11.1.2 Programme-specific completion requirements, including total credit requirements, minimum GPA, compulsory and optional course components, Directed Study, research requirements, and any prescribed non-credit components, shall be determined by the relevant Board of Study and approved by the Board of Management, and shall be set out in the approved regulations of the respective degree programme.

11.1.3 The applicable requirements for programme completion shall be communicated to students through the Letter of Admission issued by the Registrar of the Institute and shall be detailed in the official Student Handbook of the Institute.

## **11.2 Postgraduate Diploma (SLQF 08)**

11.2.1 A student who successfully completes the courses prescribed by the relevant Board of Study with a minimum of twenty-five (25) credits (excluding Directed Study, where applicable) and attains a minimum GPA of 2.75 and minimum duration of 1 year shall be awarded the Postgraduate Diploma (SLQF 8) in the relevant discipline.

11.2.2 A student who exits a Postgraduate Diploma programme prior to completion may be awarded the Postgraduate Certificate (SLQF 7), provided that the student has completed a minimum of twenty (20) credits of coursework with a minimum GPA of 2.75.

## **11.3 Master's Degree (SLQF 09)**

11.3.1 A student who successfully completes the coursework prescribed by the relevant Board of Study with a minimum of thirty (30) credits, including all compulsory courses and a Directed Study of five (05) credits or an equivalent combination of courses approved by the relevant Board of Study, attains a minimum GPA of 3.00, and complete minimum duration of one (1) academic year, and passes the Comprehensive Examination, shall be awarded the Master's Degree (SLQF 9) in the relevant discipline.

11.3.2 A student who exits a Master's degree programme by coursework prior to completion may be awarded the Postgraduate Diploma (SLQF Level 8), provided that the student has completed a minimum of twenty-five (25) credits of coursework (excluding Directed Study) with a minimum GPA of 2.75.

11.3.3 A student who exits a Master's degree programme by coursework at an earlier stage may be awarded the Postgraduate Certificate (SLQF 7), provided that the student has completed a minimum of twenty (20) credits of coursework with a minimum GPA of 2.75.

#### **11.4 Master of Science (MSc) Degree (SLQF 10)**

11.4.1 A student who successfully completes the coursework prescribed by the relevant Board of Study with a minimum of thirty (30) credits, or such higher credit requirement as approved for the programme, excluding the Directed Study, attains a minimum GPA of 3.00, passes the Comprehensive Examination, completes a research programme carrying a minimum of fifteen (15) credits or above but not exceeding 30 credits, and successfully defends the thesis at a *viva voce* examination, shall be awarded the Master of Science (SLQF 10) degree in the relevant discipline.

11.4.2 A student who exits an M.Sc. degree programme prior to completion of the research component may be awarded the corresponding Master's Degree (SLQF 9), provided that the student has completed a minimum of thirty (30) credits of coursework, including a Directed Study of five (05) credits, attained a minimum GPA of 3.00, and successfully passed the Comprehensive Examination.

11.4.3 A student who exits a MSc degree programme by coursework prior to completion may be awarded the Postgraduate Diploma (SLQF Level 8), provided that the student has completed a minimum of twenty-five (25) credits of coursework (excluding Directed Study) with a minimum GPA of 2.75.

11.4.4 A student who exits a MSc degree programme by coursework at an earlier stage may be awarded the Postgraduate Certificate (SLQF 7), provided that the student has completed a minimum of twenty (20) credits of coursework with a minimum GPA of 2.75.

### **PART 12: POSTGRADUATE PROGRAMME TEACHING**

#### **12.1. Appointing of Teaching Panel**

12.1.1 At the commencement of each academic year, each Board of Study shall submit to the Institute the proposed list of Programme Coordinators, Course Coordinators, teachers, and examiners for each Master's and M.Sc. programme, together with the relevant course lists, for recommendation by the Board of Management and the Senate and approval the Council.

12.1.2 Upon the recommendation of the relevant Board of Study and approval of the Board of Management and the Senate, the Director of the Institute shall

appoint suitably qualified persons as teachers or examiners of courses in a given study programme, normally for the duration of a semester.

12.1.3 A person shall be eligible for appointment as a teacher or resource person of a postgraduate programme of the Institute if he or she possesses as shown in CV format (Annex 21):

- (a) A PhD /MPhil/MSc/Master's degree or an equivalent qualification in the relevant discipline or field obtained from a recognized university; and
- (b) demonstrated experience in teaching, examination, research at undergraduate and/or postgraduate level, or equivalent professional experience relevant to the course.

12.1.4 Notwithstanding Section 12.1.3, a person who does not possess the prescribed academic qualifications but is a recognized expert, experienced practitioner, or professional specialist in a relevant field may be appointed, upon the recommendation of the relevant Board of Study, to teach specific components, conduct practical sessions, seminars, or training activities of a course.

12.1.5 The Director may appoint qualified persons to teach courses, conduct seminars, or deliver practical or training sessions in postgraduate programmes of the Institute either by calling for applications or by invitation, subject to the approval process specified in these by-laws

12.1.6 The All teachers, examiners, and resource persons appointed to postgraduate programmes shall be governed by the Terms of Reference (Annexes 10 and 22) approved by the Board of Management, which shall specify conditions of appointment, duties, ethical obligations, and procedures relating to termination.

12.1.7 Every person appointed to teach or examine a course, or to conduct seminars or training sessions, shall enter into a formal agreement (Annexes 10 and 22) with the Director of the Institute in accordance with the approved Terms of Reference and the letter of appointment.

12.1.8 In the case of the new appointment, upon recommendation of the relevant Board of Study and approval of the Board of Management and the Senate, the Director of the Institute shall appoint qualified persons as teachers of a course of a particular study programme as teaching panel members.

12.1.9 Any teacher or examiner found to have made a fraudulent claim will be removed by the Board of Management from the Teaching Panel.

12.1.8 The Director may temporarily suspend the appointment of a teacher or examiner, where there is prima facie evidence of misconduct or violation of agreed conditions, pending a formal inquiry. During such period, the Director, in consultation with the relevant Board of Study and Programme Coordinator,

may appoint an alternative qualified person to ensure continuity of the course.

12.1.9 Any teacher or examiner found to have submitted fraudulent claims or engaged in serious misconduct shall be removed from the Teaching Panel upon the decision of the Board of Management.

## **12.2 Evaluation of Teaching**

12.2.1 The Institute shall conduct periodic evaluations of teaching and study programmes using student feedback (Annex 23) and peer review (Annex 24) mechanisms, in accordance with guidelines and procedures approved by the Board of Management.

12.2.2 The results of such evaluations shall be communicated by the Director to the relevant teachers and, where appropriate, to students who followed the course.

12.2.3 Based on the outcomes of teaching evaluations, the Institute may implement measures approved by the Board of Management to recognize, support, or improve the quality of teaching.

## **12.3 Inquiring of Complaints against Teachers**

12.3.1 Any complaint made against a teacher or examiner by a student, staff member, or responsible authority relating to academic misconduct, sexual harassment, gender-based violence, or other violations shall be investigated in accordance with the applicable Codes of Conduct and disciplinary procedures of the University and the Institute.

12.3.2 Upon consideration of the findings of the relevant Inquiry Committee, the Board of Management may recommend to the Director appropriate action, including warning, imposition of penalties, suspension, or removal of the individual from the Teaching Panel.

12.3.3 Where the teacher concerned is a permanent staff member of another institution, the Board of Management may refer the matter to the relevant university or institution for further action and/or initiate legal proceedings, where appropriate.

## **12.4 Termination of Appointment**

12.4.1 Following due inquiry and consideration of the relevant reports, the Board of Management may recommend to the Director the termination of a teacher's or examiner's appointment to a postgraduate programme of the Institute.

12.4.2 The Board of Management reserves the right to refer matters leading to termination to the parent institution of the individual concerned or to pursue legal remedies in accordance with applicable laws and regulations.

## **PART 13. DIRECTED STUDY/THESIS/DISSERTATION SUPERVISION AND EVALUATION OF SUPERVISION**

### **13.1 Directed Study Proposal with Work Plan and Supervision**

13.1.1 Every student admitted to a Master's degree programme shall prepare and submit a work plan for the approved Directed Study topic, in accordance with the guidelines provided in Annex 20.

