Standard Operating Procedures for Postgraduate Programmes

Faculty of Science

University of Colombo

Table of Contents

Message from the Dean

Reference Code

List of Abbreviations

Standard Operating Procedures

Part I

Postgraduate Diplomas & Master of Science Programmes

Document # SOP 1.1	Title: **Introduction of a New Master of Science Programme**	Print Date:
Preparation	Prepared by the Sub Committee appointed by IQAC	Effective Date:
Revision		Effective Date:
Approval	IQAC/ FB	Date of Approval:

[1] Purpose

   Procedure for Introduction of a New Master of Science Programme

[2] Participants
   i. Members from of the University Grants Commission (UGC)
   ii. Senate, University of Colombo
   iii. Dean, Faculty of Science (Chairperson Higher Degrees Committee)
   iv. Members of the Faculty Board (FB), Faculty of Science
   v. Director Postgraduate Studies, Faculty of Science
   vi. Members of the Masters Study Board (MSB), Faculty of Science
   vii. Members of Higher Degrees Committee (HDC), Faculty of Science
   viii. Head/s of Departments
   ix. Coordinator/s of Programmes
   x. Programme Study Board (PSB)
   xi. Academic staff member/s
   xii. AR/ SAR/ DR, Faculty of Science

[3] Procedure

Activity 1: Rationale for introduction

   1.1 Academic staff member/s shall communicate the need to introduce a programme to the Head of the Department (hereafter referred to as Head) with evidence (generated through formal/ informal processes, needs assessment).
   1.2 The Head shall inform and discuss matters relevant to the introduction of the programme with academic staff members at a departmental meeting.

Activity 2: Preparation of draft document

   2.1 Head shall assign the task of preparing the relevant documents to academic staff member/s of the department who initiated the programme, to design the course structure and curriculum in accordance with the stipulated guidelines set out in the SLQF (Annexure 1) and the Faculty of Science MSc By-laws (Annexure 2), and specifies a time frame for formulating the draft document. The programme and course structure and content should be presented in the approved format (Annexures 3 & 4).

2.2 Academic staff of the department shall obtain the feedback from internal and external experts during preparation of draft document.

2.3 The draft document shall be circulated among academic staff of the department for suggestions and revisions prior to submission to the Higher Degrees Committee (herein after referred to as HDC).

Activity 3: HDC/Senate approval

3.1 The finalized document shall be sent to the HDC.

3.2 The Chairperson of the HDC shall circulate the draft document among its members for feedback prior to the meeting.

3.3 The relevant academic staff member/s shall revise the document based on the comments and suggestions (if any) by the HDC.

3.4 The draft document shall be approved by the HDC and sent for recommendations of the FB and for Senate approval.

3.5 The Head shall send names of two external reviewers to be submitted to the HDC which shall be sent to the FB and to the Senate for approval.

3.6 Academic staff member/s assigned to the task of formulating the documents shall send the course structure, syllabi and other relevant details (course mapping and curriculum blueprint) to the approved external reviewers.

3.7 The documents shall be revised based on the comments of the external reviewers.

3.8 The finalized document shall be re-sent to the HDC and then forwarded by the AR/ SAR/ DR for recommendations of the FB and for Senate approval.

3.9 The Senate shall grant approval for the proposed programme.

Activity 4: UGC approval

4.1 The AR/ SAR/ DR, Academic & Publications shall send the relevant documents for Council approval.

4.2 The Dean shall inform the relevant Department of the Council decision.

4.3 The Head shall send the name/s of the Programme Coordinator/s (hereinafter referred to as the Coordinator/s) to the MSB /HDC for approval.

4.4 The Coordinator/s shall, through the Dean and Head, submit the required documents to the UGC for approval. The documents will include the duly completed form/s provided by the UGC for introduction of PG courses (Annexure 5), proposed budget, needs assessment document, external review reports and revisions and evidence of HDC and Senate approval.

Activity 5: Inclusion of the introduced programme

5.1 Upon receiving UGC approval, the Coordinator/s shall take steps to incorporate this information to the Postgraduate Handbook and Web at the next available opportunity.

5.2 The relevant Department shall establish a Programme Study Board (PSB) comprising the Coordinator and at least two other members (one member from outside the Faculty, if required), whose names shall be sent to the MSB/HDC for approval.

[4] Effectiveness Criteria

- Records of dates and activities maintained by the Coordinator/s and PSB
- Minutes of the Department Meetings and MSB
- AR/ SAR/ DR, Faculty maintains minutes of the HDC, FB, Senate and Council

Document # SOP 1.2	Title: **Revision of Programmes/Courses**	Print Date:
Preparation	Prepared by the Sub Committee appointed by IQAC	Effective Date:
Revision		Effective Date:
Approval	IQAC/ FB	Date of Approval:

[2] Purpose

Procedure for Revision Programme/Courses

[**3**] **Participants**
  i.   Senate, University of Colombo
  ii. Dean, Faculty of Science (Chairperson Higher Degrees Committee)
  iii. Members of the Faculty Board (FB), Faculty of Science
  iv. Director Postgraduate Studies, Faculty of Science
  v.   Members of the Masters Study Board (MSB), Faculty of Science
  vi. Members of Higher Degrees Committee (HDC), Faculty of Science
  vii. Head/s of Departments
  viii. Coordinator/s of Programmes
  ix. Programme Study Board (PSB)
  x.   Academic staff member/s
  xi. AR/ SAR/ DR, Faculty of Science

[3] **Procedure**

Activity 1: Rationale for revision

  1.1 The Coordinator /PSB shall communicate the need to revise an existing programme / course to the Head of the Department with evidence (generated through formal/ informal processes, needs assessment).
  1.2 The Head shall inform and discuss matters relevant to the revision of the programme/course at a department meeting.

Activity 2: Preparation of draft document

  2.1 Head shall assign the task of revising the Programme/course to the Coordinator /PSB.
  2.2 The Coordinator/ PSB shall obtain feedback from the internal and external experts during the process of revision.
  2.3 The revised draft document shall be circulated among academic staff of the department for suggestions.

Activity 3: MSB/HDC approval

    3.1 The Coordinator shall, through the Head, send the revised document to the MSB/HDC for approval.

    3.2 The Coordinator shall incorporate comments and suggestions (if any) by the MSB/HDC.

Activity 4: Senate approval

    4.1 AR/ SAR/ DR shall forward the documents for recommendations of the FB and for Senate approval.

    4.2 The Senate shall grant approval with suggestions/ recommendations.

Activity 5: Inclusion of revised Programme / Courses

    5.1 Upon receiving Senate approval the revised Programme/ Course, the Coordinator shall take steps to incorporate this information to the Postgraduate Handbook and Web at the next available opportunity.

[4] Effectiveness Criteria

- Records of dates and activities maintained by the Coordinator/s and PSB
- Minutes of the Department Meetings and MSB
- AR/ SAR/ DR, Faculty maintains minutes of the HDC, FB and Senate

Document # SOP 1.3	Title: **Programme implementation**	Print Date:
Preparation	Prepared by the Sub Committee appointed by IQAC	Effective Date:
Revision		Effective Date:
Approval	IQAC/ FB	Date of Approval:

[2] Purpose

Procedure for Programme Implementation

[3] Participants
   i.   Senate, University of Colombo
   ii. Dean, Faculty of Science (Chairperson Higher Degrees Committee)
   iii. Members of the Faculty Board (FB), Faculty of Science
   iv. Director Postgraduate Studies, Faculty of Science
   v.   Members of the Masters Study Board (MSB), Faculty of Science
   vi. Members of Higher Degrees Committee (HDC), Faculty of Science
   vii. Head/s of Departments
   viii. Coordinator/s of Programmes
   ix. Programme Study Board (PSB)
   x.   Academic staff member/s
   xi. AR/ SAR/ DR, Faculty of Science
   xii. AR/ SAR/ DR, Academic & Publications
   xiii. AB/ SAB/ DB, Faculty of Science
   xiv. Students

[3] Procedure

Activity 1: Call for applications

1.1 The Coordinator shall prepare an advertisement following the prescribed format of the University of Colombo (Annexure 6) and through the Head of Department, request AR/SAR/DR, Academic & Publications to call for applications. A deadline shall be stated for handing over application forms. The Application Form (Annexure 7) shall be made available at the Academic & Publications branch and in the Website of the Faculty.
1.2 Prior to the application process, the Coordinator shall obtain a Budget Code for the programme from the AB/SAB/DB, Faculty. The Coordinator shall prepare the tentative budget (Annexure 8) and submit through Head/Dean, to the Finance Committee of the University for approval.
1.3 The prospective candidates shall submit the duly completed application (in person or via online) to the AR/SAR/DR Faculty by the deadline.
1.4 The Coordinator in consultation with the PSB shall check for fulfilment of the requirements for the programme as stipulated in the by-laws and advertisement.

