

GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY



BY-LAWS

FOR

MASTER OF PHILOSOPHY

AND

DOCTOR OF PHILOSOPHY

Degrees

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Abbreviations

Assistant Registrar	AR
Board of Studies	BoS
Faculty Board	FB
Faculty of Graduate Studies	FGS
Master of Philosophy	MPhil
Doctor of Philosophy	PhD
General Sir John Kotelawala Defence University	KDU
Pass Staff College	PSC
Progress Review Committee	PRC
Proposal Evaluation Committee	PEC
Provisional Registration Fee	PRF
Repeated Proposal Evaluation Process	RPEP

Definitions

Provisional Registration	Candidates will be registered temporary in this category until they fulfil the requirement of acceptance of research proposal for the MPhil or PhD degree by the Proposal Evaluation Committee.
Provisional candidates	Initially all candidates are registered in this category until they submit the research proposal & get the acceptance from Proposal Evaluation Committee
Full registration	After the acceptance of the research proposal by the Proposal Evaluation Committee, the candidate will be registered under this category
Window 1 Candidates	For the candidates who register through Window 1, it is compulsory to undertake the following course modules: “Proposal Writing Techniques” (2 credits), Research Methodology module (6 credits) and National Interest Module (6 credits).
Window 2 Candidates	These candidates may have to follow some components of the Research Methodology module based on the recommendation of the supervisor. However the proposal writing techniques course unit is compulsory for them
Proposal Writing Techniques	This is a two credits module with 30 lecture hours conducted during weekends. May be compulsory for all candidates based on supervisor’s recommendation.
Research Methodology Module	6 credit module which composed of three components namely; Introduction to Research Methodology (2 credits), Scientific Communication (2 credits) and Statistical Techniques for Research (2 credits)
National Interest module	6 credit course module compulsory for Window 1 candidates. Specially designed to upgrade their knowledge and skills in National Development activities

PREFACE

These by-laws may be cited as MPhil/ PhD by-laws 2017 of the Faculty of Graduate Studies, General Sir John Kotelawala Defence University pertaining to award of degree of Master of Philosophy and Doctor of Philosophy.

General Sir John Kotelawala Defence University offers MPhil and PhD degrees through two Windows, namely, Window 1 and Window 2. This document presents By-laws pertaining to Window 1 and Window 2.

BY-LAWS- MPhil AND PhD

1.0 GENERAL INFORMATION

These By-Laws shall be applicable to all local students (military and civil) and foreign students who intend to register for Degree of Master of Philosophy (MPhil) and Doctor of Philosophy (PhD) degrees at the Faculty of Graduate Studies (FGS) of General Sir John Kotelawala Defence University (KDU).

KDU offers postgraduate research degree programmes leading to the award of MPhil and PhD in two different windows to meet distinct requirements based on the academic background of the candidates.

Window 1

Due to nature of the responsibilities and commitments connected with the services, some of the service and civil candidates including industrial sector may need additional exposure to improve their knowledge in Research Methodology. An opportunity exists for such candidates to develop their research skills via required theoretical and practical background by following a full course on Research Methodology (which composed of three components namely; Introduction to Research Methodology, Scientific Communication and Statistical Techniques for Research) designed to upgrade their knowledge and skills in addition to the guidance received from their supervisors. There will be another course module (6 credits- 90 lectures) on National Interests conducted by eminent resource persons to upgrade their knowledge further on national development. Considering these two modules as a prior necessity both these course Modules are compulsory for the candidates register through Window 1 and shall follow them while engage in their Research Projects (for details refer section 8.0 of this document).

Window 2

Some candidates may have already got the opportunity to follow similar course Modules in their degree programmes or they may have already followed additional programmes on Research Methodology with the required exposure towards research oriented thinking. They may commence their research work with the guidance of their supervisors and it is not compulsory for them to follow full course Modules on Research Methodology & National Interests. However the supervisors may recommend them to follow some of the components of the Research Methodology Module based on their requirements.

However the Service and Civil candidates can select the suitable option to register either through Window 1 or Window 2 with the guidance and recommendation of the supervisor/s. The supervisor/s has the authority to recommend the candidate to select the most suitable option for their registration.

The supervisors may recommend even for the window 2 candidates to follow some components of Research Methodology Module based on their individual requirements during their research work.

BY-LAWS FOR WINDOW 1

for

Master of Philosophy (MPhil)

and

Doctor of Philosophy (PhD) Degrees

Part 1- By-Laws to award MPhil/PhD degrees by KDU through Window I

1.1 TYPES OF CANDIDATES

1.1.1 A full – time candidate

A full time candidate shall be a person duly registered for an MPhil/PhD degree programme, who is engaged in research and related activities during the entire normal working hours of the week¹. Employed full time candidates are required to obtain leave of absence from their places of work².

1.1.2 A part – time candidate

A part time candidate shall be a person duly registered for an MPhil/PhD degree programme, who engages in research and related activities during a part of the total working hours of a week for his/her research work as acceptable to the Faculty Board (FB), FGS (Herein after referred to as FB,FGS).

1.1.3 A split-site candidate

A split site candidate shall be a person duly registered for an MPhil/PhD degree programme at KDU who is permitted to conduct research in a foreign university. The foreign university shall also have shared ownership of intellectual property rights over the degree or the products of that MPhil/PhD. The candidate is responsible to secure the funding for foreign studies.

1.1.4 Change over from full time to part time and vice versa

On a written request made with the recommendation of the supervisor/s to the Dean, FGS, a candidate may be allowed to change over from being a full-time candidate to a part-time candidate and vice-versa. Dean, FGS shall submit the request to the Faculty Board through the Board of Studies (BoS), FGS (herein after referred to as BoS, FGS) and forward the recommendation to the Senate for its approval. Assistant Registrar (AR) of FGS (herein after referred to as AR, FGS) shall update the candidate's records according to the Senate decision.

1.2 DURATION OF DEGREE PROGRAMMES

The durations of MPhil and PhD for full time and part time candidates are given in Table 1.1. Such durations are effective from the date of full registration³ of the candidates.

¹ University academic staff having assigned a workload of maximum 6 hours of work per week for the respective department also could be considered as a full time student.

² Employed applicants desirous of fulltime study should submit a letter from the head of the institution to the effect that they have been released for full time research work.

³ Candidates are given the full registration status after the approval of their Research Proposal. Till such time they are given the provisional registration status.

Table 1.1 Duration of degree programmes

	Degree Programme (from date of full registration)	Minimum Duration	Maximum Duration
1	MPhil- Full Time	2 Years	5 years
2	MPhil- Part Time	3 Years	7 years
3	PhD- Full Time	3 Years	7 Years
4	PhD Part Time	5 Years	9 Years

Under special circumstances the Senate may grant a leave of absence by extending the **maximum permitted duration** based on the requirements of the candidate such as leave abroad, need of candidate's representation in international forums to represent the country, commitments to military services etc. For this purpose, candidate has to send an appeal to Vice Chancellor, through Dean, FGS with supervisor's comments.

2.0 ELIGIBILITY FOR PROVISIONAL REGISTRATION

2.1 MASTER OF PHILOSOPHY

The minimum requirements for registration for MPhil degree programme are:

- 2.1.1 A Master's Degree (SLQF L9/10) in a relevant field from a recognized university; **or**
- 2.1.2 A Bachelor's degree in a relevant field of four- year duration (SLQF L6) with a 1st or 2nd Class from a recognized university; **or**
- 2.1.3 A Bachelor's degree in a relevant field of three year duration (SLQF L5) with a 1st or 2nd Class and with a minimum of two-year experience in the relevant field ; **or**
- 2.1.4 Pass Staff College (psc)/ Logistics Staff Course (Lsc) or an equivalent from local or foreign institution with the minimum of 20 years of service; **and**
 - 2.1.4.1 Evidence of research publications. This includes journal articles/ conference abstracts or papers presented; **or**
- 2.1.5 Any other relevant qualifications recommended by the BoS and accepted by the FB/FGS and approved by the senate.

