



**BY-LAWS  
FOR  
MANAGEMENT OF HIGHER  
DEGREES**



**Higher Degree, Research and Publication Committee  
Faculty of Medicine and Allied Sciences  
Rajarata University of Sri Lanka**

**September 2022**

**Members for preparation of the amendmended By-law - 2022**

- Dr. SPAS Senadheera
- Prof. NKA Silva

**Committee members of the third revision of Bylaw - 2020**

- Dr. SD Pilapitiya
- Dr. SPAS Senadheera
- Prof. NKA Silva
- Prof. KG Weerakoon
- Dr. SMA Jayawardena

**Members for the preparation of the amended By-law - 2019**

- Dr. NKA Silva
- Prof. SB Agampodi
- Prof SH Siribaddana

**Committee members of the second revision of By-laws – 2015**

- Prof SH Siribaddana - Chairperson, HDRPC, FMAS, RUSL
- Prof DJ Weilgama - Past Chairperson, HDRPC, FMAS, RUSL
- Ms EARIE Siriwardhana - Past Secretary, HDRPC, FMAS, RUSL
- Dr SMA Jayawardana - Secretary, HDRPC, FMAS, RUSL
- Dr (Ms) AMMV Kumari - Past Assistant Secretary, HDRPC, FMAS, RUSL
- Dr D Rathish - Assistant Secretary, HDRPC, FMAS, RUSL
- Dr (Ms) SP Wickramage - Member, HDRPC, FMAS, RUSL
- Dr MACS Jayasumana - Member, HDRPC, FMAS, RUSL
- Dr BTB Wijeratne - Member, HDRPC, FMAS, RUSL

**Committee members of the first revision of by-laws - 2012**

- Prof. SH Siribaddana
- Prof. SB Agampodi
- Dr. RMU Rathnayake
- Dr. NJ Dahanayake
- Dr. FMMT Marikar

**Committee members for preparation of by-laws - 2011**

- Prof. M Udupihille
- Prof. JS Edirisinghe
- Prof. DB Nugegoda
- Prof. D Weilgama
- Dr. N Dahanayaka
- Prof. SB Agampodi

**FACULTY OF MEDICINE AND ALLIED SCIENCES  
RAJARATA UNIVERSITY OF SRI LANAKA  
BY-LAW FOR MANAGEMENT OF HIGHER DEGREES**

By-Law for the management of higher degrees of the Faculty of Medicine and Allied Sciences, Rajarata University of Sri Lanka is developed to be approved by the University Council under the Section 135(1)(e) of the Universities Act No. 16 of 1978 as amended by the University (Amendment) Act No. 7 of 1985 of the University Grants Commission.

<b>1</b>	<b>Preamble</b>	
	Faculty of Medicine and Allied Sciences (FMAS), Rajarata University of Sri Lanka (RUSL) offers Higher Degrees at level 11 and 12 of Sri Lanka Qualification Framework (SLQF). The present Bylaw was established for the management of Higher Degrees at FMAS, RUSL achieving the goals of the Vision and Mission of FMAS. The endeavor of this by-law is to streamline the administrative procedures of postgraduate degree programmes to produce postgraduates in the field of Medicine and Allied Health with the expected skills and attitudes stipulated under the objectives of higher degrees, FMAS and to develop independent researchers with capabilities in guiding research fellows.	<b>Preamble</b>
<b>1.1</b>	The abbreviations below shall be used widely when compiling this By-Law. “University”- University is referred to as the Rajarata University of Sri Lanka (RUSL) “Faculty” – Faculty is referred to as the Faculty of Medicine and Allied Sciences (FMAS) “SLQF” – Sri Lanka Qualification Framework “HDRPC” – Higher Degrees, Research and Publication Committee MPhil – Master of Philosophy PhD – Doctor of Phylosophy DSc – Doctor of Science	<b>Abbreviations</b>
<b>1.2</b>	This By-law shall be cited as the By-Law for the Management of Higher Degrees, FMAS, RUSL No. 02 of 2022	<b>How to cite this By-Law?</b>
<b>1.3</b>	This By-Law shall come into operation with the approval from the University Council upon the recommendation by the Faculty Board, FMAS and the University Senate. Therefore, those important dates are listed below. This document was recommended by the Faculty Board, FMAS at its .... meeting held on ..... for the approval of the University Senate. This document was approved by the Senate, RUSL at its ..... meeting held on ..... for the approval of the University Council. This document was approved by the Council, RUSL at its ..... meeting held on .....	<b>When this By-Law come into operation?</b>

## By-Law for Management of Higher Degrees, FMAS, RUSL

<b>1.4</b>	<p>This By-law consists of:</p> <ol style="list-style-type: none"> <li>1. General information on MPhil and PhD programmes</li> <li>2. Upgrading MPhil to PhD</li> <li>3. Progress evaluation</li> <li>4. Guidelines for the thesis preparation</li> <li>5. Thesis and Examination procedures</li> <li>6. Documents issued on the completion of the degree programme</li> <li>7. Regulations for the degree of Doctor of Science</li> <li>8. Standard operating procedures</li> <li>9. Terms of reference of HDRPC</li> <li>10. Actions to be taken with non-adherence to bylaws</li> <li>11. Standard formats of the official documents</li> </ol>	<b>Scope</b>
<b>2</b>	<b>General information on postgraduate degree programmes</b>	<b>General information</b>
<b>2.1</b>	<b>Degrees offered</b>	
	<p>The Faculty of Medicine and Allied Sciences (FMAS) offers the following higher Degrees in selected areas of study:</p> <p>Doctoral Degrees</p> <ol style="list-style-type: none"> <li>1. Doctor of Science (DSc)</li> <li>2. Doctor of Philosophy (PhD)</li> </ol> <p>Master Degrees</p> <ol style="list-style-type: none"> <li>1. Master of Philosophy (MPhil)</li> </ol> <p>For regulation pertaining to registration for the award of DSc please refer to Section 4. Section 2.2 to 3.6 are applicable only to MPhil and PhD degrees.</p>	<b>Degrees offered</b>
<b>2.2</b>	<b>Medium of instruction</b>	
	The medium of instruction will be English.	<b>Medium of instruction</b>
<b>2.3</b>	<b>Fields of study</b>	
	A candidate may register for a Doctoral/Masters degree in any one of the fields of study available at and recommended by the FMAS and approved by the Senate.	<b>Fields of study</b>
<b>2.4</b>	<b>Eligibility criteria</b>	
	<ol style="list-style-type: none"> <li>1. A Bachelor's Honours degree of Level 6 with a minimum of 30 credits in the relevant field, or</li> <li>2. A Bachelor's Honours degree of Level 6 with a minimum of 30 credits in a related field and successful completion of a qualifying examination,</li> </ol> <p style="text-align: center;">or</p>	<b>Eligibility for MPhil</b>

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	<p>3. A Bachelor's degree of level 5 with a minimum GPA of 3 in the scale of 0-4 and successful completion of a qualifying examination which will be conducted after completion of 30 credits equivalent to SLQF 6 in the same or related field, or</p> <p>4. A qualification of SLQF levels 7 or above in the relevant field, or</p> <p>5. A first degree, without honors and shows evidence of ability by way of research publications, written reports, professional experience or other appropriate evidence of accomplishment.</p>	
	<p>1. A Master of Philosophy Degree, or</p> <p>2. A Master's Degree, or</p> <p>3. A holder of Bachelor's Degree Honours of Level 6 who has registered to follow a MPhil degree may be upgraded to PhD level after a minimum period of one year provided that his/her research competencies are of exceptional merit or</p> <p>4. A holder of Bachelor's Degree Honours of Level 6 who has registered to follow a MPhil degree may be upgraded to PhD level after a minimum period of one year provided that his/her research competencies are of exceptional merit, or</p> <p>5. A Bachelor's Degree of level 5 with a minimum GPA of 3 in the scale of 0-4 and successful completion of a qualifying examination which will be conducted after completion of 30 credits equivalent to SLQF 6 in the same or related field and register to follow an MPhil degree may be upgraded to PhD level after a minimum period of one year provided that his/her research competencies are of exceptional merit.</p>	<b>Eligibility for PhD</b>
<b>2.5</b>	<b>Application procedure</b>	
<b>2.5.1</b>	Submission of application can be done throughout the year.	<b>Time of application submission</b>
<b>2.5.2</b>	<p>Applications shall be obtained from the Higher Degree, Research and Publication Committee (HDRPC) / FMAS or downloaded from the HDRPC website. <a href="http://med.rjt.ac.lk/applications-research-hd">http://med.rjt.ac.lk/applications-research-hd</a> Every application for enrolment must be made in 4 copies on the prescribed forms</p>	<b>Obtaining format of the application</b>
<b>2.5.3</b>	<p>The application should accompany the particulars mentioned below in order to be considered for acceptance.</p> <p>A) The relevant academic / professional qualifications possessed by the applicant supported by academic transcripts and certified copies of</p>	<b>Supporting documents to be submitted</b>

