

# Introduction

## **What kind of an institution is Postgraduate Institute of Agriculture?**

Established in 1975, the Postgraduate Institute of Agriculture (PGIA) is the oldest of the postgraduate institutes in Sri Lanka and widely recognized for postgraduate education and research in Agriculture. Affiliated to the University of Peradeniya and linked to the Faculty of Agriculture, the PGIA was formed under a separate Ordinance as a relatively independent body, governed by a Board of Management and administered by a Director. The PGIA is located within the University of Peradeniya, widely acknowledged as one of the most scenic University campuses in the world. Peradeniya town lies 8 km from Kandy city which is the last Royal Capital of Sri Lanka. Being the center of the unique Kandyan culture, presently Kandy is the second city in Sri Lanka. Peradeniya is home to the Royal Botanical Garden acclaimed as one of the best of its kind in the world.

Over the years PGIA has greatly expanded its portfolio to offer programmes and courses in a wide range of disciplines. With the current enrolment of close to 2000 students, PGIA has been highly popular with those seeking postgraduate qualifications in Agriculture and related fields. So far it has produced many locally and internationally distinguished graduates including 120 Ph.D., 499 M.Phil. 3712 M.Sc. , 340 MBA graduates, and 991 Postgraduate Diploma holders since its inception.

Being the pre-eminent institution for postgraduate research in Agriculture in Sri Lanka, PGIA is also renowned for its high quality research programmes. Annual Research Congress of PGIA is a high profile international forum in which research students at PGIA and all over the world gather to present their findings to a wider audience. The PGIA has been able to provide the students with state of the art facilities including classrooms, computer centers and a library while the Faculty of Agriculture providing access to a wider range of laboratory facilities for postgraduate students and the University offering opportunities for recreational and many other activities. The student body of PGIA also organizes various exciting activities throughout the year using the University facilities, building strong networks among students. In overall PGIA provides exciting opportunities for its students to excel in their academic activities and groom themselves to reach the highest standards in their future endeavours.

## **Can I know the Directions to the PGIA?**

Arriving at the PGIA is convenient and easy from all directions. Coming from the Kandy City on the A1 road towards Colombo, 6 km from the city you see the Royal Botanical Gardens, from where just 100 m away you reach the entrance to the University, at the Galaha Junction on your left.

Getting to the Institute from Colombo is a delightful venture, climbing mountains, crossing rivers, passing castles and temples. Coming from Colombo, passing the Peradeniya town and crossing the bridge over the river Mahaweli, you find the Galaha Junction on your right.

The Galaha Junction is the gateway to the PGIA and you can easily find your way here once you walk down the Old Galaha Road, just passing the Peradeniya Post office on the right and the People's Bank on the left.

## Admission Requirements

I would like to apply for a Postgraduate Programme at the PGIA. What are the admission requirements?

***Postgraduate Certificate, Postgraduate Diploma , Master of Science (Course Work Only), Master of Business Administration (Course Work Only), , Master of Science (Course Work and Research), Master of Business Administration (Course Work and Research)***

B.Sc. degree (SLQF L5)/B.Sc. Hons. degree (SLQF L6) or A qualification equivalent to the Bachelors degree acceptable to the Boards of Study and the Senate of the University of Peradeniya.

***Master of Philosophy - M.Phil.***

M.Sc. degree (SLQF L9/ L10) in the relevant field or Bachelors Hons. degree of 4 years duration (SLQF L6) in the relevant field

***Doctor of Business Administration and Doctor of Philosophy***

M.Phil. degree (SLQF Level 11) in the relevant field or MBA/M.Sc. degree (SLQF Level 9 or 10) in the relevant field or A Bachelors Hons. degree of 4 years duration (SLQF Level 6) in the relevant field with a minimum GPA of 3.70 out of the scale of 4.

To check specific qualifications for Boards of Study please visit

<https://www.pgia.ac.lk/Prospectus/magazine/index.php>

**I have not completed my current degree yet; can I apply?**

If you have not completed your bachelor's degree (or master's degree if applicable) at the time you apply to the PGIA, your application will be rejected due to regulations of the Institute.

**Can I apply with pending results?**

Yes. Pending results are acceptable provided that the effective date of the degree should be a prior to the date of commencement of lectures appear in the approved Calendar of Dates.