2.2 DOCTOR OF PHILOSOPHY (PhD)

The minimum requirements for registration are

- 2.2.1 An MPhil Degree in a relevant field from KDU or from a recognized university **or**
- 2.2.2 A Bachelor's Degree in a relevant field of **four years duration** with a 1st or 2nd Class (upper division) from KDU or from any other recognized university **or**
- 2.2.3 Upgrading from an MPhil to PhD programme approved by the Senate **or**
- 2.2.4 Any other qualification equivalent to an MPhil Degree acceptable to FB, FGS and approved by the Senate.

3.0 APPLICATION PROCEDURE FOR MPhil and PhD

- 3.1 Applications⁴ are open **once a year** with the advertisement made by the FGS, KDU.
- 3.2 Applications for enrolment of MPhil/PhD may be obtained from the FGS, KDU or downloaded from the FGS, KDU website.
- 3.3 The research fields available⁵ at KDU will be published in the FGS, KDU web page as a guidance to prepare a tentative proposal in the application by a candidate.
- 3.4 All applicants shall apply for **Provisional Registration**⁶ until the Research Proposal is accepted by the Proposal Evaluation Committee (PEC).
- 3.5 Duly completed application forms shall be submitted to the AR, FGS.
- 3.6 The applications shall be screened for qualifications by the BoS **or** by an Interview Panel and recommend to the FB, FGS to get the Senate approval for **Provisional Registration. If there is an Interview, the interview panel consists of the Vice Chancellor, Deputy Vice Chancellor, Dean- Research, Dean, FGS and Dean of the relevant Faculty.**

⁵Application should contain a tentative Research Proposal with a research title.

⁶ The available research fields will be obtained from different faculties by the Board of Studies.

⁷ Initially candidate will be given a provisional registration status which will be changed to full registration after the Research Proposal of the candidate is approved.

- 3.7 The candidates will be notified of the **Provisional Registration** by AR, FGS with a copy to the relevant supervisor/s.

4.0 SUPERVISORS AND PLACE OF RESEARCH WORK

4.1 APPOINTMENT OF SUPERVISORS

- 4.1.1 Supervisors (under certain instances the candidates are permitted to select their supervisors) shall be recommended by the BoS and FB, FGS for the approval of the Senate for all candidates (MPhil and PhD) at their **Provisional Registration** stage. Such candidates will be guided by the nominated supervisor/s for the preparation of the Research Proposal.
- 4.1.2 If necessary there could be more than one supervisor (One internal supervisor and external supervisor/s if necessary). However, one supervisor shall be a specialist in the major discipline of the candidate's Research Project.
- 4.1.3 It is mandatory to have an internal supervisor from KDU. However, in the absence of an internal supervisor⁷ from KDU (Due to unavailability of expertise etc.) FGS, KDU has the authority to nominate an outside supervisor to serve as an internal supervisor of the candidate.
- 4.1.4 Under such circumstances, a **supervision coordinator**⁸ could be appointed from KDU for the administrative purposes of the Research Project.
- 4.1.5 At least one supervisor shall have research degree/s equivalent or higher to that of the degree to which the candidate is registered. At least one supervisor shall have minimum of three years of research experience following the postgraduate degree and shall have required skills and experience to guide the candidate.
- 4.1.6 Under exceptional situations, the subject experts employed in other universities/institutes or professors in retirement can be appointed as supervisors to assist the internal supervisor.
- 4.1.7 If a supervisor is unable to perform his/her supervisory duties exceeding more than three months (due to sabbatical leave or other) another supervisor shall be nominated for that period by the supervisor to cover-up the supervision during his/her absence with the approval of the BoS, FB, FGS and the approval of the Senate.
- 4.1.8 The BoS shall ensure that the supervisor is not overloaded with the supervision activities by supervising large number of students⁹ on top of the teaching obligations or any other duties.

⁷ The name of the internal supervisor will be recommended by the BoS to the FB and shall get the Senate approval.

⁸ ToR of the supervision coordinator (an academic person) will be provided with the letter of appointment. He will be a member of the BoS.

⁹ The maximum number of students to be supervised shall be decided by the Board of Studies.

- 4.1.9 If there is any breakdown of the student supervisor relationship, prompt action shall be taken by the BoS to solve the problem with the recommendation to the FB, FGS and with the approval of the Senate.

4.2 PLACE OF RESEARCH WORK

- 4.2.1 If the research work is to be carried out in an external institution other than the KDU, there shall be an external supervisor from that institution nominated by the internal supervisor or nominated by FGS, KDU with the **written concurrence of the internal supervisor**.
- 4.2.2 When the external supervisor does not have a postgraduate degree with a research component, the internal supervisor shall submit a justification report for such nomination to be considered at the BoS and the FB, FGS and for the Senate approval.
- 4.2.3 If the research is a split programme with a foreign university, there shall be an external supervisor from the foreign university who shall collaborate with the internal supervisor.

5.0 REGISTRATION PROCEDURE

5.1 PROVISIONAL REGISTRATION AND SUBMISSION OF RESEARCH PROPOSAL

- 5.1.1 Initially it is compulsory for all candidates (MPhil or PhD) to register as **Provisional candidates**. Based on their research fields, supervisors will be nominated to guide them and they have to prepare a Research Proposal **within two months** during their **Provisional Registration** with the guidance of the supervisors.
- 5.1.2 **Provisional Registration** is valid only for **three months** and could be extended only up to **six months** due to acceptable valid reasons made by the candidate with the supervisor's recommendations through the BoS and FB, FGS to the Senate for approval.
- 5.1.3 During the **Provisional Registration**, It is compulsory for the candidate to follow the course module on "Proposal Writing Techniques" (2 credits, 30 lecture hours) with 80% attendance.
- 5.1.4 **Six months after the Provisional Registration**, Candidate shall submit the proposal (proposal guidelines shall be downloaded from FGS web site) to Dean FGS, with the recommendation of the supervisor, and have to do the proposal presentation to the Proposal Evaluation Committee (PEC).
- 5.1.5 The candidates **who fail to submit the proposal** (due to justifiable reasons accepted by the FB,FGS) **and** the candidates **who do not get the required pass marks** for the proposal, get the second attempt to submit/resubmit the proposal one year after the provisional registration.

5.2 PROCEDURE TO TRANSFER FROM PROVISIONAL TO FULL REGISTRATION

5.2.1 APPOINTMENT OF PEC:

PEC shall be appointed through the recommendation of the BoS, FB, FGS and with the approval of the senate for evaluation of the proposal.

5.2.1.1 COMPOSITION OF PEC:

The PEC shall compose two Evaluators, Supervisor, Chairperson of the BoS, Dean, Research, a representative from relevant Faculty where the research is conducted (e.g. Head of the Department) and a Professor to represent FGS (optional). PEC will be chaired by the Chairperson of the BoS or the Dean, FGS.

5.2.2 EVALUATION OF PROPOSAL

5.2.2.1 The proposal evaluation process, includes evaluation of the written proposal (80% of total marks) and evaluation of presentation (20% of total marks) made by the candidate. An M Phil candidate shall secure minimum of 60% overall marks and a PhD candidate shall secure 70% overall marks to get the transfer from Provisional Registration to full registration status.

5.2.2.2 A candidate earning **below** 60% (for MPhil) or 70% (for PhD) in the proposal evaluation may be given an opportunity to resubmit a Research Proposal to the PEC one year after the provisional registration.

5.2.2.3 If the candidate **fails to submit the proposal or unable to secure required marks** in the Repeated Proposal Evaluation Process (RPEP), Provisional Registration for MPhil/PhD degree will be **automatically cancelled**.

5.2.2.4 Due to **special circumstances** if the candidate fails to submit the proposal within the Provisional Registration period such as medical reasons or other available commitments of the candidate or under extreme compassionate grounds the Senate can consider allowing the candidate to re-register as a Provisional Candidate with the next batch of candidates without making applicable Provisional Registration Fee (PRF).

5.2.2.5 The appeal has to reach the Senate with the recommendation of the BoS and the FB, FGS. Based on the Senate decision, **the candidate can submit the proposal** with the **next batch of candidates** for evaluation following the same procedure.

