PGIHS

University of Peradeniya
Sri Lanka.

THE BYLAWS OF THE
POSTGRADUATE INSTITUTE OF
HUMANITIES AND SOCIAL SCIENCES (PGIHS)
UNIVERSITY OF PERADENIYA

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PART 1: PREAMBLE

1.1   These Bylaws of the Postgraduate Institute of Humanities and Social Sciences (hereinafter referred to as the Institute) shall be enacted by the Council of the University of Peradeniya under Section 136 read with Section 24 of the Universities Act No. 16 of 1978 and its subsequent amendments and the Postgraduate Institute of Humanities and Social Sciences Ordinance No. 02 of 2013 made under Section 24A of the Universities Act, No. 16 of 1978.

1.2   These Bylaws shall replace the Study Programmes Bylaws No.1 of 2011 of the Institute enacted by the Council of the University in 2011. These Bylaws shall be cited as the Bylaws No 01 of 2019 of the Postgraduate Institute of Humanities and Social Sciences and shall be effective from the date of approval of the Council of the University.

PART 2: POSTGRADUATE PROGRAMMES OF THE INSTITUTE

2.1   The Institute offers postgraduate degrees, diplomas, certificates and other academic distinctions in the Humanities and the Social Sciences under the relevant Boards of Study as specified in Section 14 of the Ordinance of the Institute.

PART 3: ACADEMIC CALENDAR AND CALL FOR APPLICATIONS

3.1   The postgraduate academic year of the Institute generally commences in the month of July / August each year or the earliest possible date thereafter.

3.2   Applications for diploma and taught Masters' degree programmes are called by public advertisement from January to March each year or the earliest possible date thereafter.

3.3   Applications for the research degrees of Master of Philosophy (MPhil) and Doctor of Philosophy (PhD) are entertained at any time of the year.

3.4   Publicity for a new intake shall be given by notice in printed and electronic media regarding the period within which applications are entertained with respect to the degree programmes in each academic semester/ year.

3.5   A person who has made an outstanding contribution to the knowledge and literature of a subject/discipline shall apply for the award of the degree of Doctor of Literature on merit of his/her literary work and contribution to the relevant subject/subject area.

PART 4: APPLICATION PROCEDURE

4.1   Applications for enrolment for a postgraduate degree programme of the Institute shall be made on the prescribed forms obtained from the Deputy Registrar / Senior Assistant Registrar / Assistant Registrar (hereinafter referred to as the Registrar) of the Institute.

4.2   An applicant shall produce the following documents along with the duly completed Application Form:

    (a)   Certified copies of original certificates of academic/professional qualifications;

    (b)   Two referee reports in the prescribed form (mandatory for MPhil and PhD programmes);

    (c)   Service/employment certificate from the employer, (if applicable); and

    (d)   Any other documents relevant to the application.

4.3   An applicant who holds a Bachelors' degree and any other higher educational qualifications shall make arrangements with the academic institutions concerned to send official copies of transcripts directly to the Registrar of the Institute. Certification of transcripts and degrees must be effected by imprinting them with the official seal of the institution and by endorsing them by handwritten signature of the responsible officer.

4.4   An applicant who seeks registration under equivalent qualifications or any other eligibility criteria referred in Part 5 of these Bylaws shall annex documentary evidence of academic/research ability and other relevant qualifications in support of the application.

4.5   In the event of any discrepancy between the name as appearing in an applicant's academic/professional certificates or birth certificate, and the name given by the applicant in the application form, an affidavit to the effect that the applicant is the one and the same person known by all such names should be sent together with the application form. If the name appearing in the application form and other documents differ from the names appearing in the birth certificate, an amended birth certificate shall be submitted to the Registrar of the Institute.

4.6   An applicant who seeks registration for a research degree such as Master of Philosophy (MPhil) or Doctor of Philosophy (PhD) shall submit a synopsis of his/her intended research with the Application Form.

4.7   An applicant shall be required to submit copies of original certificates certified by a Justice of the Peace / principal of a government school/ lawyer/ an executive officer of a public sector institution along with the completed Application Form and produce original certificates for verification at interviews/ upon request. The certified copies of original documents submitted in support of an application shall become the property of the Institute.

4.8   Duly completed Application Form should be sent to the Registrar, Postgraduate Institute

of Humanities and Social Sciences, University of Peradeniya on or before the date stipulated in the Application Form. Late applications may be considered for the admission in the next intake and applications that are incomplete in any respect will be rejected.

PART 5: ADMISSION REQUIREMENTS / ELIGIBILITY CRITERIA

5.1 General

5.1.1 The admission requirements /eligibility criteria outlined below for postgraduate diploma, masters' and doctoral degree programmes have been drawn in line with eligibility criteria given in the Sri Lanka Qualification Framework (hereinafter referred as SLQF).

5.1.2 In addition to the completion of the eligibility criteria given below, an applicant should complete any additional/specific requirement(s) such as English language competency and work experience for admission as may be specified by the relevant diploma/ degree programme of the Institute.

5.2 Postgraduate Certificate Programme (SLQF Level 7)

5.2.1 An applicant with the following qualifications may be admitted to follow Postgraduate Certificate programme in a given discipline:

(a) A Bachelors' degree (SLQF Level 5 or 6) in any discipline obtained from a University or any other higher educational institute (hereinafter referred to as HEI) recognized by the University Grants Commission of Sri Lanka (hereinafter referred to as the UGC); OR

(b) Any other equivalent qualification as acceptable to the Institute.

5.3 Postgraduate Diploma Programme (SLQF Level 8)

5.3.1 An applicant with the following qualifications may be admitted to follow Postgraduate Diploma programme in a given discipline:

(a) A Bachelors' degree (SLQF Level 5 or 6) in any discipline obtained from a University or any other HEI recognized by the UGC; OR

(b) Any other equivalent qualification as acceptable to the Institute.

5.4 Masters' Degree Programme by Coursework (SLQF Level 9)

5.4.1 An applicant with the following qualifications may be admitted to follow a Masters' degree programme in a given discipline:

(a) A Bachelor's Honours degree (SLQF Level 6) in the relevant discipline obtained from a University or any other HEI recognized by the UGC; OR

(b) A Bachelor's degree (SLQF Level 5) with 30 credits from the relevant discipline obtained from a University or any other HEI recognized by the UGC; OR

(c) A Bachelor's degree (SLQF Level 5/6) in any discipline and a Postgraduate Certificate/ Postgraduate Diploma (SLQF Level 7/8) in the relevant discipline obtained from a University or any other HEI recognized by the UGC; OR

(d) A Bachelor's degree (SLQF Level 5 or 6) in any discipline obtained from a University or any other HEI recognized by the UGC and at least one-year of work experience in a related field as acceptable to the Institute; OR

(e) Any other equivalent qualification as acceptable to the Institute.

5.5   Master of Arts /Master of Science Degree Programme by Coursework and Research (SLQF Level 10)

5.5.1   An applicant with the following qualifications may be admitted to follow Master of Arts/ Master of Science degree programme in a given discipline:

(a) A Masters' degree (SLQF Level 9) in the relevant discipline or a related field obtained from a University or other HEI recognized by the UGC; OR

(b) A Bachelor's Honours degree (SLQF Level 6) in the relevant subject area obtained from a University or any other HEI recognized by the UGC; OR

(c) A Bachelor's degree (SLQF Level 5) with 30 credits from the relevant subject area obtained from a University or any other HEI recognized by the UGC; OR

(d) A Bachelor's degree (SLQF Level 5/6) in any discipline and a Postgraduate Certificate/ Postgraduate Diploma (SLQF Level 7/8) in the relevant subject area obtained from a University or any other HEI recognized by the UGC; OR

(e) A Bachelor's degree (SLQF Level 5 or 6) in any discipline obtained from a University or any other HEI recognized by the UGC and at least one-year of work experience in a related field as acceptable to the Institute; OR

(f) Any other equivalent qualification as acceptable to the Institute.

5.6   Master of Philosophy Degree Programme (SLQF Level 11)

5.6.1   An applicant with the following qualifications may be admitted to follow Master of Philosophy degree programme in a given discipline/area of study:

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(a)   A Master's degree (SLQF Level 9 or 10) in the relevant subject area obtained from a University or any other HEI recognized by the UGC; OR

(b)   A Bachelor's honours (SLQF Level 6) degree with a First or Second Class (Upper Division) pass in the relevant subject area obtained from a University or any other HEI recognized by the UGC; OR

(c)   Any other equivalent qualification as acceptable to the Institute.

5.7   Doctor of Philosophy Programme (SLQF Level 12)

5.7.1   An applicant with the following qualifications may be admitted to follow Doctor of Philosophy Programme in a given discipline/area of study:

(a)   A Master of Philosophy degree (SLQF Level 11) in the relevant subject area obtained from a University or any other HEI recognized by the UGC; OR

(b)   A Masters' degree with a Research component (SLQF Level 10) in the relevant subject area obtained from a University or any other HEI recognized by the UGC; OR

(c)   A Masters' degree (SLQF 9) in the relevant subject area obtained from a University or any other HEI recognized by the UGC AND evidence of research publications as acceptable to the Institute.

PART 6: ADMISSION PROCEDURE

6.1   The selection of candidates to follow postgraduate degree programmes or diploma programmes from among eligible applicants shall be determined by the relevant Board of Study of the Institute on merit.

