



# WAYAMBA UNIVERSITY OF SRI LANKA

## BY-LAWS NO. 1 OF 2014

*(In Terms of Sections 29 (d) and 135 (1) (a), (b) &(c) of Universities Act No. 16 of 1978)*

### **BY-LAWS FOR POSTGRADUATE RESEARCH DEGREES**

#### **1. Degree Programmes**

Degree of Master of Philosophy (M.Phil.)  
Degree of Doctor of Philosophy (Ph.D.)

There are two categories of registered students for these courses:

Full-time  
Part-time

#### **1.1. Eligibility**

##### **1.1.1. Master of Philosophy Degree (M.Phil.)**

1. Master's Degree relevant to the subject  
or
2. Four year Bachelor's (Special) Degree relevant to the subject  
or
3. Four year Bachelor's (Joint Major) Degree with a class relevant to the subject  
or
4. Bachelor's (General) Degree relevant to the subject with a class  
or
5. Bachelor's (General) Degree/Bachelor's (Joint Major) Degree relevant to the subject without a class and passing a qualifying examination conducted by the relevant Faculty.

##### **1.1.2. Doctor of Philosophy Degree (Ph.D.)**

1. Master of Philosophy Degree relevant to the subject  
or
2. Four year Bachelor's (Special) Degree relevant to the subject with a First Class or Second Class (Upper Division)  
or
3. Four year Bachelor's (Special) Degree relevant to the subject and a two year Master's Degree with a research component in the relevant field.

## **1.2. Duration**

### **1.2.1. Master of Philosophy Degree (M.Phil.)**

Minimum period of study for the M.Phil. degree:

Full-time students - Two (02) years  
Part-time students - Three (03) years

The maximum period of study will be five (05) years.

### **1.2.2. Doctor of Philosophy Degree (Ph.D.)**

Minimum period of study for the Ph.D. degree:

Full-time students - Three (03) years  
Part-time students - Five (05) years

The maximum period of study will be seven (07) years.

## **1.3. Application procedure**

All applications should be forwarded to the Registrar of the Wayamba University of Sri Lanka (WUSL). The Registrar will then send the applications to the relevant Faculty Higher Degrees Committee (FHDC). With the recommendations of the relevant FHDC, the applications should be forwarded to the Senate Research & Higher Degrees Committee (SRHDC). Thereafter, the applications should be submitted to the Senate for approval. The academic qualifications possessed by the candidate should be supported by certified copies of the detailed degree certificate and the degree certificate. Similarly, a certified copy of the birth certificate should be forwarded with the application. After obtaining the approval of the Senate, the applicant should show the originals of the aforementioned documents to the Registrar for confirmation. The candidate should arrange for an academic transcript to be sent to the WUSL by the relevant University.

The application should also contain a statement regarding the proposed field of research, the tentative title and a synopsis on research methodology together with the name/names of supervisors who have undertaken to supervise the work. A signed statement from the supervisor/s indicating consent to supervise the work should be attached to the application.

## **1.4. Transfer of Registration from M.Phil. to Ph.D. Degree Programme**

The students shall apply for transfer of registration from M.Phil. to Ph.D. through their supervisors to the respective FHDC. The FHDC will evaluate the progress made by the students and make recommendations to the SRHDC for the transferring of registration to Ph.D. Degree Programme. Services of an outside expert could be obtained if necessary.

Application for such transfer should be made by the students within 12 to 18 months from the date of registration to the M.Phil. Degree Programme.

The SRHDC may also consider transfer of registration of M.Phil. to Ph.D., if the candidate fulfills the following requirements :

- i. Two publications (full papers) in refereed journals based on the M.Phil. study carried out by the student, prior to making the application for transfer.  
or
- ii. At least one patent, either national or international, based on the M.Phil. study carried out by the student.  
or
- iii. Significant outcome or significant recommendation that has a national importance, based on the M.Phil. study carried out by the student. Evaluation should be done by a Committee appointed by the Faculty, with internal and external experts.

