Handbook for Postgraduate Research Degree Candidates

Faculty of Graduate Studies
University of Moratuwa

Version 1.3
19ᵗʰ January 2021

Document History

Version Number	Purpose/Change	Author	Date
1.0	Initial version.	Dean, FGS	28/02/2019
1.1	Senate approved changes (Senate Memo: 482.05.08.04)	Dean, FGS	04/05/2019
1.2	Senate approved Changes (Senate Memos: 484.03.28, 487.05.08.01, 491.03.35)	Dean, FGS	01/01/2020
1.3	Addition of links to guidelines for online processes Originality checking criteria effective 1st August 2020. Discontinuation due to unsatisfactory Progress (2020 By-law amendments)	Dean, FGS	19/01/2021

Information in this handbook is provided in summary form for clarity. Every effort has been made to represent the information accurately. The approved by-laws and procedures of the University are held as the final authority in the event of any error, discrepancy or ambiguity.

Scan to access
By-laws and Procedures for Research Degree Programs

In this document, MSc. refers only to the Master of Science degree with a major component of research, also known as Type B in official documents of the University.

Contact details of the Faculty of Graduate Studies:

Name	Email	Telephone
Dean	dean-fgs@uom.lk	Direct line: +94 011 2651601 UoM Extension: 6801
Assistant Registrar	ar-fgs@uom.lk	Direct line: +94 011 2651601 UoM Extension: 6802
Faculty Office		UoM Extension: 6800

Preface

Welcome to the Handbook for Research Degree Candidates published by the Faculty of Graduate Studies (FGS), University of Moratuwa (UoM). This version outlines only the basic academic aspects that are important for prospective and current graduate students. We plan to update this with further details as well as more information on graduate student life at the University.

This handbook has been prepared with the graduate student in mind. More detailed information on each aspect described herein, including the administrative policies and procedures are shared at the University of Moratuwa Document Management System (DMS) at: https://dms.mrt.ac.lk/index.php/s/GiaHgp3PGrSNCx2.

The online documents are kept up-to-date as and when changes occur. Therefore, you are advised to visit this link to keep abreast of the current versions, particularly with respect to the different forms used at different points in the degree program.

The goal of the FGS at the University of Moratuwa is to enhance the University's research degree programs. High quality research has become as important as teaching, to gain better international recognition and competitiveness. In line with this, attracting high caliber graduate students is a priority for the FGS.

The FGS, together with the Offices of Research and International Relations, seeks to enhance our research degree programs through strategies to attract high quality students, to explore new research partnerships and funding opportunities, and to enhance research capacity within the University.

The UoM is now able to offer joint PhD programs with foreign universities. The first PhD students are well on their way in this program, which would enable them to carry out their research under the guidance of a team of supervisors from both universities, and obtain a PhD from both. Opportunities are also available to the research community at UoM to invite distinguished academics for short visits for research collaboration, and to organize and conduct international conferences and symposia.

The FGS supports eight Multidisciplinary Research Centers (MRCs). These facilitate synergistic collaboration among different faculties and departments, as well as with other local and foreign universities and industry.

Prof. Dileeka Dias

Dean, Faculty of Graduate Studies

University of Moratuwa   19 January 2021

Contents

Chapter 1. Application, Admission and Registration

Welcome!

Thank you for your interest in considering a postgraduate research degree program at the University of Moratuwa. We offer the following programs:

- Master of Science (with a major component of research), a one-year, full time (or two-year part time) program (MSc.).
- Master of Philosophy, a two-year, full-time (or three-year, part-time) program (MPhil.)
- Doctor of Philosophy, a three-year, full-time (or five-year part-time) program (PhD.)

You may choose to carry out your research within any one of the Departments in the Faculties of Engineering, Architecture, Information Technology, or Business of the University. The *Home Faculty* means the Faculty to which your Department of Study belongs. The administration of your program will be by the Faculty of Graduate Studies.

This Chapter summarizes the basic and important aspects of research degree programs at the University of Moratuwa that you need to be aware of, before you apply. Then the application process is described. Applications may be submitted at any time of the year.

The Chapter concludes with the registration for the degree, upon acceptance of the application for admission by the candidate.

Who can be admitted to research degree programs at UoM?

The by-laws for the respective degrees determine who is eligible for admission to a postgraduate research degree program at UoM. A summary of the minimum eligibility criteria is given below. An applicant must satisfy one of the listed criteria to be able to gain admission.

In the following, the Senate of the University is the final authority in determining the recognition of universities, equivalence of degrees, relevance and suitability of academic/professional qualifications and experience presented by applicants to satisfy the eligibility requirements.

Minimum admission criteria for Master of Science (MSc.)
   1. An Honours Bachelor's degree of the University of Moratuwa, in a relevant field.

   2. Any other Honours Bachelor's degree from a recognized University in a relevant field, equivalent to an Honours Bachelor's degree of the University of Moratuwa.

   3. Any other Bachelor's degree from a recognized University in a relevant field,
   and
   a minimum period of one (01) year post-qualifying experience.

   4. Any recognized category of membership of a recognized Professional Institute in a relevant field obtained through an academic route
   and
   a minimum period of one (01) year post-qualifying experience.

Minimum admission criteria for Master of Philosophy (MPhil.)
   1. An Honours Bachelor's degree of the University of Moratuwa, of merit not less than Second Class Honours (Lower Division) in a relevant field.

   2. Any other Honours Bachelor's degree from a recognized University in a relevant field, equivalent to an Honours Bachelor's degree of the University of Moratuwa, and of merit not less than Second Class Honours (Lower Division).

   3. A Master's degree with a major component of research (type B) from the University of Moratuwa in a relevant field.

   4. Any other Postgraduate degree with a research component evaluated by thesis or a dissertation from a recognized University in a relevant field,
   and
   either
   (a) an Honours Bachelor's degree from a recognized University in a relevant field, equivalent to an Honours Bachelor's degree of the University of Moratuwa,
   or
   (b) Any other Bachelor's degree from a recognized University in a relevant field *and* a minimum period of one (01) year experience after the Bachelor's degree
   or
   (c) Any recognized category of membership of a recognized Professional Institute in a relevant field obtained through an academic route *and* a minimum period of one (01) year experience after obtaining such membership.