5.3 FULL REGISTRATION

Once a candidate pass the proposal evaluation, he/she will be given the **Full Registration** status (herein after referred to as Registration) and the date of registration will be back dated to the date of **Provisional Registration** and the candidate can commence the research under the same supervisor.

Any change to the personal information of the candidate as submitted at Provisional Registration shall be communicated to the FGS prior to the registration status.

5.4 EFFECTIVE DATE OF REGISTRATION

- 5.4.1 When the Research Proposal is accepted, the effective date of registration shall be the **date of Provisional Registration.**
- 5.4.2 The candidates who fail to earn the required marks at the evaluation process in the first attempt, the effective date of the registration shall be the date on which proposal was submitted for the RPEP and accepted by the evaluators.
- 5.4.3 The candidates shall incorporate the recommended changes (if any) made by the evaluators into their Research Proposal and submit it to AR, FGS with the recommendation of the supervisor/s to get the confirmation letter for full registration.

5.5 RENEWAL OF REGISTRATION

The AR, FGS shall maintain a record of registered candidates for MPhil/PhD degrees. After the minimum time duration (Full Time/Part Time) candidates shall make an **Additional Annual Continuation Fee**¹⁰ to keep their studentship active.

5.6 POSTPONEMENT OF REGISTRATION

5.6.1 UNDER SPECIAL CIRCUMSTANCES

A candidate seeking to postpone his/her registration shall write to the Dean, FGS with the recommendation of the supervisor/s giving valid reasons (such as medical reasons or under extreme compassionate grounds) and required duration for the postponement. Candidate shall submit the request through the supervisor/s to the Dean, FGS¹¹. Under special circumstances, the Senate may grant a postponement **up to one year** allowing the candidate to register with the next batch of candidates in the following year.

¹⁰ Additional annual continuation fee will be the additional costs due to extended facilities provided to the candidate by FGS. This will be an excess fee to the block grant received by the candidate from their service institution to carry out the research.

¹¹ Candidate shall submit a written request through supervisor to the Dean, FGS

5.6.2 OTHER CIRCUMSTANCES

- 5.6.2.1 Under **other circumstances**, the Senate may grant a postponement for **more than 1 year** only for certain candidates due to nature of their commitments such as representation of the country for official matters etc.
- 5.6.2.2 Such candidates have to make an appeal through the supervisor to the Dean, FGS with documentary evidence and it will be considered at the FB, FGS and final decision shall be taken by the Senate.
- 5.6.2.3 If the proposal of such a candidate is already accepted by the PEC and **if the topic is not out dated**, the candidate can continue his/her registration from the date approved by the BoS, FB, FGS and the Senate on his return to work.
- 5.6.2.4 **If the topic is outdated** the candidate has to **re-register** as a provisional candidate with the next batch of candidates and submit a new proposal and follow the proposal evaluation procedure to get his/her new proposal approved. Then the effective date of registration will be the date of his new Provisional Registration.

AR, FGS shall update the records according to the Senate decision.

5.7 CANCELLATION OF REGISTRATION

The registration of the candidate may be cancelled by the Senate on the recommendation of the FB, FGS due to following reasons:

- 5.7.1 Non - fulfillment of prescribed course work requirements or research work within the permitted duration of the degree.
- 5.7.2 Those who have not completed the degree within the stipulated period of time
- 5.7.3 Non - payment of annual continuation fee within the first six months of each additional year to keep the studentship active.
- 5.7.4 Unsatisfactory progress or absence of the candidate for three consecutive Progress Reviews.
- 5.7.5 Breach of rules and regulations of KDU as decided by the Faculty Board and the Senate.
- 5.7.6 On the recommendation of supervisor/s and the Faculty Board, the Senate may consider any other actions deemed appropriate for cancellation of registration.
- 5.7.7 Under special circumstances, on the recommendation of the supervisor and the Faculty Board, the Senate may consider written request by candidates for reconsideration of cancellation of registration.

6.0 PROGRESS REPORTS AND PROGRESS REVIEW PROCEDURE

This process will be for progress monitoring and to facilitate the research work carried out by the candidate.

- 6.1 Prior to the registration of the candidate, the evaluators (internal or external) are nominated by the BoS and FB, FGS and approved by the Senate for evaluation of the progress reports. Usually, the **same evaluators** (internal or external) will serve during the entire degree programme of a candidate **prior to the thesis submission stage**.
- 6.2 Candidates shall submit the progress of the work once in every six months in the **progress report format** prescribed by the FGS which could be downloaded from the FGS website. The progress report shall be submitted to the AR, FGS through the supervisor. Candidate shall make a presentation to the PRC based on the work carried out during that period.
- 6.3 Progress Report will be sent to the evaluators through the Dean, FGS for evaluation. Evaluators shall give their comments on the Progress Report of the candidate prior to the **Progress Review Presentation in the duly signed format prescribed by the FGS**. This process will be to facilitate the research work carried out by the candidate.
- 6.4 Once a date is informed to the candidate for the Progress Review Committee (PRC) Meeting, candidate has to prepare for a presentation for the PRC to consider for granting recommendation for continuation of the research. The decision will be reported to the BoS on the progress of candidate and granting recommendation for continuation will be forwarded for the approval of the Senate through BoS and FB, FGS.
- 6.5 If there are comments made by the evaluators, candidate has to address the evaluator's comments with the **supervisor's guidance** to improve the research work and indicate the steps taken to do so in the **next progress review report** sent for the evaluation.
- 6.6 A recommendation regarding a cancellation of Registration of a candidate due to **continuous unsatisfactory progress** (probably within the first two years) will have to be done jointly by the supervisor/s and evaluators after a detail discussion with the candidate. This recommendation has to be forwarded to PRC for a final decision and forwarded for the approval of the Senate through FB, FGS.
- 6.7 PRC comprises the Vice Chancellor, Dean FGS, internal and external Evaluators, internal and external Supervisor/s, Dean Research and Dean of the relevant Faculty or his nominee, and a Professor from FGS (optional). In the absence of Vice Chancellor, Dean, FGS will chair the meeting.
- 6.8 PRC for an MPhil/PhD degree programme shall be recommended by the BoS to the FB, FGS for the approval of the Senate.
- 6.9 PRC will involve in the progress monitoring process up to candidate reaching the thesis submission stage. At the writing up stage, the candidate has to report the progress of writing to the evaluators until the thesis submission stage and the comments of the evaluators and the PRC will have to be forwarded to BoS, FB, FGS and for the information and approval of the senate.

7.0 UPGRADING FROM MPhil TO PhD PROGRAMME

- 7.1 With the recommendation of the supervisor/s, a candidate shall submit a written request, for a upgrading from MPhil to PhD at the completion of one year from the date of registration and at the time of second progress review to the Dean, FGS. The upgrade must be considered at the second Progress Review Committee.
- 7.2 Evaluators have to recommend the suitability of the progress and the research work of the candidate for upgrading the registration to PhD. Evaluators have to give marks in the **prescribed format of FGS** with their comments prior to the PRC meeting for upgrading process.
- 7.3 Final decision of the PRC based on the marks and comments of the evaluators in the **prescribed format of FGS** shall be forwarded to Senate for approval through the BoS, FB, FGS.
- 7.4 AR FGS shall convey the decision of upgrading process to the candidate in writing.

8.0 COMPULSORY REQUIREMENTS

8.1 PROPOSAL WRITING TECHNIQUES, RESEARCH METHODOLOGY, NATIONAL INTEREST MODULES AND CONDITIONS

With the Provisional Registration, it is compulsory for all candidates (full time or part time) register through **Window 1** to follow and successfully complete the course modules on Proposal Writing Techniques, Research Methodology Module and National Interest Course Module with the relevant requirements mentioned below.

