

## **Rules and Regulations Governing Postgraduate Degrees (M.Phil., Ph.D.)**

### **[Incorporating all the amendments made by the Faculty of Graduate Studies]**

*(Regulation approved by the Senate at its 328<sup>th</sup> meeting held on 16/09/2008. Also amendments made and approved by the Senate at its 389<sup>th</sup> held on 20/05/2014, 405<sup>th</sup> meetings held on 20/10/2015 and 422<sup>nd</sup> meeting held on 16/05/2017)*

#### **1. INTRODUCTION**

The University Grants Commission at its meeting held on 11<sup>th</sup> June 1999 approved the establishment of a Faculty of Graduate Studies at the University of Jaffna to promote and to co-ordinate Postgraduate Programmes at this University. The Faculty of Graduate Studies is committed to excel in teaching, research and scholarship in diverse fields of advanced learning to be of service to the Country.

#### **2. FIELDS OF STUDY**

The field of study for which a candidate registers for a postgraduate degree shall fall into one of the following:

- (i) Agricultural Sciences
- (ii) Development Studies
- (iii) Earth Sciences and Environmental Studies
- (iv) Education
- (v) Engineering
- (vi) Historical and Social Studies
- (vii) Languages and Cultural Studies
- (viii) Life Sciences
- (ix) Management and Commerce
- (x) Medical Sciences
- (xi) Physical Sciences
- (xii) Religious and Philosophical Studies

#### **3. CRITERIA FOR REGISTERING THE POSTGRADUATE DEGREES**

##### **3.1 Master of Philosophy (M.Phil.)**

Master of Philosophy is a research degree. A candidate for a M.Phil. degree may register in either full-time or part-time mode. To qualify for an M.Phil. degree the candidate should have been registered for a minimum period of two consecutive years in the full-time mode or three consecutive years in the part-time mode. But the candidate would be able to temporarily suspend the M.Phil degree programme and continue from a later date for the reason acceptable to the Faculty Board of Graduate Studies and the Senate. The M.Phil. degree should be completed within five years from the date of initial registration. This period could be extended only under special circumstances with the approval of the Senate on the recommendation of the Faculty Board of Graduate Studies.

Candidate shall have one of the following as minimum qualification:

*(Based on the SLQF of UGC)*

- (i) A Honors Bachelor's degree with a minimum of 30 credits in the relevant field of research.
- (ii) A Honors Bachelor's degree with a minimum of 30 credits in a related field of research and successful completion of a qualifying examination.
- (iii) A Bachelor's degree with a minimum GPA of 3 in the scale of 0-4 and successful completion of a qualifying examination which will be conducted after completion of 30 credits equivalent to Honors Bachelor's degree in the same or related field of research.
- (iv) A qualification of Postgraduate Certificate or above (Postgraduate Diploma, Masters degree with course work, Masters degree) in the relevant field of research.
- (v) Completion of National Vocational Qualification with a minimum GPA of 3 in a scale of 0-4 and successful completion of a qualifying examination which will be conducted after completion of 30 credits equivalent to Honors Bachelors degree or Postgraduate Certificate, as determined by the Senate of the University of Jaffna, may also be considered for admission to M.Phil. in that field of specialization.

A candidate for a M.Phil. degree is required to demonstrate a satisfactory record of research, a broad knowledge and understanding of the field of study and of associated research techniques/methodology and to show that these have been successfully applied. The thesis should also include a critical survey of knowledge in the approved field of study.

The satisfactory progress of a candidate would be ensured by requesting the candidate to;

- (a) follow a course on Research Methodology conducted by the Faculty of Graduate Studies.
- (b) submit a self-evaluation report in the research undertaken by the candidate at the completion of 12 months for fulltime research /18 months for part time research, from the date of registration. The candidate also should make an oral presentation on the report to a panel appointed by the Dean, Graduate Studies for review.
- (c) present his/her research findings to a panel appointed by the Dean, Graduate Studies three months before the submission of thesis.
- (d) publish at least one research paper in a recognized journal or present in an academic forum (refereed by at least three experts) before the submission of thesis in the research undertaken. (Note; the paper accepted for publication before the submission of thesis is also acceptable)

### 3.2 Doctor of Philosophy (Ph.D.)

A candidate for a Ph.D. degree may be registered in either full-time or part-time mode. To qualify for Ph.D. degree, the candidate should have been registered for a minimum period of three consecutive years in the full-time mode or four consecutive years in the part-time mode. But the candidate would be able to temporarily suspend the Ph.D. degree programme and continue from a later date for reasons acceptable to the Faculty Board of Graduate Studies and the Senate. The Ph.D. degree should be completed within six years from the date of initial registration. This period could be extended only under special circumstances with the approval of the Senate on the recommendation of the Faculty Board of Graduate Studies.