13.1.2 Each student undertaking a Directed Study shall be assigned a Supervisor, appointed by the respective Board of Study. The responsibilities of the Supervisor shall include the following:

- a) Monitor and review the student's progress and provide appropriate academic guidance and feedback, including regular review of the Work Diary;
- b) Meet the student on a regular basis in accordance with an agreed schedule;
- c) Recommend and guide studies that can be reasonably completed within the prescribed period;
- d) Encourage and facilitate independent learning and inquiry by the student;
- e) Assess the Directed Study based on the quality of the work plan (proposal), adherence to the study process as evidenced by the record book, oral presentation, and the structure, style, and overall quality of the final report, in accordance with the approved assessment criteria; and
- f) Ensure that the student is informed of the assessment criteria for the Directed Study at the beginning of the semester, which may also be made available through the PGIA Prospectus or Programme Handbook.

### **13.2 Research Concept Note, Interim Supervisor and Research Proposal**

13.2.1 Every applicant admitted to an M.Sc. degree programme shall submit a Research Concept Note, prepared in the format prescribed by the Institute (Annex 2), either at the time of application or within the period specified by the relevant Board of Study, but not later than the latter part of the second semester of registration.

13.2.2 The relevant Board of Study shall review the Research Concept Note to determine its suitability and academic rigor in relation to the requirements of the MSc degree and may require the candidate to present or revise the concept, where necessary.

13.2.3 Upon acceptance of the Research Concept Note, the Board of Study shall recommend the appointment of an Interim Supervisor. The Director shall

appoint the Interim Supervisor with the approval of the Board of Management.

- 13.2.4 The Interim Supervisor shall guide the student in developing the Research Proposal, advise on necessary revisions, and recommend the proposal for formal evaluation.
- 13.2.5 The student shall submit the Research Proposal, prepared in the prescribed format of the Institute (Annex 6), to the relevant Board of Study within twelve (12) months from the effective date of registration.
- 13.2.6 The Board of Study shall evaluate the Research Proposal through a presentation and defence, in accordance with approved evaluation guidelines (Annex 7). Where the proposal is accepted with or without minor revisions, the student shall be permitted to proceed with the research programme, and such acceptance shall be recorded in the minutes of the Board of Study. The Interim Supervisor shall attend the presentation as an observer. If the Chairperson of the Board is the Interim Supervisor, the Secretary of the Board shall act as Chairperson for that session.
- 13.2.7 Where major revisions are required, the student shall revise and resubmit the proposal for re-evaluation and defence in accordance with the instructions of the Board of Study.
- 13.2.8 The effective date of commencement of research shall be determined in accordance with Institute regulations, based on the date of acceptance of the Research Proposal. If the proposal is accepted within three months from the original date of submission, his/her effective date of commencement of research shall be the date that completed two semesters of the MSc programme allowing student to complete degree within two years. If not, the date on which his/her proposal is accepted (after two semesters) will be considered as the effective date of commencement of research.

### **13.3 Appointment of Supervisors**

- 13.3.1 Upon acceptance of the Research Proposal, the relevant Board of Study shall recommend the appointment of a Supervisor or Supervisory Committee, which shall be appointed by the Director with the approval of the Board of Management and the Senate. If the student is affiliated with an organization, the Board of Study may suggest members from the affiliated institute to the supervisory committee.
- 13.3.2 The Board of Study shall designate one member as the Principal (Senior) Supervisor.

13.3.3 A Principal Supervisor and/or Supervisor shall normally possess a research degree at a level equal to or higher than that for which the student is registered and demonstrate active engagement in the relevant research field.

13.3.4 In exceptional cases, a person without a research degree may be appointed as a Co-supervisor, provided there is clear evidence of recognized scholarly output and professional competence.

13.3.5 All Supervisors shall declare any potential conflicts of interest (Annex 4) and shall be governed by the supervision guidelines (Annex 10), ethical guidelines (Annex 9), and Terms of Reference (Annex 10) approved by the Board of Management.

13.3.6 Students and Supervisors shall enter into a formal Student–Supervisor Agreement (Annex 10) in the format prescribed by the Institute.

#### **13.4 Records on Supervision Process**

13.4.1 Supervisors shall provide academic guidance and mentorship throughout the research period and ensure that students receive regular feedback.

13.4.2 Each research student shall meet the Principal Supervisor at least twice per semester, and all meetings shall be documented in the approved Supervision Record Form (Annex 11).

13.4.3 Failure to maintain satisfactory supervision records may result in administrative intervention by the Institute.

#### **13.5 Inquiry into Complaints against Supervisors**

13.5.1 Any complaint made against a Principal Supervisor or Co-supervisor by a student, a fellow Supervisor, or any other responsible person, relating to academic misconduct, professional negligence, sexual harassment, or violence, shall be investigated in accordance with the Code of Conduct for Academic Staff of the University of Peradeniya and/or the Policy on Sexual Harassment and Violence of the University of Peradeniya, as applicable.

14.5.2 The *Viva Voce* Examination Board of a candidate may report to the Director of the Institute any instance of inadequate, negligent, or unsatisfactory supervision observed during the examination process, for appropriate action in accordance with these By-laws.

#### **13.6 Termination or Suspension of Supervisory Appointment**

13.6.1 Upon consideration of reports submitted by Committees of Inquiry and/or recommendations of the *viva voce* Examination Board, the Board of Management may recommend to the Director the issuance of warnings,

imposition of penalties, suspension, or removal of a Supervisor from the approved list of Supervisors of the Institute.

13.6.2 The Board of Management reserves the right to refer such matters to the relevant University or Institution where the Supervisor holds a permanent appointment, and, where necessary, to initiate or recommend legal or disciplinary proceedings in accordance with applicable laws and regulations.

### **13.7 Progress Review of MSc Research Degrees**

13.7.1 All M.Sc. research students shall submit progress reports at six-month intervals (30<sup>th</sup> June and 31<sup>st</sup> December of each year), in the prescribed format (Annex 12) to Principal and co-supervisors, until submission of the thesis for evaluation

13.7.1. Progress shall be evaluated by the Principal Supervisor and co-supervisor(s) and classified as Satisfactory or Unsatisfactory and submitted to the Board of Study and Director.

13.7.3 Unsatisfactory progress, as determined by the Board of Study and Board of Management, may result in suspension or termination of registration in accordance with the by-laws of the Institute. There shall be no refund of fees.

13.7.4 Research students shall present their progress at progress review meetings scheduled by the Board of Study or the Institute, and such presentations shall form part of the formal evaluation of progress and need to produce based on the prescribed format (Annex 12). The Supervisors will serve as observers.

### **13.8 Evidence for Scholarly Exposure and Presentations**

13.8.1 Prior to submission of the thesis, an MSc student shall provide evidence of attendance at a minimum of two (2) scholarly research presentations or seminars relevant to postgraduate research..

13.8.2 An MSc student shall present his or her research findings at least once at a recognized national or international academic forum, including the PGIA Annual Congress

13.8.3 In all such presentations, the student shall clearly indicate affiliation with the Institute and acknowledge that the work forms part of the thesis submitted or to be submitted to the Institute.

### **13.9 Evidence for Research Publication**

13.9.1 As a condition for eligibility to apply for the Thesis Defence Examination, an MSc student shall submit documentary evidence of at least one of the following:

- (a) an abstract, conference paper, or proceedings paper published or accepted; or
- (b) a research manuscript submitted to a recognized peer-reviewed journal.

13.9.2 Publications may be joint with Supervisor(s), provided the student is the principal contributor and first author.

13.9.3 All publications derived from the thesis shall acknowledge the Institute and state that the work forms part of a postgraduate research degree.

13.9.4 The publication of part of a Thesis without due acknowledgment shall not be considered as fulfilling the requirements given in Section 13.6.1.

### **13.10 Submission of Thesis for Evaluation**

13.10.1 The thesis shall be written in English and shall demonstrate independent and original research, critical analysis, and contribution to knowledge in the relevant field.

13.10.2 The student shall notify the Director, through the Principal Supervisor, of the intended date of thesis submission at least three (3) months in advance.

13.10.3 Submission of the thesis shall be permitted only upon completion of coursework, submission of all required progress reports (30<sup>th</sup> June and 31<sup>st</sup> December) in each year, and satisfactory progress review presentations (July and January).

