



**POSTGRADUATE INSTITUTE OF AGRICULTURE
UNIVERSITY OF PERADENIYA**

GUIDELINES FOR SUPERVISION OF POSTGRADUATE RESEARCH DEGREES

Introduction

Supervision is a cornerstone of postgraduate research training. Supervisors must model excellence, integrity, professionalism, and mutual respect, thereby creating a research culture rooted in ethical conduct and academic rigor. In parallel, postgraduate students are expected to commit to their research responsibilities with integrity, diligence, and professionalism.

1. Responsibilities of the Institute

- 1.1. Assess applicants' eligibility and intellectual preparedness for research programs in consultation with the relevant Board of Study.
- 1.2. Appoint an interim supervisor to guide the student in preparing a comprehensive research proposal.
- 1.3. Upon approval of the proposal, recommend the formation of a Supervisory Committee comprising at least two members—one serving as Senior Supervisor and the other as Co-supervisor—subject to the endorsement of the Board of Management, the Senate, and the Council.
- 1.4. Include external experts in the Supervisory Committee when the student is affiliated with another institution or organization.
- 1.5. Provide all research students with the applicable regulations and guidelines, including the Student Handbook, Prospectus, and relevant by-laws, at the beginning of the program.
- 1.6. Ensure that progress review meetings are conducted biannually in accordance with the PGIA Academic Calendar.
- 1.7. Ensure the availability and engagement of supervisors for the full duration of the student's program.

2. Guidelines for the Selection of Supervisors

- 2.1. Supervisors must be academically qualified, competent, and active in the proposed research area.
- 2.2. At least one supervisor must be a member of the Faculty Board of Agriculture and part of the relevant teaching panel.

- 2.3. Supervisors should hold a research degree equivalent to or higher than the degree sought. Exceptionally, individuals without such a degree may qualify based on a strong track record of quality publications and citations in indexed journals.

3. Responsibilities of Supervisors

Supervisors are key to guiding students through all stages of research. They must:

- 3.1. Uphold professional ethics, objectivity, and maintain appropriate supervisory relationships.
- 3.2. Guide students in selecting a viable research topic, preparing a proposal using the PGIA template, and obtaining necessary approvals.
- 3.3. Facilitate respectful, inclusive, and productive supervisory interactions.
- 3.4. Ensure research is conducted using appropriate methodologies as approved in the proposal.
- 3.5. Encourage engagement with literature, seminars, expert consultations, and other professional development opportunities.
- 3.6. Recommend supplementary coursework to bridge knowledge gaps.
- 3.7. Hold scheduled meetings—monthly in the first year, and at least once every three months thereafter—to monitor progress and encourage independent research capacity.
- 3.8. Document and monitor progress, guiding corrections and adjustments where necessary.
- 3.9. Ensure submission of progress reports every six months using the “PGIA Progress Report Format.”
- 3.10. Inform the Board of Study of any significant challenges affecting supervision.
- 3.11. Make suitable interim supervisory arrangements during periods of absence; for absences longer than three months, request appointment of a replacement by the Board of Study.
- 3.12. Encourage students to publish research findings and fulfill the publication requirement prior to thesis submission.
- 3.13. Ensure students follow ethical research practices and obtain necessary ethical and institutional approvals.
- 3.14. Support dissemination of research findings through presentations and publications, helping students build confidence and communication skills.
- 3.15. Instruct students on thesis preparation and ensure timely submission according to the “Instructions for Preparation of M.Sc./M.Phil./Ph.D. Theses.”

Note: Co-supervisors provide complementary expertise and assist the main supervisor. Their responsibilities should be defined in the student’s PhD plan.

4. Responsibilities of Postgraduate Students

Research students are responsible for maintaining high standards of professionalism, actively engaging with their supervisors, and adhering to all institutional guidelines. Students are expected to:

- 4.1. Obtain and familiarize themselves with the “Guidelines for Supervision of Postgraduate Research” and all related institutional policies at registration.
- 4.2. Develop a robust and innovative research proposal in consultation with the interim supervisor.

- 4.3. Present the proposal to the Board of Study and secure ethical clearance, where applicable.
- 4.4. Uphold ethical standards throughout the research process.
- 4.5. Understand available institutional facilities and use them responsibly.
- 4.6. Maintain professional relationships with supervisors, academic staff, and fellow students.
- 4.7. Submit all required progress reports and documents on time.
- 4.8. Participate in seminars, workshops, and conferences; disseminate findings through peer-reviewed publications.
- 4.9. Fulfill all academic requirements, including thesis submission within the stipulated period.
- 4.10. Attend Research Progress Review Meetings as scheduled by the Board of Study.