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Institute of Biochemistry , Molecular Biology and Biotechnology
University of Colombo

REGULATIONS FOR REGISTRATION FOR HIGHER DEGREES BY RESEARCH
FOR MPhil, PhD

Qualifications for Registration

1. Qualifications for registration for MPhil, PhD

- 1.1 A Candidate must have obtained a Bachelor's degree with a first or second class in a relevant subject or other qualifications as may be recommended by the Research, Ethics and Higher Degrees standing Committee. (REHDC)
- 1.2 Qualifying examinations. – A candidate may be required to sit for a qualifying examination on the recommendation of the REHDC. The examination will assess the knowledge of the candidate in the fields relevant to the area of research.

If an applicant successfully completes the qualifying examination within a period of one year from the date of recommendation by the REHDC to sit such an examination, she/he will be eligible for registration for the Higher Degree, only with effect from the date of application or a later date as determined by the supervisors.

A candidate failing the qualifying examination prescribed for him/her by the REHDC will not be permitted to proceed with his/her course or to enter again for the qualifying examination without the permission of the REHDC.

2. Field of study, place of study and supervisor

- 2.1 The proposed field of study, place of study and supervisor/s of each candidate must have prior approval of the REHDC.
- 2.2 If the supervisor/one of the supervisors is not a member of the academic staff of the IBMBB or another Faculty, School, or an Institute of University of Colombo, a co-supervisor will be appointed by the REHDC from the academic staff of the IBMBB or another Faculty, School or an Institute of University of Colombo.
- 2.3 Every candidate, who has registered for a higher degree, must submit progress reports once in six months to the Director, through his/her supervisors/s. (Refer Guidelines for details).

3. Duration of study

The minimum period of study and the time limit for submission of theses will be stated in the relevant sections.

4. Registration

- 4.1 Every candidate shall, before registration furnish to the University an application on the prescribed form. A candidate, who is not a graduate of the University of Colombo, shall

submit certified copies of his/her certificates. *Every candidate should submit the course content of the undergraduate degree highlighting the areas relevant to the research project along with the application form.*

- 4.2 As soon as it is feasible the IBMBB shall inform the candidate, whether or not his/her application has been accepted for registration for the Higher Degree.
- 4.3 Date of application or date of revised application if major revisions have been requested will be the effective date of registration except when supervisors recommend a later date. Backdating of registration by a maximum period of 6 months will be permitted on the recommendation of the supervisors for those who do not have to successfully complete a qualifying examination. This period will be extended to a maximum of one year at the inception of M.Phil/PhD programmes at the IBMBB in order to account for delays that have taken place during the transitional period.
- 4.4 The candidate shall pay the tuition and examination fees as may be prescribed by the IBMBB
- 4.5 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 the registration.
- 4.6 Registration has to be renewed annually on the recommendation of the supervisor, with the payment of a fee specified by the IBMBB.
- 4.7 No candidate shall register concurrently for more than one examination in the IBMBB. No candidate shall register for any other examination in the University of Colombo or any other Higher Educational Institute in Sri Lanka or overseas, so long as his/her registration in this University remains in force. Courses and examinations to improve proficiency in English will be exempted from this.
- 4.8 A candidate who is a registered student at another higher educational institute in Sri Lanka or overseas may request for transfer of his/her registration to IBMBB in the event a significant proportion of work is to be carried out at IBMBB and one or more supervisors have ongoing research programmes at the IBMBB. Such supervisors may be academic staff or scientists holding permanent positions, temporary positions while on leave from other higher educational institutes or research institutes, or those employed on contract basis at the IBMBB. REHDC will determine the balance duration of study period considering the progress that had been made already. Such transfers will be permitted only for the same degree (ie: MPhil to MPhil or PhD to PhD). Any upgrading of MPhil to PhD will have to be considered separately once MPhil to MPhil transfer is approved.

5. Attendance at courses of study:

- 5.1 It is essential that the candidate whilst reading for his/her degree should be prepared to attend

any course of study, workshop or other training programme in the IBMBB or other specified Institution *in Sri Lanka or overseas* at such periods as his/her supervisor/s may require.

5.2 A candidate whilst reading for his/her degree should be prepared to assist in the teaching programmes of the IBMBB when requested. However the total demand on his/her time for such activities including preparation time should not exceed 6-hours/ week.

5.3 If a candidate does not begin his/her research within one calendar year from the date of registration, the original approval shall lapse and he/she must apply again to the IBMBB if he/she still desires to proceed with his/her course.

5.4 After completing an approved course the candidate will be required to present himself/herself for the examination within one calendar year unless the IBMBB, on application from the candidate is prepared to admit him/her to the examination on a later date, and provided that he/she shall be examined in accordance with the requirements in force at time of entry.

