

POSTGRADUATE INSTITUTE OF SCIENCE



Terms of References (TORs) of
Boards of Study/Entities

TERMS OF REFERENCE

BOARDS OF STUDY

MAIN OBLIGATION: Board of Study is the main authority that facilitate the academic activities of the Postgraduate Institute of Science (PGIS), University of Peradeniya. Its main responsibility is to maintain the standards and quality of academic activities and to facilitate efficient and quality delivery to its stakeholders. Board of Study is responsible for providing assurance to the Board of Management in terms of academic governance, continuous improvement of the quality of postgraduate studies.

MEMBERSHIP:

Director, Postgraduate Institute of Science

Four (04) members appointed by the relevant Board from among teachers in the University of Peradeniya specialized in the relevant field of study.

Head of relevant department at the Faculty of Science of the University

Three (03) members appointed by the Board from among persons of eminence in the appropriate specialty in Science

The total number of members of the Board of Study is nine (09). The term of office for elected members of the Board of Study will be 3 years from the date of appointment.

BY INVITATION

Coordinators of postgraduate degree programme offered by the respective Board of Study or any other personnel as required.

ROLES AND RESPONSIBILITIES

- Develop, implement and review academic policies and initiatives, and monitor progress against academic key performance indicators
- Identify the key activities and plan its annual strategic plan at the beginning of the year
- Adhere to academic regulations and oversee their enactment, including;
 - admission of students;
 - granting and annulling of degrees, qualifications and titles;
 - exclusion of students for academic reasons;
 - recommend internal and external examiners/reviewers;
 - assessment and examination of academic performance of students; and
 - identify conditions under which individuals may be admitted to the postgraduate study programme

- Develop and accredit new postgraduate degree programme and revise the existing curricular according to stipulated regulations;
- Review and approve stipulated academic regulations to assure academic standards and that all students are treated consistently and equitably;
- Follow policies and procedures for assessment and examination to evaluate academic performance of students;
- Recommend appointments or removal of resource persons and examiners;
- Review student complaints and recommend appropriate actions in accordance with the policies and regulations of the PGIS
- Recommend disciplinary actions to the Board of Management
- Support the Board of Management to ensure provisions to support the general welfare of the students
- Review its own performance and the performance of any subcommittees to ensure academic governance arrangements are effective and enhance the overall institutional performance
- Appoint sub-committees facilitate curriculum revisions etc. and conduct outreach activities such as seminars, workshops, conferences and training programmes based on the necessity
- Foster a sound research culture
- Take necessary measures to disseminate the knowledge and skills to relevant stakeholders

ADMINISTRATION

Academic Board will meet at least six times (06) per year, and at other times at the discretion of the Chair. The Quorum for meetings is one-third of members (04) eligible to attend. The Chairperson or any member of the Board of Study earmarked by the respective Board will represent the Board of Management to support strategic planning and appropriate oversight.

REPORTING PROCEDURE

The minutes of meetings of the Committee will be circulated to all its members in the immediate subsequent meeting for necessary approval before forwarding it to the Coordinating Committee Meeting (CCM).

TERMS OF REFERENCE

CHAIRPERSON

MAIN OBLIGATION: Provide necessary leadership to the Board of Study to carry out its duties and responsibilities in an effective manner as described in the mandate of the Board and as otherwise may be appropriate.

TERM OF OFFICE: 3 years

APPOINTED BY: The Chair of the Board of Study is elected by the relevant Academic Board from among the elected board members.

ROLES AND RESPONSIBILITIES

- Administer directives and correspondence received from the Director, PGIS
- Identify agenda items and scrutinize minutes of the Board of Study meetings
- Direct the Board Secretary to schedule meetings as necessary
- Relay decisions and actions taken by the Board of Management, PGIS to the Board of Study
- Create a summary of decisions taken by the Board and circulate among the members for their attention/action
- Coordinate syllabus revisions of Study Programmes whenever necessary
- Provide necessary directives to administrative staff and the coordinators for smooth running of Masters Study programmes
- Initiate and facilitate outreach activities
- Identify and recommend examiners/reviewers for MSc, MPhil and PhD theses with the assistance of the Board of Study
- Act as a liaison between the Board of Study and Board of Management and Coordinating Committee
- Represent the Coordinating Committee Meeting on behalf of the Board of Study
- Host MSc, MPhil and PhD defense examinations and progress review seminars

TERMS OF REFERENCE

THE SECRETARY

MAIN OBLIGATION: Provide secretarial support for the Chair of the Board of Study and facilitate the smooth functioning of the Board.