6.2   Every application for enrolment shall be assessed in terms of the regulations in force at the time of receipt of such applications.

6.3   An application submitted for any study programme of the Institute may be denied if the applicant:
(a)   misrepresents or aids and abets another person or persons to misrepresent material facts for the purpose of admission or obtaining academic advantage; and /or

(b)   omits or aids and abets a person or persons to commit an act designed to misrepresent an applicant's eligibility for admission; and/or

(c)   is known to have committed or assisted a student of the University/ any other HEI in an act of cheating, plagiarism, fraud, deceit or any other form of academic dishonesty.

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6.4   The Institute reserves the right to refuse to consider future applications for admission from persons whose applications were rejected, subject to the right of appeal by the applicant to the Institute.

6.5   The Registrar of the Institute shall inform in writing the outcome of the selection including conditions of admission, if any, or reason/s for rejection if admission is denied for each candidate within one month from the date of completion of the admission process.

PART 7: FEES AND METHOD OF PAYMENT

7.1   Fees of Degree Programmes

7.1.1   The fees payable by candidates for their courses/programmes shall be determined by the Office of the Institute from time to time.

7.1.2   Adjustments to fees and charges of programmes shall only apply to candidates who register for programmes after the date of approval of new rates by the Board of Management.

7.1.3   Types of fees for postgraduate studies may include the followings:
(a)   Application Fee
(b)   Registration Fee
(c)   Academic Fee (course fee and examination fee for the first sitting)
(d)   Examination fee (repeat)
(e)   Library Fee
(f)   Any other fee/s as approved by the Board of Management.

7.1.4   The Institute at its discretion shall maintain different schemes of fees and charges for local students and foreign students and for different study programmes.

7.1.5   A concessionary rate of the Academic Fee may be maintained for foreign students who are from non-OECD countries and students admitted under MoUs/agreements with the Institute/ the University as approved by the Institute.

7.1.6   The Institute may offer, upon request, a maximum of a 5% discount of the Academic Fee for foreign candidates who have completed a Bachelor's degree/postgraduate diploma/ Masters' degree at a HEI recognized by the UGC in Sri Lanka on a date not more than one year prior to the date of registration for a programme at the Institute.

7.1.7   The Institute may offer a 5% discount of the Academic Fee for local or foreign candidates who pay the entire Academic Fee of the programme within one month from the date of registration.

7.1.8　The Institute may offer a maximum of 10% discount of the Academic Fee for permanent employees of the University who fail to secure financial assistance from the University, the UGC and any other institution.

7.1.9　The Institute may offer a 5% discount of the Academic Fee for local or foreign candidates who continue from a lower level qualification to a higher level qualification, both offered by the Institute, if they register for a higher level qualification within three months from the effective date of the lower level qualification.

7.1.10　The Institute may offer 50% discount of the academic fee of an audit course, per credit per student basis, for its registered students.

7.1.11　The Institute shall maintain separate payment rates for renewal of registration, repeat end-semester examination, repeat viva-voce examination, examination fee of Doctor of Literature degree, registration of casual or exchange students, registration to follow a course/s for a certificate, certificates and transcripts, short-term training courses, etc. as approved by the Board of Management.

7.2　Method of Payment

7.2.1　Fees of study programmes shall be paid to the credit of the Fund Account of the Institute specified in Paying-in Vouchers of the Institute/ to the Shroff Counter of the Institute or by a cheque written in favour of the Postgraduate Institute of Humanities and Social Sciences.

7.2.2　A candidate who resides overseas at the time of payment shall pay the prescribed fees by a Bank Draft/Telegraphic Transfer drawn in favour of the Postgraduate Institute of Humanities and Social Sciences. Except where otherwise agreed/ arranged, the payment shall be made in US dollars.

7.2.3　The Institute shall not accept payment by any other methods unless such payment has been made by arrangement with the Institute.

7.2.4　A non-Sri Lankan citizen candidate/ student who resides in Sri Lanka at the time of the payment shall pay the equivalent amount of prescribed fees in Sri Lanka Rupees at the prevailing exchange rate.

7.2.5　A candidate shall immediately send the original copies of payment slips, Bank drafts or cheques to reach the Registrar of the Postgraduate Institute of Humanities and Social Sciences, Peradeniya 20400, Sri Lanka by registered post.

7.3 Refund of Fees

7.3.1 Refund of fees paid to the Institute in terms of study programmes shall be available only on the following occasions:

(a) Fee or the excess of fee paid due to a mistake /lapse on the part of officials of the Institute shall be fully refunded upon request or detection;

(b) Fee or the excess of fee paid shall be refunded less 10% of administrative charge where a fee is paid under a mistake of fact on the part of the student or where it is paid in excess under such a mistake;

(c) Academic fee paid for a degree programme shall be refunded less 20% of administrative charge if the student withdraws from the programme within thirty (30) days from the date of the commencement of the study programme;

(d) Fee paid by a student shall be refunded immediately after the realization of equivalent amount of payment made by a sponsor/employer of the student to the credit of the fund account of the Institute.

PART 8: REGISTRATION OF STUDENTS

8.1 Registration

8.1.1 An applicant selected to follow a study programme shall be requested to register for the relevant study programme within 45 days from the date of selection. Failure to register within the given period of time without prior arrangement with the Registrar of the Institute shall make the selection null and void.

8.1.2 The registration shall entitle a student to follow a course/courses, and to consult his/her supervisor/s for a period of 12-months from the date of registration.

8.1.3 A registered student shall receive the information of his/her registration such as the registration number, programme of study, academic calendar, requirements to complete the study programme, Student Identity Card, Student Record Book (for research students only) and a copy of the Postgraduate Brochure/Prospectus/ Handbook of the Institute.

8.1.4 A student shall produce the Student Identity Card upon request by the University authorities to verify the student status and refer to his/her registration number in all correspondence with the Institute/ University.

8.1.5 A registered student of the institute shall be expected to acquaint himself/herself with rules and regulations of the programme of study in which he/she registered and other bylaws, regulations and operational procedures of the Institute.

8.2 Classification of Students by Registration

8.2.1 Regular Full-time Student

(a) A regular full-time postgraduate student is a person who, having satisfied the appropriate admission requirements, has been admitted and registered by the Institute to follow a postgraduate programme on a full-time basis.

(b) A full-time student carries out coursework and/or research during normal working hours of the week and is not engaged in employment or any other income generating work other than working as a teaching assistant or a research assistant at the Institute/ the University.

8.2.2 Regular Part-time Student

(a) A regular part-time postgraduate student is a person who, having satisfied the appropriate admission requirements, has been admitted and registered by the Institute to follow a postgraduate programme on a part-time basis.

(b) A part-time student shall devote only a part of his/her time to the coursework and/or the research during normal working hours of the week and may engage in employment or any other income generating work.

8.2.3 Provisional Student

(a) A candidate whose academic performance cannot be fully evaluated due to unavailability of final certificates of qualifications at the time of registration may be admitted as a provisional student to follow a study programme at the Institute provided that the effective date of the degree/study programme with pending results shall be a date not later than the date of the commencement of the study programme of the Institute in which the candidate seeks registration.

(b) A provisional student status shall be transferred to a regular student status on the submission of the final certificates of his/her educational and other qualifications required for admission.

(c) A candidate with provisional registration status shall not be eligible to sit end-semester examinations of the programme and his/her registration shall be withheld until the final certificates of required educational qualifications are submitted.

8.2.4 Casual Student

(a) A casual postgraduate student is a student (local/foreign) who is in every respect eligible for admission as a regular postgraduate student of the Institute and who, although not enrolled in a degree programme of the Institute, enrolls in one or

more postgraduate level courses or engages in a research project at the Institute.

(b) An applicant who wishes to study under this category shall apply to the relevant Board of Study for approval. The relevant qualification possessed by the candidate shall be supported by acceptable certificates.

(c) Admission as a casual postgraduate student does not imply eligibility for admission to a study programme in any Board of Study. A casual postgraduate student is entitled to obtain supervision and, where applicable, to attend seminars/lectures and use the library and other facilities of the Institute/ University.

(d) A casual postgraduate student shall submit quarterly progress reports of his/her academic work to the relevant Board of Study for approval.

8.2.5 Exchange Student

(a) An exchange postgraduate student is a student (local/foreign) who is registered in a postgraduate degree programme in another University or HEI and who has obtained written permission in advance from that University or HEI to take a course/s of the Institute and/or to engage in a research project on the basis of transfer of credits/courses towards his/her degree programme.

(b) Applications for registration as an exchange student shall be approved by the relevant Board of Study based on evidence of qualification produced by the candidate.

(c) An exchange postgraduate student is entitled to obtain supervision and, where applicable, to attend seminars/lectures and use the library and other facilities of the Institute/ University.

(d) An exchange postgraduate student shall submit quarterly progress reports of his/her academic work to the relevant Board of Study for approval.

8.3   Date of Registration

8.3.1   The date of registration of a student of a coursework degree shall be the date on which his/her academic progarmme commences.

8.3.2   The date of registration of a student of a research degree programme shall be the date of the acceptance of his/her application and the synopsis by the relevant Board of Study.

8.4 Concurrent Registration

8.4.1 The Institute shall not permit concurrent registration for a Bachelor's degree at the University or any other HEI and a postgraduate degree or diploma at the Institute or two postgraduate programmes at the Institute or one at the Institute and another at any other HEI.

