

GUIDELINES FOR RESEARCH STUDENTS AT THE PGIA

M.Phil. (SLQF Level 11) and Ph.D. (SLQF Level 12)

➤ Registration

For research degrees, applications are accepted throughout the year. Hence for M.Phil., Ph.D. and DBA degrees the effective date of registration would be the date at which the registration and other applicable fees are paid. Every research degree student must complete the registration process by submitting the duly filled application form and the applicable fees, upon acceptance of the concept note of the student by the relevant Board of Study and the issuance of relevant admission letter by the PGIA.

➤ Compulsory Courses

All research students are required to follow all the courses recommended by the Supervisory Committee for the degree programme. M.Phil. and Ph.D students are allowed to follow courses up to a total of 10 credits free of charge.

In addition the students shall follow CS 5212 Scientific Writing course and ST 5102 Basic Statistics course, if they have not followed similar courses during their undergraduate level and obtained a “B” grade or above. If similar courses offered by the respective Boards of Study are followed, these courses could be exempted.

➤ Auditing the Courses

If a student wishes to follow extra courses merely to gain knowledge without earning credits, he/she can follow those extra courses as audited courses after paying the relevant fee. Audited courses will appear in the transcript only if the student has fulfilled all the course requirements (including assessments).

➤ Change of degree programme/Board of study

If a student needs to change the degree programme, approval has to be obtained from the Director by a written request. Research students should channel their requests with the recommendations of the supervisor/s. Change of Programme and/or the Board of Study is allowed only within the first semester of registration. Fees paid will be transferred to the relevant Board of Study/programme that the student was transferred.

➤ Upgrading of research degrees

Registration for an M.Phil. degree programme may be upgraded to a Ph.D. degree programme after a minimum period of 1 year provided that research competencies of the student are acceptable to the Supervisors and relevant Board of Study.

➤ **Research Proposal**

M.Phil. and Ph.D./DBA Degrees - Every applicant should submit a concept paper together with the application for a research degree. Initially the Letter of Admission will be issued to the student as an “Associate Student” once appointed the Interim Supervisor. Once a student is accepted and registered for a research degree programme, he/she shall develop a proposal with the guidance of an Interim Supervisor appointed in this regard by the relevant Board of Study and present the proposal to the Board of Study for acceptance within three months of the student’s original date of registration.

If the proposal is accepted within three months from the original date of registration, his/her effective date of commencement of research will be backdated to the original date of registration. If not, the date on which his/her proposal is accepted will be considered as the effective date of commencement of research.

➤ **Appointment of Supervisors**

The relevant Board of Study, upon acceptance of the research proposal of a student, shall appoint a Supervisory Committee comprising of a minimum of two members with at least one member from the Faculty of Agriculture, University of Peradeniya, representing the relevant discipline. Once the proposal is accepted and supervisors are appointed the student is registered as a regular student on payment of relevant course fee and admission fee.

➤ **Progress Review**

All research students are required to submit two copies of progress reports to PGIA using the prescribed format (http://www.pgia.ac.lk/files/Student_Information/progress.pdf) at the end of every six months from the date of commencement of research, until the submission of application for thesis defense examination. One copy of the report will be returned to the student with the endorsement of the Director for information. In addition, all research students shall make a presentation on the progress of their work at the Progress Review Meeting scheduled by the relevant Board of Study every semester. Research work of a student shall be evaluated as Satisfactory “S” or Unsatisfactory “U” by the Senior Supervisor at the end of each semester on the prescribed progress report form submitted by the research student.

➤ **Participation in the PGIA Annual Congress**

It is compulsory for all students to participate in the Annual Congress of the PGIA held on the 3rd Thursday and Friday of the month of November in each year. Students will be able to register by themselves at the PGIA Congress Secretariat to participate in the Annual Congress during May-October of the relevant year.