8.1.1 PROPOSAL WRITING TECHNIQUES

- 8.1.1.1 With the Provisional Registration, it is compulsory for candidates to register through **Window 1** to follow and successfully complete a course module on Proposal Writing Techniques (two credits with 30 lecture hours). The lectures will be conducted during weekends (once a fortnight) with minimum of 80% attendance requirement.
- 8.1.1.2 The attendance requirement could consider to be lowered only under extreme compassionate grounds, medical grounds or due to unavoidable official commitment of the candidate concerned. Service/police candidates should forward their exemption requests through respective service/police Head Quarters. All other candidates can directly forward their request to FGS. Excuses will be allowed subjected to the Senate approval.

8.1.2 RESEARCH METHODOLOGY MODULE

- 8.1.2.1 The Research Methodology Module (consist of three courses namely; Introduction to Research Methodology, Scientific communication and Statistical Techniques for Research) is specially designed for candidates who need exposure to improve their knowledge on research methods. The course weight is 6.0 credits (90 hours of theory).

8.1.2.2 The candidates who get the full registration status have to follow this Module during first six months while doing the Research Project.

8.1.2.3 **Candidates belonging to section 5.1.1.2 are also mandatory to attend these modules.** Entire Module is spread over six months. The lectures will be conducted during weekends (once a fortnight) and candidates have to satisfy **minimum of 80% attendance** requirement.

8.1.3 NATIONAL INTERESTS COURSE MODULE

The National Interests Course Module (6.0 credits with 90 lecture hours) is spread over four months and will be conducted after completing the Research Methodology Module. The lectures will be conducted during weekends (once a fortnight) and candidates have to satisfy **minimum of 80% attendance.**

8.1.4 CONDITIONS FOR COURSE MODULES

8.1.4.1 All candidates have to complete all three Modules within the first year (with the Payment of relevant course fees). The course contents of these Modules and the time Tables will be published in the FGS website.

8.1.4.2 Research Methodology and National Interest course modules will be conducted to the **Registered candidates** while conducting research activities guided by the supervisors.

8.1.4.3 However the supervisors can recommend exceptions¹² based on the knowledge of the candidates on the subject matter and skills of the candidates. This may be based on the similar courses followed by the candidate from reputed institutions¹³(local or international universities or other).

8.1.4.4 If a candidate cannot meet the 80% attendance requirement for Research Methodology and National Interest modules, he/she has to fulfill this requirement **with a next batch of candidates prior to submit the thesis.**

8.1.4.5 However this prerequisite is compulsory for the window 1 candidates and successful completion of the Research Methodology Module/s has to be certified by the FGS by **issuing a letter to the candidate by AR, FGS** with a copy to the Supervisor concerned.

8.1.4.6 If a candidate wishes to follow a special course or training programme offered by another institute, he/she may do so at his/her own. However the supervisor shall certify that his research will not get affected due to additional programmes undertaken by the candidate. Such a candidate shall get the permission from the BoS, FB, FGS with the approval of the Senate to follow such additional programmes.

¹² Exceptions has to be recommended by the Board of Studies, Faculty Board and need the approval from the Senate

¹³ The candidate may have followed a Research Methodology training programme or a course elsewhere with the standards acceptable to the BoS, the FB, FGS and Senate. A written request for exemption to follow the Module again has to be made by the candidate through the supervisor to the Dean FGS with documentary evidence. This has to be recommended by the BoS, the FB, FGS and the Senate.

9.0 WITHDRAWAL FROM A PROGRAMME, RE- ADMISSION AND LEAVE OF ABSENCE

9.1 WITHDRAWAL FROM A PROGRAMME

A candidate seeking to withdraw from the programme for which he/she is registered shall do so in writing to the Dean, FGS through the supervisor/s. Dean FGS shall submit the request to the Board of Studies for its recommendation and forward the recommendation to the Senate through the Faculty Board for its approval. FGS shall update the records according to the Senate decision. In such situations, a candidate may claim only the refundable fees.

9.2 RE-ADMISSION

9.2.1 If a person wishes to re-enter the programme, he/she shall apply for re-admission. The procedure for re-admission shall be the same as for the initial registration, including the payment of prescribed fees.

9.2.2 Those who have medical grounds shall provide medical certificates acceptable to Medical Officer of KDU. The final authority of readmission is with the Senate.

9.2.3 Those who could not complete the degree within the stipulated time period could make an appeal to the FB, FGS for a readmission to submit the thesis (with the relevant payments to FGS) with valid documentary evidence for the delay. However the FB, FGS and Senate have to make the final decision on this regard.

9.3 LEAVE OF ABSENCE FROM THE PROGRAMME

9.3.1 Leave may be approved by the Senate under special circumstances on a written request made by the candidate with the recommendation of the supervisor and the recommendation of the BoS and the FB,FGS

9.3.2 If the period of time taken after the minimum time duration allowed (Full Time/Part Time) to submit the thesis, candidates shall make an additional annual continuation fee (see section 5.5).

9.3.3 Under exceptional circumstances (such as medical reasons or under extreme compassionate grounds) based on an appeal (with documentary evidence) made by the candidate through the supervisors/s, the Senate may decide on a waiver of Annual Continuation Fees during the leave period on the recommendation of the BoS and the FB,FGS.

10.0 THE THESIS SUBMISSION AND EVALUATION PROCEDURE

10.1 INITIAL SUBMISSION (IN SPIRAL BOUND FORMAT FOR EVALUATION)

- 10.1.1 Upon the completion of MPhil/PhD research work, a candidate shall submit the thesis to AR, FGS on the recommendation of the supervisor/s provided he/she has met all relevant **course work requirements**.
- 10.1.2 The candidate shall submit **four printed copies** of the thesis (prepared according to “Guide to write dissertations and thesis (Masters, MPhil and PhD)” document published by the FGS, KDU, in temporary binding and one soft copy in a CD to the FGS.
- 10.1.3 The Dean FGS shall dispatch copies of the thesis to the Thesis Examiners who are appointed with the recommendation of the BoS, FB, FGS and with the approval of the Senate.

10.2 APPOINTMENT OF THESIS EXAMINERS

Two **External Examiners** shall be appointed by the Senate on the recommendation of the supervisor/s of the respective candidate.

10.2.1 THESIS EXAMINERS

- 10.2.1.1 All candidates shall have minimum of two examiners.
- 10.2.1.2 The examiners shall possess qualifications equivalent or higher than the degree for which the candidate is registered.
- 10.2.1.3 The examiners should have experience and required knowledge in the research field of the candidate. They should have at least five years of research experience after their postgraduate qualifications.
- 10.2.1.4 The examiners should be from **outside the General Sir John Kotelawala Defence University** and it is encouraged to nominate at least one foreign examiner if possible.
- 10.2.1.5 The Curriculum Vitae of the examiners shall be submitted to the BoS by the supervisor/s of the respective candidates once they forward the nominations of examiners to the BoS.
- 10.2.1.6 The BoS, FB, FGS and the Senate shall have full rights to reject examiners on valid reasons.

10.3 EXAMINATION AND EVALUATION PROCEDURE

The candidate shall be assessed on the basis of the thesis and a Viva-Voce examination by a panel of examiners after receiving the reports in the prescribed format of FGS from the Thesis Examiners appointed by the Senate.

10.3.1 THESIS EXAMINATION

Each thesis examiner shall forward his/her evaluation report to the Dean FGS **in the prescribed format provided by the FGS with the relevant marks and comments under a confidential cover.**

10.3.2 PANEL FOR VIVA-VOCE

The panel shall comprise Vice Chancellor (Chairman), Dean FGS (Chairman), Dean Research, Dean of the relevant Faculty, Professor from FGS (Optional), thesis examiners (at least one examiner must physically be present), and at least one supervisor.

Other than the two examiners, all panel members shall serve as observers.

Vice Chancellor shall supervise the Viva Voce and in his absence, Dean, FGS shall Supervise the Viva Voce.

10.3.3 VIVA-VOCE EXAMINATION

10.3.3.1 With the receipt of reports from the thesis examiners, the Dean, FGS shall set a date For the Viva-Voce examination. In the event of conflict between the two examiners at the final decision of the Viva Voce, a third examiner shall be appointed by the Senate On the recommendation of the Supervisor/s, with the recommendation of the BoS, FB, FGS and with the approval of the Senate.