	<p>degree / diploma certificates.</p> <p>Applicants should send official transcripts directly to the Assistant Registrar (AR) / FMAS. Originals of all required certificates should be produced before admission to the programme. (Permanent staff of the FMAS is exempted from this requirement).</p> <p>B) Two letters of recommendation, one from the applicant's internal supervisor who should be a permanent member of the academic staff of FMAS and the other should be from a non-related referee who is known to the applicant. Letters of recommendation are considered confidential and will become the property of FMAS.</p> <p>In the event of any discrepancy between the names as appearing in an applicant's academic / professional / birth certificates and the name given by the applicant in the application form, an affidavit to the effect that applicant is one and the same person known by all such names should be sent together with the application form. If the names appearing in the application form and other documents differ from the names appearing in the birth certificate, an amended birth certificate should be forwarded.</p> <p>C) Application for registration for a degree by research should be accompanied with an Ethical Clearance Certificate (where applicable) obtained from the Ethics Review Committee of FMAS or any other recognized committee.</p> <p>D) A statement of a purpose and / or research proposal (1000 -1500 words) including your area of research, tentative thesis title, rationale, hypothesis/ objectives, and methodology should be submitted with the application. The format of the concept paper (brief proposal) can be downloaded from the website. Within the first six (full time students) or nine (part time students) months after provisional registration, detailed proposal should be submitted (The format of the full proposal can be downloaded from the website) to be reviewed by two subject experts appointed by the HDRPC. Of the two subject experts, at least one person must be an external academic (not affiliated to RUSL). Full registration as a graduate student will be offered only after successful submission of the full proposal and the ethical clearance certificate (where necessary). After the acceptance of full proposal, the date of the registration will be backdated to the date of accepting your application.</p>	
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	<p>E) Receipts in support of payment of fees (initial processing fee).</p> <p>Documents submitted in support of an application shall become the property of FMAS. Applicants are required to submit certified copies of original certificates along with the application.</p>	
<b>2.5.4</b>	<p><b>Hardcopies</b> of the duly completed application form, accompanied by the above mentioned supporting documents (section 2.5.3), should be sent to,</p> <p>Secretary Higher Degrees, Research and Publication Committee Faculty of Medicine and Allied Sciences Rajarata University of Sri Lanka</p> <p>on or before the date stipulated in the application form (where applicable).</p> <p>AND</p> <p><b>Softcopies</b> of all the above documents shall be submitted to the HDRPC email. (hdrpc@med.rjt.ac.lk)</p>	<b>Submission of application</b>
<b>2.6</b>	<b>Registration</b>	
<b>2.6.1</b>	<p>Registration may only take place following approval by the HDRPC, Faculty board of FMAS and the Senate. The faculty may at its discretion refuse admission to any applicant.</p> <p>A provisional letter of registration will be issued to the candidate after these approvals.</p>	<b>Provisional Registration at HDRPC, FMAS</b>
<b>2.6.2</b>	<p>The candidate is required to submit the full project proposal in triplicate within the first six (full time students) or nine (part time students) months of initial submission of the application form.</p> <p>The candidate shall submit the above full proposal along with a letter of supervisor/s suggesting five (05) proposal reviewers.</p>	<b>Full project proposal submission</b>
<b>2.6.3</b>	<p>The HDRPC shall send the full proposal to two reviewers (selected among the 5 reviewers suggested by the supervisor/s or any other reviewer/s appointed by the HDRPC) who are experts in the relevant field of study. Upon the receipt of the reviewers' reports, HDRPC shall forward the reports to the candidate.</p>	<b>Reviewers' reports for the full proposal</b>
<b>2.6.4</b>	<p>Candidate shall submit the full project proposal to the HDRPC, addressing all the comments and suggestions made by the two reviewers.</p>	<b>Full Registration at HDRPC, FMAS</b>

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	Full registration letter will be offered subsequent to the approval of the full project proposal by HDRPC, Faculty board of FMAS and the Senate.	
<b>2.6.5</b>	<b>Mode of registration</b>	
	A full-time registrant shall be a person duly registered for a postgraduate programme and engaged in research and other related activities during the entire normal working hours of the week.	<b>Full-time registrant</b>
	A part-time registrant shall be a person duly registered for a postgraduate programme and who devotes only a percentage of total working hours in a week for the program and would conduct the work in the FMAS or any other institute duly accepted by the faculty board of FMAS.	<b>Part-time registrant</b>
<b>2.6.6</b>	<b>Date of registration</b>	
	A candidate may apply for registration at any time (unless specified) for the degree of MPhil or PhD. The date of registration, if all the requirements are met, would be the date on which the application was received by FMAS.	<b>Date of registration</b>
<b>2.6.7</b>	<b>Maintenance of registration</b>	
	It shall be obligatory for each postgraduate student to renew the registration every year until the completion of the programme of study. An application for renewal of registration should be sent to the AR / FMAS through the supervisors and the relevant Head of the Departments. <a href="http://med.rjt.ac.lk/applications-research-hd">http://med.rjt.ac.lk/applications-research-hd</a> .	<b>Maintenance of registration</b>
<b>2.6.8</b>	<b>Re-admission</b>	
	A postgraduate student who fails to maintain his/her registration shall be deemed to have withdrawn from the selected program of study. If he/she wishes to re-enter the program, he / she must apply for re-admission in terms of the regulations in force. There is no guarantee of re-admission.  The procedure for re-admission shall be the same as for initial registration including payment of all prescribed fees.  Recommendations for re-admission of a student to a postgraduate programme should include conditions, if any, for re-admission.	<b>Re-admission</b>
<b>2.6.9</b>	<b>Changes in registration</b>	
<b>2.6.9.1</b>	<b>Changes in the proposal or personal information</b>	
	A postgraduate student, who wishes to make changes in his/her registration such as thesis topic, title, objectives, methodology, student status etc., must consult the supervisors. Any changes in the personal information as submitted at initial registration should be communicated to the HDRPC.	<b>Changes in the proposal or personal information</b>
<b>2.6.9.2</b>	<b>Upgrading the MPhil to PhD</b>	



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	<p>A student registered for the MPhil degree may apply to upgrade the MPhil registration to a PhD with the recommendation of the supervisor/s.</p> <ol style="list-style-type: none"> <li>1. Application for the upgrade of MPhil to PhD should be submitted to HDRPC, with the complete proposal including the upgraded objectives. The format of the application for the upgrade of MPhil to PhD can be downloaded from the website.</li> <li>2. The upgraded proposal will be reviewed by a panel appointed by the HDRPC to analyze whether the hypothesis or research question could be completed within the normal time frame of the PhD programme and to assess the scientific validity of the objectives.</li> <li>3. Candidate should apply for the upgrade 6 months prior, completion of the MPhil. Applications submitted within the last 6 months of the MPhil will not be considered for upgrade.</li> </ol> <p>All changes in registration must receive the approval of the supervisors and the Head of the relevant department. Such changes shall be ratified by the HDRPC and the approval will be sought from Faculty board of FMAS. In case of an outside applicant he/she shall, in addition, be responsible for obtaining necessary permission from the Head of the department where the applicant is employed, for such conversion.</p>	<p><b>Upgrading the MPhil to PhD</b></p>
<p><b>2.6.10</b></p>	<p><b>Withdrawal from a programme</b></p>	<p><b>Withdrawal from a programme</b></p>
	<p>A student wishing to withdraw from the programme for which he or she is registered should do so in writing through the HDRPC, to the Dean of FMAS. Subsequent entry to the program is as for re-admission.</p> <p>Adjustments of fees and refunds, if any, will be made in accordance with the rules and regulations of the Rajarata University of Sri Lanka. The date used for the purpose of calculating the refund will be the date on which the withdrawal was approved by the HDRPC.</p> <p>If after withdrawal from a postgraduate programme, a candidate wishes to apply for re-admission, the application will be considered afresh.</p>	
<p><b>2.6.11</b></p>	<p><b>Postponement of registration</b></p>	
	<p>A candidate, who desires to postpone his / her registration for a programme, should do so in writing through HDRPC to the Dean of FMAS, giving reasons for and the duration of postponement. Each such request shall be considered on its own merit by the HDRPC.</p>	
<p><b>2.6.12</b></p>	<p><b>Student identity cards</b></p>	
	<p>Upon receiving the student registration letter AR / FMAS will make necessary arrangements to provide students with identity cards. Further AR / FMAS will inform the Librarian, RUSL to provide students with library cards.</p>	

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<b>2.6.13</b>	<b>Library cards</b>	
	Upon reserving the copies of the candidate's registration letter and notification of AR/FMAS, Librarian of the main library, RUSL and Assistant Librarian /FMAS, will issue the library cards to the candidate.	
<b>2.6.14</b>	<b>Other courses</b>	
	It is essential that the candidate whilst reading for the postgraduate degree (MPhil, PhD.) is prepared to attend any short, part-time courses of study in the university or other specified institution as determined by the supervisors.	
<b>2.6.15</b>	<b>Other facilities</b>	
	The postgraduate students are eligible to use the following facilities at FMAS in addition to the library facilities 1. Computer lab with internet facilities 2. Student Health Centre	
<b>2.6.16</b>	<b>Fees and Exemption from fees</b>	
	Fees payable by students will be determined in accordance with the decisions made by the senate and are subject to revision from time to time. Teachers and officers of the RUSL who are probationary or confirmed and are recommended by the RUSL (Dean/Vice chancellor) would be exempt from bench fees, library fees and internet fees.  Sri Lankan students should pay fees in account of the Dean, Faculty of Medicine and Allied Sciences, Rajarata University of Sri Lanka (RUSL), at the People's bank, Anuradhapura branch or at any other branch of the People's bank (A/C No: 008-1-001-9-8566047) or to the shroff, FMAS, RUSL.  Foreign students should pay fees in foreign currency viz. US\$. They should do so by sending a bank draft / telegraphic transfer drawn to the credit of the Dean Faculty of Medicine and Allied Sciences, Rajarata University of Sri Lanka. Non-citizens resident in Sri Lanka should pay the prescribed fees in local currency.	
<b>2.7</b>	<b>Duration of programmes</b>	
	The candidate is required to pursue an approved program for a minimum period of two years. The maximum period should not exceed four years from the date of registration.	<b>Master of Philosophy Full time registrant</b>
	The minimum period the candidate is required to pursue the approved program shall not be less than three years from the date of registration. The maximum period should not exceed five years.	<b>Master of Philosophy Part time registrant</b>
	The candidate is required to pursue an approved program for a minimum period of three years. The maximum period should not exceed six years	<b>Doctor of Philosophy</b>

