

**Rules and Regulations for the Award of Higher Degrees by  
Faculty of Allied Health Sciences, University of Peradeniya.**

**Degree of Master of Philosophy (MPhil)**

**Degree of Doctor of Philosophy (PhD)**

**General Regulations:**

The Faculty of Allied Health Sciences, University of Peradeniya (UOP) offers Postgraduate research programmes leading to the award of the Degree of Master of Philosophy (MPhil) and the Degree of Doctor of Philosophy (PhD).

**1. General Information**

**1.1. Classifications of candidates :**

A candidate registering for MPhil/PhD degree in the Faculty of Allied Health Sciences, UOP shall be required to pursue his/her studies at a university/research institute or any other recognized institute under the guidance of a supervisor/s appointed by the Board of the Faculty of Allied Health Sciences on the recommendation of the Higher Degrees Committee (HDC) of the Faculty of Allied Health Sciences, UOP.

**1.1.1. Fulltime/Part time candidate**

A full time candidate shall be a person duly registered for MPhil/PhD degree programme who is engaged in research during the entire regular working hours of the week. A part-time candidate shall be a person duly registered for a MPhil/PhD Degree programme who devotes only part of the total working hours of the week for his/her research.

**2. Application procedure**

- 2.1.** Applications are entertained throughout the year and shall be made in duplicate on the prescribed application form obtained from the Assistant Registrar, Faculty of Allied Health Sciences, UOP or downloadable from the faculty website.
- 2.2.** Academic qualifications of the candidate shall be supported by academic transcripts and authenticated copies of degree certificates.
- 2.3.** Two (02) letters of recommendations of which one shall preferably be from an academic referee should be sent along with the application.

- 2.4. The CV and a statement regarding the proposed field of research, tentative title, and the research proposal with the name/s of the supervisor/s and their CVs who shall undertake to supervise the work shall be submitted with the duly completed application form.
- 2.5. In the event of any discrepancy between the name/s appearing in the applicants' academic/professional certificate and the name/s given in the application form, an affidavit to the effect that the applicant is the one and the same person known by all such name/s shall be sent together with the application form.
- 2.6. The duly completed application form with the relevant documents shall be forwarded to the Assistant Registrar, Faculty of Allied Health Sciences, UOP through the Head of the relevant Institution/Department of the applicant (when relevant).

### **3. Processing of application**

In admitting a student to a particular programme, the application will be processed in the following sequence;

The application received by the Assistant Registrar, Faculty of Allied Health Sciences, UOP will be initially vetted for completeness and then forwarded to the relevant Head of the Department for recommendation in which the applicant would carry out the work. The selection of candidates from among the eligible applicants shall be done by the HDC of the Faculty of Allied Health Sciences, UOP and approved by the Faculty Board. The applicant will be notified by the Dean of the Faculty of Allied Health Sciences, UOP about the acceptance/non-acceptance for the particular programme.

### **4. Registration procedure:**

4.1. An applicant accepted as a postgraduate student shall submit a detailed research proposal to the HDC.

4.2. The HDC shall appoint two reviewers to evaluate the research proposal.

#### **4.3. Presentation to the HDC on the proposed research**

Following the approval of the reviewers, the postgraduate student shall make a presentation on the proposed research to the HDC. The HDC, if satisfied with the proposed research shall give approval for registration. If the postgraduate student fails to satisfy the HDC, he/she shall make a presentation on a subsequent date incorporating the suggestions made by the HDC.

#### **4.4. Effective date of registration**

The effective date of registration shall be backdated by 6 months from the date on which the HDC gives approval for the research project following the satisfactory presentation of the proposed research. The maximum period allowed for backdating of registration shall not exceed six (6) months.

#### **4.5. Payment of fees**

Following approval of the research proposal by the HDC the applicant shall be required to register to follow the particular postgraduate programme by paying the prescribed registration and tuition fees. No registration shall be valid until the prescribed registration fees have been paid, which should be done within one month of receipt of the letter approving registration. The letter of registration shall be issued only once the prescribed registration fee is paid.