10.3.3.2 If one of the appointed examiners is unable to attend the Viva Voce, then the examination shall be conducted by the other examiner and he/she shall be provided the thesis evaluation report of the examiner who is unable to attend the Viva Voce.

10.3.3.3 Under exceptional situations, when both examiners are from foreign universities, the Viva Voce will be conducted through Skype facility (This may be due to Unavailability of local examiners on the relevant discipline).

10.3.3.4 Based on the evaluation reports of the thesis examiners and the performance at the Viva-Voce examination, the examiners may recommend to

- Accept the thesis as it is without any corrections or,
- Accept the thesis after inclusion of minor corrections or
- Accept the thesis with major revisions or
- In the case of a PhD candidate, recommend awarding the MPhil degree instead of a PhD based on the standard of the thesis or.
- Reject the thesis.

10.3.3.5 Before the Viva Voce Examination, the candidate has to make a presentation (15-20 minutes) based on his/her research findings to the panel.

10.3.3.6 In the case of PhD candidates the Vice Chancellor, Deputy Vice Chancellor/s and the academic staff of the relevant Faculty will be invited for the presentation. However the **examination is confined only to the Viva Voce panel.**

10.4 FINAL SUBMISSION OF THE THESIS (HARD BOUND)

- 10.4.1 A candidate whose thesis is recommended for the award of MPhil/PhD degree is Required to make all corrections and/or revisions as prescribed by the two examiners and submit the thesis within the period of time Specified by the examiners.
- 10.4.2 The supervisors shall certify (in the given format) that the candidate has incorporated required changes recommended by the examiners.
- 10.4.3 With the certification of the supervisor, the candidate shall submit four copies¹⁵ of the hard-bound revised thesis, PhD in **Raspberry Red** colour and MPhil in **Green Bank** colour, together with one soft copy in PDF, in a CD to FGS within the period specified by the Examiners.
- 10.4.4 Candidates are advised to get the binding done at the KDU Printing Press to maintain the consistency in the colour of the hard bound copies.

10.5 EFFECTIVE DATE OF THE DEGREE

The effective date of the degree which shall not precede the last date of the minimum duration of the programme shall be as follows:

- 10.5.1 If the thesis is accepted without any corrections or accepted with minor corrections and where the revised thesis is submitted within the time period granted by the examiners, the effective date of the degree shall be the same as the **date of initial submission** of the thesis.
- 10.5.2 If the thesis is accepted with minor corrections but the revised thesis is not submitted within the time period granted by the panel of examiners, the effective date of the degree shall be the date of final submission.
- 10.5.3 If the thesis is accepted with major corrections, the effective date of the degree shall be the **date of resubmission**. A repeat viva-voce may be held if it is recommended by the examiners at the viva-voce examination.

¹⁵No of copies may increase depending on the number of supervisors. AR FGS will notify the extract number of copies needed to be submitted to FGS

11.0 AWARD OF THE DEGREES

11.1 MPhil DEGREE

The MPhil degree may be awarded to a candidate who has;

- 11.1.1 fulfilled the admission requirements, as indicated in section 2.1
and
- 11.1.2 been duly registered and paid all relevant fees for the duration of his/her programme
and
- 11.1.3 satisfied conditions on duration as indicated in section 1.2
and
- 11.1.4 successfully completed the examination requirements, as indicated under section 10
and
- 11.1.5 Secured at least ONE publication in a peer reviewed indexed Journal.

11.2 PhD DEGREE

The PhD degree may be awarded to a candidate who has;

- 11.2.1 fulfilled the admission requirement as indicated in section 2.2
and
- 11.2.2 been duly registered and paid all relevant fees for the duration of his/her programme
and
- 11.2.3 satisfied conditions on duration as indicated under section 1.2
and
- 11.2.4 successfully completed the examination requirements, as indicated under section 10
and
- 11.2.5 Secured at least TWO publications in peer reviewed indexed Journals.

BY-LAWS FOR WINDOW II

for

Master of Philosophy (MPhil)

and

Doctor of Philosophy (PhD) Degrees

Part 11- By-Laws to award MPhil/PhD degrees by KDU through Window II

1.1 TYPES OF CANDIDATES

1.1.1 A full – time candidate

A full time candidate shall be a person duly registered for an MPhil/PhD degree programme, who is engaged in research and related activities during the entire normal working hours of the week¹⁶ Employed full time candidates are required to obtain leave of absence from their places of work¹⁷

1.1.2 A part – time candidate

A part time candidate shall be a person duly registered for an MPhil/PhD degree programme, who engages in research and related activities during a part of the total working hours of a week for his/her research work as acceptable to the Faculty Board (FB), FGS (Herein after referred to as FB,FGS).

1.1.3 A split-site candidate

A split site candidate shall be a person duly registered for an MPhil/PhD degree programme at KDU who is permitted to conduct research in a foreign university. The foreign university shall also have shared ownership of intellectual property rights over the degree or the product of that MPhil/PhD. The candidate is responsible to secure the funding for foreign studies.

1.1.4 *Change over from full time to part time and vice versa*

On a written request made with the recommendation of the supervisor/s to the Dean, FGS, a candidate may be allowed to change over from being a full-time candidate to a part-time candidate and vice-versa. Dean, FGS shall submit the request to the Faculty Board through the Board of Studies (BoS), FGS (herein after referred to as BoS, FGS) and forward the recommendation to the Senate for its approval. Assistant Registrar (AR) of FGS (herein after referred to as AR, FGS) shall update the candidate's records according to the Senate decision.

1.2 DURATION OF DEGREE PROGRAMMES

The durations of MPhil and PhD for full time and part time candidates are given in Table 1.1. Such durations are effective from the date of full registration¹⁸ of the candidates.

¹⁶ University academic Staff having assigned a workload of maximum six hours of work per week for the respective department also could be considered as a full time student.

¹⁷ Employed applicants desirous of full time studies should submit a letter from the head of the institution to the effect that they have been released for full time research work.

¹⁸ candidates are given the full registration status after the approval of they are research proposal. Till such time they are given the provisional registration status.

	Degree Programme (from date of full registration)	Minimum Duration	Maximum Duration
1	MPhil- Full Time	2 Years	5 years
2	MPhil- Part Time	3 Years	7 years
3	PhD- Full Time	3 Years	7 Years
4	PhD Part Time	5 Years	9 Years

Under special circumstances the Senate may grant a leave of absence by extending the **maximum permitted duration** based on the requirements of the candidate such as leave abroad, need of candidate's representation in international forums to represent the country, commitments to military services etc. For this purpose, candidate has to send an appeal to Vice Chancellor, through Dean, FGS with supervisor's comments.

2.0 ELIGIBILITY FOR REGISTRATION

2.1 MASTER OF PHILOSOPHY

The minimum requirements for registration for an MPhil are:

- 2.1.1 A Master's Degree (SLQF L9/10) in a relevant field from a recognized university; **or**
- 2.1.2 A Bachelor's degree in a relevant field of four- year duration (SLQF L6) with a 1st or 2nd Class from a recognized university; **or**
- 2.1.3 A Bachelor's degree in a relevant field of three year duration (SLQF L5) with a 1st or 2nd Class and with a minimum of two-year experience in the relevant field ; **or**
- 2.1.4 Pass Staff College (psc)/ Logistics Staff Course (Lsc) or an equivalent from local or foreign institution with the minimum of 20 years of service; **and**
- 2.1.4.1 Evidence of research publications. This includes journal articles/ conference abstracts or papers presented; **or**
- 2.1.5 Any other relevant qualifications recommended by the BoS and accepted by the FB/FGS and approved by the senate.

¹⁹ prior to provisional registration, candidates have to pass a qualifying examination conducted by the Subject experts

2.1.5 Any other relevant qualifications recommended by the BoS and accepted to the FB, FGS and approved by the Senate. Based on the Senate decision, in order to get the Provisional Registration, such candidate need to pass the **Qualifying Examination** (following the procedure mentioned in section 2.1.4).

