

UVA WELLISSA UNIVERSITY



BY-LAWS

for

HIGHER DEGREE BY RESEARCH

for

FACULTY OF SCIENCE & TECHNOLOGY

Prepared according to the Universities Act No. 16 of 1978

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

1. Degree Programmes

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

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/PhD degree programme and engaged in research or related activities during the entire normal working hours (8.30 a.m. to 4.30 p.m.) of the week. Therefore, those who are employed are required to obtain leave of absence from their work places so as to be available for studies during normal working hours and be eligible for registration under this category.

A part-time student shall be a person who is duly registered for an MPhil/PhD 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 will be determined by the FHDC.

1.1. Eligibility

1.1.1. Master of Philosophy Degree (MPhil)

1. Master's Degree relevant to the Subject
or
2. Four year Bachelor's (Special) Degree relevant to the Subject
or
3. Four year Bachelor's (Joint Major) Degree with a class relevant to the Subject
or
4. Bachelor's (General) Degree relevant to the Subject with or without a class and passes the qualifying test given by the FHDC of Science and Technology-UWU.
or
5. Any other qualifications will be considered by the FHDC.

1.1.2. Doctor of Philosophy Degree (PhD)

1. Master of Philosophy Degree relevant to the Subject
or
2. Four year Bachelor's (Special) Degree relevant to the Subject with a First Class or Second Class (Upper Division) or Second Class (Lower Division)
or
3. Bachelor's (General) Degree relevant to the Subject and a two-year Master's Degree with a research component in the relevant field.

1.2. Duration

1.2.1. Master of Philosophy Degree (MPhil)

1. Minimum period of study for the MPhil degree:
 - i. Full-time students - Two (02) years
 - ii. Part-time students - Three (03) years
2. Maximum period of study for the MPhil degree:
 - i. Full-time students - Four (04) years
 - ii. Part-time students - Five (05) years

1.2.2. Doctor of Philosophy Degree (PhD)

1. Minimum period of study for the PhD degree:
 - i. Full-time students - Three (03) years
 - ii. Part-time students - Five (05) years
2. Maximum period of study for the PhD degree:
 - i. Full-time students - Five (05) years
 - ii. Part-time students - Seven (07) years

1.3. Application procedure

All applications should be forwarded to the Secretary, Faculty Higher Degrees Committee (FHDC). With the recommendations of the FHDC, the applications should be forwarded to the Faculty Board. Thereafter, the applications should be submitted to the Senate for approval. However, a conditional registration letter will 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. After obtaining the approval of the Senate, the applicant should show the originals of the aforementioned documents to the Secretary, FHDC for confirmation. The student should arrange for an academic transcript to be sent to the Uva Wellassa University by the relevant University. The application should also contain a statement regarding the proposed field of research, the tentative title and a synopsis on research methodology together with the name/names of supervisors who have undertaken to supervise the work. A signed statement from the supervisor/s indicating consent to supervise the work along with the Supervisor and Student agreement form should be attached to the application.

1.4. Transfer of Registration from MPhil to PhD Degree Programme

The students shall apply for transfer of registration from MPhil to PhD through their supervisors to the FHDC. To be eligible for transfer of registration from MPhil to PhD, a student should meet one of the following criteria:

1. Master's Degree relevant to the Subject
or
2. Four year Bachelor's (Special) Degree relevant to the Subject with a First Class or Second Class (Upper Division)
or
3. Four year Bachelor's (Joint Major) Degree with a class relevant to the Subject with a First Class or Second Class (Upper Division)

The FHDC will evaluate the progress made by the students and make recommendations to the Faculty Board for the transferring of registration to PhD Degree Programme. Services of an outside expert could be obtained if necessary. The student through his/her supervisor/s should make application for such transfer within 18 to 24 months from the date of registration to the MPhil Degree Programme.

The FHDC may also consider transfer of registration of MPhil to PhD if the student fulfills the following requirements:

- i. One publication (full paper) in Science Citation Index (SCI) journals based on the MPhil study carried out by the student, prior to making the application for transfer.
or
- ii. At least one patent, either national or international, based on the MPhil study carried out by the student.
or
- iii. Significant outcome or significant recommendation that has a national importance, based on the MPhil study carried out by the student. Evaluation should be done by the FHDC, with internal and external experts.

1.5. Presentation by Postgraduate Students

Postgraduate students are required to make a proposal presentation to the FHDC within the first two months from the date of registration on a date decided by the FHDC. Then, the student has to perform a progress presentation annually to a committee appointed by the FHDC. In addition to progress presentation, students are also required to conduct a confirmation seminar at the end of the first year.

1.6. Effective Date of Registration

The effective date of registration for the postgraduate programme will be the date of acceptance of application by the FHDC, subject to acceptance by the Faculty Board and the Senate.

1.7. 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.