## Application Deadlines

**When should I apply? When will you call for application for the degree programmes at the PGIA?**

***For M.Sc., MBA, PGD students***

Institute will advertise the admissions in the PGIA Website. Please visit <https://www.pgia.ac.lk/howtoapply2.php> for more detail.

***For Research students (M.Phil. and Ph.D)***

Applications are accepted throughout the year.

**When is the closing date?**

Please refer the advertisement for more details. Online application submission can be done throughout the year and the applications will be considered for the admission of the next student intake.

**I might miss the application deadline; can I have an extension?**

All applications should be received by the deadline set by the institute. Please [contact](#) the Board of study you wish to seek for approval to apply after the deadline. If you have missed the application deadline, you may not be able to submit an online application. Please contact the admission branch via +94 81235576 for assistance.

**Can I Apply for the second Semester**

This is decided by the relevant Boards of Study. If the Board of study permits, you can apply for the second semester. The students requiring to follow pre-requisite courses must do so at their 1<sup>st</sup> available opportunity. PGIA will advertise regarding the second semester uptake in the website (<https://www.pgia.ac.lk>)

**Where should I get the application form?**

By visiting PGIA or from PGIA website ( [http://www.pgia.ac.lk/down\\_app2.php](http://www.pgia.ac.lk/down_app2.php) )

## Application Fee

**How much is the application fee?**

All applicants for admission (except foreign applicants) shall pay a non-refundable and non-transferable application fee of LKR 1500.00.

**How should I pay the application fee?**

If the PGIA is easily accessible, the payment can be made at the Shroff counter of the institute.

If you wish to apply online or unable to visit PGIA, please download the voucher form ([https://www.pgia.ac.lk/files/Student\\_Information/2018/paying\\_voucher.pdf](https://www.pgia.ac.lk/files/Student_Information/2018/paying_voucher.pdf)) and make the payment at any Peoples Bank branch. Account details are mentioned below.

Account Number - 057-1-001-3-1338027.

Account Branch - Peradeniya.

**Do I need to come to PGIA to submit my paying voucher?**

No. Once you have made the payment send a scanned copy of the payment voucher to [kumara@pgia.ac.lk](mailto:kumara@pgia.ac.lk) OR fax to 081-2388318 with your, Name, NIC number and current address to complete the payment process. Strictly follow the instructions to avoid any issues related to payments.

### **Can my application fee be waived?**

No.

### **I changed my mind and do not want to go to PGIA anymore; can I get a refund of the application fee?**

There is no refund, waiver, or deferral of the application fee.

## **Course Fee**

### **How can I know the Course Fee?**

All the fees applicable for academic programmes are mentioned in the PGIA prospectus. You can refer to the e version of the Prospectus available in the institute website. Or else you can visit [https://www.pgia.ac.lk/files/Student\\_Information/2019/fees\\_2019\\_r.pdf](https://www.pgia.ac.lk/files/Student_Information/2019/fees_2019_r.pdf) for fees structure.

### **Can I have a refund of fees if I drop out from the course?**

Fee shall be refunded under following conditions.

- If a student withdraws from the programme within the first two weeks after the commencement of the study period, payment made for the study programme will be refunded retaining a 10% of the total course fee.
- If a student withdraws between 3-4 weeks after the commencement of the study period, Payment made for the study programme will be refunded retaining a 30% of the total course fee.
- If a student withdraws after 4 weeks of the commencement of the study period no fee shall be refunded

### **Can I have a refund if I change the degree Programme?**

Yes. 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.

## **Application Process**

### **How can apply for a programme?**

Application for admission can be made either online or by using paper based application procedure.

### **How can I proceed with the online application?**

On-line application can be submitted through PGIA website. Instructions /guidelines are available at <http://www.pgia.ac.lk/howtoapply2.php>

Please visit [http://www.pgia.ac.lk/apply\\_online.php](http://www.pgia.ac.lk/apply_online.php) to submit your application online.

### **What are the documents required for application?**

Photocopies of Degree Certificates, Birth certificate and 2 Color photographs (3.0 cm width x 4.0 cm high with sky blue plain background), Undergraduate official Academic transcript, two referee's reports and Employees of government departments or corporations should forward the application through head of the organization.

### **What should I annex to the application?**

Photocopies of Degree Certificate, Birth certificate, 02 Color photographs (3.0 cm width x 4.0 cm high with sky blue plain background) and completed employer consent form (only if applicable).

### **How can I get information about the degree Programmes offered by PGIA.**

PGIA prospectus is available online for your convenience.