8.4.2 A full-time research degree student of the Institute/ any other HEI however shall be allowed to register concurrently for a taught postgraduate programme of the Institute on part-time basis.

8.4.3 Subject to the exemption given in Section 8.4.2 above, if found guilty for concurrent registration, candidature at the Institute may be withheld until the completion of the other degree programme.

8.5 Duration of Registration/Candidature

8.5.1 A registered student is required to complete his/her diploma/degree programme within the minimum and the maximum periods of registration of the relevant diploma/ degree programme.

8.5.2 The registration of a student for a postgraduate study programme shall be approved subject to the following minimum and maximum periods of candidature:

Programme	Duration (Years)	
	Minimum	Maximum
Postgraduate Certificate/Diploma	01	02
Master's degree by Coursework	01	02
Master's degree by Coursework and Research	02	04
Master of Philosophy	02	04
Doctor of Philosophy	03	06

8.5.3 However, in exceptional circumstances the relevant Board of Study of the Institute reserves the right to determine the minimum period of the candidature by evaluating the work completed by the student.

8.6 Change of Registration

8.6.1 If a student wishes to make any changes in his/her registration, he/she shall submit a request to the Registrar of the Institute through the programme coordinator for approval of the relevant Board of Study. These changes may include adding /dropping of courses/subjects with a written examination component, change of thesis topic/title, change in medium of registration, change of diploma/degree programme, etc.

8.6.2 If a student wishes to change his/her personal information recorded at the time of initial registration, he/she shall make a request to the Registrar of the Institute to amend such information in his/her registration. However, changes of personal information such as name and title are not permitted after the completion of all requirements of a study programme.

8.7 Renewal of Registration

8.7.1 A registered student shall renew the registration once a year within the maximum period of candidature by paying the relevant fees to keep his/her registration status activated until he/she completes all requirements of the diploma/degree programme.

8.7.2 Applications for renewal of registration shall be sent to the Registrar of the Institute at least two months before the date of the expiry of the current registration.

8.8 Extension of Registration/Candidature

8.8.1 Under exceptional circumstances, the candidature of a student who fails to complete all the requirements of a diploma or degree programme within the maximum period specified in Section 8.5.2 of these Bylaws may be considered for an extension by the relevant Board of Study.

8.8.2 A student shall make a request to the Registrar of the Institute in the prescribed form giving reasons for the application for an extension. Candidates requesting extensions should provide evidence of progress in their coursework/ research.

8.8.3 A student may be considered for an extension of up to one (01) academic year initially. The maximum period of extension given to a candidate shall not exceed three (03) academic years in total.

8.8.4 A student is not permitted to pay fees of programme extension to the credit of the account of the Institute until and unless the approval for the extension by the relevant Board of Study is officially communicated to the student by the Registrar of the Institute.

8.8.5 Upon completion of the maximum period and any extensions, the candidature of a student who fails to successfully complete the requirements of the degree or diploma programme shall automatically be terminated.

8.9 Upgrading of Registration

8.9.1 The registration of a research degree student whose thesis has the potential to be improved and evaluated for a higher degree qualification in the same area of study shall be considered for upgrading to the relevant higher qualification. The request for upgrading of registration shall be made before the submission of the thesis for

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evaluation under the current registration.

8.9.2 The request for upgrading of registration shall be made by the student through supervisor/s to the Registrar of the Institute at least three (03) months before the date of expiry of the current registration.

8.9.3 The request for upgrading of registration ratified by supervisor/s shall be recommended by a panel of evaluators appointed by the Board of Study. The panel of evaluators shall comprise of the Chairperson of the Board of Study or his/her nominee, supervisor/s and two members appointed by the Board of Study. The Chairperson of the Board of Study or his/her nominee shall chair the panel.

8.9.4 The student who seeks upgrading of registration shall make a presentation before the panel on the extension of research for which the upgrading is justified. The panel shall evaluate the extension of the research and the suitability and the adequacy of the research for the upgraded qualification.

8.9.5 The relevant Board of Study shall approve/ not approve the upgrading of registration based on the recommendation of the panel. The date of approval of the Board of Study shall be the effective date of upgrading of the registration.

8.9.6 The maximum period of the candidature of a student whose registration is upgraded shall be counted from his/her initial date of registration for the programme from which he/she receives the upgrading.

8.10 Downgrading of Registration

8.10.1 The registration of a research student whose research is deemed to be of inadequate academic standing for the registered qualification shall be downgraded to a lower level qualification in the same area of study.

8.10.2 The relevant Board of Study shall reserve the right to down grade the candidature of a student based on recommendation made by the viva-voce Examination Board of the student.

8.11 Deferment of Registration

8.11.1 A student, upon request, shall be given deferment of registration for one (01) academic year at a time on medical ground or any other reason acceptable to the relevant Board of Study. The approval of the Chief Medical Officer of the University Health Center/ any other medical professional appointed by the Institute is required for all medical certificates. An affidavit or documentary proof should be provided with application for deferment under any other reasons.

8.11.2 Requests for extensions of deferment should be made to the Registrar of the Institute at least one month before the date of expiry of the current deferment.

8.11.3 The maximum period of deferment given to a student in a given programme shall not exceed five (05) academic years in total.

8.11.4 The period of deferment granted shall be excluded in calculating the minimum and maximum period of registration of the candidature.

8.11.5 A student registered for a spilt or a sandwich study programme with a collaborating institution of the Institute may be released, on deferment, for a specific period of time to continue the programme in the collaborating institution.

8.11.6 A student returning from deferment shall request the Registrar of the Institute to re-activate and renew his/her registration from the date of return.

8.12 Withdrawal of Registration

8.12.1 A student who wishes to withdraw his/her registration at the Institute shall submit a request to do so using the prescribed form to the Registrar of the Institute.

8.12.2 The effective date of the withdrawal of registration shall be the date of approval of the withdrawal by the relevant Board of Study.

8.12.3 A candidate seeking re-admission to the same programme after withdrawal of registration shall follow the normal process of application. His/her application shall be given the same consideration as those of other applicants competing for admission for the academic year.

8.13 Suspension of Registration

8.13.1 The Director of the Institute by consulting the Chairperson of the relevant Board of Study and the relevant Postgraduate Programme Coordinator shall temporarily suspend the registration of a student for a period of one month if he/she feels that the student has violated rules and regulations of the Institute and the University and the presence of the student disturbs normal operations of the Institute.

8.13.2 In such a case, the Director of the Institute shall appoint a three member committee on being approved by the Board of Management to investigate the matter and report to the Board of Management through the relevant Board of Study.

8.14 Termination of Registration

8.14.1 The Board of Management of the Institute reserves the right to terminate the candidature of a student upon recommendation from the relevant Board of Study after

formal consideration of reports submitted by supervisor/s and / or committee/s of Inquiry appointed by the Director of the Institute.

8.14.2 One or more of the following reasons shall lead to the termination of registration: Failure to meet registration requirements, expiry of maximum period of registration and extensions, failure to meet required academic standing in three sittings (minimum GPA requirement), fail the viva-voce examination twice, and violation of rules and regulations of the Institute and the University that leads to termination of the registration.

8.14.3 Applications for new admission to the same programme or any other programme of the Institute by a person whose registration was terminated due to disciplinary reasons and violation of codes of conduct and ethics of the Institute/University shall not be considered for a period of two years from the date of termination.

8.14.4 Subject to the exemption given in Section 8.14.3 above, a candidate seeking admission to the same or any other programme after termination of registration shall follow the normal process of application. His/her application shall be given the same consideration as those of other applicants competing for admission for a degree programme in a given academic year.

PART 9: STUDENT REQUESTS

9.1 A student shall make a request to the Registrar of the Institute using the prescribed form to change his/her personal information given in the registration at the Institute and any other matter related to his/her registration at the Institute.

9.2 Requests for changes in personal information given at registration such as name, contact details, academic qualifications, shall be supported by relevant documentary evidence.

9.3 A student of a coursework degree programme of the Institute shall submit requests for changes in his/her registration to the Registrar of the Institute through Academic Programme Coordinator for the approval of the relevant Board of Study.

9.4 A research degree student of the Institute shall submit request/s for changes in his/her registration of programme to the Registrar of the Institute through his/her supervisor/s and the relevant degree programme coordinator for the approval of the relevant Board of Study.

9.5 Date of the approval of the request shall be the date of the meeting of the relevant Board of Study which approved the request.

9.6 The decision of the Board of Study regarding student request/s shall be communicated to the student in writing by the Registrar of the Institute.

PART 10: COURSEWORK COMPONENT

10.1 Course Units and Credits

10.1.1 A course unit is a complete course taught within a semester of an academic year.

10.1.2 One credit of a course unit is the equivalent of 50 notional hours which involves direct class-room contact, self-learning and preparation for and undertaking assessment.

10.1.3 The Institute shall offer compulsory / optional courses of one credit, two credits, three credits and four credits in a semester of an academic year.

10.1.4 A course of a study programme is given a course code by a three-digit number from 500-599, 600-699 and 700-799 depending on the level of knowledge/programme prefixed by three letters to represent a subject/programme.

10.1.5 A course of a postgraduate study programme may have prerequisites: course/s at a lower level required to take a higher level course.

10.2 Credit Courses

10.2.1 A credit course is a course that a student offers in order to earn and accumulate the required number of credits for the successful completion of a diploma or degree programme. A student who offers a credit course shall fulfill all requirements of the course as indicated in the course syllabus.

