

Dates of Approvals: 16th February, 2024 (Approved at the 20th IQAC-PGIS)
24th February , 2024 (Approved at the 177th BoM)

POSTGRADUATE INSTITUTE OF SCIENCE

University of Peradeniya, Sri Lanka



M.Phil./ Ph.D. PROGRAMME GUIDE

(Effective from)



Contents

1. Classification of M.Phil. and Ph.D. Students	03
2. Programme Structure	04
2.1. Graduate Profile.....	04
2.2. Graduate Attributes.....	05
2.3. Programme Learning Outcomes.....	06
2.4. Process Flowchart.....	07
2.5. Duration of M.Phil./Ph.D. Study.....	08
2.5.1. Duration of the M.Phil. Degree.....	08
2.5.2. Duration of the Ph.D. Degree.....	08
3. Admission Requirements	09
3.1. Overall Progression Pathways within Sri Lanka Qualifications Framework.....	09
3.2. Admission Requirements for M.Phil. Degree Programme.....	10
3.3. Admission Requirements for Ph.D. Programme.....	10
4. Application Procedure	11
5. Processing of Applications	12
6. Registration Process and Related Matters	12
6.1. Date of Registration.....	12
6.2. Continuation of Registration.....	12
6.3. Concurrent Registration.....	12
6.4. Withdrawal from a Programme.....	13
6.5. Readmission.....	13
6.6. Amendments to Registration.....	13
6.7. Postponement of Registration.....	13
6.8. Cancellation of Registration.....	13
6.9. Leave of Absence from the Programme.....	14
6.10. Registration for Examinations.....	14
7. Requirements for the Completion of Degree	15
7.1. Research Proposal.....	15
7.2. Course Work.....	15
7.2.1. Course Work Requirements.....	15
7.3. Research Work.....	16
7.3.1. Research Work Requirements.....	16
7.3.2. Research Work and Supervisors.....	16
7.3.3. Guidelines on Conduct of Research.....	16
7.3.3.1. Half-yearly Progress Review of Research Work.....	16

7.3.3.2.	Initial Submission of Thesis.....	17
7.3.3.3.	Thesis Defense	17
7.3.3.4.	Final Submission of Thesis.....	18
7.3.4.	Publication Requirement.....	18
7.3.5.	Resolving Conflicts.....	19
8.	<u>Evaluation of M.Phil./Ph.D. Degree Programmes</u>	19
8.1.	Research Proposal Evaluation.....	19
8.2.	Course Work Evaluation.....	20
8.3.	Research Work Evaluation.....	21
8.3.1.	Progress Review Seminar.....	21
8.3.2.	Thesis Evaluation.....	22
8.3.3.	Thesis Defense Examination.....	23
9.	<u>Upgrade from a Lower SOLF Level to a Higher SLQF Level</u>	24
9.1.	Transfer from M.Sc to M.Phil.....	24
9.2.	Transfer from M.Phil. to Ph.D.....	25
10.	<u>Requirements for the Award of the M.Phil./Ph.D. Degree</u>	25
10.1.	Award of the M.Phil. Degree.....	25
10.2.	Award of the Ph.D. Degree.....	26
11.	<u>Criteria for the Effective Date of the M.Phil./Ph.D. Degree</u>	26
12.	<u>Release of M.Phil./Ph.D. Results</u>	28
13.	<u>Transcripts and Academic Dress</u>	28
13.1.	Transcripts.....	28
13.2.	Academic Dress.....	28
14.	<u>Regulations for Conducting Examinations</u>	29
14.1.	General Rules for Course Work Examinations (in-person).....	29
14.2.	Guidelines for Remote/Online Examinations.....	32
14.3.	Examination Offenses.....	35
14.4.	The procedure of reporting and Inquiry of Examination Offence/ Offences.....	38
14.5.	Punishment for Examination Offenses.....	39
14.6.	Imposing Punishment/s and Appealing against Punishments.....	42
14.7.	Definitions and Interpretations.....	43
14.8.	Monitoring the Examinations Process.....	46
14.9.	Related Acts, Policies, Rules, Regulations and Key Circulars.....	46
	<u>Annexures</u>	48

M.Phil./ Ph.D. PROGRAMME GUIDE

The PGIS offers postgraduate research study programmes leading to the Degrees of Master of Philosophy (M.Phil.) at SLQF level 11, and Doctor of Philosophy (Ph.D.) at SLQF level 12, which involve research in selected areas of study. A candidate may register for an M.Phil./Ph.D. study programme in a chosen field of study with the approval of the relevant Board of Study.

1. Classification of M.Phil. and Ph.D. Students

A student registering for a M.Phil/Ph.D. study programme in the PGIS shall be required to pursue his/her studies at a University, research institute, or any other recognized institution under the guidance of a supervisor/s appointed by the PGIS.

Full-time and part-time students

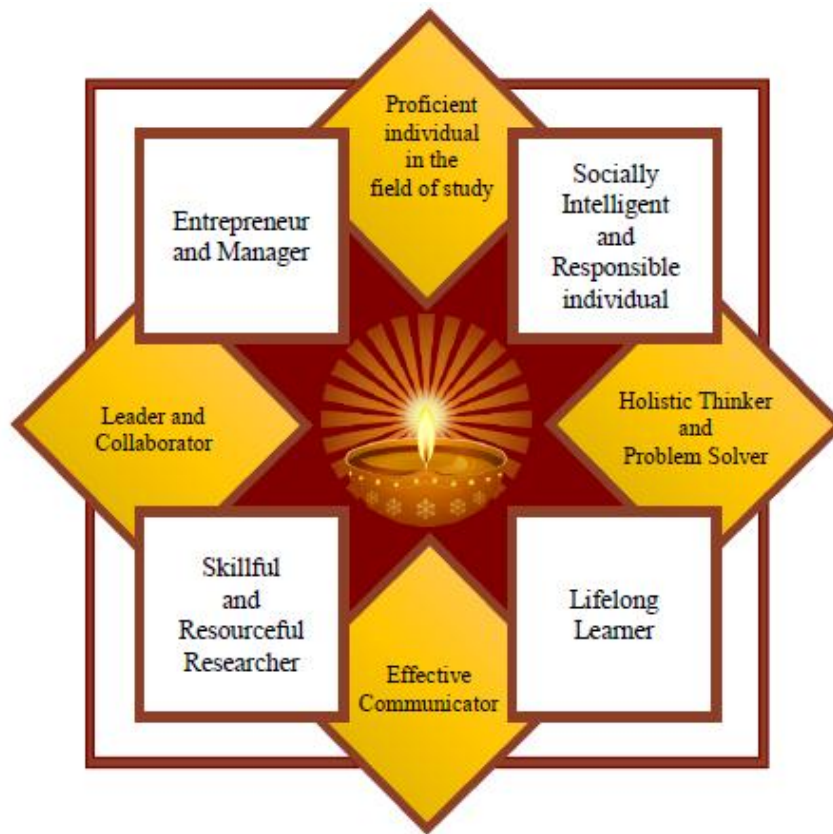
A **full-time student** shall be a person duly registered for an M.Phil./Ph.D. study programme and engaged in research and related activities at least during the regular working hours of the week. According to SLQF guidelines, a full-time research student should spend 3000 notional hours¹ per year for research and related activities. Therefore, those employed are required to obtain leave of absence from their workplaces to be eligible for registration under this category. Those who are unable to fulfill the above requirement are advised to register as part-time students.

A **part-time student** shall be a person duly registered for an M.Phil./Ph.D. degree programme who should spend at least 1500 notional hours per year on research and related activities.

¹ Notional learning hours include direct contact hours with teachers and trainers, time spent in self learning, preparation for assignments, carrying out assignments and assessments.

2. Programme Structure

2.1. Graduate profile



Postgraduate institute of science (PGIS) graduate is symbolized by the oil lamp and the qualities of a graduate through its radiant flame, illuminating knowledge, perseverance, and enlightenment in their journey of education.

- **Illumination:** Just like an oil lamp casts light in darkness, a graduate enlightens others with their acquired knowledge and expertise.
- **Rays:** The rays of the oil lamp represent the graduate's ability to shine and spread their knowledge and skills to others, through their work, communication, and leadership.
- **Endurance:** Similar to how an oil lamp burns steadily, a graduate demonstrates resilience, determination, and the ability to persevere through challenges.
- **Light:** The light of the oil lamp represent the graduate's impact on the world, through their contributions, innovations, and positive influence on others.
- **Guidance:** Just as an oil lamp provides guidance in the dark, a graduate serves as a beacon of inspiration, guiding and mentoring others in their pursuit of success.

The Yellow boxes represent the bright and positive attitude of the graduate, while the white boxes represent their ethical and moral values. Together, these features make the graduate a well-rounded and responsible professional, who contributes to society and makes a positive impact on the world.

Maroon color box around to represent the affiliation of the graduate with the mother university (University of Peradeniya), which is the institution that has recognized and supported the postgraduate institute where the graduate has completed their advanced studies. The use of maroon color signifies the strong connection and appreciation that the graduate has for the mother university, and acknowledges the pivotal role that the university has played in enabling their academic and professional growth.

2.2. Graduate attributes

Graduate attributes are designed in-line with the Sri Lanka Qualifications Framework (SLQF).

Attributes of M.Phil. degree holders

- Demonstrate critical awareness of current issues in the subject area and apply techniques relevant to professional practice.
- Ability to carry out independent research to develop knowledge in the relevant area of study.
- Make judgment on complex and controversial issues in the area of expertise and communicate ideas and conclusions clearly and competently.
- Demonstrate self-direction and originality in tracking and solving problems.

Attributes of Ph.D. degree holders

- Provide evidence for generating new knowledge by publications.
- Design and carry out independent research to develop new knowledge in the relevant study area.
- Train graduate students in research methodology, and supervise and evaluate research carried out in the field of specialization.
- Demonstrate critical awareness of current, complex and controversial issues in the subject area. Analyse and apply techniques relevant to professional practice.
- Make judgments on complex issues in specific fields and communicate ideas, views and conclusions clearly and effectively.