13.10.4 The thesis shall conform strictly to the Thesis Preparation Guidelines (Annex 14) approved by the Institute and shall include a signed declaration of originality, academic integrity, and disclosure (or non-use) of artificial intelligence tools, in the prescribed format.

13.10.5 The student is required to include the following declaration in the Thesis:

*"I, (Full Name of Student), hereby declare that the thesis titled "(Title of the Thesis)" is the result of my own original independent work. All sources of information, data, and ideas derived from other authors or institutions have been duly acknowledged and cited in accordance with recognized academic and ethical standards. I am fully aware of the PGIA's strict policy on plagiarism and understand the disciplinary consequences associated with any breach thereof. I confirm that this thesis contains no unauthorized copying, paraphrasing, or other forms of academic dishonesty. Furthermore, I affirm that this thesis has not been submitted previously, in whole or in part, for the award of any degree or diploma at this or any other institution".*

I hereby acknowledge that I have used *(Name of AI tool or technology)* [accessible at: *(URL/link)*] in the preparation of this thesis for the purpose of

(briefly state the purpose, e.g., language editing, idea generation, formatting, etc.). The use of such technology complies with the academic integrity policies of the PGIA, and all outputs generated by the tool have been critically reviewed, appropriately modified, and verified by me to ensure academic accuracy and originality.

I hereby confirm that I have not used any artificial intelligence (AI) tools or technologies in the preparation of this thesis. The entirety of the work presented herein is the result of my own intellectual effort, in full compliance with the academic integrity and originality requirements of the PGIA.

13.10.6 The student shall submit the two spiral-bound copies and an electronic copy of the thesis (PDF version), together with a duly completed application for the Thesis Defence Examination and certification from the Principal and Co-Supervisor(s). The submitted Thesis shall be date-stamped by the Institute.

13.10.7 The Institute reserves the right to reject any thesis submission that does not comply with the approved formats, declarations, or procedural requirements.

## **PART 14: METHOD OF ASSESSMENT AND GRADING PROCEDURE**

### **14.1 Method of Assessment**

#### **14.1.1 Assessment of Credit Courses**

14.1.1.1 Each course shall be assessed with more than one assessment conducted at the critical stage of learning of the course.

14.1.1.2 The assessment of a course in a degree programme shall be conducted in accordance with the approved lesson/course plan and may comprise one or both of the following components:

- (a) in-course assessments (courses involving laboratory work, fieldwork, seminars, or similar practical components may be assessed solely through in-course assessments, as specified in the lesson/course plan); and/or
- (b) end-semester examination.

14.1.1.3 In-course assessments may include assignments, tutorials, quizzes, presentations, laboratory work, fieldwork, mid-semester examinations, or other assessment methods approved in the course syllabus and listed in the lesson/course plan.

14.1.1.4 The Course Coordinator shall, at the commencement of the course, inform students in writing of the assessment framework, including the types of assessments, timelines, and allocation of marks, as specified in the approved lesson or course plan endorsed by the relevant Board of Study and the Board

of Management. Notwithstanding the above, teachers may conduct unannounced quizzes as part of the continuous assessment.

14.1.1.5 The Course Coordinator and teacher(s) responsible for a course shall ensure that all assessments are conducted and completed within the approved schedule. Marks obtained for in-course assessments shall be communicated to students prior to the end-semester examination, where applicable, and assessed materials shall be returned to students to facilitate outcome based education.

14.1.1.6 The Course Coordinator shall evaluate the overall performance of each student in the course based on the approved assessment scheme and assign the final grade accordingly.

14.1.1.7 Student performance in courses shall be graded using a four-point (4.0) grading scale. A letter grade and the corresponding grade point shall be awarded for each credit course in accordance with the grading scheme approved by the Institute.

<u>Letter Grade</u>	<u>Grade Point</u>	<u>Marks Range</u>
A+	4.00	90 and above
A	4.00	80 and above
A-	3.70	70 - 79
B+	3.30	65 - 69
B	3.00	60 - 64
B-	2.70	55 - 59
C+	2.30	50 - 54
C	2.00	Below 50
E	0.00	..

14.1.1.8 A+ is given only to those who obtain distinctly high marks above 90.

14.1.1.9 To pass a course, a student should achieve a minimum grade of "C".

14.1.1.10 The maximum number of attempts a student is allowed to sit for the examination shall be three (3).

14.1.1.11 Upon completion of evaluation, the Course Coordinator shall submit the final grades, together with the relevant mark sheets (in-course assessment and end semester assessments), to MIS as well as the Registrar of the Institute in accordance with prescribed format (Annex 25) procedures and timelines.

#### **14.1.2 Assessment of Directed Study**

14.1.2.1 Student performance of Directed Study shall be evaluated based on the following components:

<b>Component</b>	<b>Weight (%)</b>
Work Plan/Proposal	10 (evaluated by Supervisor)
Presentation	30 (evaluated by panel)
Final Report	60 (evaluated by supervisor)
Total	100

14.1.2.2 Marks awarded by the Supervisor and the Evaluation Panel members shall be consolidated by the Directed Study Coordinator (Programme Coordinator of the study) to determine the final grade, in accordance with the evaluation criteria approved by the PGIA (Annex 20).

14.1.2.3 The final marks and grades of students shall be determined based on 14.1.1.6 and submitted to the MIS and printed version of marks and grades to the PGIA by the Directed Study Coordinator in the prescribed format (Annex 20).

14.1.2.4 If a student fails to complete the Directed Study within the stipulated period, or obtains a grade below “C”, the Directed Study shall be repeated at the next available opportunity.

14.1.2.5 Any grievance relating to supervision, assessment, or procedure of the Directed Study may be submitted in writing to the Director, Registrar or Grievance Committee.

#### **14.1.3 Assessment of Non-GPA Courses**

14.1.3.1 The assessment of Non-GPA courses, including pre-requisite and audited courses, shall be conducted in accordance with the assessment procedures specified in Section 14.1.1.

14.1.3.2 Performance in Non-GPA courses shall be evaluated on a Satisfactory (Pass) or Unsatisfactory (Fail) basis and shall not be included in the calculation of the Final Grade Point Average (GPA). A Satisfactory grade, equivalent to at least a “C” grade, in all registered non-credit courses is mandatory for eligibility for the award of the degree.

#### **14.1.4 Assessment of Comprehensive *Viva Voce* Examination**

14.1.4.1 As part of the assessment process, all students registered for Master’s and M.Sc. degree programmes shall be required to sit for a Comprehensive *Viva Voce* Examination, which shall be conducted and assessed by a duly appointed Comprehensive Examination Panel.

14.1.4.2 The Comprehensive Examination shall evaluate whether the student has adequately assimilated the knowledge and skills acquired through the

prescribed coursework and is able to synthesize and apply such knowledge effectively in professional or academic contexts.

14.1.4.3 A Satisfactory performance at the Comprehensive Examination shall be a mandatory requirement for eligibility for the award of the relevant degree. Students who do not obtain a Satisfactory result shall not be eligible for graduation until this requirement is fulfilled in accordance with the applicable regulations.

#### **14.1.4 Assessment of MSc Thesis / Dissertation**

14.1.4.1 The assessment of a thesis/dissertation submitted for an MSc degree shall comprise two components:

- (a) Thesis/Dissertation Desk Evaluation, and
- (b) *Viva Voce* Examination of the thesis/dissertation.

14.1.4.2 The Thesis/Dissertation Desk Evaluation shall normally be completed within three (03) months from the date on which the student submits the thesis/dissertation for examination. The evaluation shall be conducted by the Thesis Examination (Evaluation) Committee.

14.1.4.3 Each examiner shall assess the thesis/dissertation for its suitability, adequacy, and consistency of content, including the clarity of information, soundness of arguments, validity of results, originality and contribution to existing knowledge, and the practical relevance of the conclusions and recommendations. Examiners shall indicate whether the thesis/dissertation is acceptable or not acceptable using the Thesis Evaluation Form prescribed by the Institute.

14.1.4.4 The *viva voce* Examination of the thesis/dissertation shall be conducted as soon as practicable following the completion of the Thesis/Dissertation Desk Evaluation. During the *viva voce* examination, the Thesis Examination Committee shall evaluate the student's theoretical knowledge, analytical ability, adequacy of information, creativity and innovation in the research, relevance and applicability of conclusions and recommendations, as well as the student's communication and presentation skills.