10.2.2 The number of credits earned from a credit course by a student shall be counted for calculating his/her Grade Point Average (GPA) of the diploma or degree programme. The course shall be listed in the academic transcript of the student with the credit value, relevant grade and grade point.

10.3 Non-credit Courses

10.3.1 A non-credit course is a course that a student offers in excess of the required number of credits for successful completion of a diploma or degree programme with the approval of the relevant Board of Study.

10.3.2 A non-credit course shall not be counted for calculating the GPA but will be listed in the transcripts with the relevant grade and grade point.

10.3.3 A student who offers a course on non-credit basis shall register for the course by paying the prescribed fees and is required to fulfill all the requirements of the course as indicated in the course syllabus.

10.4   Audit Courses

10.4.1   An audit course is a course that a student offers in excess of the required number of credits for successful completion of a diploma or degree programme without fulfilling any assessment requirements.

10.4.2   Audit courses shall not be counted for calculating the GPA nor will they be listed in the transcripts. A letter shall be issued by the Registrar of the Institute only to those students who have fulfilled attendance requirement in the audited course, upon the recommendation of the lecturer in charge of the course.

10.4.3   A student of the Institute shall obtain approval from the relevant Board of Study to offer a course on audit basis and register for such course.

10.5   Common Courses

10.5.1   The Institute reserves the right to offer some courses as common courses on credit/ non-credit basis in a given degree programme.

10.5.2   The number of credits earned from the common courses shall however not exceed one third of total credits of the degree programme.

10.6   Courses Outside the Main Discipline

10.6.1   Students of a degree programme in a particular subject/discipline may offer courses from other disciplines as credit or non-credit courses.

10.6.2   If a course outside the main discipline is followed as a credit course, the qualification level of the course shall be at least equivalent to the level of the degree programme registered.

10.6.3   A student of any postgraduate diploma/ degree programme, as otherwise specified in the regulations of the relevant programme, may offer courses equivalent to maximum of six (06) credits as credit courses from outside the main discipline/ subject.

10.6.4   Requests to offer courses outside the main discipline shall be approved by the relevant Board/s of Study upon recommendation of the Programme Coordinators.

10.7   Self-Study Courses

10.7.1   A supervisor/ panel of supervisors of an MPhil or a PhD student may offer a self-study course, as a non-credit compulsory course, for a student to enhance his/her knowledge on the subject matter in the area of his/her research.

10.7.2   A self-study course does not involve teaching but the student learns from the material given/recommended by the supervisor/s. The approval of the relevant Board of Study should be obtained by the supervisor/s for the content and assessment scheme of a self-study course.

10.7.3   An oral examination or a written examination or both shall be conducted to assess the performance of the student in the self-study course and the grade obtained shall be listed on the academic transcript.

10.8   Credit Transfer and Exemption of Courses

10.8.1   A student who has successfully completed a postgraduate programme in the relevant field of study in any HEI recognized by the UGC may request a transfer of credits/ an exemption of course/s of the current registration for courses substantially similar in content followed in the previous programme at least one month before the date of the examination of the course/s for which transfer of credits or exemption is sought.

10.8.2   Any exemptions of requirements for the completion of the diploma or degree programme, credit transfers related to any diploma or degree programme and any condition therein shall be considered and determined by the relevant Board/s of Study subject to the verification of authenticity of evidence provided and provisions made in relevant Memorandum of Understandings/Agreements.

10.9   Adding and Dropping of Course/s

10.9.1   A course can be added or dropped (withdrawn) within three weeks (21 days) from the date of the commencement of the study programme in a semester.

10.9.2   When adding or dropping a course, the student shall obtain approval to do so from the lecturer/s in charge of the course/s and inform the Registrar of the Institute Immediately.

10.9.3   If a student fails to complete a course which has not been recorded as dropped, it shall be counted as absence from examination and a fail grade shall be awarded.

PART 11: INDEPENDENT STUDY/ GUIDED PROJECT AND THESIS/ DISSERTATION

11.1   Independent Study/Guided Project

11.1.1   A student of a Master's degree programme by coursework shall complete an independent study/a guided project in addition to the coursework requirement to successfully complete the degree.

11.1.2   The independent study/guided project shall be assigned a minimum of 05 credits and maximum of 06 credits as specified in the regulations of the degree programme. The independent study/ guided project may consist of two/three distinct components with specified credit values which will be carried out and evaluated separately.

11.1.3   The aim of the independent study/guided project is to develop and assess knowledge, analytical thinking, writing skills, communication and presentation skills and collaborative skills/team work skills of students.

11.1.4   The independent study / guided project may be assessed based on written and oral examinations and / or evaluation of assignments, reports and artistic work as approved by the relevant Board of Study.

11.1.5   The Institute shall conduct the independent study/ guided project as per guidelines and operational procedures approved by the Board of Management.

11.2   Thesis/Dissertation

11.2.1   A research degree student of the Institute shall complete a thesis/dissertation based on an independent research, in addition to the completion of coursework prescribed by the relevant Board of Study for the requirement of the completion of the degree programme.

11.2.2   A student registered for the Doctor of Philosophy degree programme of the Institute shall submit a thesis/dissertation ranging between 60,000-80,000 words for the fulfillment of the requirements of the degree. The thesis/dissertation shall create new knowledge with relevance of applicability by way of demonstrating critical reading, acquisition of knowledge with critical analysis and responding efficiently and effectively to the changing needs of the discipline through original research of a quality that makes a significant contribution to development of the discipline and satisfy peer review and merit publication.

11.2.3   A student registered for the Master of Philosophy degree programme of the Institute shall submit a thesis/dissertation ranging between 40,000-50,000 words for the fulfillment of the requirements of the degree. The thesis/dissertation shall enhance knowledge of the discipline and its application by improving and extending methodologies and critically analyzing existing knowledge through research of a quality that satisfy peer review and merit publication.

11.2.4   A student registered for a Masters' degree (by course work and research) shall submit a thesis/dissertation ranging between 20,000-30,000 words for the partial fulfillment of the requirements of the degree. The thesis/dissertation shall critically review, analyze and evaluate current issues and developments in the area of study and make suggestions with practical relevance through research.

11.2.5   A student shall not submit a thesis/dissertation or part thereof on which a degree has already been conferred upon him/her or any other person by any HEIs in Sri Lanka or abroad or containing materials published without prior written approval of the Institute.

PART 12: REQUIREMENTS FOR PROGRAMME COMPLETION / EXIT

12.1   General

12.1.1   The requirements for programme completion outlined below shall be drawn in line with minimum requirements given in the SLQF for different levels of qualification.

12.1.2   The specific requirements of programme completion such as amount of credit, grade requirements for specific course components and coursework requirements as non-credit courses may vary by programme as specified in the regulations of degree programmes.

12.1.3   The specific requirements for programme completion shall be communicated to students by the Registrar of the Institute in the Letter of Admission to a degree programme and provided in the Student Handbook of the Institute in detail.

12.2   Postgraduate Certificate (SLQF Level 7)

(a)   A student who successfully completes minimum of twenty (20) credits from courses prescribed by the relevant Board of Study with a minimum GPA of 2.75 shall be awarded the Postgraduate Certificate in the relevant discipline.

12.3   Postgraduate Diploma (SLQF Level 8)

(a)   A student who successfully completes minimum of twenty-five (25) credits from courses prescribed by the relevant Board of Study with a GPA between 2.75 and 3.24 shall be awarded the Postgraduate Diploma in the relevant discipline with a normal pass.

(b)   A student who successfully completes minimum of twenty-five (25) credits from courses prescribed by the relevant Board of Study with a GPA between 3.25 and 3.69 shall be awarded the Postgraduate Diploma in the relevant discipline with a merit pass.

(c)   A student who successfully completes minimum of twenty-five (25) credits from courses prescribed by the relevant Board of Study with a GPA of 3.70 or above shall be awarded the Postgraduate Diploma in the relevant discipline with a distinction pass.

12.4 Masters' Degree by Coursework (SLQF Level 9)

(a) A student who successfully completes minimum of thirty (30) credits from courses and an independent study/a guided project as prescribed by the relevant Board of Study with GPA of 3.00 or above shall be awarded the Masters' degree in the relevant discipline.

(b) A student who wishes to exit the programme early shall be awarded the Postgraduate Diploma in the relevant discipline upon successful of completion of 25 credits from courses with minimum GPA of 2.75. Merit or distinction passes shall not be awarded at the Postgraduate Diploma exit.

12.5 Master of Arts/ Master of Science Degree by Coursework and Research (SLQF Level 10)

(a) A student who successfully completes thirty (30) credits from courses as prescribed by the relevant Board of Study with GPA of 3.00 or above, AND a thesis/dissertation ranging between 20,000-30,000 words, AND a viva-voce examination on the thesis/dissertation shall be awarded Master of Arts/ Master of Science degree by coursework and research in the relevant discipline.

(b) A student who wishes to exit the programme early shall be awarded Masters' degree by coursework (SLQF Level 9) upon successful completion of 30 credits from courses and an independent study/a guided project with minimum GPA of 3.00.