TERM OF OFFICE: 3 years

APPOINTED BY: The Secretary of the Board of Study is appointed by the relevant Academic Board from among its elected board members

ROLES AND RESPONSIBILITIES

- Provide secretarial support for the Chair of the Board of Study
- Handle all communications related to the Board of Study
- Schedule Board meetings as instructed by the Chair and communicate them to the Board members
- Prepare the agenda in consultation with the Chair and circulate among the Board members
- Make all logistic arrangements pertaining to the Board of Study meetings
- Compile minutes of the Board of Study meetings
- Maintain minutes, summary of decisions and other relevant documents of the Board for future reference
- Liaise with the Masters Degree coordinators to ensure smooth functioning of the study programmes
- Communicate with the PGIS in relation to progress reports of MSc, MPhil and PhD students
- Coordinate progress review seminars of MPhil and PhD students
- Submit documents approved/recommended by the Board of Study (i.e. minutes, attendance, teaching and examination panels) to the Director, PGIS
- Represent the Coordinating Committee Meeting on behalf of the Board of Study

TERMS OF REFERENCE
MASTERS DEGREE PROGRAMMEME
COORDINATOR(SLQF LEVELS 9 AND 10)

Main Obligation: The coordinator shall assure smooth running of study programme and acts as the liaison between the students of the study programme and the PGIS.

Term of Office: Three (03) years from the date of appointment, subjected to review the progress after one (01) year of appointment.

Specific Roles and Responsibilities:

General Responsibilities

- Coordinate the study programme from the time of the advertisement till the end of the course work (SLQF Level 9) and/or the research component (SLQF Level 10)
- Facilitate communications related to academic matters between the PGIS and the students.
- Identify the teaching panel for each course module and obtain necessary approval from the respective Board of Study (BoS) and the CCM (Coordinating Committee) prior to the commencement of the academic activities.
- Facilitate the LMS/Moodle for teaching-learning process with the help of the Computer Engineer of the PGIS.
- Provide the information required to compile the programme budget according to the stipulated format of PGIS.

Course work-related responsibilities (SLQF Levels 9 and 10)

- Fix monthly/semester timetables for the course work (send copy to AR/PGIS) and monitor its smooth functioning
- Facilitate the process to establish a communication platform between students and resource persons
- Coordinate the progress of course modules to ensure that the programme is delivered within the stipulated period
- Reserve lecture rooms/laboratories/transport in concurrent with allocated slots in monthly/semester timetables.
- Facilitate examination & grading process of SLQF L9 course work examinations (Refer: Guidelines for Examinations of the Masters).
- Maintain a record of course work grades of SLQF L9 course work examinations.

- For repeat candidates, provide results history in order to avoid any confusions (Memo No PGIS/CC/149/19)
- Identify potential supervisors for the Independent study and coordinating the process until its completion
- Obtain written consents from the students once the course work is completed to make sure whether they leave with a SLQF Level 9 qualification or else continuing to SLQF Level 10

Research-related Responsibilities (SLQF Level 10)

- Compile the budget according to the stipulated format as approved by the Finance
- Committee of PGIS for those students who will continue to seek SLQF Level 10 qualification.
- Assist students to select prospective supervisors to initiate their research projects and to obtain necessary approval for their project proposals from the BoS prior to the commencement of the research work.
- Arrange the mandatory mid-progress review seminars to track students' progress in their research projects.
- Recommend suitable examiners (both report/thesis and oral) in consultation with the Chairperson of the BoS well in advance and seek necessary approval from the BoS and CCM.
- Verify the signatures of the supervisor/s in the research reports/theses (initial submission and the final) before submitting it to the Chairperson of the BoS for his/her signature.

TERMS OF REFERENCE

SUBJECT COORDINATORS OF MASTER/ M.SC. STUDY PROGRAMMES

Description: Subject Coordinator (Biology, Chemistry, Information and Communication Technology (ICT), Mathematics and Physics)

Study Programs: Master of Science Education

Master of Science in Science Education

Duration of the Appointment: 36 months

Purpose: The Subject Coordinators of the Study Programs shall work closely with the Chairperson of the Board of Study in Science Education and Overall Coordinator/s to assure smooth running of the study programs and act as a liaison between the students and the Postgraduate Institute of Science.