Activity 2: Selection of candidates

2.1 The Coordinator shall notify the prospective candidates of the dates scheduled for interviews.

2.1 The Coordinator through the Head, shall send names of the interview panel consisting of five members (Head, Coordinator, an academic staff member from outside the department and two others) to MSB/HDC for approval.

2.2 The Coordinator shall organize the interview and the names of the selected candidates (name and qualifications) shall be sent through the Head to MSB/HDC for approval.

Activity 3: HDC /FB/ Senate approval

3.1 The AR/ SAR/ DR shall forward the final list of candidates for FB recommendations and for Senate approval.

Activity 4: Commencement of the programme

4.1 The Coordinator shall in consultation with the PSB prepare a timetable containing dates for the Orientation and Commencement of the programme.

4.2 The Coordinator in consultation with the PSB shall prepare the list of lecturers (academics, external experts) and send the list to the MSB/HDC for approval.

4.3 Coordinator shall notify the students of the dates and shall coordinate with relevant lecturers to ensure smooth running of the programme.

Activity 5: Reporting progress

5.1 The Coordinator shall submit, annually, the progress of the MSc programme to the HDC using the format given (Annexure 18)

[4] Effectiveness Criteria

- Records of dates and activities maintained by the Coordinator/s and PSB
- Minutes of the Department and MSB
- AR/ SAR/ DR, Academic & Publications shall maintain records of dates of advertisement
- AR/ SAR/ DR, Faculty maintains minutes of the HDC, FB and Senate

Document # SOP 1.4	Title: **Written Examinations**	Print Date:
Preparation	Prepared by the Sub Committee appointed by IQAC	Effective Date:
Revision		Effective Date:
Approval	IQAC/ FB	Date of Approval:
All examination activities (where relevant) must be conducted so as to ensure confidentiality.		

[2] Purpose

Procedure for Written Examination

[3] Participants

  i).   Senate, University of Colombo
 ii).   Dean, Faculty of Science (Chairperson Higher Degrees Committee)
iii).   Members of the Faculty Board (FB), Faculty of Science
 iv).   Director Postgraduate Studies, Faculty of Science
  v).   Members of the Masters Study Board (MSB), Faculty of Science
 vi).   Members of Higher Degrees Committee (HDC), Faculty of Science
vii).   Head/s of Departments
viii).   Coordinator/s of Programmes
 ix).   Programme Study Board (PSB)
  x).   Academic staff member/s
 xi).   AR/ SAR/ DR, Faculty of Science
xii).   AR/ SAR/ DR, Examinations
xiii).   Students

[3] Procedure

Activity 1: Appointing examiners

1.1 The Coordinator in consultation with the PSB shall prepare a list of examiners (setter/first examiner, moderator/second examiners) for HDC approval. Note: Either first examiner or second examiner should be from outside the department.
1.2 The examiners list shall be sent to the MSB/ HDC for approval.
1.3 In consultation with the PSB the Coordinator shall prepare the Examination timetable and notify students / AR/SAR/DR, Examinations of the schedule and venue at least two weeks prior to the examination.
1.4 The Coordinator shall send the names of Supervisor/s and Invigilator/s to MSB/HDC for approval along with the scheduled dates.

Activity 2: Preparation of examination papers

2.1 The Coordinator shall inform the relevant examiners of the deadline for the submission of questions and model answers. The examiners shall be informed of the structure of the paper and the duration of the question paper (Annexure 8).

2.2 The Coordinator shall send the question paper together with model answers to the moderator together with the course structure (Annexure 4) and exam moderation form (Annexure 9).

2.3 The Coordinator shall collect the moderated question paper together with comments/ suggestions, revise and finalize the paper in consultation with the setters.

2.4 The Coordinator shall hand over the final version of the question paper with other relevant instructions/ details to the AR/SAR/DR, Examinations at least one week prior to the examination.

Activity 3: Printing of examination papers

3.1 AR/ SAR/ DR, Examinations shall make the required number of copies of the question paper and packet (with other instructions if any), seal and label.

Activity 4: Application for examinations

4.1 The students shall apply for examinations using the prescribed form (Annexure 10) available at the Examination Branch or Faculty website.

4.2 The Coordinator shall collect the duly completed examination forms from the students and submit these with the list of candidates to the AR/SAR/DR, Examinations.

4.3 The Coordinator shall collect the admission forms from the AR/SAR/DR, Examinations and hand over to the candidates prior to the examination.

Note: The students repeating a written examination shall follow the same procedure from 5.1 to 5.3.

Activity 5: Conducting examinations

5.1 AR/ SAR/ DR, Examinations shall hand over the sealed paper packet together with the relevant instructions to the Supervisor on the day of the examination.

5.2 The Supervisor shall conduct the examination according to the rules and regulations of the Faculty/ University (Annexure 11).

5.3 The Supervisor shall hand over the answer scripts and other relevant documents in a sealed packet to the AR/ SAR/ DR, Examinations after the completion of the examination.

Activity 6: Marking answer scripts

6.1 AR/ SAR/ DR, Examinations shall send the sealed packet of answer scripts to the relevant Head/Coordinator.

6.2 The Coordinator shall hand over the answer scripts to the first marker/s who shall submit the marked answers scripts and the mark list to the Coordinator in the prescribed format (Annexure 12).

6.3 The Coordinator shall hand over the marked answer scripts to the second examiner who shall handover the packet of answer scripts to the Coordinator after completion of the task.

6.4 The Coordinator / PSB / relevant examiners / Head shall conduct a pre-board meeting to finalize marks.

Activity 7: Release of results

7.1 The provisional results shall be released by the Coordinator to facilitate any requests for rescruitiny (Annexure 13).

7.2 The Coordinator shall in consultation with the PSB/examiners address any requests forwarded by students relating to the provisional marks.

7.3 The finalized mark list/s shall be sent to AR/ SAR/ DR Examinations through the Head.

7.4 AR/ SAR/ DR. Examinations shall inform the Dean, Head and Coordinator of the date of the Results Board Meeting.

7.5 Dean, Head, Coordinator, AR/ SAR/ DR, Examination shall attend the Results Board meeting.

7.6 AR/ SAR/ DR, Examination shall release results of examinations and submit results for Senate approval.

7.7 The Coordinator shall ensure that the results are released within 3 months of the date of the examination.

[4] Effectiveness Criteria

- Records of dates and activities maintained by the Coordinator/s and PSB
- Minutes of the Department and MSB
- AR/ SAR/ DR, Examinations shall maintain records of relevant dates
- AR/ SAR/ DR, Faculty maintains minutes of the HDC, FB and Senate

Document # SOP 1.5	Title: **Conducting and Evaluating Part II**	Print Date:
Preparation	Prepared by the Sub Committee appointed by IQAC	Effective Date:
Revision		Effective Date:
Approval	IQAC/ FB	Date of Approval:
All examination activities (where relevant) must be conducted so as to ensure confidentiality.		

[1] Purpose

Procedure for Conducting and Evaluating Part II

[2] Participants

   i). Senate, University of Colombo
  ii). Dean, Faculty of Science (Chairperson Higher Degrees Committee)
 iii). Members of the Faculty Board (FB), Faculty of Science
  iv). Director Postgraduate Studies, Faculty of Science
   v). Members of the Masters Study Board (MSB), Faculty of Science
  vi). Members of Higher Degrees Committee (HDC), Faculty of Science
 vii). Head/s of Departments
viii). Coordinator/s of Programmes
  ix). Programme Study Board (PSB)
   x). Academic staff member/s
  xi). AR/ SAR/ DR, Faculty of Science
 xii). AR/ SAR/ DR, Examinations
xiii). Students

[3] Procedure

Activity 1: Allocating Supervisor/s

1.1 The Coordinator in consultation with the PSB shall allocate Supervisor/s for each student for Part II and send the list of names to the MSB/HDC for approval.

