

**POSTGRADUATE INSTITUTE OF AGRICULTURE**  
**University of Peradeniya, Sri Lanka**



**BYLAWS OF THE**  
**POSTGRADUATE INSTITUTE OF AGRICULTURE**  
**UNIVERSITY OF PERADENIYA**

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# **BYLAWS OF THE POSTGRADUATE INSTITUTE OF AGRICULTURE UNIVERSITY OF PERADENIYA**

## **PART 1: PREAMBLE**

1.1 These Bylaws of the Postgraduate Institute of Agriculture (herein referred as the Institute) shall be enacted by the Council of the University of Peradeniya under Section 136 read with Section 24 of the University Act No. 16 of 1978 and its subsequent amendments and the Postgraduate Institute of Agriculture Ordinance No. 9 of 1979 made under the Section 34 of the University Act No. 16 of 1978 and amendments in 9<sup>th</sup> February 1996 and 24<sup>th</sup> September 2001.

1.2 These Bylaws shall be effective from the date of approval of the Council of the University of Peradeniya.

## **PART 2: POSTGRADUATE PROGRAMS OF THE INSTITUTE**

2.1. The Institute offers postgraduate degrees and Diploma courses in broad fields of agriculture sciences and allied fields and Business Management under the relevant Boards of Study as specified in Section 5 of the Ordinance of the Postgraduate Institute of Agriculture.

## **PART 3: ACADEMIC CALENDAR AND CALL FOR APPLICATIONS**

3.1 The academic year of the Institute commences in July/August of each year or the earliest date thereafter.

3.2 The applications for taught Masters/MBA courses are called by public advertisement in January to March each year or the earliest date thereafter.

3.3 The applications for research degrees (M.Phil., Ph.D. and DBA) are entertained throughout the year.

3.4 Publicity for annual intake is widely advertised in electronic and printed media and in the Institutes website *www.pgia.ac.lk*.

## **PART 4 : PROCEDURE FOR APPLICATIONS TO DEGREE PROGRAMS**

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

4.2 Paper based applications must be made on the prescribed form obtained from the Deputy Registrar of the institute upon payment of an application fee.

4.3 Online application can be submitted through the MIS of the Institute along with canned copies of birth certificate, degree certificate/s, other educational certificates, National Identity card, two recent passport size colour photographs, the receipt of bank payment of the application fee and any other documents relating to the application.

4.4 The same documents listed above shall be attached to the paper based applications.

4.5 The applicant must request their academic referees to fill the two referee reports forms provided by the institute and submit them to the Institute directly in a sealed envelope.

4.6 The applicant must make arrangements to send their official academic transcripts directly to the Deputy Registrar of the Institute from their relevant universities/institutes certified by a responsible officer.

4.7 The applicant should make arrangements to send two unrelated referees reports under confidential cover to the Deputy Registrar of the Institute (Mandatory for M.Phil./Ph.D./DBA degree program applicants).

4.8 All research students (M.Phil. Ph.D., DBA) must submit a Synopsis on their intended research along with the application.

4.9 The applicant shall submit a letter of permission from the employer/Head of the Institute and a service/employment certificate from the employer, if applicable.

4.10 If any discrepancy between name given in the application form and other documents submitted such as birth certificate, academic/professional certificates, publications, an affidavit to the effect that the applicant is one and the same person known by all such names shall be sent with the application form.

4.11 The applicant should send the duly completed applications to the Deputy Registrar of the Institute on or before the stipulated date in the application form. Late applications may be considered for the next intake and applications that are incomplete will be rejected.

4.12. After submitting the application, every applicant shall sit for an aptitude test. The date of the test will be informed by the Institute. The cutoff mark of the aptitude test will be decided by the relevant Board of Study.

4.13 Each application for admission will be evaluated by the relevant Board of Study. In addition, the Board may request the applicant to appear for an interview to consider eligibility for admission.

4.14 The MIS provides an online platform for academic administration and allows students to enrol for courses; access lecture notes/study materials, and view results of examinations, notices and announcements posted by the teaching panel and Institute.

4.15 In addition, students can view their personal information by visiting their student profile in the MIS such as registration date, degree completion date, title of the thesis, payments made, documents pending to be submitted by the his/her to the Institutes' Admission Branch and other requirements to be completed.

4.16 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 referee reports submitted in support of the application.

4.17 The appropriate Board of Study shall recommend a program of study with respect to each applicant selected for admission to the Institute.

4.18 In order to be eligible for admission to a program of study prescribed for a particular postgraduate degree, a person must have previously satisfied all the admission requirements specified for that postgraduate program. Under no circumstances will the Institute grant an exemption from these requirements.

4.19 The student profile displayed in the MIS can be edited only 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 Institute for rectification.

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## **PART 5: DEGREE PROGRAM REQUIREMENTS**

5.1 The admission requirements/eligibility criteria for all certificate/diploma/degree programs are based in line with the eligibility criteria as specified in the Sri Lanka Qualification Framework (hereafter referred as SLQF).

5.2 Postgraduate Certificate is not a Program offered by the Institute, but may be awarded only for students who exit early from Master of Science (Course Work or Course Work & Research) degree program after completing 20 credits of course work with a minimum GPA of 2.75.

5.3 An application for admission for any diploma/degree programs may be denied if found to:

- (a) have committed students/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 applicants eligibility for admission;
- (c) have committed acts of undue advantage such as canvassing to secure admission.

5.4 The institute reserves the right to refuse future applications for admissions from rejected applicants, with right to appeal by such applicants to the institute.

5.5 The Deputy Registrar shall inform the applicants of the outcome of admission, or the reasons for rejection of the application if admission is denied within one months of completion of the admission process.

## **PART 6: ELIGIBILITY CRITERIA FOR ADMISSION TO DIPLOMA/ DEGREE PROGRAMS**

### **6.1 Postgraduate Diploma Program (SLQF Level 8)**

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

- (a) A B.Sc. or equivalent degree (SLQF Level 5/6) 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

any other qualification obtained from a university or any other HEI recognized by the UGC acceptable to the Board of Study/Board of Management and the Senate of the university.

## **6.2 Master of Science (M.Sc.) (SLQF 9)**

An applicant with the following qualifications may be admitted to follow any of the Masters degree programs in a given discipline listed below with a Bachelor's degree (SLQF 5), B.Sc. Hons Degree (SLQF 6) in the relevant subject obtained from a university or any other HEI recognized by the UGC acceptable to the Board of Study/Board of Management and the Senate of the university.

6.2.1 Master of Science (M.Sc. Course Work (SLQF 9)

6.2.2 Master of Science (M.Sc. Course Work and Research) (SLQF 10)

6.2.3 Master of Business Administration (MBA) (Course Work)(SLQF 9)

6.2.4 Master of Business Administration (MBA) (Course Work and Research)  
(SLQF 10)

## **6.3 Master of Philosophy Degree (M.Phil.)(SLQF Level 11)**

An applicant with the following qualification may be admitted to follow Master of Philosophy Degree program (SLQF 11) in a given discipline with a M.Sc. Degree (SLQF Level 9) in the relevant subject area

OR

Bachelor's Hons Degree of 4 years duration (SLQF Level 6) in the relevant subject area obtained from a university or any other HEI recognized by the UGC acceptable to the Board of Study/Board of Management and the Senate of the university

## **6.4 Doctor of Business Administration (DBA)(SLQF Level 12)**

An applicant with the following qualifications may be admitted to follow Doctor of Business Administration Degree Program with M.Phil. Degree (SLQF Level 11)

OR

MBA/M.Sc. Degree (SLQF Level 9)

OR

Bachelor's Degree of 4 years duration in the relevant subject area obtained from a university or any other HEI recognized by the UGC acceptable to the Board of Study/Board of Management and the Senate of the university.

## **6.5 Doctor of Philosophy (Ph.D.)( SLQF Level 12)**

An applicant with the following qualifications may be admitted to follow Doctor of Philosophy Program (Ph.D.) in a given discipline/area of study with Masters degree with a research component (SLQF Level 9 or 10) in the subject area obtained 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

Masters degree with a research component (SLQF Level 9) in the relevant subject area obtained from a university or any other HEI recognized by the UGC; and evidence of research publications acceptable to the Board of Study/Board of Management of the Institute and the Senate of the university;

OR

A Bachelors Hons Degree of 4 years duration (SLQF Level 6) in the relevant subject area with a minimum GPA of 3.7 out of the scale of 4 in the subject area obtained 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.

## **PART 7: SPECIFIC QUALIFICATIONS ACCEPTABLE TO DIFFERENT BOARDS OF STUDY FOR POSTGRADUATE DIPLOMA / M.SC. /MBA DEGREE PROGRAMS**

### **7.1 Board of Study in Plant Biology**

#### **7.1.1 M.Sc. degree in Plant Biology**

A B.Sc. degree in Conservation and Breeding: B.Sc. in Agriculture, Plant Science and Food Science

OR

any other equivalent qualification from a UGC recognized HEI acceptable to the Board of Study/Board of Management of the Institute and the Senate of the university.

#### **7.1.2 M.Sc. in Biotechnology**

A B.Sc. degree in Agriculture, Life Sciences, Medicine, Animal and Veterinary Science, Microbiology and Food Science

OR

any other equivalent qualification from a UGC recognized HEI acceptable to the Board of Study/Board of Management of the Institute and the Senate of the university.

### **7.2 Board of Study in Agricultural Economics**

#### **7.2.1 M.Sc. in Agricultural Economics**

A B.Sc. degree in Agriculture/Agriculture Technology with specialization in applied Economics and Business Management

OR

BA Economics degree from a recognized HEI acceptable to the Board of Study/Board of Management of the Institute and the Senate of the university.



### **7.2.2 M.Sc. in Environmental Economics**

A B.Sc. degree in Agriculture/Agriculture Technology with specialization in applied Economics and Business Management from a UGC recognized HEI acceptable to the Board of Study/Board of Management of the Institute and the Senate of the university.

OR

BA Economics degree from a UGC recognized HEI acceptable to the Board of Study/Board of Management of the Institute and the Senate of the university.

### **7.2.3 M.Sc. in Natural Resource Management**

A B.Sc. degree in pure/applied science and social sciences from a UGC recognized HEI acceptable to the Board of Study/Board of Management of the Institute and the Senate of the university.

### **7.2.4 Postgraduate Diploma in Development Practice & Management**

A B.Sc. or equivalent degree from a UGC recognized HEI acceptable to the Board of Study/Board of Management of the Institute and the Senate of the university

<b>7.3 Board of Study in Agricultural Engineering</b>	
7.3.1 M.Sc. in Integrated Water Resources management	A B.Sc. degree in Agriculture, Engineering, Humanities, Medicine, Natural Science OR any equivalent qualification from a UGC recognized HEI acceptable to the Board of Study/Board of Management of the Institute and Senate of the University.
7.3.2 M.Sc. in Geo-Informatics	A B.Sc. degree in Physical or Biological Sciences, Agriculture, Natural Sciences, Geography, Engineering, Medicine OR any equivalent qualification from a UGC recognized HEI acceptable to the Board of Study/Board of Management of the Institute and Senate of the University.
7.3.3 M.Sc. in Bio-Systems Engineering	A B.Sc. degree in Agriculture, Engineering, Natural Science OR any equivalent qualification from a UGC recognized HEI acceptable to the Board of Study /Institute and Senate of the University .