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	from the date of registration.	<b>Full time registrant</b>
	The minimum period the candidate is required pursue the approved program shall not be less than four years from the date of registration. The maximum period should not exceed seven years.	<b>Doctor of Philosophy Part time registrant</b>
<b>2.8</b>	<b>Place of research and appointment of supervisors</b>	
	<p>A postgraduate student would normally be required to have at least two supervisors recommended by the HDRPC and approved by the Faculty Board of FMAS. One of them shall be a permanent academic staff member of the Faculty of Medicine and Allied Sciences, Rajarata University of Sri Lanka. The required minimum qualifications of the supervisors are stated in the <b>2.8.1 and 2.8.2.</b></p> <p>Provision is also made for students to conduct research work at another university or an institute approved by the HDRPC, FMAS. In such case faculty board of FMAS on recommendation of the HDRPC shall appoint an additional supervisor from the university or the institute where the research is conducted.</p>	
<b>2.8.1</b>	<ul style="list-style-type: none"> <li>• Principal supervisor must hold a  <div style="text-align: center;">Doctor of Philosophy (PhD) or any equivalent                      doctorate by research</div> <div style="text-align: center;">OR</div> <div style="text-align: center;">MD with board certified with a minimum of ten                      (10) research publications published in journals                      indexed in SCIE as the first or senior author.</div> </li> <li>• Associate supervisors: Associate supervisors must hold a doctorate (PhD or MD). However, researchers with a Masters Degree and proven publication record (at least 30 research publications published in journals indexed in SCIE.) could be considered as associate supervisors.</li> </ul>	<b>Qualifications of supervisors of a PhD degree</b>
<b>2.8.2</b>	<ul style="list-style-type: none"> <li>• Principal supervisor must hold a  <div style="text-align: center;">Doctor of Philosophy (PhD)/ MD/ or any                      equivalent doctorate/ Master of Philosophy or any                      equivalent masters by research.</div> <div style="text-align: center;">OR</div> <div style="text-align: center;">Master of Science (MSc) with a minimum of ten                      (10) research publications published in journals                      indexed in SCIE.</div> </li> <li>• Associate supervisors: Associate supervisors may hold any doctorate and any Masters by research. In addition, However, researchers with the Degree of Master of Science (MSc) and</li> </ul>	<b>Qualifications of supervisors of a MPhil degree</b>

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	proven publication record (at least 10 research publications published in journals indexed in SCIE.) could be considered as associate supervisors.	
<b>2.8.9</b>	HDRPC shall appoint and academic advisor once the full registration is approved by the faculty board and the senate.	<b>Academic advisor</b>
<b>2.9</b>	<b>Progress review of research work</b>	
	Academic progress of the candidate will be monitored through six-monthly progress reports, annual progress review meetings. In addition, the candidates shall participate in the skills development workshops periodically organized by the HDRPC.	
<b>2.9.1</b>	Every candidate registered for a Higher Degree must submit a progress report every six months through his / her supervisor/s and the relevant Head of Department, FMAS to the HDRPC / FMAS. This report must be submitted in the prescribed format. See Annexure 2 for additional information. ( <a href="http://med.rjt.ac.lk/applications-research-hd">http://med.rjt.ac.lk/applications-research-hd</a> )	<b>Progress reports</b>
<b>2.9.2</b>	Students are required to present the progress of their research work annually through the supervisors and relevant Head to progress review panel appointed by the HDRPC.	<b>Annual Progress Review</b>
<b>2.9.3</b>	An orientation programme with a mini lecture series is conducted annually in par with the annual progress review meeting. This programme is mandatory to all the new registrants. Other candidates are also allowed to participate.	<b>Annual orientation programme</b>
<b>2.9.4</b>	See <b>Annexure 1</b> for information.	<b>Progress reviewing procedure</b>
<b>3</b>	<b>Examinations</b>	<b>Examination</b>
<b>3.1</b>	<b>Schemes of examinations</b>	
<b>3.1.1</b>	This will be by full-time research. The candidate will be required to submit a thesis and face an oral examination and required to submit research papers and/or conduct seminar/s.	<b>Master of Philosophy</b>
<b>3.1.2</b>	This will be by full-time research. The candidate will be required to submit a thesis and face an oral examination and required to submit research papers and/or conduct seminar/s.	<b>Doctor of Philosophy</b>
<b>3.3</b>	<b>Thesis</b>	<b>Thesis Preparation</b>
<b>3.3.1</b>	The thesis shall consist of the candidate's own account of his/her research. It must form a distinct contribution to knowledge and afford evidence of originality shown by the exercise of independent critical power and/or by the discovery of new facts. It must be satisfactory as regards to a literary presentation.	<b>Originality of research work</b>
<b>3.3.2</b>	The title of the thesis shall be the title approved by the, HDRPC and ratified by the Faculty Board of FMAS. This title should be informative and	<b>Title of the thesis</b>

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	descriptive of the work done and should be approved at least three months prior to the date of submission of the thesis.	
<b>3.3.3</b>	A candidate shall not submit a thesis or part of it on which a degree has been conferred upon him/her by this or any other university. A candidate may incorporate into his/her thesis any published work conducted as a part of his present PhD/MPhil study, which has not already been embodied in an earlier thesis, of the candidate. When including published work in the thesis, the candidate must explicitly declare the contributions by each author of each publication using the format stated in the <b>Annexure 2</b> .	<b>Declaration</b>
<b>3.3.4</b>	Candidates shall strictly follow the thesis preparation guide (Annexure 3) in preparation of the thesis.	thesis preparation guide
<b>3.3.5</b>	<b>Initial Submission of thesis</b>	<b>Thesis submission</b>
<b>3.3.5.1</b>	Three copies of the thesis in temporary binding should be submitted to the Dean/FMAS in the first instance by the candidate. The submission has to be done through the supervisors and through the Head of relevant department of study. The candidate may be requested to submit additional copies if necessary.	<b>Number of copies</b>
<b>3.3.5.2</b>	<ul style="list-style-type: none"> <li>• Each copy shall be on clear white paper of good quality of at least 80 gsm and A4 size (210 x 297mm).</li> <li>• One type of paper must be used throughout the thesis. Paper of different quality and size may be used for figures, plates, maps etc.</li> <li>• All copies should be laser-printed.</li> <li>• Any standard font (preferably Times New Roman), except script, italic, or ornamental fonts, is acceptable for the body of the text. The chosen font should be used throughout. Standard font size for text is 12 (no font smaller than 10 will be accepted).</li> <li>• The use of bold type heading and italics for emphasis is permitted.</li> <li>• Printing should be either one side or both sides of the paper.</li> <li>• Double spaced lines should be used in sections that are not published as research papers, with the left hand margin not less than 40 mm, right hand margin not less than 15 mm and top and bottom not less than 40 mm.</li> <li>• Drawings, diagrams, maps etc. should be clear and may be reproduced by photographic or other processes. They should carry a title preferably on the same page.</li> </ul> <p>The format of the thesis should follow the guidelines provided in the chapter "Guidelines for the preparation of a thesis for the degree of Master</p>	<b>Guidelines</b>

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	of Philosophy or Doctor of philosophy” of the handbook of higher degrees for candidates.	
<b>3.3.5.3</b>	Irrespective of whether the degree is full-time or part-time, (1) the minimum requirement of the research content of the theses to award the same degree will be similar (as stated in Annexure 4)  AND  (2) the degree will be based on full-time research  hence the academic quality of the theses of full-time and part-time candidates for the same degree is considered to be identical.	<b>Quality and content of theses of fulltime and part-time degrees</b>
<b>3.4</b>	<b>Thesis evaluation</b>	<b>Initial Submission of Thesis for evaluation</b>
<b>3.4.1</b>	The performances of the candidate will be assessed on the basis of an evaluation of the thesis and an oral examination.	<b>Components in the examination</b>
<b>3.4.2</b>	The Board of Examination for evaluation of the thesis shall consist of two examiners at least one of whom shall be from outside the Rajarata University of Sri Lanka and who shall be an expert in the field related to the topic.	<b>Panel of examiners for MPhil</b>
<b>3.4.3</b>	The Board of Examination for evaluation of the thesis shall consist of two examiners at least one examiner from a foreign university (Internationally renowned subject expert) for PhD examinations.	<b>Panel of examiners for PhD</b>
<b>3.4.4</b>	The names of the members for appointment to the Board of Examiners shall be submitted by the HDRPC to the Dean, FMAS for consideration and recommendation. The HDRPC may consult supervisors when submitting names of examiners. The recommendation of the Dean will be submitted for approval of the faculty board of FMAS and the Senate.	<b>Appointment of Board of Examiners</b>
<b>3.4.5</b>	In cases where both examiners recommend thesis acceptance without any changes, the HDRPC can decide on exempting the candidate from an oral examination.	<b>Exemption of oral examination</b>
<b>3.4.6</b>	The examiners for oral examination shall be: Both or at least one of the examiners who evaluated the thesis. In case one examiner is unable to attend another examiner may be included with the consent of HDRPC, FMAS and the faculty board.	<b>Panel for the oral examination (viva voce examination)</b>
<b>3.4.7</b>	The supervisor/s may be invited to be present as observer/s, with the consent of the candidate. The supervisor/s, however, should withdraw prior to deliberations of the examiners on the outcome of the examination.	<b>Other possible participants for oral examination</b>
<b>3.4.8</b>	If the supervisor of a candidate is the chairperson or the secretary of the	<b>Appointing</b>