#### **4.6. Maintenance of registration:**

It shall be obligatory for every postgraduate student to renew registration annually until the completion of the proposed study. Application for renewal of registration should be sent to the Dean, Faculty of Allied Health Sciences, UOP through supervisor/s and the Head of the Department (when relevant).

#### **4.7. Concurrent registration:**

No Postgraduate student shall be permitted to register concurrently for more than one degree programme either of this or any other university without obtaining permission from the HDC.

#### **4.8. Withdrawal from a programme**

A postgraduate student wishing to withdraw from the program from which he/she is registered shall do so in writing to the Dean of the Faculty of Allied Health Sciences, UOP through the supervisor/s and the Head of the Department (when relevant). Fees paid until then shall not be refunded.

#### **4.9. Re-admission:**

A postgraduate student who fails to maintain his/her registration shall be deemed to have withdrawn from his/her programme of study. If he/she wishes to enter the programme, he/she shall apply for re-admission. The procedure for re-admission is the same as for initial registration including the payment of prescribed fees.

#### **4.10. Changes in registration:**

A postgraduate student who wishes to make changes in his/her registration with respect to thesis topic/title, student status and supervisors, shall do so in

writing through the supervisor/s to the Dean of the Faculty of Allied Health Sciences, UOP. All changes in registration shall have to receive the approval of the supervisor/s and the HDC.

#### **4.11. Postponement of registration :**

A postgraduate student who wishes to postpone his/her registration for a programme shall do so in writing to the Dean of the Faculty of Allied Health Sciences, UOP through supervisor/s and the Head of the Department (when relevant) giving reasons for, and duration of postponement. Each request shall be considered on its own merits by the HDC.

#### **4.12. Cancellation of registration**

The registration shall be cancelled by the Faculty Board of the Faculty of Allied Health Sciences, UOP on the recommendation of the HDC for the following reasons:

- a. Nonpayment of prescribed fees (renewal fees) within the first six (6) months of each year.
- b. Unsatisfactory academic progress
- c. Violation of rules & regulations of the UOP

#### **4.13. Leave of absence from the programme**

Leave of absence from the programme (other than sick and casual leave) shall not be granted under normal circumstances. However, it may be considered under exceptional circumstances on a written request made by the candidate on the recommendation of the supervisor/s and the Head of the Department (when relevant) to the Dean of the Faculty of Allied Health Sciences, UOP. The candidate shall maintain continuity of registration by paying relevant fees unless an exemption is given from payment of fees during the period of leave granted by the HDC and then the Faculty Board. Approval for casual and sick leave has to be obtained by the Supervisor. Maternity leave has to be intimated to the HDC.

#### **4.14. Field of study, Place of study, review and appointment of supervisors:**

- 4.14.1. The proposed field of study, the research proposal, place of study and the supervisor/s of a candidate shall have the approval of the HDC and the Faculty Board of the Faculty of Allied Health Sciences, UOP.
- 4.14.2. A postgraduate student shall be normally required to work in the relevant department of study under the guidance of the supervisor/s recommended by the HDC. Provision is also made for a student to

conduct research work at another university or institution approved by the HDC. In such cases, the HDC shall appoint an additional supervisor from the university /institution where the research is conducted.

#### **4.15. Progress reports:**

A postgraduate student registered for a research degree shall send progress reports every six (6) months through his/her supervisor/s and the Head/Department (when relevant) to the Assistant Registrar of the Faculty of Allied Health Sciences, UOP for consideration of the HDC. Reports that are unsatisfactory or not received on time may carry the penalty of cancellation of registration.

### **5. Examination and evaluation procedure**

On successful completion of the higher degree programme, the performance of a candidate shall be assessed by evaluating the thesis and an oral examination (thesis defense).