➤ **Research Publications**

All research students are required to adhere to the following publication requirements in refereed journal/s, to be eligible for the thesis defense examination. A copy of all submitted manuscripts, and published articles should be submitted to the PGIA as proof.

Degree programme	Publication requirement
M.Phil.	Have published a minimum of one research paper and submitted a minimum of one other research paper
Ph.D./DBA	Have published a minimum of two research papers

➤ **Early exit from a degree programme**

A degree as an early exit from an M.Phil. degree shall not be awarded.

A student requesting for an early exit from a doctoral degree programme may be awarded an M.Phil. degree provided that he/she has fulfilled the entire requirement for the requested M.Phil. degree within the stipulated time period of the requested degree.

➤ **Completion of the programme/Effective Date of the Degree**

Every research student shall deliver a public seminar at the PGIA based on the thesis before the Thesis Defense Examination. For M.Phil., DBA and PhD the completion date of the programme is the date of submission of the bound copy of thesis to PGIA having passed the Thesis Defense Examination and completed all relevant thesis requirements. If the student having passed the Thesis Defense Examination and the thesis is accepted as submitted or accepted subject to minor revisions and the final bound copies of the thesis is submitted to the PGIA within 03 months from the date of Thesis Defense Examination, then the effective date is the Date on which the Thesis Defense Examination is held.

➤ **Time Limit for Completion of a Programme**

Degree Programme	Minimum (yr.)	Maximum (yr.)
M.Phil. (Full time Research)	2	7
Ph.D. (Full time Research)	3	8
DBA (Full time Research)	3	8

➤ Thesis Defense Examination

Eligibility for Examination

1. Student shall be required to keep the registration in force during the semester in Thesis Defense Examination is held, and should have completed the necessary course/s prescribed by the Supervisor/s
2. The student should have submitted progress reports every six months since registration for the degree programme and made progress presentations at the mid semester research progress review meetings held by the relevant Board of Study until the submission of the draft thesis to the examiners
3. Course work and Research Students shall have previously obtained a Satisfactory “S” grade at the comprehensive Examination, and should have submitted certification of the Board of Study through the Supervisor of any minor revision in the title of research to the PGIA when submitting draft thesis for evaluation
4. The student should submit two (for M.Phil. degrees) or three (for Ph.D. and DBA degrees) spiral bound copies of the thesis to the PGIA with the certification of all supervisors that the research programme has been completed and the thesis is suitable for submission to the Examination Committee.

Application for the Thesis Defense Examination (TDE)

Research students should apply for Thesis Defense Examination at least 1 year prior to the end of the stipulated time period of the relevant degree programme. Application (http://www.pgia.pdn.ac.lk/files/Student_Information/2022/Thesis_sub_application_moded.pdf) for Thesis Defense Examination shall be entitled at any time of the year but no Thesis Defense Examination shall be held without giving at least six weeks time for the examination committee to evaluate the thesis.

Procedure for Thesis Defense Examination and Acceptance of the Thesis

1. The students shall be required to submit a Thesis prepared in accordance with the guidelines approved by the Institute one year prior to the deadline of degree completion. (http://www.pgia.ac.lk/files/Student_Information/2021/INSTRCUTIONS_FOR_THE_P REPERATION_OF_THESIS.pdf)
A candidate shall submit the final draft of two (for M.Phil. degrees) or three (for Ph.D. and DBA degrees) spiral bound copies of the thesis to the PGIA. Copies of the thesis submitted by the candidate will be referred by the Director of the Institute to the Examination Committee.