<b>7.4 Board of Study in Agricultural Extension</b>	
7.4.1 M.Sc. in Development Communication and Extension	A B.Sc. degree in Social Sciences/Agriculture or any equivalent qualification from a UGC recognized HEI acceptable to the Board of Study/ Institute and Senate of the University..
7.4.2 M.Sc. in Organizational Management	A B.Sc. degree in Management/Social Science/Agriculture or any equivalent qualification from a UGC recognized HEI acceptable to the Board of Study Institute and Senate of the University .
<b>7.5 Board of Study in Animal Science</b>	
7.5.1 M.Sc. in Animal Science	A B.Sc. degree in Agriculture, Veterinary Medicine, Natural Science or an equivalent qualification from a recognized HEI acceptable to the Board of Study Institute and Senate of the University..
7.5.2. M.Sc. in Poultry Science and Technology	
7.5.3 M.Sc. in Dairy and Meat Product Technology	
<b>7.6. Board of Study in Business Administration</b>	
7.6.1 1 M Sc. in Business Administration	A B.Sc. degree in degree from a recognized University or Professional Qualification equivalent to a degree from a UGC recognized HEI accepted by the Board of Study Institute and Senate of the University. Preference will be given to candidates with managerial experience
<b>7.7 Board of Study in Bio-Statistics</b>	
7.7.1M.Sc. in Applied Statistics	B.Sc. Degree or an equivalent qualification from a UGC recognized HEI acceptable to the Board of Study /Institute and Senate of the University.
7.7.2 M.Sc. in Bio-Statistics	
7.7.3 Postgraduate Diploma in Applied Statistics	

<b>7.8 Board of Study in Crop Science</b>	
7.8.1 M.Sc. in Crop Science	A B.Sc. degree in Agriculture, Plant Sciences or equivalent qualifications from a UGC recognized HEI acceptable to the Board of Study /Institute and Senate of the University .
7.8.2 M.Sc. in Environmental Forestry	A B.Sc. degree in Agriculture, Plant Sciences, or a related Science from a UGC recognized HEI acceptable to the Board of Study /Institute and Senate of the University.
7.8.3M.Sc. in Floriculture & Landscape Architecture	A B.Sc. degree in Agriculture, Plant Sciences or equivalent qualifications from a UGC recognized HEI acceptable to the Board of Study Institute and Senate of the University.
7.8.4 M.Sc. in Horticulture	A B.Sc. degree in Agriculture, Plant Sciences or equivalent qualifications from a UGC recognized HEI acceptable to the Board of Study /Institute and Senate of the University .
7.8.5 M.Sc. in Plantation Crop Management	A B.Sc. degree in Agriculture, Science/Natural Science, Forestry, Management or equivalent qualifications from a UGC recognized HEI acceptable to the Board of Study /Institute and Senate of the University .
7.8.6 M.Sc. in Tropical Agriculture	A B.Sc. degree in Plant Sciences or a related science acceptable to the Board of Study and non-agricultural graduates with at least 2 years of experience in the field of Agriculture from a UGC recognized HEI acceptable to the Board of Study /Institute and Senate of the University.
<b>7.9 Board of Study in Food Science &amp; Technology</b>	
791M.Sc. in Food Science & Technology	A B.Sc. degree in Agriculture, Food Science or Natural Sciences from a UGC recognized HEI acceptable to the Institute and Senate of the University.
7.9.2 Food and Nutrition	A B.Sc. degree in Agriculture, Food Science, Natural Sciences or an equivalent qualification from a UGC recognized HEI acceptable to the Board of Study /Institute and Senate of the University .

<b>7.10 Board of Study in Plant Protection</b>	
7.10.1 M.Sc. in Plant Protection Technology	A B.Sc. degree in Agriculture, Natural Sciences or an equivalent qualification from a UGC recognized HEI acceptable to the Board of Study /Institute and Senate of the University .
7 .10.2 M.Sc. in Molecular and Applied Microbiology	
<b>7.11 Board of Study in Soil Science</b>	
7.11.1 M.Sc. in Environmental Soil Science	A B.Sc. degree in Agriculture, Science or an equivalent qualification from a UGC recognized HEI acceptable to the Board of Study/Board of Management of the Institute and the Senate of the university.
7 .11.2 M.Sc. in Soil and Environmental Microbiology	
7. 11.3 M.Sc. in Tropical Soil Management	

## **PART 8: FEES AND METHOD OF PAYMENT**

8.1 The fees payable by the candidate for their courses/programs shall be determined by the Institute from time to time.

8.2 The types of fees payable may include the following:

- (a) Application fee
- (b) Administrative charges
- (c) Course fees and comprehensive examination fee for the first sitting
- (d) Examination fee for repeat examinations
- (e) Refundable/ nonrefundable library deposit
- (f) Annual Congress fee
- (g) Any other fee/s as approved by the Board of Management

8.3 The Institute at its discretion shall maintain different schemes fees and charges for local and foreign students and for different study programs.

8.4 The Institute may offer concessionary rates of payment for foreign students from SAARC countries and other developing countries and students admitted under MOUs/Agreements with the institute/university as approved by the Institute.

8.5 The Institute may offer discount of 10% of the course fee for local/foreign students who pay the entire course fee for within one month from the date of registration and discount of 10 % for course fee for employees of the university who fail to obtain financial support from the university/UGC or any other institution.

8.6 The Institute shall maintain separate payment rates for renewal of registration to repeat end semester examinations, repeat viva voce examinations, Thesis repeat examinations, registration of casual or exchange students, certificates and transcripts, short term training courses as approved by the Board of Management.

### **8.7 Method of Payment**

8.7.1 Fees for all study programs shall be paid by cheque written in favour of the Postgraduate Institute of Agriculture or cash to the Recurrent Account No.057-100131338027 at Peoples Bank, Peradeniya Branch as specified in the payment vouchers of the Institute or by on- line payment or to the Shroff counter by cash or credit/debit card. The Institute shall not accept payments by any other method unless arrangements have been made with the Institute.

8.7.2 The Candidates 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 at the prevailing exchange rate .

8.7.3 A non Sri Lankan candidate who resides in Sri Lanka at the time of payment shall pay the equivalent amount of prescribed fee in Sri Lankan rupees at the prevailing exchange rate.

8.7.4 The candidate shall immediately send the original copies of the receipts, bank drafts/ cheques to reach the Postgraduate Institute of Agriculture, University of Peradeniya by registered post.

### **8.8 Refund of Fees**

8.8.1 Fee paid in excess due to a lapse of the Institute shall be refunded in full upon request or detection.

8.8.2 Fee or excess of fee paid will be refunded less 10% of administrative charge when fee is paid due to a mistake on the part of the student.

8.8.3 If a student withdraws from a study program within the first two weeks after commencement of the study program, fee shall be refunded retaining 10% of total administrative cost.

8.8.4 If a student withdraws from a study program between 3-4 weeks after commencement of the study program, fee shall be refunded retaining 30% of total course as administrative fee.

8.8.5 If a student withdraws from a study program 4 weeks after commencement of the study program no fee shall be refunded.

8.8.6 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 credit of the fund account of the Institute.

8.8.7 The students who have completed the degree program are eligible to claim for their refundable deposits within one year after the completion of their degree program.

## **PART 9: REGISTRATION OF STUDENTS**

9.1 An applicant selected for a degree shall register with the Institute and enroll under a Board of Study within 45 days from the date of selection. Failure to register within the given period of time without prior arrangement with the Institute shall make the selection null and void.

9.2 The registration shall entitle the student follow course/s and to consult supervisors for a period of 12 months from the date of registration.

9.3 A registered student shall receive information of his/her registration such as registration number, program of study, academic calendar and requirements to complete the study program, Student identity card, Student Record Book (for research students only), copy of the Postgraduate Brochure, Prospectus/Handbook of the Institute.

9.4 A registered student is expected to familiarize with the rules and regulations of the program in which he/she is registered and other Bylaws, regulations and operational procedures of the Institute.

## **9.5 Classification of Students by Registration**

### **9.5.1. Regular Full-time Student**

- (a) A regular full-time student is a person who has satisfied all the appropriate admission requirements and has been admitted and registered by the Institute in order to follow a degree program on full time basis.
  
- (b) A regular full-time student carries course work and research during normal working hours and is not engaged in employment or any other income generating work other than working as a teaching assistant or a research assistant of the Institute/university.

### **9.5.2 Regular Part-time Student**

A regular part time student shall devote part of his/her time to course work and research during normal working hours of the week and may engage in employment or any other income generating work.

### **9.5.3 Provisional Student**

- (a) 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. Such a person showing promise of satisfactory and/or appropriate admission requirements may be admitted as a provisional student and may be transferred to regular student status upon fulfilment of all admission requirements and other requirements for admission. Credits earned as a provisional student may subsequently be transferred to meet the degree requirements, once regular student status is obtained.
  
- (b) A provisional student is required to upgrade themselves as regular students by satisfying the necessary requirements within one semester. If not, their candidature will be discontinued.

### **9.5.4 Casual Student**

- (a) A casual student is a person (local/foreign) who has enrolled to follow one or few of the courses or engaged in a research project offered by the Institute without registering for a specific degree program. He/she shall not be a candidate for any degree awarded by the institute and shall not continue as a casual student for more than two semesters. A casual student should not be enrolled for more than 9 credit units per semester. 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 registering as a regular student.

- (b) An applicant who wishes to study under this category shall apply to the relevant Board of Study for approval.
- (c) A casual postgraduate student is entitled to obtain supervision and where applicable attend lectures/seminars and use the library and other facilities of the institute/university.
- (d) A casual postgraduate student shall submit quarterly progress reports of his/her academic work to the relevant Board of Study for approval.

### **9.5.5 Exchange Student**

- (a) An exchange student (local/foreign) is a student who is registered for a postgraduate program in another university or HEI and obtained permission from that university/HEI to take courses or engage in a research project of the institute on the basis of transfer of credits/courses towards his/her degree program.
- (b) Application for registration of an exchange student shall be proved by the relevant Board of Study/Institute on evidence of information submitted by the candidate.
- (c) An exchange student is entitled to obtain supervision and attend lectures/seminars and use the library and other facilities of the institute/university.
- (d) Every exchange student shall submit quarterly progress reports on his/her academic work to the relevant Board of Study for approval.

### **9.6 Registration Procedure**

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

9.6.2 Every M.Sc. and MBA student shall complete the registration procedure before the deadline specified for that purpose, in the approved Calendar of Dates (as appeared in the Institute website) by submitting all documents mentioned in the Letter of Admission including originals of the certificates submitted along with the application for verification.