1.8. 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 will be cancelled. In this scenario no registration fee will be refunded.

1.9 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 will not be registered nor will they be required to pay fees for this 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 will be applied while in medical reasons the physicians recommendations must be submitted to the FHDC with the recommendation of the UWU-medical officer.

1.10 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 your supervisor as far in advance as possible.

1.11 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 previous section will 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 1.2.1 and 1.2.2. 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.

1.12. 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, the FHDC and the Faculty Board for the approval of the Senate.

1.13. Submission of Progress Reports

Every student registered for a higher degree shall submit bi-annual progress reports on research work carried out by him/her to the FHDC through his/her supervisor/s. The FHDC will appoint a committee to evaluate the progress report. After acceptance of the progress report the student has to perform a progress presentation annually to a committee appointed by the FHDC.

1.14. 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 will be considered for the MPhil/PhD Degree programme.

The thesis should be certified by the supervisor/s as embodying the student's own work. The thesis shall be submitted for examination (three copies for MPhil and four copies for PhD) in temporary binding.

Each copy shall be typewritten 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.

- i) Thesis by chapters
- ii) Thesis by papers/publications

Format of the Thesis by chapters shall be as follows:

Title page
Declaration
Acknowledgements
Abstract
Table of contents
List of tables
List of figures
List of plates
List of abbreviations
Text
List of References
Appendices

a. The title

The title is the title approved by the Senate.

b. Declaration

The thesis shall contain a 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.

c. 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.

d. Abstract

This shall consist of a summary not exceeding 400 words.

e. Text

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.

e. List of references

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

Format of the Thesis by Papers/Publications shall be as follows:

Abstract
Introduction
General literature review
Papers/publications
Synopsis

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.

1.15. Examination

1.15.1. Thesis Evaluation

Upon the recommendation of the FHDC the Senate will appoint two experts for MPhil thesis evaluation and three experts for PhD thesis evaluation. Supervisor/s may propose external examiners to the Senate through the FHDC and the Faculty Board. However, the examiners should not be co-authors of the student's publications or co-investigators of the student's proposals. Award of the degree shall be based on the recommendations of the examiners.

Examiners are approved by the Senate on the recommendation of the Principal Supervisor and FHDC. Students should discuss potential examiners with their supervisors four (4) to six (6) months prior to submitting their thesis. It is likely the Student is in the best position to make recommendations about examiners; however, the final list of approved examiners is not made known to the Student. Once an agreement between the Student and Principal Supervisor has been reached on the final list of proposed examiners, the Supervisor will contact the potential examiners informally. 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, the Principal Supervisor recommends the examiners (3+1 for PhD and 2+1 for MPhil) to the FHDC. However, the examiners should not be co-authors of the student's publications or co-investigators of the student's proposals. When the FHDC agrees with the list of potential examiners, the proposed examiners are submitted to the Senate through the Faculty Board 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.

1.15.2. Thesis Defense Examination

Composition of the Examination Board for oral presentation and defense examination shall be external examiner/s, Dean of the 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 student, the Senate should appoint a suitable replacement.

1.15.3. 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.

1.15.4. Requirement for submission of MPhil/PhD Thesis

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. At the point of submission of the PhD Thesis for the examination, the student must have at least two full papers accepted or published in refereed journals or one full paper in Science Citation Index (SCI) journal.

1.15.5. 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 external examiners and submit 3 copies within 3 months after thesis defense examination in fully bound form to the Secretary to the FHDC. After the release of

results two copies shall become the property of the University and the other shall be returned to the student.

Specified colour and binding:

PhD Navy Blue cover
MPhil Forest Green cover

The cover should carry full title of the thesis, name of the student, name of the degree sought and the year of degree. The spine should carry the name of the student in left-hand side, title, the degree sought on and the year on the right-hand side. The letters must be printed in gold glitter.

1.16. Effective Date for the Award of Degree

The effective date for the award of a higher degree will be decided by the FHDC. Generally, it is based on the final submission date of the thesis.

1.17. Complains against the student's achievements

The FHDC will entertain any complains 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 complain has merit, it can recommend that the university takes steps to address the issue.

1.18. Course Fees for MPhil and PhD Programmes:

	PhD (Rs.)	MPhil (Rs.)
Registration (per year)	3,000	2,000
Application lodging fee	500	500
Tuition Fee (per year)	10,000	7,500
Library Deposit (refundable)*	2,000	2,000
Library Fee (per year)	1,000	1,000
Examination Fee (per attempt)**	35,000	30,000
Bench fee (per year)***	15,000	10,000
Administration Fee (per year)	5,000	5,000
IT Fee (per year)	1,000	1,000
Welfare & Health (per year)	1,000	1,000
*Library Deposit should be paid separately from other fees.		
**Examination fee must be paid in the last semester of the studentship		
***Note that the Bench Fee does not include stationery, travelling, consumables or research expenses		