2.2 DOCTOR OF PHILOSOPHY (PhD)

The minimum requirements for registration are

2.2.1 An MPhil Degree in a relevant field from KDU or from a recognized university **or**

2.2.2 A Bachelor's Degree in a relevant field of **four years duration** with a 1st or 2nd Class (upper division) from KDU or from any other recognized university. Such candidate needs to **pass a qualifying examination** (following the procedure mentioned in section 2.1.4) to get the Provisional Registration. **or**

2.2.3 Upgrading from an MPhil to PhD programme approved by the Senate **or**

2.2.4 Any other qualification equivalent to an MPhil Degree acceptable to FB, FGS and approved by the Senate.

3.0 APPLICATION PROCEDURE FOR MPhil and PhD

3.1 Applications²⁰ are open throughout the year but registration will be done **four times a year**; (January, April, July and October).

3.2 Applications for enrolment of MPhil/PhD may be obtained from the FGS, KDU or downloaded from the FGS, KDU website.

3.3 The research fields available²¹ at KDU will be published in the FGS, KDU web page as a guidance to prepare a tentative proposal in the application by a candidate.

3.4 All applicants shall apply for **Provisional Registration**²² until the Research Proposal is accepted by the PEC.

3.5 Duly completed application forms shall be submitted to the AR, FGS.

3.6 The applications shall be screened for qualifications by the Board of Studies and recommend to the Faculty Board (FGS) to get the Senate approval for **Provisional Registration**.

²⁰ Applications should contain a tentative research proposal with a research title.

²¹ The available research fields will be of obtained from different faculties by the Board of Studies.

²² Initially candidate will be given a provisional registration status which will be changed to full registration after the research proposal of the candidates is approved.

- 3.7 The candidates will be notified of the **Provisional Registration** by Assistant Registrar of FGS with a copy to the relevant supervisor.

4.0 SUPERVISORS AND PLACE OF RESEARCH WORK

4.1 APPOINTMENT OF SUPERVISORS

- 4.1.1 Supervisors (under certain instances the candidates are permitted to select their supervisors) shall be recommended by the BoS and FB, FGS for the approval of the Senate for all candidates (MPhil and PhD) at their **Provisional Registration** stage. Such candidates will be guided by the nominated supervisor/s for the preparation of the Research Proposal.
- 4.1.2 If necessary there could be more than one supervisor (One internal supervisor and external supervisor/s if necessary). However, one supervisor shall be a specialist in the major discipline of the candidate's Research Project.
- 4.1.3 It is mandatory to have an internal supervisor from KDU. However, in the absence of an internal supervisor²³ from KDU (Due to unavailability of expertise etc.) FGS, KDU has the authority to nominate an outside supervisor to serve as an internal supervisor of the candidate.
- 4.1.4 Under such circumstances, a supervision coordinator²⁴ could be appointed from KDU for the administrative purposes of the Research Project.
- 4.1.5 At least one supervisor shall have research degree/s equivalent or higher to that of the degree to which the candidate is registered. At least one supervisor shall have minimum of three years of research experience following the postgraduate degree and shall have required skills and experience to guide the candidate.
- 4.1.6 Under exceptional situations, the subject experts employed in other universities/institutes or professors in retirement can be appointed as supervisors to assist the internal supervisor.
- 4.1.7 If a supervisor is unable to perform his/her supervisory duties exceeding more than three months (due to sabbatical leave or other) another supervisor shall be nominated for that period by the supervisor to cover-up the supervision during his/her absence with the approval of the BoS, FB, FGS and the approval of the Senate.

²³ The name of the internal supervisor will be recommended by the BoS to the FB and shall get the senate approval

²⁴ ToR of the supervision coordinator (and academic person) will be provide with the letter of appointment. He Will be a member of the BoS.

4.1.8 The BoS shall ensure that the supervisor is not overloaded with the supervision activities by supervising large number of students²⁵ on top of the teaching obligations or any other duties.

4.1.9 If there is any breakdown of the student supervisor relationship, prompt action shall be taken by the BoS to solve the problem with the recommendation to the FB, FGS and with the approval of the Senate.

4.2 PLACE OF RESEARCH WORK

4.2.1 If the research work is to be carried out in an external institution other than the KDU, there shall be an external supervisor from that institution nominated by the internal supervisor or nominated by FGS, KDU with the **written concurrence of the internal supervisor**.

4.2.2 When the external supervisor does not have a postgraduate degree with a research component, the internal supervisor shall submit a justification report for such nomination to be considered at the BoS and the FB, FGS and for the Senate approval.

4.2.3 If the research is a split programme with a foreign university, there shall be an external supervisor from the foreign university who shall collaborate with the internal supervisor.

5.0 REGISTRATION PROCEDURE

5.1 PROVISIONAL REGISTRATION AND SUBMISSION OF RESEARCH PROPOSAL

5.1.1 Initially it is compulsory for all candidates (MPhil or PhD) to register as **Provisional candidates**. Based on their research fields, supervisors will be nominated to guide them and they have to prepare a Research Proposal **within two months** during their **Provisional Registration** with the guidance of the supervisors.

5.1.2 **Provisional Registration** is valid only for **three months** and could be extended only up to **six months** due to acceptable valid reasons made by the candidate with the supervisor's recommendations through the BoS and FB, FGS to the Senate for approval.

5.1.3 During the **Provisional Registration**, based on the supervisor's recommendation, a candidate may need to follow the "Proposal Writing Techniques" (2 credits, 60 lecture hours). It is compulsory for the candidates to follow this course unit with 80% attendance.

5.1.4 **Two months after the Provisional Registration**, Candidate shall submit the proposal (proposal guidelines shall be downloaded from FGS web site) to Dean FGS, with the recommendation of the supervisor, and have to do the proposal presentation to the Proposal Evaluation Committee (PEC).

²⁵ The maximum number of students to be supervised shall be decided by the BoS.

5.1.5 The candidates **who fail to submit the proposal** (due to justifiable reasons accepted by the FB,FGS) **and** the candidates **who do not get the required pass marks** for the proposal, get the second attempt to submit/resubmit the proposal at the end of the **fourth month** after the provisional registration.

5.2 PROCEDURE TO TRANSFER FROM PROVISIONAL TO FULL REGISTRATION

5.2.1 APPOINTMENT OF PEC:

PEC shall be appointed through the recommendation of the BoS, FB, FGS and with the approval of the Senate for evaluation of the proposal.

5.2.1.1 COMPOSITION OF PEC:

The PEC shall compose two Evaluators, Supervisor, Chairperson of the BoS, Dean, Research, a representative from relevant Faculty where the research is conducted (e.g. Head of the Department) and a Professor to represent FGS (optional). PEC will be chaired by the Chairperson of the BoS or the Dean, FGS.

5.2.2 EVALUATION OF PROPOSAL

5.2.2.1 The proposal evaluation process, includes evaluation of the written proposal (80% of total marks) and evaluation of presentation (20% of total marks) made by the candidate. An M Phil candidate shall secure minimum of 60% overall marks and a PhD candidate shall secure 70% overall marks to get the transfer from Provisional Registration to full registration status.

5.2.2.2 A candidate earning **below** 60% (for MPhil) or 70% (for PhD) in the proposal evaluation may be given an opportunity to resubmit a Research Proposal to the PEC one year after the provisional registration.

5.2.2.3 If the candidate **fails to submit the proposal or unable to secure required marks** in the Repeated Proposal Evaluation Process (RPEP), Provisional Registration for MPhil/PhD degree will be **automatically cancelled**.

5.2.2.4 Due to **special circumstances** if the candidate fails to submit the proposal within the Provisional Registration period such as medical reasons or other available commitments of the candidate or under extreme compassionate grounds the Senate can consider allowing the candidate to re-register as a Provisional Candidate with the next batch of candidates without making applicable Provisional Registration Fee (PRF).

5.2.2.5 The appeal has to reach the Senate with the recommendation of the BoS and the FB, FGS. Based on the Senate decision, **the candidate can submit the proposal** with the **next batch of candidates** for evaluation following the same procedure.