   5. Has been successful in a transfer evaluation, as set out in the relevant by-law for the MPhil.

Minimum admission criteria for Doctor of Philosophy (PhD.)

1. An Honours Bachelor's degree of the University of Moratuwa, of merit not less than Second Class Honours (Upper Division) in a relevant field.

2. Any other Honours Bachelor's degree from a recognized University, in a relevant field, equivalent to an Honours Bachelor's degree of the University of Moratuwa,   and of merit not less than Second Class Honours (Upper Division).

3. A Master of Philosophy degree from the University of Moratuwa in a relevant field.

4. A Master of Philosophy degree from a recognized University, in a relevant field, equivalent to a Master of Philosophy Degree of the University of Moratuwa.

5. A Master's degree from the University of Moratuwa in a relevant field
<div align="center"><u>and</u></div>
   an Honours Bachelor's degree from a recognized University in a relevant field, equivalent to an Honours Bachelor's degree of the University of Moratuwa, and of merit not less than Second Class (Lower Division).

6. Any Postgraduate degree with a component of research, evaluated by a thesis or dissertation, from a recognized University in a relevant field
<div align="center"><u>and</u></div>
   Either
   (a) an Honours Bachelor's degree from a recognized University in a relevant field of merit not less than Second Class (Lower Division)
   Or
   (b) (i) any other Bachelor's degree from a recognized University in a relevant field, and
        of merit not less than Second Class (Lower Division)
        <u>and</u>
        (ii) a minimum period of one (01) year post qualifying experience after the Bachelor's
        degree.

7. Has been successful in a transfer evaluation as set out in the relevant by-law for the PhD.

Other academic requirements

The two most important academic requirements are related to publications and coursework.
A candidate for a research degree must complete a minimum number of credits through course modules. The minimum number of credits are 2, 4 and 6 for MSc., MPhil and PhD respectively. However, the Supervisor may recommend more than the minimum requirement. The recommended course modules are approved by the Senate, and become the Candidate's personal curriculum. The Candidate must complete the approved curriculum in order to graduate.
Each research degree also has a minimum publication requirement. Before a candidate faces the final evaluation, he/she should have satisfied these requirements. Further details on these requirements are provided in Chapter 4.

Full-time and Part-time study options

These are the two modes of study available for your research degree program. If you apply and register for a full-time program of study, you will not be allowed to undertake any form of employment other than as a Research Scholar in the University. You must be available in the University during normal working hours, unless approval is obtained for your absence due to a valid reason.

You can undertake a part-time program of study, if you wish to work while you earn your degree. You will be guided by your supervisor on your availability in the University.

> In either mode of study, you are expected to demonstrate satisfactory progress as expected by the University. Progress monitoring is described in Chapter 3.

Durations of degree programs and associated milestones

The mode of study will determine the duration of your degree program as indicated below in months. The duration is determined from the Date of Commencement to the date on which the Candidate submits the thesis for evaluation (Initial thesis submission).

Duration of Degree Programs for Candidates with Date of Commencement before 1.1.2020

	MSc.		MPhil		PhD	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Minimum	12	21	21	33	36	60
Normal	15	24	24	36	36	60
Permitted	24	36	42	54	72	96
Maximum with Senate Approval	36	48	72	72	120	120

Duration of Degree Programs for Candidates with Date of Commencement on or after 1.1.2020

	MSc.		MPhil		PhD	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Minimum	12	21	21	33	36[1]	48
Normal	15	24	24	36	36	60
Maximum	48	48	72	72	96	96
Last date for submission of final thesis	Specified by the Panel of Examiners					

The figure below illustrates the above timelines.

*   Approximately: 1 month for MSc (Type B), 3 months for MPhil/PhD
** Upto3 months for MSc (Type B), 6 months for MPhil, 12 months for PhD
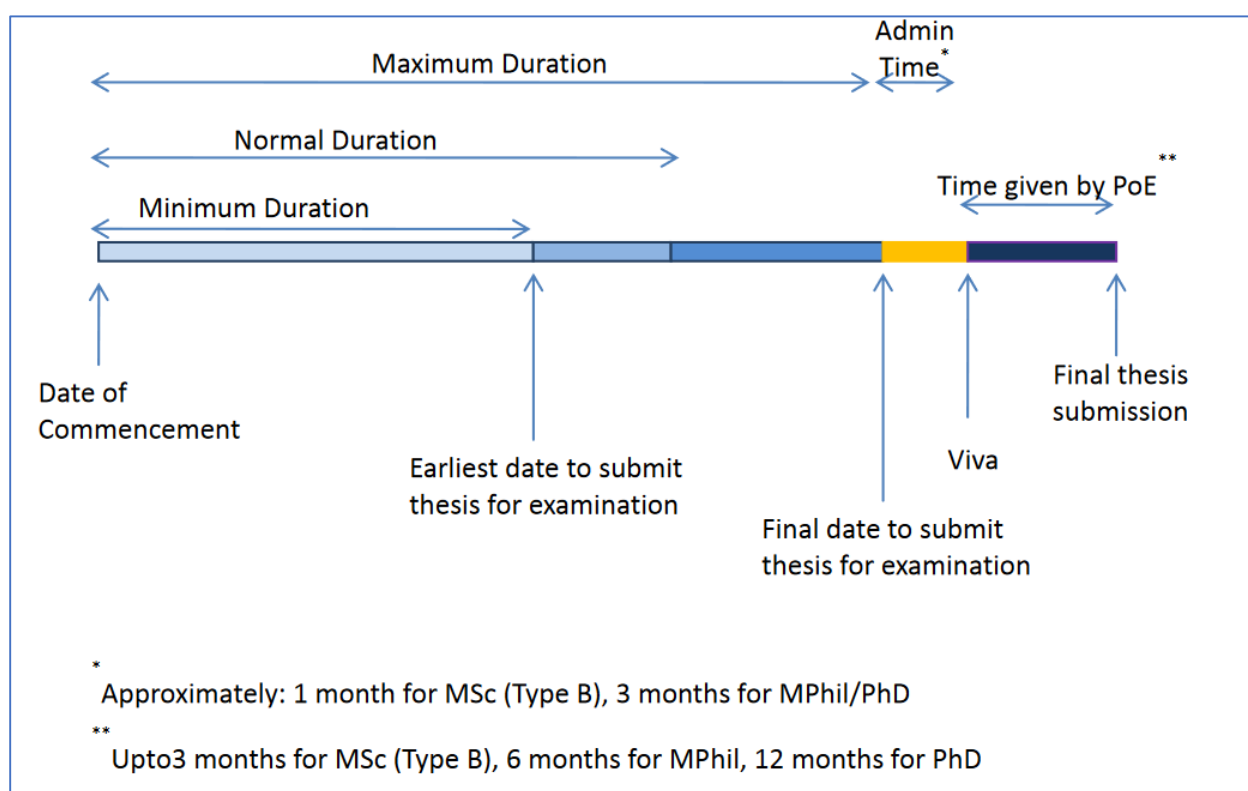
Fees