Please visit <https://www.pgia.ac.lk/Prospectus/magazine/index.php> to get all the information you required to know prior to application.

### **I am applying for a research degree. Do I need to submit a proposal at the time of application?**

Yes. All research students (M.Phil. Ph.D.) must submit a concept note on their research projects along with the application.

## **Submission of Academic Records & Transcripts**

### **How should my academic transcripts be submitted?**

Applicant must make arrangements to send their official academic transcripts directly to PGIA from relevant universities. ([Download Request form for Academic \(Degree\) Transcript](#))

### **Can I get my transcripts back?**

Once supporting documents are submitted they become the property of the PGIA and cannot be returned.

## **Recommendation Letters**

### **How many reference letters are required for admission?**

PGIA requires two letters of reference.

### **How can I get and submit referees reports?**

You need to attach two referee's reports ([Click here to download referee's reports form](#)) along with your application. See other instructions given in the referee's reports form.

If your referees willing to hand over the signed envelope including the referee reports to you, you can mail/attach it along with your application. If not, your referee may mail his/her recommendation directly to the address given in the referee's reports form to reach the Institute on or before the given deadline.

If any delays in obtaining reference report, please inform to [dr@pgia.ac.lk](mailto:dr@pgia.ac.lk) and proceed with the available documents.

**Is the recommendation deadline the same as the application deadline?**

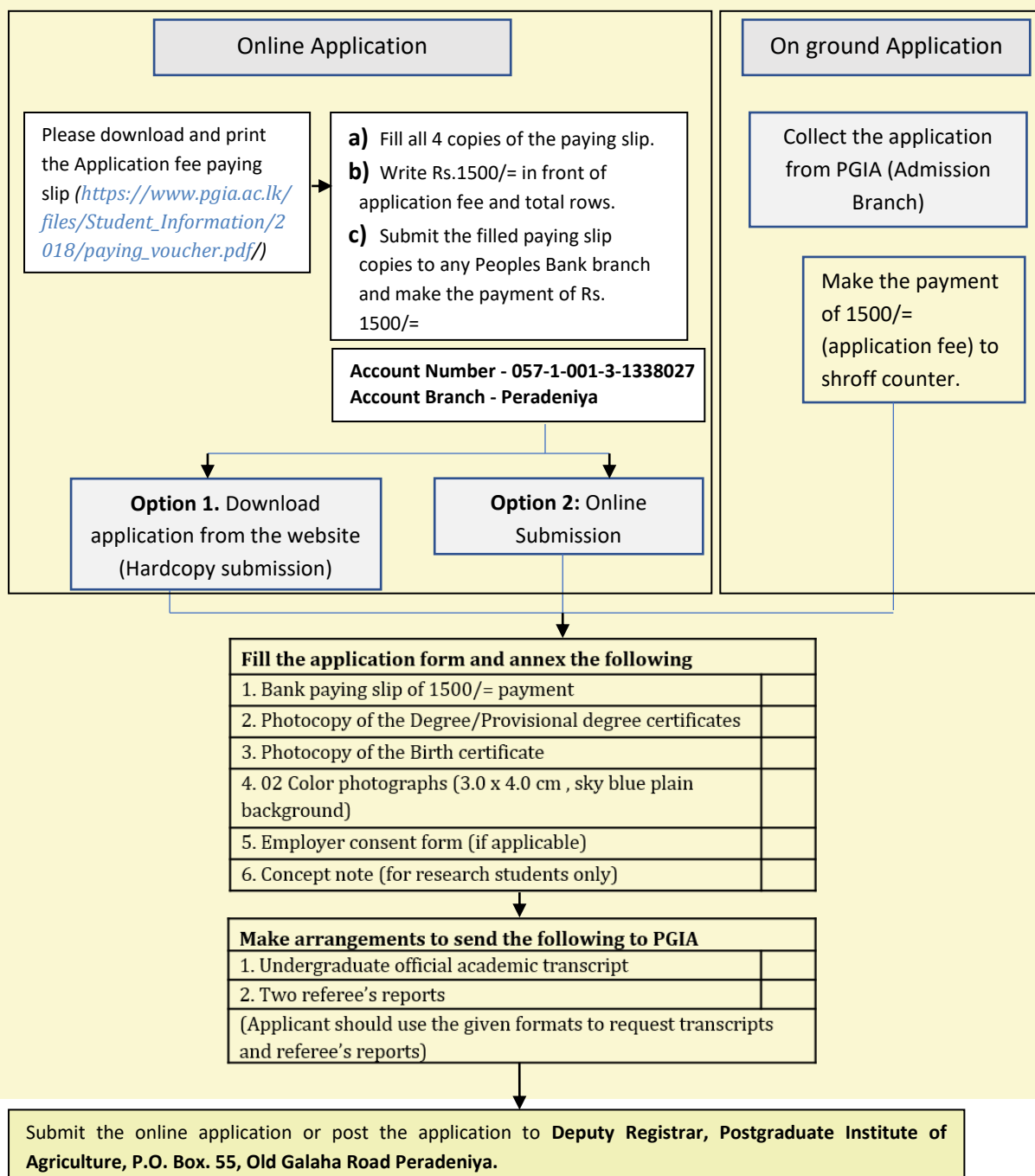
Yes.

