**UVA WELLASSA UNIVERSITY**

**

By-Laws

of

Master of Philosophy (MPhil) by Research

 FACULTY OF ANIMAL SCIENCE AND EXPORT AGRICULTURE

**UVA WELLASSA UNIVERSITY**

**BY-LAWS OF MPhil DEGREE PROGRAMME BY RESEARCH**

 *(ln Terms of Sections 29 (d) and 135 (1) (a), (b) & (c) of Universities Act No. 16 of 1978)*

Approved by the Senate on 16th August 2017 and Council of the Uva Wellassa University of Sri Lanka on 25th August 2017. These By-Laws may be cited as the Degree of Master of Philosophy by Research– Faculty of Animal Science and Export Agriculture, UWU By-Laws No. 1 of 2017, and shall come into operation with effect from 25th August 2017.

**1**. **Degree Programme**

Master of Philosophy (MPhil) by Research

 There are two categories of studentships:

Full-time

Part-time

**A full-time** student shall be a person who is duly registered for an MPhil degree programme and engaged in research or related activities during the entire normal working hours of the week. However, full-time candidates who are in a permanent position may undertake teaching/practicals and other related work assigned at the University/Institute with the permission of supervisors and the Head of the Department/Institute, for a maximum of eight hours per week. Under such circumstances, the relevant student should work outside the normal working hours (including weekends) to compensate the 08 hours working requirement at the relevant University/Institute. Such students should submit a report on workload bi-annually to the FHDC through the respective supervisor from the date of registration.

**A part-time** student shall be a person who is duly registered for an MPhil degree programme and devoted only a pre-determined percentage of the total working hours of a week for his/her research work. The duration of the total program will depend on the number of hours devoted per week, which shall be determined by the FHDC.

**1.1.** **Minimum Admission Requirement**

l. A Bachelor’s Honours degree of Level 6 with a minimum of 30 credits in the relevant field,

or

2. A Bachelor’s Honours degree of Level 6 with a minimum of 30 credits in a related field and successful completion of a qualifying examination,

or

3. A Bachelor’s degree of level 5 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 SLQF 6 in the same or related field,

or

4. A qualification of SLQF levels 7 or above in the relevant field,

 or

5. Completion of NVQ Level 7 with a minimum GPA of 3.0 in a scale of 0-4 and successful completion of a qualifying examination which will be conducted after completion of 30 credits equivalent to SLQF level 6 or 7, as determined by the FHDC, may also be considered for admission.

or

6. Any other equivalent qualifications approved by the Senate with the recommendations of the FHDC.

**1.2. Duration**

1.2.1 Minimum period of study for the MPhil degree:

1. Full-time students - Two (02) years
2. Part-time students - Three (03) years

 1.2.2 Maximum period of study for the MPhil degree:

1. Full-time students - Four (04) years
2. Part-time students - Five (05) years

The maximum duration to complete the degree is usually corresponds to the permitted duration. However, in special situations, this duration may be extended by the Senate on the recommended of the FHDC for up to 07 years on a case by case basis.

**1.3. Application Procedure**

All the relevant applications should be forwarded to the Assistant Registrar/Student Affairs of the Uva Wellassa University. The Assistant Registrar/Student Affairs will then send the applications to the Faculty Higher Degrees Committee (FHDC).With the recommendations of the FHDC, the applications should be forwarded to the Senate for approval. Until the process is completed a conditional registration letter shall be issued to the applicant upon the recommendation of the FHDC. Certified copies of the degree certificate and the detailed degree certificate should support the academic qualifications of the student. Similarly, a certified copy of the birth certificate should be forwarded with the application. The student should arrange for an academic transcript to be sent to the Uva Wellassa University by the relevant University/ties.

A person whose application for the MPhil degree program is accepted shall be required to pay to the University the prescribed registration fees such as tuition, library, laboratory, examination and other fees specified by the FHDC. Such fees may be varied time to time with the Senate approval. The prescribed fees are given per academic year unless it is specified. The academic year is equivalent to calendar year and it is counted from the date of registration. The registration shall be deemed to have lapsed at the expiration of its period of validity. The details of program lapsed are given under the section 1.14. A student whose registration has so lapsed may renew his/her registration, with the permission of the FHDC for further period as recommended by the FHDC by paying the prescribed fees, provided that he/she is still eligible to be registered for the program.

 The FHDC may cancel the student’s registration at any time for the following reasons;

* Non-fulfillment of the requirements mentioned in the Master of Philosophy Degree - UWU By-Laws No. 1 of 2017
* Non-payment of the prescribed fees within the first two months of each academic year
* Non-adherence to Rules and Regulations of the Uva Wellassa University

A candidate may withdraw or postpone his/her registration by writing to the Secretary of the FHDC giving reasons. However, under no circumstances whatsoever any fees paid to the university shall be refunded.

