



GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY



FACULTY OF GRADUATE STUDIES

**STUDENT'S HANDBOOK FOR MSc IN
DISASTER RISK REDUCTION AND DEVELOPMENT
DEGREE PROGRAMME**



GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY
www.kdu.ac.lk

Key Appointments

a. **Chancellor**

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b. **Vice Chancellor**

Major General Milinda Peiris RWP RSP VSV USP ndc psc

MPhil (Ind) PGDM

c. **Deputy Vice Chancellor (Defence & Administration)**

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d. **Deputy Vice Chancellor (Academic)**

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MBBS (Col), MS (Col), FRCS (Eng), FRCS (Ed), Senior Fellow PGIM (Col),
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e. **Dean, Faculty of Graduate Studies**

Brigadier RGU Rajapakshe, RSP, psc

BSc (DS) KDA, MSc (DS) Kelaniya, MASSS (NDU) Washington DC

f. **Dean, Faculty of Management, Social Sciences and Humanities**

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MPhil (Kelaniya), MA in Linguistics (Kelaniya), BA (Hons) (Peradeniya),
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g. **Registrar**

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Executive Master of Business Administration (USJP), BSc (USJP), Post
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MSc in Disaster Risk Reduction and Development

Introduction

The MSc in Disaster Risk Reduction and Development is offered by the Department of Social Sciences of the Faculty of Management, Social Sciences and Humanities of General Sir John Kotelawala Defence University. The programme will be conducted over four semesters on both Saturdays and Sundays for a duration of two years. Taught course modules will be covered in the first three semesters and the field work and research components will commence in the fourth semester. The proposed MSc will train disaster, development and humanitarian workers to engage at policy and practice levels to promote disaster risk reduction mechanisms, strategies, programmes and policies that lead to sustainable development. This MSc is designed to be compliant with the Sri Lanka Qualifications Framework (SLQF). The level of qualification of MSc (DRRD) is, Level 10 with 60 credits.

Objectives

1. The programme is conducted with following objectives;
 - a. To establish a Sri Lankan and South Asian community that actively contributes and leads the changing nature of DRRD.
 - b. To improve the employability and career progression of graduates in the field of disaster and development.
 - c. To offer a link from theory to practice with actual opportunities for teaching and learning in field sites.
 - d. To connect disaster and development sectors to establish a field of study that establishes more effective and efficient policy and practice.
 - e. To assist governing groups of the country to alleviate disaster issues in a prompt manner by improving human resources.

Intended Learning Outcomes

2. On successful completion of the MSc (DRRD), the students will be able to;
 - a. demonstrate critical awareness of current issues in the area of disaster risk reduction and development.
 - b. apply techniques relevant to disaster risk reduction and development.
 - c. deal with complex issues related to disasters systematically and creatively.
 - d. make sound judgments on the subject area of disaster risk reduction and development and communicate these decisions clearly to specialist and non-specialist groups.

- e. demonstrate self-direction and originality in tackling and solving problems related to disaster risk reduction and development.
- f. plan and implement tasks related to disaster risk reduction and development in a professional manner.

Progression of the Course

3. Completion of SLQF level 10 meets the entry requirement to an MPhil degree in the same field of specialization. Early exit from this level is possible provided that the candidate has completed 40 credits (all the taught modules in semesters 1, 2 and 3). In such a situation, the qualification awarded shall be Postgraduate Diploma in the relevant field, which is at SLQF level 8.



PART I

1. General

1.1 Subject to the following by-laws a person may be awarded the Master of Science Degree in Disaster Risk Reduction and Development (hereinafter referred to as MSc in DRRD).

2. Basic Requirements

2.1 The above mentioned degree may be awarded to a person, provided he/she:

- a. has been a registered student of General Sir John Kotelawala Defence University (hereinafter referred to as KDU) for the period prescribed by these by-laws,
- b. has pursued the programme of study at KDU to the satisfaction of the Board of Management (hereinafter referred to as BOM) as prescribed by these by-laws,
- c. has satisfied the standards and conditions at the prescribed end-semester examinations, continuous assessments (assignments, classroom tests, practical, presentations, etc.), dissertation/research report and field work report as approved by the Faculty of Graduate Studies of KDU (hereinafter referred to as FGS of KDU).
- d. has paid such registration, tuition, supervision, library, convocation and examination fees and other dues as may be payable by him/her to FGS of KDU, and
- e. has fulfilled all the other requirements prescribed by these by-laws and the Rules and Regulations of FGS of KDU.