### **1.5. Presentation by Postgraduate Applicants**

Postgraduate applicants are required to make a presentation at the relevant FHDC within the first two months from the date of submission of application on a date decided by the FHDC.

### **1.6. Effective Date of Registration**

The effective date of registration for the postgraduate programme will be the date of receipt of application by the Registrar, subject to acceptance by the FHDC.

### **1.7. Renewal of Registration**

It shall be obligatory for each postgraduate student to renew their registration every year until the completion of the programme. Application for renewal of registration should be sent to the Registrar through the Supervisor/s.

### **1.8. Concurrent Registration**

No student shall be permitted to register concurrently for more than one degree programme either as an internal or external student of this or any other university. If this requirement is violated the registration of the student at the WUSL will be cancelled.

### **1.9. Changes in Registration**

A postgraduate student who wishes to make changes in his/her registration i.e. thesis topic/title, supervisors, transfers, status (part time to full time and vice versa) and withdrawal of registration, should submit such requests to the Registrar through his/her supervisors.

All changes in registration should receive the recommendation of the supervisor/s, FHDC and the SRHDC for the approval of the Senate.

### **1.10. Submission of Progress Reports**

Every student registered for a higher degree shall submit half-yearly progress reports on research work carried out by him/her after registration to the Chairman, SRHDC through his/her Supervisor/s and the FHDC.

### **1.11. Thesis**

The thesis shall consist of the candidate's own account of his/her research. It must provide a distinct contribution to knowledge and afford evidence of originality. It must be satisfactory as regards literary presentation. Only research conducted after registration will be considered for the M.Phil./Ph.D. Degree Programme.

The thesis should be certified by the supervisor/s as embodying the candidate's own work. The thesis shall be submitted in three copies, which may be in temporary binding.

Each copy shall be typewritten on clear white A4 paper (210 mm x 297 mm). Any standard type is acceptable but the same size and style must be used throughout the thesis. The use of bold headings and italics for emphasis is permitted. All typing should be on one side of the paper only, double-spaced, with the left-hand margin not less than 40 mm. Other margin should be at least 20 mm.

The general format of the thesis shall be as follows:

- Title page
- Declaration
- Acknowledgements
- Abstract
- Table of contents
- List of tables
- List of Figures and plates
- List of abbreviations
- Text
- List of References
- Appendices

#### *a. The title*

The title shall be the title approved by the Senate.

#### *b. Declaration*

The thesis shall contain a statement to the effect that the work is the result of the candidate's own investigation and that it has been submitted in candidature for a degree of this university.

*c. Acknowledgements*

The candidate shall declare in the thesis the extent to which assistance has been given by others in the collection of material, design and construction of apparatus, financial support, etc.

*d. Abstract*

This shall consist of a summary not exceeding 400 words.

*e. Text*

This shall include introduction, objectives of the study, experimental methods, results, discussion and conclusions. References should be cited in the text according to a single format. (See Annexure-I)

*f. List of references*

The list of references should be arranged according to a single format.

## **1.12. Examination**

### **1.12.1. Thesis Evaluation**

The Senate will appoint two or more experts in the relevant field as external examiners to evaluate the thesis on the recommendation of the relevant FHDC. Supervisor/s may propose external examiners to the Senate through Head & FHDC and SRHDC. Award of the degree shall be based on the recommendations of the Examiners.

### **1.12.2. Thesis Defense Examination**

Composition of the Examination Board for oral presentation and Defense Examination shall be External examiner/s, Dean of the Faculty, Chairperson of FHDC and Chairman of SRHDC. Supervisor/s may be present as Observer/s. If a member of the Board is a Supervisor of the candidate, a suitable replacement should be appointed by the Senate.

### **1.12.3. Appeals**

If a student fails the Defense Examination, he/she may request for another chance for a Defense Examination within one month after the 1<sup>st</sup> defence examination which would be the final one and to be held three months after the 1<sup>st</sup> defense examination.

