

BYLAW

POSTGRADUATE PROGRAMME

**POSTGRADUATE UNIT
DEPARTMENT OF LANGUAGES
FACULTY OF ARTS AND CULTURE
SOUTH EASTERN UNIVERSITY OF SRI LANKA**

**THE BYLAWS OF THE
POSTGRADUATE UNIT OF FACULTY OF ARTS AND CULTURE
SOUTH EASTERN UNIVERSITY OF SRI LANKA**

PART 1: PREAMBLE	
1.1	These Bylaws of the Postgraduate Unit of Faculty of Arts and Culture (hereinafter referred as the Unit) shall replace the Study Programmes Bylaws No. 1 of 2010 of the Unit enacted by the Council of the South Eastern University of Sri Lanka (hereinafter referred as the Faculty) in 2010.
1.2	These Bylaws shall be cited as the Bylaws of the Postgraduate Unit of Faculty of Arts and Culture and shall be effective from the date of approval of the Council of the University.
PART 2: POSTGRADUATE PROGRAMMES OF THE UNIT	
2.1	The Unit offers Postgraduate Degrees, Diplomas, Certificates and other academic Unit distinctions in the Faculty of Arts and Culture.
PART 3: ACADEMIC CALENDAR AND CALL FOR APPLICATIONS	
3.1	The Postgraduate academic year of the Unit generally commences in the month of July / August each year or the earliest possible date thereafter.
3.2	Applications for Diploma and taught Masters' Degree Programmes are called by public advertisement from January to March each year.
3.3	Applications for the research Degrees of Master of Philosophy (M.Phil.) and Doctor of Philosophy (Ph.D.) are entertained at any time of the year.
3.4	Publicity for a new intake shall be given a notice in printed and university website regarding the period within which applications are entertained with respect to the Degree Programmes in each academic semester / year.
3.5	A person who has made an outstanding contribution to the knowledge and literature of a subject / discipline shall apply for the award of the Degree of Doctor of Philosophy on merit of his / her literary work and contribution to the relevant subject / subject area.

PART 4: APPLICATIONS PROCEDURE

4.1	Applications for enrolment for a Postgraduate Degree Programme of the Unit shall be made on the prescribed forms obtained from the Office of the Dean / Deputy Registrar / Senior Assistant Registrar / Assistant Registrar (hereinafter referred as the Registrar) of the Unit.
4.2	An applicant shall produce the following documents along with the duly completed Application Form:
	(a) Certified copies of original certificates of academic / professional qualifications;
	(b) The thesis should contain an abstract of not more than 300 words and the abstract should also follow on a fresh page. The abstract should be in a form suitable for separate publication and may be edited by the student's supervisor. The University may publish the abstract without further reference to the author.
	(c) Two referee reports in the prescribed form (mandatory for M.Phil. and Ph.D. Programmes);
	(d) Service / employment certificate from the employer, (if applicable); and
	(e) Any other documents relevant to the application.
4.3	An applicant who holds a Bachelors' Degree and any other Higher Educational qualifications shall make arrangements with the academic Units concerned to send official copies of transcripts directly to the Registrar of the Unit. Certification of transcripts and Degrees must be effected by imprinting them with the official seal of the institution or by endorsing them by hand with the written signature of the responsible officer.
4.4	An applicant who seeks registration under equivalent qualifications / any other eligibility criteria referred in Part 5 of this document shall annex documentary evidence of academic / research ability and other relevant qualifications in support of the application.
4.5	In the event of any discrepancy between the name as appearing in an applicant's academic / professional certificates or birth certificate, and the name given by the applicant in the application form, an affidavit to the effect

