Student Handbook

Mphil/Phd Progamme

Research Degree Office
Faculty of Management and Finance
University of Colombo
Sri Lanka

1. Introduction

This handbook provides information about the postgraduate research programme offered by the Faculty of Management & Finance of the University of Colombo. The content is designed to make you aware of the (i) background details of the University, the Faculty and the programme (ii) the programme structure (iii) programme regulations and further guidance and (iv) programme by-laws. You are requested to read this handbook carefully to have an idea about your programme of study before you embark on it.

Section I – The Background

2. The University of Ceylon

The University of Ceylon was established by the State Council in April 1942. The first Vice-Chancellor of the new University, Sir Ivor Jennings, hoisted the flag on July 1942 at the College House where his office and the central administration were located. The nucleus of the University was formed by amalgamating the Ceylon Medical College founded in 1870 and the Ceylon University College founded in 1921, both of which were incorporated into the University. Therefore, the history of the university goes back to the nineteenth and early twentieth centuries.

The Medical College owed much to the generosity of philanthropists such as Mudaliyar S. Rajapakshe, Mr Charles Henry de Soysa, Muhandiram A.Simon Fernando Wijegooneratne and Mudaliyar Vimala Gunawardana. In 1888, the Licentiate in Medicine and Surgery (LMS) of the College was recognized to produce fully qualified medical practitioners.

In 1920, the government purchased "Regina Walauwa", now named "College House" on the recommendation of Sir Edward Denham. The University College was formally opened in January 1921.

College House, the then "Regina Walauwa" which is today considered a national heritage site, was a family house that belonged to Arthur de Soysa, the grandson of the philanthropist Sir Charles Henry de Soysa. The library, established through Sir P. Arunachalam's gift

of his late son, Mr A. Padmanabha's books was housed in a room at College House.

The old Royal College buildings were taken over in 1923 and the library moved from College House to the Villa Venezia an Observatory provided in the College grounds. On the recommendation of the College Council, the Government declared land in Buller's Road, Colombo, as a University site in March 1924. A Draft University Ordinance was prepared in June 1925. In early 1926 controversy arose over the location of the University. The Governor's Committee in February 1927 reported in favour of the Uyanwatte site in the Dumbara Valley, near Kandy and recommended that the University should be of the 'unitary' type in teaching and residential facilities.

Sir P. Arunachalam expired two months before the Legislative Council accepted the University in principle in February 1924. Mr Marrs, the first Principal who gave nearly eighteen years of his life to the development of the College and the creation of the University of Ceylon, retired in July 1939.

3. The University of Colombo, Sri Lanka

By 1950 the University of Ceylon had a reputation as an important centre of excellence in the Commonwealth. The Higher Education Act of 1966 established a National Council of Higher Education (NCHE) and later in 1972 under the University of Sri Lanka Act No. 1 of 1972 all universities were brought under one umbrella and made Campuses of a single university established as the University of Sri Lanka. The University of Ceylon, Colombo was named the Colombo Campus of the University of Sri Lanka. This system prevailed until 1977. University autonomy was weakened and as a result, a new Act was introduced in 1978. Under the Universities Act No. 16 of 1978 all Campuses of the then single University became independent Universities. Accordingly, the University of Colombo, Sri Lanka regained its autonomy in 1978.

It had Faculties of Medicine, Arts, Science, Education and Law. A Faculty of Graduate Studies was created by an Ordinance of the UGC in 1987, to further strengthen post-graduate education. Subsequently, the Faculty of Management and Finance was established in 1994. The Sri Palee Campus of the University was established by

a Gazette notification in 1996. Institutes with financial autonomy were created by the earlier Act of 1972. When the single university was dissolved in 1978, the Postgraduate Institute of Medicine, the Institute of Workers' Education and the Institute of Indigenous medicine were affiliated to the University of Colombo. The Institute of Computer Technology (ICT) was established in 1987. The University now has 7 Faculties with 41 Academic Departments, a Campus, a School, 6 Institutes and 5 centres.

The University has recognized the importance of linking with alumni especially in industry and the private sector, through the concept of voluntary mentoring and internal placements facilitated by the Career Guidance Unit. Subsequently, the ICT was renamed as the University of Colombo School of Computing (UCSC) in 2002 and the IWE was renamed as Institute of Human Resource Advancement (IHRA) in 2006.

The University of Colombo today is a National State University that offers education to some of the best students in the country who enter its portals with hopes and aspirations for a better future and is the top-ranked university in Sri Lanka and the only Sri Lankan university within first 1000 of the world
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4. The Faculty of Management & Finance

Before obtaining faculty status in 1994, management education was operating under the Faculty of Arts as the Department of Commerce, which commenced in 1979. The founder of management education in the University of Colombo was Professor W.M. Jayaratne, who was the first Head of the Department of Commerce. The faculty of Management & Finance commenced its functioning with two academic departments namely the Department of Commerce and the Department of Management Studies. In 2002 the Faculty expanded into 7 speciality areas under 6 academic departments namely the Department of Accounting, Business Economics, Finance, Human Resource Management, Management & Organisation Studies and Marketing. These Departments offer the Bachelor of Business Administration Degree in Accounting, Business Administration, Business Economics, Finance, Human Resources, Management & Organisation Studies and Marketing. In 2014 the Faculty added the Department of International Business to its struc-

ture awarding the BBA Degree with specialisation in International Business for the first time in Sri Lanka.

5. The MPhil/PhD programme in Management & Business Studies

The need of a research degree programme for the faculty for its strategic goal of achieving academic excellence in management education had been recognized for more than 10 years. Several times efforts had been made but could not bring a result for various reasons. However, this need got materialised during 2013/14 under the guidance of the then Dean of the Faculty Prof. H.D. Karunaratne. A team led by Dr A.A.C Abeysinghe, a Senior Lecturer of the Faculty, designed the programme and obtained the approval of the Senate of the University to commence its operations. The first programme was inaugurated in May 2014 with 21 candidates.

6. Research Environment

The faculty's research focus is around management and business-related issues, especially from a multidisciplinary perspective. MPhil/PhD students have access to over 50 qualified internal members of staff who have specialized in diverse disciplines having exposure to multi-disciplinary perspectives in their PhD studies.

Some events are organized to enrich the knowledge of research students. All research students are encouraged to attend these events, which include:

- Reading Groups: these reflect the major areas of research in the Faculty. Groups meet regularly and provide a forum where members of staff and research students can discuss research issues of mutual interest.

- Seminars: these are meetings at which visiting academics or members of the Faculty are invited to present their research papers.

- Research student colloquiums: these events are organised by research students themselves, offering students an opportunity to present papers on their research in progress to their peers.

The Faculty will facilitate such events.

These events provide a forum where members of staff and research students can discuss research issues of mutual interest, as well as encouraging collaborative research ventures.

