

UNIVERSITY OF COLOMBO, SRI LANKA

Faculty of Technology

By - Laws

of the

Degree of Master of Philosophy (MPhil) and Degree of Doctor of Philosophy (PhD)

By-Laws made by the Council of the University of Colombo (hereinafter referred to as the Council) under Section 135 of the Universities Act No. 16 of 1978 as amended.

BY-LAWS

1.

1.1 These By-Laws may be cited as the Master of Philosophy and Doctor of Philosophy Degrees of the Faculty of Technology By-Laws, No. 23... of 2020.

1.2 These By-Laws shall come into operation on its receiving approval by the Council or on such other date as decided by the Council.

PART I – GENERAL

2. Subject to these By-Laws, a person may be awarded the Degree of Master of Philosophy (MPhil) / Doctor of Philosophy (PhD) in Technology, as the case may be, if he/she has:

(a) been a duly admitted and registered student of the Program leading to the Master of Philosophy (MPhil) or Doctor of Philosophy (PhD) as the case may be (hereinafter sometime referred to as “the program”) of the University of Colombo (hereinafter sometime referred to as “the University”) for the period/s prescribed in these By-Laws;

(b) pursued the program of study leading to the Degree of Master of Philosophy (MPhil) / Doctor of Philosophy (PhD) in the Faculty of Technology or in other approved place or institution, to the satisfaction of the Vice-Chancellor as prescribed by these By-Laws and/or any other relevant By-Laws, and/or Regulations and/or Rules of the University and/or on the recommendation of the Faculty Board and the Senate;

(c) satisfied the examiners in different forms of examinations and assessments including Written Examinations, Proposal Presentations, Progress Presentations, Assignments and/or at any other mode of Assessment, and oral examination of the research in the form of a thesis, as may be decided by the Faculty Board of the Faculty of Technology (hereinafter sometime referred to as “the Faculty Board”) and approved by the Senate;

- (d) paid such registration, tuition, supervision, examination fees and other fees and dues as may be payable by him/her to the University; and
- (e) fulfilled all other requirements prescribed by these By-Laws, and other Regulations and Rules of the University.

3. Program Administration

The program shall be mainly administered by a Coordinator appointed by the Dean of the Faculty on the recommendation of the Higher Degrees Committee (HDC) of the Faculty and with the approval of the Faculty Board. The Coordinator of the program shall act as the linchpin between students and the Faculty of Technology (sometimes referred to as “the Faculty”), and his/her decisions shall be subject to the approval of the HDC and the Faculty Board.

4. The Application

- 4.1 Applications for the program may be obtained from the Academic and Publications Branch, University of Colombo and/or online in the website/s of the Faculty and /or the University.
- 4.2 A person who wishes to be enrolled as a student in the MPhil/PhD Program shall obtain the prescribed application form on payment of non-refundable application processing fee throughout the year from the Academic and Publications Branch, University of Colombo and make such application to the Senior Assistant Registrar (SAR)/ (designated officer) of the Faculty in charge of the subject. If an application form is downloaded online, payment of the application processing fee should be made at the time of submission of the completed application form.
- 4.3 The application shall include his/her academic/professional qualifications (supported by academic transcripts and authenticated copies of degree/diploma and other relevant certificates) and the receipt for the payment of prescribed ‘Application Processing’ Fees. In the event of any discrepancy in the name/s appearing in an applicant’s academic / professional / birth certificates etc. and the name given by the applicant in the application form, an affidavit to this effect that the applicant is the one and the same person known by all such name/s or relevant certificates should be sent together with the application form.
- 4.4 The application has to be accompanied with a Concept Paper / Preliminary Research Proposal on a specific field or subject broadly falling within the area of Technology approved by the relevant department. The Concept Paper shall be between 1000 and 1500 words for MPhil program and between 1500 and 2000 words for the PhD program.