14.1.4.5 Based on the approved evaluation scheme of the Institute, the Thesis Examination Committee shall determine whether the student's performance is satisfactory or not satisfactory.

## **14.2 Calculation of Grade Point Average (GPA)**

14.2.1. The Grade Point Average (GPA) of a student is computed considering the number of credits and grade points earned by the student in all credit courses that he/she had completed during the degree programme. The GPA is calculated as follows:

$$\text{GPA} = \frac{\sum c_i g_i}{\sum c_i}$$

where,  $c_i$  = Grade point of the  $i^{\text{th}}$  course

$g_i$  = Number of credit units of the  $i^{\text{th}}$  course.

14.2.2 The GPA will be rounded to the second decimal place. The GPA calculated after completing all required courses of the degree programme is called the Final Grade Point Average (**FGPA**).

14.2.3 A student will be required to have a minimum **FGPA of 3.00** at the end of the coursework component of an M.Sc./MBA degree programme. However, if the GPA is found to be below 3.00 after following all prescribed courses of the degree programme, he/she shall upgrade some courses to achieve the minimum GPA of 3.00.

14.2.4 A student who obtains an FGPA between 2.75 and 2.99 may request for the award of a Postgraduate Diploma (SLQF 8) at the end of the coursework component, i.e. 30 credits including the Directed Study or 25 credits without the Directed Study (see the Early Exit section). A student who has an FGPA of 3.00 or more at the end of the coursework component can also request the award of a Postgraduate Diploma if he/she does not wish to sit for the comprehensive examination. The effective date of the Postgraduate Diploma will be the date on which the student requests completion of all requirements of the Diploma within the stipulated time period.

## 15 EXAMINATION PROCEDURE, OFFENCES AND PUNISHMENTS

### 15.1 General

15.1.1 The regulations governing Examination Procedures, Offences, and Punishments of the PGIA shall be based on and aligned with the corresponding Regulations on Examination Procedures, Offences, and Punishments of the University, as adopted by the Institute from time to time.

15.1.2 Every student registered for a postgraduate degree programme of the Institute shall familiarize himself or herself with the rules and regulations relating to Examination Procedures, Offences, and Punishments of the University, as adopted by the Institute. Such regulations shall be made available on the official website of the Institute.

15.1.3 A student may, at any time, obtain a copy of the Rules and Regulations relating to Examination Procedures, Offences, and Punishments of the University, as adopted by the Institute, from the Registrar of the Institute.

### 15.2 Examinations of Course Work Courses

### **15.2.1 Application and Conduct of Course Work Examination**

15.2.1.1 A student duly registered with the Institute and enrolled through the MIS for courses specified for a given semester shall be eligible to sit the relevant examinations (in-course assessment or end-semester examination) , provided that:

- (a) the student's registration remains valid and in force;
- (b) the student's enrolment appears in the MIS; and
- (c) the student is deemed eligible to sit the examination for the semester based on class participation and performance in in-course assessments, as determined and communicated by the Course Coordinator.

15.2.1.2 As Section 14.1.1.4 stated, dates for in-course assessments and end-semester examinations shall be communicated to students by the Course Coordinator at the first scheduled class, as specified in the approved lesson/course plan.

15.2.1.3 It shall be the responsibility of the Course Coordinator and the respective teaching staff to conduct all in-course assessments and end-semester examinations in accordance with the approved lesson/course plan.

15.2.1.4 The relevant Board of Study shall nominate the Course Coordinator, teaching staff, First Examiner(s), Second Examiner(s) and Moderators for each course at the beginning of the semester.

15.2.1.5 Examiners for each course shall be appointed by the Senate of the University, upon recommendation of the relevant Board of Study and the Board of Management of the Institute.

15.2.1.6 Answer scripts of courses offered under postgraduate programmes shall be evaluated by Examiners appointed by the Senate.

15.2.1.7 The Course Coordinator shall be responsible for compiling marks for in-course assessments and end-semester examinations in accordance with the lesson/course plan and for submitting the marks to the MIS and the Registrar of the Institute in the prescribed format (Annex ?).

15.2.1.8 A student may submit a request for re-scrutiny of answer scripts for one or more courses to the Registrar of the Institute, using the prescribed form, within fourteen (14) days from the date of release of examination results.

15.2.1.9 The Institute shall complete the re-scrutiny process and communicate the outcome to the student within one (01) month from the date of receipt of the request.

### **15.2.2 Withdrawal from Course Work Examinations**

15.2.2.1 A student who registered for a Master and MSc degree programme and enrolled for a course wishes to withdraw from end-semester examination after the course coordinator declared a date for examination shall make a request for the withdrawal by a student request sent through email or registered post or faxed to the Director/Registrar of the institute at least 24 hours before the commencement of the examination. The student is required to provide a reason/s and documentary evidence of such reasons for the withdrawal from the examination.

15.2.2.2 The Institute may allow a student to withdraw from end-semester examination/s due to medical reasons or death of a close family member such as spouse/child/parent. A student may also be eligible to withdraw from an examination due to another examination or selection test conducted by a public or private institution for job recruitment or confirmation/promotion of the job held on the same day.

### **15.2.3 Absence from Course Work Examinations**

15.2.3.1 Absence from an examination (in-course or end-semester) without a proper request for withdrawal made to the Director/Registrar of the Institute as stated in Section 15.2.2 of these Bylaws shall be considered as an examination attempt.

15.2.3.2 However, absence from an examination due to a sudden illness/disability or death of a close family member as stated in Section 15.2.2 may be considered as withdrawal from the examination if the student informs the same to the Director/Registrar of the Institute within seven (07) days from the date of examination with medical reports and/or any other evidence.

### **15.2.4 Make-up Examinations for Course Work**

#### **15.2.4.1 In-Course Assessments**

15.2.4.1.1 A student who is unable to sit for an in-course assessment due to acceptable reasons, including certified medical grounds, the death of a close relative, or participation in another examination or selection test conducted by a recognized public or private institution for employment-related purposes, may apply for a make-up assessment within fourteen (14) days from the date of the missed assessment.

15.2.4.1.2 Requests for make-up in-course assessments with supported evidence shall be submitted to the relevant Course Coordinator or Teacher, who shall have the discretion to approve or reject the request.

15.2.4.1.3 Where approval for a make-up in-course assessment is not granted, the student shall be required to complete the assessment at the next available

opportunity when the course is offered, subject to the regulations of the Institute.

#### 15.2.4.1 End-Semester Examination

15.2.4.1.1 A student who is unable to sit for an end-semester examination due to acceptable reasons, including certified medical grounds, the death of a close relative, or participation in another examination or selection test conducted by a recognized public or private institution for employment-related purposes, may apply for a make-up examination within fourteen (14) days from the date of the missed examination.

15.2.4.1.2 Applications for make-up end-semester examinations shall be submitted to the Director or Registrar and shall be considered by the relevant Board of Study, which shall have the discretion to approve or reject such requests.

15.2.4.1.3 Approved make-up examinations shall be conducted only during the examination period of the immediately succeeding semester. Upon approval, the student shall register for the make-up examination using the prescribed application form and pay the relevant fees, as instructed by the Registrar.

15.2.4.1.4 A student who, for reasons acceptable to the Institute, does not wish to sit a make-up examination in the same semester may request permission to complete the course and examination requirements at the next available offering of the course without the imposition of additional fees.

15.2.4.1.5 Where approval for a make-up examination is not granted, the student shall be required to register for and follow the course at the next available opportunity upon payment of the prescribed fees, and the examination attempt shall be treated as a repeat examination.

15.2.4.1.6 In circumstances where the relevant Board of Study is unable to offer a course due to budgetary constraints or the unavailability of a suitable lecturer, the student shall not be permitted to re-enroll in the course for the purpose of grade improvement and may consequently be ineligible to sit the Comprehensive Examination. Under such exceptional circumstances, and prior to the expiry of the approved programme duration, the Board of Study may either:

- (a) permit the student to drop the affected course and register for an alternative course within the same Board of Study; or
- (b) arrange a make-up final examination to enable the student to fulfil the required credit requirements.

Cases arising after the lapse of the stipulated programme duration shall be considered separately by the Board of Study.

15.2.4.1.7 Where a student seeks to repeat a course solely for the purpose of grade improvement and the course is not offered in the relevant academic year, the

student may, with approval, register for an alternative course. In such cases, the previously obtained unsatisfactory grade shall be removed from the student's academic transcript.