12.6 Master of Philosophy Degree (SLQF Level 11)

(a) A student who successfully completes courses prescribed by the relevant Board of Study on non-credit basis AND a thesis/dissertation ranging between 40,000-50,000 words AND a viva-voce examination on the thesis/dissertation shall be awarded the degree of Master of Philosophy (SLQF Level 11) in the relevant discipline.

(b) A student who wishes to exit the programme early shall be awarded the degree of Master of Arts (SLQF Level 10) upon successful completion of requirements for the degree of Master of Arts in the relevant discipline.

12.7 Doctor of Philosophy Degree (SLQF Level 12)

(a) A student who successfully completes courses prescribed by the relevant Board of Study on non-credit basis AND a thesis/dissertation ranging between 60,000-80,000 words AND a viva-voce examination on the thesis/dissertation shall be awarded the degree of Doctor of Philosophy in the relevant discipline.

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(b)   A student who wishes to exit the programme early shall be awarded the degree of Master of Philosophy (SLQF Level 11) upon successful completion of requirements for the degree of Master of Philosophy in the relevant discipline.

12.8   Qualifier of a Diploma and Degree Programme

12.8.1   The qualifier/s of a taught postgraduate diploma or Masters' degree proramme shall be determined as in the approved regulations of the diploma or degree programme.

12.8.2   The qualifier/s of Master of Philosophy and Doctor of Philosophy degree programmes shall be determined by the relevant Board of Study based on disciplines and /or sub-disciplines of the thesis research.

PART 13: POSTGRADUATE PROGRAMME TEACHING

13.1   Appointment of Teaching Panel

13.1.1   Upon recommendation of the relevant Board of Study and approval of the Board of Management and the Senate, the Director of the Institute shall appoint qualified persons as teachers of a course of a particular study programme for the duration of a semester.

13.1.2   A person with the following qualifications may be appointed as a teacher/resource person of a study programme of the Institute:

(a)   A PhD /MPhil/Masters' degree or an equivalent qualification in the relevant discipline or field obtained from a recognized university; and

(b)   Experience in teaching at undergraduate and/or postgraduate level courses or equivalent work experience.

13.1.3   A person who does not possess the required qualification and teaching experience as stated in Section 13.1.2 but is an expert, a well experienced practitioner and a professional performer in a given area of study may, however, be appointed to teach a part and/or conduct practical sessions of a course on being approved by the relevant Board of Study.

13.1.4   The Director of the Institute may appoint qualified persons to teach or to conduct seminars and practical sessions in postgraduate programmes of the Institute by calling of applications or by invitation.

13.1.5   The selection of teachers of postgraduate programmes shall be done on merit by the Postgraduate Programme Coordinator in consultation with the relevant Academic Committee (if any), the Chairperson of the relevant Board of Study and the Director of the Institute.

13.1.6   The Institute shall prepare Terms of Reference for teachers indicating guidelines and conditions regarding the appointment, termination of appointment, ethical considerations and responsibilities, duty lists, etc.

13.1.7   A person who is appointed to teach a course/a part of a course or to conduct training sessions or seminars of a postgraduate study programme shall enter into an agreement with the Director of the Institute on the conditions of the Terms of Reference and the letter of appointment.

13.1.8   The Director of the Institute shall temporarily suspend the appointment of a teacher at any time with the provision of sufficient evidence to prove that the conduct of the said teacher seems to be inappropriate and violates conditions agreed upon until a proper inquiry is made.

13.1.9   In such cases, the Director, in consultation with the Chairperson of the relevant Board of Study and the relevant Postgraduate Programme Coordinator shall appoint another qualified person to teach the rest of the course.

13.2   Evaluation of Teaching

13.2.1   The Institute shall conduct evaluations of teaching of a course/s of a study programme based on student feedback or peer review reports.

13.2.2   A teacher who has been assigned a minimum of 10 hours of teaching or practical work of a course in a given semester shall be evaluated by students.

13.2.3   The Institute shall conduct evaluation of teaching as per guidelines and operational procedures for teacher evaluation approved by the Board of Management.

13.2.4   The results of the evaluation of teaching shall be made available to the respective teacher by the Director of the Institute.

13.2.5   The Institute reserves the right to take appropriate measures to incentivize teachers / to improve the quality of teaching based on results of evaluation of teaching as approved by the Board of Management.

13.3   Inquiring into Complaints against Teachers

13.3.1   Complaints against a teacher/s made by a student/s, a fellow teacher/s and any other responsible person/s on academic misconduct and sexual harassment and violence shall be investigated under the Code of Conduct for Academic Staff of the University of Peradeniya and/or the Policy on Sexual Harassment and Violence of the University of Peradeniya and the Establishment Code.

13.4   Termination of Appointment

13.4.1   After considering the report/s of Committee/s of Inquiry, the Board of Management shall recommend to the Director to warn, impose penalties and remove a teacher from the teaching panel of the Postgraduate Programme.

13.4.2   The Board of Management shall also reserve the right to refer such cases to the University/ Institute where the said teacher is a permanent staff member for further action or to follow legal action.

PART 14: THESIS/DISSERTATION SUPERVISION AND EVALUATION OF SUPERVISION

14.1   Appointment of Supervisor/s

14.1.1   Upon the recommendation of the relevant Board of Study and approval of the Board of Management, the Director shall appoint a suitable person as a supervisor/ a member of a committee of supervisors to guide a research student on the basis of the synopsis submitted by the student with the application for admission to a degree programme.

14.1.2   The number of members in a committee of supervisors shall not exceed three (03) and one member of the committee shall be appointed as the main supervisor who shall be the Chairperson of the committee.

14.1.3   A person to be appointed as a supervisor of a research student shall possess postgraduate qualifications at least equivalent to the qualification sought by the student.

14.1.4   The Institute shall prepare Terms of Reference for supervisors indicating guidelines and conditions regarding the appointment, termination of appointment, ethics and responsibilities, duty lists, etc.

14.1.5   A person who is appointed as a supervisor shall enter into an agreement with the Director of the Institute on the conditions stated in the relevant Terms of Reference and the letter of appointment.

14.1.6   The Director of the Institute shall temporarily suspend the appointment of a supervisor at any time with the provision of sufficient evidence on poor supervision, inappropriate conduct and violation of conditions agreed upon until a proper inquiry is made.

14.2   Inquiring into Complaints against Supervisors

14.2.1   Complaints against a supervisor/s made by a student/s, a fellow supervisor/s and any other responsible person/s on academic misconduct and/or sexual harassment and violence shall be investigated under the Code of Conduct for Academic Staff of the

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University of Peradeniya and/or the Policy on Sexual Harassment and Violence of the University of Peradeniya.

14.2.2 The viva-voce Examination Board of a student reserves the right to report to the Director of the Institute for necessary action, any cases of inadequate / poor supervision.

14.3 Termination of Appointment

14.3.1 After considering the reports of the Committee/s of Inquiry and the viva-voce Examination Boards, the Board of Management shall recommend to the Director to warn, impose penalties and remove a supervisor from the list of supervisors of the Institute.

14.3.2 The Board of Management shall also reserve the right to refer such cases to the relevant University/ Institute where the said supervisor is a permanent staff member for further action or to follow legal action.

PART 15: RESEARCH PROJECT AND THE THESIS/ DISSERTATION

15.1 Research Proposal

15.1.1 A student registered for a degree programme with a research component shall submit a proposal of his/her intended research in the format prescribed by the Institute along with duly completed Research Proposal Submission Form to the Registrar of the Institute within first twelve (12) months of his/her candidature.

15.1.2 It shall be the responsibility of the supervisor/s to guide and assist the student to develop the research proposal, assess it and suggest necessary amendments and recommend the submission of the proposal for evaluation. The supervisor/s shall endorse the submission of the research proposal for evaluation by duly completing the relevant sections of the Research Proposal Submission Form.

15.1.3 A student shall orally present his/her research proposal to a panel of evaluators consisting of the following members:
(a) The Chairperson of the Board of Study or his/her nominee (Chair of the panel)
(b) Two members appointed by the relevant Board of Study; and
(c) Supervisor/s of the candidate.

15.1.4 The panel of evaluators shall evaluate and recommend the proposal as "satisfactory" or "unsatisfactory". If the recommendation is not unanimous it shall be given at least by a simple majority of votes of panel members present at the evaluation meeting.

15.1.5 The recommendation made by the panel of evaluators shall require the approval of the relevant Board of Study to be effective.

15.1.6 If the recommendation of panel of evaluators is "unsatisfactory" and if the relevant Board of Study approves the same, the student is required to resubmit the proposal after revisions and face another evaluation as recommended by the panel.

15.2 Progress Reports

15.2.1 A research degree student shall submit six-monthly progress reports of his/her research and writing of the thesis in the prescribed form through supervisor/s to the Registrar of the Institute for approval of the relevant Board of Study.

15.2.2 The supervisor/s of the student shall be required to submit a detailed report of supervision and progress of the student in terms of research and thesis writing with each progress report submitted by students.

15.2.3 Progress reports which are unsatisfactory as decided by the relevant Board of Study, not submitted with a detailed report from supervisor/s or not received on time may lead to suspension of the registration.

15.3 Seminars and Conferences

15.3.1 A student who has completed most of his/her research and writing of the thesis/ dissertation shall lead a thesis/dissertation pre-submission seminar on his/her thesis/ dissertation three (03) months before the intended date of submission of the thesis/dissertation for examination. The completion of the pre-submission seminar shall be a requirement for the submission of the thesis/ dissertation. The student shall revise the thesis/dissertation, if required, incorporating comments and suggestions made at the pre-submission seminar.

