Dates of Approvals: 09th November, 2022 (approved at the 13th IQAC-PGIS)
                      10th December, 2022 (approved at the 170th BoM)

SOP number: UoP SOP-PGIS-001

Faculty/Department/Division/Centre/Unit/Other: Postgraduate Institute of Science (PGIS)

Effective Date:

Maximum time required for the procedure: ……………………….. (D/W/M)

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1. **Title**: **Procedure for Application, Admission and Registration for Postgraduate Study Programmes**

2. **Purpose**: To describe the procedure to be followed in application, admission and registration in line with postgraduate study programmes for appropriate authorities of the PGIS

3. **Scope:** This SOP outlines the procedure to be followed in application, admission and registration in line with postgraduate study programmes for appropriate authorities of PGIS, under the university policies on 'Revised Policy Decision on Deferment of Registration and Leave of Absence for Registered Students' (UoP-P-001), Policy on 'Students with Disabilities (SWDs) (UoP-P-007)', Policy on 'Conflict of Interest (UoP-P-008)'Policy of 'Internationalization at University of Peradeniya (UoP-P-011)'and Policy on 'Postgraduate Studies and Research (drafted)'and the PGIS purview on Credit Transfer (*as the university policy on Credit Transfer to be submitted to the Senate*).

4. **Overall Responsibility – Monitoring the SOP:** Director, BOS-PGIS, CC-PGIS, BOM-PGIS

   a. **Overall Responsibility – Implementing the SOP: Registration branch, Accounts branch, BOS-PGIS, Assistant Registrar, Director**

   b. **Name:** ………………………. N/A……………………………………....

   Contact No:…………………….
   Ext No: Registration Branch/Accounts Branch/ Assistant Registrar/Director

   c. **Designation:**…………………….. Director, Assistant Registrar ………………

5. **The Procedure:**

Part 1: Procedure for Application, Admission for Postgraduate Study Programmes

Step/Activity	Responsibility
1. NEW APPLICATION & ADMISSION	
I) MS/M.Sc. PROGRAMME (SLQF level 9/10) *(Masters/ Master of Science)* 1. The Director/PGIS decide the postgraduate degree programmes to be advertised for a particular academic year.	Director
2. The recommendation of the BOS, CCM and the approval of the BOM are obtained in this regard.	BOS, CC, BOM
3. The applications for taught MS/M.Sc. courses are called by public advertisement. Publicity for annual intake is widely advertised in electronic and printed media and in the Institutes' website www.pgis.pdn.ac.lk .	Senior Lecturer Assistant Registrar Administration Branch

4. Application forms and course contents of the programme/s can be downloaded from the website: www.pgis.lk. The completed-application forms should be submitted/posted with a processing fee of Rs. 2000/- to the Assistant Registrar, Postgraduate Institute of Science, University of Peradeniya, Peradeniya. Please write 'Masters Degree Application' on the top left-hand corner of the envelope. Mode of Payment of Processing Fee (Rs. 2000/-): - Through Online Payment Gateway: Follow the link https://ipg.pgis.lk (Please write the 'Order ID' displayed on the Payment Receipt Page upon successful payment). - By cash: Accepted only at the shroff counter of the PGIS.	Assistant Registrar Administration Branch Electronic Engineer

5. The Applications can be Online application can be submitted along with scanned 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
 	
    - Any other documents relating to the application.
 	