2. Each member of the Examination Committee shall after evaluating the thesis, submit to the Director of the Institute a report on the prescribed form setting out the assessment of the thesis. If at least two examiners (out of 3) mark the thesis as acceptable, the candidate will be called for a thesis defense examination.
3. Three alternative decisions may be open to the Examination Committee namely to accept the thesis as submitted or to accept the thesis subject to such major or minor revisions as recommended by the Examination Committee or to reject the thesis.
On the award of a Satisfactory Grade “S”, the Examination Committee is required to sign the title page. The title page thus signed by the Examination Committee will be retained by the Deputy Registrar or his/her representative until the candidate submits a written statement by the Senior Supervisor that revisions suggested by the Examination Committee at the Thesis Defense Examination have been satisfactorily incorporated into the thesis.
4. A candidate whose thesis has been accepted subjected to minor revisions shall within a period of three months submit the thesis with the necessary revisions suggested by the examination committee. The senior supervisor shall thereafter, certify that the thesis has been suitably revised. The examiners may require the thesis to be re-examined prior to acceptance. Two bound copies shall be submitted by the student to the Director of the Institute for the signature of the members of the committee.
5. A candidate whose thesis has been accepted subjected to major revisions may re- submit the thesis in a revised form for re-examination after a period of 6 months and before one year from the date of first attempt. This thesis will be re-examined. If the candidate fails the second thesis defense examination (repeat), He/she shall be deemed to have terminated the candidature for the examination. In such a case examination committee may recommend the award of a M.Sc., MBA or M.Phil. in such case.
6. If two or more examiners reject the thesis, the candidate will not be eligible to sit the defense examination. The examination committee will meet and may recommend the granting of M.Sc., MBA or MPhil. depending on the original degree sought by the candidate.
7. A candidate who has been called for the Thesis Defense Examination shall bring along a copy of the final draft of the thesis.
8. Final Submission of Thesis

Once the Examination Committee accepted the thesis, the student should submit one unbound copy of the thesis to the PGIA to verify whether the thesis conforms to all formatting guidelines prescribed by the PGIA. The guidelines for preparation of the thesis are available at the PGIA for all research students. The colour of the cover used for the thesis shall be Green.

Upon receiving approval of the PGIA for binding, two bound copies of the thesis and one soft copy (in PDF format) shall be submitted by the candidate to the PGIA within the stipulated time period of the degree program. The date of submission of the bound copies to the PGIA will be the effective date of the research degree. If the student having passed the Thesis Defense Examination and the thesis is accepted as submitted or accepted subject to minor revisions and the final bound copies of the thesis is submitted to the PGIA within 03 months from the date of Thesis Defense Examination, then the effective date is the Date on which the Thesis Defense Examination is held. One copy shall become the property of the Institute and the copy with original signatures of examiners and supervisors will be returned to the student.

Submission of the Summary report of the research

Every research student shall submit a maximum of 250 word summary of the research along with the final thesis. The document should include the title of the research, student name with initials, degree sought, Board of study, Senior supervisor and the 250 word summary and a colour photograph in JPEG format. This could be either submitted as a CD or via an email.

Repeat Examination - Thesis Defense Examination

In the case of M.Phil./Ph.D./DBA students whose thesis has been rejected at the thesis Defense Examination, the examination Board can recommend: the award of an M.Phil. degree to a candidate who has registered for Ph.D. programme, if in the opinion of the committee the thesis is acceptable for such a degree.

➤ Process of Completion

A candidate shall be deemed to have successfully completed his/her study programme when he/she satisfies all requirements of the respective degree programme. A student whose programme of study has been completed shall return to the office of the Deputy Registrar of the Institute, the PGIA Student Identity/Registration Card properly invalidated by the Library, along with a certificate of clearance issued by the Librarian. Notwithstanding the fact that he/she may be otherwise eligible, no student shall be awarded a degree or given an examination certificate or a transcript of record unless the student has satisfied all the degree completion requirements.

After completing all the degree completion requirements, the results are reported to the Board of Management and then for the senate for approval. After the senate approval the full transcript is issued to the student. Finally the convocation approved list is sent to the senate at least two months prior to the convocation.

This is only a summary of the regulations applicable for research students. For more details refer to the relevant Student Handbook. For the most current information, visit the PGIA website at <http://www.pgia.pdn.ac.lk/>