### **1.12.4. Requirement for submission of M.Phil./Ph.D. Thesis**

At the point of submission of the M.Phil. Thesis, the student should have at least two abstract presentations at a recognized forum. At the point of submission of the

Ph.D. Thesis, the student should have at least two papers published in refereed journals.

### 1.13. Final Submission of Thesis

A candidate whose thesis is accepted by the examination board for the award of a degree is required to make all corrections, revisions, etc., as proposed by the external examiners and submit 3 copies within 3 months after thesis defense examination in fully bound form to the Senior Assistant Registrar/Assistant Registrar, Examinations. After the release of results two copies shall become the property of the University and the other shall be returned to the candidate.

Specified colour and binding:

Ph.D. Maroon Rexene cover  
M.Phil. Black Rexene cover

The cover should carry full title of the thesis, the University Logo, name of the candidate, name of the degree sought and the year of degree. The spine should carry the degree sought on the left-hand side, name of the candidate in the middle and the year on the right-hand side. (See Annexure-II).

### 1.14. Effective Date for the Award of Degree

**1.14.1.** The effective date for the award of a higher degree shall be the first day of the following month after submission of thesis for examination. For students who appear for the 2<sup>nd</sup> thesis defense examination, the effective date shall be the first day of the following month after the 2<sup>nd</sup> defense examination.

**1.14.2.** If a candidate whose thesis is accepted by the examination board for the award of a degree fails to submit the thesis after corrections within three months, the effective date shall be the first day of the following month after submission of corrected thesis.

**1.14.3.** In case of resubmission, the effective date shall be the first day of the following month after re-submission of the thesis.

### 1.15. Course Fees for M.Phil. and Ph.D. Programmes:

	<i>Ph.D.</i> (Rs.)	<i>M.Phil.</i> (Rs.)
Registration (per year)	1,500	1,000
Application Lodging Fee	500	500
Tuition Course Fee (per year)	3,500	3,500
Library Deposit (refundable)*	2,500	2,500
Library Fee (per year)	1,000	1,000

Examination Fee (per attempt)	35,000	35,000
Supervisory Fee (per year)	7,500 (per year/ up to 3 years)	4,500 (per year/ up to 2 years)
Bench Fee (per year)*		
Faculty of Agriculture & Plantation Mgt.	7,500	5,000
Faculty of Applied Sciences	2,500/ 20,000	2,500/ 20,000
Faculty of Business Studies & Finance	35,000	35,000
Faculty of Livestock, Fisheries & Nutrition	10,000	10,000
Administration fee (per year)	5,000	5,000
IT Fee (per year)	1,000	1,000
Welfare & Health (per year)	1,000	1,000
* Please note that the Bench Fee does not include stationery, travelling, consumables or research expenses.		

\* Library Deposit should be paid separately from other fees.

## Amendments to the By -Laws for Postgraduate Research Degrees, No 01 of 2014

### 1.4 Transfer of Registration from M.Phil. to Ph.D. Degree Programme

The following to be added at the end of the section:

“The students who seek upgrading of their postgraduate programs should pay a sum of Rs. 7500.00 together with the request for upgrading”.

### 1.10 Submission of Progress Reports

The following to be added at the end of the section:

- If a Progress Report is not submitted within three months from the due date of the report, the registration of the relevant student will be suspended.
- Registration will be reactivated with the submission of the Progress Report and re-payment of the registration fee.
- Approval to reactivate registration should be obtained from the Senate on the recommendation of the SRHDC.
- The new completion date as a result of the delay in submission of Progress Reports will be determined by the SRHDC on case by case basis.