The following fees are applicable to all postgraduate research degree candidates who commence their program on or after 1st January 2019.

---

[1] In exceptional circumstances, provided that all relevant requirements are met, a PhD candidate may submit the thesis in 33 months with prior approval of the Senate, on the recommendation of the Progress Review panel, the BoS/RD/Home Faculty and the FGS

Application fee	Rs. 500.00
Annual Registration Fee	Rs. 1,000.00 per year
Examination Fees	Rs. 1,000.00 per examination
Re-examination Fee	Rs. 1000.00 per examination or part thereof
Annual Tuition Fees for Normal duration	Rs. 100,000.00 per year
Tuition Fees for Excess Period	Annual tuition fee pro-rated based on the excess duration beyond the normal duration
Transfer fee (where a transfer examination is required)	Rs. 7000.00
Course module fees	Rs. 7500 per 2-credit module

The following differential fees are applicable to foreign students who commence their program on or after 1st January 2019.

Differential Fee for Normal duration	US$ 3,000 per year
Differential Fee for excess period	Annual differential tuition fee pro-rated based on the excess duration beyond the normal duration.
Differential transfer fee	US$ 100
Differential fee for course modules	US$ 225 per 2-credit module

> The annual fees are required to be paid at the beginning of each year, counted from the Date of Commencement.

Library Deposit
Candidates are required to obtain library membership, which includes the following refundable deposits:

Normal Deposit	Rs. 15,000.00 for 6 books
Reduced Normal Deposit:	Rs. 2,500.00 per book, for up to 6 books

Before you apply online

Choosing a Supervisor
Before you submit an application for admission to a research degree program at the University of Moratuwa you are required to contact a potential supervisor from among the senior academic staff of any of the above Departments in line with your research interests.

> Search the University of Moratuwa Directory of Research for potential Supervisors whose expertise align with your interest.

The staff member will:
- Evaluate your eligibility to register for the degree of your choice
- Work with you to develop a research proposal, and
- Recommend course modules appropriate for your program

This proposal will form part of your online application.

The Date of Commencement

This is an important item in your application. The following options are available. You must decide with your supervisor what this should be.
- Option 1: Date of the Head of Department's signature on your application. This allows you to commence your program as soon as you submit your application, before formal acceptance by the University.
- Option 2: To be decided at the time of initial registration. This allows you to register for and commence your program after formal acceptance by the University.

No changes will be allowed to the date of commencement except with special approval of the Senate under exceptional circumstances.

Applying online

If you have chosen a potential supervisor, have the proposal ready, and have identified the course modules for your program, you may go on to complete the online application.

The following supporting documents will be required:
- A scanned, passport-sized, colour photograph (3.5 X 4.5 CM, 300 dpi)
- Scanned academic transcript(s)
- Scanned certificates of any professional qualifications that you have indicated in your application
- Letter of leave from your employer (if applicable)
- Any other documents in support of your application

You will also need names, designations, email addresses and contact numbers of two non-related referees. Please note that you may not designate any of your supervisors as referees. When you submit your application, an email will be sent to the two referees to complete an online report. Further detailed guidelines on filling the application are available on the form itself.

You may save and exit the application process at any time. If you do so, you will be assigned an Application Reference Number, which you can use to recommence your application at a later time.

After submitting your completed application, you will be given further instructions on printing your application and submitting it to your supervisor along with certified copies of supporting documents.

You will be allowed to submit an application only once. In order to make sure your application process is error-free, you can download blank application forms as samples for MSc. , MPhil, or PhD and confirm in advance, the information to be entered.

Applications may be submitted at any time.

You may submit an application for a partial fee waiver (form 1 4 3) together with your application.

Go to online application

Registration for your postgraduate research degree program

Once your application is accepted by the University, you will be informed by the Faculty of Graduate Studies (FGS) to register for your program.
There are two types of registration:

- Temporary registration: This allows a successful applicant to register as a candidate pending formal acceptance by the Senate. Usually, this is due to pending academic certificates or pending payment of full fees. A candidate must complete temporary registration within one month of receiving notification of acceptance from the FGS. It is the responsibility of the applicant to attend to pending matters expeditiously.
- Formal registration: This is completed when Senate approval is granted for the applicant, and the relevant fee has been paid in full.

All successful applicants must complete formal registration within 6 months of the Date of Commencement or the date of Senate approval, whichever comes first. If the applicant fails to do so, their offer of admission will lapse.

Registration (either formal or temporary) is completed by submitting the relevant registration form along with the indicated supporting documents. The relevant forms are:

- Form 1_4_4 for formal registration
- Form 1_4_5 for temporary registration

Upon registration, you will receive the following from the FGS:

- a registration number
- your personal calendar with the key milestones
- your Record Book
- your University LMS (Learning Management System) account

The University will use the above account for all official purposes during your candidature. There will be many important announcements circulated via email from time to time. Thus it is very important that Candidates access the email account given by the University on a daily basis. Further, the DMS (Document Management System) will be used extensively for the Candidate's progression through the degree program.