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	HDRPC, a panel with three HDRPC members should be appointed by the faculty board, when addressing any issue/ grievance or when appointing reviewers/ examiners for the candidate.	<b>examiners in situations with conflict of interest</b>						
<b>3.4.9</b>	<p>a) The Assistant Registrar, FMAS shall submit copies of the thesis for evaluation to the examiners appointed by the senate and obtain their evaluation reports within the specified period of time.</p> <p>b) Each examiner will examine the thesis and submit on the appropriate form (<b>Annexure 4</b>), under confidential cover, independent preliminary reports to AR prior to the oral examination. The AR would place this report to the examiners at oral examination.</p> <p>c) In case of the oral examination the candidate shall be informed at least three weeks in advance of the date and place of the oral examination.</p> <p>d) If an examiner who evaluated the thesis is unable to be present at oral examination, the Assistant Registrar should obtain the evaluation report from him/her to submit to the Board of Examiners for consideration.</p> <p>e) The examiners, following the oral examination, where they are in agreement, will complete and submit the (PhD/MPhil) thesis final examination evaluation form (<b>Annexure 5</b>).</p> <p>f) The Board of Examiners may either accept or reject a thesis or if the thesis though inadequate, is of sufficient merit, may be recommended that the candidate be allowed to resubmit his/her thesis in a revised form within a specified period of time for the same or if available, a lesser qualification. The examiners shall not however make such recommendation without subjecting the candidate for an oral examination</p>	<b>Examination procedure</b>						
<b>3.5</b>	<b>Final thesis submission</b>	<b>Final thesis submission</b>						
	A candidate whose thesis is accepted by the Board of Examiners for the award of a degree is required to make all corrections, revisions etc required by the Board and resubmit the three copies of the thesis in a fully bound form to the AR / FMAS. After the release of the results, two of the copies shall become the property of the Rajarata University of Sri Lanka, and the other shall be returned to the candidate.							
<b>3.5.1</b>	<p>Each copy of the thesis should be bound with cloth, Rexene or material of equivalent quality. The cover should be in color specified for the degree and with gold lettering.</p> <p>Specified Colors:</p> <table style="margin-left: 40px;"> <tr> <td>D.Sc.</td> <td>Red</td> </tr> <tr> <td>PhD.</td> <td>Blue</td> </tr> <tr> <td>MPhil</td> <td>Green</td> </tr> </table> <p>The cover should carry the full title of the thesis, name of candidate, degree sought and year of degree. The spine shall also carry the title, name of candidate, degree sought and the year of degree. If the approved title is</p>	D.Sc.	Red	PhD.	Blue	MPhil	Green	<b>Specified Colors and Binding</b>
D.Sc.	Red							
PhD.	Blue							
MPhil	Green							

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	too long, the approved short title should be printed on the spine.	
<b>3.5.2</b>	A candidate will be requested to sign a release form which would permit the university to use the thesis for scholarly purposes.	use the thesis for scholarly purposes
<b>3.6</b>	<b>Effective date of degree</b>	<b>Effective date of degree</b>
	<p>The effective date of the degree would be as follows:</p> <p>a) If the thesis is accepted without any correction or if the thesis is accepted with minor corrections and are done during the specified period of one month and if all requirements of examination are completed (regulation 2.11), the effective date would be the date on which the initial submission of thesis was made.</p> <p>b) If the thesis is not submitted within the specified period of one month, the effective date will be the date of actual submission. Maximum period that can be allowed to submit the amended thesis shall be 6 months.</p> <p>c) If the thesis is acceptable after major corrections the candidate is given a three-month period to submit the corrected thesis. If the examiners request to re-evaluate the thesis, the final decision will be taken based on the examiners' re-evaluation reports. If the examiners do not request re-evaluation, the corrected thesis sent with the recommendation of the supervisor/s will be thoroughly reviewed by the Chairperson and the Secretary/ HDRPC and if the candidate has addressed all the comments of the examiners, the effective date would be the date on which the corrected thesis submission. Maximum period that can be allowed to submit the amended thesis shall be 6 months.</p> <p>d) If the candidate is advised to re-submit the thesis for the same or lesser qualification, the re-examination, submission of thesis and oral examination should be held within one calendar year of the date of this dispensation. The HDRPC may require the appointment of an additional examiner for the re-examination. The effective date of the degree in such case would be determined by a) and b) above.</p>	
<b>4</b>	<b>Regulations for the degree of doctor of science (D.Sc.)</b>	<b>Regulations for the degree of doctor of science (D.Sc.)</b>
	[Regulations made by the Senate and approved by the council of Rajarata University of Sri Lanka under section 136, read with section 29 of the university Act No 16 of 1978 as amended by the Universities (Amendment) Act No 7 of 1985]	



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<b>4.1</b>	These regulations may be cited as the regulations for the award of D.Sc. Degree in the Rajarata University of Sri Lanka - Regulations No 2 of 1993 .The effective date of these regulations is November 27, 1993	<b>Regulations</b>
<b>4.2</b>	<b>Administrative procedure</b>	<b>Administrative procedure</b>
	<p>1.1. Every application for the Degree of Doctor of science must be made in 4 copies on the prescribed form obtained from the assistant registrar (AR) / FMAS of the RUSL on the payment of a fee.The prescribed forms are obtainable from the HDRPC or can be downloaded from the HDRPC website.(<a href="http://www.rjt.ac.lk/med/index.php/component/k2/item/160-higher-degrees">http://www.rjt.ac.lk/med/index.php/component/k2/item/160-higher-degrees</a>).</p> <p>1.2. Every application shall be accompanied by a receipt for the prescribed fee in account of the Dean, Faculty of Medicine and Allied Sciences, Rajarata University of Sri Lanka, A/C No: 008-1-001-9-8566047, People’s bank, Anuradhapura.</p> <p>1.3. Every application shall be accompanied by a declaration by the applicant that the published work on which the application is based, have not been submitted for a degree of this or any other university and that the applicant received no assistance other than the assistance which is specified in detail in the application. An applicant who submits papers or book which have been produced in collaboration shall state in respect of each item the extent of the applicants own contribution.</p> <p>1.4. Four copies of all relevant material other than that which is specified in detail in the application should be submitted along with the application form to the Dean of the faculty. Two of the copies submitted will become the property of the University whether or not the degree is conferred.</p> <p>1.5. The Dean of the faculty shall place the application before the HDRPC of the faculty or the relevant Board of Study/Coordinating Committee for consideration. The Committee when assessing the application should also take into consideration the contribution made by the applicant towards stimulating, promoting and supporting research in the specific area in which the higher degree is sought.</p> <p>1.6. The HDRPC / Board of Study will forward its observations to the Research and Publication Committee of RUSL through the Faculty Board. The Research and Publication Committee of RUSL shall</p>	

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	<p>nominate a sub committee consisting of (a) Dean of the FMAS and (b) three professors one of whom shall have a higher doctoral degree and who could be either from within the university or outside, for the purpose of perusal of the publications and nomination of examiners. If the applicant should happen to be the Dean of the Faculty, then a Dean of another Faculty or Director of the Postgraduate Institute of Medicine or any other Institute of similar standing may be appointed to the subcommittee. The nominations to the subcommittee will have to be approved by the Senate.</p> <p>1.7. The subcommittee shall forward after initial screening, its observations together with names of suitable examiners to the Senate for the further perusal by competent examiners after initial screening. The Senate shall appoint not less than two examiners. (Out of the names submitted by the sub Committee) who have higher doctoral degrees and with special competence in the relevant subject. Examiners shall not be from the same institution as the applicant and may be from foreign country / countries.</p> <ul style="list-style-type: none"> <li>• Fees - Registration &amp; Preliminary Evaluation - Rs. 30,000.00</li> <li>• Fees - Final Evaluation by External Examiners - Equivalent to USD 2500/- in Sri Lankan Rupees</li> </ul> <p>1.8. The examiners shall consider the quality of the publications and other evidence submitted by the applicant, to determine whether or not the applicant has satisfied the academic requirements given under these regulations (refer Academic Requirements) and report to the Senate accordingly.</p> <p>1.9. The recommendations of the examiners shall be considered by the results board consisting of the Vice Chancellor or Director of the institute, the Dean/s of the relevant faculty / faculties and the two senior professors nominated by the Senate. The decision of the Results Board shall be submitted to the Senate for ratification. The decision of the Senate on such recommendations shall be final.</p> <p>1.10. Effective date of the degree shall be the date on which the Results Board met to recommend the award of the Degree.</p>	
4.3	<b>Academic Requirements</b>	<b>Academic Requirements</b>
	2.1 The Senate may resolve that the Degree of Doctor of Science (D.Sc.) be conferred on a graduate of a recognized University who is of at least six years' standing with a degree of Doctor of Philosophy or an equivalent research degree (at least a 3 year full time Degree) of a	