### 1.11 Thesis –e. text- Remove (“See annexure I”)

### 1.13 Final Submission of Thesis – Last para, last line –Remove (“See Annexure II”).



**2<sup>nd</sup> Amendment to the Postgraduate By Laws No 01 of 2014. Limiting Admission to Postgraduate Research Studies Twice a Year**

- Admission for the postgraduate research degree programmes of the Wayamba University of Sri Lanka is open to students three times a year. April, August and December. As such, their admissions are designated as

*(a) April Admission*

*(b) August Admission*

*(c) December Admission*

- The closing dates for the submission of applications for admission in the postgraduate research degree programmes are

*(a) The first day of December in the preceding year for April Admission*

*(b) The first day of April for August Admission*

*(c) The first day of the August for December Admission*

- The effective date of registration/enrolment in a postgraduate research degree is defined as the first day of the month of registration. As such, one of the following dates is given to students as the effective date of registration in conjunction with their month of admission.

*(a) The first day of April for those who are selected for April Admission*

*(b) The first day of August for those who are selected for August Admission*

*(c) The first day of December for those who are selected for December Admission*

The Council approved the above admission schedule to be implemented as an amendment to the postgraduate By Laws No 01 of 2014 (2<sup>nd</sup> Amendment) with effect from 1<sup>st</sup> July 2016.

This amendment will replace the section 1.6 of the By Laws.

**3<sup>rd</sup> amendment to the Postgraduate Research Degree By-Laws (By Laws 01/2014): Authorship-place for postgraduate degree candidates in publications produced in case of upgrading student registration from M. Phil. to Ph.D. and as a requirement for the award of the degree**

**Effective date: 01<sup>st</sup> August 2016.**

**Background**

Postgraduate research (PGR) degree candidates of the Wayamba University of Sri Lanka are encouraged to publish articles arising out of the thesis research work carried out by them. According to the Postgraduate Research Degree By-Laws (By Laws 01/2014), it is required that a PGR candidate publish such articles (Full papers and / or abstracts); *two full research papers in refereed journals for Ph.D. degree program and two abstracts for M. Phil. degree program* for the award of the degree. Relevant publications are also taken into consideration in the case of upgrading student registration from M.Phil. to Ph.D. It is understood that thesis research carried out by a PGR candidate be original work planned, designed and executed by the candidate under the guidance of supervisors.

Therefore the following requirements are added to the Post Graduate Research Degrees By-Laws No. 01/2014 as the 3<sup>rd</sup> amendment.

- (a) In published articles which are produced in case of upgrading student registration from M. Phil. to Ph.D. and as a requirement for the award of the PG degree, the authorship-place for the PG candidate should essentially be the first place.
- (b) To assign two thesis examiners (external examiners) with the task to determine whether such publications have arisen out of the thesis research work.
- (c) To incorporate the above (a) and (b) in to the Postgraduate Research Degree By-Laws (By Laws 01/2014) as an amendment (Third amendment).

**4<sup>th</sup> Amendment to the Postgraduate Research Degree By-Laws 01/2014: Making it compulsory for postgraduate degree candidates of the Wayamba University of Sri Lanka to present research papers at the “Wayamba University Research Congress”**

**Effective date: 01<sup>st</sup> August 2016.**

**Background**

Monitoring the progress of postgraduate research degree candidates in their degree program helps the university direct them appropriately towards achieving the program objectives and further supports them in reaching the level of expected learning outcomes (ELOs of SLQF Level 11 and SLQF Level 12).

In order to further strengthen the progress monitoring process and, thereby to help PG students reach the level of ELO as well as to improve the research plan, the following requirements have been added to the Post Graduate Research Degrees By Laws No. 01/2014 as the 4<sup>th</sup> amendment.

- In each year during the candidature, every PGR student should present in the Wayamba University Research Congress (WURC), a paper/s arising out of the thesis research work being carried out for the degree enrolled in.
- Students should pay the registration fee for the WURC as determined by SRHDC.
- Supervisors should advise and direct their PGR students to comply with the above requirements.