Candidate shall have one of the following as minimum qualification:

*(Based on the SLQF of UGC)*

- (i) A Master of Philosophy in the relevant field of research.
- (ii) A Master's Degree in the relevant field of research.  
[60 credits after Bachelors degree or Honors Bachelors degree which include a research component of minimum 15 credits]  
OR  
[Two years Masters Degree from a recognized University with substantial research component of at least 25% in the subject relevant to the field of research  
*(Amendment approved by the Senate at its 389<sup>th</sup> meeting held on 20/05/2014)*]
- (iii) A Honors Bachelor's degree with a minimum GPA of 3 at a scale 0-4, with or without a qualifying examination as determined by the Senate of the University of Jaffna.
- (iv) A Honors Bachelor's Degree who has registered to follow M.Phil. degree may be upgraded to Ph.D. level after a minimum period of one year provided that his/her research competencies are of exceptional merit.
- (v) A Bachelor's Degree with a minimum GPA of 3 in the scale of 0-4 and successful completion of a qualifying examination which will be conducted after completion of 30 credits equivalent to Honors Bachelors degree in the same or related field and register to follow M.Phil. degree may be upgraded to Ph.D. level after a minimum period of one year provided that his/her research competencies are of exceptional merit.

A candidate for a Ph.D. degree must show a satisfactory record of research and a thorough knowledge of the field of scholarship. The candidate is required to demonstrate a broad knowledge and understanding of his/her discipline and of associated research techniques/methodology and to show that they have been successfully applied. The thesis shall form a distinct and original contribution to knowledge in the discipline.

The satisfactory progress of a candidate would be ensured by requesting that candidate to;

- (a) follow a course on Research Methodology conducted by the Faculty of Graduate Studies.(This could be exempted for candidates belonging to the category[1] of 3.2)
- (b) submit a self-evaluation report on his/ her achievement in the field of research at the completion of 12months for full time research /18 months for part time research.
- (c) present his/ her research findings twice to a panel appointed by the Dean, Graduate Studies. Once is at the end of second year of the date of registration for full time research /third year of the date of registration for part time research and the other is at least three months before the date of submission of thesis.
- (d) publish at least two research papers in recognized journals and/or present in academic forums (refereed by at least three experts) before the submission thesis in the research undertaken. (Note; The papers accepted for publication before the submission of thesis is also acceptable)

**Note:** Candidates are not allowed to register simultaneously for more than one degree unless exceptional circumstances arise. For example, a candidate wishes to register for a programme of research before formal confirmation of the award of a taught postgraduate degree could be allowed to register on the recommendation of the Faculty Board of Graduate Studies.

#### **4. METHOD OF APPLICATION AND ACCEPTANCE OF RESEARCH PROPOSAL**

Candidate should send his/her application in the form obtainable at the Office of the Dean, Faculty of Graduate Studies, to the Dean, Faculty of Graduate Studies along with the research proposal. Dean, Faculty of Graduate Studies thereafter, will refer the application to the relevant Board of studies for its observation and recommendation on

- ☞ Field of Study
- ☞ Selection/Appointment of Supervisor
- ☞ Title of the Thesis.

If the candidate is an academic staff of the University, the application should be sent through the Head of Department and the Dean of the relevant Faculty and the Vice chancellor with their observations and recommendations on the field of study and availability of leave to the candidate.

After finalizing the title of the research and approval of the supervisor by the relevant Board of Study and with the letter of acceptances from the Supervisor, the application will be referred back to the Dean, Faculty of Graduate Studies with the recommendation of the Board of Studies.