The same documents listed above shall be attached to the paper based applications.
	Assistant Registrar
	Administration Branch
	Management Assistant

6. The applicant must request their academic referees to fill the two referee report forms provided in the PGIS website and submit them to the Institute directly in a sealed envelope.	Assistant Registrar Administration Branch Management Assistant
7. The applicant must make arrangements to send their official academic transcripts directly to the Assistant Registrar of the Institute from their relevant universities/institutes certified by a responsible officer.	Assistant Registrar Administration Branch Management Assistant
8. New applications are accepted until prescribed deadline. If the received number of applications is less than the minimum number to conduct the respective MS/M.Sc. programme the deadline is further extended. The applications are short listed and send to the Programme Coordinator for scrutinizing and select	Assistant Registrar Administration Branch Management Assistant

eligible candidates for the Aptitude Test/Interview.	
9. The eligible applicants 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. However, the Board of Study has the authority to select students irrespective of the aptitude test results based on the demand for the programme.??	Assistant Registrar Administration Branch BOS
10. The applicants need to appear for an interview to consider eligibility for admission. After the Interview the selected applicants list is provided to the PGIS with the signature of the Interview Panel.	BOS
11. The appropriate Board of Study shall recommend a program of study with respect to each applicant selected for admission to the Institute.	BOS
12. The selected list is displayed in the PGIS website. Registration letter is sent with the programme fee. The student should declare to the PGIS if any members of the family or relations are in the administration of the Institute (Conflict of interest form)	Assistant Registrar Administration Branch Electronic Engineer Management Assistant
II) M.Phil. / Ph.D. PROGRAMMES (SLQF level 11/12) *(Master of Philosophy / Doctor of Philosophy)*	
1. Duly completed application form should be forwarded to the Assistant Registrar of the PGIS. (Application forms can be downloaded from the PGIS website. Applications are entertained from prospective students by the PGIS throughout the year.)-Annexure I-Application	Assistant Registrar Registration Branch
2. Only applications complete with relevant documents will be processed. The application processing fee (Rs. 2000/-) should be paid at the time of submission of the application and submit with the copy of the receipt.	Assistant Registrar Administration Branch

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Step/Activity	Responsibility
3. All research students (M.Phil. Ph.D.) must submit a Project Proposal on their intended research along with the application.	Administration Branch Management Assistant
4. The applications will be evaluated by the relevant Board of Study. • Send for reviewing • Holding proposal presentations	BOS
5. Submit the application to the CCM, BOM for approval.	CC, BOM
6. If approved, send the letter to the student for registration.	Assistant Registrar Administration Branch

Part 2: Procedure for Registration for Postgraduate Study Programmes

Step/Activity	Responsibility
REGISTRATION	
I) MS./M.Sc. PROGRAMME (SLQF level 9/10) *(Masters of Science/ Master of Science)* 1. Letters are sent to selected candidates for the registration.	Assistant Registrar Administration Branch Management Assistant

2. Once admitted to the institute, the applicant is required to register for the program of study by paying the relevant fees. The types of fees payable may include the following:
    (a) Programme fee
    (b) Registration fee
    (c) Library deposit (Refundable)
    (e) Nonrefundable library fee
    (f) Medical Fee
    (h) Science Deposit (Refundable)
    (f) Any other fee/s as approved by the Board of Management
	Assistant Registrar
	Administration Branch
	Management Assistant

3. Fee structure for registration for Local and International Students can be obtained from the course contents of the respective M.Sc. programme in the PGIS website.	
4. A student who is registered for a postgraduate programme in the PGIS is not permitted to register concurrently for another postgraduate programme at the PGIS.	Assistant Registrar Administration Branch Management Assistant
5. Student Identity Card will be issued after completion of registration requirements.	Assistant Registrar Administration Branch Management Assistant
6. The personal files are prepared for each student and are sorted according to the registration numbers.	Assistant Registrar Administration Branch Management Assistant
7. The Director shall organize a inauguration ceremony and an orientation program at the beginning of every academic year for new students.	Director Assistant Registrar Administration Branch Audio visual Technical Officer
8. The class roles of the newly enrolled students are prepared and send to the respective Coordinators.	Programme Coordianator