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	<p>recognized university.</p> <p>2.2 The Degree of D.Sc. shall be awarded for conspicuous merit in a field of study within the respective Faculty or University. Evidence of conspicuous merit shall consist of papers published in journals, monographs, books or other research material representing a significant and substantial original contribution to the relevant field of learning. These research publications should also reflect the greater contribution to national development and the improvement of public education etc.</p> <p>2.3 The examiners must determine whether or not the evidence presented by the applicant constitute an original contribution to the advancement of knowledge of such substance and distinction as to give the applicant authoritative status in the relevant branch of learning.</p> <p>2.4 For the award of the D.Sc. degree the concurrence of all examiners is mandatory.</p> <p>2.5 A brief review, not exceeding 1000 words, should be submitted by the applicant giving the scope of the subject of study, its scholarship and general relevance, methods adopted, results and its impact.</p> <p>2.6 In order to substantiate the applicant's claim that his/ her work has contributed significantly to his / her field of study and been given due recognition by researchers/workers in the field of study, documentary evidence such as citations, publications by other workers based on the findings of the applicant, his/her methodology and in general the advancement he/she has achieved in his/her field of study etc. should be submitted with an introduction highlighting the impact of the applicants work by experts in the field.</p> <p>2.7 Four copies of the material consisting of (a) publications (b) review of the publications and (c) citation etc., in bound form should be submitted with the application by the applicant.</p>	
<b>5</b>	<b>Terms of Reference of HDRPC</b>	<b>ToR</b>
<b>5.1</b>	<p>The membership of the Committee shall be all heads of the departments (<i>ex-officio</i>), all the carder professors (<i>ex-officio</i>), all the professors (<i>ex-officio</i>) and two members elected from the senior lecturers and associate professors.</p> <p>Candidates registered for higher degrees at the FMAS, RUSL disqualify to</p>	<b>Membership</b>

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	hold membership in the committee.	
<b>5.2</b>	The Chairperson and the secretary shall be elected from the members. The Chairperson shall not be the Dean of the faculty.	<b>Chairperson and secretary</b>
<b>5.3</b>	The quorum shall be one third of the membership. The committee shall not meet without the chair being present or a substantive replacement nominated by him/her.	<b>Quorum</b>
<b>5.4</b>	The Committee shall meet at least once in two months and otherwise as required. Members of the Committee shall normally be given at least three-days-notice of a meeting.	<b>Frequency of Meeting</b>
<b>5.5</b>	<b>Responsibilities</b>	
<b>5.5.1</b>	<b>Responsibilities of HDRPC</b>	
	<p>HDRPC shall responsible on the following related to higher degrees.</p> <ol style="list-style-type: none"> <li>1. Overseeing the application process and the selection of candidates for the relevant degree based on the eligibility.</li> <li>2. Conducting the proposal evaluation process</li> <li>3. Appointing academic advisors to candidates</li> <li>4. Monitoring the timely progress of the candidates and recommending the remedial measures for candidates lacking progress.</li> <li>5. Considering new trends and techniques relevant to the research projects of the candidates and organizing various workshops for skills development of the candidates.</li> <li>6. Appointing examiners for thesis evaluation, organizing the thesis evaluation process including the oral examinations and making decisions on the awarding of degrees based on the examiners' reports.</li> <li>7. Evaluates the by-laws periodically and makes necessary amendments to the by-laws.</li> </ol>	<b>Responsibilities related to Higher degrees</b>
	<p>HDRPC shall responsible for the following related to research and publication.</p> <ol style="list-style-type: none"> <li>1. Coordinates with the Research and Publications committee of the RUSL regarding the RUSL annual research grant awards for FMAS staff.</li> <li>2. Makes selections and recommendations to the Finance Committee of the RUSL on the travel grant awards.</li> <li>3. Makes selections and recommendations to the Research and Publications committee of the RUSL on the non-funded research allowance of the academic staff.</li> <li>4. Representing FMAS at the Research and Publications committee of the RUSL. The Chairperson of HDRPC, OR the secretary of the HDRPC shall represent the FMAS at the Research and Publications committee of the RUSL.</li> <li>5. Taking necessary actions at instances where non-adherence to</li> </ol>	<b>Responsibilities related to Research and Publications</b>

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	bylaws of HRDPC and in grievances of candidate/ committee member/ supervisor/s	
<b>5.5.2</b>	<b>Responsibilities of Chairperson of HDRPC</b>	
	<p>Chairperson of HDRPC shall responsible for,</p> <ol style="list-style-type: none"> <li>i. chairing the HDRPC meetings</li> <li>ii. chairing the viva voce examinations</li> <li>iii. overseeing the new applications, applications to upgrade MPhil to PhD, review reports</li> <li>iv. chairing the annual progress review meetings</li> <li>v. monitoring progress of candidates and addressing the issues related to progress</li> <li>vi. organizing workshops/ training programmes/ short courses related to PG programmes</li> </ol>	<b>Responsibilities of Chairperson of HDRPC</b>
<b>5.5.3</b>	<b>Responsibilities of secretary of HDRPC</b>	
	<p>The secretary of HDRPC shall responsible for,</p> <ol style="list-style-type: none"> <li>i. organizing the HDRPC meetings</li> <li>ii. organizing the viva voce examinations</li> <li>iii. overseeing the new applications, applications to upgrade MPhil to PhD, review reports</li> <li>iv. sending the proposals to the reviewers and obtaining review reports on time and forwarding the review reports to the relevant candidates</li> <li>v. organizing the annual progress review meetings</li> <li>vii. monitoring progress of candidates and addressing the issues related to progress</li> <li>vi. organizing workshops/ training programmes/ short courses related to PG programmes</li> <li>viii. re-reviewing the corrected proposals submitted by the candidates after addressing the comments of the reviewers, to ensure that the candidate has addressed all the reviewers' comments</li> </ol>	<b>Responsibilities of secretary of HDRPC</b>
<b>5.5.4</b>	<b>Responsibilities of Supervisor/s</b>	
	Refer to Annexure 6	
<b>5.5.5</b>	<b>Responsibilities of Academic advisor</b>	
	Refer to Annexure 7	
<b>5.5.6</b>	<b>Responsibilities of members of HDRPC</b>	
	<p>The members of the HDRPC shall responsible for,</p> <ol style="list-style-type: none"> <li>i. Act as resource persons in their areas of expertise</li> <li>ii. Serve on subcommittees and perform other duties as assigned</li> <li>iii. Actively participate in discussion and, when appropriate, vote on issues before the committee</li> </ol>	<b>Responsibilities of members of HDRPC</b>
<b>5.5.7</b>	<b>ToR for Supervisor/s</b>	
	Refer to Annexure 6	

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<b>5.5.8</b>	<b>ToR for Academic advisor</b>	
	Refer to Annexure 7	
<b>5.5.9</b>	<b>Responsibilities of candidates</b>	
	<p>The candidates who register at HDRPC, FMAS, RUSL shall have the following general responsibilities.</p> <ol style="list-style-type: none"> <li>i. Submitting duly filled application with all relevant documents when applying for the degree</li> <li>ii. Adhere to the time lines specified in the by-laws for Higher Degrees, FMAS, RUSL, at all times</li> <li>iii. Submitting the corrected proposal addressing all the comments provided by the reviewers</li> <li>iv. Submitting progress reports on time and presenting the annual progress at the annual progress review meetings</li> <li>v. Keeping contacts with supervisor/s and having regular meetings and obtaining regular guidance from the supervisors</li> <li>vi. Completing the research work and the degree programme adhering to the specified time periods stated in the by-laws for Higher Degrees, FMAS, RUSL</li> <li>vii. Making the payments for the degree programme on time</li> <li>viii. Informing the major changes in the objectives/ methodology/ change in supervisors to the HDRPC at the time of making such change/s</li> <li>ix. Applying for the upgrades and informing the HDRPC on the submission of the thesis adhering to the specified time periods stated in the by-laws for Higher Degrees, FMAS, RUSL</li> <li>x. Informing the following to the HDRPC without any delay             <ol style="list-style-type: none"> <li>a) Extension requests</li> <li>b) Requests to exempt time periods from the programme</li> <li>c) Requests to terminate the candidature</li> </ol> </li> <li>xi. Apart from the above responsibilities, all the candidates shall follow the all the procedures, rules and regulations stated in the by-laws for Higher Degrees, FMAS, RUSL</li> </ol> <p>Further, each postgraduate student has a responsibility to:</p> <ol style="list-style-type: none"> <li>1. Make a commitment to grow intellectually, in part by fulfilling intended learning outcomes of the programme and to contribute to a field of knowledge by developing and carrying out a program of research.</li> <li>2. Adhere to the student handbook and the by-laws for higher degrees throughout the programme.</li> <li>3. Learn about all appropriate deadline dates and regulations associated with proposal submission, amended proposal submission, registration, progress report submission, upgrading to MPhil to PhD and thesis submission etc. specified in the by-laws for the Higher Degrees at FMAS, RUSL.</li> </ol>	<b>Responsibilities of candidates</b>