6. Methods of Examination

6.1 A candidate must submit a thesis written in English, embodying the results of his/her research and will be examined orally.

6.2 Additional forms of assessment, such as a written or practical examination may be prescribed in appropriate cases.

7. Title of the Thesis

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 change of title. Such requests have to be forwarded at least 3 months prior to the tentative date of submission of the thesis for consideration and approval by the IBMBB

8. Thesis

8.1 The thesis must be a record of original work together with a critical exposition of existing relevant knowledge.

8.2 The work submitted should have been done after registration for the higher degree. Any exception will need to be reviewed by the REHDC and approved by the IBMBB.

8.3 If part of the material submitted for the thesis is collaborative work, the candidate shall furnish statement showing clearly his/her share in the work done.

8.4 A candidate may submit as subsidiary matter in support of his/her candidature any printed contribution or contributions to the advancement of his/her subject, which he/she may have

published independently or jointly. If a candidate submits such subsidiary matter, he/she will be required to state fully his/her own share in the case of any joint publications.

8.5 A candidate will be required to submit four (4) copies of the thesis bound temporarily to the Director through the supervisor. Once accepted for the award of the degree, the candidate will be required to submit four copies of the thesis bound as specified in section 8.6 before the results are submitted to the University Senate for confirmation.

8.6 The final form of the thesis should be sewn and bound with black art vellum or cloth, over cast, edges uncut, lettered boldly up back in gold (1/4"x1/2" letters). The name of the candidate, the degree and the year should be given on the rib.

8.7 Format of thesis should conform the guidelines provided.

9. Entry for Examination

9.1 Every candidate must apply to the Director for a form of entry which must be returned, duly completed, with a bank receipt for the proper fee, not earlier than six months before the completion of the prescribed course and not later than two months before the submission of the thesis (A candidate permitted to re enter within the specified period should submit his/her entry form, bank receipt and thesis at the same time).

9.2 Every candidate must obtain from the approved supervisor or supervisors concerned, a certificate stating that he/she has satisfactorily studied for the prescribed period. This certificate must be submitted before, or at the same time as the thesis.

9.3 Every candidate must provide documentary evidence of one full publication in a peer-reviewed journal or evidence of acceptance of a manuscript for publication in a peer-reviewed journal arising from the work on which the thesis is based, when submitting the thesis for examination.

9.4 The thesis must be submitted on or after the first date of the month following that in which the prescribed course is completed.

9.5 The return of the form of entry may be deferred up to one calendar year from the completion of the course. A candidate, who does not return his/her form of entry within one calendar year, must apply to the IBMBB for permission to enter, if he/she still desires to proceed to the degree.

9.6 Every candidate who is unsuccessful at the examination will be required on re-entry for the examination to comply with the regulations in force at the time of his/her entry.

10. Regulations applicable only to MPhil

10.1 Duration of study

The candidate is required to pursue an approved program of full time research for minimum period of 2 years after registration, up to a maximum period of 3 ½ years for completing all aspects of MPhil examination. The minimum period of study for a candidate engaging in part time research is 3 years and the maximum period is 5 years.

In special circumstances, if the candidate is unable to complete the program of research within the stipulated period, an extension of one year at a time may be granted by the Senate on the recommendation of the IBMBB, provided that not more than two extensions shall be allowed.

10.2 Transfer from MPhil to PhD

A student registered for the MPhil degree may with a recommendation from his/her Supervisor/s apply for permission to convert the registration to a Ph.D. Such requests should be submitted to enable approval before the maximum period permitted for MPhil lapses.

10.3 Conduct of Examination

- 10.3.1 The names of the examiners shall be recommended by the REHDC, approved by the IBMBB and examiners be appointed by the Senate. There shall be two examiners at least one of them shall be an external examiner from another University / Institution. The supervisor shall be an observer.
- 10.3.2 After the examiners have read the thesis, they may if they so decide and without further tests recommend that the candidate's thesis be rejected.
- 10.3.3 Except as provided in section 10.3.2 the examiners after reading the thesis shall examine the candidate orally, and , at their discretion, by written papers or practical examination or by both methods on the subject of the thesis and , if they see fit, on subjects relevant thereto.
- 10.3.4 Candidates are required to present themselves for the oral and where necessary written and /or practical examinations at such time and place as the IBMBB may direct. Only the recommended panel of examiners will be present at the examination.
- 10.3.5 A candidate shall be deemed to have passed the examination if the thesis is considered adequate by the examiners with or without minor corrections, and the candidate's performance at the oral examination for the defense of the thesis is considered satisfactory and if the candidates performance at written or/and practical examinations is considered satisfactory, in the event such examinations are prescribed as provided in section 10.3.3
- 10.3.6 If a thesis is adequate, but the candidate fails to satisfy the examiners at the written or practical examination held in connection with it, the examiners may recommend to the Senate that the candidate be exempted on re-entry from the presentation of a thesis and be permitted to submit him/her self to a further written/practical examination within a

period not extending 12 months specified by them. If a thesis is adequate, but the candidate fails to satisfy the examiners at the oral examination, the examiners may recommend to the Senate that the candidate be permitted to re-present the same thesis and submit to a further oral examination within a period not exceeding 12 months specified by them.