9.6.3 Every research student must complete the registration process by submitting the duly filled application form and the applicable fees, upon acceptance of the synopsis submitted by the student to the relevant Board of Study and the issuance of relevant admission letter by the Institute.

- (a) Student Identity Card will be issued after completion of registration requirements.
- (b) Every student shall obtain the username and password to access the online Management Information System (MIS) at the PGIA, which includes all student information. The username of MIS is usually the registration number of the student and he/she can create his/her own password by logging on to the MIS at the Computer Unit of the Institute for the first time.
- (c) Student must ensure to remain registered at the Institute by continuing to pay the registration fee at the beginning of every semester until completion of the program as given below:

<b>Degree</b>	<b>Completion of the program</b>
M.Sc./MBA (Coursework only)	Completion of Comprehensive Examination
M.Sc./MBA (Coursework and Research )	Submission of final bound copy of thesis to the Institute
M.Phil. /DBA/ Ph.D	

### **9.7 Effective Date of Registration**

- (a) For course work M.Sc., MBA 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 (see Institute website). For those entering 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.
- (b) For research degrees, applications are accepted throughout the year. Hence for M.Phil., Ph.D. and DBA degrees, the effective date of registration shall be the date at which the application and synopsis is accepted and applicable fees are paid.
- (c) The maximum time period allowed for each degree program is counted from the effective date of registration.

## 9.8 Duration of Registration

- (a) A registered student is required to complete his/her degree program within a minimum and maximum period of registration of the relevant degree program.
- (b) The minimum and maximum duration (years) of candidature shall be:

<b>Degree Programme</b>	<b>Minimum Duration</b>	<b>Maximum Duration</b>
Masters degree by course work	1	5
Master of Business Administration by course work	2	5
Masters degree by course work and research	2	6
Master of Business Administration by course work and research	2 ½	6
Master of Philosophy	2	7
Doctor of Philosophy/DBA	3	8

## 9.9 Concurrent Registration

A full-time concurrent registration of a student for two postgraduate diploma/degree programs at the Institute or one at the Institute and the other at another institute or in any other educational institutions or Universities in Sri Lanka shall not be permitted.

## 9.10 Change of Registration of Degree Program/Board of Study

9.10.1 If a student wants to change the degree program/Board of Study, 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 Program and/or the Board of Study is allowed only within the first semester of registration. Fees paid shall be transferred to the relevant Board of Study/program that the student was transferred.

9.10.2 If a student wants to change the personal information recorded at the time of registration, he shall make a request the Deputy Registrar to amend that information in his/her registration. However, changes in name and title are not permitted after completion of all requirements for a degree program.

9.10.2.1 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 program. Such refunds are also subject to retention of 10% of administration charges of the Institute.

### **9.10.3 Changing of Research Degrees**

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

9.10.3.2 A student registered for an M.Sc./MBA (Course Work) degree may, at the request of the student and on the recommendation of the relevant Board of Study, be permitted by the Director to upgrade his/her degree program to an M.Sc./MBA (Course Work & Research) degree program.

9.10.3.3 The student shall prepare a self-evaluation report known as the Transfer Report - in which he/she shall describe his/her overall research plan, progress made so far, his/her publications and the research plan for the balance period leading to a Ph.D. This report shall be certified and endorsed by his/her Supervisory Committee. The Director with the concurrent of the Board of Study and the Supervisory Committee shall appoint a panel of two members from the list of teachers and examiners to independently evaluate the application and provide them with the necessary guidelines. This panel will carry out a desk study of this transfer report and following a *viva voce*, shall make an evaluation according to the following guidelines:

- (a) Evaluate the quality of the research work carried out by him/her thus far to determine whether he/she has shown exceptional competence.
- (b) Study the plan for future work and determine whether it is of sufficient academic merit and is viable in relation to funds and facilities and the limitations of time.

9.10.3.4 The panel shall make a recommendation to the Director keeping in mind that a Doctoral program is expected to create new knowledge through original research of quality that makes a significant contribution to developing the discipline and satisfy peer review while meriting publication.

9.10.3.5 A student who is registered for a Ph.D. may be downgraded and awarded an M.Phil. on the following conditions:

- (a) On a request by the candidate with the endorsement of the Supervisory Committee
- (b) On a recommendation by the Supervisory Committee

9.10.3.6 A student who has prepared and submitted a thesis for a Ph.D. which has been rejected by the Thesis Defence Examination may be considered for an award of M.Phil. on the following conditions;

- (a) Recommendation by the Thesis Evaluation Committee
- (b) An evaluation by an independent committee appointed by the Director. Such a committee shall examine the thesis and all connected documents, determine the reasons why the thesis was rejected for a Ph.D. and evaluate whether it can be accepted for an M.Phil.

## **9.11 Early Exit from Degree Program**

### **9.11.1 M.Sc./ MBA degree**

- (a) Postgraduate Diploma shall be awarded to those who exit early from a Master of Science (Course Work or Course Work & Research) degree program after completing 25 credits of course work with a minimum GPA of 2.75.
- (b) Postgraduate Certificate shall be awarded to those who exit early from a Master of Science (Course Work or Course Work and Research) degree program after completing 20 credits of course work with a minimum GPA of 2.75.
- (c) At the request of a student registered for M.Sc./MBA (Course Work & Research) degree, he/she shall be permitted to follow an M.Sc./MBA (Course Work) degree on the recommendation of the relevant Board of Study after completing all the requirements of the requested degree.

### **9.11.2 M.Phil. degree**

- (a) A degree as an early exit from an M.Phil. degree shall not be awarded.

### **9.11.3 Ph.D. / DBA**

A student requesting for an early exit from a doctoral degree program shall 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.

## **9.12 Postponement/ Withdrawal/ Discontinuations of Registration**

Every student shall inform the Director through the Board of Study with documentary proof for leave to be taken, if any, and the reasons for any postponement of the degree program. However, all students should complete their degree programs within the stipulated time period from the date of registration (see the Completion of a Program

section), except on specific reasons acceptable to the Board of Study/Board of Management.

### **9.13 Withdrawal and Re-registration to the Programs**

- (a) Any student who failed to register for two consecutive semesters without the Director's approval, or has exceeded the time limit permitted for each degree program shall be deemed to have voluntarily withdrawn from the program.
- (b) Any student who wishes to withdraw his /her registration shall request for re-registration using a prescribed form to the Registrar of the institute. The effective date of the withdrawal shall be the date of approval by the relevant Board of Study.
- (c) Any student seeking re-registration to the same program after withdrawal shall follow the normal process of application as other applicants competing for admission for the academic year.

### **9.14 Re-registration for M.Sc./MBA Degree Programs**

A student who had withdrawn/discontinued from a degree program, but admitted again as a fresh student will come under the new regulations as at the date of his/her new registration.

## **PART 10: REQUESTS OF STUDENTS**

10.1 All requests of students shall be addressed to the Director of the Institute using the prescribed form, if necessary with a copy to the Secretary of the relevant Board of Study. Students should mention their registration number and contact details in all requests for reference.

**10.2 Change of Name/Address:** If a student wishes to change his/her name, it should be done while the registration is in force. Change of name and the address will be allowed only if the relevant legal procedure has been followed and documentary evidence is provided. No student shall be allowed to change the name under which he/she was originally registered at the Institute, after the release of results of the degree program.

**10.3 Transcripts of Academic Records:** On a written request made to the Director, every student shall receive the semester results of his/her academic performances (Semester Report) at the end of each semester on the payment of the prescribed fee. Such semester results are issued to the student only for his/her information and it shall not be used as a final document for any official purpose.

10.3.1 A certified transcript of a student's academic record authenticated by the signatures of the Director and Deputy Registrar of the Institute shall 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.

10.3.2 Transcripts for completed degree programs shall 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.

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

**10.4 Requests for Certificates/ Letter of Reference:** The Director/Deputy Registrar shall issue a Provisional Certificate/Letter of Reference of the studentship and academic performance at the Institute upon a request of a student on a prescribed fee.

## **PART 11. COURSEWORK COMPONENT OF POSTGRADUATE DEGREE PROGRAMS**

### **11.1 Allocation of Credits for Difference Teaching/ Learning Methods**

Allocation of credits is based on the period of contact between teachers and students and the method of teaching/learning used. In general, one lecture hour a week in a Semester of 15 weeks equivalent to 15 hours of lectures for the semester is considered as one credit unit. For different methods of teaching and learning the SLQF guidelines will be used as follows;

<b>(a) Teaching/learning method</b>	<b>Hrs. per week for one credit</b>
Lectures	One
Laboratory sessions	Two or three
Field studies/Clinical work	Three
Tutorials	Two or three
Industrial Training	Six

#### **(b) Self-learning**

For every hour of lectures, a student is expected to carry out 2.5 hours of independent learning and for every 2 hours of laboratory studies. Therefore, for one credit in lectures, laboratory, field studies or clinical work, the total (notional) learning hours for one credit shall be 45 to 50 hours per semester. For industrial training, one credit is equivalent to 90 notional learning hours.

#### **(c) Research**

A minimum of 90 notional hours of learning, including the time allocated for literature surveys is equivalent to one credit. In the case of full-time research, where a student is expected to work continuously, the number of credits shall be equated to time – usually years of study. At the rate of at least 08 hours per day, the number of credits for one year of full time research and study (48 weeks) would accordingly, be thirty and for half and year (24 weeks), fifteen. Any courses taken for purposes of preparation of value addition should not be credited full-time research degrees.

11.1.2 The Institute shall offer compulsory/optional courses of one, two three or four units in a semester of an academic year.

11.1.3 A postgraduate program may have pre-requisite courses at a lower level required to take higher level courses.

#### **11.1.4 Course Enrollment via MIS**

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.

### **11.2 Credit Courses**

11.2.1 A credit course is a course offered by a student to earn and accumulate number of credits required to complete a degree program and required to fulfill all the requirements of the course as indicated in the course syllabus.

11.2.2 The number of credits earned by a student shall be counted for calculating the Grade Point Average (GPA) of the degree program. The course shall be listed in the academic transcript with credit value, relevant grade and grade point.

### **11.3 Non Credit Courses**

11.3.1 A non credit course is a course offered by a student in excess of the required number of credits for successful completion of a degree program with the approval of the Board of Study.

11.3.2 A non credit course offered by a student shall not be counted in calculating the GPA but will be listed in the transcript with the relevant grade point.

11.3.3 A student who offers a non credit course shall register for the course by paying the prescribed fee and required to fulfill all the requirements of the course as indicated in the course syllabus.

### **11.4 Courses Outside the Main Program**

The student of a degree program in a particular subject may follow courses from other disciplines on credit/non credit courses.

11.4.1 If a course outside the main program is followed as credit course, the qualification level of such a course should be at least equivalent to the level of the registered degree program.

11.4.2. If a student follows courses outside the program package (maximum 4 credits), prior approval should be obtained from the respective Board of Study of the student's original registration.



## **11.5 Audit Courses**

11.5.1 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.