	that the applicant is the one and the same person known by all such names should be sent together with the application form. If the name appearing in the application form and other documents differ from the names appearing in the birth certificate, an amended birth certificate shall be submitted to the Registrar of the Unit.
4.6	An applicant who seeks registration for a research Degree such as Master of Philosophy (M.Phil.) or Doctor of Philosophy (Ph.D.) shall submit a synopsis of his / her intended research with the Application Form.
4.7	An applicant shall be required to submit copies of original certificates certified by a Justice of Peace / principal of a government school / lawyer / an executive officer of a public sector Unit along with the completed application Form and produce original certificates for verification at interviews / upon request. The certified copies of original documents submitted in support of an application shall become the property of the Unit.
4.8	If the candidate is an academic staff of a University then the application should be sent through the Head of Department and the Dean of the relevant Faculty with their observations and recommendations on the field of study and availability of leave to the candidate.
4.9	Duly completed Application Form shall be sent to the Coordinator, Postgraduate Unit of Faculty of Arts and Culture, South Eastern University of Sri Lanka on or before the date stipulated in the Application Form. Late applications may be considered for the admission in the next intake and applications that are incomplete in any respect will be rejected.
PART 5: ADMISSION REQUIREMENTS / ELIGIBILITY CRITERIA	
5.1	General
5.1.1	The admission requirements / eligibility criteria outlined below for Postgraduate Diploma, Masters' and Doctoral Degree Programmes shall be drawn in line with eligibility criteria given in the Sri Lanka Qualification Framework (hereinafter referred as SLQF).
5.1.2	In addition to the completion of eligibility criteria given below, an applicant shall complete any additional / specific requirement(s) such as English Language competency and work experience for admission as may be specified by the relevant Diploma / Degree Programme of the Unit.

5.2	Postgraduate Certificate Programmes (SLQF Level 7)	
5.2.1	An applicant with the following qualifications may be admitted to follow Postgraduate Certificate in a given discipline:	
	(a)	A Bachelors' Degree (SLQF Level 5 or 6) in any discipline obtained from a University or any other Higher Educational institutions (hereinafter referred as HEI) recognized by the University Grants Commission of Sri Lanka (hereinafter referred as the UGC); OR
	(b)	Any other equivalent qualification as acceptable to the Unit.
5.3	Postgraduate Diploma Programme (SLQF Level 8)	
5.3.1	An applicant with the following qualifications may be admitted to follow Postgraduate Diploma in a given discipline:	
	(a)	A Bachelors' Degree (SLQF Level 5 or 6) in any discipline obtained from a University or any other HEI recognized by the UGC; OR
	(b)	Any other equivalent qualification as acceptable to the Unit.
5.4	Masters' Degree Programme by Coursework (SLQF Level 9)	
5.4.1	An applicant with the following qualifications may be admitted to follow Master of Arts Degree Programme in a given discipline:	
	(a)	A Bachelors' Honours Degree (SLQF Level 6) in the relevant discipline obtained from a University or any other HEI recognized by the UGC; OR
	(b)	A Bachelors' Degree (SLQF Level 5) with 30 credits from the relevant discipline obtained from a University / any other HEI recognized by the UGC or prior learning / work experience equivalent to 30 credits in the relevant discipline: OR
	(c)	A Bachelor's Degree (SLQF Level 5 or 6) in any discipline and a Postgraduate Certificate / Diploma (SLQF Level 7 or 8) in the relevant subject area obtained from a University or any other HEI recognized by the UGC: OR
	(d)	A Bachelor's Degree (SLQF Level 5 or 6) in any discipline obtained from a University or any other HEI recognized by the UGC and at least one year of work experience in a related field as acceptable to the Unit: OR
	(e)	Any other equivalent qualification as acceptable to the Unit.

5.5	Master of Arts Degree Programme by Coursework and Research (SLQF Level 10)	
5.5.1	An applicant with the following qualifications may be admitted to follow Master of Arts Degree Programme in a given discipline:	
	(a)	A Masters' Degree (SLQF Level 9) obtained from the relevant discipline or a related field of study: OR
	(b)	A Bachelor's Honours Degree (SLQF Level 6) in the relevant subject area obtained from a University or any other HEI recognized by the UGC OR
	(c)	A Bachelor's Degree (SLQF Level 5) with 30 credits from the relevant discipline obtained from a University or any other HEI recognized by the UGC or prior learning / work experience equivalent to 30 credits in the relevant discipline: OR
	(d)	A Bachelor's Degree (SLQF Level 5 or 6) in any discipline and Postgraduate Certificate / Diploma (SLQF Level 7 or 8) in the relevant subject area obtained from a University or any other HEI recognized by the UGC: OR
	(e)	A Bachelor's Degree (SLQF Level 5 or 6) in any discipline obtained from a University or any other HEI recognized by the UGC and at least one year of work experience in a related field as acceptable to the Unit: OR
	(f)	Any other equivalent qualification as acceptable to the Unit.
5.6	Master of Philosophy Degree Programme (SLQF Level 11)	
5.6.1	An applicant with the following qualifications may be admitted to follow Master of Philosophy Degree Programme in a given discipline / area of study:	
	(a)	A Master's Degree (SLQF Level 9 or 10) in the relevant subject area obtained from a University or any other HEI recognized by the UGC; OR
	(b)	A Bachelor's Honours (SLQF Level 6) Degree with a First or Second Class (Upper Division) pass in the relevant subject area obtained from a University or any other HEI recognized by the UGC; OR
	(c)	Any other equivalent qualification as acceptable to the Unit.