Activity 2: Appointing examiners

2.1 The Coordinator in consultation with the PSB shall appoint examiners for Part II and send the list of names to the MSB/HDC.

Activity 3: Evaluation Process

3.1 The Coordinator and PSB shall make arrangements to evaluate Part II in accordance with the programme guidelines / By-laws.

3.2 The Coordinator / PSB / relevant examiners / Head shall conduct a pre-board meeting to finalize marks and through the Head, send to AR/ SAR/ DR, Examinations.

3.3 AR/ SAR/ DR, Examinations shall inform the Dean, Head and Coordinator of the date of the Results Board Meeting.

3.4 Dean, Head, Coordinator, AR/ SAR/ DR, Examination shall attend the Results Board meeting.

3.5 AR/ SAR/ DR, Examination shall release results and submit results for Senate approval.

[4] Effectiveness Criteria

- Records of dates and activities maintained by the Coordinator/s and PSB
- Minutes of the Department and MSB
- AR/ SAR/ DR, Examinations shall maintain records of relevant dates
- AR/ SAR/ DR, Faculty maintains minutes of the HDC, FB and Senate

Document # SOP 1.6	Title: **Conducting and evaluating the Research component in Part III**	Print Date:
Preparation	Prepared by the Sub Committee appointed by IQAC	Effective Date:
Revision		Effective Date:
Approval	IQAC/ FB	Date of Approval:
All examination activities (where relevant) must be conducted so as to ensure confidentiality.		

[1] Purpose

Conducting and evaluating the Research component in Part III

[2] Participants

i). Senate, University of Colombo
ii). Dean, Faculty of Science (Chairperson Higher Degrees Committee)
iii). Members of the Faculty Board (FB), Faculty of Science
iv). Director Postgraduate Studies, Faculty of Science
v). Members of the Masters Study Board (MSB), Faculty of Science
vi). Members of Higher Degrees Committee (HDC), Faculty of Science
vii). Head/s of Departments
viii). Coordinator/s of Programmes
ix). Programme Study Board (PSB)
x). Academic staff member/s
xi). AR/ SAR/ DR, Faculty of Science
xii). AR/ SAR/ DR, Examinations
xiii). Students

[3] Procedure

Activity 1: Allocation of Supervisors

1.1 The Coordinator in consultation with the PSB shall allocate Supervisor/s for each student for the Part III research component and send the list of names to the MSB/HDC for approval.

Activity 2: Submitting research proposal

2.1 The student in consultation with the Supervisor/s shall prepare the research proposal on the prescribed format (Annexure 14) and hand it over to the Coordinator.
2.2 The Coordinator in consultation with the PSB shall appoint an evaluation panel of at least three members and arrange for a proposal presentation for comments and recommendation.

2.3 The Coordinator shall submit the recommended research proposal to the MSB/HDC for approval.

2.4 The Coordinator shall inform the relevant supervisor/s and student of the approval of the research project.

2.5 The Coordinator and PSB shall monitor the progress of the research project.

Activity 3: Evaluation process

3.1 The student shall submit the thesis duly signed and in the prescribed format (Annexure 15) to the Coordinator.

3.2 The Coordinator in consultation with the PSB and Supervisor/s shall recommend names of two examiners (internal and external i.e. outside the university) to be sent to the MSB/HDC.

3.3 The Coordinator shall send the thesis to the examiners and make necessary arrangements for the viva-voce examination. The viva-voce examination panel shall consist of the two examiners, and the Head and Coordinator as observers.

3.4 The Coordinator/PSB shall send the finalized marks (Annexure 16) to AR/ SAR/ DR, Examinations through the Head.

3.5 AR/ SAR/ DR, Examinations informs Dean, Head and Coordinator of the date of the Results Board Meeting.

3.6 Dean, Head, Coordinator, AR/ SAR/ DR Examination shall attend the Results Board meeting.

3.7 AR/ SAR/ DR Examination shall release and submit results for Senate approval.

[4] Effectiveness Criteria

- Records of dates and activities maintained by the Coordinator/s and PSB
- Minutes of the Department meetings and MSB
- AR/ SAR/ DR, Examinations shall maintain records of relevant dates
- AR/ SAR/ DR, Faculty maintains minutes of the HDC, FB and Senate

Document # SOP 1.7	Title: **Addressing student requests**	Print Date:
Preparation	Prepared by the Sub Committee appointed by IQAC	Effective Date:
Revision		Effective Date:
Approval	IQAC/ FB	Date of Approval:

[1] Purpose

Addressing student requests

[2] Participants

i). Senate, University of Colombo
ii). Dean, Faculty of Science (Chairperson Higher Degrees Committee)
iii). Members of the Faculty Board (FB), Faculty of Science
iv). Director Postgraduate Studies, Faculty of Science
v). Members of the Masters Study Board (MSB), Faculty of Science
vi). Members of Higher Degrees Committee (HDC), Faculty of Science
vii). Head/s of Departments
viii). Coordinator/s of Programmes
ix). Programme Study Board (PSB)
x). Academic staff member/s
xi). AR/ SAR/ DR, Faculty of Science
xii). AR/ SAR/ DR, Examinations
xiii). AR/ SAR/ DR, Academic & Publications
xiv). Students

[3] Procedure

Activity 1: Lodging a request by a student

1.1 A student shall bring the request to the notice of the Coordinator.
1.2 The Coordinator shall submit the request of the student to the MSB in the prescribed form (Annexure 17).

Activity 2: MSB/HDC Approval

2.1 The request shall be tabled at the MSB and decisions conveyed to the HDC.
2.2 The AR/SAR/DR, Faculty shall inform the Coordinator of the decisions of the HDC.

Activity 3: Senate Approval

    3.1 The AR/ SAR/ DR Faculty shall send the recommendations to the FB for recommendations and for Senate approval.

    3.2 The AR/ SAR/ DR Faculty shall also send the recommendations of the HDC to the relevant person/s (AR/ SAR/ DR, Examinations; AR/ SAR/ DR, Academic & Publications, student)

[4] Effectiveness Criteria

- Records of dates and activities maintained by the Coordinator/s and PSB
- Minutes of the Department and MSB
- AR/ SAR/ DR, Examinations shall maintain records of relevant dates
- AR/ SAR/ DR, Faculty maintains minutes of the HDC, FB and Senate

Annexure

Annexure 1
SLQF Guidelines for MScs

Annexure 2
MSc By-laws

Annexure 3
Programme Structure

Guidelines
Allocations
- 1 C (Theory / Practical hours) = 50 Notional Hours
- 1 C (Guided Independent Study) = 100 Notional Hours
- 1 C (Research Study) = 100 Notional Hours

Type of programmes

- PG Diploma SLFQ Level 8 equivalent to 25 Credits
- MSc SLFQ Level 9 equivalent to 30 Credits (+5 additional credits from Level 8)
- MSc (Research) SLFQ Level 10 equivalent to 60 Credits (+30 additional credits with a minimum of 15 research credits from Level 9)

PART I: PG Diploma (SLQF Level 8)

Course Code	Course Title	Lecture/Practical hours	Credits	Notional hours
	TOTAL			

PART II: Masters Degree MSc (SLQF Level 9)

Course Code	Course Title	Lecture/Practical hours	Credits	Notional hours
	TOTAL			

PART III: Master Degree by Research (SLQF Level 10)

Course Code	Course Title	Lecture/Practical hours	Credits	Notional hours
	TOTAL			

Annexure 4
Course Structure

Course Code / Title				
Credit Value				
Prerequisites				
Details	Lectures hours	Practical hours	Independent Learning hours	Notional hours
Rationale				
Intended Learning Outcomes				
Course Content	.			
Method/s of Evaluation:				
References				

Annexure 5
UGC application for introduction of PG courses

Annexure 6
Format for Advertisement for MScs

University Logo

UNIVERSITY OF COLOMBO

DEPARTMENT OF ……………………………………

Name of Degree

Commencing in ……………. (Month / Year)

Introduction: (introduce the course in brief)
State the duration of the course, SLQF Level, mode of delivery, full-time/part time etc.