Guidelines for completing your registration remotely, with minimal physical involvement are available at https://dms.uom.lk/s/cCTiXYH6HjZyWRD#pdfviewer .

A typical personal calendar for a full-time MSc. Candidate listing the key milestones is shown below. You are expected to use your personal calendar as a guideline during your candidature in order to complete your degree program effectively and in a timely manner.

UNIVERISTY OF MORATUWA
Faculty of Graduate Studies

Name Of Student	Gamage L.C.J.
Degree	MSc by Research
Registration Number	188011X
Status	Full Time
Department	Department of Computer Science & Engineering
Registration Type	Formal
Supervisor1	Dr. (Ms.) D.A. Meedeniya
Supervisor2	
Supervisor3	
Commencement Date	2018-01-02

Student Personal Calendar

Milestone	Due Date
Progress Review No 1	2018-05-02
Formal registration to be completed	2018-07-02
Progress Review No 2	2018-09-02
Appointment of Panel of Examiners	2018-11-02
Progress Review No 3	2019-01-02
Earliest date to submit thesis	2019-01-02
End of normal duration	2019-04-02

General administrative procedures during candidature

The Candidate's immediate point of contact is the Supervisor. In the event that there are multiple supervisors, the University designates one of them as the Communicating Supervisor, who is responsible for establishing proper communication between the Candidate and the respective authorities of the University.

Requests for changes to the study program

Candidates may also need to make changes to their study program from time to time, such as the coursework component, supervisors, mode of study etc. Full-time Candidates also need to obtain permission to travel overseas for academic or other purposes. Requests are submitted using the Student Request Form (form 6_1_1).

Extension of duration

Two important milestones during candidacy is the permitted duration and the maximum duration for Candidates with commencement dates before 1.1.2020. If you are unable to submit the thesis for examination before the end of the permitted duration, you are required to obtain Senate approval to extend the duration of your program up to the maximum.

> Any extension must be sought *before* the end of the permitted duration. Having obtained such extension, you are required to complete all your coursework and publication requirements and submit your thesis for examination before the expiry of the maximum duration.

For candidates commencing on or after 1.1.2020, a permitted duration is not defined. Such candidates must compete their coursework and publication requirements and submit their thesis for examination before the end of the maximum duration.

> The line of communication for all academic and administrative matters related to the study program is from the Candidate, through the (communicating) Supervisor, the Research Coordinator of the Department, the Head of the Department, the Director of Postgraduate Studies of the Home Faculty, the Dean of the Faculty of Graduate Studies and the Senate.

The complete administrative structure for postgraduate research programs is shown below.
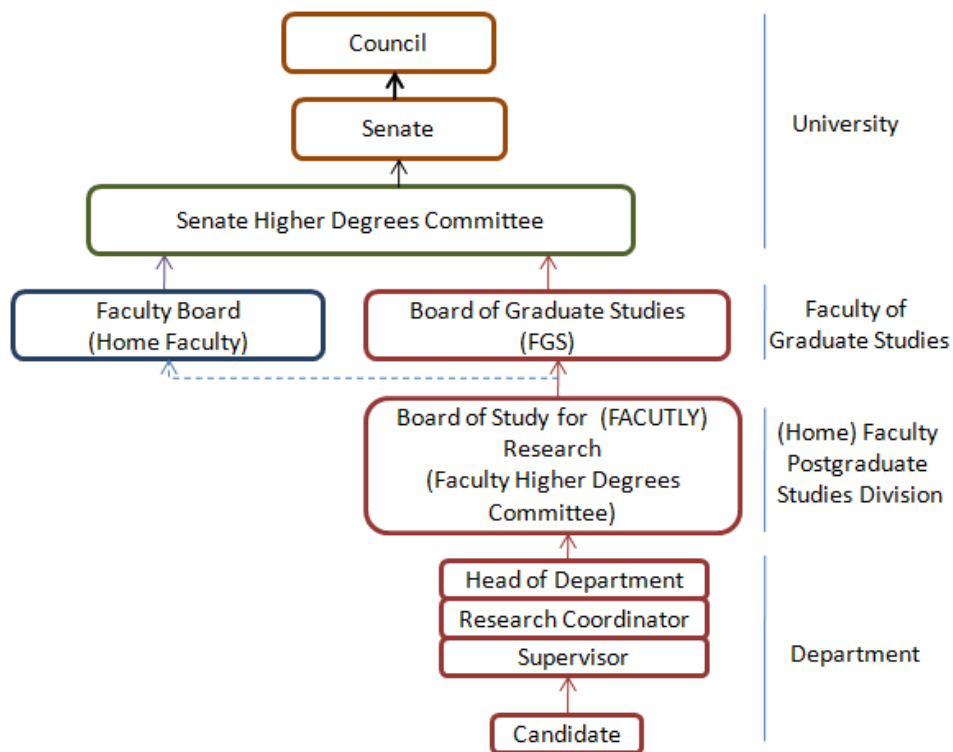
Chapter 2. Progress Monitoring

Introduction

It is important that, as part of the educational process, postgraduate researchers receive appropriate supervision, that their progress is carefully monitored, and that they receive feedback in reasonable time to enable them to adjust their patterns of work as necessary.

All candidates will be given a personal calendar at the time of initial registration by the FGS, and it is the candidate's responsibility to ensure that the schedule is met. The timeline for the candidate will start on the Date of Commencement. All scheduled activities will be initiated by the candidate by making an application on the relevant form at the scheduled time with relevant supporting documents. The milestones and their assessment will be the same for both full-time and part-time candidates unless otherwise stated.

The key forms of progress monitoring are the Proposal Review and the Progress Reviews. Progress reviews are to be held every 6 months for MPhil and PhD candidates, and every 4 months for MSc. candidates. In the case of Mphil and PhD candidates, the Proposal Review will take the place of the first progress review. The minimum duration between two consecutive progress reviews is 2 months.

The university requires a minimum number of progress reviews to be completed by a Candidate in order to proceed for final evaluation. Details of this is given in Chapter 4.

> However, progress reviews are required to be held at the above intervals during the entire study period even after the minimum requirement has been satisfied.