Report to: Chairperson, Board of Study in Science Education

Specific Roles and Responsibilities

1. Facilitate and assist the PGIS with administrative tasks such as internal and external communications
2. Maintaining the smooth running of the Subject Component by preparing timetables, appointing resource persons, identifying other logistic details etc.
3. Assisting the Overall Coordinators whenever necessary to ensure smooth running of the programs
4. Identify and recommend resource persons for courses/workshops/seminars conducted by the Board of Study in Science Education (BoSE)
5. Seek necessary approval from the BoSE for documents related to appointment of instructors, examiners, annual budgets, the list of examiners etc.
6. Manage deadlines and reviewing the progress of students to ensure the program is delivered on time
7. Assist PGIS to maintain records related on-going courses, student attendance etc.
8. Report on-going progress of the Subject Component to the BoSE
9. Organize mid-review seminars
10. Organize outreach activities such as workshops, seminars to enhance Science Education in the country
11. Collect and analyze feedback from different stakeholders to gauge satisfaction and success
12. Assist the overall coordinators to review the curriculum from time to time to enhance its standards where necessary

TERMS OF REFERENCE

RESEARCH GRANTEE

MAIN OBLIGATION: Research grantee whose research project is funded by the PGIS shall be responsible to conduct and complete the research project successfully fulfilling all the agreed objectives within the stipulated time period.

DURATION: From the time of the grant is awarded till the final project report is approved by the PGIS research committee.

SPECIFIC ROLES AND RESPONSIBILITIES:

- Responsible to successfully complete the research project funded by the PGIS.
- Obtain necessary approvals for any changes to the accepted proposal and the budget from PGIS Research Committee and the Board of Management.
- Utilize allotted money for the specific research project approved by the PGIS.
- Assist PGIS with the procurement process of equipment, services and consumables required for the successful completion of the project
- Submit progress reports once in every six months (06) to the Research Committee of the PGIS in the given format.
- Submit the final report according to the format given by the PGIS within two months (02) of completion of the research project.
- Address any concerns/suggestions given by the Research Committee to improve the report before re-submitting.
- Handover the equipment purchased from the project to the PGIS or to the research grantee's affiliated institute based on the agreement with the PGIS at the time of the award of the grant.
- Notify and fully disclose any intellectual property rights originated out of the project to the PGIS.
- Refrain from publishing or commercializing any intellectual property rights without priorwritten approval of the PGIS.
- Duly acknowledge the PGIS in all publications came out from the research project.

TERMS OF REFERENCE RESEARCH PROJECT SUPERVISOR

MAIN OBLIGATION: The supervisor shall guide the student, in order to ensure the completion of a meaningful project of acceptable quality and standard within the specified time frame

DURATION: From the commencement of the research project to final submission of the hard-bound copy of the thesis

MSc/MPhil/PhD Supervisors

GENERAL ROLES AND RESPONSIBILITIES:

- Facilitate the initiation of the research project
- Assist the student to familiarize with the latest research publications in the relevant study area
- Guide the student to write the project proposal
- Advise the student to get ethical clearance prior to start of the research work wherever relevant
- Maintain a healthy communication with the student on a regular basis
- Encourage the student to work independently and advise whenever necessary
- Guide the student to conduct the research using accepted methodologies for data collection and analysis.
- Review the research progress periodically
- Advise the student to write the six month (06) progress report (following the 'PGIS Format for Thesis') and to present his/her work at six month (06) Progress Review Seminars
- Guide the student to write the thesis/report according to the stipulated format given by the PGIS in the Student Handbook
- Encourage the student to publish the findings of the research in reputed refereed journals
- If the supervisor plans to take leave for a period of more than three (03) months, ensure that the co-supervisor continues the supervision, or else appoint a suitably qualified person as a co-supervisor
- Based on the progress, recommend MPhil/PhD upgrade request of students according to the rules and regulations stipulated by the PGIS.

Specific Responsibilities - MPhil/PhD Supervisors

- Advice and assist the student to write a project proposal and submit it to the relevant Board of Study for necessary approval along with the duly filled MPhil/PhD ApplicationForm
- Arrange the student to submit a progress report followed by a progress presentation at Progress Review Seminars, every six (06) months, in January and July each year

TERMS OF REFERENCE THESIS EXAMINER

MAIN OBLIGATION: The thesis examiners shall evaluate the thesis/report thoroughly for its scientific merits and send the evaluation report to the PGIS within the specified time period

DURATION: The evaluation report need to be submitted to the PGIS within 6 weeks (MSc Report) or 2 months (MPhil Thesis) or 3 months (PhD Thesis)