7. Foreign academic involvement

Outcomes of the Mphil/PhD programme always are located within the global knowledge base. For this purpose, not only the themes of research students of the programme are connected to the contemporary international debate but also the services of academics from foreign universities are obtained. Such services are obtained by way of being resource persons at the initial research training process (over the online platform), being supervisors to research students and being resource persons to different academic forums.

8. Communication

The main point of contact for the MPhil/PhD programme is the Coordinator of MPhil/PhD Programmes. General enquiries relating to the programme should initially be directed to the Coordinator. Under specific circumstances, the Dean, Faculty of Management & Finance could be contacted.

Dean of the Faculty: Prof. MPP Dharmadasa
 Tel. +94 011 250   12 95   - email. dean@fmf.cmb.ac.lk

Coordinator of the programme: Dr AAC Abeysinghe,
Department of Accounting, Faculty of Management & Finance,
Tel. 077 114 1977- email c_abey@dac.cmb.ac.lk

9. National Qualifications Framework

Ministry of Higher Education has issued the Sri Lanka Qualifications Framework (SLQF) aiming at improving the quality of higher education and training through recognizing and accrediting qualifications offered by different institutions. It identifies different levels to which the qualifications offered in the entire higher education sector in Sri Lanka. It is useful for candidates of programmes to understand and judge the relative value of a qualification enabling them to make

informed decisions about the qualifications they intend to acquire.

As a candidate in the MPhil/PhD programe, you are instructed to read the SLQF carefully. Some Important points extracted from the SLQF – 2015 are given below for your understanding.

(i) Purpose and Scope of Qualification

MPhil

The purpose of this qualification is;

• to develop the capacity of a graduate with an advanced knowledge in a specific field of study or discipline,

• to conduct advanced research.

• to further embark on higher degrees and specialized professional employment.

• to enhance professional, managerial, administrative and technological capacities.

For an MPhil degree, a candidate is required to carry out high level research under guidance of a person holding equal or higher qualifications and make a significant contribution to a particular discipline or field. The research may be pure disciplinebased or multidisciplinary. The candidate should submit a thesis incorporating research findings, which is assessed and accepted. The research must satisfy peer review and should merit publication. The candidate may also be required to follow some course work as preparatory work or for value addition to research. However, this course work shall not contribute to the credit accumulated towards the qualification.

PhD

The purpose of this qualification is to develop the capacity of a graduate to generate substantive insights in a particular area of study through

• high quality, original and independent research, and contribute to scholarship, or

• enhancing professional, managerial, administrative, research and technological capacities to enable specialized professional employment at the highest level. For a doctoral degree, a candidate is required to carry out high level research under the guidance of a supervisor holding a qualification of this SLQF Level or equivalent (unless in exceptional circumstances that will have to be justified in writing before being appointed as a supervisor) and make a significant and original academic contribution creating new knowledge. The candidate should submit a thesis incorporating research findings which are assessed and accepted.

The candidate may also be required to follow some course work as preparatory work or for value addition to research. However, this course work shall not contribute to the credits accumulated towards the qualifications. The research must satisfy peer review and should merit publication. The research may be purely discipline-based or multidisciplinary.

(ii) Attributes of Qualification Holders

MPhil

The qualification holders:
• should also be able to demonstrate critical awareness of current issues in the subject area and be able to apply techniques relevant to professional practice.

• should be able to carry out independent pure and/or applied research contributing significantly towards the development of knowledge and supervise and evaluate original research carried out by others in the field of specialization leading to qualifications of SLQF levels up to 9.

• should be able to make judgment on complex and controversial issues in the area of expertise and communicate his/her ideas and conclusions clearly to specialist and nonspecialist audiences.

• should demonstrate selfdirection and originality in tackling and

solving problems and be able to plan and implement tasks at professional levels.

PhD

The qualification holders:

•should be able to provide evidence for generating new knowledge by publications in peer reviewed indexed journals. -should be able to design and carry out independent pure and/or applied research contributing significantly towards the development of new knowledge.

•should be able to train graduate students in research methodology, and to supervise and evaluate original research carried out by others in the field of specialization.

•should be able to demonstrate critical awareness of and analyse current, complex and controversial issues in the subject area and apply techniques relevant to professional practice

•should be able to make judgments on complex issues in specific fields (K) and communicate his/her ideas, views and conclusions clearly and effectively to specialist and non-specialist groups.

•should also be able to exercise personal judgment and responsibility even in unpredictable situations in the professional environment.

(iii) Subject / Theoretical Knowledge
MPhil

•Enhance knowledge through research of a quality that will satisfy peer review and merit publication.

•Evaluate and constructively criticize and improve methodologies in the area of specialization.

•Analyse and critically evaluate past and current research in the area of specialization.

PhD

•Create new knowledge through original research of a quality that makes a significant contribution to development of the discipline and satisfy peer review and merit publication.

•Demonstrate critical reading and analytical skills by critically analyzing synthesizing and evaluating data, making judgments and identifying solutions to problems.

•Demonstrate a systematic acquisition and understanding of substantial amount of knowledge in the area of specialization and/or professional practice.

•Respond efficiently and effectively to the changing developmental needs of the discipline.

(iv) Practical Knowledge and Application

MPhil

•Use practical skills and enquiry efficiently and effectively within the area of study.

•Construct and sustain arguments and use these arguments, ideas and techniques comprehensively in problem solving

PhD

•Demonstrate an in-depth knowledge and understanding of applicable techniques for research and advanced academic enquiry/ professional practice

(v) Communication

MPhil

• Disseminate findings of scientific/intellectual enquiry through publication and/or presentation Communicate in oral and written format the findings, ideas and conclusions effectively to specialist and

non-specialist audiences.

PhD

•Disseminate findings of scientific/intellectual enquiry through publications and/or presentation at an internationally accepted level.

•Communicate in oral and written format the findings, ideas and conclusions effectively to specialist and non-specialist audiences.

(vi) Creativity and Problem Solving

MPhil

• Construct new hypotheses and test them in a scientific manner.

• Demonstrate self-direction and originality in solving problems in the professional environment.

PhD

• Conceptualize, design and implement new projects to generate new knowledge and applications.

• Make judgments on complex issues in the field of specialization even in the absence of complete data.

• Identify, conceptualize and provide creative insights into complex issues and problems, and demonstrate selfdirection and confidence in solving problems.

Section II – Regulations and Other Guidance
Regulations
Programme Design and Operationalization

Regulations made by the senate of the University of Colombo under section 136 of the Universities Act No. 16 of 1978 and its subsequent amendments

1. These Regulations made be cited as the Master of Philosophy and Doctor of Philosophy Degrees of the Faculty of Management and Finance Regulations No … of 2018.