5.7	Doctor of Philosophy Programme (SLQF Level 12)	
5.7.1	An applicant with the following qualifications may be admitted to follow Doctor of Philosophy Programme in a given discipline / area of study;	
	(a)	A Master of Philosophy Degree (SLQF Level 11) in the relevant subject area obtained from a University or any other HEI recognized by the UGC; OR
	(b)	A Master's Degree with a Research component (SLQF Level 10) in the relevant subject area from a University or any other HEI recognized by the UGC; OR
	(c)	A Master's Degree (SLQF 9) in the relevant subject area from a University or any other HEI recognized by the UGC AND evidence of research publications as acceptable to the Unit.
PART 6: ADMISSION PROCEDURE		
6.1	The selection of candidates to follow Postgraduate Degree Programmes or Diploma Programmes from among eligible applicants shall be determined by the relevant Board of Study of the Unit on merit through an interview.	
6.2	Every application for enrolment shall be assessed in terms of the regulations in force at the time of receipt of such applications.	
6.3	An application submitted for any study programme of the Unit may be denied in the applicant:	
	(a)	misrepresents or aids and abets another person or persons to misrepresent material facts for the purpose of admission or obtaining academic advantage; OR
	(b)	omits or aids and abets a person or persons to commit an act designed to misrepresent an applicant's eligibility for admission; OR
	(c)	is known to have committed or assisted a student of the University / any other HEI in an act of cheating, plagiarism, fraud, deceit or any other form of academic dishonesty.
6.4	The Unit reserves the right to refuse to consider future applications for admission from persons whose application was rejected, subject to the right of appeal by the applicant to the Unit.	

6.5	The Registrar of the Unit shall inform in writing the outcome of the selection including conditions of admission, if any, or reason/s for rejection if admission is denied for each candidate within one month from the date of completion of the admission process.
PART 7: FEES AND METHOD OF PAYMENT	
7.1	Fees of Degree Programmes
7.1.1	The fees payable by candidates for their courses / programmes shall be determined by the Board of Management of the Unit from time to time.
7.1.2	Adjustments to fees and charges of Programmes shall only apply to candidates who register for programmes after the date of approval of new rates by the Board of Management.
7.1.3	Types of fees for Postgraduate Studies may include the followings:
	(a) Application Fee
	(b) Registration Fee
	(c) Academic Fee (course fee and examination fee for the first sitting)
	(d) Library Fee
	(e) Any other fee/s as approved by the Board of Management.
7.1.4	The Unit at its discretion shall maintain different schemes of fees and charges for local students and foreign students and for different study programmes.
7.1.5	A concessionary rate of the Academic Fee may be maintained for foreign students who are from non – OECD countries and students admitted under MoUs / agreements with the Unit / the University as approved by the Unit.
7.1.6	The Unit may offer, upon request, a maximum of a 5% discount of the Academic Fee for foreign candidates who have completed a Bachelor’s Degree / Postgraduate Diploma / Master’s Degree at a HEI recognized by the UGC in Sri Lanka on a date not more than two years prior to the date of registration for a programme at the Unit.
7.1.7	The Unit may offer a 5% discount of the Academic Fee for local or foreign candidates who pay the entire Academic Fee of the programme within one month from the date of registration.