- 4.5 Applications received by the designated officer shall be referred to the Coordinator of the Program. The Coordinator along with the MPhil/PhD Committee shall examine the applications to ascertain the fulfillment of the prescribed minimum requirements for eligibility. The MPhil/PhD Committee will recommend the eligible applicants to the HDC. These applicants shall be called for a Selection Test and/or Oral Test as directed by the HDC. The MPhil/PhD Committee shall be a sub-committee of the HDC.
- 4.6 There shall be a Selection Committee appointed by the HDC. The Selection Committee shall include the Dean of the Faculty (Chairperson), relevant Head of the Department, Coordinator of the program and three other senior academic members of the Faculty. The Selection Committee shall recommend the applicants who have been deemed successful in the Selection Test and/or the Oral Test to the MPhil/PhD Committee.
- 4.7 The MPhil/PhD Committee shall determine the applicants to be selected for the MPhil/PhD Program, considering the availability of prospective supervisors and/or other factors for proposed studies, and forward the details with its recommendations to the HDC which shall make its recommendations on them for the approval of the Faculty Board and the Senate of the University.
- 4.8 The applicants shall be informed of their acceptance/non-acceptance for the degree program for which admission has been sought. The decision of the Faculty Board shall be final in the admission to any program.
- 4.9 The fees once paid shall not be refunded by the University.

5. Registration procedure

- 5.1 Upon the acceptance of the candidature by the Faculty Board and the Senate, an applicant shall enroll provisionally as a full-time or part-time postgraduate student of the University and they will be registered accordingly in the program by making the prescribed payments including registration fee, course fee, supervision fee library fee and the course fee.
- (a) A full - time student shall be a person duly registered for the degree program who is engaged in research work and other related activities during normal working hours of the week. All full - time students who are employed shall obtain a letter from his/her employer granting **leave of absence** during the duration of the program so as to be available for their research work during normal working hours and to be eligible to register under this category. The employer's letter is a pre-requisite for registering a student as a full - time student. Any full - time student who changes his/her employment/employer after registering with the University shall obtain a letter granting leave of absence from his/her new employer and submit it to the University for continuing as a full - time student.

(b) A part - time student shall be a person duly registered for the degree program who devotes only a part of the total normal working hours of the week acceptable to the Faculty Board for his/her research work and other related activities.

- 5.2 The effective date of provisional registration shall be the date on which the prescribed fees for provisional registration have been paid or the date on which the student has begun his/her work in connection with the Degree Program as certified by the principal supervisor, whichever is the later date.
- 5.3 The formal registration (means the effective starting date of the degree) will be the 1st of the month after the proposal and the application have been tabled at the HDC.
- 5.4 Once the postgraduate student has obtained formal registration he/she shall renew the registration by paying the required fees every year, provided he/she is eligible to renew the registration under these By-Laws and other Regulations and Rules of the University, until the submission of the thesis is completed.
- 5.5 The minimum required period of study of full and part-time students for the MPhil Degree shall be two years and three years respectively from the date of provisional registration.
- 5.6 The minimum period of study of full and part-time students for the PhD Degree shall be three years and five years respectively from the date of provisional registration.
- 5.7 The maximum period of study of the full-time students for the MPhil Degree shall be five years and for the PhD Degree shall be seven years from the date of provisional registration.
- 5.8 The maximum period of study of the part-time students for the MPhil Degree shall be seven years and for the PhD Degree shall be nine years from the date of provisional registration.
- 5.9 The University may consider any request from students who wish to change their status as full - time student to part time student or vice versa. However, such requests would be considered on a case-by-case basis and subject to conditions and limitations imposed by the Senate on the recommendation of the Faculty Board. The Faculty may decline such request for any reason, including, but not limited to, the availability of and/or workload of supervisors, availability of workstations and/or infrastructure facilities, expediency, etc.
- 5.10 Subject to the preceding provision, the Senate may, on the recommendation of the Faculty Board, fix a longer minimum period when a full-time student requests a change of status to a part time student and also may fix a shorter minimum period when a part-time student requests a change of status to be a full - time student. These requests may be granted subject to further conditions and limitations which the Senate, on the recommendation of the Faculty Board, is of opinion are needed to ensure the integrity and quality of the program offered.

6. Appointment of supervisors

A supervisor for each student registered provisionally for the MPhil/PhD Degree shall be appointed by the Senate on the recommendation of the HDC and the Faculty Board. If a need arises, a co-supervisor may also be appointed. In the case where the supervisor is not from the University, a co-supervisor may be appointed from the Faculty.