The Proposal Review (for Mphil and PhD only)

The Proposal Review for Mphil and PhD candidates is held within 4 – 8 months of the Date of Commencement and will take the place of the first progress review.

The objectives of this is to assess the candidate's approach to problem definition, scope of the planned research, background review carried out, preparation for research, and the availability of resources. These are evaluated through a detailed research proposal submitted by the Candidate, a presentation and a viva.

Procedure for the Proposal Review:

1. The candidate will make an application for the Proposal Review examination at least 2 weeks in advance of the expected date to the Research Coordinator via the Supervisor (Form 2_3_3). The candidate shall submit a detailed research proposal (both softcopy and hardcopy) with the application to the Research Coordinator via the Supervisor. (See document 2_3_6 for the proposal template)
2. The proposal will be sent to the members of the Proposal Review panel by the Research Coordinator in advance of the review.
3. The Supervisor is responsible for scheduling the Proposal Review.
4. The candidate will make a 20 to 30 minutes presentation of the proposal.
5. The candidate will face the viva-voce examination.
6. The panel will orally examine the candidate and submit its report (Form 2_3_4) to the University.

Guidelines for conducting the Proposal Review online are available at https://dms.uom.lk/s/y6MJHSmTTf8K3cZ .

If the review result is unsatisfactory, the candidate may be given a second chance before the end of 12 months.

> If the proposal review is not held or is not satisfactory (even after one re-evaluation) by the end of 12 months, the candidate may be discontinued by the University.

The Progress Review

The objective of these milestones is to review the progress of the candidate towards achieving his/her research objectives during the period under consideration, and provide guidance and constructive feedback to resolve any issues that may be present.
The progress will be carried out by a Panel appointed by the Faculty of Graduate Studies.

Procedure for the Progress Review:

1. The candidate will make an application to hold the progress review examination approximately 1 month in advance of the expected date to the Research Coordinator via the Supervisor. The candidate will show evidence of publications, participation in research seminars/workshops as required, draft chapters of the thesis (softcopy and hardcopy), and the progress in completing coursework where relevant (Form 2_3_3).
2. The Supervisor is responsible for scheduling the Progress Review.
3. The candidate will make a 20 to 30-minute presentation.
4. The panel will orally examine the candidate and submit its report (Form 2_3_5) to the University.

Guidelines for conducting the ProgressReview online are available at
https://dms.uom.lk/s/y6MJHSmTTf8K3cZ .

Discontinuation due to failure to achieve milestones

> If progress reviews are not held as scheduled, or if they are evaluated as unsatisfactory by the panel over a period of 12 months, the candidate may be discontinued by the University.
>
> By-law amendments in 2020, effective for candidates commencing 1st November 2020 onwards, provides for the registration of students with unsatisfactory progress to be cancelled by the Senate.

Chapter 3. Transfer from One Degree to Another

Introduction

A Candidate is allowed to transfer from one degree program to another under certain circumstances. If you are not planning to do so, you may skip this Chapter.
Transfers are of two types:

Upward Transfers: • From MSc. to MPhil. • From MSc. to PhD. • From MPhil. to PhD	These are initiated by the candidate together with the Supervisor. The Candidate will have to face a Transfer Evaluation in order to transfer.
Downward Transfers: • From PhD. to MPhil. • From PhD. to MSc. • From MPhil. to MSc.	Downward transfers may be affected upon approval following a request by a Candidate or on the recommendation of the Final Examination Panel.

Upward transfers

Upward transfers are only allowed under the following circumstances:
- The Candidate applies for the transfer not later than the permitted duration of the currently registered degree programme.
- The Candidate's proposed research does not deviate significantly from the current research, but is more an extension of the scope.
- The candidate has been successful at all the due progress reviews up to the time of the Transfer Evaluation.
- A Transfer Evaluation Panel recommends the transfer an evaluation.

- **Transfer from MSc. or MPhil. to PhD.:**

The Candidate will submit an Application for Transfer of Registration (form 3_3_1). The following must be submitted along with the application:
  - A research paper based on the work carried out so far
  - A research proposal for the PhD. This proposal will be in the same format as for the Proposal Review (See Chapter 3).

The Transfer Evaluation Panel will examine both components.
A Candidate who is already on an MSc. (or an MPhil degree programme may be considered for transfer of registration to the PhD degree by the Senate upon successful completion of the Transfer Examination:

(a) provided that the candidate satisfies the eligibility requirements given in clause 2.1 of the PhD degree By-Law; or

(b) provided that the candidate has obtained registration for the MPhil degree programme under clause 2.1 in the MPhil. By-Law, but does not fully satisfy the requirements of Clause 2.1 of the PhD degree By-Law, and has published (or has proof of acceptance for

publication) at least one conference paper and at least one refereed journal paper during the candidates candidature period. Upon transfer to PhD, these publications may be counted towards satisfying the publication requirements for the PhD degree.

(c) MSc. candidates who do not satisfy the eligibility requirements given in Clause 2.1 of the PhD By-Law will not be eligible to transfer to PhD degree.

- o For the category of candidates considered under (a), the effective date of registration for the PhD shall be backdated up to the effective date of registration for the MSc (Type B) or MPhil degree.
- o For the category of candidates considered under (b), the effective date of registration for the PhD may be backdated up to six months after the effective date of registration for the MPhil degree.

- **Transfer from MSc. to MPhil:**

The Candidate will submit an Application for Transfer of Registration (form 3_3_1). The following must be submitted along with the application:

- o A research paper based on the work carried out so far
- o A research proposal for the MPhil. This proposal will be in the same format as for the Proposal Review (See Chapter 3).

The Transfer Evaluation Panel will examine both components.

A Candidate who is already on an MSc. may be considered for transfer of registration to the MPhil degree by the Senate upon successful completion of a Transfer Evaluation only if the candidate satisfies the eligibility requirements given in Clause 2.1 of the MPhil degree By-Law.

For candidates considered for transfer, the effective date of registration for the MPhil may be backdated up to the effective date of registration for the MSc (Type B) degree.