11.5.2. Audited courses will appear in the transcript only if the student has fulfilled all the course requirements, including assessments.

11.5.3 The students will not be allowed to audit compulsory courses listed in the Program package. The audited courses will not be counted for credit and GPA calculation or listed in the transcript. A letter shall be issued by the Registrar of the institute only to those students who have fulfilled the attendance requirement of audit courses upon the recommendation of the lecturer in charge of the course. Students can only audit 2 courses in a given semester.

## **11.6 Common Courses**

The institute reserves the right to offer some courses as common courses on credit/non credit basis in a given degree program. The number of credits obtained shall not exceed one third of the total credits of the degree program.

## **11.7 Self Study Courses**

11.7.1 The self-study courses that are those offered by a supervisor/panel of supervisors as a non credit compulsory course to enhance the knowledge of a student in the area of his/her research.

11.7.2 An oral/written examinations or both shall be conducted to assess the program and the grade obtained shall be listed in the academic transcript.

## **11.8 Dropping/Adding Courses**

11.8.1 The students are allowed on case by case basis, to add/drop courses at any time prior to the final examination, with the permission of the Course Coordinator/Board of Study and the Director/PGIA. Dropping/Adding of courses can be done through the MIS platform.

11.8.2 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.

11.8.3 All the courses with incomplete grades must be completed with pass grades before applying for the Comprehensive Examination. A maximum grade of “**B**” will be given to a student when completing a previously incomplete course unless a reason acceptable to the Board of Management is given by the student.

11.8.4 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.

### **11.9 Repeating of Courses**

11.9.1 If a student fails to obtain a pass grade (C grade) he/she shall repeat the course by re-enrolling for the course at the next available opportunity when the course is offered (see the Grading Procedure below). Only 2 additional attempts are allowed per course. When repeating a course, the student should complete all the requirements of such course during the term he/she re-registered.

11.9.2 In assigning a grade at a successful repeat examination, previous unsatisfactory grades shall be discarded. The maximum grade possible in a repeat examination is a 'B'. If a student wishes to upgrade a course, he/she can do so by re-enrolling for the course next year. If the student fails to obtain a higher grade at the repeat examination the originally obtained grade shall be retained. The highest grade obtained for the given course during the prescribed period is considered for a given program for calculation of Grade Point Average (GPA).

### **11.10 Transfer of Credits and Exemption of Courses**

**11.10.1** If a student who had been previously discontinued or withdrawn from a program can get re-registered for the same degree program as a fresh student and a maximum of 2/3<sup>rd</sup> of credits required for the degree program, earned within the last 10 years could be transferred with the recommendation of the relevant Board of Study.

<b>Degree</b>	<b>Maximum No. of Credits to Transfer</b>
M.Sc. (CW)	17 out of 25 credits - excluding Directed Study of 05 credits.
M.Sc.(CW&R)	20 out of 30 credits - excluding Directed Study of 05 credits. (However, not allowed to downgrade the degree programme)
MBA	24 out of 36 credits - excluding Research Project of 05 credits

**11.10.2** The time gap between the new date of registration and the expiry date of the previous program shall be considered when calculating 10 years period for the degree program offered at the institute previously. The grades obtained “B” or above for courses shall be considered for transfer of credits.

**11.10.3** Those who have made full payment during the previous registration shall be given a deduction of 50% of the course fee.

**11.10.4 Calculation of FGPA in Credit Transfer and Issuing Transcript**

**11.10.4.1** Calculation of FGPA will be finalized based on the transferred credits.

**PART 12: REQUIREMENTS FOR PROGRAM COMPLETION AND EXIT**

**12.1 Time Limit for Completion of Programs**

The minimum periods allowed satisfying the requirements of Sri Lanka Qualification Framework (SLQF) Guidelines. A maximum limit has been imposed to ensure completion of the degree within a well-planned timeframe.

**12.1.1** Minimum and maximum time periods allowed to complete a degree program shall be as follows:

<b>Degree Program</b>	<b>Minimum (yrs.)</b>	<b>Maximum (yrs.)</b>
M.Sc. (Course Work Only)	1	5
MBA (Course Work Only)	2	5
M.Sc. (Course Work & Research)	2	6
MBA (Course Work & Research)	2.5	6
M.Phil. (Full time Research)	2	7
Ph.D. (Full time Research)	3	8
DBA (Full time Research)	3	8
PG Diploma Programme	1	2

**12.1. 2 Eligibility for a Degree**

**12.2.1 M.Sc./MBA (Course Work) degree** - In order to be eligible for the award of an M.Sc./MBA (Course Work) degree, a student shall first have successfully passed the

examinations in all required courses of study while maintaining the Final Grade Point Average at 3.00 or above. Upon completion of the course requirements, the student shall obtain a satisfactory grade “S” at the Comprehensive Examination.

**12.2.2 M.Sc./MBA (Course Work and Research) degree** - For M.Sc. (Course work and research) degrees, upon completion of the course work and thesis requirements, students shall obtain a satisfactory grade “S” at the Comprehensive Examination and the Thesis Defence Examination.

**12.2.3 M.Phil./ DBA/ Ph.D. degree** - students shall obtain a satisfactory grade “S” at the Thesis Defence Examination.

### **12.3 Process of Completion**

12.3.1 A candidate shall be deemed to have successfully completed his/her study program when he/she satisfies all requirements of the respective degree program.

12.3.2 A student whose program of study has been completed shall return to the office of the Deputy Registrar of the Institute, the Student Identity/Registration Card properly invalidated by the Library, along with a certificate of clearance issued by the Librarian.

12.3.2 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.

## **PART 13: POSTGRADUATE TEACHING PANEL**

### **13.1. Appointing of Teaching Panel**

13.1.1 The Director of the Institute/Chairman Board of Study may select qualified persons to teach, conduct seminars/practical session or supervise research of students by calling for applications or invitation.

13.1.2 Each Board of Study shall submit the names of selected teachers and examiners together with the list of courses at the commencement of each academic year to the Director. If the names of any teachers or examiners in their list had not been previously approved, the Board of Study must ensure that the person nominated has proven ability to teach at postgraduate level or direct research or who have acquired special competence in the fields of research relevant to the Institute. He shall have the following attributes;

- (a) Postgraduate research degree usually at Ph.D./DBA/M.Phil./M.Sc. level in the relevant field;
- (b) Postgraduate/undergraduate teaching/examination/research experience in the relevant field;
- (c) Acceptable research portfolio in the relevant field;
- (d) Under special circumstances, it may become necessary to appoint teachers without postgraduate research qualifications on the basis of their professional experience such as from industry or special sectors on being approved by the relevant Board of Study.

13.1.3 When submitting names of teachers and examiners to be included in the panel, the Board of Study shall provide the information required to support these specific needs and shall include his/her CV and recent photograph.

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

13.1.5 The Director shall submit the names and the information to the Board of Management for its consideration. Following the acceptance of the Board of Management, the proposed names shall be recommended to the Senate of the University for approval. Once approved, those names shall be included in the Teaching Panel of the Institute.

13.1.6 The Institute shall prepare Terms of Reference for teachers with guidelines and conditions regarding the appointment, termination of the appointment, responsibilities and the duty list.

13.1.7 A teacher who is appointed to teach a course, part of a course or to conduct seminar or a training session of a postgraduate program shall enter into an agreement with the Institute on the conditions of the terms of reference and letter of agreement.

13.1.8 The Director of the institute shall temporary suspend the appointment of a teacher any time with sufficient evidence to prove that the conduct of the said teacher appear unsatisfactory and violates the conditions agreed upon until a formal inquiry is made.

13.1.9 In such a situation, the Director in consultation with the Board of Study shall appoint another qualified person to teach the rest of the course.

### **13.2 Evaluation of Teaching**

13.2.1 The Institute shall conduct evaluations of teaching a course or a study program based on student feedback and peer review reports, guidelines and operational procedures approved by the Board of Management.

13.2.2 The results of the evaluation shall be made available by the Director to the teacher and the students who followed the course.

13.2.3 The Institute reserves the right to take appropriate measures to incentivize teachers to improve the quality of teaching based on the results of the evaluation as approved by the Board of Management.

### **13.3 Inquiring into complain against teachers**

13.3.1 Any complaints made against a teacher by a student, a fellow teacher or by any other responsible officers on academic misconduct, sexual harassment and violence shall be investigated under the Code of Conduct for Academic Staff of the University of Peradeniya.

13.3.2 Considering the reports of the Inquiry Committee, the Board of Management of the Institute shall recommend to the Director to warn, impose penalties and terminate the appointment of the teacher from the teaching panel of the postgraduate program.

13.3.3 The Board of Management shall reserve the right refer such cases to University/Institute where the said teacher is a permanent staff member for further action or to follow legal proceedings.

## **PART 14: THESIS SUPERVISION AND EVALUATION OF SUPERVISION**

### **14 .1 Appointment of Supervisors**

14.1.1 The relevant Board of Study, upon acceptance of the research proposal of a student, shall appoint supervisors, and a Supervisory Committee comprising of

minimum of two members with at least one member from the Faculty of Agriculture, University of Peradeniya, representing the relevant discipline and approved by the Board of Management. If the student is affiliated to an organization, the Board of Study may suggest members from the affiliated institute to the supervisory committee.

14.1.2 The Supervisory Committee shall appoint one member of the committee as Chairperson of the committee.

14.1.3 A persons appointed as supervisors should be academically qualified, competent, knowledgeable and active in the field of proposed research. They should possess a research degree equivalent to or higher than that for which registration is sought by the student.

14.1.4 A person without a 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.

14.1.5 The Institute should make sure that supervisors' accessibility throughout the total period of study.

14.1.6 The Institute shall prepare Terms of Reference for supervisors on the conditions such as duty list, responsibilities of the appointment, termination of the appointment and the supervisor shall enter into an agreement with the Director through a letter of appointment.

## **14.2 Responsibilities of Supervisors**

14.2.1. To make available to the students the regulations governing the award of higher degree programs of the institute at the commencement of the study program and ensure that the students adhere to such regulations through the period of study.

14.2 .2 To guide the students to select a research topic student submitted by the student with the application to a degree program and develop a comprehensive research proposal on the basis of the synopsis and obtain approval from the Board of Study and the Board of Management.

14.2.3 To guide the students to conduct the research program maintaining the quality standards of research using accepted methodologies for data collection and analysis.

14.2.4 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.

14.2.5 To have discussions with the student on a fixed schedule initially at frequent intervals and later at longer intervals to make the student gradually independent.

14.2.6 To monitor the progress regularly and make corrections where necessary to achieve the set objectives of the research.

14.2.7 To ensure that the students submit progress reports in 6-month intervals through the supervisors to the Boards of Study.

14.2.8 Inform the Institute/Board of Study of any constraints/problems in the process of supervision.

14.2.9 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 shall appoint a suitably qualified person as senior supervisor/supervisor.

14.2.10 To encourage the students to publish the findings in a referred journal for enhancing writing capabilities and gain credibility and confidence at the thesis Defence examination.