2. The following shall represent the structure of the program.

Table 1: Structure of the MPhil/PhD program

Event	Element	No of hrs.	Time Span	
			Full-time candidates	**Part-time candidates**
Research Method- ology and Prepara- tion for the Research	Module I – Foundation for Research (04 Credits) a. Philosophy of social science research (01 Credit) b. Research Methodology (02 Credits) c. Academic Writing & Ethics (01 Credit)	60	Semester I & II	Semester I & II
	Module II – Seminar Series (01 Credit)	15		
	Module III – Literature Review (02 Credits)	30		
	Module IV – Advanced Meth- odological Studies (03 Credits) a. Social Theories (01 Credit) b. Advanced Quantitative Research Methods (02 Credits) or c.Advanced Qualitative Research Methods (02 Credits)	45		

Event	Element	Time Span	
		Full-time candidates	**Part-time candidates**
Finalization of the research proposal and submission			
Initiation of the research project and requesting for upgrading the registration from MPhil to PhD level by MPhil candidates	a.Carrying out a pilot study b.Construction of the final conceptual framework/ model c.Obtaining ethics clearance d.Commencement of the initial field study **Submission of basic drafts of the thesis** a. Comprehensive research proposal b. Literature review c. Theoretical framework and methodology d. Request for upgrading (where applicable)	Semester III/IV	Semester III/ IV/V/VI
Submission of MPhil thesis or writing up a PhD thesis	a. Completion of MPhil thesis by those who wish to finish at MPhil level b. Pre-submission presentation of the MPhil thesis and improvement c. Submission of the MPhil thesis d. Preparation for viva-voce examination e. E. Commencement of the writing up of the PhD thesis and improvement f. Publishing research work	Semester V	Semester VII & VIII
Completion and submission of the PhD thesis	a. Pre-submission presentation of the PhD thesis and improvement b. Submission of the PhD thesis c. Preparation for the viva-voce examination	Semester VI	Semester IX & X

Note: The first year is common for both full-time students of the program.

All direct entrants to the PhD program shall initiate and continue their research project once the proposal is accepted as there is no requirement for upgrading.

3. Course modules to be followed:

Research Methodology consists of four modules and the finalisation of the research proposal. All registered candidates of the MPhil/PhD programme, irrespective of their previous experience, are required to follow the research methodology and earn ten (10) credits before being eligible to be formally registered as the MPhil/PhD candidate of the programme. Total number of credits to be earned by a candidate by the end of research methodology is ten (10); That is, four (04) credits from module (I), one (01) credit from module (II), two (02) credits from module (III) and three (03) credits from module (IV).

3.1 Module I: Foundation for Research (04 credits)

The aim of this module is to provide a comprehensive understanding in the field of social science research and broader strategies available for research. This module includes courses on philosophy of social science research (01 credit), research methodology (02 credits) and academic writing and ethics (01 credit)

3.2 Module II: Foundation for Research (04 credits)

The aim of the module is to enhance the knowledge of candidates on seminal and contemporary issues being debated at the local and international forums by directing them to undertake selected readings as relevant to their area of research. The module is organized as a seminar activity with the involvement of a facilitator/facilitators

3.3 Module III: Literature Review (02 credits)

The aim of this module is to deepen the students' understanding on the literature review process and help them conduct a compre-

hensive literature review in their area of study

3.4 Module IV: Advanced Methodological Studies (03 credits)

The aim of this module is to enhance the knowledge with specialist skills required to carry out the MPhil/PhD studies successfully. The module offers one compulsory course on social theories (01 credit) and two elective course on advanced research methods: that is (a) advanced quantitative research methods (02 credits), and (b) advanced qualitative research methods (02 credits)

4 .Research Proposal

After successfully completing the research methodology modules, the candidate shall finalize and submit the complete research proposal before the end of Semester II

4.1 Initiating the research project

The candidate shall involved in conducting a pilot study, finalizing the conceptual framework for the research, obtaining ethics clearance and commencement of the field of study during Semester III (by full-time candidates)or during Semester III and IV (by part-time candidates)

4.2 Requesting for upgrading the registration to PhD level

Candidates are requested to submit four pieces of outcomes namely, (a) their comprehensive research proposal (the potential first chapter of the thesis) enriched with pilot study findings (b) comprehensive writes up on their literature review, (c) conceptual framework/model based on the chosen theoretical framework, and (d) proposed methodology for the study after Semester IV (by full-time candidates) or Semester VI (by part-time candidates)

5. Upgrading Procedure

In line with By – Laws the upgrade should take place at any time after the third semester (in case of a full-time candidate) and fifth semester (in case of a part-time candidate)from his/her provisional registration as and MPhil student.

When these three documents are submitted they shall be evaluated to see the potential of candidates for developing their research up to PhD level, and upon assessment results the registration of successful candidates may be upgraded .Any candidate, who is not successful in getting the registration upgraded to PhD level, may request to resubmit the documents with suggested improvements within the time specifies by the Faculty or may decide to conclude at MPhil level. Those candidates, who have succeeded in getting the regulation upgraded, shall be required to continue with further field studies as necessary

6. Preparing the Upgrading Report

The length of the report should be between 12,000-15,000 words (excluding ethics forms, bibliography and any appendices).Candidates shall submit three copies of the report .The upgrade ,shall be required to continue with further field studies as necessary

Chapter 1

i. A complete description of the research problem driven by an intellectual puzzle, its background and its relationship to existing scholarship/literature ,with sufficient definitions and discussion of central concepts

ii. A statement of the research objectives and questions,

Chapter 2

i. A comprehensive literature review

Chapter 3

i. A comprehensive review of underlying theory(ies),the theoretical/ conceptual framework, which will be used for the study

ii. Theoretical development of hypotheses or propositions

Chapter 4

i. A detailed account of the proposed methodology of data collection and analysis with any key methodological issues

ii. Any other material as appropriate

iii. The proposed chapter plan

iv. A tentative timetable of the research as a whole .This shall show the student's work plan for the remaining period of study

7. Submission of MPhil thesis

MPhil thesis shall be submitted during the fifth semester (full-time candidates) or seventh semester (part-time candidates) of the program. However, those who are unable to do so are required to submit the thesis at least the end of the fourth year (in case of full-time candidates) or fifth year (in case of part-time candidates (from provisional registration.

8. Research Supervision

8.1 Appointment of supervisors.

Allocation of supervisors is arranged by the Coordinator, overseen by the HDC and finally approved by the Faculty Board and Senate. To assure the high quality of research outcomes as well as the smooth operations of the program, the research Supervision shall be strengthened by obtaining the service of both internal and external experts as appropriately.

8.2 Change of the Supervisors

If any student or a supervisor is unhappy about the progress or outcomes of respective meetings, it may be first discussed with the Coordinator, who shall make necessary arrangements with the approval of the HDC, Faculty Board and Senate. The Coordinator has a general responsibility for all research students to ensure that satisfactory arrangements are made to support them if they encounter problems with their supervisor(s). However, change of supervisors is

expected to be amicable, smooth and unproblematic. Once the change of supervisor/s has been agreed, the student shall complete and submit the appropriate form to the Coordinator, who shall make necessary arrangements following the established procedures and with the approval of the HDC and the Faculty Board and the Senate.