**1.4 Supervisors and Candidate Agreement**

Duly completed supervisor and student agreement must be submitted to FHDC prior to initiation of research.

**1.5 Effective Date of Registration**

The effective date of registration for the postgraduate programme shall be the date of acceptance of application by the FHDC, subject to the approval by the Senate.

**1.6. Renewal of Registration**

It shall be compulsory for each postgraduate student to renew his or her registration every year until the completion of the programme. Application for renewal of registration should be sent to the Secretary of the FHDC through the Supervisor/s.

**1.7. Concurrent Registration**

No student shall be permitted to register concurrently for more than one-degree programme either as an internal or external student of this or any other higher degree awarding institutes/universities. If this requirement is violated the registration of the student at the UWU shall be submitted for the decision of the FHDC. In this scenario no registration fee shall be refunded if the registration is cancelled.

**1.8. Changes in Registration**

A postgraduate student who wishes to make changes in his/her registration i.e. thesis topic/title, supervisors, transfers, status (part time to full time and vice versa) and withdrawal of registration, should submit such requests to the Secretary of the FHDC through his/her principal supervisor.

All changes in registration should receive the recommendation of the supervisor/s and the FHDC prior to final approval from the Senate.

**1.9. Course Work Requirements**

The FHDC recommends the students to enroll for the basic courses such as quantitative technique, research methodology and scientific writing, and advance topics in research area. If necessary, the students shall be facilitated to attend other courses taught in UWU upon the recommendation of the FHDC. If FHDC thinks the student need more specialized knowledge in particular area, the FHDC may try to find some courses/workshop related to such areas offered by graduate study programs of other universities in Sri Lanka and student shall be directed. At the end of attending the recommended courses, students have to get a recommendation from the in-charge of the relevant course and produce that recommendation stating the successful completion to the FHDC. If students are enrolled to attend such courses, they have to adapt to the formal evaluation procedure followed in those courses. In order to successfully complete the course units, the students have to obtain at least 50% of the maximum mark that could have been awarded for paper/laboratory session. If any student fails to successfully complete any course unit recommended by FHDC, the student has to repeat particular course unit until he/she is given the recommendation by the in-charge of the particular course unit.

**1.10. Presentation by Postgraduate Students**

All the students registered for MPhil degree program have to perform series of presentations in order to successfully complete the program. First, Postgraduate students are required to make a proposal presentation to the FHDC within the first three months from the date of registration on a date decided by the FHDC. Second, the student has to conduct a literature seminar within the 06-09 months after his/her registration.

Successful completion of proposal presentation and literature seminar allows the student to proceed in the program. If evaluators think that the student is not up to the level expected, he/she has to do the relevant presentations again after one month from the date of first presentation. If student fails the second attempt, he/she has to quit the program. If any student is underperformed the literature seminar, he/she shall be given two more chances to successfully complete the literature seminar.

**1.11. Confirmation of Candidature**

The Confirmation of Candidature process requires the candidate to fulfill the following elements to a requisite standard, within three (3) months for fulltime/four to five (4-5) months for part-time enrolled students.

Confirmation of Candidature requires a written research proposal, a proposal presentation and the fulfillment of any special conditions required by the FHDC. The written research proposal should be submitted to the Board of Examiners one week before the proposal presentation.

The written research proposal may contain all the following sections:

* + - A 200 word abstract of the project to be implemented
		- A literature review
		- Research design an methodology
		- An action plan
		- As applicable, evidence that an ethics application has been submitted.

The proposal presentation must:

* + - be at least 20-30 minutes in duration;
		- allow a further 20-30 minutes for questions;
		- be open to other members of staff and other students;
		- as applicable, contain arrangements to enable off-campus students who cannot attend on campus to present online through the relevant University online forum.

**Confirmation Committee**

The Confirmation Committee shall be constituted by:

* the Chairman of the FHDC, and
* the Principal Supervisor; and
* the Co-supervisor/s; and
* Board of Examiners of the Proposal Presentation (Chief Examiner and two other subject matter expertise appointed by the FHDC)
* as applicable, any other person recommended by the FHDC

Note: if the Chairman of the FHDC is a supervisor, then the suitable replacement must be arranged with the Senate approval.

The Committee must provide written report to the student, which contains feedback with respect to the research proposal and the seminar presentation. This report is to be written by the Principal Supervisor in consultation with the Confirmation Committee. As a guide, it is suggested the report includes whether or not the student has demonstrated a capacity to fulfill the following requirements:

* to design an appropriate research methodology for the project;
* critically to review literature relevant to the project/thesis;
* clear and logical writing and presentation;
* appropriately respond to questions and critical feedback on the presentation.