Procedure for Upward Transfers

1. The candidate will make an application to hold the Transfer Evaluation (form 3_3_1) approximately 2 months in advance of the expected date to the Supervisor, along with
   (i) his/her work in progress in the form of a research paper and
   (ii) a new research proposal.
2. After consent is granted by the Faculty of Graduate Studies to proceed with the Transfer Evaluation, the Supervisor will schedule this in consultation with the evaluation panel.
3. The candidate will make a 20 to 30 minute presentation at the evaluation.
4. The panel will conduct the viva-voce.
5. The panel will prepare the report (Form 3_3_2) and hand it over to the relevant authorities of the University.
6. Upon Senate approval of the transfer, the Candidate will be asked to register for the new degree.
7. The Candidate will submit the Transfer registration form (Form 3_3_3) with supporting documents, the relevant transfer fee and the tuition fee to register for the new degree.

Progress reviews for candidates who transfer upwards

Any progress reviews conducted after the effective date of registration for the new degree as recommended by the Transfer Evaluation Panel, as well as the Transfer Evaluation itself, shall be counted as progress reviews towards the new degree.

Downward transfers

- **Transfer from PhD to MPhil**

A candidate who is already registered for a PhD degree may be considered for transfer of registration to MPhil Degree based on the following:

(a) the candidate's request with a revised proposal with the recommendation of the Supervisor(s), Head of the Department and FGS, provided that the student has completed at least one year of work in the PhD degree and has completed the required Proposal/Progress reviews. The revised proposal to be evaluated by the Proposal Review Panel.

(b) the recommendation of the PhD examination panel in consultation with the Supervisor.

For the category of candidates considered under (a), the effective date of registration for the MPhil may be backdated up to the effective date of registration for the PhD degree.

The MPhil degree shall be awarded subject to fulfillment of all requirements of By-Law No. 5 for the Award of MPhil degree.

- **Transfer from MPhil. or PhD. to MSc.**

A candidate who is already registered for a MPhil. or a PhD. degree may be considered for transfer of registration to MSc. by the Senate on the candidate's request on the recommendation of the Supervisor(s), Head of the Department and the FGS, provided that the permitted duration for the degree is not exceeded at the time of request.

The MSc degree shall be awarded subject to fulfillment of all requirements of the By-Law No 49 for the Award of MSc. Degree.

Study Period of Transfer Candidates

The start of the study period of candidates transferring from one degree to another shall be taken as the effective date of registration for the new degree as recommended by the Transfer Evaluation Panel, and indicated in the registration for the new degree.

Chapter 4. Final Evaluation and Award of Degree

Introduction

Once the supervisor is satisfied that the Candidate's research achievements and the thesis drafted by the Candidate satisfy the expectations for the relevant degree, the candidate may submit the thesis for examination.

The thesis is evaluated by a Panel of Examiners who in the case of MPhil and PhD, respond with a written evaluation report. Based on the recommendation of the Panel of Examiners, a viva-voce examination is held for the Candidate, after which the decision on the award of the degree is made. In the case of MSc. candidates, a written report by the Examiners is not required, and the final decision is made by the Panel at the viva-voce examination.

This Chapter describes the requirements to be met at the time of submitting the initial thesis, the final evaluation process and the decision on the award of the degree.

Before submitting the thesis for evaluation:

To be able to submit the thesis for examination, the candidate should have :
- Faced at least the minimum number of progress reviews
- Satisfied publication requirements relevant to the degree
- Satisfied the coursework requirements relevant to the degree
- Satisfied the plagiarism control requirements of the University

What is the minimum number of Progress Reviews?

The minimum number of progress reviews needed (including the Proposal Review where applicable) to satisfy the graduation requirement is:

	M.Sc.	MPhil	PhD
Full-time	2	3	5
Part-time	3	4	7

What are the publication requirements?

The Candidate must satisfy the following publication requirements for graduation. These must be met at the time of initial submission of thesis.

Degree	Publication Requirement
MSc.	*Either* At least one full paper published/accepted for publication in a refereed journal or a refereed conference. The full paper must be refereed and published/accepted, *Or* At least one full paper ready for publication, the contents of which are acceptable to the Panel of examiners.
MPhil.	At least one paper published/accepted for publication in an indexed journal or an indexed conference.
PhD.	Two refereed publications, with at least one published/accepted for publication in an indexed journal.

Note 1: What are Indexed publications?
Full length articles (not abstracts) in journals and conferences which are listed in one of the following indices:
  a. Thompson Reuters Web of Science Core Collection (SCI Expanded, Social Science Index, Arts and Humanities Index, Emerging sources citation index)
     or
  b. Scopus
The presence of the journal/conference in the above indexes are to be verified by the relevant Research Coordinator.

Note 2: What are other refereed publications?
These are full length articles published in a recognized journal or conference not in any of the indexes above. The article should be submitted with the decision of the Editorial Board and the referee reports. Care should be exercised to avoid predatory journals.
The journal or conference must be recommended by the Progress Review Panel, and must be acceptable to the Panel of Examiners.

Note 3: How is "Acceptance of an article" defined?
The article submitted for the fulfilment of the higher degree should meet one of the following conditions to be considered as published:
  1. Already published
  2. Editorial panel has accepted the paper
  3. Reviewers have accepted the paper with minor revisions
  4. Provisional acceptance with additional information or rearrangement of the manuscript

<u>Publications</u> mean <u>only</u> those arising out of research carried out towards the fulfilment of the relevant research degree.

Coursework requirements

For graduation, a taught course component of a minimum number of credits as given below must be earned by the Candidate.

MSc.	MPhil.	PhD.
2 credits	4 credits	6 credits

The Candidate, on the recommendation of the Supervisor, must specify the course modules at the time of application for admission, which will be approved by the Senate, and serve as his/her personal curriculum. With justifiable reasons, the Candidate may add/drop course modules with the approval of the Senate, subject to satisfying the above minimum credit requirement. However, once a candidate has sat for the final examination of a module, he/she will not be able to drop it.

The candidate should have completed any continuous assessment and sat for the final examinations of all course modules at the time of submitting the thesis for examination. However, it is possible that the grades may not be available at this time.

