

GUIDELINES FOR RESEARCH STUDENTS AT THE PGIA M.Sc and MBA – SLQF Level 10 (Course work and Research)

➤ **Registration**

For M.Sc./MBA (Coursework and Research) Programs, the effective date of registration is the date of commencement of the academic year as stated in the Calendar of Dates of the respective academic year (as appeared in the PGIA website). For those entering any of the degree programs during the second semester, the effective date of registration is the date of commencement of the relevant second semester.

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.

➤ **Pre-requisite courses**

Calculus and Matrix Algebra (ST 5101) and Basic Statistics (ST 5102) are listed as prerequisite courses in many of the degree programs. Upon request, exemptions may be granted students who had followed similar courses and obtained a satisfactory grade (often a B grade) or above in their undergraduate programs.

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.

➤ **Optional Courses outside the Programme**

If a student needs to follow courses outside the programme package (maximum 4 credits), prior approval should be obtained from the respective Board of Study of the student’s original registration. Courses followed within the Board of study will be considered for the final GPA and the courses outside the Board of study will not be considered for the final GPA.

➤ **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. Refund of any excess money paid in such a case is subject to the approval of the Board of Management and only after completion of the degree programme. Such refunds are also subject to administration charges of the PGIA.

➤ **Research Proposal**

Every applicant registered for a M.Sc. (Course Work & Research) or MBA (Course Work & Research) degree should submit a draft research proposal during their second semester. According to the draft proposal, the relevant Board of Study will appoint an Interim Supervisor to guide the student to develop the proposal. The student must present the full research proposal to the Board of Study preferably at the end of the second semester of the year of admission for comments and revisions. The final research proposal (after incorporating the suggestions given by the Board of Study) must be submitted for approval by the relevant Board of Study. The date of submission of the approved proposal to the PGIA will be considered as the effective date of commencement of the 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.

➤ **Progress Review**

It is 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.

➤ **Research Publications**

M.Sc./MBA (Course work & Research) students should have submitted a minimum of one research paper 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.

➤ **Early exit from a degree programme**

At the request of a student registered for M.Sc./MBA (Course Work & Research) degree, he/she may be permitted for Masters (SQLF Levels 9) and MBA (course work) degree on the recommendation of the relevant Board of Study after completing all the requirements of the requested degree, including the Directed Study.

➤ **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.Sc./MBA (Coursework and Research), 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.Sc. (Course Work & Research) | 2 | 6 |
| MBA (Course Work & Research) | 2.5 | 6 |

➤ **Comprehensive Examination (CE) – For M.Sc. / MBA programme (CW & R)**

Eligibility for Examination

For a student to be eligible to sit for a Comprehensive Examination he/she shall be required to satisfactorily complete the course component of the programme of which he/she is registered by:

1. Keeping the registration in force during the semester in which the Comprehensive Examination is held
2. Obtaining the minimum required Final Grade Point Average (FGPA) of 3.0 or above after completing the course work requirement (30 credits of course work for M.Sc. (CW & R) and 36 credits of course work for MBA), including any extra elective courses the student has taken for credits. The students with an FGPA below 3.0 have the option to improve their FGPA by re-taking the courses with low grades (below B grade) or taking extra courses within their program.
3. Obtaining the required grades for all pre-requisite /compulsory/elective courses approved by the relevant Board of Study for the student's programme

Application for Comprehensive Examination

Application for the comprehensive Examination must be submitted to the PGIA administration branch within 3 months from the time a student completed the courses required for the programme of study. An examination shall be held within three months from the date of application, unless otherwise recommended by the Board of Study concerned.

Repeat Examination – Comprehensive Examination

1. The comprehensive examination shall be repeated only once (maximum of 2 attempts). A student who fails at the comprehensive examination at the first attempt should re-apply after a period of 2 months but not later than 6 months from the time of the first comprehensive examination and within the stipulated time period. A special approval is required to be obtained from the Director based on a valid reason if a student requires to re-apply within two months from the date of the first attempt. The same Examination Committee will be re-appointed for the repeat comprehensive examination.
2. The students who have failed at both attempts at their CE could opt for a Postgraduate Diploma or Postgraduate Certificate.

➤ 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 an 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.Sc./MBA (Course Work and Research)] 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 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.Sc./MBA (Course Work and Research) 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.
6. If two or more examiners reject the thesis, the candidate will not be eligible to sit the defense examination.

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 website 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.

➤ 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.