#### **15.2.5 Online End-Semester Examinations**

15.2.5.1 An online end-semester examination may be permitted only under exceptional circumstances, subject to the approval of the Director and the relevant Board of Study, provided that the student has completed all prescribed coursework requirements and has paid all applicable fees.

15.2.5.2 Exceptional circumstances under which an online end-semester examination may be considered include, but are not limited to:

- (a) foreign students who are following the degree programme online;
- (b) local students who have extended their studies, residence, employment, or migration abroad after formally informing the Institute;
- (c) local students undertaking official foreign travel where the stipulated period for degree completion expires prior to their return;
- (d) local students affected by natural disasters, emergencies, or government-imposed travel restrictions;
- (e) local students experiencing the bereavement of an immediate family member;
- (f) local students with health-related conditions deemed acceptable by the relevant Board of Study and the Institute or
- (g) any other circumstance approved by the Institute following formal notification.

15.2.5.3 Online end-semester examinations shall be conducted strictly in accordance with procedures approved by the Institute to ensure academic integrity, fairness, and security. Where on-campus and online examinations for the same course are conducted on the same date and time, the same examination paper shall not be used for both modes. In such cases, a separate examination paper or an alternative assessment mode, including a *viva voce* examination, shall be conducted by the examiner or course teacher. The approved examination mode shall be communicated to the student at the time of granting approval, following consultation with the examiner or course teacher.

15.2.5.4 Online examinations shall be conducted using an Institute-approved online platform under the supervision of the IT Unit of the PGIA. The student shall ensure uninterrupted internet connectivity, continuous video monitoring, and the availability and proper functioning of a minimum of two (02) cameras at the examination location. The entire examination process shall be monitored and recorded by the Institute for official purposes.

15.2.5.5 Details of the proposed examination location, monitoring equipment, and their functionality shall be submitted to the Director together with the application for the online examination. Where feasible, the use of facilities at

recognized educational institutions or Sri Lankan diplomatic missions overseas is encouraged.

15.2.5.6 Students shall comply with all technical, identification, proctoring, and conduct requirements prescribed by the Institute for online examinations. Any breach of examination regulations, including impersonation, use of unauthorized materials, external assistance, or other forms of misconduct, shall constitute examination malpractice and shall be dealt with in accordance with the disciplinary regulations of the University and the Institute.

15.2.5.7 The Institute shall not be held responsible for a student's inability to complete an online examination due to inadequate internet connectivity, power failures, or lack of required equipment, except where such disruptions are institution-wide and formally acknowledged. In such cases, the Board of Study may determine appropriate remedial measures.

15.2.5.8 Provisions governing repeat examinations shall apply equally to online end-semester examinations.

### **15.3 Comprehensive Examination**

#### **15.3.1 Application for Comprehensive Examination**

15.3.1.1 A student who has satisfactorily completed the prescribed coursework requirements of the relevant Master's or MSc programme, with or without completion of Directed Study, as applicable, shall be eligible to apply for the Comprehensive Examination upon payment of the prescribed fees and submission of the prescribed application form (Annex 26) to the Registrar.

15.3.1.2 Upon receipt of a valid application, the Registrar of the Institute shall arrange the Comprehensive Examination in consultation with the student and the Comprehensive Examination Panel and shall notify the student and the panel of the examination details as soon as practicable, providing not less than five (05) days' notice prior to the date of the Comprehensive Examination.

15.3.1.3 A student shall be eligible to apply for the Comprehensive Examination only if he or she has obtained a Final Grade Point Average (FGPA) of not less than 3.00, calculated on all credit courses completed.

15.3.1.4 The Comprehensive Examination shall normally be conducted immediately after the completion of coursework.

15.3.1.5 The minimum coursework credit requirements for eligibility shall be as follows:

- (a) Master's Degree – not less than twenty-five (25) credits, excluding Directed Study;
- (b) Master of Science (M.Sc.) Degree – not less than thirty (30) credits;

- (c) Master of Business Administration (MBA) Degree – not less than thirty-six (36) credits.

15.3.1.6 A student whose FGPA is below 3.00 may improve the FGPA by re-taking courses.

### **15.3.2 Appointment of Examiners for Comprehensive Examination**

15.3.2.1 The Director, in consultation with the relevant Board of Study, shall appoint an Examination Panel consisting of five (5) examiners, including two (2) external examiners, subject to the recommendation of the Board of Management and the approval of the Senate and the Council.

15.3.2.2 Internal examiners shall be selected from among those who have taught the majority of courses in the relevant programme. External examiners shall be drawn from relevant academic or professional fields.

15.3.2.3 A minimum of three (3) examiners, including at least one (1) external examiner, shall be present to conduct the examination.

### **15.3.3 Conduct and Assessment of Comprehensive Examination**

15.3.3.1 Prior to commencement of the examination, the Examination Panel shall elect an internal examiner as Chairperson.

15.3.3.2 The Chairperson shall review the academic records of the student, determine the conduct of the *viva voce*, and moderate the examination in accordance with the approved Comprehensive Examination Guidelines (Annex 26).

15.3.3.3 Questions shall assess the student's overall understanding, synthesis, integration, and application of knowledge and shall not be confined to course-specific factual details.

15.3.3.4 The duration of the Comprehensive Examination shall not exceed one (1) hour.

15.3.3.5 Each examiner shall independently assess the candidate using the prescribed mark sheet (Annex 26), and the final outcome shall be determined by consensus.

15.3.3.6 The result of the Comprehensive Examination shall be recorded as Satisfactory (pass, average of above 50 marks) or Unsatisfactory (fail) as per mark sheet (Annex 26). A Satisfactory outcome shall be mandatory for the award of the relevant degree.

### **15.3.4 Absence from Comprehensive Examination**

15.3.4.1 Once informed by the Institute as in the section 15.3.1, absence from a comprehensive examination without a proper request for withdrawal made to the Director/Registrar of the Institute shall be considered as an examination attempt.

15.3.4.2 However, absence from a comprehensive examination due to a sudden illness/ disability or death of a close family member may be considered as withdrawal from the examination if the student informs the same to the Registrar of the Institute within seven (07) days from the date of examination with medical reports and/or any other evidence.

15.3.4.23 Except for any justifiable documentary evidence or on medical grounds supported by a valid medical certificate and accepted by the Board of Study and the Institute, if a student fails to attend the scheduled comprehensive examination, an Unsatisfactory grade “U” will be given and it will be considered as an attempt.

#### **15.3.4 Repeat Comprehensive Examination**

15.3.4.1 A student who obtains an Unsatisfactory (less than 50 average marks) outcome at the first attempt may repeat the Comprehensive Examination once only, subject to a maximum of two (2) attempts.

15.3.4.2 The repeat examination shall be applied for not earlier than fifteen (15) days and not later than one (1) months from the date of the first attempt, and within the maximum period of candidature.

15.3.4.3 The same Examination Panel shall normally be re-appointed. Where an examiner is unavailable, a replacement may be appointed with the recommendation of the Board of Study and approval of the Board of Management and the Senate and the Council.

#### **15.3.5 Web-Based Comprehensive Examination**

15.3.5.1 A Web-Based Comprehensive Examination may be permitted only under exceptional circumstances, subject to the approval of the relevant Board of Study and the Institute, provided that the student has completed all prescribed coursework requirements and paid all applicable fees.

15.3.5.2 Exceptional circumstances may include, but are not limited to:

- (a) foreign students who are following the degree programme online;
- (b) local students who have extended their studies, residence, employment, or migration abroad after formally informing the Institute;
- (c) local students undertaking official foreign travel where the stipulated period for degree completion expires prior to their return;
- (d) local students affected by natural disasters, emergencies, or government-imposed travel restrictions;

- (e) local students experiencing the bereavement of an immediate family member;
- (f) local students with health-related conditions deemed acceptable by the relevant Board of Study and the Institute or
- (g) any other circumstance approved by the Institute following formal notification.

15.3.5.3 The Web-Based Comprehensive Examination shall be conducted using an Institute-approved online platform under the supervision of the IT Unit of the PGIA. The student shall ensure uninterrupted internet connectivity, continuous video monitoring, and the availability and proper functioning of at least two (02) cameras at the examination location. The entire examination process shall be monitored and recorded by the Institute for official purposes.