Originality check

The University considers avoiding plagiarism as one of the major requirements of the degree program. The Library provides facilities for checking the originality of your thesis. The current tool used for this is Turnitin.

Before the Candidate submits the initial thesis for examination, a similarity report should be generated using this tool, and the report should be submitted with the thesis. A similar report needs to be submitted with the final thesis.

> The maximum allowable similarity index for any thesis is to be kept below 10%, using a word count of 14, excluding references, bibliography, table of contents and acknowledgement, and not excluding self-citations and quotations.

Further details on the originality check process for all postgraduate theses effective from 1st August 2020 are available at: https://dms.uom.lk/s/TsDN8nkBX35M8RT

The final evaluation process

The final evaluation process is listed below. Detailed requirements in each step are further explained in the relevant forms used at each stage.
- Candidate submits *intention to submit thesis* on relevant form (form 4 3 1) approximately three months ahead of the planned initial thesis submission date.
- Student obtains Turnitin account from the Library.

- Candidate submits initial thesis with the *blue form* ([form 4 3 3](#)) with the required supporting documents. This may be submitted any time after the minimum duration for the degree until the maximum duration.
  - Guidelines for preparing the thesis are available at: http://www.lib.mrt.ac.lk/images/Thesis_Guide_Lines.pdf .
- Examiners are allowed 2 months (MPhil/PhD) and 1 month (MSc.) for review of the thesis and submit their evaluation report.
- Candidate faces viva-voce examination. The result of the examination would be one of the following:
  - To recommend award of the Degree without any corrections/modifications.
  - To recommend award of the Degree after minor corrections/modifications indicated are done to the satisfaction of the Supervisor.
  - To re-examine[2] the candidate after major corrections/modifications are done:
    - to the satisfaction of the Panel of Examiners (re-examination of the thesis by the Panel of Examiners).
    - to re-examine the thesis *and* repeat viva-voce examination.
  - Any other recommendations (e.g. a downward transfer)

- Candidate completes any additional work/amendments/corrections recommended by the Panel of Examiners within the stipulated time duration.
  - A deadline for completion of major amendments and resubmission shall be specified by the Panel of Examiners at the viva-voce examination, in consideration of the corrections/modifications required. This time shall normally be up to 12 months for PhD, upto 6 months for MPhil and upto 3 months for MSc, counted from the day of the viva-voce examination.
  - The time allowed for completion of minor amendments is normally 2 months for PhD. and MPhil., and 1 month for MSc.
  - A candidate would have only one re-attempt with major amendments.
- Candidate submits the final thesis with the *pink form* ([form 4 3 9](#)) with the required supporting documents.

---

[2] Please see the section on "What if I am unsuccessful at the final evaluation?"

What if I am unsuccessful at the final evaluation?

In this case, the Candidate is required to face a re-examination. The Candidate shall submit the thesis for re-examination as per the time frame specified by the Panel of Examiners at the initial viva-voce examination. Re-examination can take one of two forms, as recommended by the final evaluation panel:

- Re-examination of the thesis only).
- Re-examination of the thesis and repeat viva-voce examination after major corrections/modifications are done.

The re-evaluation process is described below. Detailed requirements in each step are further explained in the relevant forms used at each stage.

- The Candidate shall complete the *Form for Submission of Thesis for Re-examination* (*yellow form*, [form 4_5_2_1](#)) and submit it with an examinable copy of the revised thesis and supporting documents to the FGS through the Supervisor, Research Coordinator, HoD and D/PGS.
- A tuition fee will be charged from the date of the initial viva-voce examination to the date of submission of the revised thesis, on a pro-rated basis.
- A re-examination fee will be charged.
- The normal time allowed for an Examiner for submitting the report on the revised report shall be 1 month for MPhil/PhD and 2 weeks for MSc.
- If the previous recommendation of the Panel of Examiners was to re-examine the thesis only, the result will be based on the reports of the Examiners on the revised thesis.
- If the previous recommendation of the Panel of Examiners was to re-examine the thesis and repeat the viva-voce, a repeat viva-voce will be conducted.
- The final result of the re-examination process shall be one of the following:
  - Award the Degree
  - Award the Degree after minor corrections indicated are done to the satisfaction of the Supervisor normally within one month.
  - Award of the Degree is not recommended.
  - Other (e.g. a downward transfer)
- Candidate submits the final thesis with the *pink form* ([form 4 3 9](#)) with the required supporting documents.

Study period of candidates who face re-examination

The candidacy duration (study period) for Candidates who undergo a re-examination process is extended up to the time the thesis is submitted for re-examination.

Award of the degree

The candidate shall satisfy the following requirements, and any other requirements as per the relevant By-Law, to be considered to be eligible for the award:

(a) Has pursued an approved programme
(b) Has fulfilled all academic requirements of the programme
(c) Has successfully completed all prescribed evaluations
(d) Has successfully met the stipulated publication requirements
(e) Has fulfilled both minimum and maximum duration requirements
(f) Has paid all fees

The final authority to determine the award of the degree is the Council of the University. This approval takes place upon the recommendation of the Faculty of Graduate Studies and the Senate.

A Candidate for a degree, once determined as successful by the Senate, shall be considered as a Graduand until the award of the degree at a Convocation.

A Graduand shall supplicate to obtain the degree at the Convocation either in person or in absentia, as per the relevant by-law.

Chapter 5

Chapter 5. Obtaining Ethical Clearance for Your Research

Introduction

The primary purpose of proper ethical conduct in research is to ensure the safety and well-being of everyone involved. This may include for example, respondents who might be concerned or alarmed at some of the questions etc., and the student or researcher who needs to be aware of their personal safety, perhaps when gathering data in the field. As a general rule, all research projects involving human participants or using their personal information or body samples require ethical clearance. This requirement applies to all postgraduate research projects of the University of Moratuwa.

This Chapter describes how the risk in terms of ethical conduct associated with a research project may be assessed, and the requirements for obtaining ethical clearance depending on the identified risk. The Chapter also outlines the process to be followed by Candidates to obtain ethical clearance and the process for granting clearance by the University.