- Exercise personal judgment and responsibility even in unpredictable situations in the professional environment.

2.3. Programme learning outcomes

The PGIS has adopted SLQF to set out the programme learning outcomes.

M.Phil. degree programme

- Enhance research and methodology skills by critically analyzing specialized research
- Efficiently apply practical skills in problem-solving.
- Publish and communicate findings effectively to diverse audiences.
- Demonstrate leadership in teamwork across professional and academic contexts.
- Conduct scientific hypothesis testing with self-direction and originality.
- Guide and supervise research and make effective decisions.
- Excel in transferable skills and information literacy for data management.
- Adapt to changing environments with strategic judgment, positive attitudes, and a sense of social responsibility.
- Set long-term goals in personal and societal contexts.
- Pursue continuous professional development through independent learning.

Ph.D. degree programme

- Contribute to research, exhibit critical reading and analytical skills, and master specialized knowledge by proficiently employing research techniques.
- Disseminate findings effectively to diverse audiences through publications and presentations.
- Show responsibility and leadership in various professional and academic settings.
- Conceive, design, and execute projects, make informed judgments, and provide creative insights for complex issues.
- Supervise and guide original research with autonomy and initiative.
- Proficient in transferable skills, information literacy, and adept at organizing and processing data.
- Lead teams, foster social and professional engagement, and promote collaborative

research.

- Strategically adapt to changing environments by demonstrating positive attitudes with a strong sense of social responsibility.
- Set long-term goals in personal and societal contexts.
- Pursue continuous professional development through independent and collective learning for innovative problem-solving.

2.4. Process flowchart

The process flowchart for the completion of degrees is illustrated in **Figure 1**. Please refer Sections 7 and 8 for details.

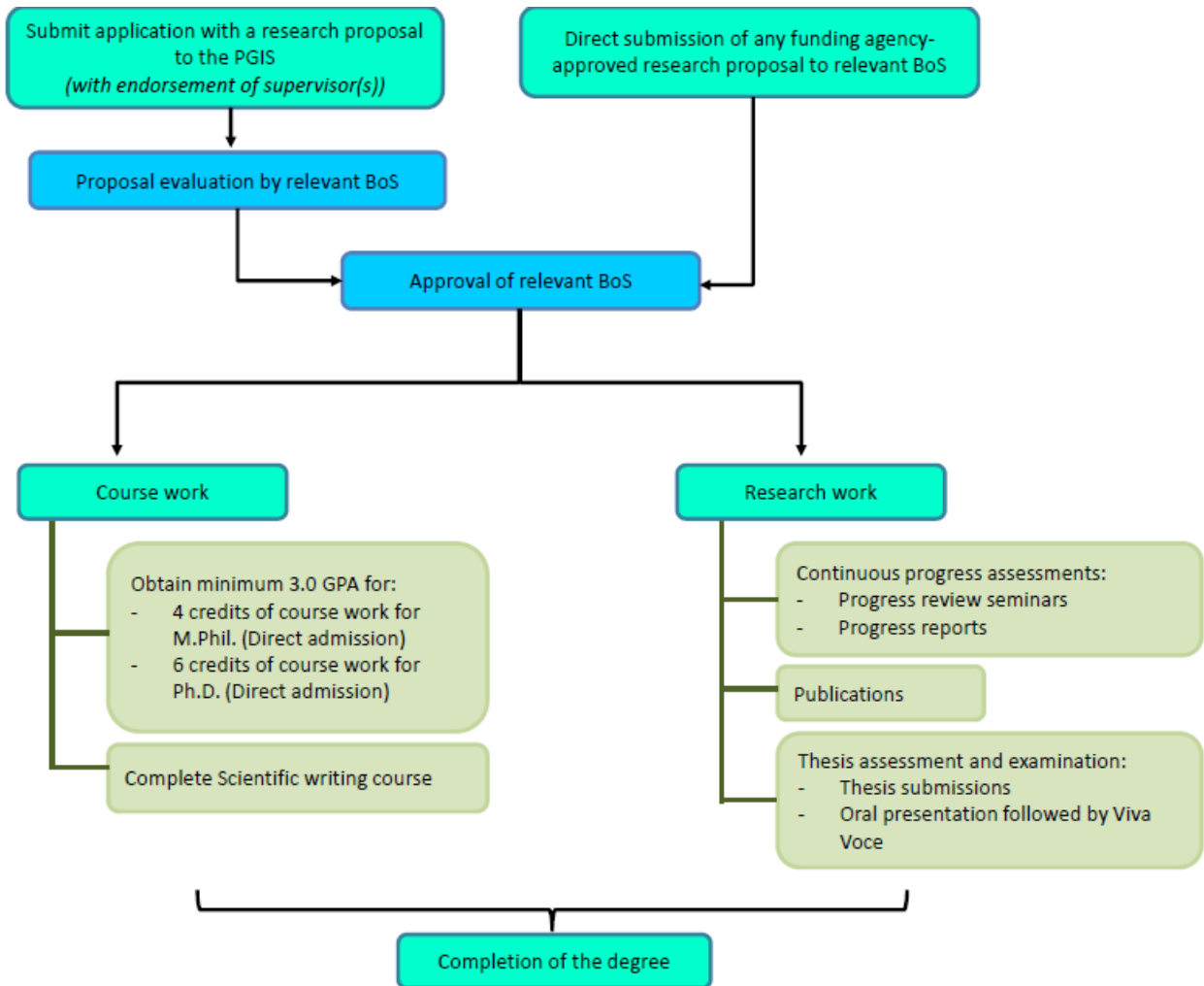


Figure 1: Process flowchart for the completion of degrees

In compliance with the SLQF requirements for higher education, M.Phil. and Ph.D., the degrees offered by the PGIS have the following credit requirements for full-time registrants.

Degree	SLQF Level	Credit Requirement
M.Phil.	SLQF L11	60 Credits (Research)
Ph.D.	SLQF L12	90 Credits (Research)

A student who enters SLQF L11 from SLQF L8 (Diploma) shall offer 4 credits from the main discipline on approval of the relevant Board of Study.

2.5. Duration of M.Phil./Ph.D. study

Duration of the M.Phil. Degree

The minimum duration for

- i. full-time candidates registered under 3.1 A (i), (iii), (iv) or (v) - two years
- ii. full-time candidates under 3.1A (ii) – three years including the time spent for the M.Sc. programme or as specified by the PGIS.
- iii. part-time candidates - double the period specified under (i) & (ii) above

On a written request made by the student, he/she may be allowed to change from being a full-time student to a part-time student and vice versa. The PGIS shall decide the minimum period required for completing the remaining programme.

Duration of the Ph.D. Degree

The minimum duration for

- i. full-time candidates registered directly - three years
- ii. full-time candidates transferred from an M.Phil. programme - three years from the date of registration for the M.Phil. programme
- iii. full-time candidates transferred from an M.Sc. to M.Phil. programme and subsequently transferred to a Ph.D. programme - four years
- iv. part-time candidates - double the period specified under (i), (ii) or (iii) above.

On a written request made by the student, he/she may be allowed to change over from being a full-time student to a part-time student and vice versa. The minimum period required for completing the remaining course shall be decided by the PGIS.

3. Admission Requirements

3.1. Overall Progression pathways within the Sri Lanka Qualifications Framework (SLQF)

Possible pathways to obtain different qualifications can be illustrated as below (Figure 2). The vertical progression among the levels is straightforward and it can be achieved by completing minimum stipulated requirements for each level. In addition, lateral progression among certain levels is also possible if the candidate fulfils the minimum requirements for admission to the desired level. Possible lateral progression routes are listed under Section 3.2 and Section 3.3 below.

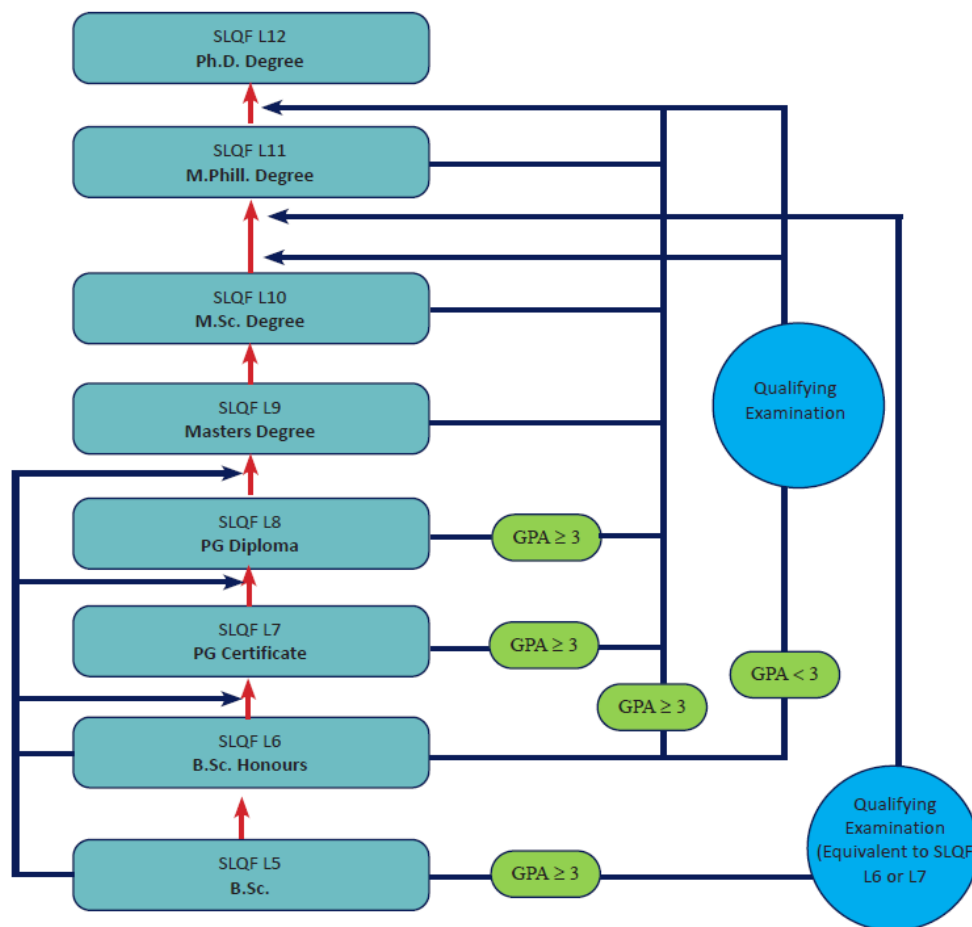


Figure 2: Progression pathways within Sri Lanka qualifications framework (SLQF)