3. Dean

3.1 The Dean of the Faculty of Graduate Studies (hereinafter referred to as Dean FGS) of KDU is responsible for the coordination and administration of the MSc in DRRD. He will be responsible for the administrative matters and other duties with respect to the MSc.

4. Board of Studies

4.1 There shall be a Board of Studies (hereinafter referred to as BoS) for the MSc in DRRD. All policy matters with respect to the programme shall be recommended by this committee and forward to the FGS, to the Senate and to the BOM for approval.

5. **Mode of Application**

5.1 Applications for admission to the MSc in DRRD are invited from Officers of tri-forces, Gazetted Officers of the Department of Police, public and private sector executive officers.

5.2 An officer from the tri-services, or a gazetted officer in the Sri Lanka Police, who wishes to be a candidate of the MSc in DRRD shall make an application through the Service Commanders or the Inspector General of Police respectively to reach the Registrar of KDU, Private and public sector applicants could apply through their heads of departments.

5.3 The application form can be downloaded from www.kdu.ac.lk

5.4 The names of the successful candidates will be notified to the respective Services / Police / Ministries / Departments / Organizations.

6. **Eligibility Criteria and Selection Procedure**

6.1 Eligibility criteria for MSc in DRRD Degree Programme are as follows:

EITHER

- a. Graduate of a recognized university with a first class honors or a second upper pass in a 4 year special degree **OR**,
- b. Graduate of a recognized university with a second lower or a normal pass in a 4 year special degree with two (02) years' work experience **OR**,
- c. Graduate of a recognized university with a 3 year general degree with 1st or 2nd upper class degree with 1 year work experience **OR**,
- d. Graduate of a recognized university with a 3 year general degree with 3 years work experience **OR**,
- e. If he/she is a commissioned officer of the Tri services, he/she should be in the rank of Major/Lieutenant Commander/Squadron Leader or above, and in the case of applicant from the SL Police he/she should be a gazetted Police Officer (ASP and above). **OR**,
- f. A commissioned officer or a Police Officer below the above ranks, with a basic degree can apply after 05 years of the effective date of the degree **OR**
- g. Any other academic or professional qualification accepted by the Senate of KDU

6.2 Selection Procedure for MSc in DRRD Degree Programme

Eligible candidates shall be called for an interview conducted by the FGS of KDU where she/he has to prove himself/herself to be a potential candidate to be admitted to the MSc in DRRD.

7. Mode of Registration

7.1 On acceptance after the procedures followed by FGS of KDU, and released by the respective Service Commander / Inspector General of Police / Head of the Department or Organisation, a candidate may get registered as a Postgraduate student of FGS of KDU by paying the due amount of the course fee.

7.2 The initial registration shall be valid for three (03) academic years counted from the date of commencement of the programme of studies (hereinafter referred to as the initial period of registration) which can be extended for two (2) further consecutive years with annual registration by charging the registration fee for each year. This is to be applied even for the candidates who are permitted for absence of leave on duty exigencies/different reasons of personal nature.

7.3 Registration for the MSc in DRRD Programme shall be deemed to have lapsed at the expiry of its period of validity (as referred in 7.2). A candidate, whose registration has lapsed, may renew his/her registration for a further period, provided that he/she is considered eligible for such re-registration by the FGS of KDU.

8. Cancellation of Registration, Discharge or Discontinuation from Programme

8.1 Notwithstanding anything stated to the contrary, the BOM of KDU shall have the right to cancel, at any time, the registration of any candidate.

8.2 Any candidate from the Tri-Services/Police dismissed from the services on disciplinary grounds shall be automatically discharged from the MSc in DRRD.

8.3 Any candidate found guilty of committing examination offences shall be dealt with in terms of rules pertaining to the conduct of examination.

8.4 The registration fees or any other fees except refundable deposits are not refunded to any candidate after registration, including those candidates discharged due to any of the above reasons.

9. Temporary Discontinuation of the Programme due to Leaving the Country

9.1 A candidate from Tri-Services/Police who is registered for the MSc in DRRD may leave Sri Lanka with a notification to the Dean-FGS, KDU through the Director of Training of the respective Service/Inspector General of Police respectively.