15.3.5.4 Details of the examination location, monitoring equipment, and their functionality shall be submitted to the Director together with the application for the Web-Based Comprehensive Examination. It is encouraged that facilities available at nearby educational institutions or Sri Lankan diplomatic missions overseas be used where feasible.

15.3.5.5 Any form of external assistance or use of unauthorized reference materials during the examination shall constitute examination malpractice and shall result in cancellation of the examination and disciplinary action in accordance with University and Institute by-laws.

15.3.5.6 Provisions governing repeat Comprehensive Examinations shall apply equally to Web-Based Comprehensive Examinations.

#### **15.4 Assessment of Thesis of MSc Programmes**

15.4.1 A Thesis submitted for a MSc degree programme shall be examined by the "Thesis Defence Examination Committee" appointed by the Senate and Council of the University of Peradeniya on the recommendation of the Board of Study and the Board of Management of the PGIA.

15.4.2 The Thesis Defence Examination shall not be conducted without allowing the Thesis Defence Examination Committee a sufficient evaluation period, typically 2-3 months. However, the entire examination process is expected to be completed within six months from the date the student submits the thesis to the Institute for evaluation.

15.4.3 The examination of a thesis submitted for a research degree consists of two stages: a desk evaluation and a *viva voce* (thesis defence). These stages assess the final research outcomes as proposed in the original research objectives given in the thesis.

15.4.4 The composition of the Thesis Defence Examination Committees for MSc degrees shall be as follows:

- Director/PGIA or his/her nominee is the Chairperson of the Committee (See Annex 16 for duties of the Chairperson)
- Two (02) External Thesis Examiners (Evaluators)
- Supervisors (as observers)

15.4.5 External Thesis Examiners (Evaluators) must be subject experts who are not part of the Institute's teaching/supervisory panel.

15.4.6 External Thesis Examiners (Evaluators) must be academically qualified, actively involved in relevant research, supervision of MSc/MPhil/PhD students, and possess a research degree equal to or higher than the one pursued by the candidate. They must demonstrate subject-specific or methodological expertise and be capable of providing independent, objective assessments of the thesis.

15.4.7 They should not have co-authored any publications with the student or be affiliated with the student's institution, where applicable.

15.4.8 All External Thesis Examiners must have no conflicts of interest and are required to complete and sign the Conflict of Interest Declaration Form (Annex 4).

15.4.9 External thesis examiners shall be appointed only after their consent is obtained to assess both desk evaluation and the *viva voce* examination.

15.4.10 Upon receiving the Thesis from the student, the Institute will promptly provide Thesis Defence Examination Committee with and the soft and hard copies of the "Thesis", "Thesis Evaluation Form" (Annex 17), ensuring confidentiality.

15.4.11 Each Thesis Examiner (as of 15.4.4 above) shall carry out the desk evaluation of the Thesis independently whether the Thesis demonstrates mature scholarship and the ability to conduct high-quality original research at the level of MSc without supervision and provide evidence for generating new knowledge by publishing in peer-reviewed, indexed journals and submit a report to the Director or Registrar of the Institute indicating whether the Thesis is acceptable or not by completing the "Thesis Evaluation Form" (Annex 17). The report shall be submitted within a period of three (03) months. The Senate on the recommendation of the Board of Management shall have the power to appoint another examiner/s in the event that the examiner/s does/do not comply with the requisite time period of evaluation or for any other valid reason.

15.4.12 In the above 15.4.11 report, among other comments in the relevant sections examiners shall recommend one of the following:

- (a) Accept the Thesis in the present form

- (b) Accept the Thesis with minor typographical/ editorial/corrections and minor revisions to the text
- (c) Resubmit the Thesis for re-examination after major revisions
- (d) Consider the Thesis for a lower qualification
- (e) Reject the Thesis

15.4.13 The reports of desk evaluation by Thesis Examiners are kept confidential to students and supervisors until the completion of the *viva voce* thesis defence examination.

15.4.14 To qualify for the award of the MSc degree, a candidate must undergo a *viva voce* thesis defence examination within one month of receiving all thesis evaluation reports. This examination will be conducted only if the desk evaluation is deemed satisfactory by the examiners, at least one out of two for an MSc degree.

15.4.15 The composition of the *viva voce* Thesis defence examination committee is the same as 15.4.4, and shall consist of the same Thesis Examiners who conducted the desk evaluation.

15.4.16 Every research student shall deliver a public seminar based on the Thesis before the *viva voce* Thesis Defence Examination. The seminar presentation shall be prepared based on the guidelines given by the Institute (Annex 13). The public seminar session is chaired by the Director of the Institute and attended by the examiners and supervisors. If the Director is serving as a supervisor or is unable to attend the examination, he or she shall nominate the Chairperson of a relevant Board of Study to chair the defence examination.

15.4.17 The objectives of the public seminar presentation shall be to:

- (a) Communicate his/her research findings to a wider audience for their appraisal.
- (b) Demonstrate that he/she developed the capacity to generate substantive insights in a particular area of study through high-quality original research
- (c) Disseminate his/her research findings and demonstrate their wider (national/global) importance and relevance.
- (d) Gain confidence in the general soundness of his/her research work and be made aware of its weaknesses.
- (e) Obtain diverse views from the audience on his/her research and its context that may be incorporated into his/her Thesis.

15.4.18 Following the seminar session, the *viva voce* Thesis Defence Examination will be conducted by the Thesis Defence Examination Committee, chaired by the Director. The purpose of the *viva voce* is to assess the originality of the research, the candidate's ability to effectively present and defend their thesis, and their competence in responding to questions related to the

research and its broader academic context. The examination also evaluates the candidate's theoretical knowledge, analytical thinking, the adequacy and relevance of information presented, creativity and innovation in research, soundness of conclusions and recommendations, as well as overall communication and presentation skills to determine their suitability for the award of the degree.

15.4.19 The student should bring along the thesis submitted to the PGIA to the Thesis Defence Examination.

15.4.20 A research student shall pass a *viva voce* thesis defence examination of his/her thesis. The maximum number of attempts at *viva voce* examination shall be two (2).

15.4.21 The Thesis Defence Examination shall not be held unless all examiners are present. The institute shall arrange the *viva voce* examination of a student using any technology-driven mode to facilitate the attendance of the student or examiners or supervisors for the *viva voce* examination.

15.4.22 At the end of the *viva voce* examination, the Director shall request the candidate to leave the examination hall and independently obtain from the examination committee members a grade of Satisfactory ("S") or Unsatisfactory ("U") based on the thesis evaluation and *viva voce* examination performance. The final decision shall be made by consensus, with the Director moderating any discussions on contentious issues to facilitate agreement.

15.4.23 The *viva voce* thesis defence examination committee shall recommend one of the following:

- (a) Pass the examination without corrections to the thesis
- (b) Pass the examination with minor typographical/editorial/corrections or minor revisions to the thesis
- (c) Resubmit the thesis for re-examination after major revisions to the thesis
- (d) Consider the Thesis for a lower qualification
- (e) Reject the thesis

15.4.24 If both examiners reject the thesis, the candidate will not be permitted to proceed to the *viva voce* thesis defence examination. In such cases, the Examination Committee will convene to determine the appropriate course of action, which may include recommending the award of a lower degree, depending on the original degree sought, or the outright rejection of the thesis. Where a thesis is determined by the Examination Committee to be below the required standard for the award of the degree for which it was submitted, but is considered acceptable at the level of a Directed Study, the Examination Committee may recommend the award of a lower qualification,

namely the Master's Degree, provided that the candidate has satisfied the prescribed coursework and credit requirements for such qualification.

15.4.25 In the case of passing the thesis defence examination without corrections, the effective date of the degree will be the date the thesis is submitted for examination to the Institute, provided that the final version of the thesis is submitted in three bound copies to the Registrar of the Institute within three months of the *viva voce* examination, following confirmation from the IQAC of PGIA regarding adherence to the prescribed thesis submission format and also complete minimum time requirement for the degree.

15.4.26 If the student passes the examination with minor typographical/editorial corrections or minor revisions to the thesis, the student must address all corrections/revisions and submit the PDF version of the revised thesis to the the IQAC for confirmation that the thesis complies with the Institute's guidelines. Upon confirmation from the IQAC, the student shall submit the PDF version of the thesis to the Director for printing approval, accompanied by an endorsement from the Principal (Senior) Supervisor stating that all corrections and suggestions made by the examiners have been addressed using a table explained in the thesis defence examination. Once printing approval is obtained, the student must print the thesis and submit three bound copies to the Registrar of the Institute.