**\* Special Note**

If you are unable to provide all required documents by the deadline, kindly submit your application with available documents and inform PGIA ([dr@pgia.ac.lk](mailto:dr@pgia.ac.lk)), the missing documents.

**Application Process**

**Instructions:** [https://www.pgia.ac.lk/files/Student\\_Information/2020/instruction\\_2020.pdf](https://www.pgia.ac.lk/files/Student_Information/2020/instruction_2020.pdf)



# Aptitude Test

It is a systematic means of testing a candidate's abilities to perform specific tasks and react to a range of different situations. No prior knowledge is assumed, as the tests seek to determine innate ability at a particular competency. General Knowledge, Quantitative reasoning, Logical reasoning , Verbal reasoning general knowledge and English knowledge will be assessed.

## **What is the Aptitude Test?**

Aptitude test is held for the all the applicants and suitable candidates will be selected to register as students of the PGIA.

## **When is the Aptitude Test?**

The date of the test will be informed by the PGIA *via* email/sms.

## **Are there any pass papers?**

No.

## **What is the pass mark?**

The cutoff mark of the aptitude test will be decided by each Board of Study. However the PGIA requires a minimum of 25% to forward the applications to the relevant Boards of Study.

## **Do you accept GRE instead of aptitude test?**

Attach the valid results sheet. PGIA will consider the acceptable level

## **What is the duration of the Aptitude Test?**

1 hour

# Interviews

Each application for admission will be evaluated by the relevant Board of Study. At the discretion of the Board of Study the applicant may/may not require to appear for an interview to consider eligibility for admission. The selection of an applicant for admission is dependent upon the academic background and capability for higher studies as disclosed by transcripts of records pertaining to degrees, and other academic distinctions previously obtained and the referees' reports submitted in support of the application.

## Additional Supporting Documents

**How do I know when the PGIA received my supplemental materials such as academic transcripts, referee reports etc.?**

Applicants may contact admission branch *via* 0812395576 and inquire about the status of their pending documents.

However registered students can monitor the status of their profile by logging into the MIS. Once your academic transcripts and supporting documents such as referee reports are received by the PGIA the MIS will indicate it.

Student is responsible to check the profile and see the status for his/her supplementary documents and contact their universities /referees if they are not sent by the deadline. Please log in to your MIS and click **'Submission of Documents for the Student Personal File'** in the home page to check the documents details you have not submitted yet. Until you submit or PGIA receive all the above mentioned supporting materials your student category will appear as "Provisional" even though you are a Regular student.

Please allow two to three weeks from the time you submit your application to reflect receipt of these materials.

## Waiting for Decision After You Apply

**Where can I get information on the status of my application?**

All the students who fulfill the minimum entry requirements for the applied program will be informed by an official letter / email/sms sent by the PGIA notifying the date for an aptitude test.

**When will I hear a decision on my application?**

This varies by Boards of Study, and is affected by the volume of applications received.

**I sent my application but I have not heard back from the PGIA. How do I know my application and supporting documents have been received?**

If your application is submitted online, you will be notified *via* an email when the application is successfully submitted. But if you applied via post, PGIA does not normally confirm the receipt of applications. You are responsible to ensure that you have read and understood the application requirements for that degree programme, and that you have gathered all the necessary components of your application package.

**Will the PGIA provide feedback for students who have been rejected?**

Due to the large number of applications PGIA receive each year, we unfortunately cannot accommodate requests for personalized feedback on your application. You can always inquire about the status of your application from the admission branch *via* 0812395576.