Properly written Confirmation Report must be submitted to the FHDC before completing a week from the date of proposal presentation.

**1.12. Leave of Absence**

Students can take a leave of absence from their program for maternity, personal or medical reasons. Except for emergency medical reasons, the leaves of absence must be approved in advance from the FHDC.

Once on leave, students shall register and pay fees for the period.  In general, students on leave may not make demands upon the resources of the university, attend courses or expect advice from their supervisor. The terminal date of the degree program may be extended by the duration of the leave taken. Students on any leave of absence except maternity are not eligible to receive any fellowship/support during their absence.

The maximum duration of leave would be three months during their graduate program except in the case of maternity or medical reasons. In case of maternity the government approved rules shall be applied while in medical reasons the physician’s recommendations must be submitted to the FHDC with the recommendation of the UWU-medical officer.

**1.13. Personal Time for Graduate Students**

The FHDC recognizes that everyone needs a break now and then.  It is also essential that research endeavors maintain momentum. There is no exact policy on graduate student personal time, time off, or "vacation". However, the FHDC offers the following guidelines to the students. A final decision on time off must be reached between student and his/her research supervisor.

As a general rule, students may take up to a week per year in personal time off, plus statutory holidays. The time off cannot be carried forward from year to year. Time off should be requested from the supervisor as far in advance as possible.

**1.14. Program Lapse**

Lapsing means that a student does not pay fees or register for a period of time, without withdrawing from the program. The leaves of absence discussed in the section 1.12 shall be considered as lapses. Except to those cases, lapsing may be done intentionally, as when a student has passed the minimum time limit for a degree as stated in 1.2. All the lapses must be approved from the FHDC prior to taken. As soon after returning from the lapsed status student must report to the FHDC.

Students cannot have a lapse on the term just before completion of the program. He/She has to register for the last term by paying all the applicable fees regardless of being supported by the fellowship.

**1.15. Extension to Candidature**

A postgraduate student who wishes to apply for extension, the relevant applications should be forwarded to the Secretary of FHDC through the principal supervisor. With the recommendations of the FHDC, the applications should be forwarded to the Senate for approval.

**1.16. Submission of Progress Reports**

Every student registered for an MPhil degree shall submit bi-annual progress reports on research work carried out by him/her to the FHDC through his/her supervisor/s according to the following guidelines. The first report must be submitted by end of 6 months after commencing the research work. The consequent progress reports must be submitted by end of 12 and 18 months after commencing the research work. The FHDC will appoint a committee to evaluate the progress reports.

The written progress report may contain all the following sections:

* + not more than 300 word summary for the progress achieved for the six-month period
	+ the milestones achieved for the relevant period
	+ any change in focus of the research or major deviations from the research plans previously stated in the original Research Proposal
	+ any problems that may have affected the progress during the specified time (ex. technical, personal, supervision, lack of equipment/resources).  It should also contain the steps taken to address these problems and progress made after addressing these issues

The Progress Review Committee shall be constituted by:

* the Chairman of the FHDC, and
* the Principal Supervisor; and
* a person, preferably with some subject matter expertise appointed by the FHDC.
* as applicable, any other person recommended by the FHDC

Note: if the Chairman of the FHDC is a supervisor, then the suitable replacement must be arranged with the Senate approval.

If any student is underperformed, he/she shall be given another attempt to submit the progress report. If student fails the second attempt, he/she has to quit the program.

**1.17. Thesis**

The thesis shall consist of the student's own account of his/her research. It must provide a distinct contribution to knowledge and afford evidence of originality. It must be satisfactory as regards literary presentation. Only research conducted after registration shall be considered for the MPhil Degree programme.

The thesis should be certified by the supervisor/s as embodying the student’s own work. The three copies of thesis shall be submitted for examination in temporary binding.

Each copy shall be type-written on clear white A4 paper (210 mm × 297 mm). Any standard type is acceptable but the same size and style must be used throughout the thesis. The use of bold headings and italics for emphasis is permitted. All typing should be on one side of the paper only, double-spaced with the left-hand margin not less than 40 mm. Other margin should be at least 20 mm.

There are two formats of the thesis.

1. Thesis by chapters
2. Thesis by papers/publications

**1.17.1. Format of the Thesis by Chapters**

* + - Title page
		- Declaration
		- Acknowledgements
		- Abstract
		- Table of contents
		- List of tables
		- List of figures
		- List of plates
		- List of abbreviations
		- Chapters (Introduction, Literature Review, etc.)
		- List of References
		- Appendices
1. *The title*

The title is the title approved by the Senate.