7. Progress reports and seminars

- 7.1 Every candidate shall meet his/her supervisor(s) regularly as arranged with the consent of the supervisor(s), to report on the progress made on the research. Each time he/she meets the supervisor(s), the student shall obtain a brief comment of the progress made up to that point and the signature of the supervisor(s) on the official form provided to the candidate.
- 7.2 At the end of every six months, the student should submit a report on the progress of his/her research work, and the supervisor(s) shall submit a confidential progress report on the candidate's research work to the Program Coordinator. The Coordinator shall inform the HDC the progress of each candidate based on the respective supervisor's recommendation.
- 7.3 The candidate shall also be required to make oral presentations on the progress of his/her research at least biannually or whenever the Faculty requires so, through a Progress Review Panel. The Progress Review Panel shall consist of the relevant Head of Department of study and at least two senior staff members.
- 7.4 If, in the opinion of the Research Committee, a candidate is not making satisfactory progress, the HDC may report it to the Faculty Board and the Faculty Board may recommend to the Senate to suspend or cancel the registration of the student. Thereafter, upon the acceptance of such recommendation by the Senate, such a student shall cease to be a registered student of the Degree Program. There shall be no refund of any fees.

Provided that no such recommendation to suspend or cancel the registration of the PhD program of a student can be made without giving him/her adequate and/or repeated warning about his/her below par / poor performance at his/her studies for the program.

8. Upgrading to the PhD Program

- 8.1 Upgrading of the registration of an MPhil candidate to the PhD level may be considered at any time after one year (in case of a full-time candidate) and after two years (in case of a part-time candidate) from his/her provisional registration as an MPhil student.
- 8.2 The candidate shall make a written request, with the recommendation of the supervisor(s), to the Coordinator of the program for the upgrading. The candidate shall submit a written report (maximum 10 pages) on the research progress and make an oral presentation of the work he/she has carried out for the MPhil degree with the approval of the supervisor(s) for the consideration of the upgrading. In addition, he/she shall have at least one journal paper or two conference papers (as the first author). In response, two examiners shall be appointed to evaluate the

documents submitted by the candidate on the recommendation of the HDC and the Faculty Board. If the evaluation by the two examiners is positive, the Coordinator shall arrange a panel which consists of the Dean, Coordinator, two examiners, the Head of the relevant Department or his/her nominee, one expert and the supervisor(s) (as observers) to evaluate oral presentation of the candidate and determine the suitability of the candidate for upgrading to the PhD level.

8.3 The candidate shall make an oral presentation before the panel to describe the progress made during the period under consideration and the future plan of research. The Head of the Department, considering examiners' comments on the written work submitted and the presentation made, shall make a recommendation to the HDC whether the candidate's registration may be upgraded to PhD level or the candidate is required to continue with the MPhil Degree. The panel may also recommend the candidate for re-submission of the written work for consideration of the upgrading to PhD level on one more occasion only.

9. Unsatisfactory progress

If, in the opinion of the HDC (ref. Section 8.2), a candidate is not making satisfactory progress, then it shall refer the matter to the MPhil/PhD Committee for review and reporting having followed due processes. Based on the report of the MPhil/PhD Committee, the HDC through the Faculty Board may recommend to the Senate to suspend or cancel the registration of the candidate. Thereafter, upon the acceptance of such recommendation by the Senate, such a candidate shall cease to be a registered candidate for the respective research degree. There shall be no refund of fees.

10. Submission of the thesis

10.1 The thesis shall be written in English. Candidates for the MPhil or PhD Degree shall be required to submit the thesis on approved titles and as specified in 15.3 (iv) (a) and 16.2 (iv) (a) for MPhil and PhD degrees respectively. The thesis shall also demonstrate the candidate's ability to make a significant contribution to new knowledge on the subject matter studied.

10.2 Prior to submission of the thesis, on the recommendation of Supervisor/s and that of the HDC, the Faculty Board shall have the power to modify the title of the thesis at the request of the candidate. Such change of title shall be recommended to the Senate for approval.

10.3 At least two months prior to submission of the thesis to the University, the candidate shall, with the approval of the Supervisor/s, inform the Dean of the Faculty, through program coordinator of his/her intention to submit the thesis, along with a synopsis of not more than thousand words' length, enabling the University to proceed with making necessary arrangements to appoint examiners.