9.2 Other candidates may be permitted by the BoS and Faculty Board of FGS, KDU, after considering their written requests. Such candidates has to pay additional re-registration and course fees prescribed by the BoS and Faculty Board of FGS, KDU for the extra years.

9.3 If a Tri Service/Police candidate or any other candidate attends an overseas official commitment, he may be considered to a waiver of fees for re registration on an official request made to the BoS of FGS, KDU.

PART II

10. Programme Details

10.1 The duration of the MSc in DRRD shall be of two (02) academic years. Each academic year is divided into two (02) semesters.

10.2 The medium of instruction shall be English.

10.3 The Curriculum Revision Board appointed by the BoS of the FGS and approved by the Senate of KDU has the power to amend the list of subject modules, the syllabi, and the number of credits allotted to each subject module and to revise subjects from time to time when required. The decision made by the Curriculum Revision Board should finally be approved by the Senate of KDU before implementation. Any changes will be announced before the commencement of each semester.

PART III

11. Mode of Evaluation

11.1 The performance of each student at each subject module taught during each semester will be evaluated by means of continuous assessment and by an end-semester examination.

11.2 Lecturers should assign marks as given below for the continuous assessment component and the end-semester examination component, and he/she should announce this weightage at the commencement of his/her lecture series.

Components	Weightage %
Continuous Assessment (Presentations, Assignments, Quizzes, Term Papers, Reports etc.)	40
End-Semester Examination	60

Table 01

11.3 The subject lecturers should evaluate the candidates in respect of continuous assessment. In the case of the end-semester examination, question papers set by the subject lecturer shall be moderated.

11.4 The performance of candidates at the end of each semester is evaluated as per table 2 below.

Range of Marks	Grade	Grade Point Value
90 – 100	A+	4.2
80 – 89	A	4.0
75 – 79	A-	3.7
70 – 74	B+	3.3
65 – 69	B	3.0
60 – 64	B-	2.7
55 – 59	C+	2.3
50 – 54	C	2.0
40 – 49	C-	1.7
30 – 39	D	1.0
Less than 30	E	0

Table 02

11.5. The Grade Point Average (GPA) of each candidate is calculated using the Formula $GPA = \sum c_i g_i / \sum c_i$ where c_i is the number of credits and g_i is the grade point value obtained for the i^{th} subject module.

11.6 The minimum pass mark for each subject module shall be 50 per cent (Grade C). The marks for the entire subject module is the weighted sum of the marks obtained for the two components of the subject module. The grade point is determined as per the schedule given in para 11.5. It is compulsory that a candidate participates in both, the continuous assessment component and in the end-semester examination.

11.7 A candidate with marks as stated below is deemed to have failed the particular subject module entirely or partially;

- (a) less than 40% for both components (D or E), **or**
- (b) less than 40% for one component and 40% or above for the other component, (*ICA or **IE), **or**
- (c) being absent with a valid excuse for one component and obtaining less than 40% for the other component, **or**
- (d) being absent without a valid excuse for one component and obtaining 40% or above for the other component.

***ICA - Incomplete Continuous Assessment**

****IE - Incomplete End Semester Examination**

11.8 Candidates need to obtain minimum marks of 40% for each component to obtain a C-, C or a better grade in addition to the overall marks required for each grade. For D grade marks for each component and overall marks should be 30% - 39%.

11.9 If a candidate fails (refer para 11.7) a subject module, he/she is required to sit for the next available examination. Candidates who have obtained 40% or more for the continuous assessment component ($\geq 40\%$), but obtained less than 40% ($< 40\%$) in the end-semester exam will sit only for the next available end-semester exam and vice versa.

11.10 All examination answer scripts are to be marked by an independent second examiner subsequent to the marking by the first examiner.

- a. If the difference of marks is 20% or less between the first and the second examiners, the average of the two is to be considered.
- b. In case of a difference of more than 20% marks between the two examiners, the first and the second examiners are to compromise for the disparity of the marks by negotiation and the difference should be brought down to less than 20%.
- c. Thereafter marks are to be calculated according to 'a' in para 11.10.

11.11 If a candidate fails an optional subject module he/she will be permitted only one opportunity to change that optional subject module, subject to paying additional lecture fees for the particular subject.

11.12 The BOE shall finalize the results of each end-semester examination and recommend for the confirmation of the Senate and the BOM. Those who do not pass a subject module will be given an opportunity to appear for a repeat examination subject to payment of repeat examination fees.