#### **5.1. Thesis**

A candidate shall submit a thesis written in English. The thesis shall consist of the candidate's own account of his/her research. It shall provide a distinct contribution to knowledge and afford evidence of originality and be satisfactory as regards literary presentation.

It shall be prepared according to the guidelines given by the Faculty.

- 5.1.1. The thesis submitted shall include research work carried out after the registration for the higher degree.
- 5.1.2. A candidate may incorporate any published work based on the research conducted for the degree, into his/her thesis.
- 5.1.3. The title on the original application is considered to be the title of the thesis, unless a written request is made by the applicant for any change of the title. Such a request shall have to be forwarded with the recommendation of the supervisor/s at least three months prior to the tentative date of submission of the thesis for consideration and approval of the HDC and the Faculty Board of the Faculty of Allied Health Sciences, UOP.

#### **5.1.4. Initial submission of thesis**

The thesis shall be submitted in three (3) copies in temporary binding through the supervisor/s and the Head of the Department (when relevant) to the Dean, Faculty of Allied Health Sciences, UOP. The supervisor/s shall certify that the thesis is of acceptable standard by

signing and forwarding the “Initial Submission Form” available at the Dean’s Office or downloadable from the faculty website.

Each copy shall be type written in Times New Roman (font size 12) using 1.5 spacing on good quality A4 paper on one side only. A margin of not less than 40 mm shall be allowed on the left hand side to facilitate binding. Margins of 20 mm shall be allowed at the top, right hand side, and the bottom.

Chapter heading shall be capitalized and centered while sub division headings shall be typed from the left hand margin in lower case and in bold type.

Tables and figures numbered in sequence shall be placed as close as possible to the part of the text to which they refer.

The contents of the thesis shall be given under the following headings.

1. Title, author’s name and degree
2. Abstract
3. Table of contents
4. List of tables
5. List of figures
6. Introduction (objectives of the study in the last section of the introduction)
7. Review of literature
8. Methodology
9. Results
10. Discussions including limitations of the study
11. Conclusion
12. Recommendation
13. Acknowledgment
14. References (Harvard system)
15. Appendix

## **6. Conduct of Examination**

### **6.1. Thesis examination**

- 6.1.1. The thesis shall be evaluated by two (2) external examiners (external to the Faculty of Allied Health Sciences, UOP) recommended by the HDC and approved by the Faculty Board of the Faculty of Allied Health Sciences, UOP and Senate of the UOP.
- 6.1.2. Each examiner shall submit a detailed evaluation report on the thesis to the Dean, Faculty of Allied Health Sciences, UOP.
- 6.1.3. The examiners having read the thesis, if they decide so and without further examination, may recommend that the candidate’s thesis be rejected.

- 6.1.4. Except as provided in 6.1.3., the examiners after reading the thesis shall recommend to the Dean, Faculty of Allied Health Sciences , UOP to call the candidate to a thesis defense examination (oral examination).
- 6.1.5. If one or both examiners suggest major revisions and/or further work, the candidate shall revise the thesis accordingly and resubmit it in the revised form within the period of time specified by the panel of examiners. Three (3) copies of the revised thesis in temporary binding shall be submitted through the supervisor(s) to the Dean, Faculty of Allied Health Sciences, UOP. The supervisor/s shall certify that all corrections/revisions are made to thesis as required by the examiners by signing and forwarding the “Resubmission form” available at the Dean’s Office/Faculty of Allied Health Sciences, UOP or downloadable from the faculty website.
- 6.1.6. In the case of 6.1.5 the oral examination shall be held after the revised thesis is re-examined and evaluated by the examiner/s.
- 6.1.7. A candidate shall be required to present him/herself for the thesis defense examination. Only the Board of examiners shall be present at the oral examination. The supervisor/s shall be an observer/s. The Dean of the Faculty of Allied Health Sciences, UOP shall function as the Chairperson of the Board of examiners.
- 6.1.8. Further details about the examination procedures for M Phil and PhD are given in the respective sections.