14.2.11 Instruct the students to prepare the thesis on “Instructions for Writing Thesis “provided by the Institute and submit on due date.

14.2.12 Always adhere to ethical standards of research.

14.2.13 The Director shall temporarily suspend the appointment of a supervisor at any time with the provision of sufficient evidence on poor supervision, inappropriate conduct and violation of conditions agreed upon until a proper inquiry is made.

### **14.3 Inquiring into complains against supervisors**

14.3.1 Any complaints made against a supervisor made by a student, a fellow supervisor or by any other responsible officer on academic misconduct, sexual harassment and violence shall be investigated by a Committee of Inquiry under the Code of Conduct for Academic Staff of the University of Peradeniya.



14.3.2 After considering the reports of the Committee of Inquiry, the Board of Management shall recommend to the Director to warn, impose penalties and remove supervisor from the list of supervisors of the institute.

14.3.3 The Board of Management also reserves the right to refer such cases to the relevant university/institute where the said supervisor is a permanent staff member for further action or to follow legal proceedings.

## **PART 15 : RESEARCH PROJECT AND THE THESIS/DESSERTATION**

15.1 The following guidelines are applicable for all students registered for degree programs of SLQF level 10 and above (Masters/MBA Degrees by Course work and Research, M.Phil./MBA and Ph.D. and DBA degrees.)

### **15.2 Research Proposals: M.Sc. / MBA programs**

15.2.1 Every applicant registered for M.Sc. (Course Work & Research) or MBA (Course Work & Research) degree shall submit a draft research proposal of his/her intended research in the format prescribed by the Institute during the second semester.

15.2.2 The relevant Board of Study shall appoint an Interim Supervisor to guide the student to develop the research 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 (M.Sc./MBA) 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 Institute shall be considered as the effective date of commencement of the research.

### **15.3 M.Phil./Ph.D./DBA Degree Programs**

15.3.1 Every applicant shall submit a Synopsis together with the application for a research degree. Once a student is accepted and registered for a research degree program, he/she shall develop a proposal with the guidance of an Interim Supervisor appointed 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.

15.3.2 If the Board approves the proposal, a "Satisfactory" grade will be awarded. If the grade is "Unsatisfactory", the student is required to resubmit the proposal with suggested revisions and face another evaluation as recommended by the Board.

15.3.3 If the proposal is accepted within three months from the original date of registration, his/her effective date of commencement of research shall 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.

#### **15.4 Progress Review of Research**

15.4.1. All research students shall submit two copies of progress reports to Institute through the supervisors for approval of the Board of Study using the prescribed format at the end of every six months from the date of commencement of research, until the submission of application for thesis Defence examination. One copy of the report shall be returned to the student with the endorsement of the Board of Study and Director for information.

15.4.2 The progress reports that are unsatisfactory as decided by the Board of Study may lead to suspension of registration.

15.4.3 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.

15.4.4 Every research student shall deliver a public seminar based on the thesis before the Thesis Defence Examination.

15.4.4.1 The objectives of the seminar 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 its wider (national) importance and relevance.
- (d) Gain confidence in the general soundness of his/her research work and be made aware of its weakness.
- (e) Obtain diverse views from the audience on his/her research and its context that may be incorporated into his/her thesis.

15.4.4.2 The seminar shall be chaired by the Senior Supervisor and shall not exceed 60 minutes in duration including the discussion.

15.4.4.3 The seminar shall be made open to a wide audience that includes the academic staff and students of the Institute and students from other Faculties of the University,

staff from public institutions dealing with the subject of the seminar and general public (where the topic is of general interest)

15.4.4.4 At the conclusion of the seminar, the student shall prepare a short report incorporating the outcomes of the seminar in relation to its objectives and submit to the Director with the endorsement of his/her Senior Supervisor.

### **15.5 Research Publication of Part/Parts of a Thesis/Dissertation Before Submission for Evaluation**

15.5.1 All research students shall submit proof of the following publication requirements in refereed journal/s, to be eligible for the Thesis Defence Examination.

<b>Degree program</b>	<b>Publication requirement</b>
15.1.1 M.Sc./MBA (Course work & Research)	Publish at least one abstract /conference paper/ proceeding in a reputed journal
15.1.2 M.Phil.	Publish at least one abstract /conference paper/ proceeding in a reputed journal
15.1.3 Ph.D./DBA	Publish at least one research paper (abstract/conference paper/proceedings) or accepted a publication in a reputed journal

15.5.2 The publication of above articles may be done as joint publications with supervisor/s of the student as joint author/s with the student as the senior author.

15.5.3 All such publications as journal articles or book chapters, the student shall acknowledge his/her affiliation to the institute that the work published is a part of his/her thesis/dissertation submitted for a postgraduate degree of the Institute/ University of Peradeniya .

15.5.4 The publication of part of a thesis/dissertation without due acknowledgement shall not be considered as fulfilling the requirements given in Section 13.5.3.

#### **15.5.5 Compulsory Courses**

All research students are required to follow all the courses recommended by the Supervisory Committee/or those compulsory for the degree program.

15.5.6 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.

15.5.7 In compliance with the SLQF requirements for higher education, all M.Sc. programs shall have a compulsory course on **Directed Study** of 5 credits/Project for all M.Sc. (Course Work) students and those following Master of Business Administration (MBA) degree programs) of the Institute.

15.5.7.1 The Directed Study provides the student an opportunity to learn under the guidance of a senior academic. The opportunity is for relative independent learning while pursuing a topic of personal interest selected in consultation with the supervisor. Thus, the student is required to spend approximately 500 notional hours<sup>1</sup> (1 credit = 100 notional hours) of work on this study .This will also include time spent on literature review, interaction with the supervisor/s and product development, report writing and all work related to the Directed Study .One semester or the 5 credits may spread over two consecutive semesters if so agreed with the course coordinator. A grade will be assigned to the students based on the performance in the Directed Study, which shall be considered in calculating the final GPA.

15.5.7.2 If a student does not complete the Directed Study in the stipulated time period or if the student obtains a grade below ‘C’, the Directed Study shall be repeated at the very next available opportunity.

15.5.7.3. Detailed guidelines for Directed Study are available at the Institute online. Information shall also be given by the Course Coordinator of the Directed Study on how to carry out the study once the student is registered at the beginning of the semester.

## **PART 16: GRADING PROCEDURE AND METHOD OF ASSESSMENT**

16.1 Grading procedure recommended by the Senate of the University of Peradeniya is adopted by the Institute. Accordingly, the Grade for a course shall not correspond to a cut-off mark, but will be based on the distribution of marks of students who followed the course during that semester.

### **16.1.1 Assessment of courses**

A assessment of courses shall include two components: in-course assessment and end term assessment as specified in each of the degree programs .In-course assessment may include assignments, tutorials, quizzes, field work, laboratory work, dates for submission of marks etc. as indicated in the course syllabus.

**16.1.2** The teacher in charge of a course shall indicate details of course assessment such as types of assessments, marks allocation to the student at the beginning of the course. The teacher is responsible for completing the in- course assessment on schedule and displaying the marks on schedule before the student/s sit the end term examination of the course, handing the material on course assessment to the Deputy Registrar after evaluation with the mark sheets.

### **16.1.3. Assessment of Non-Credit Courses**

Non-credit (e.g. pre-requisite or audited) courses shall be assessed on a Satisfactory/Unsatisfactory basis and will not contribute to the Final Grade Point Average (GPA). The obtaining of a satisfactory grade for non-credit courses registered is mandatory to be eligible for the award of the degree.

16.1.4 A 4-point scale is adopted for grading the performance of students in credit in-course assessment and end semester examinations. A letter grade shall be awarded to every credit course. The teacher shall determine the grade of student for a course based on his/her performance in various evaluations. The letter grade and corresponding grade points are as follows:

<u>Letter Grade</u>	<u>Grade Point</u>	<u>Marks Range</u>
A+	4.00	80 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
F	0.00	..

A+ is given only to those who obtain distinctly high marks and are outliers in the distribution of the marks. To pass a credit course a student should achieve a minimum grade of C. In giving a grade at a successful repeat examination, all previous unsatisfactory grades shall be eliminated (see the section on Repeating of Courses). The maximum grade possible in a repeat examination is a 'B' grade.

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

### **16.1.5 Calculation of GPA**

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 program. 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.

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

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

16.1.8 A student who obtains an FGPA between 2.75 and 2.99 may request for the award of a Postgraduate Diploma at the end of the course work 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 course work component can also request for the award of a Postgraduate Diploma if he/she does not wish to sit for the comprehensive examination. Effective date of the PG Diploma will be the date on which the student makes the request upon completion of all requirements of the Diploma within the stipulated time period.

## **PART 17. THESIS DEFENCE EXAMINATION**

### **17.1 Submission of Thesis/Dissertation for Evaluation**

The student shall inform the Director through supervisor/s in writing at least three months before the intended date of submission of the thesis/dissertation to provide sufficient time for the Institute to arrange the examination process.

17.2 Student should have completed the necessary course/s prescribed by the Supervisor/s, submitted progress reports every six months since registration and made

progress review presentations at the mid semester research progress held by the relevant Board of Study until the submission of the draft thesis prior to the Thesis Defence Examination.

(The draft thesis should adhere to the thesis preparation guidelines of the institute).

17.3 The student should submit two (for M.Sc./MBA (Course Work and Research) and M.Phil. degrees) or three (for Ph.D. and DBA degrees) spiral bound copies of the thesis to the Registrar of the Institute with the certification of all supervisors that the research program has been completed and the thesis is suitable for submission to the Examination Committee.

17.4 The Thesis Defence Examination shall not be held without giving at least six weeks' time for the Examination Committee to evaluate the thesis.

17.5 A thesis submitted for a research degree shall be examined by committee of examiners appointed by the Senate of the University of Peradeniya on the recommendation of the Board of Study and the Board of Management of the Institute.

17.5.1 The composition of the Thesis Defence Examination Committees shall be as follows:

**a) For M.Sc./MBA (Course Work & Research) Degrees**

- Director/PGIA or his/her nominee (Chairperson)
- 02 Thesis Evaluators (at least one should be an outsider of the Teaching Panel of the Institute who is an expert of the subject)
- Supervisors (as observers)

**b) For M.Phil. Degrees**

- Director/PGIA or his/her nominee (Chairperson)
- 02 Thesis Evaluators (Outsiders of the Teaching Panel of the Institute who are experts of the subject - having no conflict of interest. Also, they should not have published any articles previously with the student or employed in the same institution where the student is employed, if any)
- Supervisors (as observers)

**c) For Ph.D. Degrees**

- Director/PGIA or his/ her nominee (Chairperson)
- 03 Thesis Evaluators (Outsiders of the Teaching Panel of the Institute who are experts of the subject - having no conflict of interest. Also, they should not have published any articles previously with the student or employed in the same institution where the student is employed, if any)
- Supervisors (as observers)

17.5.2 The Director should refrain from voting or giving marks, so that the majority could be easily agreed upon.

17.6 Examination of thesis submitted for a research degree shall contain two stages, namely, a desk evaluation and an oral (Defence) examination of the final outcome of the project.