**Criteria for Registrar, Deans, Chairmen/Faculty Higher Degrees Committee (FHDC) and Supervisors to follow concurrently with the first amendment to the Postgraduate Research Degrees By-Laws 01/2014**

**Effective Date: 01<sup>st</sup> October 2016.**

**Criteria for Registrar, Deans, Chairmen/Faculty Higher Degrees Committee (FHDC) and supervisors to follow / act concurrently with the first amendment to By Laws 01/2014.**

1. Deans of faculties are expected to establish their own formal mechanism to receive requests and progress reports from students. Such mechanisms are proposed to be operated through the Office of Assistant Registrar of the faculty with maintaining records.
2. The student should submit the progress report for every six month period to the Office of FHDC **within one month** from the completion of the six-month-period.
3. Chairpersons of FHDCs are required to take necessary measures to ensure that the students submit the progress report to FHDCs **within one month after every six month**, and subsequently submit the progress reports to the Senate Research and Higher Degrees Committee (SRHDC) with comments and recommendation.
4. Chairpersons of FHDCs should submit the progress report to the SRHDC **within three weeks** from the receipt of the progress report from the student.
5. The reports which are not recommended by the FHDC should not be sent to the SRHDC, but return to the student immediately. In such situation, the time frame for resubmission of the progress report is still within the first three month period and thus extension of the submission period is not considered.
6. The suspension of registration of a postgraduate student will be in effect automatically from the very next day that comes immediately after the elapse of three-month-period given for the report submission.
7. The registrar shall issue letters of suspension to students with copies to the Chairpersons of relevant HFDC and Supervisors immediately and inform it to the next immediate meeting of SRHDC and the Senate.
8. The letter of suspension of registration should be sent to the student under registered post.
9. Supervisors are required to advise and direct / guide the students to act accordingly to prevent them from facing such suspensions.
10. A student who is thus serving a suspension in registration has to submit to the FHDC a written request with registration fee to reactivate / reinstate the

registration within six months from the date of the letter of suspension; in failing to do so, the registration shall be cancelled.

The cancellation of registration thus results, shall be informed to the students by the Registrar by registered post.

11. SRHDC and FHDCs should not accept / consider any other progress reports and other requests of the candidates until the registration is reinstated.
12. FHDCs should submit to the SRHDC, the students' requests for reinstatement of their registration within two weeks from receiving such requests.
13. Registration-reinstatement-date is considered as the date on which the Faculty Higher Degrees Committee recommends the students' request for reinstatement of their registration provided that the reinstatement / registration fee has been paid. In situations where the reinstatement fee is yet to be paid, the reinstatement date will be the payment date provided that the faculty has given the consent to reactivate registration.
14. With the reinstatement of the student in registration, the length of the minimum period to complete the degree will be readjusted according to the period of suspension (extending the period by adding the suspension period).

**Criteria for postgraduate students to follow in respect of the first amendment made to the Postgraduate Research Degrees By-Laws 01/2014**

**Effective date: 01<sup>st</sup> October 2016.**

**Criteria for postgraduate students to follow (a) in submitting biannual progress reports due from the thesis research being carried out by them and (b) in reactivating the registration when suspended**

1. Every postgraduate research degree student (student) should submit a progress report for every six month period during their candidature.
2. The student should submit the progress report **within one month** from the completion of the six month period to the relevant Faculty Higher Degrees Committee (FHDC) to ensure that FHDC has sufficient time to study and forward the progress report to the Office of the SRHDC before the elapse of the three month period given for the report submission.
3. The student will receive the progress report back from the FHDC in situations where the FHDC has not recommended it. Then, the report has to be rewritten in complying with the instruction of the FHDC. The time frame for **resubmission** of the progress report is still within the same three-month-period and thus no extension of the submission period is considered.
4. A student who is thus serving a suspension on registration has to submit to the FHDC a written request with registration fee to reactivate / reinstate the registration within six months from the date of the letter of suspension; in failing to do so, the registration will be cancelled.
5. FHDCs and SRHDC shall not accept / not consider any other progress reports and other requests of the suspended students until the registration is reinstated.
6. Students should consult their supervisors for early submission of the progress report.
7. Progress reports, requests for reinstatement of registration and other relevant documents should be submitted to the Assistant Registrars of the faculty.

## **Thesis preparation Guide**