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	<ol style="list-style-type: none"> <li>4. Adhere to RUSL and FMAS academic standards and by-laws and to the guidelines related to intellectual property, academic integrity and any relevant safety and/or workplace regulations. Any academic misconduct will be analysed and necessary decisions will be taken by the HDRPC. HDRPC decision will be the final decision and the student has no opportunity to make appeals.</li> <li>5. Produce a thesis that is the student's own work and that meets the FMAS standards for style and quality, and reflects a capacity for independent research in the discipline.</li> <li>6. Meet or communicate regularly with the Supervisor.</li> <li>7. Present at the annual progress review meetings.</li> <li>8. Inform the HDRPC on the scientific publications with each progress report.</li> <li>9. Be prepared to approach first the Supervisor/s and then the Academic Advisor and finally the Chairperson or the Secretary of the Higher Degrees, Research and Publication Committee (HDRPC) with any perceived problems or changes in circumstances that could affect performance.</li> <li>10. Submit, with specific reasons, any request for the replacement of a Supervisor, when a personal or professional conflict arise. Students should take immediate steps to change their Supervisor in cases where an appropriate academic relationship cannot be maintained. In most circumstances, the first step would be to meet with the Chairperson or the Secretary of the Higher Degrees, Research and Publication Committee (HDRPC). Then the necessary actions will be taken by the HDRPC.</li> <li>11. Recognize that changing Supervisors after program entry may have consequences in terms of the nature and focus of an appropriate research topic, and funding.</li> <li>12. Recognize that progress will be evaluated once in every 6 months by the HDRPC, and reported to the Faculty Board of FMAS.</li> </ol>	
<b>6</b>	<b>Standard operating procedures</b>	
<b>6.1</b>	<b>Meeting procedure</b>	
<b>6.1.1</b>	Meetings	
	Regular meetings will normally be held bimonthly, but shall meet even once a month. The Chairperson may call extra meetings if special needs require them.	<b>Meetings</b>
<b>6.1.2</b>	Quorum	
	A quorum will be 50% of the active members	<b>Quorum</b>
<b>6.1.3</b>	Meeting agenda	<b>Agenda</b>

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	The Chairperson and the Secretary will determine the agenda for each meeting.	
<b>6.1.4</b>	Distribution of agenda and meeting minutes	
	The agenda, minutes of the previous meeting, and pertinent materials will be distributed to all the HDRPC members before three (03) days preceding a scheduled meeting	<b>Distribution of agenda and meeting minutes</b>
<b>6.2</b>	<b>Steps to handle new applications</b>	
	<ul style="list-style-type: none"> <li>i. New applications with concept papers have to be tabled at the subsequent HDRPC meeting and a provisional registration letter has to be issued to the candidate</li> <li>ii. Applications with full proposals have to be tabled at the subsequent HDRPC meeting</li> <li>iii. Full proposals have to be sent to the reviewers appointed by the HDRPC</li> <li>iv. Review reports have to be collected from reviewers within one month and the reports have to be forwarded to the relevant candidates</li> <li>v. Review reports have to be tabled at the subsequent HDRPC meeting</li> <li>vi. Once the candidate submits the corrected proposal after addressing the comments of the reviewers, the proposal has to be re-reviewed to ensure that the candidate has addressed all the reviewers' comments</li> <li>vii. Approval for the corrected full proposals has to be sought</li> <li>viii. Approval for the new registration has to be sought from the faculty board and then from the Senate sending separate memos</li> <li>ix. With the faculty board and Senate approval, following documents have to be sent to the appropriate persons. <ul style="list-style-type: none"> <li>a) full registration letter and the responsibilities of candidate</li> <li>b) supervisor's letter with the ToR for supervisors</li> <li>c) academic advisor's letter with the ToR for supervisor/s</li> </ul> </li> </ul>	<b>Steps to handle new applications</b>
<b>6.3</b>	<b>Organizing Annual progress review meetings</b>	
	Refer to Annexure 1.	<b>Procedure for Annual progress review meetings</b>
<b>6.4</b>	<b>Examination procedure</b>	
	Refer to section 3	<b>Examination procedure</b>
<b>7</b>	<b>Actions to be taken in non-adherence to bylaws</b>	<b>Non-adherence to Bylaws</b>
	1. At an instance of non-adherence of the Chairperson, Secretary,	



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	<p>committee members or supervisors, to the HDRPC bylaws, any faculty board member of FMAS has the rights to make a complaint to the HDRPC.</p> <p>If the actions have not been taken by the HDRPC, the complaint should be forwarded to the faculty board (Dean, FMAS).</p> <p>2. At an instance of non-adherence of the candidate/s, to the HDRPC bylaws the Chairperson, Secretary, committee members or supervisors have the rights to make a complaint to the HDRPC.</p> <p>If the actions have not been taken by the HDRPC, the complaint should be forwarded to the faculty board (Dean, FMAS).</p> <p>Relevant authorities have to take necessary actions.</p>	
<b>8</b>	<b>Procedure of lodging grievances</b>	<b>lodging grievances</b>
	<p>If the actions have not been taken by the relevant authority/ies, the complainer has the rights to lodge a complaint at the University grievance committee. Necessary actions will be taken based on the Policy for Grievance Committee of RUSL and the Bylaw of Grievance Committee of RUSL .</p>	

This By-Law shall be revised once in three years or when the need arise.

## Annexure 1

### PROGRESS REVIEW OF MPhil AND PHD CANDIDATES

1. In accordance with the by-laws for the higher degrees of the FMAS, progress reports (using the template provided) must be submitted 6-monthly during the candidature by the candidates to the HDC.
2. In addition to the 6-monthly progress reports, progress review meetings must be held annually for every candidate, throughout his or her candidature, according to the by-laws for the higher degrees of the FMAS.
3. The final progress review meeting (pre-submission meeting) should be conducted at least 3 months before the submission of the thesis. Therefore, including the pre-submission progress review, a MPhil candidate should face at least two progress review meetings and a PhD candidate should face at least three progress review meetings.
4. For annual progress review meetings, candidates are expected to submit a 1000-1500 word summary progress report at least two weeks prior to the progress review meeting.  
The summary progress report must describe
  - Summary of work carried out so far
  - Percentage of the work fulfilled to date on the each specific objective of the study
  - Plan for the future work.
  - Evidence of any publications and conference presentations originated from the higher degree project.
5. The progress review panel for the annual progress review should consist of one internal reviewer (senior staff member from the FMAS) and one external reviewer, Chairperson and the secretary of the HDC. Candidate and supervisors (at least one supervisor) must participate in the progress review meeting. The progress reports should be made available for the internal and external examiners to read at least 10 days prior to the meeting.
6. Candidate should present a 15-minute power point presentation on the progress of the study and the plan for the rest of the candidature, before the progress review panel.
7. The progress review panel should discuss with the candidate and the supervisors separately and together with the objectives of
  - Judging whether the progress of the candidate is satisfactory
  - In case of unsatisfactory progress, explore the possible reasons for such
  - In case of unsatisfactory progress, making recommendations on the remedial measures
  - Making recommendations on the appropriate thesis format (for candidates in latter stages of their candidature)
8. At the conclusion of the progress review meeting, the panel should make recommendations and suggestions in writing regarding the candidate's project. The implementation of the recommendations made by the panel is a responsibility of the candidate and the supervisors.

The outcome of the progress review meetings must be reported to the HDC and a final decision on the recommendations made by the review panel should be made at the HDC.

## Annexure 2

### DECLARATION

#### Thesis by published work

I hereby declare that the material presented in this thesis is original work based on the research studies carried out by me during my candidature. This thesis contains no material which has been accepted for the award of any other degree or diploma at any university or equivalent institution. To the best of my knowledge and belief, this thesis contains no material previously published or written by another person, except where due reference is made in the text of the thesis.

This thesis includes *(state the number)* original papers and *(state the number)* review articles published in peer reviewed journals. The core theme of the thesis is *(state the core theme)*. The ideas, development and writing up of all the papers in the thesis were the principal responsibility of myself, the student, working within the Department of *(state the department)* under the supervision of *(names of supervisors)*.

The inclusion of co-authors reflects the fact that the work came from active collaboration between researchers and acknowledges input into team-based research.

In the case of Chapters *(state the chapter numbers)*, my contribution to the work involved the following:

Thesis Chapter	Publication Title	Publication type	Status	Nature and % of student contribution	Co-author name(s) Nature and % of Co-author's contribution
2	Antivenom for neuromuscular paralysis resulting from snake envenoming.	Review	Published	70%: Literature search, analysis and writing of the first draft of the manuscript.	Isbister GK (Concept, Supervision, Writing) 15%; Hodgson WC (Concept, Supervision, Writing) 15%
3					

I have renumbered sections of published papers in order to generate a consistent presentation within the thesis.

Student signature:

Date:

## By-Law for Management of Higher Degrees, FMAS, RUSL

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The undersigned hereby certify that the above declaration correctly reflects the nature and extent of the student's and co-authors' contributions to this work. In instances where I am not the responsible author, I have consulted with the responsible author to agree on the respective contributions of the authors.

Main Supervisor signature:

Date:

## Annexure 3

### Guidelines for preparation of MPhil and PhD thesis

A thesis should include a logically arranged, comprehensive narration in scientific language, of the new knowledge originally uncovered by the candidate during the candidature. Both the MPhil and PhD thesis could be submitted as either “Conventional thesis” or “Thesis by published work”. The Higher Degree Committee (HDC) strongly encourages the candidates to prepare the thesis as “thesis by published work” rather than “conventional thesis”, mainly due to the quality control purposes. However, in cases where the candidate wishes to submit a “conventional thesis”, prior approval must be obtained, at least at the pre-submission progress review meeting.

The word limit (excluding bibliography, appendices, diagrams and tables) for both the conventional thesis and the thesis by published work of a PhD is 80,000 and of a MPhil is 60,000. Candidates must state the approximate word number of the thesis in the cover letter at the submission of the thesis.

Candidates must adhere to these guidelines in preparation of their thesis. In cases where clarifications needed, please contact the secretary/HDC. Non-adherence to these guidelines may result in delays of the examination process as the candidate would be asked to amend the thesis prior to the dispatch of the thesis to the examiners.