17.6.1 During the desk evaluation, the examiners should evaluate firstly whether the thesis demonstrates mature scholarship and the ability to conduct high quality original research without supervision and provide evidence for generating new knowledge by publishing in peer reviewed, indexed journals.

17.6.1 Specific questions to be addressed when carrying out the desk evaluation of the thesis and preparing the report are given below:

- (a) Does the thesis conform to the prescribed format of the institute?
- (b) Is the thesis written in an easily comprehensible and unambiguous literary style and devoid of major errors relating to grammar, spelling and punctuation?
- (c) Does the abstract adequately convey the overall findings of the thesis?
- (d) Are the objectives of the thesis clearly stated and do the studies address these objectives?
- (e) Are the conclusions supported by the findings and do they relate to the original objectives?
- (f) Do the findings make a significant contribution to knowledge in the field?

17.9 Each member of the Thesis Evaluation Committee shall carry out the desk evaluation of the thesis independently and submit a report to the Director/PGIA indicating whether the thesis is acceptable or not.

17.10 In the above report examiners shall recommend one of the following:

- (a) Accept the thesis in the present form
- (b) Accept the thesis with minor typographical/ editorial/corrections
- (c) Accept the thesis with minor revisions
- (d) Resubmit the thesis for reexamination after major revisions
- (e) Consider the thesis for a lower qualification
- (f) Reject the thesis

17.10.1 Where it is decided that minor/major corrections need to be made in the thesis, the candidate will make these corrections and submit the revised and bound copies to the Director with an endorsement from the Senior Supervisor within 3 months of the Thesis Defence Examination.



17.10.2 A doctoral thesis with research not reaching the standards required for a doctoral degree may be considered for the award of M.Phil. degree at the Thesis Defence Examination and M.Phil. thesis not reaching the required standards may be considered for the award of a Diploma.

### **17.11 Viva Voce Examination**

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

17.11.2. The *viva voce* examination board shall consist of the same members of the examination committee who conducted the desk evaluation.

17.11.3 The Defence Examination shall not be held until all examiners are satisfied with the thesis at the desk evaluation.

17.11.4 The Thesis Defence Examination shall not be held unless all examiners are present. Where a member of the appointed panel of examiners is unable to be present, the evaluation report of the thesis made by the absent examiner shall be tabled at the examination.

17.11.5 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 for the *viva voce* examination.

17.11.6 If an examiner is unable to attend the *viva voce* examination, a suitable replacement shall be made by the Director from among the examiners appointed by the Senate for postgraduate examiners of the institute.

17.11.7 The *viva voce* examination board shall evaluate the performance of the student using a marking scheme approved by the Board of Management of the Institute.

17.11.8 The *viva voce* board shall recommend one of the following:

- (a) Pass the examination without corrections to the thesis
- (b) Pass the examination with minor typographical/ editorial/corrections to the thesis
- (c) Pass the examination with minor revisions to the thesis
- (d) Fail the examination and resubmit the thesis for reexamination after major revisions to the thesis
- (e) Fail the examination and recommend the thesis for a lower qualification

(f) Fail the examination and reject the thesis

17.11.8.1 When an examiner finds that a thesis is not acceptable he/she should clearly state the reasons in writing and inform the Director of the Institute. He/she should also include his /her suggestions for improving each of the shortcomings. The Director, in consultation with the Chief Supervisor and the Board of Study, may allow the student to re-submit a revised thesis for re-appraisal by the same examiner within six (6) months from the date notified that the thesis was found to be unacceptable.

17.11.8.2 If the thesis is accepted subject to major revisions the student 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. In case if the examination Board has recommended revisions, a certification of supervisors to the effect that all revisions have been incorporated into the revised thesis should be submitted by the candidate at the time of submitting the revised thesis.

17. 11.8.3 If the previously appointed supervisor/s is not available or on evidence of poor supervision the examination Board shall recommend to the Director to appoint a new supervisor to guide the student to complete the revisions and resubmit the thesis.

17.11 8.4 All decisions relating to the examination will be arrived at by consensus among the panel. The Director shall moderate any debate on any contentious issues that may arise in order to reach consensus; the Senior Supervisor may contribute to any such discussion.

The student should bring along the final draft to the Thesis Defence Examination.

17.11. 8.5 At the conclusion of the oral examination, the examination panel shall award a **Satisfactory “S”** or **Unsatisfactory “U”** for a thesis at the Thesis Defence Examination.

## **PART 18: EXAMINATION PROCEDURES**

### **18.1 Comprehensive Examination**

18.1.1 The Comprehensive Examination shall be the final assessment for M.Sc./MBA students (course work only or course work and research) covering all courses they have followed.

18.1.2 The objective of the examination is to assess whether the student has assimilated all the knowledge and skills learnt in the course work and able to apply such knowledge and skills in his/her professional work.

18.1.3 The students who have completed their course work requirement satisfactorily shall apply for and pass the Comprehensive Examination or they may opt for postgraduate Diploma.

18.1.4 Students should complete the Comprehensive Examination within the Semester following that in which his/her completed course work.

18.1.5 To apply for the Comprehensive Examination, the FGPA of the student should be 3.0 or above after completing the course work requirement (minimum of 25 credits for M.Sc. (CW) excluding the Directed Study, 30 credits for M.Sc. (CW & R) and 36 credits of course work for MBA), including any extra elective courses the student has taken for credits.

18.1.6 The students with 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. In addition, for M.Sc./MBA (CW) students, FGPA must remain at 3.0 or above after including the Directed Study grade to be eligible for Comprehensive Examination.

18.2 The Director, in consultation with the Board of Study, shall appoint a panel of five(5) examiners, three(3) of whom shall be external. The internal examiners shall be those who have taught the majority of the courses while the external examiners shall be from fields in which the knowledge and skills will be applied.

18.2.1 The examination board shall meet before the commencement of the examination, elect a Chairperson, who shall be an internal examiner, to peruse the records of the student and decide how the oral shall be conducted. The Chairperson, in addition to being an examiner, shall moderate the entire proceedings of the examination.

18.2.2 Questions should test the broader understanding of a subject are, designed to address the objectives listed earlier, rather than being confined to specific details on which the student has already been tested. The Chairperson should ensure that questions are asked in rotation and that all examiners are given an equal opportunity to do so.

18.2.3 The examination will last no more than one hour and the decision to pass or fail a student shall be arrived at by consensus. The student's performance shall be graded

as either “**Satisfactory**” or “**Unsatisfactory**” A satisfactory grade at the Comprehensive Examination is required to award the M.Sc./MBA degree.

18.2.4 The Comprehensive Examination shall be repeated only once (maximum of 2 attempts). A student who fail at the Comprehensive Examination at the first attempt shall 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 (see the section on Completion of a Program). A special approval is required to be obtained from the Director based on a valid reason if a student requires re-applying within two months from the date of the first attempt.

18.2.5 The same Examination Committee will be re-appointed for the repeat Comprehensive Examination. In case if any examiner is not available for the repeat examination, the Board of Study may appoint another suitable examiner subject to the approval of the Board of Management and inform the student accordingly.

18.2.6 The students who have failed at both attempts at their Comprehensive Examination could opt for a Postgraduate Diploma.

### **18.3 Guidelines for Web-based Comprehensive Examination**

18.3.1 A web-based Comprehensive Examination shall be held only under one or more of the following special circumstances. However, before applying for the Comprehensive Examination, the course requirements of the respective degree shall be satisfied and all due payments to the Institute should be settled.

18.3.2 A student who is studying in a foreign country for a long period of time and unable to be present due to a reason acceptable to the respective Board of Study.

18.2.3 A student who is visiting a foreign country for an official purpose and the time period of the degree expires before he/she returns.

18.2.4 Any student employed, migrated or living in a foreign country after officially informing the institute about his/her overseas leave and unable to be present for the examination due to a reason acceptable to the institute.

18.2.5 Any student who has left the country for overseas employment or any other purpose after officially informing the institute and if his/her examination could not be held before leaving the country.

- (a) Such student should discuss the possibility of making examination arrangements with the respective Board of Study prior to leaving the country. If the Board of Study can recommend a responsible officer in his/her organization or recommend any other responsible officer outside the workplace as the foreign observer, Institute can officially organize the examination.
- (b) The concerned student should arrange to have the examination be held under the supervision of a responsible academic or an officer of the country or stay, with prior approval by informing the Institute.
- (c) The students following their graduate studies or training could sit for the examination under their present Supervisor, Director, advisor or any other officer acceptable to the respective Board of Study. The respective officer must be a permanent employee of that university or organization.
- (d) Any student who wishes to sit for a web-based Comprehensive Examination shall discuss his/her examination supervision matter with the respective officer/s and her/her details, should inform to the Institute and the Secretary of the respective Board of Study. The Institute will officially communicate with the officer concerned and get his/her consent prior to the examination. The Institute shall also get his /her observations during the examination, after completion of the oral examination.

If the candidate gets a pass grade, the result will be released only after receiving the confirmation of the responsible overseas on “no exam violation”.

- (e) Regardless of the mode of conducting the examination, a student should not seek any external support or use any reference materials (electronic, printed or any other form) to answer the questions and any such malpractice will be considered as a violation of examination regulations. Such unauthorized acts will make the student liable to be punished under the university by-laws and the examination be cancelled.
- (f) Students who wish to conduct web-based Comprehensive Examination should send their skype address to the Deputy Registrar of the Institute with the application/ request letter.
- (g) Examination may conduct the web-based Comprehensive Examination via skype in presence of the responsible academic or officer of the student of the country he/she stay.
- (h) Those who do not earn a pass mark at the first attempt should apply for the second attempt after two months period of the web-based Comprehensive Examination.

### 18.3 Make-up Examinations

18.3.1 If a student has failed to sit for any examination of a course, a make-up examination may be arranged by the Board of Study with the approval of the Director for the students who have submitted valid reasons supported by the acceptable documentary evidence, after making payment of fees for such examination.

18.3.2 Medical certificates or any other valid documentary evidence (original copies) should be submitted to the Director's office within five days of the missed examination. Acceptance of such medical certificates shall be subject to approval of the Chief Medical Officer of the University of Peradeniya.

18.3.3 If permission is not granted for a make-up examination, the student shall register by making the relevant payment and follow the course at the next available opportunity when the course is offered and pass the examination and such an examination will be considered as a repeat examination with a maximum eligible grade of **"B"**.

18.3.4 A student who fails to sit for an examination on a reason acceptable to the Institute and does not want a makeup examination during the same semester may request **to** complete the requirements for that particular course at the next available opportunity when the course is offered without any charges being levied.