7.1.8	The Unit may offer a maximum of 10% discount of the Academic Fee for permanent employees of the University if they are unable to secure financial support from the UGC, any other public Unit or a private Unit.
7.1.9	The Unit may offer a 5% discount of the Academic Fee for local or foreign candidates who continue from a lower level Postgraduate qualification to a higher level Postgraduate qualification, both offered by the Unit, if they register for a higher level qualification within three months from the effective date of the lower level qualification.
7.1.10	The Unit shall maintain separate payment rates for renewal of registration, repeat end – semester examination, repeat viva – voce examination, registration of casual or exchange students, registration to follow a course/s for a certificate, certificates and transcripts, short – term training courses, etc. as approved by the Board of Management.
7.2	Method of Payment
7.2.1	Fees of study programmes shall be paid to the credit of the Fund Account of the Unit specified in Paying – in vouchers of the Unit.
7.2.2	A candidate who resides overseas at the time of payment shall pay the prescribed fees by a Bank Draft / Telegraphic Transfer drawn in favour of the Postgraduate Unit of Faculty of Arts and Culture. Except where otherwise agreed / arranged, the payment shall be made in US Dollars.
7.2.3	The Unit shall not accept payment by any other methods unless such payment has been made by arrangement with the Unit.
7.2.4	A non – Sri Lankan citizen candidate / student who reside in Sri Lanka at the time of the payment may pay the equivalent amount of prescribed fees in Sri Lankan Rupees.
7.2.5	A candidate shall immediately send the original copies of payment slips, Bank drafts or cheques to reach the Registrar of the Postgraduate Unit of Faculty of Arts and Culture, South Eastern University of Sri Lanka, Oluvil # 32360, Sri Lanka by registered post.
7.3	Refund of Fees (will not be refunded at all)
7.3.1	Refund of fees paid to the Unit in terms of study programmes shall be available only on the following occasions:
	(a) Fee or the excess of fee paid due to a mistake / lapse on the part of officials of the Unit shall be fully refunded upon request or detection;

	(b)	Fee or the excess of fee paid shall be refunded less 10% of administrative charge where a fee is paid under a mistake of fact on the part of the student or where it is paid in excess under such a mistake;
	(c)	Academic fee paid for a degree programme shall be refunded less 20% of administrative charge if the student withdraws from the programme within thirty (30) days from the date of the commencement of the study programme;
	(d)	Fee paid by a student shall be refunded immediately after the receipt of the equivalent amount of payment made by a sponsor / employer of the student to the credit of the fund account of the Unit.

PART 8: REGISTRATION OF STUDENTS

8.1	Registration
8.1.1	An applicant selected to follow a study programme shall be requested register for the relevant study programme within 45 days from the date of selection. Failure to register within the given period of time without prior arrangement with the Registrar of the Unit shall make the selection null and void.
8.1.2	The registration shall entitle a student to follow a course / courses, and to consult his / her supervisor/s for a period of 12 months from the date of registration.
8.1.3	A registered student shall receive the information of his / her registration such as the registration number, programme of study, academic calendar, requirements to complete the study programme, Student Identity Card, Student Record Book (for research students only) and a copy of the Postgraduate Brochure / Prospectus / Handbook of the Unit.
8.1.4	A student shall produce the Student Identity Card upon request by the University authorities to verify the student status and refer to his / her registration number in all correspondence with the Unit / University.
8.1.5	A registered student of the Unit shall be expected to acquaint himself / herself with rules and regulations of the Programme of Study in which he / she registered and other bylaws, regulations and operational procedures of the Unit.

8.2	Classification of Students by Registration	
8.2.1	Regular Full – time Student	
	(a)	A regular full – time Postgraduate student is a person who, having satisfied the appropriate admission requirements, has been admitted and registered by the Unit to follow a Postgraduate Programme on a Full – time basis.
	(b)	A Full – time student carries out coursework and / or research during normal working hours of the week and is not engaged in employment or any other income generating work other than working as a teaching assistant or a research assistant at the Unit / the University.
8.2.2	Regular Part – time Student	
	(a)	A regular Part – time Postgraduate student is a person who, having satisfied the appropriate admission requirements, has been admitted and registered by the Unit to follow a Postgraduate Programme on a Part – time basis.
	(b)	A Part – time student shall devote only a part of his / her time to the coursework and / or the research during normal working hours of the week and may engage in employment or any other income generating work.
8.2.3	Provisional Student	
	(a)	A candidate whose academic performance cannot be fully evaluated due to unavailability of final certificates of qualifications at the time of registration may be admitted as a provisional student to follow a study programme at the Unit provided that the effective date of the Degree / Study programme with pending results shall be a date not later than the date of the commencement of the study programme of the Unit in which the candidate seeks registration.
	(b)	A provisional student status shall be transferred to a regular student status on the submission of the final certificates of his / her educational and other qualifications required for admission.
	(c)	A candidate with provisional registration status shall not be eligible to sit end semester examinations of the programme and his / her registration shall be withheld until the final certificates of required educational qualifications are submitted.