### Thesis by published work

#### ***What is “thesis by published work”?***

Thesis by published work is only a different format of the presentation of thesis that includes research and review papers (originated from candidate’s project) that have been published or accepted for publication by a reputed journal. It is not a different type of degree. A mere set of scientific papers that concern a common subject does not constitute an acceptable thesis by published work. It is important that the published work presented in the thesis should equate to that which would otherwise be presented in a conventional thesis. However, this remains a matter of professional judgment of the supervisors and the members of the progress review panel. An agreement on the content of the thesis and the adequacy of the content for the award of the degree must be made at the pre-submission progress review meeting. Most importantly, it is the examiners who make a final judgment of the quality of research presented in a thesis.

#### ***Publications included in the thesis***

Although there is no defined exact number of publications, as a standard,

- *a MPhil thesis should include,*

(1) at least one full research article published in a journal indexed in Science Citation Index Expanded (<http://mjl.clarivate.com/cgi-bin/jrnlst/jlresults.cgi?PC=D>).

OR,

(2) at least two full research articles published in journals indexed in Pubmed.

- *a PhD thesis should include,*

(1) at least two full research article published in a journal indexed in Science Citation Index Expanded (<http://mjl.clarivate.com/cgi-bin/jrnlst/jlresults.cgi?PC=D>).

OR,

(2) at least three full research articles published in journals indexed in Pubmed.

However, in exceptional cases, even one full research article published in a high-impact journal could be considered adequate if the progress review committee agrees (for example, in a PhD thesis on infectious diseases, one article published in *Clinical Infectious Diseases* which has a 5-year impact factor of 9.117 as of 2017 could be adequate). It is expected that multi-authored papers included in a thesis would have a substantial and significant contribution by the student (at least 60% of the work published in each paper). The student would therefore usually be the first author. Papers that the student has less than 60% contribution may be included if significant to the thesis but such must not be counted as papers fulfilling the minimum number of publications expected for the degree.

Although it is unacceptable to have unpublished chapters in a thesis by publication, in cases where at least 3 already published papers or papers accepted for publication are included in a thesis, one unpublished chapter may be included with the prior approval from the HDC. However in such circumstances, the unpublished chapter must have been submitted as an article to a reputed journal (although not accepted at the time of submission of the thesis) and formatted as a research article according to the journal's instructions. These unpublished papers will not be counted as papers fulfilling the minimum publication requirements of a thesis. Only a single review/ systematic review/ meta-analysis could be counted as papers in fulfilling the minimum publication requirements of a thesis.

### ***The components of a thesis by published work***

***Title page:*** Please follow the format given by the HDC.

**Declaration:** This section is a declaration by the candidate and the supervisors that the work included in the thesis is original work by the student. Further, in this section, the candidate must declare the contributions he or she has made for each publication. The supervisors must declare that the stated contribution of the student was decided in consultation with the other co-authors. The declaration format provided by the HDC must be followed.

**Abstract:** The abstract of the thesis should concisely summarise its scope and principal arguments, in a maximum of 500 words.

### ***Acknowledgement***

### ***List of Abbreviations***

### ***Table of contents***

**List of publications included in the thesis:** A list of all the publications included in the thesis.

**List of conference abstract presentations originated from the thesis:** A list of all the abstract presentations that originated from the work carried out for the degree.

**Introduction:** The introduction is the chapter 1 of the thesis. The style of the introduction could be very similar to that of a conventional thesis which includes a thorough literature review and identification of knowledge gaps under the theme of the thesis. The research should be contextualised in the existing literature. A separate literature review section is not necessary. At the end of the introduction, a short section linking the identified knowledge gaps to the theme of the thesis must be included. Then, broad aim and the specific aims should be stated. A separate list of references is required for introduction.

**Content chapters:** These content chapters must be numbered starting from 2. Each chapter of a thesis by published work is composed of one or several published papers. It is important to note that; thesis by published work is not a collection of several papers bound together. The papers included in the thesis by published work must be logically arranged as chapters, connected to the main theme of the thesis by bridging documents which appear just before the papers of each chapter so that they together read as a cohesive work. Bridging documents should generally be 1-2 page narrative of how the content of a chapter (which is presented as one or several papers), links with the main theme of the thesis. Since research papers are succinctly written, often avoiding detailed methods and results, candidates are always encouraged to include a supplementary document for each chapter that supplements the methods and results published in the papers. Papers must be included exactly as the way they are published and the papers should NOT be reformatted

by any means. Care must be taken in order to include the papers in the highest quality, usually by directly taking pages from the PDFs. Photocopies of the papers must not be included in the thesis. If several papers result during candidature where the student has a minor contribution and where these relate to, but are not vital to, the argument of the thesis, these papers may be included as appendices without listing in the Declaration.

**General discussion:** The last chapter of the thesis is the General discussion. The general discussion section of the thesis should be brief and should not repeat the discussion sections of the papers included in the thesis. Instead, the general discussion should address the significance of the core findings and should be more focused on the future directions. The last paragraph of the general discussion should be a general conclusion of the work described in the thesis. A separate list of references is required for Discussion.

**References:** Either Harvard or Vancouver styles could be followed. However, one style must be followed throughout (excluding the published papers where the referencing style is sometimes unique for different journals).

### ***Appendices***

#### **Formatting:**

Inclusive pagination must be used throughout, including the pages of the published papers. The thesis must be typed in English (either UK or American English, but strictly not a mix of both) on both sides of the paper, with a margin of 1.5 inches on the inner (bound) margin, one inch on the top margin and 0.75 inches on bottom and outer margins of each page. Double spacing should be taken between successive lines of text. Footnotes should normally be placed at the bottom of each page.

### **Conventional Thesis**

Conventional thesis are a scientific narration of the work conducted for the degree in a classical thesis format where the thesis is read in the sequence of introduction, material and methods, results and discussion followed by a bibliography.

#### ***The components of a conventional thesis***

**Title page:** Please follow the format given by the HDC.

**Abstract:** The abstract of the thesis should concisely summarise its scope and principal arguments, in a maximum of 500 words.

#### ***Acknowledgement***



***Abbreviations***

***Table of contents***

***List of figures***

***List of tables***

***List of publications and conference abstract presentations originated from the thesis***

***Introduction:*** The introduction is the chapter 1 of the thesis. The introduction includes a thorough literature review and identification of knowledge gaps under the theme of the thesis. The research should be contextualised in the existing literature. A separate literature review section is not necessary. At the end of the introduction, a short section linking the identified knowledge gaps to the theme of the thesis must be included. Then, broad aim and the specific aims should be stated. No separate list of references is required for introduction, instead the bibliography which comes after the discussion.

***Material and Methods:*** This is the chapter 2 of the thesis. This section should include a detailed description of the methods followed and the material used for the studies. Since the philosophy of scientific research is based on the concept of reproducibility, this section must be detailed enough to anyone to follow and to reproduce the results obtained by the candidate.

***Results chapters:*** These Results chapters must be numbered starting from 3. Result chapters of a conventional thesis must have their own titles and should be arranged in order to facilitate a logical flow of the results. Figures and tables should be placed on separate pages.

***Discussion:*** The discussion is the penultimate chapter of the thesis. It should be concise and should not repeat the results. Instead, the discussion should address the significance of the core findings and their generalisability. Further the discussion should genuinely discuss the drawbacks of the study and also an account on the future directions. No separate list of references is required for Discussion.

***Conclusion:*** The last chapter of the thesis is the Conclusion. This should be a single page narration of the conclusions drawn out of the study.

***Bibliography:*** Must use the Harvard style (<http://www.citethisforme.com/harvard-referencing>) for bibliography.

***Appendices***

**Formatting:**

Inclusive pagination must be used throughout. The thesis must be typed in English (either UK or American English, but strictly not a mix of both) on both sides of the paper, with a margin of 1.5 inches on the inner (bound) margin, one inch on the top margin and 0.75 inches on bottom and outer margins of each page. Double spacing should be taken between successive lines of text. Footnotes should normally be placed at the bottom of each page.

## Annexure 4

**Higher Degrees, Research and Publications Committee  
Faculty of Medicine and Allied Sciences, Rajarata University of Sri Lanka**

### Examiner's Report on Thesis

**Examiner's**

**name:**

**Address:**

**Email:**

**Telephone:**

**Thesis received  
by the examiner  
on:**

**Recommendation  
(check the  
appropriate box)**

- Pass without corrections
- Pass with minor corrections
- Pass with Major corrections
- Re-submission of the thesis
- Fail

**Signature of the  
examiner**

**Date:**

**Thesis title:**

**Student**

**name:**

**Course:**

**Department:**

**Supervisors:**

**Overall Thesis Merit**

<b>Does the thesis contain material worthy of publication as a thesis?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>The thesis as a whole is a substantial and original contribution to knowledge of the subject area.</b> <i>(Please give marks 1 to 5, 5 being the best)</i>	
<b>The student shows familiarity with and understanding of the relevant literature.</b> <i>(Please give marks 1 to 5, 5 being the best)</i>	
<b>The research methods adopted are appropriate to the subject matter and are properly applied.</b> <i>(Please give marks 1 to 5, 5 being the best)</i>	
<b>The results are suitably set out and accompanied by adequate exposition.</b> <i>(Please give marks 1 to 5, 5 being the best)</i>	
<b>The quality of academic writing and general presentation are of a standard for publication.</b> <i>(Please give marks 1 to 5, 5 being the best)</i>	

**General Comments:**

**Specific Comments:**

**Annexure 5**  
**FACULTY OF MEDICINE AND ALLIED SCIENCES**  
**RAJARATA UNIVERSITY OF SRI LANKA**

***MPhil/PhD EXAMINATION BY THESIS***  
***EVALUATION FORM***

**Candidate's Name:**

**Candidate's Number:**

**Viva-Voce Examination Date:**

**Title of the Thesis:**

<b>Results:</b>	(1)	Accepted	
	(2)	Accepted with minor corrections	
	(3)	Acceptable after major corrections	
	(4)	Rejected	

**Comments:**

.....  
.....  
.....  
.....  
.....  
.....