18.3.5 However, if the Board of Study is not in a position to offer the course due to budgetary limitations or unavailability of a suitable lecturer, the student will not be able to re-enroll in order to improve his/her grade and consequently unable to sit for the Comprehensive Examination. Therefore, under the special circumstances only those students who are affected due to non-offering of courses by the Board of Study, could drop that course and pick up another course from the same Board of Study or the Board of Study could arrange a make-up examination for the final examination prior to the lapse of the student's program deadline, to fulfill the credit requirement. However, if the stipulated time period expired, it should be considered differently by the Board

18.3.6 If a student wishes repeat a course to improve the grade which is not offered by the Board of Study in the year the request is made, the student may select another course and the previous unsatisfactory grade should be discarded from the student's academic transcript.

## **18.4 Absence for Comprehensive or Thesis Defence Examination**

18.4.1 Except for any justifiable documentary evidence or on medical grounds supported by a valid medical certificate, 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.

## **18.5 Incomplete Grades**

18. 5.1 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 **“I”** (Incomplete) 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, unlike the case of a repeat examination, on successful completion of the course, he/she will be given the actual grade obtained by him/her for that course.

## **19. EXAMINATION PROCEDURE, OFFENCES AND PUNISHMENTS**

19.1.1 The regulations for Examination Procedure, Offences and Punishments of the Institute are based on the Regulation for Examination Procedure, Offences and Punishments No. 1 of 2008 of the University of Peradeniya.  
(Annexure 1)

19.1. 2 The student who are registered for postgraduate examinations of the institute shall acquaint themselves with the above regulations by obtaining a copy of the above document from the Deputy Registrar of the Institute.

19.1.3 Any such acts of offences detected by an examiner or an invigilator shall be reported to the Course Coordinator/Chairman Board of Study and inform the Director who is the disciplinary authority for the Institute.

19.1.4 The Director shall be guided by the Regulation for Examination Procedure, Offences and Punishments of the University and make a recommendation to the Board of Management with regard to the offence and punishment. Any student found guilty of any form of offence and any such punishment imposed on him, shall have an opportunity for one appeal to the Board of Management/University.

## **PART 20: FINAL SUBMISSION OF THESIS/DESSERTATION**

20.1 If the thesis is acceptable, the panel of examiners shall place their signature on the title page of the thesis.

20.2 Once the Examination Committee has accepted the thesis, the student should submit one unbound copy of the thesis to the Institute to verify whether the thesis conforms to all prescribed formatting guidelines.

20.3 The student is required to include a **DECLARATION PAGE** in the thesis of which the format is available in the Office of Director as given below;

*“ I ..... (Name of student) do hereby by declare that the work reported in this thesis was exclusively carried by me under the supervision of..... (Name of supervisors).*

*It describes the results of my own independent research except where due reference has been made in the text. No part of this thesis has been submitted earlier or concurrently for the same or any other degree.*

Certified by Supervisors

Signature of Director of the Institute

(See: The Instructions for preparation of M.Phil and Ph.D Thesis, Postgraduate Institute of Agriculture (2021)

20.4 Upon receiving approval of the Institute for binding, two bound copies of the thesis and one soft copy (in PDF format) shall be submitted by the candidate to the Institute within the stipulated time period of the degree program. One copy shall become the property of the Institute and the copy with original signatures of examiners and supervisors shall be returned to the student.

20.5 The date of submission of the bound copies to the institute shall be the effective date of the research degree.

20.6 A bound thesis submitted after the expiry of 90 days from the date of acceptance of the thesis by the examiners shall not be accepted.

20.7 The colour of the cover page of the thesis shall be Green.



## **PART 21: EFFECTIVE DATE OF THE POSTGRADUATE DIPLOMA/DEGREE PROGRAMS**

21.1 The effective date of completion of above degree programs shall be as follows:

2.1.1 Postgraduate Diploma	1. Date of completion of all the requirements of the Postgraduate Diploma program.
	2. Date of the second Comprehensive Examination of a M.Sc. candidate who failed at both attempts of the M.Sc. Comprehensive Examination and subsequently requested a PG Diploma.
	3. Date of the request of PG Diploma by an M.Sc. candidate who have successfully completed the course work component of the M.Sc. Degree Program with a minimum FGPA of 2.75.
	4. Date of the request by an M.Sc. candidate who require an early exit having completed 25 credits in the relevant course work component with a minimum FGPA of 2.75. (in case only 20 credits have been completed with a minimum FGPA of 2.75, a PG certificate can be requested)
2.1.2 M.Sc. & MBA (Course Work Only)	Date of successful completion of the Comprehensive Examination
2.1.3 M.Sc./MBA (Course Work & Research)	Date of submission of the bound copy of thesis to PGIA having passed the Thesis Defence Examination and completed all relevant thesis requirements.
2.1.4 M.Phil./DBA/Ph.D.	

## **PART 22: GRADUATION**

22.1 With the approval of the Board of Management of the institute, the Director shall send the names and relevant details of all candidates who have successfully completed their study programs for the approval of the Senate of University of Peradeniya.

22.2 The degrees will be awarded by the University Senate and shall be effective from the dates prescribed in this Bylaws (Section : 17.3.2 Effective Date of the Degree programs).

21.3 A student who has been successful at the postgraduate degree / diploma programs may obtain provisional certificate of results from the Institute.

22.4 The printed certificates of degrees shall be awarded at the General Convocation as recommended by the Senate and Council of the University of Peradeniya

22.5 The printed certificates of postgraduate diplomas shall be awarded at a ceremony organized by the Institute.

22.6 Every student who has satisfied the prescribed requirements for award of a degree shall submit his/her application for participation at the General Convocation held annually by the University of Peradeniya. The degrees of those who do not wish to participate at the General Convocation shall be conferred *in absentia*.

## **PART 23 : STUDENT SOCIETIES AND ALUMNI ASSOCIATION**

### **23.1 Student Societies**

The institute promotes the formation of student societies to enhance interaction and harmony among students, staff and other employees. These societies may be formed at different levels; General Student Society with membership open for all registered students of the institute, Board of Study level Societies and Program level societies with restricted membership to the Boards and programs.

23.1.1 The broad objectives of these societies shall be to safeguard student rights and interests, undertake and organize academic and social events; conferences, workshops and seminars with stakeholders and contribute to the development of the Institute.

23.1.2 The formation of these societies and each events organized by them shall require the written approval of the Director of the Institute. All events/programs organized by student societies shall be subjected to the general guidelines, direction and rules and regulation of the Institute and the university and shall require prior written approval of the Director of the Institute.

### **23.2 Alumni Association**

23.1 The Alumni Association of the Institute shall be formed to promote the interests of alumni of the Institute in order to undertake various events to enhance the interaction among alumni, current students and staff of the Institute. The Alumni Association links the Institute with the industry and the community and contributes to the development activities of the Institute.

23.2 The membership of the Alumni Association is open to all those who have obtained a postgraduate qualification from the Institute.

## **PART 24. INTERPRETATION AND AMENDMENTS OF THE BYLAWS**

24.1 Any questions regarding the interpretations of these Bylaws 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.

24.2 Any amendments/additions to these Bylaws shall require the approval of the Board of Management of the institute and the Senate and the Council of the University.

**Annexure 1**  
**REGULATIONS RELATING TO EXAMINATION PROCEDURE,  
OFFENCES & PUNISHMENT FOR EXAMINATIONS CONDUCTED  
UNDER THE SEMESTER – BASED COURSE UNIT SYSTEM**

Regulations made by the Senate of the University of Peradeniya and approved by the council under section 136 read with sections 46 of the Universities Act No. 16 of 1978 as amended by the Universities (Amendment) Act No. of 1985.

Examination of a course/course unit may consist of several assessment components (quizzes, within semester and end-semester examinations, term papers, assignment, etc.)

**Regulations**

These Regulations may be cited as the Examination Procedure, Offences & Punishment Regulation No. 1 of 2008.

**Part I – Examination Procedure**

1. A candidate is expected to be outside the examination hall at least 15 minutes before the commencement of each paper, but shall not enter the hall until he/she is requested to do so by the supervisor.
2. On admission to the hall a candidate shall occupy the seat allotted to him/her and shall not change it except on the specific instruction of the Supervisor.
3. For examination which have duration of one or more hours, a candidate shall not be admitted to the examination hall after the expiry of half an hour from the commencement of the examination. A candidate shall not be allowed to leave the hall unit half an hour has elapsed from the commencement of the examination or during the last 15 minutes of the paper.
4. However, under exceptional circumstances or in cases where the duration of the examination is less than one hour, the supervisor in consultation with the Dean of the Faculty concerned may use his /her discretion in the enforcement of Rule 3.
5. A candidate shall have his/her student record book/student identity card and admission card with him/her in the examination on every occasion he/she
  - Regulation relating to examination procedure, offences and punishments for examinations conducted under the old system, please refer section 31 of the University Calendar 2007/08. Present himself for a paper. His/her

candidature is liable to be cancelled if he/she does not produce the student record book/student identify card and admission card when requested to do so. If he/she fails to bring his/her student record book/student identity card/admission card, he/she shall sign a declaration in respect of the paper for which he/she had not produced the student record book/student identity card and admission card in the form provided for it, and produce the student identity card and admission card to the Registrar/Assistant Registrar within the next three working days. If a candidate loses his/her student record book/student identity card and admission card during the examination period, he/she shall obtain a duplicate of student record book/student identity card and admission card as the case may be from the Registrar or relevant Senior Assistant Registrar/Assistant Registrar for production at the examination hall.

6. A candidate shall not have on his/her person or in his/her clothes or on the admission card, time-table, student record book/student identity card, any notes, signs or formulae, etc., except those items that are permitted. All unauthorized items which a candidate has brought with him/her should be kept at a place indicated by the Supervisor/ Invigilator.
7. A candidate may be required by the supervisor to declare any item in his/her possession or person.
8. No candidate shall copy or attempt to copy from any book or paper or notes or similar material or from the scripts of another candidate. A candidate shall neither help another candidate nor obtain help from another candidate or any other person. A candidate shall not conduct himself/herself so negligently that an opportunity is given to any other candidate to read anything written by him/her or to watch any practical examination performed by him/her. No candidate shall use any other unfair means or obtain or render improper assistance at the examination.
9. If any candidate was found to have copied from another candidate by an examiner at the time of marking, he/she would be treated as having committed a punishable offence.
10. No candidate shall submit a practical book or field book or dissertation/thesis or project study or answer script or assignment which has been prepared wholly or partly by anyone other than the candidate himself/herself. This section, however, does not apply to group projects of students.
11. A candidate shall bring his/her own pens, ink, mathematical instruments, erasers, pencils or any other approved equipment or stationery which he/she

has been instructed to bring. The use of a calculator will be permitted only for papers that contain a rubric to that effect.