New applicants for research degree programs should complete the process of obtaining ethical clearance by the first Progress Review or the Proposal Review as the case may be. The report of the Proposal/Progress Review Panel should confirm the availability of ethical clearance. In the event of any amendment in the research methodology, the student should obtain clearance for the new methodology.

The University Ethics Review Committee (UERC)

The ethical clearance process is managed by the UERC. This consists of members approved by the Senate, from all Faculties of the University.

The UERC will receive applications, review them and/or obtain reviews from internal staff members or external ethics review committees as required.

Classification of risk

Principally, research projects can be classified as; *low risk* and *above-low risk* in relation to ethical conduct. Details of the classification are described below.

Low risk category	Above-low risk category	
	Research, which may involve risk to participants of more than discomfort. This includes research that:	
Research which (a)involves no foreseeable risk of harm or discomfort (b) is designed so that any foreseeable risk is not more than an inconvenience.		
Examples:	**Part I**	**Part II**
i. The collection and use of material that is on public record or within the public domain ii. Research utilising existing collections of research data or records that contain only anonymous data. iii. Data from feedback surveys and quality assurance studies which only ask questions about a system, program, service or organisation under assessment and do not make comment on the individual recipients, clients, students or users iv. Research involving the use of standard tests and questionnaires administered appropriately to normal adult populations, and where data are recorded in such a manner that the participants are not and cannot be identified	i. may cause discomfort, either physical, psychological or social beyond normal levels of inconvenience ii. uses intrusive techniques, including some personality assessment tests iii. examines potentially sensitive or contentious topics or themes, such as studies of body image or personal health habits iv. involves qualifying the conditions of consent, such as circumstances where the purpose of the study is not fully disclosed to participants	v. uses therapeutic techniques vi. involves secondary use of identifiable specimens or data collected for another study or purpose vii. involves the collection, use or disclosure of identified personal, health or sensitive information without the consent of the individuals in question viii. seeks disclosure of information that may be prejudicial to participants, for example, which has the potential to be incriminating ix. involves any physical intervention or removal of body fluids or tissues, such as blood or

v. Research or evaluative procedures involving observation of public behaviour on unidentified participants, where data are recorded in such a manner that participants are not and cannot be identified vi. Research carried out in an educational setting using groups of participants, rather than individual participants and where data are recorded in such a manner that participants are not and cannot be identified.		urine samples, biopsies x. involves a fertilised human ovum xi. involves a clinical trial of any drug, therapeutic product or biomaterial xii. involves any stimuli, tasks, investigations or procedures which may be experienced by participants as stressful, noxious, aversive or unpleasant during or after the research procedures xiii. involves in DNA 'fingerprinted', or have any other kind of uniquely identifying biological marker recorded xiv. uses a highly vulnerable participant population, for example - intellectually disabled individuals, people who have undergone trauma, psychologically disturbed individuals xv. involves animals in research procedures

Requirements for obtaining ethical clearance for postgraduate research projects

1	Candidates whose research **does not** involve any item in the low risk category or the above-low risk category are not required to submit an Ethics Application Form.
2	All candidates whose research involves one or more of the items in the **low risk category** are required to submit Ethics Application Form A (Annex A) to the UERC.
3	All candidates whose research involves one or more of the items in the **above-low risk category Part 1** are required to submit Ethics Application Form B (Annex B) to the UERC.
4	All candidates whose research involves one or more of the items in the **above-low risk category Part 2** are required to: • submit Ethics Application Form B to the UERC **and** *either* • obtain external ethical clearance from a Medical Faculty in Sri Lanka which is approved by the University Grants Commission (e.g., Universities of Colombo, Sri Jayawardenepura) - if the research project involves **humans**. *or* • submit the Application for Ethics Review of Research Projects Involving Animals of the University of Colombo and obtain the ethical clearance from the Ethics Review Committee of the Faculty of Medicine, University of Colombo - if the research project involves **animals**. (http://www.pgis.lk/assets/forms/guidelines_on_animal_research.pdf
5	• If the Candidate is unsure whether their research projects fall into the above-low risk category, they are encouraged to discuss with their supervisors with regard to the above arrangement. Depending on the nature of the research, it is the responsibility of each candidate to decide which method of application he/she needs to follow.

Note: If the research involves animals, candidates are encouraged to refer *Guidelines for Ethics Review of Research Proposals Involving Animals in Sri Lanka*, Faculty of Medicine, University of Colombo 2009.

Application process for obtaining ethical clearance

1. Application forms A and B for ethical clearance are made <u>available online</u>.
2. The Candidate must initiate the process for obtaining ethical clearance at the Proposal Review (for MPhil and PhD candidates) and at the first progress review (for MSc. candidates).
3. The completed application A or B as relevant, should be submitted via e-mail to the Assistant Registrar/Faculty of Graduate Studies (<u>ar-fgs@uom.lk</u>) in the form of a pdf document along with signatures of the candidate and supervisor(s) electronically along with any supporting documents, also in pdf format.
4. If an application to an external ethical clearance committee is required, the relevant application process must be followed by the candidate. The UERC will issue a letter to accompany such applications. Upon obtaining such external approval, the relevant document should be submitted to the UERC. Any cost incurred in obtaining external clearance should be borne by the candidate/supervsior(s).

Process for granting ethical clearance

1. Application Form A:
   UERC will issue an **Ethics Declaration Number (EDN)** to the candidate. There will be no review of the application.
2. Application Form B:
   - If risk falls into above-low risk category Part 1, the UERC will review the application, obtain views from two reviewers of the University (Senior Lecturer Grade I or above) and inform the decision to candidate.
   - If risk items fall into both above-low risk category Parts 1 and 2,
     - UERC will obtain views from two reviewers of the University (Senior Lecturer Grade I or above) and await decision of the external review from a medical faculty.
     - Once clearance from the external committee is received, the UERC will inform the decision to the candidate.
3. The UERC will assign an **Ethics Clearance Number (ECN)** to approved applications, which can be used in future publications and other documents.

More detailed documentation on the ethics review process is available <u>here</u>.