



**WAYAMBA UNIVERSITY OF SRI LANKA**  
**Terms of Reference**  
**The Senate Research and Higher Degrees Committee**

**General:**

The Senate Research and Higher Degrees Committee (SRHDC) is a standing committee of the Senate of Wayamba University of Sri Lanka (WUSL), responsible for all research, and academic matters related to Higher Degrees candidature. The Committee shall advise the Vice Chancellor, the Senate, and the Faculty Boards on policies and practices for research projects and higher degree programs and all matters on Post Graduate (PG) education within the University, and to ensure the provision of high quality postgraduate research and teaching. It shall also maintain and oversee all research and higher degree programs of the University. Specifically, the role of the committee shall be:

1. To advise the Vice-Chancellor, the Senate and the Faculty Boards on research and higher degrees studies.
2. To formulate recommendation on policy for the strategic development of research and higher degree studies in the context of the University's strategic plan.
3. To promote and maintain a standard of excellence in higher degrees.
4. To promote research leading to higher degrees studies.
5. To advise the Senate on proposals for changes in policy and rules governing research and higher degrees programs.
6. To recommend to the Senate on Policies and procedures for awarding research grants and higher degree scholarships.

7. To advice to the Senate on matters related to admission, monitoring and support of international higher degrees students.
8. To provide information about research and research and higher degree opportunities to prospective candidates.
9. To assess the suitability of applicants for research programs and higher degrees studies.
10. To ensure that supervisory, laboratory and financial arrangement are available for research and postgraduate students.
11. To monitor the student's progress at intervals throughout the higher degree program.
12. To provide mentorship and mediation if any difficulties arise during the course of the student's higher degrees work.
13. To advice the faculty boards of the university on all matters related to postgraduate student and researchers.
14. To monitor the progress of research projects continuously.
15. To explore opportunities in obtaining research grants by submitting proposals to donor agencies.
16. To ensure that all postgraduate studies in the University are carried out according to the guidelines provided by the Postgraduate By-Laws No. 1 of 2014.

## Terms of Reference of SRHDC

### **Decision making:**

The Committee shall,

- (I). Develop, monitor review, and implement, procedures and guidelines with respect to all aspects of research and higher degrees programs of the University, and their supervision.
- (II). Oversee all aspects of research, higher degree research, management, teaching and training, admission, monitoring of candidature, allocation of supervisor/s and conduct of examination.
- (III). Consider for approval, in accordance with the University Policy, the recommendation from faculty boards and boards of study regarding the admission, supervision, and examination of higher degree students.
- (IV). Perform function and consider matters referred to it by the Senate.
- (V). Consider application and determine recipients for domestic postgraduate scholarships and research grants.

### **Advisory:**

The Committee shall,

- (I). Advice the Senate on the development and modification of the policies and rules governing research and higher degree programs.
- (II). Make recommendation to the Senate on all matters pertaining to all research and higher degree programs of the University.

- (III). Liaise closely with the Senate, the Research Committee, the Faculty Board and the Board of Study, on all policy matters that will have a more general impact on higher degrees and research programs.
- (IV). Consider and report on any matter referred to the Committee by Senate or the Vice-Chancellor.
- (V). Receive advice from faculty boards and boards of study in regard to consideration of the details of coursework requirement (for example subject level, content descriptions, assessment requirements, research component, workload, etc.) of higher degrees.
- (VI). Ensure consistency in adherence with regulation governing research programs and higher degree courses administered by the individual faculties.
- (VII). Advise the Senate on non confirmation or non – acceptance of conversions and termination of candidature.
- (VIII). Rank potential candidates for specified prizes and awards.
- (IX). Consider and approve request for the suspension or extension of the registration or project period where necessary on the recommendation of the research committee or faculty boards and boards of study.
- (X). Monitor the facilities available and to ensure that minimum requirements are met.

### **Higher Degree Program Development:**

The Committee shall

- (I). Consider proposals and submissions from faculties for developing new higher degree programs and to make recommendation thereon to the Senate.
- (II). Consider proposals and submission from faculties or amendments to higher degree programs and to make recommendation thereon to the Senate.