8.2.4	Casual Student	
	(a)	A casual Postgraduate Student is a student (local / foreign) who is in every respect eligible for admission as a regular Postgraduate Student of the Unit and who, although not enrolled in a Degree Programme of the Unit, enrolls in one or more Postgraduate level courses or engages in a research project at the Unit.
	(b)	An applicant who wishes to study under this category shall apply to the relevant Board of Study for approval. The relevant qualification possessed by the candidate shall be supported by acceptable certificates.
	(c)	Admission as a casual Postgraduate Student does not imply eligibility for admission to a study programme in any Board of Study. A casual Postgraduate Student is entitled to supervision and, where applicable, to attend seminars / lectures and use the library and other facilities of the Unit / University.
	(d)	A casual Postgraduate Student shall submit quarterly progress reports of his / her academic work to the relevant Board of Study for approval.
8.2.5	Exchange Student	
	(a)	An exchange Postgraduate Student is a student (local / foreign) who is registered in a Postgraduate Degree Programme in another University or HEI and who has obtained written permission in advance from that University or Unit to take a course / of the Unit and / or engage in a research project on the basis of transfer of credits / courses towards his / her Degree Programme.
	(b)	Applications for an exchange student shall be approved by the relevant Board of Study based on evidence of qualification possessed by the candidate.
	(c)	An exchange Postgraduate Student is entitled to supervision and, where applicable, to attend seminars / lectures and use the library and other facilities of the Unit / University.
	(d)	An exchange Postgraduate Student shall submit quarterly progress reports of his / her academic work to the relevant Board of Study for approval.

8.3	Date of Registration
8.3.1	The date of registration of a student of a coursework Degree shall be the date on which his / her academic programme commences.
8.3.2	The date of registration of a student of a research Degree Programme shall be the date of the acceptance of his / her application and the synopsis by the relevant Board of Study.
8.4	Qualifier/s of a Diploma / Degree Programme
8.4.1	The qualifiers of Postgraduate Diploma or Degree Programmes shall be determined as per guidelines given in the SLQF.
8.4.2	The qualifiers of a taught Postgraduate Diploma or Masters' Degree Programmes shall be determined as in the approved regulations of the Diploma or Degree Programme.
8.4.3	The qualifiers of Master of Philosophy and Doctor of Philosophy Degree Programmes shall be determined by the relevant Board of Study based on disciplines and / or sub-disciplines of the area of research / the thesis.
8.4.4	The relevant Board of Study shall reserve the right to change qualifier/s of a research Degree upon a request made by the student with recommendation from his / her supervisor/s.
8.5	Concurrent Registration
8.5.1	The Unit shall not permit concurrent registration for a Bachelor's Degree at the University or any other HEI and a Postgraduate Degree or Diploma at the Unit or two Postgraduate Programmes at the Unit or one at the Unit and another at any other HEI.
8.5.2	A Full – time research Degree student of the Unit / any other HEI shall, however, be allowed to register concurrently for a taught Postgraduate Programme of the Unit on Part – time basis.
8.5.3	Subject to the exemption given in Section 8.4.2 above, if found guilty for concurrent registration, the candidature at the Unit shall be terminated immediately.
8.6	Duration of Registration / Candidature
8.6.1	A registered student is required to complete his / her Diploma / Degree Programme within the minimum and the maximum periods of registration of the relevant Diploma / Degree Programme.

8.6.2	The registration of a student for a Postgraduate Study Programme shall be approved subject to the following minimum and maximum period of candidature:
-------	--

Programme	Duration (Academic Years)	
	Minimum	Maximum
Postgraduate Certificate / Diploma	01	03
Master's Degree by Coursework	01	03
Master's Degree by Coursework and Research	02	04
Master of Philosophy	02	04
Doctor of Philosophy	03	06

8.7	Change of Registration
8.7.1	If a student wishes to make any changes in his / her registration, he / she shall submit a request to the Registrar of the Unit through the programme coordinator for approval of the relevant Board of Study. These changes may include addition / drop of courses / subjects for a written examination, change of thesis topic / title, change in medium of registration, change of Diploma / Degree Programme, etc.
8.7.2	If a student wishes to change his / her personal information recorded at the time of initial registration, he / she shall make a request to the Registrar of the Unit to amend such information in his / her registration. However, changes of personal information such as name and title are not permitted after the completion of all requirements of a study programme.
8.8	Renewal of Registration
8.8.1	A registered student shall renew the registration every year within the maximum period of candidature by paying the relevant fees to keep his / her registration status activated until he / she complete all requirements of the Diploma / Degree Programme.
8.8.2	Applications for renewal of registration shall be sent to the Registrar of the Unit at least two months before the date of the expiry of the current registration.