15.3.2 A student of the Master of Arts/ Master of Science degree programme (SLQF Level 10) of the Institute shall produce evidence of presenting his/her research work at least once in nationally / internationally recognized academic forums including the PGIHS Research Congress from the date of registration for the programme and before the submission of the thesis/dissertation for evaluation.

15.3.3 A student of the Master of Philosophy degree programme (SLQF Level 11) of the Institute shall produce evidence of presenting his/her research work at least twice in nationally / internationally recognized academic forums including the PGIHS Research Congress from the date of registration for the programme and before the submission of the thesis/dissertation for evaluation.

15.3.4 A student of the Doctor of Philosophy degree programme (SLQF Level 12) of the Institute shall produce evidence of presenting his/her research work at least three times in nationally / internationally recognized academic forums including the PGIHS Research Congress from the date of registration for the programme and before the submission of the thesis/ dissertation for evaluation.

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15.3.5   In all such presentations of a part/parts of a thesis/dissertation in academic forums, the student shall indicate his/her correspondence/affiliation to the Institute and acknowledge that the work presented is a part of his/her thesis/dissertation submitted/ to be submitted to the Postgraduate Institute of Humanities and Social Sciences of the University of Peradeniya.

15.3.6   Presentations of a part/parts of a thesis/dissertation without due correspondence and acknowledgement as stated in Section 15.3.5 shall not be considered as fulfilling the requirement given in Sections 15.3.2, 15.3.3 and 15.3.4 of these Bylaws.

15.4   Publication of a Part/Parts of a Thesis/Dissertation before Submission for Evaluation

15.4.1   A student shall submit proof of publication of at least one article/paper from a part/parts of MPhil or PhD thesis/dissertation in internationally accepted journals/ edited volumes including the Journal of Humanities and Social Sciences (JHS), the official journal of the Institute, before submitting the thesis/dissertation for evaluation.

15.4.2   Publication of main chapters of an MPhil or a PhD thesis/dissertation in internationally accepted journals/ edited volumes may be done as joint publication with supervisor/s of the student as joint author/s.

15.4.3   In all such publications of a part/parts of a thesis/dissertation as journal articles or book chapters, the student shall indicate his/her affiliation to the Institute and acknowledge that the work published is a part of his/her thesis/dissertation submitted/ to be submitted to the Postgraduate Institute of Humanities and Social Sciences of the University of Peradeniya.

15.4.4   Publication of a part/parts of a thesis/dissertation without due correspondence and acknowledgement as stated in Section 15.4.3. shall not be considered as fulfilling the requirement given in Section 15.4.1 of these Bylaws.

15.5   Submission of a Thesis/ Dissertation for Evaluation

15.5.1   A student shall inform the Director of the Institute through supervisor/s in writing the intended date of submission of the thesis/dissertation for evaluation at least three months before the intended date of submission to provide sufficient time for the Institute to arrange the examination process.

15.5.2   A student is required to submit three copies of the thesis/dissertation to the Registrar of the Institute in the prescribed format in temporary binding along with the duly completed Thesis/Dissertation Submission Form for examination.

15.5.3   It shall be the responsibility of the supervisor/s to monitor the writing of the thesis/ dissertation as per the approved format of the Institute and recommend the submission of the thesis/dissertation for examination. The supervisor/s shall endorse the

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submission of the thesis/dissertation by duly completing the relevant sections of the Thesis/Dissertation Submission Form.

15.5.4   The student is required to include the following declaration in the thesis/dissertation:
I, (name of the student), hereby declare that this thesis/dissertation is submitted for the partial fulfillment / fulfillment of the requirements of the Degree of ………………. in ……………... (discipline/field of study) at the Postgraduate Institute of Humanities and Social Sciences of the University of Peradeniya. This thesis/dissertation is the result of my own independent research, except where due references are made. No part of this thesis/dissertation has been submitted in any form earlier or concurrently for the same or any other degree or diploma in any other university/ institution.

15.5.5   The Institute reserves the right to reject the acceptance of a thesis/dissertation for evaluation if it is not in conformity with Thesis/Dissertation Submission Format and/or not submitted with the duly completed Thesis/Dissertation Submission Form of the Institute.

PART 16: METHOD OF ASSESSMENT

16.1   Assessment of Courses

16.1.1   The assessment of courses may include two components: in-course assessments and/or end-semester examination and will be done as specified in each course of a degree programme.

16.1.2   In-course assessment may include assignments, tutorials, homework, presentations, field work, quizzes, laboratory work, etc. as indicated in the course syllabus.

16.1.3   The teacher of a course shall be responsible in giving details of in-course assessment such as type of assessments, deadlines for submission of materials, marks allocation, etc. to the student at the beginning of the course. The teacher shall also be responsible in completing in-course assessments on a schedule, displaying marks of in-course assessment to students before they sit the end-semester examination of the course, handing over all material of in-course assessment to the Registrar of the Institute after the evaluation along with mark sheets.

16.1.4   Each course shall be graded based on marks obtained for in-course assessments and end-semester examinations using the following scheme:

Grade	Grade Point	Marks Range
A	4.00	80 and above
A-	3.70	70-79
B+	3.30	65-69
B	3.00	60-64
B-	2.70	55-59
C+	2.30	50-54
F	0.00	Below 50

16.1.5   A student who obtains a grade below C+ for a course shall repeat the course in the next available examination. The maximum number of attempts a student is allowed to sit for the examination of a course shall be three (03).

16.2   Assessment of Independent Study/Guided Project

16.2.1   The evaluation of independent study/guided project shall contain two components: (i) Examiner's evaluation of final outcome submitted by students in written form; (ii) oral presentation of the final outcome of the project. A student shall obtain a minimum of 50% of marks allocated for each component of the project to successfully complete it.

16.2.2   The final outcome of the study/project shall be graded as per the scheme given in Section 16.1.4 of these Bylaws.

16.2.3   A student/a group of students who obtains a grade below C+ for the study/project shall repeat the examination process of the study/project as instructed by the Institute.

16.3   Assessment of Thesis/Dissertation

16.3.1   The assessment of a thesis/dissertation submitted for a research degree shall include two components of evaluation: Thesis/dissertation examination and viva-voce examination of the thesis/dissertation.

16.3.2   The Thesis/Dissertation Examination is expected to complete within three months from the date of the submission of the thesis/dissertation for examination by the student. An examiner of a thesis/dissertation shall evaluate the thesis/dissertation for suitability, adequacy and consistency of information, arguments and results presented in the thesis/dissertation and innovations and contribution to the literature, and practical relevance of conclusions and recommendations presented in the thesis/dissertation. Thesis/dissertation examiners shall grade the content of the thesis/dissertation in a marking scheme approved by the Institute.

16.3.3   The viva-voce examination of a thesis/dissertation shall be held soon after the completion of the thesis/dissertation examination. The viva-voce Examination Board shall evaluate theoretical knowledge, analytical thinking, adequacy of information, creativity and innovations in the research, suitability and implementational relevance of conclusions and recommendations and communication and presentation skills of the student. The viva-voce Examination Board shall grade the performance of the student at the viva-voce examination in a marking scheme approved by the Institute.

16.4 Calculation of GPA

16.4.1 The Grade Point Average (GPA) is the average of all the grade points obtained for courses and the independent study/guided project. The GPA shall be calculated for a semester and for the entire academic programme and given to the second decimal point. GPA calculation formula:

$$GPA = \frac{\sum_{i=1}^{n} c_i g_i}{\sum_{i=1}^{n} c_i}$$

where c_i is the credit value for i^{th} course and g_i is the grade point for i^{th} course.

16.4.2 The GPA of courses followed on credit and the independent study/guided project shall be given in the academic transcript.

PART 17: EXAMINATION PROCEDURE, OFFENSES AND PUNISHMENTS

17.1 General

17.1.1 These Regulations of Examination Procedure, Offences and Punishments shall be based on the Regulations Relating to Examinations Procedure, Offences and Punishment for Examinations of the University.

17.1.2 A student who registered for postgraduate examinations of the Institute shall acquaint himself/herself with the Rules and Regulations regarding Examination Procedures, Offences and Punishments of the University adopted by the Institute.

17.1.3 A student shall at any time obtain a copy of Rules and Regulations regarding Examination Procedures, Offences and Punishments of the University from the Registrar of the Institute.

17.2 Application for Examinations

17.2.1 A registered student of the Institute shall duly apply for any examination conducted by the institute. Application for entry to postgraduate examinations shall be made only by those who have been duly registered for a course, whose registration continues to be in force, and who are eligible to take the examination in the semester which is determined based on class participation and performance in the in-course assessment.

17.2.2 Each application for entry to a postgraduate examination shall be made on the prescribed form obtainable from the Institute and sent to the Registrar of the Institute on or before the closing date as specified in the Examination Entry Form. A student shall attach the payment receipt of the prescribed fees (applicable only for repeat

examinations) and any other relevant documents with the duly completed Examination Entry Form.

17.2.3 A student shall be entitled to be examined in the medium in which he/she has registered for the course of study. The final decision on the medium of registration shall be determined by the Board of Study based on the written language of answer scripts of a candidate.

17.2.4 An application of a student who is not eligible to sit for an examination or which has been received late or is incomplete shall be rejected and the decision shall be intimated to the student by the Registrar of the Institute.