Objectives of the course:

Course Fee: Ideally the total and number of installments

Application Procedure: From where applications can be obtained, where it needs to be sent, deadline for submission of applications

Contact Persons: Name/s and contact numbers

Registrar
University of Colombo
Colombo 03

Annexure 7
MSc Application Form

Faculty of Science, University of Colombo

1. Name of the Master of Science

   Program: ....**.........**

2. Name in Full:

(Mr/Mrs/Miss) **..**

..

....

3. Address for

   communication: ....**.......**

..

   ....

4. Telephone: Landline: .... Mobile: …….....................................**.**

5. Email: ....

6. FAX: ……………………………...

7. Date of Birth: .... Age: ……………..............................

8. Educational Qualifications: Please specify the subjects offered in last two years of undergraduate course/s.

   (a) Degree/ University ....**...**

   (b)
      Subjects …………………………………………………………………………**...**
      .

      ………………………………………………………………………………………..

   (c) Class Obtained ....

   (d) Other
   Qualifications **..**

   (e) English Proficiency: ....**.**

(f) Experience in the field: ……………………………...

....

....

9. Present Position/Occupation: ....

10. Previous positions held with period:

…...

....

11. Names and addresses and contact numbers of two referees:

    I.   …………………………….   II.   …………………………….

          …………………………….   …………………………….

          ……………………….........   …………………………….

          ....   …………………………......

12. Have you been registered for a postgraduate degree/diploma or any other examination in the University of Colombo or any other university? If so give details (year, program, date of registration etc.):

....

....

13. Explain in a few sentences why you wish to follow this course:

   ....

   ....

I certify that the above information given by me is true and accurate to the best of my knowledge and I am prepared to abide by the rules and regulations governing the registration and awarding of Higher Degrees of the University of Colombo, Sri Lanka.

Signature: ....   Date: ....

Duly completed application forms together with receipt for Rs..………. paid to the University of Colombo **Account No:** …………………….at the Thimbirigasyaya Branch of the People's Bank (Payment can be made at any branch) should be submitted in person or sent under Registered Post.

Note: Name of the course should be written on the top left-hand corner of the envelope.

<div style="text-align:center">

Annexure 8
Guidelines for preparation of examination papers
End of semester theory examinations will be held according to the following guidelines

</div>

End of semester theory examinations will be held according to the following guidelines.

1 credit course unit: 1-hour question paper
2 credit course unit: 2-hour question paper
3 or 4 credit course unit: 3-hour question paper

If a course unit consists of theory and practical, the mode of the assessment method shall be defined with the recommendation of the HDC and the approval of the Faculty Board.

Examination questions shall be either MCQs, Structured Questions or Semi Structured/Essay type questions.

MCQs: MCQs should contain 5 responses with one or more correct responses. The average duration of a question should be 2 – 3 minutes. It is advisable to have one version per 25 students. Different versions can be obtained by changing the order of questions and responses.

Structured questions: Each structured question should be of 15 minutes duration. Sufficient space to provide answers must be left on the paper.

Semi-Structured / Essay type questions: Should be of 30-minute duration for 2-hour examination or 45 minutes duration for a 3-hour examination.

One-hour question papers:

One of the following formats is suggested for 1-hour question papers.
   a.   20 – 30 MCQs.
   b.   structured questions or 10 – 15 MCQs and 2 structured questions.
   c.   structured questions and one semi-structured/Essay type questions.
   d.   semi-structured /Essay type questions.

Two-hour question papers:

All two-hour question papers shall consist of 4 questions of 30 minutes duration. Each question shall be of following formats.
   a.   10 – 15 MCQs.
   b.   Structured questions.

    c.   Semi-Structured/Essay type questions.

A question paper may consist of a combination of (a), (b) and (c). However, at most only 2 questions of type (a) may be included. At least one question of type (c) must be included.

Three-hour question papers:

All three-hour question papers shall consist of 4 questions of duration 45 minutes each. Each question shall consist of one of the following.

    a.   15-20 MCQs
    b.   10-15 MCQ and 1 structured question
    c.   structured question or
    d.   1 semi structured/essay type question

A question paper may consist of a combination of (a). (b), (c) and (d). However, at most only 1 question of type (a) and at most 1 question of type (b) or type (c) may be included.

Any department has the freedom to select a format from the above.

When a course unit is assessed by in class or mid semester examinations/assignments/field work, such examinations/assignments/field work can contribute to only a maximum of 30% of the final grade. Any deviations should be recommended by the HDC and approved by the Faculty Board.

Examination paper moderation / second examiner form

Examination paper moderation form

Name of the Examination Paper	Code:
	Title:
Semester / Year	
Names of Examiners / Setters	1.
	2.
Moderator / Second Examiner	1.
	2.

Moderator, please tick (✓) in the appropriate boxes.

Cover Page	
Course code and the Title	
Time (Hours)	
Number of Questions to be answered	
Number of Questions	
Number of Pages	
Exam, Semester, Year	
Instructions are clear	
Other:	
Comments (Moderator):	
Comments (Setter / Examiner):	

Name		Signature
Examiner/ Setter	1.	
	2.	
Moderator/ 2nd Examiner	1.	
	2.	
Coordinator of the Programme: This paper has been moderated. Comments:		

Structure of the Paper and Formatting. *According to the faculty and department guidelines.*	
	Comments
Page numbering	
Question numbering	
Table and Figure numbering	
Time allowed	
Additional Material	
Number of Questions is mentioned	
Number of Pages is clearly mentioned	
Content of the paper	
Marking Guideline	
Any other comments	

Annexure 10
Examination Application Form
UNIVERSITY OF COLOMBO, SRI LANKA
MSc EXAMINATION IN PROGRAMME-YEAR
Request to sit for the Examination in PGDip/MSc in Programme
1st/2nd /3rd Semester Examination

Name in full (Mr/Mrs/Miss/Rev) : …………………………………………………………………
Full Name in Sinhala   : …………………………………………………………..
Full Name in Tamil   : …………………………………………………………...
Address   : …………………………………………………………..
Contact Number   : …….....………………………………………………
E-Mail Address   : ………………………………………………………...
Registration No   : …………………………………………………………..
Index No   : …………………………………………………………...

I would request to sit for the following paper(s).
[Please sign, in front of the paper you request to sit]

      1st /2nd /3rd Semester   Examination

          Subject   Signature
01   MFM 5027   ………………………..
02   MFM 5028   ………………………..
03   MFM 5025   ………………………..

I hereby certify all information provided by me is accurate and true

Date: …………………….   Signature: …………………………

FOR OFFICIAL PURPOSE

I certify that the candidate has paid the relevant course fees of the M.Sc.in Financial
Mathematics programme.

Date: ……………………..   ……………………………………..
                                  SAR (Academic and Publications)

…………………………..   ………………………………
Recommended By   Approved by

Annexure 11
Examination Rules and Regulations

UNIVERSITY OF COLOMBO, SRI LANKA
INSTRUCTIONS TO SUPERVISORS AND INVIGILATORS

[1] ATTENDANCE

1.1.   Supervisors are advised to call over at the office of the registrar in charge of examinations to collect the relevant question papers at least half an hour before the time of commencement of each paper.

1.2.   Invigilators should be at their respective Examination Halls at least 20 minutes before the commencement of each paper so that together with the supervisor they could check on hall arrangements.

[2] ADMITTING CANDIDATES

2.1.   Candidates should be admitted into the examination hall 10 minutes before the commencement of the paper. They should be admitted through one door. The invigilators should be present at the entrance to prevent candidates from taking books, notes or other unauthorized material with the, into the examination hall. Rough work should not be entered on any paper other than on the continuation sheets which are provided.

2.2.   The invigilators are required to check as each candidate enters whether he possesses his admission card and record nook or a valid identity card.

2.3.   No candidate should be allowed to leave the examination hall until 45 minutes have elapsed since the commencement of the examination.

2.4.   No candidate should be admitted to the examination hall (for any reason whatever) after the expiry of half an hour from the commencement of the examination.

[3] PRELIMINARY ANNOUNCEMENTS

3.1.   As soon as the candidates have taken their seats the supervisor should announce that notes, books or other unauthorized material that many have been brought into the hall inadvertently by candidates should be surrendered to him or to the invigilators. He should warn the students that possession of any unauthorized material would be considered to be an examination offence. Also copying or aiding and abetting at copying are punishable examination offence.