10.3.7 If a thesis though inadequate, shall be seen of sufficient merit to justify such action, the examiners may recommend to the Senate that the candidate be permitted to re-present his/her thesis or dissertation in revised form, within 12 months from the decision of the Senate with regard thereto. Examiners shall not, however, make such a recommendation without submitting the candidate to an oral examination.

10.3.8 Each report of the examiners shall state:

- (a) The title of the thesis submitted by the candidate.
- (b) A list of his/her other original contributions, if any, to the advancement of his/her subject.
- (c) A concise statement of the grounds upon which the examiners base their recommendations.

11. **Regulations Applicable only to Ph.D.**

11.1 Duration of study

The candidate is required to pursue an approved program of full time research for a minimum period of 2 years 9 months after registration, up to a maximum period of 5 years for completing all aspects of Ph.D. examination. The minimum period of study for a candidate engaging in part time research is 3 years 9 months, up to a maximum period of 7 years.

In special circumstances, if the candidate is unable to complete the program of research within the stipulated period, an extension of one year at a time may be granted by the Senate on the recommendation of the IBMBB, provided that not more than two extensions shall be allowed.

11.2 Transfer from Ph.D. to MPhil

A student registered for the Ph.D. and who wishes to proceed instead to the MPhil must apply to the IBMBB through his/her supervisor for permission to do so. The length of further course, if any, which he/she will be required to pursue for the MPhil will be prescribed in each case by the IBMBB. On registering for the MPhil, his/her Ph.D. registration will lapse.

11.3 Conduct of Examinations

- 11.3.1 The names of the examiners shall be recommended by the REHDC, approved by the IBMBB and the examiners appointed by the Senate. There shall be two examiners at least one of them shall be an external examiner from another University/Institution in Sri Lanka or Overseas. The supervisor shall be an observer.
- 11.3.2 After the examiners have read the thesis they may, if they think fit, and without further test, recommend that the candidate's thesis be rejected.
- 11.3.3 Except as provided in section 11.3.2 the examiners after reading the thesis, shall examine the candidate orally, and at their discretion by written papers or practical examinations or by both methods, on the subject of the thesis and, if they see fit, on subjects relevant thereto.
- 11.3.4 Candidates are required to present themselves for the oral, practical or written examination at such time and place as the IBMBB may direct. Only the recommended panel of examiners will be present at the examination.
- 11.3.5 A candidate shall be deemed to have passed the examination if the thesis is considered adequate by the examiners with or without minor corrections, and the candidate's performance at the oral examination for the defense of the thesis is considered satisfactory and if the candidates performance at written or /and practical examinations is considered satisfactory, in the event such examination are prescribed as provided in section 11.3.3
- 11.3.6 If a thesis is adequate but the candidate fails to satisfy the examiners at the practical or written examination held in connection therewith, the examiners may recommend to the Senate that the candidate be exempted on re-entry from presentation of a thesis and be permitted to submit to further practical or written examination within a period not exceeding twelve months specified by them. If a thesis is adequate, but the candidate fails to satisfy the examiners at the oral examination, the examiners may recommend to the Senate that the candidate be permitted to re-present the same thesis, and submit to a further oral examination within a period not exceeding eighteen months specified by them.
- 11.3.7 If the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may either recommend to the Senate that the candidate be permitted to represent his/her thesis in a revised form within eighteen months from the decision of the Senate with regard thereto, or may recommend that he/she be granted the degree of M.Phil. Examiners shall not, however make such recommendations without submitting the candidate to an oral examination.
- 11.3.8 Each report of the Examiners shall state:
- a) The title of the thesis submitted by the candidate.
 - b) A list of his/her other original contributions (if any) to the advancement of his/her subject.

- c) A concise statement of the grounds upon which the examiners base their recommendation.
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These regulations will be effective from 1st September 2004 and have been adopted from the regulations for registration for higher degrees prepared by the Research and Higher Degrees Committee, Faculty of Medicine, University of Colombo.