17.2.5 A student who is registered for an examination shall receive the admission card and the timetable of the relevant examination fourteen (14) days before the commencement of the examination.

17.2.6 A student who has not received the above documents by the seventh (7th) day before the commencement of the examination that he/she has applied for shall inform the same to the Registrar of the Institute.

17.3   Withdrawal from Examinations

17.3.1 A student who registered for an examination and wishes to withdraw from it after the receipt of the Examination Admission Card shall make a request for the withdrawal by a letter sent through registered post or faxed to the Registrar of the institute at least 24 hours before the commencement of the examination. The student is required to provide a reason/s and documentary evidence of such reasons for the withdrawal from the examination.

17.3.2 The Institute may allow a student to withdraw from examinations due to medical reasons or death of a close family member such as spouse/child/parent. A student may also be eligible to withdraw from an examination due to another examination or selection test conducted by a public or private institution for job recruitment or confirmation/ promotion of the job held on the same day.

17.3.3 In such cases of withdrawal from examinations, it shall be the responsibility of the student to return the admission card for the examination confidentially to the Registrar of the Institute immediately.

17.4   Absence from Examinations

17.4.1 Absence from an examination without a proper request for withdrawal made to the Registrar of the Institute as stated in Section 17.3 of these Bylaws shall be considered as an examination attempt.

17.4.2   However, absence from an examination due to a sudden illness/ disability or death of a close family member as stated in Section 17.3.2 may be considered as withdrawal from the examination if the student informs the same to the Registrar of the Institute within seven (07) days from the date of examination with medical reports and/or evidence.

17.5   Make-up Examinations

17.5.1   A student who fails to sit for the end-semester examination due to medical reasons or death of a close relative or another examination / selection test conducted by a public or private institution for his/her job recruitment or confirmation or promotion of the job held on the same day may request for a make-up examination within fourteen (14) days from the date of the examination. The relevant Board of Study shall have the discretion to accept or reject a request for a make-up examination.

17.5.2   The Institute shall conduct a make-up examination only during the examination period of the immediate next semester. After the approval of the Board of Study for a make-up examination, the student is required to register for the said examination by paying fees if relevant as instructed by the Registrar of the Institute.

17.6   Evaluation of Answer Scripts

17.6.1   Answer scripts of a subject/course in a postgraduate programme shall be evaluated by two examiners appointed by the Senate of the University upon recommendation by the relevant Board of Study and the Board of Management of the Institute.

17.6.2   If the discrepancy of marks between the first and the second examiners is greater than ten, the answer scripts shall be evaluated by a third examiner appointed by the Director from among Senate approved examiners of the Institute. In such a case the final mark of the student shall be the average of the two closest marks.

17.6.3   A student may submit a request to the Registrar of the Institute in the prescribed form to re-scrutinize his/her answer script/s of a course/courses not later than fourteen (14) days from the date of the release of examination results.

17.6.4   The Institute shall complete the re-scrutiny of answer scripts within one month from the date of the student request.

17.7   Boards of Examiners of Coursework Examinations

17.7.1   The Board of Examiners of coursework examinations shall include the following members:
(a)   Director of the Institute who shall be the Chairperson of the Board of Examiners;
(b)   Chairpersons and Secretaries of Boards of Study

(c)   Postgraduate Programme Coordinators
(d)   Examiners of courses/subjects.

17.7.2   The Board of Examiners of coursework examinations shall approve results of examinations subject to minor adjustment made for the benefit of the students if necessary.

17.8   Examination of a Thesis/Dissertation

17.8.1   A thesis/dissertation submitted for a research degree shall be examined by two examiners appointed by the Senate on the recommendation of the relevant Board of Study and Board of Management of the Institute.

17.8.2   A thesis/dissertation examiner shall submit a detailed report in written form on the thesis/dissertation along with the duly completed Thesis/Dissertation Evaluation Form of the Institute.

17.8.3   The examination report shall clearly state whether the thesis/dissertation has met the academic standards required for the award of the degree that the student registered for and revisions required and justification/reasons for suggested revisions, etc. The examiner shall submit type-written detailed examination report in English with his/her signature and date of the signature.

17.8.4   In the Thesis/Dissertation Evaluation Form, the examiner shall assign marks for different components/aspects of the thesis/dissertation separately in a marking scheme approved by the Institute and provide his/her recommendation to the viva-voce Examination Board.

17.8.5   An examiner of a thesis/dissertation shall submit Examiner's Report of the thesis, duly completed Thesis/Dissertation Evaluation Form and the examined copy of the thesis/dissertation to the Registrar of the Institute within two (02) months from the date of the receipt of the thesis/dissertation for examination.

17.8.6   In the Thesis/Dissertation Examination Form, the examiner shall recommend one of the following:
(a)   Accept the thesis/dissertation in its present form;
(b)   Accept the thesis/dissertation after typographical and editorial corrections;
(c)   Accept the thesis/dissertation after minor revisions
(d)   Resubmit the thesis/dissertation for examination after major revisions;
(e)   Consider the thesis/dissertation for a lower qualification
(f)   Reject the thesis/dissertation.

17.8.7   Minor revisions referred in Section 17.8.6 (c) of these Bylaws may include refinement and re-orientation of selected part/s of a thesis/dissertation such as research question/s, objectives, methodology, literature review, discussion and

conclusions, references and list of references, abstract and any other part/s as suggested by the viva-voce Examination Board.

17.8.8   Major revisions referred in Section 17.8.6 (d) of these Bylaws may include re-writing of the thesis/dissertation by redressing and revising research problem/s and objectives, methodology, conceptual framework, literature; collection of additional data and amending results and discussion and conclusions of the thesis/ dissertation accordingly. The supervisor/s of the student is required to closely monitor the completion of revisions to the thesis/dissertation as suggested by the viva-voce Examination Board.

17.9   Viva-voce Examination of a Thesis/Dissertation

17.9.1   A student of a research degree programme shall pass a viva-voce examination of his/her thesis/dissertation. The maximum number of attempts at viva-voce examination for a student is two (02).

17.9.2   There shall be a viva-voce Examination Board to finalize the examination of a thesis / dissertation submitted to the Institute by a student. The viva-voce Examination Board of a thesis/dissertation shall include the following members:
(a)   Director of the Institute or his/her nominee;
(b)   Chairperson of the relevant Board of Study;
(c)   Two thesis/dissertation examiners appointed by the Senate;
(d)   Two oral examiners appointed by the Board of Study from among Senate approved examiners; and
(e)   Supervisor/s of the student (as observer/s).

17.9.3   Any of the above persons shall not perform more than one role at a meeting of a viva-voce Examination Board.

17.9.4   The Chairperson of the relevant Board of Study shall chair the meetings of the viva-voce Examination Board. If the Chairperson of the relevant Board of Study is absent for the viva-voce examination/ if he/she is an examiner or a supervisor of the student /under special circumstances, the Director shall chair the meetings of a viva-voce Examination Board.

17.9.5   If an examiner is unable to attend a meeting of a viva-voce Examination Board due to sudden illness or any other reason, a suitable replacement shall be made by Director of the Institute from among the examiners appointed by the Senate for postgraduate examinations of the Institute.

17.9.6   Depending on the requirement, the Institute shall arrange the viva-voce examination of a student in any technology driven mode in order to facilitate attendance of the student or examiners to the viva-voce Examination Board meeting.

Dates of Approval:
Board of Management of the PGIHS: 25th Meeting held on 27th February 2019
Senate of University of Peradeniya: 441st Meeting held on 15th May 2019
Council of University of Peradeniya: 448th Meeting held on 29th June 2019

17.9.7   The viva-voce Examination Board shall evaluate the performance of the student at the viva-voce examination in a marking scheme approved by the Board of Management of the Institute.

17.10   Recommendation of the Viva-Voce Examination Board

17.10.1   The viva-voce Examination Board shall recommend one of the following:
   (a)   Pass examination without corrections to the thesis/dissertation;
   (b)   Pass the examination subject to typographical and editorial corrections to the thesis/dissertation;
   (c)   Pass the examination subject to minor revisions to the thesis/dissertation;
   (d)   Fail the examination and resubmit the thesis/dissertation for evaluation after major revisions to the thesis/dissertation;
   (e)   Fail the examination and recommend the thesis/dissertation for a lesser qualification;
   (f)   Fail the examination and reject the thesis/dissertation.

17.10.2   A student shall be given one-month period of time from the date of viva-voce examination to submit the corrected thesis/dissertation after typographical and editorial corrections. The supervisor/s of the student shall certify to the effect that the corrections suggested by the viva-voce Examination Board are made before the submission of the corrected thesis/dissertation.

17.10.3   If minor revisions are proposed to the thesis/dissertation, the student shall be given minimum of two months and maximum of five months from the date of viva-voce examination to submit the corrected thesis/dissertation. The viva-voce Examination Board may appoint a supervisor/ one of the examiners to certify to the effect that all the revisions/corrections suggested by the viva-voce Examination Board are made to the thesis/dissertation before the submission of the corrected thesis/ dissertation.

17.10.4   (a)   If resubmission of the thesis/dissertation is recommended after major corrections, the student shall be given a period of six months to one year from the date of viva-voce examination to resubmit the thesis/dissertation for evaluation and avail for another viva-voce examination. The Registrar of the Institute shall inform the student in writing the decision of the viva-voce Examination Board and the date of the resubmission of the revised thesis/ dissertation.