Thereafter the selected candidate will be requested to submit the research proposal as early as possible, however within 3 months. The candidate will be requested to present the proposal to a panel for evaluation. The panel consists of the

- i) Dean of the Faculty of Graduate Studies as Chairman
- ii) Three members of the relevant Board of Study
- iii) A member of the Faculty Board of the Faculty of Graduate Studies appointed by the Dean, Faculty of Graduate Studies.

- iv) The proposed Supervisor can also be invited to participate in the presentation as an observer.

The panel sends its recommendation to the Faculty Board of the Faculty of Graduate Studies after evaluating the research proposal. The successful candidate will be requested to register after the approval of the Faculty Board of Graduate Studies and the Senate.

The date of registration will be the date of approval of the Senate and registration will be granted for a period of one year at a time. On the recommendation of the Supervisor the date of registration of a candidate, who have been working under a funded research project shall be back dated to the date of commencement of the research work.

## **5. SUPERVISION**

- i) Each candidate registering for a M.Phil./ Ph.D. degree shall work under the general supervision of a Supervisor who is a permanent academic staff of the University of Jaffna with specialization relevant for research topic. Supervisors should be competent, knowledgeable, and active in the field of proposed research with evidence of quality publications and should possess a research degree equivalent or higher than of the degree sought by the candidate. A person without a research degree could be appointed as a Supervisor only if there is evidence of quality publications in peer reviewed journals, citations and referred journals etc. A Co-Supervisor could also be appointed if necessary. "In special cases, in the absence of a suitable supervisor in the University, a supervisor could be appointed from another University/Institute". In this case an academic staff of the university should be appointed as Co-supervisor.
- ii) The Senate on the recommendation of the Faculty Board of Graduate Studies permits arrangements for a candidate to receive supervision provided jointly by the University of Jaffna and another University or a Research Institute. In such case a co-supervisor will be appointed from other University/Research Institute. The Senate may permit the student to spend a period or periods of study less than the half of the minimum period permitted for the degree, in the other University/ Research Institute. However a longer period can be spent with the approval of the Faculty Board of the Graduate Studies and Senate.
- iii) In the event of Supervisor leaving island or unable to perform supervision for a period exceeding three months the Dean, Graduate Studies in consultation with the Supervisor must make arrangements to appoint a senior person to monitor the progress of the research work until the supervisor returns.
- iv) Staff members of the University may be full time / part time candidates. They could either be
- (a) on study leave
  - or
  - (b) on limited hours of teaching duty
- as stipulated in UGC Circular.

## **6. PROGRESS OF CANDIDATES**

- i) Each candidate registered for a research degree shall be required to attend such Lectures, Courses and Seminars as may be specified by the Faculty of Graduate Studies. A candidate may also be required to follow certain taught courses relevant for the Postgraduate programme and formal training in research methodology as part of the research programme and to obtain pass in the examinations related to the courses.
- ii) The candidate should inform the progress of the work to the Dean through the Supervisor every six months. The progress of each candidate for a research degree shall be reviewed at least annually by the Faculty Board to ensure that the registration status of individual students remains appropriate. As a part of the review process candidates for Ph.D and M.Phil degrees are required to make a presentation of the work carried out as specified in sections 3.2 and 3.3.
- iii) A candidate registered for a Ph.D. degree, who fails to satisfy the Supervisor and the Faculty Board of Graduate Studies during the review process, either through poor performance in assessed work or by lack of satisfactory progress in his/ her programme of research, shall be either:
  - a. required to undertake an additional prescribed programme of work  
or
  - b. transfer the registration for an M.Phil. and may be required to take further formal assessments  
or
  - c. required to withdraw /cancel of the candidature.
- iv) A candidate registered for a M.Phil degree who fails to satisfy the Supervisor and the Faculty Board of Graduate Studies during the review process either by poor performance in assessed work or by lack of satisfactory progress in his or her programme of research shall be either
  - a. required to undertake an additional prescribed programme of work  
or
  - b. required to withdraw/ cancel of the candidature

## **7. RENEWAL OF REGISTRATION**

- i) Candidate should renew his/her registration every year in a prescribed form available at the Dean's Office of the Faculty of Graduate Studies. The proposed work programme for the academic year should be included in the renewal form with the approval of the Supervisor.
- ii) The registration of a candidate will be cancelled if he/she failed to renew the registration at the beginning of the every academic year.