## **7. Final submission of thesis**

Four (4) copies of the thesis in permanently bound form with corrections/revisions if any prepared according to the guidelines given in 5.1.4 shall be submitted through the supervisor/s to the Dean of the Faculty of Allied Health Sciences, UOP within the specified period of time as recommended by the panel of examiners for consideration of the results board. When the candidate submits the thesis, the supervisor/s should certify that corrections, revisions if any have been carried out by duly signing the “Final submission form” available at the Dean’s Office or downloadable from the faculty website.

7.1.1. After the release of results three (3) copies shall become the property of the UOP and others shall be returned to the candidate.

7.1.2. Specified colour and binding

PhD	- Blue
MPhil	- Green

The cover shall carry the title of the thesis, name of the candidate, name of the degree sought and the year of the degree.

The spine shall carry the title of the left hand side, name of the candidate in the middle and the degree sought and year on the right hand side.

## **8. Effective date of the degree**

The Effective date of the degree shall be a date subsequent to the expiry of the minimum duration of a given programme.

8.1. If the panel of examiners determines that both the thesis submitted and the candidate's performance at the oral examination are acceptable, the effective date shall be as follows:

### **(a) The oral examination held within three (3) months from the date of submission**

- i. If the thesis is accepted without corrections and submitted in bound form to the Office of the Assistant Registrar of the Faculty of Allied Health Sciences, UOP within one (1) month after the oral examination, the effective date shall be the date of the oral examination.
- ii. If the thesis is accepted with minor corrections and submitted in bound form to the Office of the Assistant Registrar of the Faculty of Allied Health Sciences, UOP within one (1) month of the oral examination with all corrections made by the candidate as required by the panel of examiners and certified by the supervisor/s, the effective date shall be the date of the oral examination.
- iii. If the thesis is accepted with minor corrections and submitted in bound form to the Office of the Assistant Registrar of the Faculty of Allied Health Sciences, UOP after one (1) month of the oral examination with all corrections made by the candidate as required by the panel of examiners and certified by the supervisor/s, the effective date shall be the date of the final submission of the thesis.

### **(b). The oral examination held after three (3) months from the date of submission due to no fault of the candidate**

- i. If the thesis is accepted without corrections and submitted in bound form to the Office of the Assistant Registrar of the Faculty of Allied Health Sciences, UOP within one (1) month after the oral examination, the effective date shall be the date on which THREE (3) months have elapsed since the submission of the thesis.
- ii. If the thesis is accepted with minor corrections and submitted in bound form to the Office of the Assistant Registrar of the Faculty of Allied



Health Sciences, UOP within one (1) month of the oral examination with all corrections made by the candidate as required by the panel of examiners and certified by the supervisor/s, the effective date shall be the date on which THREE (3) months have elapsed since the submission of the thesis.

- 8.2. If the panel of examiners determines that the thesis submitted requires major corrections, then the candidate shall have to resubmit the thesis to the Office of the Assistant Registrar of the Faculty of Allied Health Sciences, UOP with all corrections made and certified by the supervisor/s. The effective date shall be determined, after evaluation of the resubmitted thesis according to 8.1 (a) and 8.1 (b).
- 8.3. If the panel of examiners determines that the thesis submitted is of acceptable standard but the oral examination be repeated due to unsatisfactory defense, then the effective date shall be determined by 8.1 (a) and 8.1 (b) based on the repeat oral examination.

However the candidate is allowed only one (1) such attempt to repeat the oral examination for the same qualification.