# Admission categories

## **I came to know that there are few student categories. What are they?**

Student of the PGIA are categorized in to 3 groups.

1. **Regular student:** A person who has satisfied all the appropriate admission requirements, has been admitted and registered by the Institute in order to follow a degree programme.
2. **Provisional Student:** A provisional student is a person who cannot be admitted as a regular student because he/she has not satisfied certain entry requirements such as submission of original certificates. All the students showing promise of satisfactory and/or appropriate admission requirements may be admitted as a provisional student until they satisfy all the appropriate admission requirements.

### **3. Casual Student**

A casual student is a person who has enrolled at the PGIA to follow one or few of the courses offered by the Institute without applying for a specific degree programme. He/she shall not be a candidate for any degree awarded by the PGIA

## **Can a Provisional Student obtain the status of Regular student?**

Yes. Provisional student may be transferred to regular student status upon fulfillment of above requirements.

## **Can my credits earned as a provisional student be transferred?**

Credits earned as a provisional student may subsequently be transferred to meet the degree requirements, once regular student status is obtained.

## **Is there a deadline for the students admitted provisionally to upgrade themselves as regular students?**

Yes.

They are required to upgrade as regular students by satisfying the necessary requirements **within one semester**. If not, their candidature will be discontinued.

## **Is there a time limitation for Casual students?**

Yes. They shall not continue as a casual student for more than two semesters.

## **Is there a Credit limitation for Casual students?**

Yes.

A casual student should not be enrolled for more than 9 credit units per semester.

**Once I was a casual student at the PGIA and now I want to register as a regular student. Can I transfer my credits earned as a casual student?**

Yes.

Up to a maximum of 10 credits may be transferred based on the recommendation of the relevant Board of Study, if the student is subsequently registered as a regular student.

## Registration

Every candidate for a degree shall register with the PGIA and enroll under a Board of Study. Those applying for M.Sc./MBA degrees involving course work (SLQF Levels 9 and 10) shall also enroll for a programme of study within the Board of Study.

### **How can I Register for a degree Programme? (On ground only)**

Once admitted to the PGIA, the applicant is required to register for a programme of study according to the recommendations made by the relevant Board by paying the programme and other applicable fees.

1. Bring the originals of the Degree Certificate/ Provisional degree Certificate, National Identity Card and Birth certificate (only for verification) when you come to register.
2. Only the students whose documents are complete will be registered as Regular Students. Others will be given Provisional Student status until documents are completed. However, a valid document confirming the effective date of the basic degree is compulsory for registration.
3. A payment voucher will be given to you once the documents are verified.
4. Payment can be made at the shroff counter of PGIA (next to the cafeteria) or to the nearest People's bank branch.
5. Fill the registration form provided to you and submit the copy of the paying receipt and the filled form to the officer handling registration.
6. You will be given a Registration Number once the details are entered in to the system.
7. Please visit the IT unit to create your MIS account and password.
8. You can enroll for the subjects online using your MIS account.

### **What is the deadline for registration?**

Every **M.Sc. and MBA student** shall complete the registration procedure before the deadline specified for that purpose, in the approved Calendar of Dates. Please refer the student handbook or visit PGIA website.

### **How can I complete by registration process?**

Even though you pay the programme and other applicable fees you will obtain the status of "**regular student**" until you submit all documents mentioned in the Letter of Admission including **originals of the certificates** submitted along with the application for **verification**.

**Can I get my Original certificates back?**

Yes. Originals of the certificates submitted will be used for the purpose of verification only.

**I am a research student. Is the registration process same for me?**

You can register for the degree programme upon acceptance of the concept note of the student by the relevant Board of Study, and the issuance of relevant admission forms/letter by the PGIA.

Every **research degree student** must complete the registration process by submitting the duly filled application form and the applicable fees.

**How can I keep my studentship until I complete the degree programme?**

Student must ensure to remain registered at the PGIA **by continuing to pay the semester fee** at the beginning of every semester until completion of the programme.

**What is meant by the completion of degree programme?**

M.Sc./MBA (CW) - Completion of Comprehensive Examination

M.Sc./MBA (CW & R) - Submission of final bound copy of thesis to the PGIA

M.Phil. / PhD - Submission of final bound copy of thesis to the PGIA

**What is meant by the Effective Date of Registration?****For M.Sc., MBA and PGD 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 for any of the above degree programs during the second semester, the effective date of registration is the date of commencement of the relevant second semester.