3.2. Admission Requirements for M.Phil. Degree Programme

- A. The applicant should possess at least one of the following qualifications in the relevant subject areas:
- i. PG certificate (SLQF L7), diploma (SLQF L8), Masters Degree (SLQF L9), or M.Sc. degree (SLQF L10) from a University/institution recognised by the UGC
or
 - ii. a transfer from a M.Sc. Degree (SLQF L10) programme conducted by the PGIS as stated under Section 10.1
or
 - iii. a B.Sc. Special Degree (SLQF L6) from a University/institution recognised by the UGC with a GPA ≥ 3.0 ; if GPA < 3.0 , the candidate is required to pass a qualifying examination
or
 - iv. a B.Sc. General Degree (SLQF L5) from a University/institution recognised by the UGC, subject to the following additional conditions
 - If GPA ≥ 3.0 , passing a qualifying examination equivalent to SLQF L6 or L7
 - If GPA < 3.0 , completion of 20 credits of postgraduate course work with a GPA ≥ 3.0*or*
 - v. any other equivalent qualification acceptable to the PGIS
- and*
- B. Any other requirement/s as stipulated by the relevant Board of Study

3.3. Admission Requirements for Ph.D. Degree Programme

- A. The applicant should possess at least one of the following qualifications in the relevant subject area:
- i. a B.Sc. Special Degree (SLQF L6), PG Certificate (SLQF L7), Diploma (SLQF L8) or Masters Degree (SLQF L9) with a GPA ≥ 3.0 from a University/institution recognised by the UGC, provided that an independent study with a research component has been completed satisfactorily
or
 - ii. an M.Sc. Degree (SLQF L10) or an M.Phil. Degree (SLQF L11) from a University/institution recognised by the UGC
or
 - iii. a transfer from an M.Phil. Degree (SLQF L11) Programme conducted by the PGIS as stated under Section 10.2
or
 - iv. any other equivalent qualification acceptable to the PGIS
- and*

B. Any other requirement/s as stipulated by the relevant Board of Study

4. **Application procedure**

Duly completed applications are entertained from prospective students by the PGIS throughout the year. Every application for enrollment must be made in duplicate on the prescribed forms which can be downloaded from the PGIS website (<http://www.pgis.pdn.ac.lk>). Duly completed application should be forwarded to the Assistant Registrar of the PGIS. The application processing fee should be paid at the time of submission of the application.

Fees

The fees are revised from time to time by the Board of Management of the PGIS. Please see the PGIS website: www.pgis.pdn.ac.lk for updated fees of relevant M.Phil./Ph.D. programmes.

Payment methods

- i. Online payment (please visit the PGIS website for payment details)
or
- ii. Cash at the Shroff Counter of the PGIS
or
- iii. Deposit (local currency) to the PGIS A/C No. 0081041788 at Bank of Ceylon, Peradeniya, using the paying-in-voucher prepared by the Institute for this purpose. You may make the payment at any branch of the Bank of Ceylon. (Please attach a scanned copy of the Bank Slip with the applicant's name)
or
- iv. Deposit (foreign currency) to the PGIS A/C No. 2233593 at Bank of Ceylon, Peradeniya, Sri Lanka. If the deposit is made outside Sri Lanka, please use the SWIFT CODE: BCEYLK LX (Please attach a scanned copy of the Bank Slip with the applicant's name). The payment details (applicant's full name, ID number, amount deposited, purpose of payment, date of deposit, etc.) should also be sent to the PGIS office.

Payments by other methods are acceptable only if prior arrangements have been made with the Institute. A receipt for payment of the prescribed fee should be annexed to the

applications for registration, obtaining a transcript, certificate, etc.

5. Processing of Applications

Only duly completed applications and relevant documents (See guidelines given in the application) will be processed. The applications will be evaluated by the relevant Board of Study. Those that are incomplete or carrying false information shall be rejected. The applicants shall be informed of their acceptance/non-acceptance to the postgraduate programme for which admission was sought. The decision of the PGIS shall be final in the admission to any programme.

6. Registration Process and Related Matters

6.1. Date of Registration

A person who the PGIS has accepted as a postgraduate student shall be required to register within a month to follow the relevant postgraduate programme of study (M.Phil./Ph.D.). The effective date of registration would be the date on which the duly completed application was received at the PGIS. A person who registers for an M.Phil. degree programme, at the first instance, can upgrade the registration to a Ph.D. after a minimum of one year duration (Please refer to section 10.2), on the recommendation of the relevant Board of Study.

6.2. Continuation of Registration

It shall be obligatory for each student to renew the registration every year until the completion of the programme of study.

6.3. Concurrent Registration

A student who is registered for a postgraduate degree programme in the PGIS is not permitted to register concurrently for another degree programme in the PGIS.

6.4. Withdrawal from a Programme

A postgraduate student wishing to withdraw from the programme for which he/she is registered should do so in writing to the Director, PGIS, through the research supervisor(s) and the Chairperson of the relevant Board of Study. The PGIS will refund 90% of the programme fee if the request for withdrawal is submitted within 3 weeks from the date of payment of fees. No refund will be made after this period.

6.5. Readmission

An M.Phil./Ph.D. student who fails to maintain his/her registration shall be deemed to have withdrawn from the selected programme of study. If he/she wishes to re-enter the programme, he/she must apply for readmission in accordance with the regulations in force at that time. However, there is no guarantee of readmission. The procedure for readmission shall be the same as for initial registration, including the payment of all prescribed fees. The past time period spent before the withdrawal from the degree programme will not be considered when calculating the duration after the readmission.

6.6. Amendments to Registration

Any amendments to the personal information submitted at initial registration should be informed to the PGIS. A student who wishes to make amendments in the registration, such as courses/subjects, thesis topic/title, supervisor/s and student status, should do so in writing to the Director, PGIS. All changes in registration must receive the approval of the research supervisor(s), the Head of the Institution/Department/Laboratory concerned and the relevant Board of Study.

6.7. Postponement of Registration

A student who desires to postpone his/her registration for a programme should do so in writing to the Director, PGIS giving reasons and the duration of postponement. Each such request shall be considered on its own merit by the relevant Board of Study of the PGIS.

6.8. Cancellation of Registration

Registration may be cancelled by the PGIS on the recommendation of the relevant Board of Study for the following reasons:

- (a) non-fulfilment of the coursework requirement of an M.Phil./Ph.D. degree within a maximum period of two years from the date of registration,
- (b) non-payment of prescribed fees within the first six months of each year,
- (c) failure to submit two progress reports successively or make two half-yearly progress review presentations successively, except during the period of thesis writing,
- (d) non-adherence to the rules and regulations of the PGIS
- (e) plagiarism and other misconduct related to the academic teaching

(f) unsatisfactory academic progress.

6.9. Leave of Absence from the Programme

Leave of absence from the programme will not be granted under normal circumstances. However, leave may be granted under special circumstances on a written request made by the student through his/her supervisor/s. A student on a split or/and sandwich programme may be released for a specified period to continue the programme in an outside collaborating laboratory/institute. However, the student should maintain the continuity of registration by paying the relevant registration fees and any other fees, if any.

6.10. Registration for Examinations

- To apply for course work/thesis examination conducted by the Institute, a registered student is required to make due payments and update the yearly registration.
- A candidate should fulfill the prerequisites required by the respective degree programme/course to register for examinations.
- A candidate registered for coursework examinations and made the respective payment will receive the admission card and the timetable of the coursework examination in advance.
- A student sitting for his/her second or third attempt of coursework examinations must pay the repeat examination fee when applying for re-examinations.
- A student conducting the second attempt the thesis defense must pay the resubmission fee.

7. Requirements for the Completion of Degrees

7.1. Research Proposal:

Students applying for registration to M.Phil. and Ph.D. at the PGIS, have to submit an application together with a research proposal to the relevant Board of Study with the endorsement of a supervisor/s for the approval of the Board before commencing the study. M.Phil./Ph.D. student shall make 20 min oral presentation (depending on the requirement of the Board of Study) for evaluation by a panel (see Section 8.1 for details). Suppose M.Phil./Ph.D. research proposals are already evaluated and accepted by NRC or NSF or any other funding agency, those research proposals can be submitted directly to the Board of Study with relevant documents related to the particular evaluations to obtain the approval of the Board.

7.2. Course Work:

7.2.1 Course Work Requirements

M.Phil./Ph.D. candidates should meet the following course requirements:

- I. M.Phil./Ph.D. candidates (direct admissions) should successfully earn a minimum of 3.0 GPA for four credits of coursework at the postgraduate level for M.Phil. degree (SLQF L11) and six credits of coursework at the postgraduate level for Ph.D. degree (SLQF L12), as recommended and arranged by the respective Board of Study.
- II. He/She should attain a minimum standard in scientific writing acceptable to the PGIS. The relevant courses will be conducted by the PGIS.