**Notes:**

- 1 & 2 Effective date of examination is the interview date. Candidate is required to resubmit the minor correctors within one calendar month.
- 3 & 4 Candidate is required to resubmit within one calendar year to be re-examined for this or a lower degree.

**Signatures**

	Panel Chair	Examiner 1	Examiner 2
Signature			
Date			

## **Annexure 6**

### **FACULTY OF MEDICINE AND ALLIED SCIENCES (FMAS) RAJARATA UNIVERSITY OF SRI LANKA (RUSL)**

#### **HIGHER DEGREES, RESEARCH AND PUBLICATIONS COMMITTEE (HDRPC)**

#### **TERMS OF REFERENCE (TOR) FOR SUPERVISOR/S**

##### **Purpose and Scope**

This ToR outlines the roles, responsibilities, and accountabilities of higher degree (MPhil and PhD) supervisor at the Faculty of Medicine and Allied Sciences (FMAS), Rajarata University of Sri Lanka (RUSL). This policy applies to all postgraduate supervisors of FMAS, RUSL candidates.

##### **Rationale**

Postgraduate supervisors take the main academic responsibility for the postgraduate candidate. The role of a supervisor is crucial for the successful completion of the postgraduate program and underpins the postgraduate candidate's research education and training. This TOR sets out the criteria and conditions for the appointment of postgraduate supervisor/s.

##### **Appointment of supervisor/s**

A postgraduate student would normally be required to have at least two supervisors recommended by the HDRPC and approved by the Faculty Board of FMAS. One of them shall be a permanent academic staff member of the Faculty of Medicine and Allied Sciences, Rajarata University of Sri Lanka.

Provision is also made for students to conduct research work at another university or an institute approved by the HDRPC, FMAS. In such case faculty board of FMAS on recommendation of the HDRPC shall appoint an additional supervisor from the university or the institute where the research is conducted.

##### **Supervisor Eligibility**

###### **PhDs**

- Principal supervisor must hold a  
Doctor of Philosophy (PhD) or any equivalent doctorate by research  
OR

MD with board certified with a minimum of ten (10) research publications published in journals indexed in SCIE as the first or senior author.

- Associate supervisors: Associate supervisors must hold a doctorate (PhD or MD). However, researchers with a Masters Degree and proven publication record (at least 30 research publications published in journals indexed in SCIE.) could be considered as associate supervisors.

### **MPhils**

- Principal supervisor must hold a  
Doctor of Philosophy (PhD)/ MD/ or any equivalent doctorate/  
Master of Philosophy or any equivalent masters by research.  
OR  
Master of Science (MSc) with a minimum of ten (10) research publications published in journals indexed in SCIE.
- Associate supervisors: Associate supervisors may hold any doctorate and any Masters by research. In addition, researchers with the Degree of Master of Science (MSc) and proven publication record (at least 10 research publications published in journals indexed in SCIE) could be considered as associate supervisors.

### **Roles, Responsibilities and Accountabilities**

1. Facilitating the student's intellectual growth and contribution to a field of knowledge.
2. Guiding the student, with the assistance of the HDRPC, in the development of a program of study.
3. Assisting in the development and execution of a research program or project.
4. Being reasonably accessible to the student via telephone, electronic communication or in person for consultation and discussion of the student's academic progress and research problems.
5. Thoroughly examining written material submitted by the student and making constructive suggestions for improvement. Informing the student of the approximate time it will take for submitted written material to be returned with comments. Timing of submission and review should be negotiated between student and supervisor/s.
6. Advising the student as to the acceptability of the draft thesis or research project prior to submission to the HDRPC. If the Supervisor believes the thesis or research project is not ready for submission or will not be ready within a particular time, the Supervisor should so indicate with written reasons to the student.

7. Assisting the student in learning about all appropriate deadline dates and regulations associated with thesis review, examination and submission, as specified in HDRPC, FMAS, RUSL.
8. Giving ample notice of extended absences from faculty such as research leaves, and making satisfactory arrangements for the supervising the student when the supervisor is on leave or on extended absence from the faculty. Where a faculty member knows that they will be on leave for part of a student's program prior to the start of the program, the student should be informed of this at the outset. Depending on the length of absence and the stage of the student's program, it may be necessary to make arrangements for an interim supervisor.
9. Advising the student of regulations designed to provide him/her with a safe environment. These include relevant safety and/or workplace regulations as well as policies designed to protect individual rights and freedoms. Alerting the student to any personal risks that may be encountered in the course of the research and providing training, guidance and adequate equipment appropriate for those risks.
10. Guiding the student to submit the progress reports on time and preseting at the annual progress review meetings
11. Complying with any commitment of financial support made to the student as part of the offer of admission. In the event that expected financial support becomes unavailable, the supervisor will work with the HDRPC to ensure support for the student.
12. Acknowledging, in accordance with University policies, the contributions of the student in presentations and in published material, for instance through joint authorship.
13. Immediately disclosing to the HDRPC of any conflict of interest that arises with the student. Conflicts of interest will arise when there are sexual, romantic, or familial ties between the supervisor and student or when there are irreconcilable interpersonal conflicts, and in such cases it is expected that the faculty member will withdraw from the role of supervisor.



## **Annexure 7**

### **FACULTY OF MEDICINE AND ALLIED SCIENCES (FMAS) RAJARATA UNIVERSITY OF SRI LANKA (RUSL)**

#### **HIGHER DEGREES, RESEARCH AND PUBLICATIONS COMMITTEE (HDRPC)**

#### **TERMS OF REFERENCE (TOR) FOR ACADEMIC ADVISOR**

##### **Purpose and Scope**

This policy outlines the roles, responsibilities, and accountabilities of higher degree (MPhil and PhD) advisors at the Faculty of Medicine and Allied Sciences (FMAS), Rajarata University of Sri Lanka (RUSL). This policy applies to all advisors of FMAS, RUSL candidates.

##### **Rationale**

Academic advisors take primary academic responsibility for the postgraduate candidate. The appointment of appropriate advisors for postgraduate candidates is crucial for the successful completion of their program and underpins their research education and training. This TOR sets out the criteria and conditions for the appointment of postgraduate advisors.

##### **Conflicts of Interest**

Academic advisor should not be a member of the research team of the candidate. All staff members are required to avoid potential, perceived and actual conflicts of interest. Where potential, perceived or actual conflicts of interest do arise, academic advisors are required to declare and manage those conflicts appropriately.

##### **Advisor Eligibility**

A person will be eligible to be appointed as an academic advisor when the following criteria are met:

- a. They should not be a member of the research team of the candidate
- b. they are able to undertake the roles and responsibilities as described in section Role of Higher Degree academic Advisors
- c. to be an academic advisor of a PhD candidate, they hold a PhD, Doctoral degree of SLQF level 12 or have research experience that is deemed appropriate
- d. to be an academic advisor of a MPhil candidate, they hold a MPhil degree of SLQF level 11 or have research experience that is deemed appropriate

- e. they are research active and have sufficient time and resources to be an effective advisor for a candidate

**Roles, Responsibilities and Accountabilities**

1. Facilitating the student's intellectual growth and contribution to a field of knowledge.
2. Guiding the student, with the assistance of the HDRPC, in the development of a program of study.
3. Assisting in the development and execution of a research program or project.
4. Being reasonably accessible to the student via telephone, electronic communication or in person for consultation and discussion of the student's academic progress and research problems.
5. Assisting the student in learning about all appropriate deadline dates and regulations associated with thesis review, examination and submission, as specified in the By-laws for higher degrees, FMAS, RUSL.
6. Giving ample notice of extended absences from the university such as research leaves, and making satisfactory arrangements for the advising of the student when the Advisor is on leave or on extended absence from the university. Where a faculty member knows that they will be on leave for part of a student's program prior to the start of the program, the student should be informed of this at the outset. Depending on the length of absence and the stage of the student's program, it may be necessary to make arrangements for an interim Advisor.
7. Advising the student of regulations designed to provide him/her with a safe environment. These include relevant safety and/or workplace regulations as well as policies designed to protect individual rights and freedoms. Alerting the student to any personal risks that may be encountered in the course of the research and providing training, guidance and adequate equipment appropriate for those risks.
8. Complying with any commitment of financial support made to the student as part of the offer of admission. In the event that expected financial support becomes unavailable, the Advisor will work with the supervisor/s and HDRPC to ensure support for the student.
9. Immediately disclosing to the HDRPC any conflict of interest that arises with the student. Conflicts of interest will arise when there are sexual, romantic, or familial ties between the Advisor and student or when there are irreconcilable interpersonal conflicts, and in such cases it is expected that the faculty member will withdraw from the role of Advisor. Conflicts of interest may also arise when i) the Advisor or student have a financial interest in the outcome of a research project (in these cases, the decision as to whether withdrawal is appropriate should be made in consultation with the HDRPC) or ii) the Advisor is a member of the research team of the candidate.