9. All correspondence of the candidate shall be forwarded to the Chairman, HDC through the supervisor/s.

### **Specific Regulations – Degree of Master of Philosophy (MPhil)**

#### **1. Admission requirements**

The minimum requirements for registration are:

The degrees of Bachelor Degree in Medical Laboratory Science, Nursing, Radiography, Radiotherapy, Physiotherapy and Pharmacy of this university or any equivalent degree in Biological Science based stream obtained from a recognized university accepted by the HDC

or

Any other qualification as may be recommended by the HDC for approval of the Faculty Board of the Faculty of Allied Health Sciences, UOP.

#### **2. Outline of the degree programme**

The programme shall consist of research in a specified field under the guidance of supervisor/s.

#### **3. Duration of study**

A full-time candidate shall be required to pursue the approved programme of research for a minimum of period of two (2) years after the registration, up to a maximum period of four (4) years. The minimum period for a part-time candidate shall be three (3) years with a maximum period of five (5) years.

In special circumstances if the candidate is unable to complete the programme of research within the stipulated period, an extension of one (1) year at a time may be granted by the HDC and the Faculty Board of the Faculty of Allied Health Sciences, UOP, provided that not more than two (2) extensions are allowed. A candidate who has availed of two (2) extensions shall submit the thesis for examination at least six (6) months before the period allowed expires.

#### **4. Conduct of the examination (please refer No 6 in General Regulations)**

The thesis shall be examined by two (2) external examiners recommended by the HDC and approved by the Faculty Board of the Faculty of Allied Health Sciences, UOP and Senate of the UOP.

After consideration of the reports of the examiners on the thesis and the performance of the candidate at the oral examination, the Board of examiners shall decide to:

- i. Accept the thesis of the candidate and award the MPhil degree.  
or
- ii. The MPhil degree for which the candidate has submitted him/herself for examination shall be awarded subject to minor amendments/corrections to the thesis as specified by the Board of examiners and submitted within a maximum period of four (4) weeks with the certification from the supervisor/s that the amendments have been made.  
or
- iii. If the thesis submitted is of sufficient merit for the award of the MPhil degree, but the candidate fails to satisfy the Board of examiners at the oral examination, the examiners may recommend that the candidate be permitted to present the same thesis again and submit to a further oral examination within a period not exceeding three (3) months as specified by them.  
or
- iv. Suggest major revisions and request the candidate to resubmit the thesis following corrections for re-evaluation.  
or
- v. The M Phil shall not be awarded and the candidate shall not be permitted to present him/herself again for the award of the same degree.

#### **5. Award of the degree**

The MPhil degree may be awarded to the candidate:

- i. who has fulfilled the admission requirements given in section 1  
and
- ii. been accepted by the Faculty Board of the Faculty of Allied Health Sciences, UOP as a candidate for the MPhil degree  
and
- iii. been duly registered and paid fees for the duration of the programme  
and

- iv. conducted the stipulated research satisfactorily and published the research work conducted under the stipulated research in the form of abstracts / proceedings and at least one (1) full article in peer-reviewed journal  
and
- v. successfully completed the requirements given under sections 3 and 4  
and
- vi. satisfied any other requirement of the UOP.

The name of the candidate shall be forwarded to the Senate of the UOP for confirmation of the award only when all requirements having satisfactorily completed.

## **6. Transfer from MPhil to a PhD**

A candidate who has registered for M Phil degree programme and has made good progress shall at her/his request through Head of the Department (when relevant) and upon recommendation of the supervisor/s and HDC be permitted by the Faculty Board of the Faculty of Allied Health Sciences, UOP to transfer registration to that of a PhD degree programme under the rules governed by such a programme. A candidate shall apply for such a transfer only after completion of at least one (1) year of the MPhil programme. Such candidates shall be required to make a presentation before a panel appointed by the HDC.

- i. The HDC shall consider the following when deciding a transfer from MPhil to PhD programme.
  - i. Performance at the presentation stated above
  - ii. work outlined in the original application for the higher degree
  - iii. progress of work so far
  - iv. any additional work planned (other than work described in the original application)
- ii. the HDC may or may not recommend transfer from MPhil to a PhD degree.