1. *Declaration*

The thesis shall contain the following statement to the effect that the work is the result of the student's own investigation and that it has been submitted in candidature for a degree of this university.

*“I certify that the work presented in this thesis is, to the best of my knowledge and belief, original, except as acknowledged in the text, and that the material has not been submitted, either in whole or in part, for a degree at this or any other university. I acknowledge that I have read and understood the University's rules, requirements, procedures and policy relating to my higher degree research award and to my thesis. I certify that I have complied with the rules, requirements, procedures and policy of the University (as they may be from time to time)”*

1. *Acknowledgements*

The student shall declare in the thesis the extent to which assistance has been given by others in the collection material, design and construction of apparatus, financial support. etc.

1. *Abstract*

 This shall consist of a summary not exceeding 400 words.

e. *Chapters*

This shall include introduction, objectives of the study, experimental methods, results, discussion and conclusions. References should be cited in the text according to a single format.

1. *List of references*

 The list of references should be arranged according to a single format. Harvard style of referencing should be followed.

**1.17.2. Format of the Thesis by Papers/Publications**

* + - Abstract
		- Introduction
		- Literature review
		- Papers/publications
		- General discussion
		- Conclusion

All the basic formatting guidelines mentioned for the thesis by chapters must be followed in addition to the above-mentioned line up of the chapters. However, the references of the accepted publications can be formatted according to the journal’s format.

**1.18. Examination**

**1.18.1. Requirement for Submission of MPhil Thesis for Examination**

At the point of submission of the MPhil thesis for the examination, the student should have at least two abstract presentations at a recognized forum.

**1.18.2. Thesis Evaluation**

The principal supervisor and the co-supervisor/s should discuss potential examiners and the principal supervisor should contact the potential examiners. The examiners should not be co-authors of the student’s publications or co-investigators of the student’s proposals. At this time the potential examiners will receive a thesis title, abstract, and proposed submission date. After the potential examiners have agreed to examine the thesis, Principal Supervisor may propose the examiners to the FHDC. The final list of approved examiners is not made known to the Student. Upon the recommendation of the FHDC, the Chairman/FHDC will appoint three examiners (2 examiners and 1 reserve) for MPhil thesis evaluation. The appointed examiners are submitted to the Senate for final approval.

When the Senate approves the proposed examiners, the examiners are then in a position to receive the thesis for examination when submitted. Award of the degree shall be based on the recommendations of the examiners.

**1.18.3. Thesis Defense Examination**

Composition of the Examination Board for oral presentation and defense examination shall be external examiner/s, Dean of a Faculty or the chairperson of the FHDC. Supervisor/s may be present as observer/s. If a member of the Board is a Supervisor of the candidate, the Senate should appoint a suitable replacement.

**1.18.4. Appeals**

If a student fails the Defense Examination, he/she may request for another chance for a Defense Examination within one month after the 1st defense examination, which would be the final one, and to be held three months after the 1st defense examination.

**1.18.5. Final Submission of Thesis**

A student whose thesis is accepted by the examination board for the award of a degree is required to make all corrections, revisions. etc., as proposed by the examiners and submit three (3) copies within three (3) months after thesis defense examination in fully bound form to the Secretary to the FHDC. After the release of results two (2) copies shall become the property of the University and the other shall be returned to the student.

Specified colour and binding for MPhil thesis must be Forest Green cover which should carry full title of the thesis, name of the student, name of the degree offered and the year of degree. The spine should carry the name of the student in left-hand side, the degree offered and the year on the right-hand side. The letters must be printed in gold glitter.

**1.19. Effective Date for the Award of Degree**

The effective date for the award of an MPhil degree shall be decided by the FHDC.

If the thesis is accepted without any corrections or accepted with minor corrections, the effective date of the degree shall be same as the date of the submission of the thesis for examination.

If the thesis is accepted with minor corrections but the revised thesis is not submitted within one month, the effective date of the degree shall be the date of resubmission.

If the thesis is accepted with major corrections, the effective date of the degree shall be the date of resubmission of the corrected thesis.

The degree shall be awarded as full-time MPhil by Research, irrespective of the studentship.

**1.20. Academic Misconduct**

In all cases where a member of examiner/supervisor is satisfied that academic misconduct including plagiarism has occurred, the matter shall be reported to the secretary of FHDC. If satisfied that misconduct has occurred, the Secretary/FHDC shall refer the matter to the Senate through the Chairman/FHDC to take necessary actions.

**1.21. Complains Against the Student’s Achievements**

The FHDC shall entertain any complaints against students’ achievements up to 6 months from the effective date of the award of degree. However, the FHDC does not have any regulatory powers and cannot punish or fine the student/s. If the FHDC thinks the complaint has a merit, it can recommend that the university takes steps to address the issue.