9. Progress Reports

The completion of semi-annual progress reports is required. These reports record training undertaken, conferences attended, work completed, an assessment by the supervisor/s of the quality of work and the rate of progress, a work plan for the next year, and comments by the student. These reports are countersigned by students, supervisors and the coordinator. This ensures that all involved in the research project, including the coordinator, are familiar with the progress made by each student, become aware of any emerging problems, and take action where appropriate. Progress report should be submitted to the progress review panel.

10. Submission of PhD thesis

Three months before the intended date of submission of the thesis ,the candidates is required to inform his/her intention to submit the thesis with the recommendation of the supervisors(s).Along with the intention to submit , an abstract of 250-300 words including purpose, design/methodology/approach, findings, implication and originality of the study

PhD thesis shall be submitted during the seventh semester (for full-time candidates) or ninth semester (for part-time candidates) of the program. Those who are unable to do so are required to submit the thesis at least by the end of sixth year (for full-time candidates) or eighth year (for part-time candidates) from provisional registration.

By the time of submission of the thesis, PhD candidates are expected to have at least two publications based on the PhD study in refereed academic journals (local or international) acceptable to the Faculty Board.

<div align="right">Annex I</div>

Format of the Thesis

1. A title page containing the title of the thesis, a statement indicat ing 'A thesis submitted to the University of Colombo for the degree of Doctor of Philosophy/Master of Philosophy in the Faculty of Man agement and Finance'. Month and year of the submission and the name of the author.

2. List of contents, list of tables and a list of figures or pictures and a list of abbreviations.

3. An abstract of the thesis.

4. The statement of declaration of the candidate in the format given below.

DECLARATION

This thesis does incorporate without acknowledgement any material previously submitted for a Degree or Diploma in any Universities or other institute of learning and it does not contain any material previously published or written by another person or myself except where due reference is made in the text.

5. Acknowledgment
6. Chapter in the structure prescribed by the Faculty of Management and Finance
7. References/Bibliography
8. Appendix

Section (iv) Further Guidance to Candidates

1. Student-Supervisor Meetings

Supervisors by themselves shall decide the format of meetings, i.e. joint meetings or specific meetings with each supervisor. However, in the first year, supervisors are expected to schedule meetings with the student at least one hour per fortnight.

In the second and third years, students should see the supervisors for at least one hour every four weeks. Students have the right to see their supervisor regularly and to have their materials read and commented on promptly. Similarly, supervisors shall make sure that they are easy to be contacted. The student should take informal minutes of supervision meetings and send copies to the supervisors.

2. Good Practice for Research Students and Supervisors

A close and cordial relationship between the student and the supervisor/s is paramount in completing an MPhil/PhD study. The following points are highlighted to ensure smooth progress in relations between the supervisors and students.

3. Responsibilities of Research Students

Mainly students should note that they are responsible for their work and conduct and that the role of the supervisor is to provide guidance and advice. The following are major points to the notice of the student.

I. to agree with the supervisor a suitable topic for research and working on that topic

II. to agree with the supervisor a schedule of meetings and attend such meetings and inform the supervisor how he or she can be contacted

III. to produce work under a schedule agreed with the supervisor, including in particular the submission of written material within sufficient time to allow adequate comment and discussion before proceeding to the next stage of the research programme

IV. to be prepared to take the initiative in raising problems or difficulties

V. to attend such formal instruction as required

VI. to familiarise him or herself with the relevant by-laws, other regulations and instructions and guidelines issued by the University

VII. to discuss with the Coordinator, in the event of the student being dissatisfied with any aspect of the supervisory or other arrangements, at the earliest possible opportunity. In the event of such discussions not producing a satisfactory outcome, the student should submit a formal written statement to the Dean of the Faculty, before the end of the period of registration, outlining the reasons for his or her dissatisfaction

VIII. to provide a written progress report as per the instructions given in the programme or when requested to do so

IX. to discuss with the supervisor the preparation of the dissertation and to decide when it is ready for submission after taking due account of advice from the supervisor;

X. to submit a dissertation within the time allowed by the regulations.

4. Responsibilities of Supervisor/s

I. to meet students regularly. The timing and frequency of meetings is a matter of negotiation between the student and the Supervisor(s). However, students should be able to expect regular formal meetings to review progress and set work to take place according to the arrangements set out by the Faculty unless both parties agree to alternative arrangements. The length of meetings will vary according to the work being carried out but students should be able to expect Supervisors to set aside approximately an hour for the meeting.

II. to give guidance to the student about the nature of the research and the standard to be expected;

III. to advise about the planning of the research programme and about relevant literature and sources;

IV. to direct the student to attend taught courses whenever necessary;

V. to encourage students to acquire and maintain familiarity with relevant developments in the subject;

VI. to give advice about required technical assistance and arrange for instruction where necessary;

VII. to maintain contact through regular supervisory sessions following the policy of the Faculty and with arrangements previously agreed with the student;

VIII. to be accessible to the student at other appropriate and reasonable times when advice may be needed;

IX. To return written work with comments promptly provided the work is legible and delivered on time. Comments, which will normally be available in advance of the next meeting of student and Supervisor, will provide both intellectual guidance and constructive comments on technical details and the writing style for written work, including the formal draft of a dissertation.

X. in the event of being granted study leave or leave of absence, propose adequate arrangements for supervision of the student;

XI. to give detailed advice on the necessary completion dates of successive stages of the work so that the thesis may be submitted within the scheduled time;

XII. to encourage, as appropriate, the student to talk about his or her work to staff or at graduate seminars or to attend or speak at meetings or conferences and provide encouragement and advice concerning the possible publication of his or her work;

XIII. to ensure that the student is made aware of the inadequacy of progress or of standards of work expected;

XIV. to discuss with the Coordinator and the student if, in his or her opinion, there is a significant likelihood of the student failing to meet the requirements of the degree programme;

XV. to submit annual progress reports to the Faculty after due discussion with the student;

XVI. to advise the student upon the appropriateness and preparation for upgrading from MPhil to PhD, and to ensure that Faculty procedures for upgrading have been followed;

XVII. to offer advice, as appropriate, to the student concerning his or her career development

XVIII. to advise on the preparation of the dissertation, commenting on one the full draft of the dissertation and advising the student if the standard of English is inadequate. The supervisor is not however expected to undertake substantial editing or revision of a draft dissertation. Nor is the supervisor expected to read numerous drafts of each chapter of the dissertation. Ultimately, the student is responsible for his or her work and the supervisor's responsibility is to give guidance.