3.2.   As soon as the question papers have all been distributed a general announcement should be made by the supervisor in regard to the number of pages and the number of questions in each individual question paper so that each candidate could verify whether he has got the complete question paper.

[4] ADMISSION CARD & ATTENDANCE SHEETS

4.1.   The invigilators should collect all the admission cards on the first day the paper after having obtained the signature of each candidate. Candidates should sign the admission card in the presence of the invigilator who shall witness each signature.

4.2.   The Invigilators are requested to check whether the candidates have signed the statement addressed to the Vice-Chancellor as given in the admission card

4.3.   The admission card should be arranged thereafter in serial order and handed over to the supervisor who should have them ready for presentation to candidates at the next examination paper. Candidate's signature should be obtained on the admission card wherever such candidate presents himself for each subsequent paper of the examination.

4.4.   Attendance sheets are issued in duplicate. Invigilators should get the candidates to sign on the first copy. The presence or absence of each candidates should be indicated by the sign (√) or the abbreviation (abs)-respectively against his index number and the attendance checked)

4.5.   The invigilators should prepare a duplicate of the attendance sheet, check it carefully with the original copy and enclose it in a packet with the answer scripts.

4.6.   The supervisor should hand over the original attendance sheet with the signature of the candidates (Separately pocketed) together with the packet of answer scripts and the admission cards to the registrar in charge of examinations at the end of each session of the examination.

[5] INVIGILATION

5.1.   It is suggested that each invigilator be made responsible for supervision of the section of the candidates in the ball. This would help hire to fundable individual attention on the candidates under his charge. Invigilators should not leave the examination hall except with the express permission of the supervisor, such permission should be granted only if the supervisor is satisfied that the cause of leaving the hall is urgent and that he could ensure proper supervision of the examination during the period of the invigilator's absence.

5.2.   The supervisor himself should not leave the hall except for a very urgent reason. On every such occasion he should make suitable arrangements for one of the invigilators to supervise the conduct of the examination in his absence.

[6] COLLECTION OF ANSWER SCRIPTS

6.1.   Candidates who finish early may be allowed to hand over their answer scripts to the supervisor and leave the examination hall without disturbing the other candidates, No candidate should however be allowed to leave the hall during the last 10 minutes

examination. At the conclusion of the examination, all candidates must remain seated until the scripts have been collected and the supervisor has authorized them to leave the hall.

[7] POCKETING OF ANSWER SCRIPTS

7.1.   Answer scripts in each language medium should be collected separately, arranged in order of index number, counted and checked with the attendance sheets before they are packed. One copy of the relevant question paper should be inserted into every packet of answer scripts.

7.2.   Where a candidate is absent for any paper "Absentee Form" Should be inserted in place of his answer script at the appropriate place.

7.3.   Answer scripts should be sorted out and pocketed media wise and subject wise, labeled, sealed and handed over to the Registrar in charge of examinations.

[8] EXAMINATION STATIONERY

8.2   The custody of blank books and continuation sheets is the sole responsibility of the Supervisor Hall attendants should be allowed to handle examination stationery only under the careful supervision of the supervisor and the invigilators. The supervisor shall ensure that no blank answer books or continuation sheets are taken out of the examination hall by any student or any other person. A candidate should not be given more stationery than he requires at any one time and steps should be taken to recover any excess stationary 10 minutes before the examination is completed.

8.3   The supervisor should return the balance stationery and question papers to the registrar in charge of the examinations.

[9] SPECIAL POWERS

9.1   If circumstances arise where in the option of the supervisor the cancellation or postponement of an examination become necessary, he shall stop the examination, collect the scripts of the candidates and then report the matter as soon as possible to the authorities. However, the supervisor should be very cautious in exercising this authority. In such an instance it is always desirable that the Vice-Chancellor or the registrar be contacted before a final decision is taken.

[10] EXAMINATION OFFENCES AND PROCEDURES TO BE FOLLOWED IN REPORTING EXAMINATION OFFENCES

10.1.   Examination offences could be classified as follows:

a.   *Possession of documents, notes or other unauthorized material;*

b.   *Disorderly conduct that may disturb the smooth conduct of the examination;*

c.   *Copying or exchange of notes or answer scripts;*

d.   *Attempting to obtain or obtaining improper assistance from any other person or cheating or speaking to any person other than an authorized person;*

e.   *Impersonation;*

f.   *Continuing to write after the announcement to stop writing by the Supervisor*

g.   *Aiding and abetting in the commission of any of these offences.*

10.2.   The Supervisor and Invigilators are requested to try and prevent examination offences being committed through their watchfulness. For this purpose, the instructions under section 2, 3, & 5 above should be observed very carefully; vigilances on the part of the supervisor and invigilators could prevent students from indulging in examination offences and being punished. Where, however, an examination offence has been committed, the following procedure should be followed in reporting such offence.

10.3.   After the commencement of the examination if any candidates are found to have with them any unauthorized material or if he commits any of the offences listed above, the invigilator should apprehend him, seize any relevant documents and report the matter immediately to the Supervisor. The Supervisor should note the time when the report is made to him. He should take charge of the documents and record the statements of the candidate and of the invigilator. He should also make a separate report of the incident giving his comments. All connected documents should be serially numbered and submitted to the registrar in charge of the examinations, under a sealed cover marked "Examination Offences".

10.4.   Each Statement should be signed by the person making such statements. If any person refuses to sign a statement made by him, the supervisor should record this fact. The supervisor should make every endeavor to record statements without disturbing the other candidates. The candidates involved should be allowed to sit the examination after recording the statement. At the discretion of the supervisor such a candidate may be allowed extra time for the time lost in such inquiry.

10.5.   If the behavior of any candidate is such that it causes a nuisance to other candidates sitting the paper, he should first be warned and if he persists in being a nuisance the supervisor may suspend him from sitting the paper.

Senior Assistant Registrar

(Examinations)

Registrar

Examination Branch

University of Colombo

Colombo 3.

Annexure 12
Format - Submission of Marks

Programme Name / Year:	Department:

Index No.	Subject 1/Mark / Grade	Subject 2/ Mark / Grade	Subject 3/ Mark / Grade

Name of Coordinator:	
Signature:	
Date:	

Annexure 13
Rescruitiny Form

Request for re-scrutiny of making of answer scripts

Index No.		
Academic Year		Semester	

Number and Title of the Course	Present Grade Obtained	Expected Grade	Justification

Candidate's Signature   Date

For office use only

Subject Code	Before Re-scrutiny		After Re-scrutiny		Comments
	Marks	Grade	Marks	Grade	
Subject 1					

---------------------------------   ---------------------------------   --------------------
    Examiner(s)   Signature   Date

---------------------------------   ---------------------------------   --------------------
    Coordinator   Signature   Date

Annexure 14
Research Proposal Format
Research proposal (maximum 2 pages)

Name of student		Department	
Degree		Signature	
Proposed title of Research Project			
Name of Principal Supervisor		Department	Signature
Co-Supervisors		Affiliation	Signature
Date of proposal presentation		Name of Department Coordinator:	Signature:
Date of Submission to HDC			

Background
Objectives
Introduction
Methodology
Expected Outcome
Reference
Note: Maximum 2 pages

Annexure 15
Thesis Format

Annexure 16
Format - Submission of Research Project Marks

Programme Name / Year:	Department:
Index No:	Name:
Project title	

Mark & Grade:

Effective Date:

Remarks/Comments:

	Name	Signature	Date
Examiner 1			
Examiner II			
Supervisor			
Coordinator			

Annexure 17
Student Request Form – MSc

Name of student	Reg. No.	Signature
	Email:	Mobile:
Name of Programme		Department
Date of Reg.	Reg. No.	Date of Request:

Nature of Request (Tick as appropriate)

	Deferment of registration
	Medical (for examinations) Course: ………………………………………..
	Overseas Leave
	Repeat Examination Course: ………………………………………..
	Fallback option PG Dip.: ……………………………………… MSc: ………………………………………
	Extension (beyond the permitted period) Period: ………………………………………..
	Other

Observations of Coordinator	
Name of Coordinator:	Name of Head:
Signature:	Signature:
Date:	Date:

Annexure 18
Format – Submission of documents to HDC by MSc Coordinators

(should be submitted with the relevant form)

Name of Programme	Department
Nature of Request (Tick as appropriate)	

	Appointing Interview Panel (Form No:1)
	List of Selected Candidates (Form No:2)
	Supplementary List of Selected Candidates (Form No:2)
	Examination Schedule (Form No:4)
	Appointing Examiners (Form No:5)
	Appointing Examiners (5C Mini Project) (Form No:6)
	Progress of MSc programme (Form No:7)
	Other (Please specify)

Name of Coordinator:	Signature of Coordinator
Email / Mobile	Date
Recommendation of the Head	Signature
	Date
Recommendation of MSB (Director PG Studies)	Signature:
	Date:

Form No:1

Appointing interview panel for selecting candidates

Degree Programme:

Department:

Interview Date:

	Name	Designation
1		Head / Chairperson
2		Coordinator
3		Member
4		Member
5		External Member / Department of ……………….