   (b)   The supervisor/s shall monitor the completion of revisions as suggested by the viva-voce Examination Board and recommend the resubmission of the revised thesis/dissertation. In the event of non-availability of previously appointed supervisor/s for further supervision or evidence on poor supervision, the viva-voce Examination Board shall recommend the Director to appoint a new supervisor to guide the student to complete revisions and resubmission of the thesis/dissertation.

17.10.5 The viva-voce Examination Board shall recommend a thesis/dissertation to award a lesser qualification than the qualification for which the thesis/dissertation was submitted if it decides that academic standing of the thesis/dissertation is inadequate to award the qualification sought but adequate to award the lesser qualification it recommends.

17.10.6 The viva-voce Examination Board shall consider the recommendations given in Sections 17.10.1 (e) and (f) only at the second attempt of the viva-voce examination of a student.

17.10.7 If the viva-voce Examination Board recommends the rejection of a thesis / dissertation or if a student fails to satisfy the viva-voce Examination Board twice, he/she should be deemed to have failed the entire degree programme and his/her registration shall be terminated.

17.11 Final Grade of a Thesis/Dissertation

17.11.1 Based on marks given by thesis/dissertation examiners for the thesis/dissertation and the viva-voce Examination Board for the performance of the student at the viva-voce examination, a grade shall be assigned for a thesis/Dissertation. The grading of a thesis/dissertation shall be done as per the scheme given in Section 16.1.4.

17.11.2 The grade of a thesis/dissertation shall be determined in a weighted scale of marks in which 60% weight is given to average mark given by thesis examiners and 40% weight is given to the average mark given by the viva-voce Examination Board.

17.11.3 The minimum grade required to pass the thesis/dissertation examination shall be C+ and the maximum grade obtained by a candidate in his/her second attempt of thesis/dissertation examination shall be B.

17.11.4 The title of thesis/dissertation, the grade and grade descriptor obtained for the thesis/dissertation shall be listed on the academic transcript of the student.

PART 18: THESIS/DISSERTATION FINAL SUBMISSION

18.1 A student whose thesis/dissertation is accepted by the viva-voce Examination Board for the award of a degree shall submit four (04) copies of the corrected thesis/dissertation in a fully bound form and the softcopy of the thesis/dissertation in PDF format written in a Compact Disk (CD) to the Registrar of the Institute.

18.2 If the thesis/dissertation examination is passed subject to minor corrections, the student shall produce the certification of the examiner nominated by the viva-voce Examination Board to the effect that all corrections required by the viva-voce Examination Board will have been made before the submission of the final thesis/ dissertation.

18.3   Upon submission of the final thesis/dissertation, a candidate shall sign a Thesis/ Dissertation Release Form which permits the Institute/University to use with restrictions the printed and PDF version of the thesis/dissertation for scholarly purposes immediately or one year/two years after the submission of the final thesis/dissertation to the Institute.

18.4   Of the four (04) copies of the final thesis/dissertation submitted, three (03) copies shall become the property of the Institute and the University and the other copy shall be returned to the candidate with the official endorsement of the Institute.

PART 19: EFFECTIVE DATE OF POSTGRADUATE DIPLOMA/ DEGREE PROGRAMME

19.1   The effective date of a diploma/degree programme, where a mandatory viva-voce examination is not stipulated, is the last date of the examination in which a student successfully completes all requirements of that diploma/degree programme.

19.2   The effective date of a degree, where a mandatory viva-voce examination is stipulated, shall be determined as follows:

(a)   Pass the thesis/dissertation examination without corrections:

(i)   The date of the submission of the thesis/dissertation for examination provided that the final version of the thesis/dissertation is submitted in bound form to the Registrar of the Institute within a period of one month from the date of the viva-voce examination.

(b)   Pass the thesis/dissertation examination with typographical and editorial corrections:

(i)   The date that completes a period of one month (30 days) from the date of submission of the thesis/dissertation for examination provided that the corrected and final version of the thesis/dissertation is submitted in bound form to the Registrar of the Institute within a period of one month from the date of the viva-voce examination.

(c)   Pass the thesis/dissertation examination with minor corrections:

(i)   The date that completes a period of two months (60 days) from the date of submission of the thesis/dissertation for examination provided that the corrected and final version of the thesis/dissertation is submitted in bound form to the Registrar of the Institute within a period of two months from date of the viva-voce examination.

Dates of Approval:
Board of Management of the PGIHS: 25th Meeting held on 27th February 2019
Senate of University of Peradeniya: 441st Meeting held on 15th May 2019
Council of University of Peradeniya: 448th Meeting held on 29th June 2019

(ii) The date that completes a period of five months (150 days) from the date of submission of the thesis/dissertation for examination provided that the corrected and final version of the thesis/dissertation is submitted in bound form to the Registrar of the Institute within a period of five months from date of the viva-voce examination.

19.3 If the corrected thesis/dissertation is not resubmitted in bound form within the stipulated time period, the effective date of the degree shall be determined as of the next level of recommendation by the viva-voce Examination Board.

19.4 If the thesis/dissertation is recommended for a lesser qualification, the effective date of the degree shall be determined as in Sections 19.2 (a) or 19.2 (b) of these Bylaws.

19.5 Effective date of the degree of a student who resubmits the thesis/dissertation after major corrections shall be determined as given in Sections 19.2 (a), (b), (c) of these Bylaws from the date of resubmission of the thesis/dissertation for examination.

PART 20. RELEASING RESULTS OF EXAMINATIONS

20.1 It is the responsibility of the Institute to release results of an examination within a period of three months from the last date of the examination.

20.2 The Institute shall recommend names of candidates who successfully completed the requirements of respective degree programmes through Boards of Examinations and the Board of Management to the Senate for approval. Results of degree programmes shall be effective only with the approval of the Senate.

20.3 Provisional results shall be released upon approval by the Board of Examiners subject to the approval of the Board of Management and the Senate.

20.4 A student shall make a request in the prescribed form to the Registrar of the Institute regarding any correction or verification of results/certificates issued by the Institute.

PART 21: CERTIFICATES OF DEGREE /DIPLOMA PROGRAMMES

21.1 A student who sat for examinations shall be provided with a results sheet for every semester by the Institute.

21.2 At the end of the diploma/degree programme, a student shall be provided with the transcript for the degree programme. The transcript shall include details of courses and study components such as course code, course title, letter grade, status (compulsory or optional), number of credits, non-credit and audit courses, title, credits and grade of the independent study/guided project (if any), title of the thesis/dissertation and grade of the thesis/dissertation (if any).

21.3   A student who has been successful at a postgraduate degree or diploma examination may obtain a provisional certificate of results from the Institute.

21.4   The printed certificates of degrees shall be awarded at the General Convocation or after such arrangement as may be recommended by the Senate and the Council of the University.

21.5   The printed certificates of postgraduate diplomas shall be awarded at a Postgraduate Diploma awarding ceremony organized by the Institute.

PART 22: DISPUTE SETTLEMENT

22.1   The Board of Management of the Institute shall appoint a three member Dispute Settlement Committee in which one member shall be appointed from among members of the Board to inquire, settle and/or report to the Board of Management on disputes between and among students, students and teachers, students and supervisors of the Institute.

22.2   Given the degree of the impact on the continuity of programmes of the Institute, the Dispute Settlement Committee shall recommend measures to the Director of the Institute to resolve the matter until the committee recommendations are approved by the Board of Management.

PART 23: STUDENT SOCIETIES AND ALUMNI ASSOCIATION OF THE INSTITUTE

23.1   Student Societies

23.1.1 The registered students of the Institute with the approval of the Director of the Institute may form Student Societies at three levels: the General Student Society of the Institute, Board of Study Student Societies, and Programme Student Societies.

23.1.2 The primary responsibility of a Student Society is to promote interests, rights, and needs of member students, undertake and organize events and activities facilitating interaction and harmony among students and staff, enhance learning and research opportunities for students, facilitate the Institute to connect with the industry and community and undertake stakeholder consultations and contribute to development activities of the Institute.

23.1.3 The activities, events and programmes organized by a Student Society of the Institute shall be subject to the general guidelines, directions, rules and regulations of the Institute and the University and shall require prior written approval of the Director of the Institute.

23.1.4 The Institute shall govern the activities of a student society as per Guidelines and Regulations and Terms of References approved by the Board of Management.

23.2   Alumni Association

23.2.1   The Alumni Association of the PGIHS (AA-PGIHS) shall be formed in order to facilitate and promote interests of alumni of the Institute and undertake and organize events and activities that enhance interactions among members of the Alumni Association, current students, staff and resource persons of the Institute, facilitate the Institute to connect with the industry and community and undertake stakeholder consultations and contribute to research and development activities of the Institute.

23.2.2   A person who obtained postgraduate qualifications in the fields of Humanities and the Social Sciences from the University of Peradeniya shall be entitled to obtain the membership of the AA-PGIHS on application.

PART 24: INTERPRETATION AND AMMENDMENTS OF BYLAWS

24.1   Any questions regarding the interpretation of these Bylaws shall be referred to the Board of Management of the Institute and the Senate and the Council of the University whose decision thereon shall be final.

24.2   Any amendments/additions to these Bylaws shall require the approval of the Boards of Study and the Board of Management of the Institute and the Senate and the Council of the University.

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