XIX. to advise on the preparation for any oral examination, conducting a mock viva voce if the student requests this.

XX. To be the main point of contact within the university for external enquiries about a student's work and bona fides

XXI. To acknowledge the contribution of the student in any published material or presentation involving the student's work.

5. Arrangements for Co-supervision

In addition to the principal supervisor, a co-supervisor may be appointed where necessary as decided by the Faculty. This arrangement has several advantages. It provides students with broader intellectual input and support, it ensures continuity of supervision during periods of absence of a supervisor for illness or being on leave on any other matter, and it provides the student with expert advise on different fields, especially in interdisciplinary studies.

Both supervisors are responsible for giving the necessary guidance and directions to achieve the career development of the respective student. They are also supposed to make sure the student is progressing satisfactorily to submit the thesis. The precise allocation of responsibilities between supervisors can be negotiated between themselves to reflect their level of expertise and experience.

6. Responsibilities of the Co-supervisor

I.   Participate in the completion of student progress report forms
II. Read work as appropriate
III. Assume responsibility as a supervisor if the Principal Supervisor
     is absent

7. Progress Reports

The completion of semi-annual progress reports is required. These reports record the training undertaken, conferences attended, work completed, an assessment by the supervisors of the quality of work and the rate of progress, a work plan for the next year, and comments by the student. These reports are countersigned by students, supervisors and the coordinator. This ensures that all involved in the research project, including the coordinator, are familiar with the progress made by each student, become aware of any emerging problems, and take action where appropriate.

Section iv – Programme By-Laws

UNIVERSITY OF COLOMBO
FACULTY OF MANAGEMENT & FINANCE
POSTGRADUATE REEARCH DEGREES
MASTER OF PHILOSOPHY / DOCTOR OF PHILOSOPHY

Bylaws made by the Council of the University of Colombo under Section 135 of the Universities Act No. 16 of the 1978 and its subsequent Amendments.
BY-LAWS

1. These By-Laws may be cited as By-laws of the Master of Philosophy and Doctor of Philosophy Degrees of the Faculty of Management & Finance (Amendment and Consolidation) By-Laws No. 17 of 2018

These By-Laws shall be deemed to amend and consolidate the Master of Philosophy and Doctor of Philosophy Degree of the Faculty of Management & Finance By-Laws, No. 7 of 2014 and the said By-Laws together with this By-Laws shall be cited the Master of Philosophy and Doctor or Philosophy Degrees of the Faculty of Management & Finance (Amendment and Consolidation) By-Laws, No. 17 of 2018

PART I – GENERAL

2. Subject to these By-Laws, a person may be awarded the Degree of Master of Philosophy (MPhil) / Doctor of Philosophy (PhD), as the case may be, if he/she has :

(a) been a duly admitted and registered student of the Program leading to the Master of Philosophy (MPhil) or Doctor of Philosophy (PhD) as the case may be (hereinafter sometimes referred to as "the Program") of the University of Colombo (hereinafter sometimes referred to as "the University") for the period/s prescribed in these By-Laws).

(b) pursued the program of study in the University, or in other place/s or institution/s approved by the Faculty Board and the Senate.

(c) satisfied the examiners at the prescribed Written Examinations, Proposal Presentations, Progress Presentations, Assignments and/ or at any other mode of Assessment, and oral examination of the research in the form of a thesis, as may be decided by the Faculty Board of the Faculty of Management & Finance (hereinafter sometimes referred to as "the Faculty Board") and approved by the Senate;

(d) paid such registration, tuition, supervision, examination fees and other fees and dues as may be payable by him /her to the University; and

(e) fulfilled all other requirements prescribed by these By-Laws, and the Regulations and Rules of the University.

3. Program Administration:

The program shall be mainly administered by a Coordinator appointed by the Dean of the Faculty on the recommendation of the Higher Degrees Committee (HDC) of the Faculty and with the approval of the Faculty Board. The Coordinator of the program shall act as the linchpin between students and the Faculty of Management & Finance (sometimes referred to as "the Faculty"), and his/ her decisions shall be subject to the approval of the HDC and the Faculty Board.

4. The Application

4.1 Applications for the program may be invited by notice in the newspapers and/or online in the website/s of the Faculty and /or the University.

4.2 A person who is eligible to apply for the MPhil/PhD program may make an application to the designated officer of the Faculty in the prescribed form on payment of prescribed fee when the said program is advertised. The application has to be accompanied with a Concept Paper on a specific field or subject broadly falling within the area of Management & Finance. The concept paper shall be within 1000 and 1500 words for MPhil program between 1500 and 2000 words for the PhD program.

4.3 Applications received by the designated officer shall be referred to the Coordinator of the programme. The Coordinator along with the MPhil/PhD Committee shall examine the application to ascertain the fulfillment of the prescribed minimum requirements for eligibility. The MPhil/PhD Committee will recommend the eligible applicant to the HDC. These applicants shall be called for the selected test and/or Oral test as directed by the HDC. The MPhil/PhD Committee shall be a sub-committee of the HDC.

4.4 There shall be a Selection Committee appointed by the HDC. The Selection Committee shall include the Dean of the Faculty (Chairperson), Coordinator of the program and three other senior academic members of the Faculty. The Selection Committee shall recommend the applicants, who have been deemed successful in the selection test and/or the Oral test to the MPhil/PhD Committee. 4.5 The MPhil/PhD Committee shall determine the applicants to be selected in each year for the MPhil/PhD program, considering the availability of prospective supervisor and/or other factors for proposed studies, and forward the details with its recommendations to the HDC, which shall make its recommendation on them for the approval of the Faculty Board and the Senate of the University.

5. Registration procedure

5.1 Upon the acceptance of the candidature by the Faculty Board and the Senate, an applicant shall enroll provisionally as a full-time or part-time postgraduate student of the University by making the prescribed payments including registration fee, library fee and the course fee.

5.2 The postgraduate student shall follow the research training courses during the first two semesters of the program. Once the postgraduate student satisfies the evaluation criteria, specified in Section 8, at the end of the Research Training, he/she may be allowed to formally register as an MPhil/PhD student of the Faculty of the University.

5.3 Once the postgraduate student has obtained formal registration, he/she shall renew the registration by paying the required fee every year, provided he/she is eligible to renew the registration under these By-Laws and the other Regulations and Rules of the Uni-

versity, until the submission of the thesis is completed.

5.4 The minimum required period of study of full and part-time students for the MPhil Degree shall be two years and three years respectively from the date of provisional registration.

5.5 The minimum period of study of full and part-time students PhD Degree shall be three years and four years respectively from the date of registration.

5.6 The maximum period of study of the full-time students for the MPhil Degree shall be four years and for the PhD shall be six years from the date of provisional registration.

5.7 The maximum period of study of the part-time students for the MPhil Degree

shall be five years and for the PhD shall be eight years from the date of provisional registration.