5.3 FULL REGISTRATION

Once a candidate pass the proposal evaluation, he/she will be given the **Full Registration** status (herein after referred to as Registration) and the date of registration will be back dated to the date of **Provisional Registration** and the candidate can commence the research under the same supervisor.

Any change to the personal information of the candidate as submitted at Provisional Registration shall be communicated to the FGS prior to the registration status.

5.4 EFFECTIVE DATE OF REGISTRATION

5.4.1 When the Research Proposal is accepted, the effective date of registration shall be the **date of Provisional Registration**.

5.4.2 The candidates who fail to earn the required marks at the evaluation process in the first attempt, the effective date of the registration shall be the date on which proposal was submitted for the RPEP and accepted by the evaluators.

5.4.3 The candidates shall incorporate the recommended changes (if any) made by the evaluators into their Research Proposal and submit it to AR, FGS with the recommendation of the supervisor/s to get the confirmation letter for full registration.

5.5 RENEWAL OF REGISTRATION

The AR, FGS shall maintain a record of registered candidates for MPhil/PhD degrees. After the minimum time duration (Full Time/Part Time) candidates shall make an **Additional Annual Continuation Fee**²⁶ to keep their studentship active.

5.6 POSTPONEMENT OF REGISTRATION

5.6.1 UNDER SPECIAL CIRCUMSTANCES

A candidate seeking to postpone his/her registration shall write to the Dean, FGS with the recommendation of the supervisor/s giving valid reasons (such as medical reasons or under extreme compassionate grounds) and required duration for the postponement. Candidate shall submit the request through the supervisor/s to the Dean, FGS²⁷. Under special circumstances, the Senate may grant a postponement **up to one year** allowing the candidate to register with the next 1st registration date of the following year.

²⁶ Additional annual continuation fee will be the additional cost due to extended facilities provided to the candidate by FGS. This will be and excess fee received by the candidates from their research grants or any grants to carry out the research.

²⁷ Candidate shall submit a written request through supervisor to the Dean, FGS

5.6.2 OTHER CIRCUMSTANCES

- 5.6.2.1 Under **other circumstances**, the Senate may grant a postponement for **more than 1 year** only for certain candidates due to nature of their commitments such as representation of the country for official matters etc.
- 5.6.2.2 Such candidates have to make an appeal through the supervisor to the Dean, FGS with documentary evidence and it will be considered at the FB, FGS and final decision shall be taken by the Senate.
- 5.6.2.3 If the proposal of such a candidate is already accepted by the PEC and **if the topic is not out dated**, the candidate can continue his/her registration from the date approved by the BoS, FB, FGS and the Senate on his return to work.
- 5.6.2.4 **If the topic is outdated** the candidate has to **re-register** as a provisional candidate with the next batch of candidates and submit a new proposal and follow the proposal evaluation procedure to get his/her new proposal approved. Then the effective date of registration will be the date of his new Provisional Registration.

AR, FGS shall update the records according to the Senate decision.

5.7 CANCELLATION OF REGISTRATION

The “full registration” herein after referred to as “registration” of the candidate may be cancelled by the Senate on the recommendation of the Faculty Board due to following reasons:

- 5.7.1 Non - fulfillment of prescribed course work requirements or research work within the permitted duration of the degree.
- 5.7.2 Those who have not completed the degree within the stipulated period of time
- 5.7.3 Non - payment of annual continuation fee within the first six months of each additional year to keep the studentship active.
- 5.7.4 Unsatisfactory progress or absence of the candidate for three consecutive Progress Reviews.
- 5.7.5 Breach of rules and regulations of KDU as decided by the Faculty Board and the Senate.
- 5.7.6 On the recommendation of supervisor/s and the Faculty Board, the Senate may consider any other actions deemed appropriate for cancellation of registration.
- 5.7.7 Under special circumstances, on the recommendation of the supervisor and the Faculty Board, the Senate may consider written request by candidates for reconsideration of cancellation of registration.

6.0 PROGRESS REPORTS AND PROGRESS REVIEW PROCEDURE

This process will be for progress monitoring and to facilitate the research work carried out by the candidate.

- 6.1 Prior to the registration of the candidate, the evaluators (internal or external) are nominated by the BoS and FB, FGS and approved by the Senate for evaluation of the progress reports. Usually, the **same evaluators** (internal or external) will serve during the entire degree programme of a candidate **prior to the thesis submission stage**.
- 6.2 Candidates shall submit the progress of the work once in every six months in the **progress report format** prescribed by the FGS which could be downloaded from the FGS website. The progress report shall be submitted to the AR, FGS through the supervisor. Candidate shall make a presentation to the PRC based on the work carried out during that period.
- 6.3 Progress Report will be sent to the evaluators through the Dean, FGS for evaluation. Evaluators shall give their comments on the Progress Report of the candidate prior to the **Progress Review Presentation in the duly signed format prescribed by the FGS.** This process will be to facilitate the research work carried out by the candidate.
- 6.4 Once a date is informed to the candidate for the Progress Review Commute (PRC) Meeting, candidate has to prepare for a presentation for the PRC to consider for granting recommendation for continuation of the research. The decision will be reported to the BoS on the progress of candidate and granting recommendation for continuation will be forwarded for the approval of the Senate through BoS and FB, FGS.
- 6.5 If there are comments made by the evaluators, candidate has to address the evaluator's comments with the **supervisor's guidance** to improve the research work and indicate the steps taken to do so in the **next progress review report** sent for the evaluation.
- 6.6 A recommendation regarding a cancellation of Registration of a candidate due to **continuous unsatisfactory progress** (probably within the first two years) will have to be done jointly by the supervisor/s and evaluators after a detail discussion with the candidate. This recommendation has to be forwarded to PRC for a final decision and forwarded for the approval of the Senate through FB, FGS.
- 6.7 PRC comprises the Vice Chancellor, Dean FGS, internal and external Evaluators, internal and external Supervisor/s, Dean Research and Dean of the relevant Faculty or his nominee, and a Professor from FGS (optional). In the absence of Vice Chancellor, Dean, FGS will chair the meeting.
- 6.8 PRC for an MPhil/PhD degree programme shall be recommended by the BoS to the FB, FGS for the approval of the Senate.
- 6.9 PRC will involve in the progress monitoring process up to candidate reaching the writing-up stage of the thesis. At the writing up stage, the candidate has to report the progress of writing to the evaluators until the thesis submission stage and the comments of the evaluators and the PRC will have to be forwarded to BoS, FB, FGS and for the information and approval of the senate.

7.0 UPGRADING FROM MPhil TO PhD PROGRAMME

- 7.1 With the recommendation of the supervisor/s, a candidate shall submit a written request, for a upgrading from MPhil to PhD at the completion of one year from the date of registration and at the time of second progress review to the Dean, FGS. The upgrade must be considered at the second Progress Review Committee.
- 7.2 Evaluators have to recommend the suitability of the progress and the research work of the candidate for upgrading the registration to PhD. Evaluators have to give marks in the **prescribed format of FGS** with their comments prior to the PRC meeting for upgrading process.
- 7.3 Final decision of the PRC based on the marks and comments of the evaluators in the **prescribed format of FGS** shall be forwarded to Senate for approval through the BoS, FB, FGS.
- 7.4 AR FGS shall convey the decision of upgrading process to the candidate in writing.

8.0 WITHDRAWAL FROM A PROGRAMME, RE- ADMISSION AND LEAVE OF ABSENCE

8.1 WITHDRAWAL FROM A PROGRAMME

A candidate seeking to withdraw from the programme for which he/she is registered shall do so in writing to the Dean, FGS through the supervisor/s. Dean FGS shall submit the request to the Board of Studies for its recommendation and forward the recommendation to the Senate through the Faculty Board for its approval. FGS shall update the records according to the Senate decision. In such situations, a candidate may claim only the refundable fees.