Withdrawal and Re-registration to the Programs	
1 Students who have not completed the Degree withing 5 years of time will be dropped from the database after informing the BoS and CC, and sending them the deadlines and reminders in advance	Director BOS CC Assistant Registrar Management Assistant
2 Any student who wishes to withdraw his /her registration shall request in written to the Director of the institute.	Director Assistant Registrar Administration Branch
3 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 next available academic year.	Assistant Registrar Administration Branch Management Assistant
4 Any student who could not complete their degree programme within the stipulated time period, can join the programme as a fresh student. They will not be provided credit transfer or a discount of course fee.	Assistant Registrar Administration Branch Management Assistant
Upgrade from M.Sc. to M.Phil After six months, the M.Sc. candidate shall present the progress of the M.Sc. research, which shall be reviewed by an examination panel appointed by the relevant Board of Study. The Panel may recommend, based on the progress of research, to upgrade the registration to M.Phil. degree. The upgrade from M.Sc. to M.Phil. is only possible under the recommendation of the M.Sc. Mid-Term Progress Review examination panel.	BOS
If the candidate and the supervisor(s) wish to proceed with the upgrade, the completed application for upgrade should be submitted within one month from the date of the Mid-Term Progress Review. The student must submit a Synopsis on their intended research along with the	Assistant Registrar Administration Branch Management Assistant

application. The application processing fee (Rs. 2000/-) should be paid at the time of submission of the application and submit with the copy of the receipt.	
4. The applications will be evaluated by the relevant Board of Study and submit the application to the BoS, CCM, for approval.	BOS CC,
If approved, send the letter to the student for registration for the upgrade.	Assistant Registrar Administration Branch Management Assistant
II) M.Phil. / Ph.D. PROGRAMMES (SLQF level 11/12) ***(Master of Philosophy / Doctor of Philosophy)*** 1. Letters are sent to selected candidates for the registration.	Assistant Registrar Administration Branch Management Assistant
2. Fee structure for registration for local and international students can be obtained from the PGIS website.	
3. The student should declare to the PGIS if any members of the family or relations are in the administration of the Institute, Panel of Teachers, or Examiners.	Assistant Registrar Administration Branch Management Assistant
Upgrade from M.Phil. to Ph.D. 1. After lapsing one year of research the student shall prepare a self-evaluation report in which he/she shall describe the overall research plan, progress made so far, 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.	BOS

2. 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 report and following a *viva voce*, shall make an evaluation. The student has to make a presentation before a panel appointed by the CC.	Director BOS CC
3. If recommended to Ph.D. upgrade, the student will be informed with the approval of the Coordinating Committee.	Assistant Registrar Administration Branch Management Assistant

Abbreviations: *SOP, Standard Operating Procedures; PGI, Postgraduate Institute; UGC, University Grants Commission; BoS, Board of Study; CC, Coordination Committee; BOM, Board of Management; AR, Assistant Registrar.*

References:

- PGIS (Amendment) Ordinance No. 9 of 1979
- PGIS Student Hand Book 2020

University policies:
- 'Revised Policy Decision on Deferment of Registration and Leave of Absence for Registered Students' (UoP-P-001)
- Policy on 'Students with Disabilities (SWDs) (UoP-P-007)',
- Policy on 'Conflict of Interest (UoP-P-008)
- Policy of 'Internalization at University of Peradeniya (UoP-P-011)'
- Policy on 'Postgraduate Studies and Research'
- PGIS purview on Credit Transfer

6. **A note on Special Circumstances (by the officer responsible for implementing the SOP):**

Name of the SOP: ……………………………………………………………………………….

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Notes for further enhancing the efficiency (by the officer responsible):

Any additional template/SOPs to be developed under/in relation to this for further enhancing the efficiency:

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Difficulties experienced and suggested solutions:

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Declaration by the Monitoring Responsibility

This SOP was reviewed on …………………………… and observed to be adequate and acceptable/ or following revisions are suggested

    a. ……………………………………………………………………………………………

    b. ……………………………………………………………………………………………

    c. ……………………………………………………………………………………………

Date:……………………………….. Signature: …………………………………………………

Designation: ………………………………….

, The SOP shall be reviewed using the information on this page every two years, and for that, this page shall be returned to CMD, UoP