10.4 On completion of his/her work, the candidate for MPhil/PhD degree, with the recommendation of the supervisor/s, shall submit three copies of the thesis in temporary binding, to the SAR/Department of Examinations.

11. Extension to the period of study

11.1 In case of inability to submit the thesis within the stipulated time, an application shall be made to the Faculty Board on the recommendation of HDC, by the candidate with the recommendation of the Supervisor/s, for an extension prior to the date by which the thesis for MPhil or PhD must be submitted. Such permission may not normally be given unless the application is made well before the period of study has ended with compelling reasons and the supervisor's recommendation.

11.2 A candidate whose request for extension of period of study is accepted subject to such terms and conditions by the Faculty Board, will be considered as a continuing student subject to the payment of the applicable fees.

12. Maintenance of Intellectual Integrity and avoiding plagiarism

12.1 Maintenance of intellectual integrity and avoidance of plagiarism shall be the sole responsibility of the candidate when the thesis is prepared for submission. Every candidate working on the research shall appraise herself/himself and be fully aware of the necessity to ensure and uphold intellectual integrity and desist from any act of plagiarism. The candidate shall submit a free of **plagiarism declaration (form)** as specified by the Examination Branch.

12.2 In case of plagiarism and/or violation of intellectual integrity in any other forms, the Faculty Board upon the request of the HDC shall recommend to the Senate to take action against such candidate according to the university rules relating to examination offences and punishments, which could include the cancellation of registration of the candidate and debarment of candidate from further registration with the University.

13. Examination of the thesis

13.1 The Faculty Board shall recommend to the Senate, the appointment of two examiners (at least one of whom shall be from outside the University of Colombo or from a foreign University) for the evaluation of the thesis.

13.2 The examiners appointed for the evaluation of the thesis shall submit written reports, under confidential cover, on the thesis to the SAR/Examinations Branch. The report of the examiners shall give reasons and justification for accepting or rejecting or recommending a minor or major revision or resubmission of the thesis, as the case may be. The examiners' report shall be submitted within a period of 03 months. The Senate on the recommendation of the Faculty Board shall have the power to appoint another examiner/s in the event that the examiner/s does/do not comply with the requisite time period for evaluation.

13.3 In case of existence of any discrepancy between the evaluation results of the two examiners, the Senate shall appoint a third examiner on the recommendation of the Faculty Board. The average of the closest marks of two examiners among three will be considered. If the differences between the marks of all three examiners are equal, then the average of all three marks will be considered.

14. Viva-Voce examination

14.1 In order to qualify for the award of the Degree, a candidate, after the submission of the thesis, shall be called for a viva-voce examination. The purpose of the viva-voce examination is to find out the originality of the work, candidate's ability to present and support his/her thesis and answer questions on the work and the subject matter, and his/her suitability to receive the relevant Degree.

14.2 However, in case that both examiners have rejected the thesis, the candidate shall not be called for the viva voce examination. In such cases, the SAR, Examinations shall inform the Coordinator and the candidate the results of the examiners' evaluation.

14.3 (i) The Board of Examiners of the viva-voce examination shall be appointed by the Senate and shall consist of:

- The Vice-Chancellor (as the Chairperson)
- The Dean / Faculty of Technology
- The Coordinator of the program (as observer)
- Two/three thesis Examiners
- The Head of the relevant Department of Study

- Two other members nominated by the Senate on the recommendation of the Faculty Board and HDC and
- Supervisor/s (as observer/s)

(ii) In a case where any one of the thesis examiners is not available in the country (or in a serious medical condition) to attend the viva-voce examination, the Faculty Board, shall nominate a suitable academic member to evaluate the student based on the submitted evaluation report of such examiner.