Form No:2

List of Selected Candidates

Degree Programme:

Department:

Interview Date:

Number of Applications:

Number of candidates interviewed:

Number	Title (Mr/Ms/Dr)	Name with initials	Qualification and University or Institute
1			BSc (Honours) – University of Colombo
2			
3			
4			
5			

Form No:**3**

Examination Schedule to be sent to HDC and Examinations branch

Degree Programme:

Department:

Semester / Year:

Date / Time	Subject (Code / Title)	Supervisor
December 07, 2020 / 9:00 – 11:00 am		

Form No:**4**

Appointing Examiners

Degree Programme:

Department:

Semester / Year:

Subject (Code / Title)	Setter / First Examiner *	Moderator / Second Examiner *

*If the examiner is outside the faculty, qualifications and designation should be provided**

Form No:**5**

Appointing Examiners (5C Mini Project – Subject Code)

Degree Programme:

Department:

Semester / Year:

Index Number / Student Name	First Examiner/s	Second Examiner/s

Form No:**6**

Progress of Degree programme

(To be submitted to HDC in December each year)

Degree Programme:

Department:

Date:

Intake	Starting Date	Number of Students						
		Registered	MSc (research awarded)	MSc awarded	PGD awarded	In Progress	Dropped out	Remarks

Standard Operating Procedures

Part II

MPhil / PhD Programmes

Document #	**Title: Registration**	Print Date:
SOP 2.1		
Revision # **1.0**	Prepared By: sub committee appointed by Quality Assurance Committee	Date Prepared:
Effective Date:	Revised By: sub committee appointed by IQAC	Date Revised:
	Approved By: IQAC/FB	Date Approved:

[1] Purpose:

Procedure for registering for M.Phil./Ph.D. programmes

[2] **Participants**

   i). Senate of the University
  ii). Dean of the Faculty (Chairperson Higher Degrees Committee)
 iii). Members of Higher Degrees Committee
 iv). Head/s of Departments
  v). Department Postgraduate Coordinator/s
 vi). Project Supervisors
vii). Director Postgraduate Studies
viii). AR/ SAR/ DR Academic Publications
 ix). AR/ SAR/ DR Faculty
  x). Students

[3] **Procedure**

Activity 1: Finalizing research project

1.1 A student shall contact prospective academic staff member/s, to select a topic for research leading to an MPhil or PhD degree. The principal supervisor shall be from within the faculty while co-supervisors (if any) could be from within or outside the faculty.

1.2 The student shall, under the guidance of the supervisor/s prepare a project proposal in the prescribed format (Annexure 19).

1.3 The student shall present the research proposal to a proposal review panel, comprising minimum three members from within the faculty (excluding the supervisors), appointed by the Head of the relevant department and approved by the HDC (Annexure 20).

1.4 The student shall under the guidance of the supervisor/s present the proposal to the panel and finalize the proposal.

Activity 2: Higher Degrees Committee Approval

2.1 The student shall submit the duly completed application form obtained from the Academic & Publications branch (Annexure 21), and the project proposal to the HDC for approval.

2.2 The HDC shall approve the application making recommendations for MPhil Q examination (Annexure 22), where necessary, based on the qualifications of the student and the assessment by the supervisor/s.

2.3 The AR/ SAR/ DR Faculty shall inform the student and the principal supervisor of the decision made regarding the MPhil Q or any other matter relating to the application.

2.4 The AR/ SAR/ DR Faculty shall forward the application and other relevant documents to AR/ SAR/ DR Academic & Publications.

2.5 The minutes of the HDC shall be forwarded to the Faculty Board and Senate for approval.

3.2 The Faculty Board and Senate shall grant approval.

Activity 3: Payment of registration fees

3.1 The AR/SAR/DR Academic & Publications shall notify the student regarding the payments for registration.

3.2 Upon payment of the required fees the receipt shall be handed over to the AR/SAR/DR Academic &. Publications.

3.3 AR/SAR/DR Academic &. Publications shall register the student and issue a registration number, and inform the student, supervisor/s, AR/SAR/DR Faculty of the registration.

3.4 Upon receiving this information AR/SAR/DR Faculty shall enter the details of the student to the PG SIS (PG Student Information System, Faculty).

Activity 4: Completing the MPhil Qualifying Examination (where necessary)

4.1 The Head shall in consultation with the Principle Supervisor, appoint examiner/s for setting and conducting the MPhil Q examination and obtain approval from the HDC.

4.2 The paper for the MPhil Q examination shall cover the area of research and conform to the guidelines as given in Annexure 22.

4.3 The Head shall take necessary steps to hold the examination according to the procedure outlined in SOP 1.4.

4.4 The Head shall forward the results of the MPhil Q examination to the HDC.

4.5 AR/SAR/DR, Faculty shall inform AR/SAR/DR, Academic & Publications, and the Student and Principal Supervisor and shall update the PG SIS.

[4]. **Effectiveness Criteria**

- Principal Supervisor
- HDC and PGSIS will maintain records of the progressions with dates and activities – reference documents
- Minutes HDC/Faculty Board / Senate/PGSIS.

Document # SOP 2.2	**Title: Progress Review**	Print Date:
Revision # **1.0**	Prepared By: sub committee appointed by Quality Assurance Committee	Date Prepared:
Effective Date:	Revised By: sub committee appointed by IQAC	Date Revised:
	Approved By: IQAC/FB	Date Approved:

[1] Purpose
   Procedures for reviewing progress of MPhil/PhD programmes

[2] **Participants**
   i).   Senate of the University
   ii).   Dean of the Faculty (Chairperson Higher Degrees Committee)
   iii).   Members of Higher Degrees Committee
   iv).   Head/s of Departments
   v).   Project Supervisors
   vi).   Director Postgraduate Studies
   vii).   AR/ SAR/ DR Faculty
   viii).   AR/ SAR/ DR Academic & Publications
   ix).   Students

[3] **Procedure**

Activity 1: Progress presentation

1.1   The PG Coordinator, Department shall make arrangements to hold a progress review session on an annual basis.
1.2   The student shall present the progress of the research project.
1.3   The Academic staff / other experts shall assess the progress of the student against the setout objectives/time frames and make recommendations for improvement (if necessary).
1.4   The PG Coordinator Department shall send the list of students whose projects were reviewed together with a progress report (Annexure 23) to be tabled at the HDC.

Activity 2: HDC Approval

2.1 The HDC shall table the list of names sent by the PG Coordinator, Department.
2.2 The AR/ SAR/ DR, Faculty shall forward these details to the Faculty Board and Senate for approval and update the PG SIS.

[4]. **Effectiveness Criteria**

- Principle Supervisor
- HDC and PGSIS will maintain records of the progressions with dates and activities – reference documents
- Minutes HDC/Faculty Board / Senate/PGSIS

Document # SOP 2.3	**Title: Upgrading an MPhil to PhD**	Print Date:
Revision # **1.0**	Prepared By: sub committee appointed by Quality Assurance Committee	Date Prepared:
Effective Date:	Revised By: sub committee appointed by IQAC	Date Revised:
	Approved By: IQAC/FB	Date Approved:

[1] Purpose

Procedures for upgrading an MPhil to PhD

[2] Participants

- i).   Senate of the University
- ii).   Dean of the Faculty (Chairperson Higher Degrees Committee)
- iii).   Members of Higher Degrees Committee
- iv).   Head/s of Departments
- v).   PG Coordinator/s, Department
- vi).   Project Supervisors
- vii).   Director Postgraduate Studies
- viii).   AR/ SAR/ DR Faculty
- ix).   AR/ SAR/ DR Academic & Publications
- x).   Students

[3] Procedure

Activity 1: Lodging the request

1.1 The candidate shall ensure that the prerequisites for upgrading from MPhil to PhD (see Annexure 24) are met prior to sending in a request.