## **Quality assurance**

The Committee shall

- (I). Manage and monitor quality assurance standards under Quality Assurance Framework for Higher Degrees developed by the Standing Committee for Quality Assurance and Accreditation, of the UGC.
- (II). Develop and monitor supervisory capacity and supervision standards.
- (III). Approve recommendation for admission to or removal from membership of the Register of Postgraduate Degree Supervisors.
- (IV). Monitor supervisor accreditation within the University related to higher degree supervision;

## **The Research and Higher Degree Candidate Administration:**

The Committee shall,

- (I). Approve the distribution of research grants and higher degree scholarship.
- (II). Review the progress of research and higher degree program bi-annually.
- (III). Approve and conduct examination processes (where applicable) and monitor completions of higher degrees and research projects.

## **Meetings:**

Meeting shall be held ten (10) times during the calendar year. Committee shall meet prior to the Senate Meetings. However extraordinary meetings may be called by the Chair if urgent matters arise. Secretarial support will be provided for the committee through the Registrar's

Office. The committee secretary will issue a general call for items for consideration in time for and agenda to be prepared one (01) week prior to each meeting. Minutes of the meeting will be prepared by the committee secretary and circulated to each member of the committee and other appropriate staff, within two weeks of the meeting. An action plan will be formulated detailing responsibilities for item action. Non members may be invited to attend meetings from time to time to discuss relevant issues.

### **Reporting:**

Chairman shall report to the Senate at least twice each year on SRHDC's work plans and progress.

### **Membership:**

- a. Chair: To be elected from among its members
- b. Ex-officio Members:
  - Vice Chancellor
  - Deans of the Faculties
  - Chairpersons of all postgraduate Boards of Study
  - Chairpersons of Faculty Research and Higher Degrees Committees
  - One Representative from each Faculty
  - Librarian
  - Directors of Computer Unites
- c. Two members nominated from the Senate (Should be Senior Lecturers or above)\*
- d. Two eminent researchers with postgraduate qualifications from outside organizations\*
- e. In attendance:
  - Registrar
  - Senior Assistant Registrar (Examination)

**Secretary:** To be elected from above membership

\*- **Term of Office:** For categories *c* and *d* above is **3 years**.

**The following criteria shall apply nominating members to the SRHDC:**

All appointed members of the SRHDC (Categories c and d) should have postgraduate qualifications and a satisfactory record of research. They should also have experience of having supervised at least one postgraduate student with research component to completions. They should not be registered for a higher degree at WUSL. They should also have research examination experience. Members of categories c and d shall serve for a period of up to three years in the first instance. They may be re-appointed, but the SRHDC membership should be designed to rotate, to give opportunity to other senior staff members of a faculty to serve in the committee.

**Self-Review:**

Once in every two year period, the committee shall devote at least one meeting to review of its policies, practices, procedures, progress, constraints etc. over the preceding 24 months.

79.12	SENATE RESEARCH AND HIGHER DEGREES COMMITTEE (SRHDC) (MEMO S/79/15)	
a)	<p>The following documents recommended by the Senate Research &amp; higher Degrees Committee were approved by the Senate subject to the amendments indicated:</p> <ul style="list-style-type: none"> <li>i. Terms of Reference for SRHDC <ul style="list-style-type: none"> <li>• <i>Amendments: Membership</i> <i>“(or their representative)”, “(or his nominee)” to be deleted.</i></li> <li>• <i>Add- One representative from each faculty.</i> <i>The Senate to nominate two members and outside researchers at the next meeting</i></li> </ul> </li> <li>ii. Postgraduate By Laws <ul style="list-style-type: none"> <li>• <i>Section 1.8.1 – Line 3- Insert “Faculty” before “Higher Degrees Committee</i></li> </ul> </li> <li>iii. Application from for postgraduate Degrees</li> <li>iv. Progress report for postgraduate Research students</li> </ul>	Chairman /SRHDC