14.4 After the consideration of the reports of the examiners on the thesis and the performance of the candidate at the viva-voce examination for the award of the MPhil or PhD Degree, the Board of Examiners shall decide on the following:

(i) The Degree, for which the candidate has submitted his/her thesis for assessment and presented himself/herself for viva voce examination, shall be awarded.

or

(ii) The Degree, for which the candidate has submitted his/her thesis for assessment and presented himself/herself for viva voce examination, shall be awarded subject to minor amendments/corrections to the thesis, as may be specified by the Board of Examiners and submitted within a maximum period of three months with a certification from the/a supervisor and the Head of the relevant department/ Program Coordinator, that the recommended amendments/corrections have been made;

or

(iii) In the case of major corrections, the candidate shall be permitted to resubmit the thesis within a maximum period of one year. The revised thesis shall be re-evaluated by the same examiners as far as possible, and the candidate shall be summoned for another viva-voce examination. Thereafter the Board of Examiners shall decide on (i) or (ii) above or (iv) or (v) below.

or

(iv) where the candidate has resubmitted, under Clause (iii) above, the thesis for the Degree of Doctor of Philosophy, however, on the basis of performance of the candidate at the examination of the thesis and the viva-voce examination, the Board of Examiners may decide that the Degree of Master of Philosophy may be awarded.

or

(v) where the candidate has resubmitted the thesis under Clause (iii) above the candidate is considered as failed and the Degree shall not be awarded.

14.5 Once the Board of Examiners has recommended that the Degree shall be awarded, for which the thesis has been submitted, the candidate shall submit to the SAR/Examinations three hard-bound copies of the thesis, prepared in compliance with the guidelines recommended

by the panel of examiners at the oral examination together with the Responses to Examiners' Comments Sheet, along with a soft copy (PDF) of the thesis, within the time period prescribed by the Board of Examiners. When the candidate submits the final copies of the thesis, the internal examiner should certify that corrections and revisions, if any, have been properly effected by the candidate.

PART II - MASTER OF PHILOSOPHY

15. Requirements to register for the Master of Philosophy Program

15.1 No person shall be eligible to seek registration as a candidate for the Degree of Master of Philosophy Program unless he/she –

(i) has passed with First or Second Class Honours (*SLQF 6*) at the B.Sc. Special Degree Examinations from the University of Colombo or any other recognized University in a subject area acceptable to the Faculty Board and the Senate.

or

(ii) has passed with First Class at the B.Sc. General Degree (*SLQF 5*) Examination, from the University of Colombo or any other recognized University having offered the relevant/related subject/s of the proposed area of research and with postgraduate qualification/s with substantial research component or published work acceptable to the Faculty Board and the Senate.

or

(iii) has passed a Two-Year M.Sc. Degree with a substantial research component (complying with the requirements of *SLQF 10*) from the University of Colombo or any other recognized University in a relevant subject of the proposed area of research acceptable to the Faculty Board and the Senate.

or

(iv) has passed any other M.Sc. Degree complying with the requirements of *SLQF 9* from the University of Colombo or any other recognized University in a relevant subject of the proposed area of research, with subsequent refereed published research, acceptable to the Faculty Board and the Senate.

or

(v) has such academic or professional qualifications or professional experience as may be approved by Faculty Board of the Faculty of Technology and the Senate of the University of Colombo.

and

a good knowledge of the English language.

15.2 Candidates admitted under category 15.1 (ii) and any other candidate deemed necessary by the Faculty Board, shall be required to pass a qualifying examination in the appropriate field of study. The requirement should be completed within a maximum period of **nine months** from the date of registration.

The qualifying examination shall consist of,

- (a) Independent and directed study assigned to him/her by the Department of study and approved by the Faculty Board followed by an examination that would be equivalent to at least three credits **or**
- (b) Course work approved by the Faculty Board equivalent to at least three credits at B.Sc. special degree level.

15.3 The Degree of Master of Philosophy may be conferred on a person who,

- (i) has been registered as an MPhil student in the Faculty of Technology, University of Colombo,
- (ii) has thereafter, pursued the MPhil program in the Faculty of Technology of the University of Colombo for a duration of at least two years (in case of full-time students) or three years (in case of part-time students)
- (iii) has paid such registration and other fees as prescribed, and
- (iv) has fulfilled the following conditions:
 - (a) the candidate has presented an acceptable thesis embodying research on the approved title,
 - (b) the thesis has been accepted by the Examination Board recommended by the Faculty Board and approved by the Senate,
 - (c) the candidate has been successful at the viva-voce examination.

15.4 The Examination Board shall not accept a thesis as satisfying the required standard unless the thesis demonstrates the following conditions stipulated by Sri Lanka Qualifications Framework (SLQF).