(a) If the thesis is submitted to the Institute within three months of the thesis defense *viva voce* examination, the effective date of the degree will be one month after the date the thesis is submitted for examination to the Institute.

(b) If the thesis is submitted after three months of the thesis defense *viva voce* examination, the effective date of the degree will be the date the final thesis is submitted to the Institute.

15.4.27 If the thesis is accepted subject to major revisions, the student may re-submit the revised thesis to the Registrar of the Institute for re-examination after a minimum period of six months but within one year from the date of the first attempt. If the Examination Board has recommended revisions, the candidate must submit a certification from the supervisors confirming that all recommended revisions have been incorporated into the revised thesis and evidence of payment details for second attempt of the thesis defence examination. The procedures outlined in Sections 15.4.11 to 15.4.23 will then be followed, and decisions will be made accordingly.

15.4.28 A MSc degree thesis that does not meet the standards required for a MSc degree may be considered for the award of an Master degree during the Thesis Defence Examination. The Thesis Defence Examination Committee shall recommend whether thesis can be considered as a Directed Study

report. The effective date of the degree shall be the date of thesis defence examination.

15.4.29 If an examiner determines that a thesis is unacceptable, they must provide a written statement clearly outlining the reasons and submit it to the Director of the Institute. The examiner should also include detailed suggestions for addressing each identified shortcoming. Based on this feedback, the Director, in consultation with the Senior Supervisor and the Board of Study, may permit the student to re-submit a revised thesis for re-evaluation by the same examiners within six (6) months from the date of notification that the thesis was deemed unacceptable.

15.4.30 In the cases outlined in 11.6.4 and 11.6.5, if the previously appointed supervisor(s) are unavailable or there is evidence of inadequate supervision, the Examination Board shall recommend to the Director the appointment of a new supervisor to guide the student in completing the revisions and resubmitting the thesis. New supervisors (if necessary) will be appointed in consultation of the Board of Study and approval of Board of Management.

15.4.31 If the corrected thesis is not submitted in bound form within the specified time frame of the respective degree, it will not be accepted.

## **15.5 Absence for Thesis Defence Examination**

15.5.1 Except for any justifiable documentary evidence(s) or on medical grounds supported by a valid medical certificate, if a student fails to attend the scheduled Thesis Defence Examination, an unsatisfactory grade will be given and it will be considered as an attempt.

## **15.6 Incomplete Grades**

15.6.1 If a student fails to complete the requirements of a registered course due to illness or some other valid reason supported by evidence, he/she shall obtain an "Incomplete" ("I") grade for that course. Such a student shall complete the requirements for that particular course on the first available occasion the course is next offered. In this instance, he/she will be given the actual grade obtained by him/her for that course.

## **15.7 Alternative Exit**

15.7.1 A student who does not wish to proceed to the Comprehensive Examination may, subject to eligibility criteria, opt for the award of a Postgraduate Diploma (SLQF 8) or Postgraduate Certificate (SLQF 7) in accordance with the relevant regulations.

15.7.2 A student who fails to obtain a Satisfactory outcome at both permitted attempts may opt for the award of a Postgraduate Diploma, subject to the applicable regulations of the Institute.

## **PART 16: EFFECTIVE DATE OF POSTGRADUATE DIPLOMA/DEGREE PROGRAMMES**

16.1 The effective date of a postgraduate diploma or degree shall be a date subsequent to the completion of the minimum prescribed duration of the respective programme.

16.2 For programmes without a mandatory *viva voce* examination, the effective date of the diploma or degree shall be the last date of the examination through which the student successfully completes all academic requirements of the programme.

### **16.3 Effective Date of Completion – Programmes without Thesis Defence**

16.3.1 Postgraduate Diploma (SLQF Level 08) / Postgraduate Certificate (SLQF Level 07):  
The effective date shall be the date on which the relevant requirement is fulfilled, as applicable:

- (a) Completion of all prescribed requirements of the Postgraduate Diploma programme;
- (b) The date of the second Comprehensive Examination of an MSc candidate who fails both attempts and subsequently requests the award of a Postgraduate Diploma;
- (c) The date of request for a Postgraduate Diploma by an MSc candidate who has successfully completed 25 credits of coursework with a minimum FGPA of 2.75;
- (d) The date of request for early exit by an MSc candidate who has completed:
  - (i) 25 credits with a minimum FGPA of 2.75 for a Postgraduate Diploma; or
  - (ii) 20 credits with a minimum FGPA of 2.75 for a Postgraduate Certificate.

16.3.2 Master's Degree / MBA (SLQF Level 09)

16.3.2.1 The effective date shall be the date of successful completion of the Comprehensive Examination or Directed Study, whichever occurs later.

### **16.4 Effective Date of Completion – Programmes with Mandatory *Viva Voce* Examination**

16.4.1 MSc / MBA (SLQF Level 10)

16.4.1.1 The effective date shall be the date of submission of the final bound copy of the thesis/dissertation to PGIA, following successful completion of the Thesis Defence Examination and fulfillment of all thesis requirements, subject to the following conditions:

- (a) Pass without corrections:
  - (i) The effective date shall be the date of submission of the thesis/dissertation for examination, provided that the final bound version is submitted to the Registrar within three (03) months from the date of the *viva voce* examination.

(b) Pass with minor typographical or editorial correction

- (i) Where the corrected final version is submitted within three (03) months from the date of the viva voce examination, the effective date shall be thirty (30) days from the date of submission of the thesis/dissertation for examination;
- (ii) Where submission of the corrected final version occurs after three (03) months, but within the stipulated period for the degree, the actual date of submission of the bound thesis/dissertation shall be the effective date.

(c) Pass with major corrections

- (i) The effective date shall be six (06) months after the first viva voce examination, and shall be determined in accordance with Sections 16.4.1.1(a) or 16.4.1.1(b), based on the date of resubmission of the thesis/dissertation for examination.

(d) Recommendation for a lesser qualification

- (i) Where a thesis/dissertation is recommended for a lesser qualification, the effective date shall be determined in accordance with Sections 16.3.1 or 16.3.2, as applicable.

16.4.1.1 At the time of final submission, in addition to two (2) bound copies and one soft copy (in PDF format) of the thesis, each student shall submit the following:

- (a) a research summary of not more than 250 words, including the student's name with initials, degree programme, Board of Study, Principal (Senior) Supervisor and co-supervisors, together with a recent colour photograph of the student in JPG format; and
- (b) a policy brief of three to four (3-4) pages derived from the research, presenting the key conclusions and recommendations, with joint authorship of the student and supervisors. Such policy briefs shall be published by the PGIA as part of its Policy Brief Series.

## **PART 17: RELEASING OF RESULTS**

17.1. It shall be the responsibility of the Institute to release examination results within three (03) months from the last date of the examination. Results of individual courses and Directed Study shall be released through the MIS of the Institute.

17.2 Upon satisfaction of all examination requirements, the Institute shall recommend, through the Board of Management, the names of candidates who have successfully completed the requirements of the respective degree programmes to the Senate for

approval. The results of degree programmes shall take effect only upon approval by both the Senate and the Council.

17.3 Provisional results of degree and diploma programmes shall be released upon the recommendation of the Board of Management, subject to the approval of the Senate and the Council.

17.4 A student may submit a request, in the prescribed form, to the Registrar of the Institute for any correction or verification of examination results or certificates issued by the Institute.

## **PART 18: CERTIFICATE OF DEGREE/DIPLOMA PROGRAMMES**

18.1 A student who has sat for examinations shall be issued a semester-wise results sheet by the Institute.

18.2 Upon completion of a diploma or degree programme, the Institute shall issue the student with an official academic transcript. The transcript shall include, as applicable:

- (a) course codes and titles;
- (b) letter grades;
- (c) course status (compulsory or optional);
- (d) number of credits;
- (e) non-credit and audit courses;
- (f) credits and grade awarded for Directed Study, where applicable;
- (g) title of the thesis/dissertation, where applicable; and
- (h) confirmation of satisfactory completion of the degree following the viva voce examination, where applicable.

18.3 A student who has successfully completed the requirements of a postgraduate degree or diploma programme may obtain a Provisional Certificate of Results from the Institute.