6. Appointment of supervisors

A supervisor for each student registered provisionally for MPhil/PhD Degree shall be appointed by the Senate on the recommendation of the HDC and the Faculty Board. If a need arises, a co- supervisor may also be appointed. In the case, where the supervisor is not from the University, a co-supervisor shall be appointed from the Faculty.

7 Research Methodology and Research Proposal

7.1 There shall be courses to train on research methodology during the first two semesters of the MPhil/PhD program with the aim of preparing the students for a research degree and improving the research proposal. It shall comprise of four modules and carry ten (10) credits. The Candidates who directly register for the PhD program shall also undergo the Research Methodology module of the MPhil/ PhD program at the faculty. However, those who have completed the MPhil degree at the Faculty need not take these modules.

7.2 There shall be an evaluation of the performance of the candidate at the end of the Research Methodologies modules, which

shall be assessed based on the following criteria:
Module I – Examination on Research Methods
Module II – Participation in Seminar
Module III _ Mini Literature review
Module IV – Examination and/or Report

7.3 The postgraduate students shall obtain at least 70% of the total marks allocated for each module in order to qualify in the Research Methodology modules. Those who fail to obtain this minimum mark in the Research Methodology module(s) shall be allowed to repeat the relevant assessment(s) only once within the year following their first attempt, unless the Senate grants permission, on the recommendation of the Faculty Board, to take the repeat assessment in a subsequent year.

7.4 The postgraduate student shall be required to maintain at least 80% attendance, or that percentage as decided by the Faculty Board and approved by the Senate from time to time, at the lectures, training sessions, seminars, workshops, etc. of the Research Methodology modules, without which they will not be allowed to appear for the Research Methodology module evaluation. In such case, the student shall be required to maintain at least 80% attendance, or the applicable percentage, in order to appear for the examination next time. If a student fails in a module(s), he/she does not need to maintain at least 80% attendance to repeat the examination.

7.5 These postgraduate student shall prepare and submit a research proposal to the Coordinator before the end of the second semester of the program. The research proposal shall be evaluated by two examiners appointed by the Senate on the recommendation of the HDC and the Faculty Board. Those postgraduate students who secure an average of at least 70% marks in the research proposal evaluation shall present their research proposal to a panel consisting of the Dean of the Faculty or his/her nominee, Coordinator of the programme, two examiners and the supervisor(s) as an observer(s).

7.6 The research proposal shall be evaluated in terms of the oral presentation as well as the written research proposal. Students shall obtain at least 70% of the total marks in the evaluation of the oral

presentation and the written research proposal each.

7.7 The postgraduate students who fail to obtain at least 70% of the marks in the evaluation of the research proposal or in their oral presentation shall be required to submit the revised proposal or re-do the oral presentation within next six month period.

7.8 The postgraduate student who successfully completes the Research Methodology and Research Proposal (ref. 7.3 & 7.6) will be considered as the candidate for the MPhil/PhD program, as the case may be, and they are required to register formally as the candidate of the relevant program. The list of names of these candidates along with their research title shall be presented for the approval of the Senate on the recommendation of the HDC and the Faculty Board.

8. Progress reports and seminars

8.1 Every candidate shall meet his or her supervisor(s) regularly as arranged with the consent of the supervisor(s), to report on the progress made on the research. Each time he/she meets the supervisor(s), the student shall obtain a brief comment of the progress made up to that point and the signature of the supervisor(s) on the official form provided to the student.

8.2 At the end of every six months, the student should submit a report on the progress of his or her research work, and the supervisor(s) shall submit a confidential progress report on the candidate's research work to the program Coordinator. The Co-ordinator shall inform the HDC the progress of each candidate based on the respective Supervisors' recommendation.

8.3 The candidate shall also be required to make oral presentations on the progress of his/her research at least biannually or whenever the Faculty requires so, though a Progress Review Meeting.

9. Upgrading to the PhD Programme

9.1 Upgrading of the registration of an MPhil candidate to the PhD level may be considered at any time after the third semester (in case of a full-time candidate) and after fourth semester (in case of

a part-time candidate) from his/her provisional registration as an MPhil student.

9.2 The candidate shall make a written request, with the recommendation of the supervisor(s), to the Coordinator of the program for the upgrading. The candidate shall submit four chapters as prescribed in the relevant regulation (Clause No. 4). with the approval of the Supervisor(s) for the consideration of upgrading. In response, two examiners shall be appointed to evaluate the documents submitted by the candidate on the recommendation of the HDC and the Faculty Board. If the evaluation by the two examiners is positive, the Coordinator shall arrange a panel, which consists of the Dean, Coordinator, two examiners, head of the relevant department or his/her nominee, one expert and the supervisor(s) (as observers) to evaluate the oral presentation of the candidate and to determine the suitability of the candidate to upgrading to the PhD level

9.3   The candidate shall make an oral presentation before the panel to describe the progress made during the period under consideration and the future plan of research. The panel, considering examiners' comments on the written work submitted and the presentation made, shall make a recommendation whether the candidate's registration may be upgraded to PhD level or the candidate is required to continue with the MPhil Degree. The panel may also recommend the candidate for re-submission of the written work for consideration of the upgrading to PhD level on one more occasions only.

10. Unsatisfactory Progress

If, in the opinion of the HDC (ref. Section 8.2), a candidate is not making satisfactory progress, then it shall refer the matter to the MPhil/PhD Committee for review and reporting having followed the due processes. Based on the report of the MPhil/PhD Committee, the HDC through the Faculty Board may recommend to the Senate to suspend or cancel the registration of the respective candidate. Thereafter, upon the acceptance of such recommendation by the Senate, such a candidate shall cease to be a registered candidate for the respective research degree. There shall be no refund of fees.

11.Submission of the thesis

11.1 The thesis shall be written in English. Candidates for the MPhil or PhD Degree shall be required to submit the thesis on approved title and specified in 7.2 (iv) (a) and 18.2(iv) (a) for MPhil and PhD degrees respectively. The thesis shall also demonstrate the candidate's ability to make a significant contribution to new knowledge of the subject matter studied.

11.2 Prior to submission of the thesis, on the recommendation of the Supervisor/s and that of the HDC, the Faculty Board shall have the power to modify the title of the thesis at the request of the candidate. Such change of title shall be recommended to the Senate for approval.

11.3 At least two months prior to submission of the thesis to the University, the candidate shall, with the approval of the supervisor/s, inform the Dean of the Faculty, through program coordinator of his/her intention to submit the thesis, along with the synopsis of not more than thousand words' length, enabling the University to proceed with making necessary arrangements to appoint examiners.

11.4 On completion of his/her work, the candidate for MPhil/PhD degree, with the recommendation of the supervisor/s, shall submit three copies of the thesis prepared on the prescribed format of the Faculty, given in Annex I, to the SAR/Department of Examination.