The requirements mentioned under I and II above should be completed within a maximum period of two years from the date of registration unless any delays are accepted by the relevant Board of Study. Those candidates registered under 3.1.A (i) and (ii) may be exempted from some or all the requirements mentioned under I and II above as recommended by the relevant Board of Study. To follow the above-mentioned courses, M.Phil./Ph.D. students are required to produce the duly completed 'Course Work Requirement Form' (Form 5.7.1.IA – **Annexure I**). The Form 5.7.1.IB (**Annexure II**) should be completed and submitted. Both Forms 5.7.1.IA and 5.7.1.IB are available to download from the PGIS website: www.pgis.pdn.ac.lk

7.3 Research Work:

7.3.1. Research Work Requirements

He/She should engage in full-time research for a minimum period of two years for M.Phil. degree and three years for Ph.D. degree, or its equivalent on a part-time basis under the guidance of a supervisor/s as recommended by the relevant Board of Study, and submit a thesis based on the research carried out.

7.3.2. Research Work and Supervisors

A postgraduate student would generally be required to work in a laboratory/institution under the guidance of a supervisor/s approved by the relevant Board of Study. At least one of the supervisors should be from the institution where the major part of the research is carried out. The supervisor/s shall guide the student throughout the study, in planning, carrying out research methodology, presenting the work, and writing the thesis.

7.3.3. Guidelines on conduct of research

7.3.3.1. Half-yearly Progress Review of Research Work

Progress Review Seminar

The full-time students are required to present the progress and the future plan of the research work bi-annually (in June and December), and the part-time students annually. The supervisor shall guide the student to make a mid-year progress review seminar. The mid-year progress review seminar will be reviewed by the same evaluation panel recommended by the Board of Study to evaluate the research proposal (see Section 8.1).

Progress Reports

The student shall forward half-year progress reports to the PGIS through the supervisor/s in the prescribed form at the end of the stipulated period. Supervisor/s shall endorse the progress reports after checking the work reported is in line with the proposal and consistent with the timeline, free of language and typographical errors and follows the PGIS format (http://www.pgis.lk/downloads/students/info_report_thesis_guide_2018.pdf). Students shall submit the progress reports based on the progress review seminar within two weeks from the date of the seminar. The report should be forwarded with the recommendation of supervisor/s to the

Chairperson of the relevant Board of Study, who shall forward the same to the Director/PGIS with his/her recommendation. (see **Annexure III**)

If progress review seminars are not made or progress reports are not submitted in two consecutive occasions, based on the recommendation of the supervisor(s), candidate's registration for the relevant degree will be terminated.

7.3.3.2. Initial Submission of Thesis

Once the research work is completed, three copies of the thesis in temporary binding should be submitted initially through supervisor/s and the Chairperson of the relevant Board of Study to the Director, PGIS. The supervisor/s is/are expected to certify that the thesis is of an acceptable standard as required by the PGIS by signing and forwarding the 'Initial Submission Form' (Form 5.11.1A – **Annexure IV**) downloadable from the PGIS website: www.pgis.pdn.ac.lk. Students may also be required to fill out the 'Check List for M.Phil./Ph.D. Students for Acceptance of Spiral-bound Copy of the Thesis to be Sent for Evaluation' (**Annexure V**), which can be downloaded from the PGIS website: www.pgis.pdn.ac.lk. Along with the hard copy, a soft copy (pdf version) of the thesis should be submitted to the PGIS. The soft copy should be labeled as 'Registration number_Thesis initial copy'

The general guidelines for the format of project report/thesis can be downloaded from the PGIS website: http://www.pgis.lk/downloads/students/info_report_thesis_guide_2018.pdf. Before forwarding the Thesis to the PGIS, supervisors shall make sure that,

- The thesis is formatted following the PGIS guidelines, well written to the acceptable standard and free of language and typographical errors. The thesis should be certified by the supervisor(s) only when it is suitable for submission. Thesis format can be found at http://www.pgis.lk/downloads/students/info_report_thesis_guide_2018.pdf
- The student has fulfilled the publication requirement as mentioned in 7.3.4.

7.3.3.3. Thesis Defense

The thesis examiner shall be appointed by the PGIS after getting his/her consent to evaluate both the thesis and thesis defense examination. The PGIS must obtain the consent of examiners to evaluate both thesis and thesis defense examination. MPhil/PhD thesis defense examination shall be arranged by the PGIS, considering a convenient date and time for all members of the Board of Examiners. Thesis defense examinations of MPhil/PhD should not be held in the absence of Thesis examiner/s.

If a student fails the thesis defense examination (viva-voce examination) he/she can repeat it on another date specified by the Board of Examiners. The maximum number of attempts a student is allowed to face the thesis defense examination (viva-voce examination) is two. If a student fails the two attempts, the candidature will be terminated, and the submitted copies of the thesis become the property of the PGIS.

The time duration for the oral presentation at the thesis defense examination shall be 30 min for both M.Phil. and Ph.D. students.

Upon the receipt of examiners' evaluation reports of a thesis, if the corrections are major, before resubmitting the revised thesis to the PGIS, the supervisor shall ensure that the student has incorporated the comments suggested by the examiners. Before certifying the final hardbound copy of the thesis, the supervisors shall check and certify that the student has incorporated all the corrections/suggestions made by both thesis and oral examiners.

7.3.3.4. Final Submission of the Thesis

Three or more copies of the thesis (one copy to the PGIS, one each for each supervisor and one for the student) in the permanently bound form, prepared according to the PGIS guidelines, should be submitted through the Supervisor and the Chairman of the relevant Board of Study to the PGIS within the specified period of time as recommended by the panel of examiners for consideration by the Results Board. When the candidate submits the thesis, the supervisor/s is/are expected to certify that corrections, revisions etc., if any, have been properly affected by the candidate by duly signing the 'Final Submission Form' (Form 5.11.3A – **Annexure VI**) downloadable from the PGIS website: www.pgis.pdn.ac.lk. Students are requested to submit a soft copy of the final version of the thesis to the PGIS labeled as 'Registration number_Thesis final copy'

7.3.4. Publication Requirement

For the award of research degrees by the PGIS, the following publication requirements should be fulfilled.

- 1) M.Phil. students must publish at least one full research article in a peer-reviewed journal or two peer-reviewed abstracts at an international/local conference proceedings before the thesis defense examination.
- 2) Ph.D. students must publish at least two full research articles in a peer-reviewed journal and two peer-reviewed abstracts in local/international conference proceedings before the thesis defence examination.

7.3.5. Resolving Conflicts

In order to confront and resolve a conflict between two parties, the following approach is suggested.

- The problem should be reported to the Director/PGIS in writing via a letter or an email.
- The Director, in consultation with the Chairperson of the relevant Board of Study and upon the recommendation of the Board of Management should appoint a committee including Director/PGIS to inquire the conflict. The committee should inquire both parties separately; identify the factors contributing to the problem and recommend solutions to overcome the conflict.
- A detailed report should be submitted by the appointed committee to the Board of Management giving recommendations on resolving the conflict.

8. Evaluation of M.Phil./Ph.D Degree Programmes

8.1. Research Proposal Evaluation

The composition of the Evaluation Panel of Research Proposal and Progress Review is given below.

Composition of Evaluation Panel of Research Proposal:

1. Chairperson of the relevant Board of Study (Chairperson of the Panel) (Where the Chairperson of the Board of Study is a supervisor, the Director or his nominee shall deputise as Chairperson)
2. Secretary of the relevant Board of Study
3. Two reviewers (the relevant Board of Study shall nominate suitable persons)
4. The supervisor/s shall be present as observer/s

The evaluation panel shall evaluate the written proposal and proposal presentation, and submit their recommendations to the relevant Board of Study. If a proposal is unsatisfactory, the panel may recommend revising and resubmitting the proposal or submission of a new proposal. The Board of Study will approve the M.Phil./Ph.D. application based on the recommendation of the panel. However, if the proposal requires ethical approval (human and animal studies), student registration will be granted conditionally until an approval from the PGIS Ethics Committee is submitted to the Board of Study.

If the supervisor/s of a research project is neither a member of the PGIS teaching panel nor a member of a Board of Study/academic staff member of the Faculty of Science, University of Peradeniya a supervisor from the above said categories should be appointed as an internal supervisor to the project.

8.2. Course Work Evaluation

A course unit is evaluated by continuous (in-course) assessments (and/or mid-semester examination) and end-semester examination.

- Continuous assessments, which include assignments, tutorials, quizzes, presentations etc. evaluate students' progress throughout the study (formative evaluation). The teacher of a course will be responsible in giving details of in-course assessments such as type of assessments, deadlines for submission of materials, marks allocation, etc. to the student at the beginning of the course. The teacher will display marks of in-course assessment before students sit the end-semester examination of the course.
- The mid-semester examination is an in-class/online examination in which the instructor has the freedom to select the structure of the examination paper and the duration of time.
- End-semester examinations (summative evaluation) evaluate students' overall subject knowledge, skills, and abilities at the end of the course. The end-semester examination is

a comprehensive examination scheduled by the programme coordinator at the end of the semester. Students will be informed of the evaluation scheme by the instructor at the beginning of each course. For all theory and laboratory courses, a minimum of 80% attendance is required to sit the end-semester examination.

The following weightage of marks can be used as a guideline when computing the final marks of the course.

- Continuous assessments (with or without mid-semester examination) – 20 – 40%
- End Semester examination (comprehensive examination) - 60 - 80%

In the courses with laboratory and/or fieldwork, the method of evaluation can differ from one course to another and shall be evaluated, where applicable, on a continuous assessment basis and/or by end-semester examination.

8.3. *Research Work Evaluation*

All research students should conduct independent research for a stipulated period given by the degree programme, in addition to the completion of the relevant courses of the degree programme, if there are any. Evaluation panels, Thesis examiners and oral examiners of each research project for the following three components shall be appointed by the relevant Board of Study.

