

**Postgraduate Institute of Agriculture
University of Peradeniya**

GUIDELINES FOR SUPERVISION OF POSTGRADUATE RESEARCH DEGREES

The Board of Management of the Postgraduate Institute of Agriculture (PGIA), at its 255th meeting held on 22.07.2021 has recommended that the following Guidelines should be applicable for Doctor of Philosophy (Ph.D.), Doctor of Business Administration (DBA), Master of Philosophy (M.Phil.), Master of Science (M.Sc.) (Course Work & Research), and Master of Business Administration (MBA) (Course Work & Research).

Responsibilities of the Institute

1. Institute in consultation with the Board of Study should check the eligibility and intellectual capability of the student to follow postgraduate research degree programs in the relevant field.
2. An interim supervisor should be appointed by the Board of Study to support the development of research proposal.
3. A Supervisory Committee should be recommended by the Board of Study after successful presentation of the proposal and approved by the Board of Management.
4. The Supervisory Committee shall consist of at least 02 members and the Supervisor and Co-supervisor should be identified.
5. If the student is affiliated to an organization, the Board of Study may suggest suitable members from the affiliated Institute to the Supervisory Committee.
6. Make available to the students the regulations governing the award of higher degree programs of the institute at the commencement of the study program.
7. Arrange bi-annual progress review meetings for all research students within the academic calendar.
8. Facilitate publication of postgraduate research.
9. Provide the students with Student Hand Book and relevant by-laws.
10. Institute should make sure the supervisors' availability throughout the total period of study.

Guidelines for the selection of Supervisors

1. Supervisors should be academically qualified, competent, knowledgeable and active in the field of proposed research.
2. Supervisor should possess a postgraduate research degree equivalent to or higher than that for which registration is sought.
3. A person without a postgraduate research degree may be considered as a supervisor only if there is consistency in evidence of quality publications in peer reviewed journals and citations in indexed journals.
4. At least one supervisor should be a member of Faculty Board of Agriculture, University of Peradeniya, who is also a member of the teaching panel.

Responsibilities of Supervisors

1. To ensure that the students adhere to the institute regulations of the study program through the period of study.
2. To guide the students to select a research topic and develop a comprehensive research proposal and obtain approval from the Board of Study and the Board of Management.
3. To guide the students to conduct the research program maintaining the quality standards of research using appropriate methodologies for data collection and analysis, as specified in the proposal approved by the Board of study.
4. To promote the students furthering knowledge and skills through relevant literature searches, attending seminars and conferences and meeting with other staff knowledgeable in the selected research topic.
5. Advise the student to take courses to fill knowledge gaps.
6. To have discussions with the student on a fixed schedule in the first year at least monthly and from second year every three months intervals to make the student gradually independent.
7. To monitor the progress regularly and document it, and guide students make corrections where necessary to achieve the set objectives of the research.
8. To ensure that the students submit progress reports in 6-month intervals through the supervisors to the Boards of Study.
9. Inform the Institute/Board of Study of any constraints/problems in the process of supervision.
10. To make interim arrangements if the supervisor plans to take leave for a period of less than 3 months. If the leave is for more than 3 months, the Board of Study/institute should appoint a suitably qualified person as senior supervisor/ supervisor.
11. To encourage the students to publish the findings in a referred journal for enhancing writing capabilities and gain credibility and confidence at the thesis defense examination.
12. To ensure that student fulfill minimum publication requirement at the thesis submission.
13. Instruct the students to prepare the thesis on "Instructions for the preparation of M.Sc., M.Phil./ and Ph.D. Thesis" provided by the institute and submit on due date.
14. Always adhere to ethical standards of research.

Responsibilities of Postgraduate Students

1. Every student should obtain a copy of the responsibilities of postgraduate students in the "Guidelines for supervision of postgraduate research" at the time of registration for the degree and become familiar with the procedures governing the award of postgraduate degrees of the institute.
2. Should develop an innovative research proposal in consultation with the interim supervisor.
3. Obtain ethical clearance from the appropriate body affiliate to the institute if necessary.
4. Always adhere to the accepted research ethics.
5. Should become familiar with the availability of research facilities for the proposed research
6. Should maintain cordial relations with the supervisors, technical staff and other research students of the Institute.
7. Submit biannual progress reports and other documents as may be required by the supervisors/ Institute/ Board of Study at the stipulated time period.
8. Present the research finding at seminars/workshops and publish the research findings in referred journals.
9. Ensure that the all requirements for the degree are satisfied and the thesis is submitted at the stipulated time.
10. Should participate for Research Progress Review Meetings scheduled by the relevant Board of Study as per the Calendar of Dates of the PGIA.