18.4 Printed certificates for Master's and MSc degrees shall be awarded at the General Convocation of the University of Peradeniya, upon recommendation of the Board of Management and the Senate, and approval of the Council.

18.5 Printed certificates for Postgraduate Diploma programmes shall be awarded at a Postgraduate Diploma Awarding Ceremony organized by the Institute.

## **PART 19: DISPUTE SETTLEMENT**

19.1 The Board of Management of the Institute shall appoint a three-member Dispute Settlement Committee in which one member shall be appointed from among members of the Board to inquire, settle and/or report to the Board of Management on disputes between and among students, students and teachers, students and supervisors of the Institute.

- 19.2 Given the degree of the impact on the continuity of programmes of the Institute, the Dispute Settlement Committee shall recommend measures to the Director of the Institute to resolve the matter until the committee recommendations are approved by the Board of Management.
- 19.3 Any student grievance may also be reported to the Institute's Grievance Committee.

#### **PART 20: MAINTENANCE OF INTELLECTUAL INTEGRITY**

- 20.1 The candidate bears full responsibility for maintaining intellectual integrity and avoiding plagiarism in the preparation of the thesis. Every candidate must be fully informed of the importance of upholding academic honesty and must refrain from all forms of plagiarism. The PGIA maintains a zero-tolerance policy on plagiarism and requires all candidates to declare whether or not artificial intelligence (AI) tools were used in the preparation of their thesis.
- 20.2 In case of violation of this condition the Board of Management shall recommend to the Senate to take action against such candidate according to the University rules relating to examination offenses and punishments, which could include the cancellation of registration of the candidate from further registration with the University.

#### **PART 21: STUDENT SOCIETIES OF THE INSTITUTE**

- 21.1 The registered students of the Institute with the approval of the Director of the Institute may form Student Societies at three levels: the General Student Society of the Institute, Board of Study Student Societies, and a Programme Level Student Societies.
- 21.2 The primary responsibility of a Student Society is to promote interests, rights, and needs of member students, undertake and organize events and activities facilitating interaction and harmony among students and staff, enhance learning and research opportunities for students, facilitate the Institute to connect with the industry and community and undertake stakeholder consultations and contribute to development activities of the Institute.
- 21.3 The activities, events and programmes organized by a Student Society of the Institute shall be subject to the general guidelines, directions, rules and regulations of the Institute and the University and shall require prior written approval of the Director of the Institute.
- 21.4 The Institute shall govern the activities of a student society as per Guidelines and Regulations and Terms of References approved by the Board of Management.

#### **PART 22: ALUMNI ASSOCIATION OF THE INSTITUTE**

- 22.1 The Alumni Association of the PGIA (AAPGIA) shall be formed in order to facilitate and promote interests of alumni of the Institute and undertake and organize events and activities that enhance interactions among members of the Alumni Association, current students, and staff and resource persons of the Institute. It also help to facilitate the Institute to connect with the industry and community and undertake stakeholder consultations and contribute to research and development activities of the Institute.
- 22.2 A person who obtained postgraduate qualifications in the fields of Agriculture and Allied Fields from the PGIA of University of Peradeniya shall be entitled to obtain the membership of the AAPGIA on application.

### **PART 23: INTERPRETATION AND AMENDMENTS OF BY-LAWS**

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

“The Act” means the Universities Act No. 16 of 1978 as subsequently amended.

“The Ordinance” means the Postgraduate Institute of Agriculture Ordinance No. 9 of 1979 and its subsequent amendments.

“The University” means the University of Peradeniya established under the University Act No.16 of 1978.

“The Council” means the council of University of Peradeniya constituted by the Universities Act No.16 of 1978 as amended subsequently.

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

“The Postgraduate Institute of Agriculture” means the Postgraduate Institute of Agriculture of the University of Peradeniya established by the Postgraduate Institute of Agriculture Ordinance No. 9 of the 1979.

“PGIA” is an abbreviation used to refer to the Postgraduate Institute of Agriculture of the University of Peradeniya.

“Board of Management” means the Board of Management of the Postgraduate Institute of Agriculture, University of Peradeniya constituted by the PGIA Ordinance No. 9 of 1979 as amended subsequently.

“The Board of Study” means any of the Board of Study created under the PGIA, of the University of Peradeniya constituted by the PGIA Ordinance No. 9 of 1979 as amended subsequently.

“Regulations” means the General Regulations and Guidelines for Trainees and Trainers of the PGIA.

A “Teaching Panel Member” is an academic staff member or professional expert, duly recommended by the relevant Board of Study and the Board of Management, and approved by the Senate and the Council of the University of Peradeniya, who is authorized to contribute to PGIA postgraduate programmes through teaching, supervision, examination, curriculum development, or other related academic activities, in accordance with the regulations of the PGIA and the University of Peradeniya.

A “Course Coordinator” is an academic staff member or Teaching Panel member appointed by the relevant Board of Study, with the approval of the Board of Management, who is the teacher-in-charge of the course and responsible for the academic planning, coordination, delivery, assessment, and quality assurance of a specific course offered under a PGIA postgraduate programme, in accordance with PGIA and University of Peradeniya regulations.

A “Programme Coordinator” is an academic staff member appointed by the relevant Board of Study, with the approval of the Board of Management, who is responsible for the overall academic coordination, administration, monitoring, and quality assurance of a PGIA postgraduate degree programme, including liaison with Course Coordinators, supervisors, students, and administrative units, in accordance with the regulations of the PGIA and the University of Peradeniya.

An “interim supervisor” is an academic staff member appointed to guide a postgraduate research student, typically at the M.Sc., M.Phil., or Ph.D. level, at the time of initial registration, following the acceptance of the research concept note by the relevant Board of Study. This appointment is made prior to the formal nomination of a permanent supervisor(s) or the full supervisory committee. The interim supervisor is responsible for supporting the student in developing and refining the research proposal based on the approved concept note, identifying appropriate research directions and methodologies, and assisting with initial academic requirements. The role also includes ensuring academic continuity and adherence to institutional regulations during the early stages of the programme. Usually, the Interim Supervisor been appointed as the Principal Supervisor.

A “Principal Supervisor” is the primary academic staff member formally responsible for the overall supervision, guidance, and academic progress of a postgraduate research student, typically at the MSc or MPhil or PhD level. The Principal Supervisor leads the supervisory team (if applicable) and ensures that the student’s research is conducted to the required academic standards, complies with institutional and ethical guidelines, and is completed within the stipulated timeframe. The Principal supervisor is responsible for advising on research design, methodology, and implementation; monitoring the student's academic progress and providing regular feedback; supporting the development of the student’s scholarly and professional skills; coordinating communication with co-supervisors, the Board of Study, and the postgraduate institute; and guiding the student through thesis preparation, submission, and examination processes.

A “Co-Supervisor” is an academic staff member appointed to assist the Principal Supervisor in the supervision of a postgraduate research student, typically at the MSc or MPhil or PhD level. The Co-Supervisor provides complementary expertise, guidance, and support in specific aspects of the student’s research, contributing to the overall academic development and successful completion of the research project. The Principal supervisor is responsible for offering specialized knowledge in particular areas of the research; assisting in the design, execution, and evaluation of the research project; providing additional mentorship and feedback on the student’s academic progress; collaborating with the Principal Supervisor to ensure comprehensive supervisory support through supervisory committee meetings; and participating in monitoring meetings, proposal evaluations, and thesis reviews as required.

“Lesson/Course Plan” of the PGIA means a formally documented academic plan prepared by the relevant Course Coordinator or instructor, outlining the structure and delivery of a course. It shall include the course objectives, intended learning outcomes, course content and sequencing, teaching–learning activities, assessment methods and weightings, learning resources, contact hours, and the course schedule, and shall be implemented in accordance with the approved curriculum, SLQF requirements, and the academic regulations of the PGIA and the University of Peradeniya.

- 23.2 Any questions or clarification regarding the interpretation of these by-laws shall be referred to the Board of Management of the Institute and the Senate and the Council of the University whose decision thereon shall be final.
- 23.3 Any amendments or additions to these By-Laws shall require the approval of the Board of Management of the Institute, the Senate, and the Council of the University. However, the schedule of fees may be revised independently of the By-Laws, provided such changes remain within the provisions outlined in the By-Laws.