## **8. TEMPORARY SUSPENSION**

- i) On the request of a registered candidate for a postgraduate degree, the Senate shall permit to suspend the degree programme temporarily for a prescribed period on the recommendation of the Faculty Board of Graduate Studies based on the merit of the request.

- ii) Candidates shall renew the registration annually for the degree until such time as they submit their thesis or withdraw their candidature except the period of temporary suspension permitted by the Senate, on the recommendation of the Faculty Board of Graduate Studies. Period of temporary suspension shall not be counted towards the duration of the study period.

## **9. TRANSFER OF REGISTRATION**

- i) A candidate who is registered for M. Phil. degree may be transferred to a Ph.D. degree with the prior approval of the Faculty Board of Graduate Studies and Senate provided that he/she has basic qualifications needed to register for Ph.D. provided transfer is recommended by the Supervisor(s).
- ii) A candidate who is registered for a Ph.D. degree may transfer his/her registration to M.Phil. degree with the approval of the Faculty Board of Graduate Studies and the Senate on the recommendation of the Supervisor.
- iii) If the Evaluators are not satisfied with the suitability of the thesis submitted for the Ph.D. degree they could recommend one of the followings:
  - a. Resubmission of thesis with amendment/ modification to Ph.D. degree
  - b. Resubmission of thesis with amendment/modification to M.Phil. degree

## **10. PRESENTATION AND PUBLICATION OF RESEARCH RESULTS**

Written permission from the Supervisor(s) should have been obtained if a candidate presents his/her results at a seminar / symposium or publishes any part of the research work or thesis prior to submission. It should be stated in the said publication/announcement in the presentation, that the said work is a part of the research carried for postgraduate programme at the University of Jaffna.

## **11. SUBMISSION OF THESIS**

- i) Each candidate for a research degree shall be required to submit a thesis on the title approved by the Senate.
- ii) The major part of the thesis, including the written materials, must have been completed during the candidate's period of registration with the University, under supervisory arrangements approved by the University. The thesis shall include published/accepted papers by the candidate as a part of the degree programme, and such published / accepted papers must be acknowledged and they should be bound at the end of the thesis.
- iii) At the time of submission of the thesis the candidate should;
  - (a) possess a valid registration.
  - (b) have at least one paper published/accepted for publication in a recognized journal or presented in an academic forum if the candidature is for M.Phil. degree
  - (c) have at least two papers published/accepted for publication in recognized journals and/or presented in an academic forums if the candidature is for Ph.D. degree

- iv) A candidate who is about to submit a thesis shall give the Office of the Dean, Faculty of Graduate Studies at least three months notice with the full title and the abstract of the thesis.
- v) The thesis should be prepared according to the guidelines prescribed by the Faculty of Graduate Studies.
- vi) Four copies of the thesis in loose bound form should be submitted to the Faculty of Graduate Studies with the recommendation letter of the Supervisor. The Dean, Graduate Studies will forward the copies of the thesis to the Examination Branch.
- vii) After the examination, three copies of the hardbound thesis should be resubmitted by the student to the Office of the Dean, Faculty of Graduate Studies. In case where the examiners have recommended corrections or modifications in the thesis, the Supervisor/ a competent person appointed by the Board of Examiners is required to certify that such changes or modifications have been incorporated in the thesis and sent to the Dean, Faculty of Graduate Studies, before accepting hard bound copies by the Faculty of Graduate Studies.
- viii) One hardbound copy will be retained by the Faculty of Graduate Studies and the other will be deposited in the University Library. The third hardbound copy will be returned to the candidate.