**For research degrees**

Applications are accepted throughout the year. Hence for M.Phil., Ph.D. degrees the effective date of registration would be the date at which the registration and other applicable fees are paid.

The maximum time period allowed for each degree program is counted from the effective date of registration.

**Do you provide a student Identity card?**

Yes. Student Identity Card will be issued after completion of registration requirements which can be collected from the registration branch.

# Management Information System (MIS) of the PGIA

## **What is MIS?**

The MIS provides an online platform for academic administration

## **How can I use the MIS?**

Every student shall obtain the username and password to access the online Management Information System (MIS) at the PGIA, which includes all student information.

## **Can I create my own Account?**

The username is usually the registration number of the student and he/she can create his/her own password by log in in to the MIS at the Computer Unit of the PGIA for the first time.

Once you are logged and complete creating the account at the Computer Unit of the PGIA, you can log from any device and use your own account.

## **What is the use of MIS?**

It allows students to enrol for courses, access lecture notes/study materials, view results of examinations and, notices and announcements by the teaching panel and PGIA.

## **What kind of information I can get through MIS?**

The student profile displayed in the MIS can be viewed by the students and edited by the relevant authorities such as teaching panel and PGIA administration. Every student should check the information displayed in his/her MIS account and any inaccurate information should be informed to the registration branch of the PGIA.

Students can view key information such as Full Name, registration date, Degree Programme and Deadline to complete the Degree Programme. In addition to above course enrollment, requirements to be fulfilled for the degree programme, payments made, documents pending to your personal file , lecture notes, notices from lecturers and PGIA and submission of assessments also can be done through MIS.

## **Payments** (Course fee, Semester fee, exam fee etc.)

### **How can I do the payments?**

All payments can be made either by cash or credit cards. You can either visit PGIA and do the payment from Shroff counter of the institute or deposit money to the institute Bank account from any Peoples Bank branch. **However, All the students must visit PGIA to do the 1<sup>st</sup> payment and to register.**

### **Do I need to come to PGIA to submit my paying voucher?**

No. Once you have done the payment send the scanned copy of the payment voucher to kumara@pgia.ac.lk OR fax to 081-2388318 with your current address to complete the payment process. Strictly follow the instructions to avoid any issues related to payments.

**\*Print made after the deposit by the bank counter must be clear enough in the scanned copy for the verification.**

### **What are the payment plans available?**

Semester-wise installment payment plans are available for the convenience of students.

However 10% of the program fee will be waived off, if the full payment is made at once either through credit card, cash or bank loan.

Bank loans and credit card facilities have also been negotiated with Government Banks and some Private Banks with lowest interest packages.

Please visit <https://www.pgia.ac.lk/bank.php> for more information.

### **I wish to apply for a credit card to pay the course fee. How can I proceed?**

	<b>Bank</b>	<b>Contact Person</b>	<b>Contact Number</b>	<b>Remarks</b>
1.	HNB Bank	Ms. Achala Gunathilaka	0815 777 444	Applications available at PGIA reception
2.	Sampath Bank	Ms. Saamanthi	0812 232 778 077 2012 402	Download application form from the Sampath bank website and submit. Write "PGIA student" at the upper right corner.
3.	Bank of Ceylon	Ms. Thilini	0714530879	

### **Are there any Research grants or funds for research students?**

The PGIA has established Research Facilitation Fund (RFF) and Research Publication Facilitation Fund (RPF) for selected research students to promote the publication and wider dissemination of research findings of its research students by providing financial assistance under two schemes.

#### **RPF**

- i. Publication of postgraduate research articles in peer reviewed scientific journals with high impact factor.
- ii. Participation of postgraduate students at international conferences/workshops for oral/poster presentations.

Please visit [https://www.pgia.ac.lk/files/notice/2018/PROMOTING\\_PUBLICATIONS\\_RESEARCH.pdf](https://www.pgia.ac.lk/files/notice/2018/PROMOTING_PUBLICATIONS_RESEARCH.pdf) for more information.

## **RFF**

This is to fund / facilitate research expenses of students. The research students can obtain funds for their research activities at Ph.D, M.Phil. and M.Sc (CW & R) levels for 2-3 year full time research of national importance.