12. Extension to the period of study

12.1 In case of inability to submit the thesis within the stipulated time, an application shall be made to the Faculty Board on the recommendation of HDC, by the candidate with the recommendation of the Supervisor/s, for an extension prior to the date by which the thesis of MPhil/PhD must be submitted. Such permission may not normally be given unless that application is made well before the period of study has ended with compelling reasons and the Supervisor's recommendation.

12.2 A candidate, whose request for extension of period of study is accepted subject to such terms and conditions by the Faculty Board will be considered as continuing student subject to the pay-

ment of the applicable fee.

13. Maintenance of Intellectual Integrity and avoiding Plagiarism

13.1 Maintenance of intellectual integrity and avoidance of plagiarism shall be sole responsibility of the candidate when the thesis is prepared for submission. Every candidate working on the research shall appraise herself/himself and be fully aware of the necessity to endure and uphold intellectual integrity and desist from any act of plagiarism.

13.2 In case of plagiarism and /or violation of intellectual integrity in any other form, the Faculty Board upon the request of the HDC shall recommend to the Senate to take action against such candidate according to the University rules relating to the examination offences and punishments, which could include the cancellation of registration of the candidate and the debarment of candidate from further registration with the University.

14. Examination of the thesis

14.1 The Faculty Board shall recommend to the Senate, the appointment of two examiners (at least one of whom shall be from outside the University of Colombo or from a foreign University) for the evaluation of the thesis.

14.2 The examiners appointed for the evaluation of the thesis shall submit written reports, under confidential cover, on the thesis to the SAR/Examination branch. The report of the examiners shall give reasons and justification for accepting or rejecting or recommending a minor or major revision or resubmission of the thesis, as the case may be. The examiners' report shall be submitted within a period of 03 months. The Senate on the recommendation of the Faculty Board shall have the power to appoint another examiner/s in the event that the examiner/s does/do not comply with the requisite time period for evaluation.

14.3 In case of existence of any discrepancy between the evaluation results of two examiners, the Senate shall appoint a third examiner on the recommendation of the Faculty Board. The average of the closest marks of two examiners among three will be considered.

If the differences between marks of all three examiners are equal, then the average of all three marks will be considered.

15. Viva-Voce examination

15.1 In order to qualify for the award of the Degree, a candidate, after the submission of the thesis, shall be called for a viva-voce examination. The purpose of the viva-voce examination is to find out the originality of the work, candidate's ability to present and support his/her thesis and answer questions on the work and the subject matter, his/her suitability to receive the relevant Degree.

15.2 However, in case the both examiners have rejected the thesis, the candidate shall not be called for the viva-voce examinations. In such cases, the SAR, Examinations shall inform the coordinator and the candidate the result of the examiners 'evaluation.

15.3 The Board of Examiners at the Viva Voce shall be appointed by the Senate and shall consist of:
• The Vice-Chancellor (as the Chairperson)
• The Dean / Faculty of Management & Finance
• The Coordinator of the programme (as observer)
• Two /Three thesis Examiners
• Head of the relevant Department of Study
• Two other members nominated by the Senate on the recommendation of the FB and HDC and
• Supervisor/s (as observers)

15.4 After consideration of the reports of the examiners on the thesis and the performance of the candidate at the viva voce examination for the award of MPhil or PhD Degree, the Board of Examiners shall decide on the following:

(i) The degree, for which the candidate has submitted his/her thesis for assessment and presented himself/herself for viva-voce examination shall be awarded.
or

(ii) The degree, for which the candidate has submitted his/her thesis for assessment and presented himself/ herself for viva-voce examination, shall be awarded subject to minor amendments/corrections to the thesis, as may be specified by the Board of Examiners

and submitted within a maximum period of three months with the certification from the /a supervisor and the Head of the relevant department / Programme Coordinator, that the recommended amendments /corrections have been made;
or

(iii) In case of major corrections, the candidate shall be permitted to resubmit the thesis within a maximum period of one year. The revised thesis shall be re-evaluated by the same examiner as far as possible, and the candidate shall be summoned for another viva voce examination. Thereafter the Board of Examiners shall decide on (i) or (ii) above or (iv) or (v) below.
or

(iv) Where the candidate has resubmitted, under clause (iii) above, the thesis for the Degree of Doctor of Philosophy, however, on the basis of performance of the candidate at the examination of the thesis and the viva-voce examination, the Board of Examiners may decide the Degree of Master of Philosophy may be awarded.
or

(v) Where the candidate has resubmitted the thesis under clause (iii) above the candidate is considered as failed and the Degree shall not be awarded.

15.5 Once the Board of Examiners has recommended that the Degree shall be awarded for which the thesis has been sub-mitted, the candidate shall submit to the SAR /Examinations three hard-bound copies of the thesis, prepared in compli-ance with the guidelines together with the response of Examin-ers' Comments sheet, along with the soft copy (PDF) of the the-sis, within the time period prescribed by the Board of Examiners.

PART II - MASTER OF PHILOSOPHY

16.Requirements to register for the Master of Philosophy Program
16.1 No person shall be eligible to seek registration as a candidate for the Degree of Master of Philosophy Programme unless he/she –

(i) has passed with First or Second Class Honours (SLQF 6) in the Upper Division, with thesis option or subsequent published work, at the Special Degree Examinations from the University of Colombo or any other recognized University in a subject area acceptable to the Faculty Board and the Senate.
or

(ii) has passed with First Class at the General Degree (SLQF 5) Examination, from the University of Colombo or any other recognized University having offered the relevant/related subject/s of the proposed area of research and with postgraduate qualifications with substantial research component or published work acceptable to the Faculty Board and the Senate.
or

(iii) has passed a Two-Year Master's Degree with a substantial research component (complying with the requirements of the SLQF 10), from the University of Colombo or any other recognized University in a relevant subject of the proposed area of research acceptable to the Faculty Board and the Senate.
or

(iv) has passed any other Master's degree complying with the requirements of SLQF 9, from the University of Colombo or any other recognized University in a relevant subject of the proposed area of research, with subsequent research, acceptable to the Faculty Board and the Senate.
and

a good command of the English language.

16.2 The Degree of Master of Philosophy may be conferred on a person who,

(i) has been registered as a MPhil student in the Faculty of Management & Finance, University of Colombo,

(ii) has thereafter, pursued the MPhil programme in the Faculty of Management & Finance of the University of Colombo, for a duration of at least two years (in case of full- time students) or three years (in case of part-time students)

(iii) has paid such registration and other fees as prescribed, and

 iv) has fulfilled the following conditions:

a) the candidate has presented an acceptable thesis embodying research on the approved title,

b) the thesis has been accepted by the Examination Board recommended by the Faculty of and approved by the Senate,

c) the candidate has been successful at the viva-voce examination.