11.13 If a candidate obtains D or E for 80% or more in total subject modules in the first academic year, he/she shall be discontinued from the MSc in DRRD.

12. Conditions for the Award of PGD in Disaster Risk Reduction and Development

12.1 The Postgraduate Diploma in DRRD will be awarded to a candidate provided:

- a. He/She has followed at least 50 percent of the lectures within the academic year and has attended more than 50 percent of the lectures for each subject module.
- b. The BoS of FGS of KDU should certify that the candidate has completed the course of studies leading to the examination by attending the required percentage of lectures, tutorial classes and other forms of instruction during the course.
- c. He/She has not violated any Rules and Regulations stipulated by KDU on Conduct and Discipline.
- c. He/She has passed PGD in DRRD as per para 13.

13. Details Pertaining to Criteria for Passing / Being Referred / Not Completing of PGD in DRRD

13.1 Sri Lanka Qualifications Framework (hereinafter referred to as SLQF)

The completion of SLQF level 10 meets the entry requirement to an MPhil degree in the same field of specialization. Early exit from level 10 is possible provided that the candidate has completed 40 credits (all the taught modules in semesters 1, 2 and 3). In such a situation, the qualification awarded shall be a Postgraduate Diploma in the relevant field, which is at SLQF level 8.

13.2 Criteria for passing PGD

A Postgraduate Diploma in DRRD [PGDip (DRRD)] can be obtained by students who are unable to complete the research component and the Field Practicum of the MSc (DRRD) degree. These candidates should have to fulfill the following requirements;

- a. He/She has followed at least 50 percent of the lectures within the academic year and has attended more than 50 percent of lectures for each subject module.
 - b. The Dean, FGS of KDU certifies that he/she has completed the course of studies leading to the examination by attending the required proportion of lectures, tutorial classes and other forms of instructions during the course
 - c. He/she has not violated any rules and regulations stipulated by KDU on Conduct and Discipline.
- and**
- d. Obtains Grade C or above for all the taught subject modules (13) during the stipulated period of the degree programme with a GPA of 2 or above.
- or**
- e. Obtains Grade C or above for at least 10 taught subject modules during the first three semesters of the degree programme with Grade C-/D+ for 3 subject modules (only one C- or D+ can be kept for each semester.) provided the GPA is at least 2.0.

13.3. Criteria for being referred at the PGD in (DRRD) Examination.

- a. When a candidate has obtained a FGPA of less than 2.0 taking both academic years into consideration.
- b. When a candidate has obtained a SGPA of less than 2.0 for any semester.
- c. When a candidate has obtained 1 or more D/E/IE/ICA Grade or obtains C- Grade over and above the allowed limit will be deemed to have got referred in the PGD in DRRD.

- d. The GPA obtained by a candidate who has been referred shall be changed if he/she obtains higher grade for the referred subject modules at the repeat examination, subject to the limitation of a maximum C grade.

14. Conditions for the award of MSc in Disaster Risk Reduction and Development

14.1 The Master of Science Degree in Disaster Risk Reduction and Development will be awarded to a candidate provided:

- a. He/She has fulfilled the conditions for the award of PGD in DRRD.
- b. He/She has passed the MSc in DRRD examination as per para 15.1.

15. Details Pertaining to Criteria for Passing / Being Referred / Not Completing of MSc in DRRD

15.1 Criteria for Passing the MSc Degree in Disaster Risk Reduction and Development: A candidate must satisfy the following requirements.

- a. Obtains Grade C or above for all subject modules except for one (01) subject module per semester, for which a candidate is permitted to obtain Grade C- or D+.
- b. Obtains Grade C or above for field practicum.
- c. Obtains Grade C or above for dissertation.
- d. Obtains a SGPA of 2.0 or above in each semester.

15.2. Criteria for being referred at the MSc DRRD

- a. When a candidate has obtained an FGPA of less than 2.0 taking both academic years into consideration.
- b. When a candidate has obtained a SGPA of less than 2.0 for any semester
- c. When a candidate has obtained 1 or more D/E/Ie/Ica Grade or obtains C- Grade over and above the allowed limit will be deemed to have got referred in the MSc in DRRD.
- d. The GPA obtained by a candidate who has been referred shall be changed if he/she obtains higher grade for the referred subject modules at the repeat examination, subject to the limitation of a maximum C grade.