## **12. EXAMINATION**

- i) a) Evaluation of the thesis will be conducted by two examiners for MPhil and three examiners for PhD of which one shall be from the University of Jaffna other than the Supervisor, Co-supervisor or Consultant appointed by the Senate on the recommendation of the Faculty Board of Graduate Studies.  
*[Amendment approved by the Senate at its 450<sup>th</sup> meeting held on 15/12/2020]*
  - b) For candidates who are members of the staff of the University of Jaffna, all examiners for evaluation and oral shall be from outside the University.
- ii) The examiners who evaluate the thesis shall also conduct the oral examination. In circumstances where this is not possible, alternative arrangements shall be made by the Senate on the recommendation of the Faculty Board of Graduate Studies.
- iii) The Dean of the Faculty of Graduate Studies will serve as the Chairperson of the panel of Oral examination. *(Amendment approved by the Senate at its 405<sup>th</sup> meeting held on 20/10/2015)*
- iv) The Supervisor will act as facilitator/ moderator during the oral examination.
- v) The examiners should be Professors or persons with Ph.D. who have shown excellence in research in the relevant field.
- vi) The evaluators for each candidate shall recommend one of the following course of action:
  - a. That the degree for which the candidate has submitted the thesis be awarded;
  - b. That the degree for which the candidate has submitted the thesis be awarded, subject to any specified minor corrections to the thesis being made within a stipulated period. Evaluators may, in writing, request the Board of Examiners to ask the candidate to



make such corrections to the thesis. The Board of Examiners shall specify the time available for making such corrections, up to a maximum period of two months, taking into account as far as possible the candidate's personal circumstances. In the event that a candidate is unable to complete the minor corrections within the time period specified by the Examiners, an extension of up to additional one month may be approved by the Dean of the Faculty of Graduate Studies. Board of Examiners shall request the Supervisor/ a competent person appointed by the Board of Examiners to certify that such corrections have been incorporated in the thesis.

- c. That the candidate be permitted to submit the revised thesis for the same degree for re-examination, on a subsequent occasion (before a specified date);
  - d. That in the case of a Ph.D. degree candidate who failed in the examination, permission may be given to the candidate to apply within a specified time for the award of M.Phil. degree. This may be allowed without re-examination, subject to any minor changes of the thesis which may be required by the examiners, or may be subject to re-examination of a revised thesis;
  - e. That the degree not be awarded and that re-submission of the thesis not be permitted.
  - f. If the oral examiners are different from the evaluators the oral examiners are expected to examine the candidate according to the evaluators report. If the oral examiners are not satisfied with performance of the candidate at the oral examination, the candidate will be requested to attend another oral examination for a better performance within a stipulated period.
- vii) A candidate who fails to submit a corrected or revised thesis by the date set by the Board of Examiners shall be recorded as having failed the examination unless the Faculty Board of Graduate Studies has postponed the date of submission for a valid reason.
- viii) Before recommending that a candidate be awarded the appropriate degree, evaluators are required to certify
- a. that they have satisfied themselves that the thesis is a satisfactory record of research undertaken by the candidate and is a genuine work of the candidate;
  - b. that, for a doctoral degree, the thesis forms a distinct contribution to the knowledge of the subject;
  - c. that the candidate has given evidence of a broad knowledge and understanding of the discipline and of associated research techniques, and has shown that they have been successfully applied;
  - d. that the thesis is satisfactory in its literary presentation;

The thesis could be published if the Board of Examiners recommends that the thesis is of higher standard.

### **13. RESUBMISSION**

If one of the two evaluators of the thesis recommend the resubmission of thesis the SAR/ Examination could call for a special meeting of Board of Examiners on the recommendation of Dean, Graduate Studies to decide it or further action.

*[Amendment approved by the Senate at its 450<sup>th</sup> meeting held on 15/12/2020]*

**14. AWARD OF DEGREE**

Recommendation to the Senate regarding the award of the degree will be made by a Board of Examiners consisting of Vice-Chancellor, Dean of the Faculty of Graduate Studies, Chairman of the relevant Board of Study, Professor/s of the relevant Department, Head of the relevant Department and the internal Supervisor/s, upon consideration of the reports of the evaluators of thesis and oral examiners.

The effective date of the degree shall be the date of submission of the thesis if the corrections/modifications recommended by the examiners are of a minor nature. If a major revision is necessary before the thesis is accepted then the effective date of the degree shall be the date of the submission of the revised thesis.

**15. GUIDELINES FOR THE PREPARATION OF A THESIS (M.PHIL./PH.D.)**

A thesis may not exceed 75,000 words in length, unless prior permission to exceed this length has been given by the Board of Graduate Studies on the recommendation of the Supervisor.