In case where transfer is not recommended, the candidate may reapply considering the suggestions of the HDC and/or inclusion of additional work in consultation with the supervisor/s after a period of time but before the maximum period permitted for the MPhil degree lapses.

- iii. If the transfer is recommended, upon registering for the PhD the M Phil registration will lapse.

## **Specific Regulations – Degree of Doctor of Philosophy (PhD)**

### **1. Admission requirements**

The minimum requirements for registration are:

- i. has the relevant bachelor's degree from a recognized university/Institute accepted by the HDC with GPA above 3.00 / 4.00 or equivalent qualification
- ii. A transfer from M Phil programme registered at the Faculty of Allied Health Sciences, UOP or
- iii. MPhil degree or equivalent postgraduate qualification in the relevant discipline from a recognized university/Institute accepted by HDC or
- iv. Any other equivalent qualification which has a component of at least one (1) year of full time research and acceptable to the HDC and the Faculty Board of the Faculty of Allied Health Sciences, UOP

### **2. Outline of the degree programme**

The programme shall consist of research in a specified field under the guidance of supervisor/s.

### **3. Duration of study**

A full time candidate shall be required to pursue the approved programme of research for a minimum of period of three (3) years after the registration, up to a maximum period of five (5) years. The minimum period for a part time candidate shall be four (4) years up to a maximum period of seven (7) years.

In special circumstances if the candidate is unable to complete the programme of research within the stipulated period, an extension of one (1) year at a time may be granted by the Senate of the UOP on the recommendation of the HDC and the Faculty Board of the Faculty of Allied Health Sciences, UOP, provided that not more than two (2) extensions are allowed. A candidate who has availed of the two (2) extensions shall submit the thesis for examination at least six (6) months before the period allowed expires.

### **4. Conduct of the examination (please refer no 6 in General Regulations)**

- a. The thesis shall be examined by two (2) external examiners, recommended by the HDC and approved by the Faculty Board of the Faculty of Allied Health Sciences, UOP and Senate of the UOP.
- b. After consideration of the reports of the examiners on the thesis and the performance of the candidate at the oral examination, the Board of examiners shall decide;
  - i. Accept the thesis of the candidate and award the PhD degree  
or

- ii. The PhD degree for which the candidate has submitted him/herself for examination shall be awarded subject to minor amendments/corrections to the thesis as specified by the Board of examiners and submitted within a maximum period of three (3) months with the certification from the supervisor/s that the amendments have been made  
or
- iii. If the thesis submitted is of sufficient merit for the award of the PhD degree, but the candidate fails to satisfy the Board of examiners at the oral examination, the examiners may recommend that the candidate be permitted to present the same thesis again and submit to a further oral examination within a period not exceeding three (3) months as specified by them  
or
- iv. Suggest major revisions and request the candidate to resubmit the thesis following corrections for re-evaluation.  
or
- v. The PhD degree shall not be awarded but the candidate be awarded the MPhil degree instead.  
or
- vi. The PhD degree shall not be awarded and the candidate shall not be permitted to present him/herself again for the award of the same degree

### **Award of the degree**

The PhD degree may be awarded to the candidate:

- i. who has fulfilled the admission requirements given in section 1  
and
- ii. been accepted by the Faculty Board of the Faculty of Allied Health Sciences, UOP as a candidate for the PhD degree  
and
- iii. been duly registered and paid fees for the duration of the programme  
and
- iv. conducted the stipulated research satisfactorily  
and
- v. successfully completed the requirements given under sections 3 and 4 conducted the stipulated research satisfactorily  
and
- vi. published the research work conducted under the stipulated research in the form of abstracts / proceedings and at least two (2) scientific communications in the form of full articles which one (1) in an indexed journal  
and
- vii. satisfied any other requirement of the UOP.

The name of the candidate will be forwarded to the Senate of the UOP for confirmation of the award only when all requirements having satisfactorily completed.