Components	Descriptor	Final Mark	Evaluators
Progress Review Seminar	The extent of research done, in-line with the proposal and consistent with the timeline, up-to-date knowledge, presentation style	10%	Evaluation Panel
Thesis	Up-to-date knowledge, well-structured, coherence, formatting and language impeccable, appropriate methodology, referencing is correct and consistent, scientific output	60%	Thesis Examiners
Thesis Defense Examination (Oral presentation followed by Viva Voce)	Scientific quality, organization, subject knowledge, presentation skills, time management, scientific output	30%	Thesis examiners and Oral examiner

8.3.1. *Progress Review Seminar*

Each student is required to submit half-year progress reports to the PGIS with the endorsement of the supervisor/s which will be evaluated and approved by the Board of Study.

8.3.2. Thesis Evaluation

The assessment of the research project/ thesis shall consist of two thesis examiners recommended by the relevant Board of Study for evaluation. The thesis shall be evaluated by two examiners at least one of whom shall be an examiner external to the place where the research work was carried out. In the case of Ph.D. theses, it is strongly recommended that at least one foreign examiner be appointed. Each examiner will evaluate the temporarily-bound thesis or the softcopy as per the request of the examiner, and send the evaluation report to the PGIS. The evaluation report will include the final recommendation on the thesis. The thesis examiners evaluate the suitability, adequacy and consistency of information, arguments and results, innovations and contribution to the literature, and practical relevance of conclusions and recommendations presented in the thesis/dissertation. The thesis examiners will examine the thesis comprehensively and submit a detailed report with their recommendations to the Institute.

- a. After evaluation of the thesis, if the two thesis examiners recommend that the thesis is “accepted as it is” or “accepted with minor corrections”, an oral examination shall be scheduled and convened by the PGIS.
- b. If at least one of the thesis examiners recommends that “the thesis is accepted with major corrections”, the oral examination will be held only after the revised thesis is recommended as “accepted as it is” or “accepted with minor corrections” by the two thesis examiners. The revised thesis should be resubmitted for evaluation within a specific time period (six months for MPhil and PhD) within the period of registration of the degree programme.
- c. If one of the two thesis examiners recommends that “the thesis is not accepted”, the revised thesis will be sent to a third thesis examiner recommended by the Board of Study, for evaluation. Above procedures a, b, c can be followed by considering the two closely similar recommendations given by two examiners out of the three thesis examiners.
- d. If the two thesis examiners recommend that “the thesis is not accepted”, a thesis review seminar will be held, and the following recommendation/s will be provided by the examination panel.

The examination panel consists of the Chairperson of the BOS, Secretary of the BOS, two thesis examiners and an oral examiner.

- 1) Make the necessary correction to the thesis and resubmit the thesis for evaluation within a specific time period (one year for MPhil and PhD) within the period of registration of the degree programme, or
- 2) Propose a downgrade the degree to a possible lower degree (provided that the student has completed the requirement for the possible lower degree)

The oral examination will be held only after the revised thesis is recommended as “accepted as it is” or “accepted with minor corrections” by the two thesis examiners.

If major revisions of the thesis are recommended, three copies of the revised thesis should be submitted using ‘Resubmission Form’ (Form 5.11.1B – **Annexure VII**) downloadable from the PGIS website: www.pgis.pdn.ac.lk. The supervisor/s is/are expected to certify that all the corrections/revisions have been made to the revised thesis as required by the examiners.

8.3.3. Thesis Defense Examination

If the thesis is accepted without revisions or with minor revisions as in (a) or (b) above, the oral examination followed by Viva-Voce will be conducted by a Panel of Examiners appointed by the relevant Board of Study. If major revisions are recommended as in (c) above, the oral examination will be held after the revised thesis is evaluated and recommended by the examiners as acceptable without further revision or acceptable with minor revisions.

Composition of Panel of Examiners for MPhil (SLQF-L11) and PhD (SLQF-L12):

1. Chairperson and Secretary of the relevant Board of Study
(If the Chairperson of the Board of Study is a supervisor, the Director or his nominee shall be the Chairperson)
2. Three examiners (two thesis examiners and an oral examiner)
(If the thesis examiner/s is/are not available, the relevant Board of Study shall nominate suitable person/s)
3. The Supervisor/s shall be present as observer/s

The oral examination of a thesis/dissertation shall be held soon after the completion of the research report evaluation as mentioned in 8.3.2. The viva-voce Examination Board will evaluate theoretical knowledge, analytical thinking, adequacy of information, creativity and innovations in the research, suitability and practical relevance of conclusions and recommendations, and communication and presentation skills of the student.

The panel of examiners will submit a report (and an evaluation sheet assigning marks) on the suitability of the candidate for the award of the degree. The supervisor will hand over the thesis back to the candidate for suggested revisions, if any, with necessary instructions and a copy of the examiners' report. If the oral examination is not defended satisfactorily, the candidate is allowed only one more attempt to repeat the oral examination.

If the candidate fails the oral examination twice, the degree cannot be awarded, but may be considered for a possible downgrade and award a lower degree.

On the basis of the UGC circular 11/2020 provision has been granted for online assessment via virtual platform. The students are strictly monitored on impersonation, plagiarism and cheating in online assessments.

The M.Phil./Ph.D. Thesis Defense examination should be evaluated by both Thesis and Oral examiners independently. The final mark should be derived as an average of all the marks awarded by all the examiners (Thesis and oral). The Board of Examiners decides the award of Degree.

9. Upgrade from a Lower SLQF Level to a Higher SLQF Level

Students who are interested in upgrading their degree status from the lower level of SLQF to a higher level should follow the guidelines and fulfill the requirements given below.

9.1. Transfer from M.Sc to M.Phil

A student registered for a M.Sc. (SLQF-L9) who has achieved a final GPA greater than 3.00 for coursework and has shown excellent progress in his/her research project in the SLQF-L10, may apply through the supervisor, for an upgrade to SLQF-L11. However, the request should be made within 4 months after the mid-year progress review seminar in SLQF-L10.

9.2. Transfer from M.Phil to Ph.D

A student registered for a M.Phil. (SLQF-L11) should have completed at least one year of research on full-time basis (or two years of research on part-time basis) in the M.Phil. programme to apply for an upgrade to a Ph.D. degree programme (SLQF Level 12), which requires a total of 3 years of research worth of 90 credits (9000 notional hours). The request should be made within 4 months after the annual progress review seminar in the second year of SLQF-L11. The written research proposal including M.Phil. work already completed, remaining M.Phil. work to be completed, a new research proposal for the Ph.D. and the time schedule will be evaluated by three experts in the relevant discipline recommended by the relevant Board of Study and the oral examination will be evaluated by the following Panel of examiners.

- The Chairperson of the relevant Board of Study (If the Chairperson is a supervisor, the Director shall nominate a suitable person.),
- The Chairperson of another Board of Study recommended by the Coordinating Committee
- Three experts in the relevant discipline recommended by the relevant Board of Study.

Note: Supervisors of the student may be present at the oral examination as observers. The recommendation of the evaluation panel shall then be forwarded to the Coordinating Committee through the relevant Board of Study. The upgrade will then be made by the Board of management upon the recommendation of the Coordinating Committee. Rules and Regulations Pertaining to the Upgrade of Degree Status is given in the PGIS website. A student may apply for such a transfer after completion of at least one year of the M.Phil. programme, by submitting the completed application for upgrade (Form 5.10A – **Annexure VIII**).

10. Requirement for the Award of the M.Phil./Ph.D. Degree

10.1. Award of the M.Phil. Degree

The M.Phil. degree is awarded to candidates who have successfully completed the following requirements:

- i. admission requirements as set out in Section 3.1,
- ii. accepted by the PGIS as a candidate for the M.Phil. programme,
- iii. duly registered and paid fees for the prescribed duration of the programme (see Section 4),

- iv. attended Scientific Writing Workshop conducted by the PGIS and
- v. satisfactorily completed course work and research work requirements (see Sections 7).

10.2. Award of the Ph.D. Degree

The Ph.D. degree is awarded to candidates who have successfully completed the following requirements:

- i. admission requirements as set out in Section 3.2,
- ii. accepted by the PGIS as a candidate for the Ph.D. programme,
- iii. duly registered and paid fees for the prescribed duration of the programme (see Section 4),
- iv. attended Scientific Writing Workshop conducted by the PGIS and
- v. satisfactorily completed coursework and research work requirements (see Section 7).

11. Criteria for the Effective Date of the M.Phil/Ph.D. degree

The effective date of the M.Phil./Ph.D. degree shall be determined as given below.

The effective date of the degree should be a date after the expiry of the minimum duration of a given programme. If the panel of examiners determines that both the thesis initially submitted and the oral examination are of acceptable standards, the effective date shall be as follows:

- a) The oral examination held within three months from the date of initial submission of the thesis:
 - i. If the thesis is accepted without corrections and handed over in hard-bound form to the PGIS office within one month after the oral examination, the effective date shall be the date of the oral examination.
 - ii. If the thesis is accepted with minor corrections and submitted in hard-bound form to the PGIS office within one month after the oral examination with all the corrections made by the candidate as required by the panel of examiners and certified by the supervisor(s), the effective date shall be the date of the oral examination.
 - iii. If the thesis is accepted with minor corrections and submitted in hard-bound form to the PGIS office after one month of the oral examination with all the corrections made by the candidate as

required by the panel of examiners and certified by the supervisor(s), the effective date shall be the date of the final submission of the thesis.

- b) The oral examination held after three months from the date of initial submission of the thesis due to no fault of the candidate
- i. If the thesis is accepted without corrections and handed over in hard-bound form to the PGIS office within one month after the oral examination, the effective date shall be the date on which THREE months have elapsed since the initial submission of the thesis.
 - ii. If the thesis is accepted with minor corrections and submitted in hard-bound form to the PGIS office within one month of the oral examination with all the corrections made by the candidate as required by the panel of examiners and certified by the supervisor(s), the effective date shall be the date on which THREE months have elapsed since the initial submission of the thesis.
 - iii. If the thesis is accepted with minor corrections and submitted in hard-bound form to the PGIS office after one month of the oral examination with all the corrections made by the candidate as required by the panel of examiners and certified by the supervisor(s), the effective date shall be the date of the final submission of the thesis.