1. Leaf size - A4

2. Cover Page :

*[See annex I for sample cover page]*

3. Spine:

*[See annex II for sample spine]*

4. The first and last leaf should be blank and of thick quality paper.

5. Title Page

*[See annex III for sample title page]*

6. Declaration Page

The declaration statement should declare his / her consent to the use of condense of the thesis by another party

*[See annex IV for sample Declaration page]*

7. Approval / Certification of the Supervisor Page

Thesis should be approved by the appointed supervisor /s to be accepted as a standard report to be kept in the library

*[See annex V for sample authorization page]*

8. Acknowledgement

Acknowledgements should follow on a fresh page. This page should not be inserted in the copies that are sent out for evaluation.

9. Abstract

The abstract should provide a concise, cogent summary of the thesis (250 – 300 words)

The abstract should be in a form suitable for separate publication and may be edited by the candidate's supervisor. The University may publish the abstract without further reference to the author.

10. Table of Contents

The following pages should be for TABLE OF CONTENTS which should have the sections numbered according to the decimal system using Arabic numerals. Further subsections can have the first page of the table of contents and simple Roman numerals should be used up to the end of the abstract.

11. List of tables, figures and plates if required should follow the table of contents (also numbered in simple Roman numerals)

12. The introduction or other beginning of the thesis should then follow and the numbering of pages from this page onwards right up to one but last leaf should be in Arabic numerals starting with one.

13. List of reference should be given immediately after the text of the thesis starting on a fresh page. References throughout the thesis should follow the Harward style.

14. Appendices, if any

15. Margins - Text pages margin :
- Top - 3 cm
  - Right - 2 cm
  - Bottom - 3 cm
  - Left side - 4cm (room for binding)

16. Text spacing & Font

Typed in double spacing with the Font size shall be 12 point and Times New Roman for English / Bamini for Tamil

17. Final Binding

Dark Green coloured thick cover for M.Phil and Black thick cover for Ph.D. lettering in Gold.

18. Jacket

Light Green coloured cover for M.Phil and White cover for Ph.D. lettering in Black.



***Annex I for sample cover page***

(Font - Times New Roman/Baamini; Font Size - 16; Font Style - Bold)

**<FULL TITLE>**

**<FULL NAME OF THE CANDIDATE>**

**MASTER OF PHILOSOPHY**

**FACULTY OF GRADUATE STUDIES  
UNIVERSITY OF JAFFNA  
SRI LANKA**

**- Year of submission of thesis -**

***Annex II for sample Spine***

<b>M.PHIL. / PH.D.</b>	<b>&lt;Surname of the Candidate&gt; (in case of female full name) &lt;Title of thesis&gt; &lt;Subject&gt;</b>	<b>Year</b>
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**<FULL TITLE>**

Thesis submitted to the  
Faculty of Graduate Studies, University of Jaffna  
in fulfillment of the requirements  
for the award of degree of  
**Master of Philosophy**  
**on <Subject>**  
(Font Size – 17 ; Font Style – Bold)

**By**

**<FULL NAME OF THE CANDIDATE>**

**<Year of Submission of Thesis>**

**DECLARATION**

I hereby declare that the entire work embodied in this thesis has been carried out by me. The extent of information derived from the existing literature has been documented and fully acknowledged at the appropriate places, the work is original and has not been submitted in part or full for any Diploma or Degree in this or any other University. I confirm that there is no plagiarism in this thesis and if detected, I abide for the action that will be taken for such plagiarism by the Faculty of Graduate Studies of University of Jaffna

.....  
<Full name & Signature of the Candidate>



**CERTIFICATION OF THE SUPERVISOR(S)**

This is to certify that the thesis entitled <title of your thesis> submitted by <full name of the candidate> for the degree of Master of Philosophy / Doctor of Philosophy in <subject> of the University of Jaffna is a record of original independent research carried out by <name of the candidate> under my guidance and direct supervision.

.....  
<Name & Signature of the Supervisor>

.....  
<Name & Signature of the Co-Supervisor (if any)>

.....  
<Name & Signature of the Consultant / Advisor (if any)>