PART IV

16. Release of Results

16.1 The BOE of the FGS will meet to finalize and release the results at the end of each examination. The BoE will consist of Dean FGS, Dean FMSH, Deputy Registrar Examination (hereinafter referred to as DR - Examinations) Assistant Registrar-FGS (hereinafter referred to as AR - FGS) and the course coordinator for MSc in DRRD.

16.2 The results will be released provisionally subjected to the final approval of BoM.

17. Absence from End-Semester Examination

- a. A candidate who does not sit for a subject module at the end-semester examination is deemed to have failed only that component provided he/she has obtained 40% or above for the Continuous Assessment component of the module.
- b. The candidate will be excused for that component if she/he has submitted a valid medical certificate or reasons for his/her absence, within two weeks from the date of the particular examination to the Dean FGS. For military candidates any such excuse should come through the respective Director Training and in the case of a civil candidate directly to the Dean FGS.
- c. A candidate who gets excused shall sit the following immediately available examination, and that will be considered as his/her first attempt.
- d. The weighted average for a repeated subject module is a maximum of 50 percent (Grade C).

18. Criteria for award of Merit / Distinction at the MSc in DRRD

A candidate who completes all the components pertaining to the degree programme within the stipulated period of the registration and have obtained an overall FGPA of 3.3 or above is entitled for a merit award. However, there shall be only one opportunity to upgrade a referred subject into C grade at the examinations within the duration of the course, and there shall not be a grade below C for any subject module at the time of finalizing the results.

A candidate completing all the examinations, dissertation and field work within the stipulated period of the programme with a FGPA of 4.0 or above is entitled for a distinction award. However, the candidate should not have obtained any grade below a C grade during the entire degree programme.

19. Interpretations

Any clarification regarding the interpretation of these by-laws shall be referred to the BOM of KDU whose decision thereon shall be final.

MSc in Disaster Risk Reduction and Development Programme – Summary of the Course Delivery Plan

Semester	Module Name	Credits	Total Credits per Semester
01	Disaster and Development	3	13
	Geology and Natural Disasters	3	
	Models of Disaster Risk Reduction – 1	4	
	Geo-informatics for Disaster Management	3	
02	Models of Disaster Risk Reduction – 2	4	14
	Project Management	3	
	Communication in Disasters	1	
	Monitoring and Evaluation	3	
	Geo-informatics Application	3	
03	Research Methods	4	13
	Communities in Disaster	3	
	Climate Change	3	
	Urban and Rural Disasters	3	
04	Field Practicum	5	20
	Research and Dissertation	15	
TOTAL CREDITS		60	

Resource Persons

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Dr Gamini Jatissa
PhD (Institute of Geoscience, Germany)
Acting Director, Landslide Research and Risk Management Division (LRRMD), National Building Research Organization

Dr P. Jayasinghe
PhD (Peradeniya)
Senior Scientist, National Building Research Organization

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Ms Isha Wedasinghe Miranda
Independent Evaluation Consultant

Course Fee Structure of MSc in Disaster Risk Reduction & Development Programme

Item	Amount	
	Military/Police/MOD	Civil
Tuition Fee	Rs. 250,000.00	Rs. 250,000.00
Registration Fee - 3 Years (Initial Registration)	Rs. 4,000.00	Rs. 5,000.00
Library Fees	Rs. 2,000.00	Rs. 2,000.00
Refundable Library Deposit	Rs. 10,000.00	Rs. 10,000.00
Refundable Mess Deposit	Rs. 2,000.00	Rs. 2,000.00
Total	Rs. 268,000.00	Rs. 269,000.00

1st Year after initial registration - Rs. 12,500/=

2nd Year after initial registration period - Rs. 25,000/=

Continuation to another additional year under any circumstances - Rs. 100,000/=

Repeat Examination Fee

For entire semester - Rs. 2,500/=

For one subject - Rs. 1,000/=

Repeat Thesis Defence
Viva-Voce Fee - Rs. 11,500/=

Selected candidates may opt to pay programme fee in two equal instalments, first of which should be paid at the time of registration, together with all other cost components.

- 2nd instalment – Before 1st semester examination of the 2nd year.

Note:

- FGS will be compelled to not permit the students who are unable to pay the course fee to sit for semester examination.**
- Course fee and other payments mentioned in above subject to change as per the University Board of Management decisions**

Contact Persons:

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Note:

- ❖ Resource persons are subject to change as per the University requirements.**