8.2 RE-ADMISSION

- 8.2.1 If a person wishes to re-enter the programme, he/she shall apply for re-admission. The procedure for re-admission shall be the same as for the initial registration, including the payment of prescribed fees.
- 8.2.2 Those who have medical grounds shall provide medical certificates acceptable to Medical Officer of KDU. The final authority of readmission is with the Senate.
- 8.2.3 Those who could not complete the degree within the stipulated time period could make an appeal to the FB, FGS for a readmission to submit the thesis (with the relevant payments to FGS) with valid documentary evidence for the delay. However the FB, FGS and Senate have to make the final decision on this regard.

8.3 LEAVE OF ABSENCE FROM THE PROGRAMME

- 8.3.1 Leave may be approved by the Senate under special circumstances on a written request made by the candidate with the recommendation of the supervisor and the recommendation of the BoS and the FB,FGS

- 8.3.2 If the period of time taken after the minimum time duration allowed (Full Time/Part Time) to submit the thesis, candidates shall make an additional annual continuation fee (see section 5.5).
- 8.3.3 Under exceptional circumstances (such as medical reasons or under extreme compassionate grounds) based on an appeal (with documentary evidence) made by the candidate through the supervisors/s, the Senate may decide on a waiver of Annual Continuation Fees during the leave period on the recommendation of the BoS and the FB,FGS.

9.0 THE THESIS SUBMISSION AND EVALUATION PROCEDURE

9.1 INITIAL SUBMISSION (IN SPIRAL BOUND FORMAT FOR EVALUATION)

- 9.1.1 Upon the completion of MPhil/PhD research work, a candidate shall submit the thesis to AR, FGS on the recommendation of the supervisor/s provided he/she has met all relevant **course work requirements**.
- 9.1.2 The candidate shall submit **four printed copies** of the thesis (prepared according to “Guide to write dissertations and thesis (Masters, MPhil and PhD)” document published by the FGS, KDU, in temporary binding and one soft copy in a CD to the FGS.
- 9.1.3 The Dean FGS shall dispatch copies of the thesis to the Thesis Examiners who are appointed with the recommendation of the BoS, FB, FGS and with the approval of the Senate.

9.2 APPOINTMENT OF THESIS EXAMINERS

Two **External Examiners** shall be appointed by the Senate on the recommendation of the supervisor/s of the respective candidate.

9.2.1 THESIS EXAMINERS

- 9.2.1.1 All candidates shall have minimum of two examiners.
- 9.2.1.2 The examiners shall possess qualifications equivalent or higher than the degree for which the candidate is registered.
- 9.2.1.3 The examiners should have experience and required knowledge in the research field of the candidate. They should have at least five years of research experience after their postgraduate qualifications.
- 9.2.1.4 The examiners should be from **outside the General Sir John Kotelawala Defence University** and it is encouraged to nominate at least one foreign examiner if possible.
- 9.2.1.5 The Curriculum Vitae of the examiners shall be submitted to the BoS by the supervisor/s of the respective candidates once they forward the nominations of examiners to the BoS.
- 9.2.1.6 The BoS, FB, FGS and the Senate shall have full rights to reject examiners on valid reasons.

9.3 EXAMINATION AND EVALUATION PROCEDURE

The candidate shall be assessed on the basis of the thesis and a Viva-Voce examination by a panel of examiners after receiving the reports in the prescribed format of FGS from the Thesis Examiners appointed by the Senate.

9.3.1 THESIS EXAMINATION

Each thesis examiner shall forward his/her evaluation report to the Dean FGS **in the prescribed format provided by the FGS with the relevant marks and comments under a confidential cover.**

9.3.2 PANEL FOR VIVA-VOCE

The panel shall comprise Vice Chancellor (Chairman), Dean FGS (Chairman), Dean Research, Dean of the relevant Faculty, Professor from FGS (Optional), thesis examiners (at least one examiner must physically be present), and at least one supervisor.

Other than the two examiners, all panel members shall serve as observers. Vice Chancellor shall supervise the Viva Voce and in his absence, Dean, FGS shall supervise the Viva Voce.

9.3.3 VIVA-VOCE EXAMINATION

9.3.3.1 With the receipt of reports from the thesis examiners, the Dean, FGS shall set a date for the Viva-Voce examination. In the event of conflict between the two examiners at the final decision of the Viva Voce, a third examiner shall be appointed by the Senate on the recommendation of the Supervisor/s, with the recommendation of the BoS, FB, FGS and with the approval of the Senate.

9.3.3.2 If one of the appointed examiners is unable to attend the Viva Voce, then the examination shall be conducted by the other examiner and he/she shall be provided the thesis evaluation report of the examiner who is unable to attend the Viva Voce.

9.3.3.3 Under exceptional situations, when both examiners are from foreign universities, the Viva Voce will be conducted through Skype facility (This may be due to unavailability of local examiners on the relevant discipline).

9.3.3.4 Based on the evaluation reports of the thesis examiners and the performance at the Viva-Voce examination, the examiners may recommend to

- Accept the thesis as it is without any corrections or,
- Accept the thesis after inclusion of minor corrections or
- Accept the thesis with major revisions or
- In the case of a PhD candidate, recommend awarding the MPhil Degree instead of a PhD based on the standard of the thesis or.
- Reject the thesis.

9.3.3.5 Before the Viva Voce Examination, the candidate has to make a presentation (15-20 minutes) based on his/her research findings to the panel.

9.3.3.6 In the case of PhD candidates the Vice Chancellor, Deputy Vice Chancellor/s and The academic staff of the relevant Faculty will be invited for the Presentation. However the **Examination is confined only to the Viva Voce panel.**

9.4 FINAL SUBMISSION OF THE THESIS (HARD BOUND)

9.4.1 A candidate whose thesis is recommended for the award of MPhil/PhD degree is required to make all corrections and/or revisions as prescribed by the two examiners and submit the thesis within the period of time specified by the examiners.

9.4.2 The supervisors shall certify (in the given format) that the candidate has incorporated required changes recommended by the examiners.

9.4.3 With the certification of the supervisor, the candidate shall submit four copies²⁸ of the hard-bound revised thesis, PhD in **Raspberry Red** colour and MPhil in **Green Bank** colour, together with one soft copy in PDF, in a CD to FGS within the period specified by the Examiners.

9.4.4 Candidates are advised to get the binding done at the KDU Printing Press to maintain the consistency in the colour of the hard bound copies.

²⁸ Number of copies may increase depending on the number of supervisors. AR, FGS, will notify the exact number of copies needed to be submitted to FGS.

9.5 EFFECTIVE DATE OF THE DEGREE

The effective date of the degree which shall not precede the last date of the minimum duration of the programme shall be as follows:

- 9.5.1 If the thesis is accepted without any corrections or accepted with minor corrections and where the revised thesis is submitted within the time period granted by the examiners, the effective date of the degree shall be the same as the **date of initial submission** of the thesis.
- 9.5.2 If the thesis is accepted with minor corrections but the revised thesis is not submitted within the time period granted by the panel of examiners, the effective date of the degree shall be the date of final submission.
- 9.5.3 If the thesis is accepted with major corrections, the effective date of the degree shall be the **date of resubmission**. A repeat viva-voce may be held if it is recommended by the examiners at the viva-voce examination.

10.0 AWARD OF THE DEGREES

10.1 MPhil DEGREE

The MPhil degree may be awarded to a candidate who has;

- 10.1.1 Fulfilled the admission requirements, as indicated in section 2.1
and
- 10.1.2 Been duly registered and paid all relevant fees for the duration of his/her programme
and
- 10.1.3 Satisfied conditions on duration as indicated in section 1.2
and
- 10.1.4 Successfully completed the examination requirements, as indicated under section 10
and
- 10.1.5 Secured at least ONE publication in a peer reviewed indexed Journal.

10.2 PhD DEGREE

The PhD degree may be awarded to a candidate who has;

- 10.2.1 Fulfilled the admission requirement as indicated in section 2.2
and
- 10.2.2 Been duly registered and paid all relevant fees for the duration of his/her programme
and
- 10.2.3 Satisfied conditions on duration as indicated under section 1.2
and
- 10.2.4 Successfully completed the examination requirements, as indicated under section 10
and
- 10.2.5 Secured at least TWO publications in peer reviewed indexed Journals.