1.2 Upon fulfilling the prerequisites, the Principle Supervisor shall submit the request for upgrading an MPhil to a PhD to the HDC through the PG Coordinator and Head, on the prescribed form (Annexure 25).

Activity 2: HDC Approval

2.1 The PG Coordinator shall send the request form for HDC approval.

2.2 The HDC shall grant approval.

2.3 The AR/SAR/DR, Faculty shall inform the Principal Supervisor and student of the decision of the HDC.

2.4 The AR/SAR/DR, Faculty shall send the documents to the FB and Senate, with a copy to the AR/SAR/DR, Academic & Publications.

2.5 AR/SAR/DR, Academic & Publications shall inform the student of further payments.

2.6 AR/SAR/DR, Faculty shall update the PG SIS.

[4] Effectiveness Criteria

- Principal Supervisor
- PG Coordinator, Department
- HDC and PGSIS will maintain records of the progressions with dates and activities – reference documents
- Minutes HDC/Faculty Board / Senate/PGSIS

Document # SOP 2.4	Title: Evaluation of Dissertation and Viva-voce	Print Date:
Revision # **1.0**	Prepared By: sub committee appointed by Quality Assurance Committee	Date Prepared:
Effective Date:	Revised By: sub committee appointed by IQAC	Date Revised:
	Approved By: IQAC/FB	Date Approved:

[1] Purpose

Evaluation of Dissertation and Viva-voce examination.

[2] Participants

- i). Senate of the University
- ii). Dean of the Faculty (Chairperson Higher Degrees Committee)
- iii). Members of Higher Degrees Committee
- iv). Head/s of Departments
- v). Department Postgraduate Coordinator/s
- vi). Project Supervisors
- vii). Director Postgraduate Studies
- viii). AR/ SAR/ DR Faculty
- ix). AR/ SAR/ DR Examinations
- x). Students

[3] Procedure

Activity 1: Appointment of Examiners

1.1 The Head of the relevant department shall recommend the names of two external examiners for evaluating the dissertation, in accordance with the Faculty guidelines for selection of examiners (Annexure 26), and one internal examiner, to the HDC, at least a month prior to the submission of the dissertation.

1.2 The examiners shall be recommended by the HDC.

1.3 The AR/ SAR/ DR, Faculty shall forward these details to the FB and Senate for approval.

1.4 The AR/ SAR/ DR, Faculty shall forward these details to AR/ SAR/ DR, Examinations.

Activity 2: Submission of dissertation

2.1 The candidate and supervisor shall ensure that the prerequisites for submission of the dissertation (see Annexure 27) are met prior to handing in the dissertation.

2.2 The student shall hand over the required number of copies in the required format (Annexure 28) to the AR/ SAR/ DR, Examinations prior to the deadline and duly signed by the supervisors.

2.3 The Principle Supervisor shall notify the HDC of the submission of the thesis.

2.4 The AR/ SAR/ DR, Faculty shall update the PG SIS.

2.5 The AR/ SAR/ DR, Examinations shall arrange for the dissertation to be evaluated within three months after submission. The evaluation form (Appendix 29) shall be sent to the evaluators.

2.6 If the thesis has been evaluated favourably, by the thesis examiners a *viva-voce* examination will be conducted. The AR/ SAR/ DR, Examinations shall arrange for the viva-voce examination. The panel shall consist of the
  ● Vice Chancellor (Chairperson)
  ● Dean
  ● Head of the relevant Department of study
  ● Director PG Studies
  ● The thesis examiners
  ● An internal examiner
  ● The supervisor/s as an observer/s.
The AR/ SAR/ DR. Examinations shall also attend the meeting.

2.7 The panel of examiners shall consider the comments by the external examiners and take a decision as to whether the conditions have been satisfied for awarding the degree.

2.8 The panel of examiners shall inform candidates of the suggestions for revision (if any) within a time frame (a maximum of three months for minor revision and a maximum of 12 months for major revision).

2.9 The student shall submit the final version of the dissertation to the AR/ SAR/ DR, Examinations, within the stipulated time, with a letter (Annexure 30) from the internal examiner certifying that the revisions / suggestions by the examiners have been incorporated.

2.10 AR/ SAR/ DR, Examinations shall send the recommendation to the Senate.

2.11 If the external examiner/s have not recommended the award of the degree the procedure outlined in the MPhil/PhD By-laws.

[4] **Effectiveness Criteria**
  ● Principle Supervisor
  ● HDC AR/ SAR/ DR, Examinations will maintain records of the progressions with dates and activities – reference documents
  ● Minutes HDC/Faculty Board / Senate

Document # SOP 2.5	**Title: Student Requests**	Print Date:
Revision # **1.0**	Prepared By: sub committee appointed by Quality Assurance Committee	Date Prepared:
Effective Date:	Revised By: sub committee appointed by IQAC	Date Revised:
	Approved By: IQAC/FB	Date Approved:

[1] Purpose:
Procedure for addressing student requests

[2] Participants
  i).   Senate of the University
  ii).   Dean of the Faculty (Chairperson Higher Degrees Committee)
  iii).   Members of Higher Degrees Committee
  iv).   Head/s of Departments
  v).   Department Postgraduate Coordinator/s
  vi).   Project Supervisors
  vii).   Director Postgraduate Studies
  viii). AR/ SAR/ DR Faculty
  ix).   AR/ SAR/ DR Examinations
  x).   Students

[3] Procedure

Activity 1: Lodging a request by a student

1.1 A student shall submit a written request to the HDC using the format provided in Annexure 31.
1.2 The request must be channeled through, Principal Supervisor, Department PG Coordinator and the Head of the department.
1.3 Department PG coordinator shall maintain a record book.
1.4 Medical & Overseas leave conditions stipulated for the undergraduates will be applicable here.
1.5 The submitted request shall be tabled at the HDC for consideration.
1.6 AR/ SAR/ DR shall send the HDC recommendation to the FB and the Senate.
1.7 AR/SAR/DR Faculty shall inform the Supervisor of the decisions of the HDC.
1.8 AR/SAR/DR Faculty shall inform the AR/SAR/DR Examinations/ Academic & Publications of the decisions of the HDC, as necessary.

[4]. **Effectiveness Criteria**

- Supervisor
- Department Postgraduate Coordinator and HDC will maintain records of the progressions with dates and activities – reference documents
- Minutes HDC/Faculty Board / Senate

Annexure 19
MPhil / PhD Research Proposal

Name of student			
Department			
Contact details	**Mobile**:		
	Address:		
	E-mail:		
Degree	MPhil / PhD	Signature	
Proposed title of Research Project			
Principal Supervisor	Name	Department	Signature
	Contact details**:**		
	Mobile:		
	Address:		
	E-mail:		
Co-Supervisor 1	Name	Affiliation	Signature
	Contact details**:**		
	Mobile:		
	Address:		
	E-mail:		
Date of proposal presentation		Department Coordinator	
		Name	Signature

Review Panel	Names		Signatures
1.			
2.			
3.			
Date of Submission to HDC		Head	Signature

Proposal (maximum 2 pages)
- Background
- Objectives
- Methodology
- Expected Outcomes
- References (Maximum 05)

Annexure 20

Appointing MPhil/PhD Proposal Evaluation Panel

Name of the
student:**..**
Name of the
Supervisor/s:**...**
Title of the research
project:**...**
Name of the evaluators:

1. ....
2. ....
3. ....

Name and signature of the PG Coordinator**:**

....
....

                      Name   **S**ignature

Name and signature of the Head of the Department**:**

....
....

                      Name   **S**ignature

Annexure 21
MPhil / PhD Application Form

To be obtained from Academic & Publications branch and typed

Annexure 22
Guidelines for MPhil Q Examinations

A candidate admitted to the MPhil /PhD programmes shall, if deemed necessary by the HDC/Faculty Board, be required to pass a qualifying examination in the appropriate field of study.