16.3 The Examination Board shall not accept the thesis as satisfying the required standard unless the thesis demonstrate the following conditions stipulated by Sri Lanka Qualifications Framework (SLQF)

(i) demonstrate critical awareness of current issues in the subject
    area

(ii) makes significant contribution towards the development
     knowledge

(iii) make judgment on complex and controversial issues in
      relation to the subject

(iv) communicates ideas and conclusions clearly to specialist and
     non-specialist audience

(v)demonstrate self-direction and originality

PART III - DOCTOR OF PHILOSOPHY

17.Requirements to register for the Doctor of Philosophy Progrm

17.1No person shall seek registration for the Degree of Doctor of Philosophy unless
he/she has,

(i) a Master of Philosophy degree (SLQF 11) from the University of Colombo or any other recognized University where the study program is not less than two years in duration and in a subject area acceptable to the Faculty Board and the Senate.
or

(ii) a Bachelors Degree in the relevant field of study with a Master's Degree from the University of Colombo or any other recognized University of not less than two years duration with at least one year research component (SLQF 10) and in a subject area acceptable to the Faculty Board and the Senate,

and good command in the English language
or

(iii) registered as a candidate for the Degree of Master of Philosophy in the Faculty and has pursued an approved program of research for a specified period and has presented the findings of such research to the satisfaction of the Examination Board appointed by the Faculty and the Senate and has been upgraded to the PhD programme.

17.2 The Degree of Doctor of Philosophy may be conferred on a person who,

(i) has been registered a PhD candidate of the Faculty of Management & Finance, University of Colombo

(ii) has pursued the PhD program in the Faculty of Management & Finance, University of Colombo at least for a three years duration (in case of full-time candidate) or five years duration (in case of part-time candidate),

(iii) has paid such registration and other fees as prescribed,

(iv) has fulfilled the following :

a. has presented an acceptable thesis embodying research on the approved title

b. the thesis had been accepted by the Examination Board recommmended by the Faculty Board and approved by the Senate

c. has been successful at the viva-voce examination.

17.3 The Examination Board shall not accept a thesis as satisfying the required standard unless the thesis demonstrates the following conditions stipulated by Sri Lanka Qualifications Framework approved by the University Grants Commission, Sri Lanka.

i. makes significant contribution towards development of new knowledge

ii. demonstrate critical awareness of current issues in the subject areas

iii. make judgements on complex and controversial issues in relation to the subject.

iv. Communicates ideas and conclusions clearly to specialist and non-specialist audience.

v. demonstrate self-direction and originality
vi. exercise a personal judgement and responsibility in the professional environment.

PART IV – INTERPRETATION

17 Interpretation

18.1 In these by-laws unless the context otherwise requires,

 "Council" means the Council of the University of Colombo constituted by the Universities Act No. 16 of 1978 as amended subsequently;

"Senate" means the Senate of the University of Colombo constituted by the Universities Act No. 16 of 1978 as amended subsequently;

"Faculty Board" means the Faculty Board of the Faculty of Management & Finance of the University of Colombo constituted under the Universities Act No. 16 of 1978 as amended subsequently

"Higher Degrees Committee (HDC)" means the Higher Degrees Committee of the Faculty of Management & Finance

"Coordinator of MPhil/PhD Programme" means the Coordinator of the Degree of Master of Philosophy and Doctor of Philosophy appointed by the Dean of the Faculty of Management & Finance;

"MPhil/PhD Committee" means the MPhil/PhD Committee of the Faculty of Management & Finance, being a sub-committee of the HDC, which comprises of the Dean, Coordinator of the MPhil/PhD program, Heads of all Departments of Study [or his or her representative, who shall be a senior academic representing the Department]

18.2 Any questions regarding the interpretation of these By-Laws shall be referred to the Council whose decision thereon shall be final

18.3 The Vice Chancellor shall have authority, in consultation with the Dean of the Faculty to take such action or give such direction, not inconsistent with the principles underlying the provisions of these By-Laws, as appears to him/her to be necessary or expedient for the purpose of removing any difficulties that may arise in the interpre-

tation of these provisions or for which there is no provision in these By-Laws or in the case of students who had followed or have been following the relevant Degree Program/s under existing arrangements approved by the Senate and the Council.

Faculty of Management & Finance

University of Colombo

Student Progress Report - M.Phil / PhD (Year)

(The student should submit this report quarterly to the programme Coordinator)

1. Name of the Student	:
2. Student Registration No	:
3. Research Topic	:

Section 1 – **To be completed by the student**:

1.1 Explain the progress you have made since your last report (An additional sheet may be attached if necessary)

1.2 Please state any difficulties you may have encountered in your programme, either academic or person, which have hindered your progress, including any other matters you wish to raise in connection with your candidature or supervision:

Note: If you have encountered any problem of supervision which you have been

unable to resolve, you should contact the MPhil/PhD Coordinator. If however, you

feel the problem remains unresolved you may contact in writing, through the Coordinator, the Dean of the Faculty.

1.4 Any other matter you wish to bring to the notice of the progress review committee:

Signature of the Student: Date:

Section 2 – To be completed by the Supervisor /s

NB. Supervisors are to discuss this report with the student before forwarding it to the MPhil / PhD Coordinator.

2.1 In what intervals did you meet the student for the purpose of this research during the past period covered by this report:

Weekly ☐   Every Fortnight ☐   Every three weeks ☐   Monthly ☐

Any Other (Please specifiy)

2.2 In your opinion based on your experience with the student, does he or she have the due commitment and interest towards completing this research?

2.3 In your opinion, what would be the approximate date/year the student would be able to submit the thesis ?

Signature/s of the Supervisor/s   Date:

Please forward this to the, M.phil. / PhD programme Coordinator,

Decision and the recommendation of the M.Phil / PhD Progress Review Panel:

Date of the review:	

Signatures of Panel members:

Annexure II - Format of the thesis and guidelines

Format of final the thesis

1. A title page containing the title of the thesis, a statement indicating 'A thesis submitted to the University of Colombo for the degree of Doctor of Philosophy/ Master of Philosophy in the Faculty of Management & Finance', Month and year of submission and the name of the author

2. List of contents, list of tables and a list of figures or pictures and a list of abbreviations

3. An abstract of the thesis

4. The statement of declaration of the candidate in the format given below;

DECLARATION

No portion of the work referred to in the thesis has been submitted in support of an application for another degree or qualification of this or any other university or other institute of learning.

COPYRIGHT AND OWNERSHIP OF INTELLECTUAL PROPERTY RIGHTS

i. The author of this thesis (including any appendices and/or schedules to this thesis) owns certain copyright or related rights in it (the "Copyright") and he has given The University of Colombo certain rights to use such Copyright, including for administrative purposes.

ii. Copies of this thesis, either in full or in extracts and whether in hard or electronic copy, may be made only in accordance with the Copyright law prevailing in the country. This page must form part of any such copies made.

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5. Acknowledgement

6. Chapters in the structure prescribed by the Faculty of Management & Finance from time to time

7. Bibliography.

8. Appendix