If the Panel of Examiners determines that the thesis submitted is acceptable with major corrections, then the candidate is required to resubmit the revised thesis to the PGIS with all the corrections made. The effective date shall be determined, after the evaluation of the revised thesis, according to the procedures stipulated in Sections 11 (a) or 11 (b).

If the Panel of Examiners determines that the thesis submitted is of an acceptable standard, but the oral examination is to be repeated due to unsatisfactory defence, then the effective date will be determined by 11 (a) or 11 (b), based on the repeat oral examination.

However, a candidate is allowed only one such attempt to repeat the oral examination for the same qualification (M.Phil./Ph.D. degree).

If the oral examination is not of acceptable standard for the Ph.D. degree, even after repeated attempts, but is of acceptable standard for an M.Phil. degree, the Panel of Examiners may recommend the award of an M.Phil. degree.

12. Release of the M.Phil/Ph.D. Results

The Results Board shall be held to consider the award of the M.Phil./Ph.D. degree to the candidate. The Results Board will release the results subject to confirmation by the Board of Management of the PGIS and the Senate of the University of Peradeniya.

Composition of Results Board:

1. Director/PGIS (Chairman)
2. Chairperson of the relevant Board of Study
3. Secretary of the relevant Board of Study

13. Transcripts and Academic Dress

13.1. Transcripts

Certified transcript/s of a student's academic record authenticated by the signatures of the Director and the Deputy Registrar/Assistant Registrar of the PGIS may be sent under confidential cover directly to other institution/s on receipt of a request with the prescribed fee for such a transcript.

13.2. Academic Dress

Academic Dress for the M.Phil. Degree

The academic dress for the Degree of Master of Philosophy shall consist of a gown of University pattern made of black cloth and a garland woven with white and gold coloured cords and terminating with the crest of University of Peradeniya.

Academic Dress for the Ph.D. Degree

The academic dress for the Degree of Doctor of Philosophy shall consist of a gown of University pattern made of black cloth with a facing of scarlet and a garland woven with scarlet and gold coloured cords and terminating with the crest of University of Peradeniya.

14. Regulations for Conducting Examinations

Rules pertaining to the Conduct of Examinations – Offences, Concessions and punishments for Examinations conducted for M.Phil./ Ph.D. Degrees

14.1. General Rules for coursework examinations (in-person)

14.1.1. Entering and Leaving the Examination Hall

- a. A Candidate shall enter the examination centre/hall only when requested to do so by the Supervisor but shall be present at the precincts of the examination centre/hall at least 15 minutes before the commencement of the examination.
- b. A Candidate shall be conversant with and adhere to the instructions regarding examinations as specified by the PGIS Handbook prior to entering the centre. A valid admission card is required to enter the examination centre/hall.
- c. A Candidate shall adhere to all instructions given by the Supervisor or an Invigilator during the examination.
- d. A Candidate shall place any unauthorized material at a place or places designated before entering the examination centre/hall and proceed directly to the seat or other place allocated to that Candidate.
- e. A candidate shall not be admitted to the examination hall after the expiry of half an hour from the commencement of the examination.
- f. On admission to the examination hall, a candidate is required to occupy the seat allocated to him/her and he/she should not change the seat except on the specific instruction given by the supervisor of the examination.
- g. A candidate shall not be allowed to leave the hall until half an hour has elapsed from the commencement of the examination or during the last 15 minutes. This clause may not be applicable to in-class tests. A Candidate may not leave his/her seat without the permission of the Supervisor.
- h. A Candidate may be permitted provisional entry on account of an unforeseen event after the said expiry in clause 1.2.4, if no candidate has left the examination centre (or any other centre where the same assessment is concurrently conducted), at the sole discretion of the Supervisor. No extra time will be allowed for such candidates.

14.1.2. Proof of Identity of the Candidate

- a. A Candidate shall bring into the examination centre, the PGIS Identity Card or Student Record Book bearing one's photograph depicting the present appearance of the Candidate, as proof of identity (renewal of the ID, if needed, should be done by the student).
- b. A valid National Identity Card or Passport may be used as proof of identity in the absence or deficiency of the identification documents in the above paragraph.
- c. If a candidate of an examination loses his/her student identity card/admission card, he/she is required to obtain a duplicate of the student identity card/admission card from the Assistant Registrar/Senior Assistant Registrar/Deputy Registrar of the Institute to produce at the examination hall.
- d. A Candidate whose true identity is not depicted in the photograph as in 14.1.2 (a) shall in addition produce a recent photograph depicting the present appearance, duly endorsed by the Director, Deputy Registrar, Senior Assistant Registrar/Assistant Registrar of the PGIS.
- e. A Candidate whose name in the identification documents in 14.1.2 (a) differs in any manner with that appearing in the candidature list for the subject, acceptable procedure to be followed, i.e., the candidate shall produce either an affidavit or a certificate to the effect that endorsed by the Assistant Registrar/Senior Assistant Registrar/Deputy Registrar of the PGIS that both names refer to one and the same person.
- f. Attendance of a candidate should be marked with the identification by the Supervisor. No candidate shall be allowed to wear attire preventing proper identification. Candidate must prove his/her identity to be considered as attendance for the examination.

14.1.3. Authorized Materials

- a. A candidate for an examination should bring his/her own pens, ink, mathematical instruments, erasers, pencils or any other equipment or stationery which he/she has been permitted to bring to the examination hall.
- b. Examination stationery such as writing papers/answer books, graph papers, drawing papers, ledger papers, etc. with date and session stamp of the Institute will be supplied

at the examination hall. A candidate is not permitted to use papers /answer books given in an earlier session/ date or papers other than those supplied to him/her by the supervisor/invigilators at the time of the examination.

- c. The use of any technical device such as a calculator or any other instrument, will be permitted only for question papers that contain a rubric to that effect.
- d. Materials such as statistical tables, maps, drawings, etc. will be supplied at the examination for question papers that contain a rubric to that effect.
- e. A candidate should make sure that no sheet of writing paper, answer book, etc. supplied to him/her are torn, crumbled, folded or otherwise mutilated.

14.1.4. Unauthorized Materials

During answering a question paper:

- a. A candidate is not permitted to possess unauthorized material such as books, articles, notes, signs or formulae, tables, figures, etc. on his/her person. Unauthorized materials should also not found/written on his/her clothes, body, admission card/student record book/student identity card, timetable, smart wrist watches and phones/any other devices such as pens.
- b. All unauthorized items which a candidate has brought to the examination hall with him/her should be kept at a place designated by the supervisor or invigilators before the commencement of the examination.

14.1.5. Discipline at the Examination Centre

- a. A candidate shall disclose any items in one's possession or person if requested by the Supervisor or an invigilator or other person permitted by the Supervisor.
- b. A candidate shall neither seek nor obtain academic help from the Supervisor or Invigilator.
- c. A candidate shall neither lend nor borrow any material from any other candidate.
- d. The candidate shall neither help nor attempt to help another candidate or act negligently so that another candidate has the opportunity to copy
- e. A candidate of an examination is under the authority of the supervisor and is expected to assist the supervisor by following his/her instructions and those of the invigilators

during the examination and immediately before and after the examination.

- f. Within the examination hall and its precincts, a candidate is required to behave appropriately; he/she should not cause disturbance or inconvenience to the supervisor or his/her staff or to the other candidates. A candidate is liable to be sent out of the examination hall for improper/disorderly conduct.
- g. A candidate is required to maintain absolute silence when entering or leaving the examination hall, in the examination hall and its precincts. During the examination, reading question papers loudly and oral recitation of any answers during /after the time of writing the answers is strictly forbidden.
- h. A candidate shall enter his/her own Index number on each and every answer script.
- i. A candidate shall hand over all answer scripts, tied as instructed, to the Supervisor or an Invigilator during or at the expiration of the examination.
- j. A candidate shall neither write his/her name nor any identifying mark on the answer script other than the index number unless specifically allowed otherwise. However, this may not be applied in the case of Continuous Assessment.
- k. A candidate shall not submit an answer script, which has been prepared completely or partially by anyone other than the candidate.
- l. A candidate, while entering and leaving the examination centre, shall conduct himself/herself in an orderly manner. A candidate is liable to be excluded from the examination centre for disorderly conduct.

14.2. Guidelines for Remote/Online Examinations

14.2.1. Guidelines for Supervisors

- a. Have a clear understanding on how to start and end the exam, troubleshooting common technical issues, and communicating with technical support if needed.
- b. Ensure that the computer and internet connection meet the technical requirements specified by the online proctoring system.
- c. Keep records of any incidents, interventions, or disruptions during the exam. This documentation may be important for reviewing and addressing any issues that arise.
- d. Have a mechanism in place for handling emergencies or unexpected disruptions, such as power outages or internet failures.

These are general guidelines. Specific instructions would be given by the lecturer in charge of the respective course.

- a. Ensure availability of an appropriate place for the exam, stable internet connection, a device for internet access and a facility for scanning the answer script/s (use of scanning software is highly recommended. Ex: Cam Scanner/ PDF scanner).
- b. Make sure to have adequate blank writing sheets, a calculator (if required) and writing materials at your workstation.
- c. Make sure the devices are fully charged throughout the duration of the examination.
- d. Students are required to keep their webcams on and ensure that their microphones are in working condition for the duration of the session. Place the webcam at eye level and ensure that your face is centered in the frame. Avoid extreme angles or positioning that may obstruct your view.
- e. Students may download the question paper before starting the exam. In case of a loss of internet connection during the time of the examination, you can continue writing uninterrupted, with the downloaded question paper in your device.
- f. As soon as there is a loss of internet connection, inform the supervisor/invigilator via an appropriate communication method. Contact numbers of the exam supervisor, invigilators and the lecturer in charge prior to the exam will be provided to you.
- g. If the laptop/phone battery drains rapidly and shuts down during a power outage, make sure to have a backup solution in place. For example, take photos of the exam paper using another phone/ camera, immediately after downloading it, and ensure to keep the backup device with you.
- h. Prior to starting the test, close any other programmes which may have running on the device to maximize its use during the exam.
- i. The student shall not use any prohibited items and is strictly prohibited from copying or referencing any study materials during the examination.
- j. Modes available for delivering the exams.