## **After Being Admitted**

**I have been selected; however, I have a few questions before I make the final decision to register.**

**Who do I need to contact?**

You should contact the Registration Branch (0812395576/77) or the PGIA Coordinator (0812395572). They will be able to answer your questions. If not they will direct you to a person who can solve your problems regarding the admission.

**Do you have more questions about the programmes at the PGIA?**

As the degree programs and degree requirements vary across the PGIA, if you have a program-specific question, your best point of contact will be the Secretary/Chairperson of the Board of Study you wish to apply to. Please contact PGIA through 0812395587(Reception), 0812395572 (PGIA Coordinator) to obtain the contact details of Secretaries and Chairpersons.

## **Course Enrollment**

**Why do I need to enroll for courses?**

At the PGIA Student management is done through online via MIS. To enable administrative staff to prepare the class roll & manage student matters and the academic staff to provide you lecture note notices exams all students must enroll for courses in each semester. Student who are not enrolled will not receive lecture notes and notices, exam schedules submitted by lecturers to the MIS.

**What is the importance of enrolling?**

The class roll (list of students registered) is prepared using the course enrolments by the students and the class roll of a particular course will be sent to the relevant teaching panel members and the programme coordinators by the PGIA. The class roll is used by the teachers for in-class activities, notices and announcements as well as submission of final grades. Students are not permitted to attend the classes if their names are not in the class roll. Students and teachers may check the class roll by logging into the MIS regularly for updated information.

**Can I sit for the Exam without enrolling?**

Students are not permitted to attend the classes and sit for the exams if their names are not in the class roll. In case that a student has followed a course without enrollment in the MIS, it will be considered as an invalid sitting and no grade will be given for that course, unless you provide a valid reason for not enrolling.

### **How can I Enroll for Courses?**

All students must use MIS for enrolling for courses in each semester within the dates of registration specified in the Calendar of Dates of the respective semester of the Academic Year.

Please visit [https://www.pgia.ac.lk/pgia\\_mis/index.php/student/st\\_student\\_controller/course\\_enrolment](https://www.pgia.ac.lk/pgia_mis/index.php/student/st_student_controller/course_enrolment) for enroll via MIS.

### **Is there a deadline for course enrollment?**

Yes. Dropping/Adding of courses can be done through the MIS platform within two weeks of the commencement of the courses as specified in the Calendar of Dates.

### **I missed the deadline and now I want to enroll for a course/ drop a course I enrolled. What should I do?**

Any request to add or drop courses beyond the add/drop deadline must be submitted **before the End-term examination of the relevant course** with an acceptable reason and permission must be obtained from the relevant Course Coordinator and Director of the PGIA.

### **What would happen if I did not drop a course I mistakenly enrolled from MIS?**

Grades for already enrolled courses which were not dropped or completed at the time of submission of grades, will appear as Incomplete grades (I) in the MIS until student completes the course. All the courses with incomplete grades must be completed with pass grades before applying for the Comprehensive Examination.

### **Can I get a maximum grade for an Incomplete grade (I) ?**

A maximum grade of “B” will be given to a student when completing a previously incomplete course unless a reason acceptable to the Director/PGIA is given by the student.

### **Can I enroll for optional courses outside the programme?**

If a student needs to follow courses outside the programme package prior approval should be obtained from the respective Board of Study of the student’s original registration. However only a maximum of 4 credits is permitted for a regular student.

### **Can I Audit 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). Students will not be allowed to audit compulsory courses listed in the Programme package. The audited courses will not be counted for credit and GPA calculation.

### **How many audit courses ?**

Students can only audit 2 courses in a given semester.

## Changing the Degree Programme

### **After submission of the application, Can I change the degree programme?**

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 done only after completion of the degree programme. Such refunds are also subject to administration charges of the PGIA.

## Lecture schedules and time tables

### **Are the lectures held in week days?**

Most lectures are held in weekends. But some pre-requisite courses and practical classes may schedule to Friday. This is not a regular thing and it totally depends on the Board of Study. The time table for your academic programme is displayed in the institute website. Please visit [https://www.pgia.ac.lk/exam\\_tt.php](https://www.pgia.ac.lk/exam_tt.php)

### **Is it in the whole day ?**

Most of the lectures are arranged according to student's conveniences from 8 am to 5 pm or 6 pm. Once you are admitted to the lectures you can contact the course coordinators and relevant lecturers if you need to change your lecture schedule.

### **Do I need full attendance at the lectures?**

All students following courses should satisfy 80% of attendance at lectures and practical sessions as imposed by the Senate of University of Peradeniya.