- (i) demonstrates critical awareness of current issues in the subject areas
- (ii) makes significant contribution towards the development of knowledge
- (iii) makes judgments on complex and controversial issues in relation to the subject
- (iv) communicates ideas and conclusions clearly to specialist and non-specialist audience
- (v) demonstrates self-direction and originality

PART III - DOCTOR OF PHILOSOPHY

16. Requirements to register for the Doctor of Philosophy Program

16.1 No person shall be eligible to seek registration for the Degree of Doctor of Philosophy unless he/she has,

(i) a Master of Philosophy degree (*SLQF 11*) from the University of Colombo or any other recognized University where the study program is not less than two years in duration and in a subject area acceptable to the Faculty Board and the Senate.

or

(ii) a Bachelors Degree in the relevant field of study with a Master's Degree from the University of Colombo or any other recognized University of not less than two years duration with at least one year research component (*SLQF 10*) and in a subject area acceptable to the Faculty Board and the Senate.

and

a good command of the English language.

or

(iii) registered as a candidate for the Degree of Master of Philosophy in the Faculty and has pursued an approved program of research for a specified period and has presented the findings of such research to the satisfaction of the Examination Board appointed by the Faculty and the Senate and has been upgraded to the PhD program.

16.2 The Degree of Doctor of Philosophy may be conferred on a person who,

(i) has been registered as a PhD candidate of the Faculty of Technology, University of Colombo,

(ii) has pursued the PhD program in the Faculty of Technology, University of Colombo at least for three years duration (in case of fulltime candidates) or five years duration (in case of part-time candidates),

(iii) has paid such registration and other fees as prescribed,

(iv) has fulfilled the following:

(a) has presented an acceptable thesis embodying research on the approved title

(b) the thesis had been accepted by the Examination Board recommended by the Faculty Board and approved by the Senate

(c) has been successful at the viva-voice examination.

16.3 The Examination Board shall not accept a thesis as satisfying the required standard unless the thesis demonstrates the following conditions stipulated by Sri Lanka Qualifications Framework (SLQF) approved by the University Grants Commission, Sri Lanka

(i) makes significant contribution towards the development of new knowledge

- (ii) demonstrates critical awareness of current issues in the subject areas
- (iii) makes judgments on complex and controversial issues in relation to the subject
- (iv) communicates ideas and conclusions clearly to specialist and non-specialist audience
- (v) demonstrates self-direction and originality
- (vi) exercises personal judgment and responsibility in the professional environment

PART IV – INTERPRETATION

17. Interpretation

17.1 In these by-laws unless the context otherwise requires,

“Council” means the Council of the University of Colombo constituted under the Universities Act No. 16 of 1978 as amended subsequently;

“Senate” means the Senate of the University of Colombo constituted under the Universities Act No. 16 of 1978 as amended subsequently;

“Faculty” means the Faculty of Technology of the University of Colombo constituted under the Universities Act No. 16 of 1978 as amended subsequently;

“Faculty Board” means the Faculty Board of the Faculty of Technology of the University of Colombo constituted under the Universities Act No. 16 of 1978 as amended subsequently;

“Higher Degrees Committee (HDC)” means the Higher Degrees Committee of the Faculty of Technology;

“Coordinator of MPhil/PhD Program” means the Coordinator of the Degree of Master of Philosophy and Doctor of Philosophy appointed by the Dean of the Faculty of Technology;

“MPhil/PhD Committee” means the MPhil/PhD Committee of the Faculty of Technology, being a sub-committee of the HDC which comprises of the Dean, Coordinator of MPhil/PhD Program, Head of all Departments of Study [or his/her representative who shall be a Senior Academic representing the Department].

18. Any questions regarding the interpretation of these By-Laws shall be referred to the Council whose decision thereon shall be final.

19. The Vice Chancellor shall have authority, in consultation with the Dean of the Faculty, to take such action or give such direction, not inconsistent with the principles underlying the provisions of these By-Laws, as appears to him/her to be necessary or expedient for the purpose of removing any difficulties that may arise in the interpretation of these provisions or for which there is no provision in these By-Laws or in the case of students who had followed or have been following the relevant Degree Program/s under the existing arrangements approved by the Senate and the Council.