This requirement should be completed within a maximum period of **nine months** from the date of registration.

The qualifying examination shall consist of,

(i)   Independent and directed study assigned to him/her by the Department of study and approved by the HDC/Faculty Board/Senate followed by an examination that would be equivalent to at least three credits.

(ii)   Course work approved by the HDC/Faculty Board/Senate equivalent to at least three credits at BSc honours degree level.

Annexure 23
Progress Report

UNIVERSITY OF COLOMBO

FACULTY OF SCIENCE

Higher Degree committee

MPhil/PhD Research Progress Report

A: Details of Student and Project

Department	Name of the Student / Registration Number	Contact details (Email/Mobile)
Date of Registration	Period of Progress Report	Progress Report No:
Tentative title of research	Place of work	Name/s of Supervisors

B: Details of Progress

Is the work on schedule? **If not give reasons**	

Action taken to avoid further delays:	
Any significant deviations from the original plan:	
If yes explain	
Brief description of work carried out during the period under review (Maximum 350 words)	
Date of Presentation	
List of Publications:	
Journal Publications (indicate Index of the Journal - please see Annexure 24)	

Conference - full papers	
Conference Abstracts	

Signature of Candidate: **Date:**

Signature of Supervisor/s: **Date:**

PG Coordinator: **Date:**

Head of Department :   **Date:**

Annexure 24
Guidelines for upgrade from MPhil to PhD

For requesting an upgrade from MPhil to PhD, the candidate must satisfy the following conditions.

(i) 2 years of research work related to the MPhil

And

(ii) satisfy one of the following;
      Have published
       A: at least 1 Journal paper (Journal must be an indexed journal or in the faculty accepted list), or
      B: at least 2 full conference papers, or
      C: at least 3 conference abstracts

based on the MPhil work (evidence must be provided)

1: Indexed Journals

- *Science Citation Index / Science Citation Expanded,*
- *Social Sciences Citation Index,*
- *Emerging Sources Citation Index*
- *Arts and Humanities Citation Index,*
- *Scopus,*
- *PubMed,*
- *MEDLINE,*
- *ERIC,*
- *Engineering Index*

2: Faculty of Science accepted journals (In addition to the above mentioned list of indexed journals, the Faculty shall also accept the following indices ONLY FOR UPGRADE PROCESS)

- *Current Index to Statistics (CIS)*

- *Mathematical Reviews (MathSciNet)*
- *BIOSIS Citation index*
- *Zentralblatt MATH Database (zbMATH)*
- *Biological Abstracts*
- *Zoological Record*
- *Data Citation index*
- *Index Chemicus*
- *Current Chemical Reactions*

Annexure 25
Upgrading MPhil to PhD

Name of student		Department	
Title of Research Project			
	Name/s	Signature/s	
Principal Supervisor			
Co-supervisors			
Date of Request		Date of Registration	2 years complete Yes/No
Pre-requisites	1 journal paper 2 full conference papers 3 abstracts (attach evidence)		
Recommendation:		Recommendation:	
PG Coordinator:		Head:	

Date:	Date:
Signature	Signature

Annexure 26
Prerequisites for submission of dissertation for MPhil and PhD

A. Submission of PhD dissertation
     Prior to submission of the PhD dissertation a student must fulfill the following
     conditions.

 (i) Completion of a minimum of three years of research work.
(ii) Published at least one paper in a journal listed in one of the following indices based on PhD
research work.

- *Science Citation Index / Science Citation Expanded,*
- *Social Sciences Citation Index,*
- *Emerging Sources Citation Index*
- *Arts and Humanities Citation Index,*
- *Scopus,*
- *PubMed,*
- *MEDLINE,*
- *ERIC,*
- *Engineering Index*

B.Submission of MPhil dissertation

     Prior to submission of the MPhil dissertation a student must fulfill the following
     conditions.

 (i) Completion of a minimum of two years of research work.
(ii) Satisfy one of the following;
         Have published
          A: at least 1 Journal paper (Journal must be an indexed journal or in the Faculty accepted
             list or
         B: at least 2 full conference papers, or
         C: at least 3 conference abstracts

based on MPhil research work.

1: Indexed Journals

- *Science Citation Index / Science Citation Expanded,*
- *Social Sciences Citation Index,*
- *Emerging Sources Citation Index*
- *Arts and Humanities Citation Index,*
- *Scopus,*

- *PubMed,*
- *MEDLINE,*
- *ERIC,*
- *Engineering Index*

2: Faculty of Science accepted journals (In addition to the above mentioned list of indexed journals, the Faculty shall also accept the following indices ONLY FOR UPGRADE PROCESS)

- *Current Index to Statistics (CIS)*
- *Mathematical Reviews (MathSciNet)*
- *BIOSIS Citation index*
- *Zentralblatt MATH Database (zbMATH)*
- *Biological Abstracts*
- *Zoological Record*
- *Data Citation index*
- *Index Chemicus*
- *Current Chemical Reactions*

Annexure 27

Guidelines for selecting examiners for evaluation of MPhil/PhD dissertations and format

For dissertations leading to the award of an MPhil degree:

● The dissertation shall be examined by two examiners in the relevant field of expertise and from outside the university

For dissertations leading to the award of an PhD degree:

● The dissertation shall be examined by two examiners in the relevant field of expertise and from outside the university. One of the examiners must be from overseas.

For both MPhil and PhD degrees an internal examiner shall also be appointed from within the relevant department of study.

Appointing Thesis Examiners: MPhil / PhD

Department:

Name of Student / Registration Number / Thesis Title	Name/s of Supervisor/s	Name of Examiners
		External: **1.** **2.** **Internal:**

Publications Details

Journals (Please see Annexure 24):

Conference Full papers:

Conference Abstracts:

Others (Please specify):

Signature   **Date:**
Head of the Department

Annexure 28
Thesis format and guidelines for students

MPhil/PhD Dissertation Evaluation Form
Faculty of Science, University of Colombo

For External Examiners

Name of candidate: Degree: MPhil/PhD

Department:

Title of dissertation:

	Satisfactory	**Marginal (could be substantially improved)**	**Unsatisfactory**
Originality (novelty of study / findings)			
Literature Review (coverage and adequacy)			
Methodology (technically sound and suitable)			
Results (analysis and presentation)			
Discussion (explanations satisfactory)			

Tick one of the following based on the above assessment.
I recommend that:

(a) The candidate be awarded the stipulated degree
 with no corrections to the dissertation   ☐

(b) The candidate be awarded the stipulated degree, subject to
minor corrections to the dissertation   ☐

(c) The candidate be awarded the stipulated degree, subject to
major corrections to the dissertation   ☐

(d) The candidate Not be awarded the stipulated degree   ☐

Note: The examiners are expected to provide:
(i) A separate evaluation report
(ii) Detailed list of corrections/amendments/suggestions (if any) to be addressed by the candidate in revising the thesis.

Examiner's Name:
Signature :   Date:

This form and the other related documents should be sent to the AR/SAR/DR examinations of the University of Colombo. Confidentiality should be maintained.

Annexure 30
Format for Internal Examiners

To: DR/SAR/AR Examination

From: **..**

Name of the Student: **...**

Registration Number: **...**

Degree: MPhil / PhD

Titles of the Thesis: **..**

Name/s of Supervisors: **...**

Department: **...**

This is to certify that,
1. All the corrections mentioned at the viva-vore examinations were incorporated, and
2. The dissertation has been prepared according to the faculty format.

Name of the internal examiner**: ....**

Signature**: ....**

Date**: ....**

Student Request Form – MPhil / PhD

Name of student	Reg. No.	Signature
	Email:	Mobile:

Tentative Title of MPhil /PhD:		Department**:**

Date of Reg.	Reg. No.	Date of Request:

Nature of Request (Tick as appropriate)

	Deferment of registration
	Medical leave
	Overseas Leave (Personal / Conference)
	Extension (beyond the permitted period) Period: …………………………………..
	Other

Recommendation of Principal Supervisor

Name of Supervisor	Signature	Date
Recommendation of PG Coordinator		
Name of PG Coordinator	Signature	Date
Recommendation of Head of the Department		
Name of Head of the Department	Signature	Date