## Transcripts and Academic Reports

### **I need an academic transcript of my postgraduate degree/programme. How can I apply ?**

You can see the available format in the website to make the request to the Director. [http://www.pgia.ac.lk/files/Student\\_Information/2019/transcript\\_request\\_format.pdf](http://www.pgia.ac.lk/files/Student_Information/2019/transcript_request_format.pdf)

All the guidelines are available in the form.



Every student may receive the semester results of his/her academic performances (Semester Report) at the end of each semester on a prescribed fee. Such semester results are issued to the student only for his/her information and it shall not be used for any official purpose.

A certified transcript of a student's academic record authenticated by the signatures of the Director and Deputy Registrar of the Institute may be sent under a confidential cover directly to another University/ Institute/ Ministry/ Embassy/ student's Employer, on receipt of a request made by the student concerned with the prescribed fee for such a transcript.

Transcripts for completed programmes will be issued to the students only after approving results of such students for the award of degrees by the Senate of the University of Peradeniya.

Academic Transcripts will not be issued to the students until they have paid all fees.

## Facilities at University of Peradeniya

### **What are the facilities I can use at the PGIA and at the University Level?**

Students are entitled to make full use of various facilities available at the PGIA and in and around the University of Peradeniya.

#### **a) Lecture Rooms and Laboratory Facilities**

The PGIA has two buildings with lecture rooms, an auditorium and a boardroom equipped with all modern audiovisual facilities. In addition, the Faculty of Agriculture provides lecture room and laboratory facilities to the postgraduate students of the PGIA.

#### **b) Computer Unit**

The PGIA Computer Unit is equipped with over 75 computers which have software packages required for students to carry out their in-course assignments, data analysis, preparation of theses and research publications, etc. High speed internet facilities are also available for both students and staff.

#### **c) Library Facilities**

Postgraduate students are provided with library facilities in the four storey Agriculture library. The current holdings in the library comprise more than 39,000 volumes of Text books/monographs, 30 current periodicals, 692 theses, 51 maps, 236 microforms, 51 CD-ROMs, DVDs, Videos, slides and 4230 reprints. The Library subscribes annually to about 30 periodicals, including some core journals in Agriculture, and secondary information sources such as indexes, abstracts and reviews. Students are given 2 cards for use in the library. Requests also can be made for reprints of journal articles that are available in the library system of the UGC, if not currently available at the PGIA.

For more information, please visit [www.lib.pdn.ac.lk/libraries/agri/](http://www.lib.pdn.ac.lk/libraries/agri/)

#### **d) University Health Centre**

The Peradeniya University Health Centre offers preventive and curative medical services to all University students including the students of the PGIA where they can receive free consultations and required laboratory tests. The medical certificates submitted by the students are subject to verification by the Chief Medical Officer (CMO) of the Health Center. A 24-hour medical service and ambulatory service catering to emergencies are also provided by the University Health Center. Further the Teaching Hospital, Peradeniya is located within walking distance from the PGIA.

#### **e) Banking services**

Bank transactions can be done with two state banks located at Peradeniya. The Peoples' Bank (Peradeniya Branch) is located next to the PGIA while the Bank of Ceylon (Peradeniya branch) is only 800m away. Several private banks are also located in and around Peradeniya. Some banks offer special packages for PGIA students, information on which is available at the PGIA.

#### **f) Security within the University Premises**

Safety of students within the university premises is ensured by the University Security. In case of an emergency the students can contact the University Security office by calling 081-2389182.

#### **g) Communication/Mailing Facilities**

Students can use the Internet and email facilities of the PGIA free-of-charge during their study period. For mailing facilities, the nearest is the Peradeniya Post Office which is about 50 m away from the PGIA.

#### **h) Religious Places**

The Peradeniya University has its own religious places (i.e. university vihara, kovil, churches and mosque, etc.) for the University students and staff belonging to different religions.

#### **i) Sports Facilities**

The University has a wide range of facilities for in-door and out-doors sports and recreational activities. At the University Gymnasium, basketball, volleyball and tennis courts, track and field, hockey, cricket and rugby grounds, facilities are available for all sports free of charge for university students. The PGIA students can use the university swimming pool as well by paying a nominal fee for the facility.

#### **j) Cafeteria**

The PGIA Cafeteria is available for students. There are many other canteens/eating places within the university. Food is available at subsidized prices.