ROLES AND RESPONSIBILITIES

- Upon the receipt of the invitation, inform the PGIS your willingness to evaluate the thesis
- Insert comments and suggested corrections on the thesis itself or on a separate sheet
- Provide a detailed evaluation report
- Indicate one of the following options as the final recommendation in the given thesis evaluation form:
 - (a) as acceptable without revisions
 - (b) acceptable with minor revision
 - (c) acceptable with major revisions or
 - (d) unacceptable
- If ‘major revisions of the thesis’ is recommended, evaluate the revised thesis and send the evaluation report to the PGIS

TERMS OF REFERENCE ORAL EXAMINER

MAIN OBLIGATION: The oral examiners shall evaluate the oral presentation and the student's ability to defend his/her thesis/report and submit the evaluation report to the PGIS

ROLES AND RESPONSIBILITIES:

- Assess the oral presentation based on the following categories:
 - Overall Knowledge
 - Originality and Creativity
 - Organization
 - Results & Discussion
 - Presentation & Delivery
 - Overall Defense
- Submit a report on the suitability of the candidate for the award of the degree

TERMS OF REFERENCE

EXAMINATION PANEL OF COURSE

MODULE

MAIN OBLIGATION: The examiners shall prepare the question papers and assess the student answer scripts to gauge whether the candidates have comprehended the material and then presented this adequately.

EXAMINATION PERSONNEL INVOLVED IN THE EXAMINATION PROCESS ARE;
Setters, Moderators, First & Second Examiners, Course Examination Coordinators (CEC)¹ and Programme Coordinator/s

ROLES AND RESPONSIBILITIES:

Setter or the CEC

- Set questions for assessments
- Prepare marking schemes and/or model answers
- Handover the question paper to the moderator
- Prepare the final mark sheet with detail marks for each course
- Handover the mark sheet to the Programme Coordinator and assist in assigning grades
- Handover the answer scripts in a properly labeled packets to the Programme Coordinator

Moderator

- Moderate/scrutinize the questions (check wording and language) and suggest changes accordingly
- Moderate/scrutinize the marking schemes and/or model answers
- Handover the moderated question paper to the setter or the CEC

First Marking Examiner

- Mark the answer scripts according to the marking scheme
- Make necessary calculations and additions
- Handover the marked answer scripts to second examiner

Second Marking Examiner

- Scrutinize the marked scripts, additions and calculations
- Handover the scrutinized answer scripts to first examiner

¹ If there are more than one instructor involved in a course, one of them shall serve as the course examination coordinator (CEC).

TERMS OF REFERENCE
RESOURCE PERSON/S OF COURSE MODULE
Masters Degree Programme (SLQF Levels 9 and 10)

MAIN OBLIGATION: Resource person/s shall design, develop and deliver course material using a range of methods and platforms. In addition, they shall set and grade assignments, tests and exams

DURATION: From the commencement of classes to submission of student marks for the course module

ROLES AND RESPONSIBILITIES:

- Explain the objectives of the course, intended learning outcomes, course contents and methods of course evaluation at the beginning
- Prepare and deliver the course material in a well-structured and organized manner
- Use LMS to communicate with students (upload course material, assignments, tutorials etc.)
- Give effective continuous assessments and discuss them
- Take student attendance/LMS reports for each lecture and produce it when submitting the claim form
- Give an effective end semester examination adhering to the work norms relevant to the examiners (please refer the Terms of Reference-TOR for examiners of course modules)

TERMS OF REFERENCE
DEMONSTRATOR
Masters Degree Programme (SLQF Levels 9 and 10)

MAIN OBLIGATION: Demonstrator shall execute tasks assigned by the instructor/lecturer of each course or the coordinator of the study programme.

DURATION: Until the completion of the degree

programme. ROLES AND RESPONSIBILITIES:

- Assist lecturers/instructors in conducting lab/field classes.
 - a. Preparation of lab handouts on the request of the lecturer/instructor and make copies and distribute among students
 - b. Conduct necessary trials prior to the lab/field class
 - c. Preparation of solutions, instruments and make other necessary arrangements for the lab/field class
 - d. Give instructions to students during the lab/field class as necessary
 - e. After the end of the lab/field class, oversee whether the place is in proper order before leaving
 - f. Collect and mark the lab/field reports on timely basis, and return them back to students with an appropriate feedback
 - g. Handover the marks to the lecturer/instructor who is in charge of the lab/field class within the stipulated time period
- Assist lecturers/instructors in conducting the lectures, as requested
- Assist the Coordinator to conduct the independent study seminars
- Assist the Coordinator in arranging timetables in a timely manner