Mode A - All students should log into the PGIS LMS at least 15 minutes before the time of the examination. The question paper will be uploaded to the LMS 10 minutes before the time of the examination. In case a student does not have access to LMS (e.g.

repeat student) mode B will be adopted on request.

Mode B - The exam paper will be sent via email 15 minutes before the exam. Personal email should be kept up-to-date with the Assistant Registrar/PGIS.

- k. If the examination paper cannot be downloaded (from the LMS or email), immediately notify the Supervisor/Invigilator.
- l. Different Boards of Study may use a single mode or a combination of the above two modes to deliver the exams.
- m. The index number should be written on each page and each page of the answer script should be numbered. Include a cover page with the course name, course code, registration number and the number of pages of the answer script. Scan all the pages of the answer script in correct order using relevant software and save as a single pdf file. The lecturer in charge will provide instructions regarding the format of the filename.
- n. Upload the PDF file into LMS/send it to the given email address depending on your mode. In case the PDF cannot be uploaded, alternative methods can be used. For example, email, WhatsApp, Viber etc. Submission should be completed within the allotted time. However, the answer script should be uploaded/emailed when the issues are resolved via the primary submission method.
- o. Contact any of the supervisors/invigilators to get help with any issues or questions such as uploading matters, typing mistakes in exam papers etc.
- p. An additional 30 minutes from the end of the exam will be provided to upload the answer script.
- q. The handwritten answer script and the softcopy should be stored securely.

14.3. Examination Offenses

14.3.1. Copying

- a. A candidate is not permitted to copy or attempt to copy from any unauthorized material or from the answer books/ scripts of another candidate. The presence of unauthorized material on one's desk or similar location near the candidate during a written examination will be deemed as an attempt to copy.
- b. A Candidate shall neither aid nor abet in committing an examination offence.
- c. If any candidate is found to have copied from another candidate by an examiner at the

time of marking the answer scripts, he/she will be treated as having committed the offence of copying at the examination.

- d.** A Candidate shall write only on the answer books or other stationery provided for the particular examination unless specifically allowed otherwise.
- e.** Candidates shall not write / draw on any other documents in their possession or on their person during the examination. Such actions will be construed as having been written beforehand, with the intention of copying.
- f.** A Candidate shall not start writing on the answer books until either implicitly or explicitly permitted.
- g.** A Candidate shall stop writing, and stop any other activity related to the examination (such as organizing the answer script, tying, writing index number, writing question numbers etc) once the announcement has been made by the Supervisor to stop work, at the completion of the examination.
- h.** A Candidate shall neither remove nor attempt to remove from the examination centre any material supplied (other than a question paper where no restrictions have been placed) or be in possession of examination stationery outside the examination centre.
 - A Candidate shall use Tables, Charts or any other material provided, with care and return.
 - A Candidate shall leave behind such material provided, on the desk or give them back to an authorized person, at or before the conclusion of the examination.
 - A Candidate shall not tear, crumple, fold or otherwise mutilate examination stationery

14.3.2. Cheating

The following acts are considered as cheating at examinations by a candidate:

- a.** Helping another candidate or obtaining help from another candidate or any other person to answer questions during the examination;
- b.** providing opportunity, intentionally/unintentionally, to any other candidate to read anything written by him/her or allowing any other candidate to watch any practical examination performed by him/her;
- c.** inserting, intentionally/unintentionally, on answer books/ scripts an index number

/registration number other than his/her own;

- d. Using any other unfair means or obtaining or rendering improper assistance at the examination.

14.3.3. Disorderly conduct at the examination

A candidate should not cause disturbance or inconvenience to the supervisor or his/her staff or to other candidates in the examination hall or in its precincts.

14.3.4. Impersonation

- a. Impersonating a candidate at the examination (sitting the examination for another candidate) or allowing somebody to impersonate a candidate (allowing someone to sit the examination for a candidate) are prohibited and considered as serious examination offenses.
- b. A Candidate shall not be impersonated by any other person at the examination nor shall any Candidate allow him/her to be impersonated by another person. In such a situation, the person who impersonates and the candidate who is impersonated shall be guilty of an offence.

14.3.5. Unauthorized assistance

- a. A candidate is not allowed to obtain advice, guidelines, clarification, etc. through any means of communication from any person other than the supervisor and invigilators during the period of the examination.
- b. A candidate who aids and abets a candidate/ candidates in the conduct of the above examination offenses will also be treated as having committed the same examination offense.

14.3.6. Scientific misconduct

Scientific misconduct can be described as a deviation from the accepted standards of scientific research, study and publication ethics. There can be many forms of scientific misconduct such as

- (1) fabrication - manipulation of data,
- (2) falsification - intentionally producing false data or

- (3) plagiarism -"stealing and publication" of another author's "language, thoughts, ideas, or expressions" and representation of them as one's own original work in proposing, performing, reporting or reviewing research.

Under the current regulations of the PGIS, University of Peradeniya, scientific misconduct such as plagiarism is considered as a serious and punishable examination offence. At postgraduate level however, scientific misconduct is a serious offence covering broad areas and issues including both ethical and legal. Scientific misconduct at the postgraduate level can occur in the following cases: (i) in coursework assignments, presentations and project reports, etc., (ii) in thesis research and thesis writing, and (iii) in publications and presentations at workshops/seminars and other forums.

14.3.7. Any other offence

This includes any examination offense other than the above reported to the Director of the Institute by the supervisor of the examination

14.4. The procedure of reporting and Inquiry of Examination offence/ offences

14.4.1 The procedure of reporting offence/offences

- a.** The Supervisor, or an Invigilator on his/her behalf, is empowered to order any Candidate to make a statement in writing on any matter which may arise during the course of the examination and such statement shall be written and signed by the Candidate. No candidate shall refuse to make and sign such a statement. Such materials shall be sealed by the Supervisor in the presence of the candidate as the witness. If a candidate refuses to do so, a written statement should be submitted regarding a case by all the invigilators along with the supervisor.
- b.** A candidate shall not obstruct the recording of the detection in an appropriate manner as decided by the Supervisor.
- c.** A Candidate shall hand over to the Supervisor, any unauthorized material detected with him. The Supervisor will take over such material in the presence of another authorized person as witness. The Supervisor and the witness will make a record of such material in detail and hold it securely and intact until the examination has been completed. Anything that may prevent a candidate from legitimately completing the examination should not be taken over until the examination has been completed.

- d. If circumstances arise which in the opinion of the supervisor render the cancellation or postponement of the examination necessary, the supervisor of an examination reserves the right to stop the examination, collect the scripts already written and then report the matter as soon as possible to the Director of the Institute.

14.4.2 Procedure of an Inquiry of Examination Offenses Reported

- a. The Director of the Institute after a preliminary inquiry may submit reports or any other evidence of examination offence/s submitted by supervisors/ examiners to the relevant Examination Disciplinary Committee for further action.
- b. An Examination Disciplinary Committee comprises of not less than 3 members of whom at least one member is from outside the relevant Board of Study, appointed for each case by the Director as instructed by the Vice-Chancellor to inquire into and make recommendations including punishments on the examination offence/s referred to.

14.5. Punishment for Examination Offenses

If a candidate is found guilty of an examination offence/s by an Examination Disciplinary Committee, the following punishment may be imposed on him/her:

14.5.1. Possession of unauthorized materials:

Candidature of the student for the examinations of that semester shall be cancelled and he/she shall be prohibited from sitting any examination of the Institute/ University for a period of 1 - 3 semesters.

14.5.2. Copying:

Candidature of the student for the examinations of that semester shall be cancelled and he/she shall be prohibited from sitting any examination of the Institute /University for a period of 1 - 5 semesters.

14.5.3. Cheating:

Candidature of the student for the examinations of that semester shall be cancelled and he/she shall be prohibited from sitting any examination of the Institute/ University for a

period of 1 - 9 semesters.

14.5.4. Removing examination stationery and other material provided for the examination:

Candidature of the student for the examinations of that semester shall be cancelled and he/she will be prohibited from sitting any examination of the Institute/ University for a period of 1 - 3 semesters.

14.5.5. Disorderly conduct in examination:

Candidature of the student shall be cancelled from the examination of that semester and he/she shall be prohibited from sitting any examination of the Institute/ University for a period of 1 - 3 semesters.

14.5.6. Impersonation:

- a. Candidature of the student for the examinations of that semester shall be cancelled and he/she shall be prohibited from sitting any examination of the Institute/ University.
- b. In the event the impersonator is found to be a student of the University of Peradeniya, he/she shall be prohibited from sitting any examination of the Institute/ University.
- c. In the event the impersonator is found to be a graduate of the University of Peradeniya, his/her degree may be withdrawn by the University.
- d. Impersonator/s shall also be liable to any punishment under the Penal code/ Criminal Law of Sri Lanka.

14.5.7. Violation of Examination Rules

In all cases of violation of examination rules detected, the supervisor shall take actions and forward his/her report to the Director of the Institute. In a case of disorderly conduct, the supervisor should in the first instance warn the candidate. Disorderly conduct is considered grave, only if such conduct in the opinion of the supervisor is considered as causing disturbances in conducting the examination. In situations where the candidate persists in unruly or disorderly behavior, the supervisor may ask the candidate to leave the examination hall and issue him/her a letter cancelling his/her candidature of the examination. The copy of the said letter should be sent to the Director of the Institute.

14.5.8. Unauthorized Assistance:

Candidature of the student for the examination of that semester shall be cancelled and he/she shall be prohibited from sitting any examination of the Institute/ University for a period of 1 - 5 semesters.

14.5.9. Scientific misconduct:

The reported scientific misconduct, such as plagiarism, shall be investigated by an Examination Disciplinary Committee and appropriate action will be taken. The punishment to the offence will depend on the severity of the scientific misconduct. Senate of the University even can withdraw the degree from the candidate.