12. Examination stationery (i.e., writing paper, graph paper, drawing paper, ledger paper, precis paper, etc.) will be supplied at the examination hall as and when necessary. No sheet of paper or answer book supplied to a candidate may be torn, crumbled, folder or otherwise mutilated. No papers other than those supplied to him/her by the supervisor/Invigilator shall be used by candidates. All material supplied, whether used or unused, shall be left behind on the desk and not removed from the examination hall.
13. Every candidate shall enter his/her Index Number/Registration Number on each answer book and on every continuation paper. He/She shall also enter all necessary particulars as required. A candidate who inserts on script an Index Number other than his/her own is liable to be considered as having attempted to cheat.  
A script that bears no Index Number/Registration Number, or has an Index Number/ Registration Number which cannot be identified, is liable to be rejected. No candidate shall write his/her name or any other identifying mark on the answer script unless otherwise authorized.
14. All calculations and work shall be done only on paper supplied for the examination, and shall be cancelled and attached to the answer script. Such work should not be done on any other material. Any candidate who disregards these instructions runs the risk of being considered as having written notes or outline of answer with the intention of copying.
15. Any answer or part of an answer, which is not to be considered for the purpose of assessment, shall be neatly crossed out. If the same question has been attempted in more than one place the answers that are not to be considered shall be neatly crossed out.
16. Candidates are under the authority of the supervisor and shall assist him/her by carrying out his/her instructions and those of the Invigilator during the examination and immediately before and after it.
17. Every candidate shall conduct himself/herself in the examination hall and its precincts as not to cause disturbance or inconvenience to the supervisor or his/her staff or to other candidates. In entering and leaving the hall, he/she shall conduct himself/herself as quietly as possible. A candidate is liable to be excluded from the examination hall for disorderly conduct.

18. Candidates shall stop work promptly when ordered by the Supervisor/Invigilator to do so.
19. Absolute silence shall be maintained in the examination hall and its precincts. A candidate is not permitted for any reason whatsoever to communicate or to have any dealings with any person other than the Supervisor/Invigilator. The attention of the Supervisor/Invigilator shall be draw by the candidate by raising his/her hand from where he/she is seated.
20. During the course of answering a question paper no candidate shall be permitted to leave the examination hall temporarily. In case of an emergency, the Supervisor/Invigilator may grant him/her permission to do so but the candidate will be under his/her surveillance.
21. No person shall impersonate a candidate at the examination, nor shall any candidate allow himself/herself to be impersonated by another person.
22. Any candidate receiving unauthorized assistance from any person shall be deemed to have committed an examination offence.
23. If circumstances arise while in the opinion of the supervisor render the cancellation or postponement of the examination necessary, he/she shall stop the examination, collect the scripts already written and then report the matter as soon as possible to the Dean of the relevant Faculty.
24. The Supervisor/Invigilator is empowered to require any candidate to make a statement in writing on any matter which may have arisen during the course of the examination and such statement shall be signed by the candidate. No candidate shall refuse to make such a statement or refuses to sign it, the Supervisor/Invigilator shall make his/her own statement and report the matter to the Dean of the relevant Faculty.
25. No candidate shall contact any person other than the Vice-Chancellor, Dean, Head of the Department, the Registrar or the relevant Senior Assistant Registrar regarding any matter concerning the examination.
26. Every candidate shall hand over the answer script personally to the Supervisor/Invigilator or remain in his/her seat until it is collected. On no account shall a candidate hand over his/her answer script to an attendant, a minor employee, or another candidate.
27. Every candidate who registers for course/course unit shall be deemed to have sat the examination of that course/course unit unless he/she withdraws from

the course/course unit within the prescribed period for dropping course/course units. He/she should submit a medical certificate in support of his/her absence, prior to the commencement of the examination. If such a document cannot be submitted before the commencement of the examination, a candidate shall inform of his/her inability to attend the examination to the Dean of the Faculty within a week after the commencement of the examination. The medical certificate shall conform to the Senate Regulations. (See Appendix I.)

28. When a candidate is unable to be present for any part/section of and examination of course/course unit, he/she shall notify or course to be notified this fact to the Dean of the Faculty and relevant Senior Assistant Registrar or Assistant Registrar immediately. This should be conformed in writing with supporting document by registered post within two weeks.
29. A student will be eligible for honours if all requirements for the award of honours are met within the prescribed period for the degree. However, candidate found guilty of and examination offence shall not be eligible for honours.
30. No student shall sit an examination of a course/course unit, if he/she has exhausted the number of attempts that he/she is allowed to sit that particular examination, unless he/she has been granted special permission to do by the Dean of the relevant Faculty.



## **Part II – Examination offences and Punishments**

1. Any candidate who violates Examination Rule 6 shall be deemed guilty of the offence of possession of unauthorized documents/items and his/her candidature for the examination of that semester shall be cancelled and he/she shall be prohibited from sitting any examination of this university for a period varying from 1-5 semesters.
2. Any candidate who violates Examination Rule 8 or 9 shall be deemed guilty of the offence of copying and therefore his/her candidature shall be cancelled from the examination of that semester and he/she, shall be prohibited from sitting any examination of this university for a period of five semesters.
3. Any candidate who violates examination Rule 10 shall be deemed guilty of the offence of having cheated at the examination and his/her candidature for the examination of that semester shall be cancelled and he/she shall be prohibited from sitting any examination of this university for a period varying from 1-9 semesters.
4. Any candidate who is detected removing examination stationary and other material provided for the examination (Rule 12) shall be deemed guilty of an examination offence and his/her candidature for the examinations of that semester shall be cancelled and he/she shall be liable to be prohibited from sitting any examination of the university for a period of three semesters.
5. Any candidate who violate any one or more of the rules in 7,16,17,18,19 and 20 shall be deemed from guilty of the offence of disorderly conduct and his/her candidature shall be cancelled from the examination of that semester and he/she shall be prohibited from sitting any examination of this university for a period of three semesters.
6. Any candidate who violates examination Rule 21 shall be guilty of the offence of impersonation and his/her candidature for the examination of that semester shall be cancelled and he/she shall be prohibited from sitting any examination of this university.
7. Any candidate who violates examination Rule 22 shall be guilty of an examination offence and his/her candidature for the examination of that semester shall be cancelled and he/she shall be prohibited from sitting any examination of this university for a period of 1-5 semesters.
8. Any candidate found aiding and abetting in the commission of any of the above examination offences shall be deemed to have committed that offence and shall be

punished in respect of the offence in accordance with the provisional of the relevant section.

9. Any other offence which is not covered in the above sections alleged to have been committed by a candidate and reported to the relevant authority by a supervisor or examiner shall be inquired into and appropriate action taken.

### **Part III – Procedure Regarding Examination Offences Committed by Candidate**

1. There shall be an Examination Disciplinary Committee of not less than 3 member of whom at least one member is from outside the Faculty, appointed for each case by the Dean of the relevant Faculty to inquire into and make recommendations (including punishments) on examination offences referred to it. Member (s) outside the Faculty shall be selected from a panel of members appointed for this purpose by the Vice-Chancellor.

#### **2. Classification of Offences**

Examination offences may be broadly classified as follows:

- 2.1. Possession of unauthorized document/items
- 2.2. Copying
- 2.3. Cheating
- 2.4. Removal of stationery
- 2.5. Disorderly conduct
- 2.6. Impersonation
- 2.7. Unauthorized assistance
- 2.8. Aiding and abetting in the commission of above offences

#### **3. Punishments**

(As specified in Part II 1 – 9)

#### **4. Procedure**

4.1. In all cases of violation of examination rules detected, the supervisor shall take action as outline below and forward his/her report to the relevant Dean/Senior Assistant Registrar or Assistant Registrar.

4.2. In cases of disorderly conduct in the supervisor shall in the first instance warn the candidate to be of good behavior. Disorderly conduct shall be considered grave, only if such conduct in the opinion of the supervisor is considered as causing a disturbance in the conduct of the examination. Where the candidate persists in unruly or disorderly conduct, the supervisor may exclude the candidate from the examination hall and issue him a letter with a copy to the

relevant Director/Senior Assistant Registrar/Assistant Registrar, cancelling his/her candidature from the examination.

- 4.3. In all cases of examination offences detected, the supervisor shall send a report to the relevant Director along with any material taken into custody. Material taken into custody should be authenticated by placing the signatures of the candidate and the Supervisor/Invigilator and date, time and of detection. A supervisor should give particulars of any incriminating material of which he/she cannot take possession. The Supervisor's report should be countersigned by one of the Invigilators.
- 4.4. The Dean after preliminary inquiry shall place all reports of examination offences submitted by supervisors for action of the relevant Examination Disciplinary committee for further action.
- 4.5. Supervisor, Examiner, Head of Department or any other official of the University who detects an examination offence shall report the matter in writing to the relevant Dean, who shall after preliminary inquiry submit his/her findings to the relevant Examination Disciplinary Committee for further action.
- 4.6. Any allegations regarding the commission of examination offences from whosoever received shall be submitted by the Dean after preliminary inquiry to the relevant Examination Disciplinary Committee for further action.

## **5. The Decision**

- 5.1. The punishment recommended by the Examination Disciplinary Committee shall be submitted to the relevant Faculty Board of a decision and the decision shall be reported to the Senate for ratification.

Senior Assistant Registrar/Assistant Registrar of the relevant Faculty shall be the Convener/Secretary of the inquiring committee on examination offences.

## **6. Appeals Board**

- 6.1. There shall be an Appeals Board, consisting of three members, appointed by the Vice-Chancellor to consider appeals regarding the decision referred to in 5.1 above. Any student on whom a punishment has been imposed may, within a period of two weeks from the date of communication to him/her of such punishment, appeal against such punishment to the Vice-Chancellor.

- 6.2. The appeals Committee shall have the power to review the decision referred to in 5.1 regarding the punishment imposed and affirm, vary as deem necessary or set aside the decision regarding the punishment.

## **7. Postgraduate Institutes**

- 7.1. In the case of post graduate Institute, the functions of the Dean and Faculty Board with regard to these regulations shall be performed respectively by the Director and the Coordinating Committee of the relevant Institute.

### **Appendix 1 – Procedure Approved by the University of Peradeniya for the Acceptance of Medical Certificates Submitted by Students for Work and Examinations**

1. Students are requested to support the absence from course work or examination due to illness by a medical certificate conforming to the format of a medical certificate issued by a government hospital. Such medical certificate should be obtained from the following persons:
  - University Medical Officer (UMO)
  - District Medical Officer
  - Consultant Specialist in the particular field
  - Head of a Government of a Provincial Ayurvedic Government Hospital
  - Ayurvedic Physician registered in the Council

Under exceptional circumstances, medical certificates issued by private hospitals or registered private practitioners could be considered by the University Medical Board.

2. Student who falls ill during sessions or examination time should contact the University Medical Officer at the University Health Centre immediately.

If a student falls sick at home or elsewhere during session or examination time he/she or his/her guardian should inform the Dean of the respective Faculty within seven(7) days by telegram/fax/e-mail followed by a letter indicating the nature of the illness and the name of the attending doctor, etc. A medical certificate supporting the illness of the student also should be sent to the Dean.

Under Exceptional circumstances if a student was not able to meet deadline mentioned above, he/she could send his/her appeal to the relevant Faculty Board.

The Director on receipt of such medical certificate/s should follow the following procedure:

- i. In case of Western Medical Certificates submitted by students to cover absence from course work or examination.