14.5.10. Aiding and abetting in the commission of any of the above examination offences:

The candidate shall be considered as having committed the offense and shall be punished in respect of the offense in accordance with the provisions of the relevant offence.

14.5.11. Common regulations:

- A Candidate who is alleged to have committed an examination offence shall be provisionally permitted to continue until the conclusion of the inquiry into the allegation is done. If convicted of the offence, the punishment will be backdated to the date on which the offence was committed.
- The degree of punishment for a particular offence mentioned as the above shall be determined by the Senate based on the gravity of the particular offence and so as to make the punishment an effective one. [example: suspension from examinations during a period when no examinations are held is not deemed to be an effective punishment]
- Punishment for any offence not directly covered in the schedule shall be decided by the Senate in keeping with the above list of punishments.
- The Senate may impose additional punishments or less severe or more severe punishment on any of the examination offences mentioned in the schedule whenever it deems it necessary for specific reasons. Such punishment may include expulsion as a

student of the University.

- In particular for minor offences not involving cheating or attempted cheating of any kind, or for minor offences in continuous assessments, the Senate may decide to mitigate punishments given in the schedule even to a warning or a reprimand.
- The Senate may consider extenuating circumstances, and decide that the punishment, in part or in entirety, be suspended, on condition that the candidate does not commit another examination offence within a specified period.
- The Senate would not award of any Class or Prize to which the candidate may otherwise have been entitled, even when punishments are mitigated or suspended.
- Cancellation of candidature does not entitled a candidate for First Attempt Status for subjects where cancellation of candidature is effective.

14.6. Imposing Punishment/s and Appealing against Punishments

- a.** The punishment recommended by the Examination Disciplinary Committee will be submitted (with the concurrence of the Coordinating Committee-PGIS) to the Board of Management for a decision and the decision will be forwarded to the Senate for ratification.
- b.** On the instructions of the Vice-Chancellor after the approval of the Senate, the Director of the Institute implements the punishment.
- c.** 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 the punishment, appeals against such punishment to the Vice-Chancellor through Director/PGIS. Appeals regarding the decision on examination offenses may be sent to an Appeals Board, consisting of three members, appointed by the Vice-Chancellor of the University.
- d.** The Appeals Committee will have the power to review the decision regarding the punishment imposed and may either affirm, vary as deemed necessary or set aside the decision regarding the punishment.
- e.** The Vice Chancellor, if he/she deems that there is a prima facie case for an appeal, shall refer the matter to the Senate for deliberation.
- f.** The Senate shall refer the Appeal to the Examination Offences Committee or to any other

committee appointed for the purpose to investigate and report.

- g. The Examination Offences Committee or the Committee appointed for the purpose shall deliberate on the appeal, together with extenuating circumstances if any, and inform the findings, together with recommendations for mitigation of punishment, if any, to the Senate.
- h. The Senate shall after deliberation of the Report, recommend any mitigation or suspension of the punishment to the Vice Chancellor, who shall act according to the recommendation.

14.7. Definitions and Interpretations

The following definitions and interpretations are given to reduce ambiguities in implementing the regulation. In the event that the regulation is silent on a particular offence, or the interpretation is still not clear, the ruling of the Senate on the matter shall be determined to be final.

Answer script

- a. All answer books, including other stationery on which a Candidate has answered
- b. All calculations and rough work, which may have been attached.

Assessment

Assessment and Examination are synonymous with respect to the rules and regulations in this By-law.

Authorized person

- a. Duly appointed Supervisor and Invigilators
- b. Officer in charge of the conduct of examinations, or other person authorized by the Senate
- c. Chairperson of the Board of Study corresponding to the module being assessed
- d. Examiners and Moderators of the Subjects being assessed.
- e. Hall Attendants shall be permitted to be present at the examination center under the direction of the supervisor

Conditions

Conditions refer to the adherence to the rules and regulations.

Continuous Assessment

The regular evaluation of coursework done during the course, which may or may not include an examination, but where the marks achieved are part and parcel of the overall result. Components of

continuous assessment may include in-class test and evaluations of laboratory work. Project work, studio work, assignments, industrial visits. Camps and industrial training.

Council

The Council of the University of Peradeniya constituted according to the Universities Act No.16 of 1978 or its amendments.

Examination

- a. Evaluation of assignments, both in-class and take-home in a particular subject or other continuous assessments.
- b. Oral assessment; written evaluation; practical evaluation; project demonstration; computer based assessments or other evaluation of knowledge, skills, analytical abilities, competencies, other learning abilities, or combinations thereof
- c. Examination of a single subject, or a group of subjects as applicable.
- d. Examination at year-end, semester-end, or term-end.
- e. Examination held in a particular subject or part thereof on a particular date and time slot of the day.
- f. Evaluation of practical work, studio work, project work, industrial visits, camps, training and other similar work.
- g. Any other form of evaluation not specifically described in sections a to f.

Examination Center

An examination hall, designated classroom, laboratory or other designated place where the examination is held or scheduled to be held.

Examiner

An academic staff member, duly appointed by the Senate, who evaluates the knowledge, ability or proficiency of students through an examination. In the case of continuous assessment, the evaluation may be delegated by the examiner of the module.

Invigilator

- a. For written examinations, an academic staff member who shall be appointed by the officer in charge of conducting the examinations.
- b. For Continuous Assessments, staff member/s and instructors/s designated by the examiner of the module for the purpose of that assessment.

Module/ Subject

Course unit in a modular semester examination.

Module Assessment

Comprises of both the continuous assessment component and the end-of-semester examination.

Open book assessments/examinations

Assessments/ examinations declared as “open book” where authorized learning material is permitted to be brought into the examination center.

Plagiarism

- a. Plagiarism is the reproduction of someone else’s work as one’s own, either partially or in whole, including material and ideas, whether it in published form or otherwise.
- b. Submission of work done jointly as one’s own work (unless it is a group assignment), although students may discuss take-home assignments amongst themselves before making the individual submission.

Registrar means the Registrar, or any other officer authorized to act on behalf of the Registrar of the University of Peradeniya.

Semester includes both the teaching period, and the examination period of the semester.

Senate means the Senate of the University of Peradeniya constituted according to the Universities Act No. 16 of 1978 or its amendments.

Supervisor

- a. For written examinations a senior academic staff member who shall be appointed by Director/PGIS.
- b. For Continuous Assessments, the examiner of the module or other staff member designated by him.

Unauthorized material

- a. Learning material of any kind (including, books, notes, diagrams), which are not authorized, whether directly relevant to the particular examination or not, taken to an examination center.
- b. Bags (other than containers for carrying writing instruments), file cover or other containers, which are not authorized, taken to an examination centre.
- c. Programmable calculators, computers and other computing or storage devices, which are not authorized, taken to an examination center, other than those explicitly permitted.
- d. Writing or sketches on one’s person or personal belonging when participating at an evaluation at an examination centre.

- e. Cellular phones or other communication devices, taken to an examination center (other than those handed over to the Supervisor/Invigilator, prior to the commencement of the exam). In the case of continuous assessment components, exceptions may be specified by the examiner.
- f. Other items (other than wallets and keys which may be left on the floor under the desk) as may be declared as unauthorized by the Senate.
- g. Other items as may be declared as unauthorized for the subject under assessment by Chairperson of the Board of Study or the duly appointed examiner of the subject.
- h. Food or drink (other than drinking water) unless prior permission has been obtained on account of a medical condition.

14.8 Monitoring the Examinations process

Monitoring of the examination process shall be done by the Senior Assistant Registrar /Assistant Registrar of the PGIS under the guidance of the Director PGIS.

14.9. Related Acts, Policies, Rules, Regulations and Key Circulars

- Universities Act
- SLQF
- UGC circulars on assessment/re-corrections/credit policies
- Policy on Assessment and Award of Qualifications, University of Peradeniya (UoP-P-005)
- Examination rules and regulations of the University of Peradeniya
- Policy on Curriculum Planning, Development and Revision, University of Peradeniya (UoP-P-009)
- Policy on Teaching and Learning, University of Peradeniya (UoP-P-015)
- Guidelines for conducting examinations, University of Peradeniya
- Right to Information Act, No. 12 of 2017
- any related policies/Rules and regulations of the PGIS

ANNEXURES

- Annexure I** **M.Phil./Ph.D. Course Work Requirement form (Form 5.7.1.IA)**
http://www.pgis.lk/downloads/students/mphil_phd-coursework_req_form.pdf
- Annexure II** **Completion of M.Phil./Ph.D. Course Work Requirement – Certification (Form 5.7.1.IB)**
http://www.pgis.lk/downloads/students/mphil_phd-course_work_comp_req_cer.pdf
- Annexure III** **Progress report of postgraduate students (M.Phil. & Ph.D.)**
http://www.pgis.lk/downloads/students/mphil_phd-progress_report.pdf
- Annexure IV** **M.Phil./Ph.D. - Initial Submission of the Thesis (Form 5.11.1A)**
http://www.pgis.lk/downloads/students/mphil_phd-proj_rep_init_sub.pdf
- Annexure V** **Check List for M.Phil./Ph.D. Students for Acceptance of Spiral-bound Copy of the Thesis**
http://www.pgis.lk/downloads/students/mphil_phd-check_list.pdf
- Annexure VI** **Final Submission of the M.Phil./Ph.D. Thesis (Form 5.11.3A)**
http://www.pgis.lk/downloads/students/mphil_phd-proj_rep_final_sub.pdf
- Annexure VII** **Re-submission of the M.Phil./Ph.D. Thesis (Form 5.11.1B)**
http://www.pgis.lk/downloads/students/mphil_phd-proj_rep_final_sub_after_major_corrections.pdf
- Annexure VIII** **Application for Upgrading Degree Status: M.Phil. to Ph.D. (Form 5.10A)**
http://www.pgis.lk/downloads/students/app_mphil_to_phd.pdf