8.9	Extension of Registration / Candidature
8.9.1	Under exceptional circumstances, the candidature of a student who fails to complete all the requirements of a Diploma or Degree Programme within the maximum period specified in Section 8.5.2 of this Bylaws may be considered for an extension by the relevant Board of Study.
8.9.2	A student shall make a request to the Registrar of the Unit in the prescribed form giving reasons for the application for an extension. Candidates requesting extensions should provide evidence of progress in their coursework / research.
8.9.3	A student may be considered for an extension of up to one (01) academic year initially. The maximum period of extension given to a candidate shall not exceed three (03) academic years in total.
8.9.4	A student is not permitted to pay fees of programme extension to the credit of the account of the Unit until and unless the approval for the extension by the relevant Board of Study is officially communicated by the Registrar of the Unit.
8.9.5	Upon completion of the maximum period and any extensions, the candidature of a student who fails to successfully complete the requirements of the Degree or Diploma Programmes shall automatically be terminated.
8.10	Upgrading of Registration
8.10.1	The registration of a student of Master of Arts Degree Programme shall be considered for upgrading to Master of Philosophy Degree Programme in the same discipline upon request subject to the completion of coursework requirements of the Master of Arts Degree Programme.
8.10.2	The registration of a research Degree student whose thesis has the potential to be improved and evaluated for a higher degree qualification in the same area of study shall be considered for upgrading to the relevant higher qualification before the submission of the thesis for evaluation under the current registration.
8.10.3	The request for upgrading of registration of a research degree student shall be made by the student through supervisor/s to the Registrar of the Unit at least three (03) months before the date of expiry of the current registration.
8.10.4	The request for upgrading of registration ratified by supervisor/s shall be recommended by a panel of evaluators appointed by the Board of Study.

	The panel of evaluators shall comprise of the Chairperson of the Board of Study of his / her nominee, supervisor/s and two members appointed by the Board of Study. The Chairperson of the Board of Study or his / her nominee shall chair the panel.
8.10.5	The candidate shall be required to make a presentation before the panel on the extension of research for which the upgrading is justified. The panel shall evaluate the extension of the research and the suitability and the adequacy of the research for the upgraded qualification.
8.10.6	The relevant Board of Study shall approve / not approve the request for upgrading of registration based on the recommendation of the panel. The date of approval of the Board of Study shall be the effective date of upgrading of the registration.
8.10.7	The maximum period of the candidature of a student whose registration was upgraded shall be counted from his / her initial date of registration for the programme from which he / she received the upgrading.
8.11	Downgrading of Registration
8.11.1	The registration of a research student whose research is deemed to be of inadequate academic standing for the registered qualification shall be downgraded to a lower level qualification in the same area of study.
8.11.2	The relevant Board of Study shall reserve the right to down grade the registration of a student based on recommendation made by the Viva – voce Examination Board of the Student.
8.12	Deferment of Registration
8.12.1	A student, upon request, shall be given deferment of registration for one (01) academic year at a time on medical grounds or any other reason acceptable to the relevant Board of Study. The approval of the Chief Medical Officer of the University Health Center / any other medical professional appointed by the Unit is required for all medical certificates. An affidavit or documentary proof shall be provided with application for deferment under any other reasons.
8.12.2	Requests for extensions of deferment shall be made to the Registrar of the Unit at least one month before the date of expiry of the current deferment.

8.12.3	The maximum period of deferment given to a student in a given programme shall not exceed five (05) academic years in total.
8.12.4	The period of deferment granted shall be excluded in calculating the minimum and maximum period of registration of the candidature.
8.12.5	A student registered for a split or a sandwich study programme with a collaborating Unit of the Unit may be released, on deferment, for a specific period of time to continue the programme in the collaborating Unit.
8.12.6	A student returning from deferment shall request the Registrar of the Unit to re-activate and renew his / her registration from the date of return.
8.13	Withdrawal of Registration
8.13.1	A student who wishes to withdraw his / her registration at the Unit shall submit a request to do so using the prescribed form to the Registrar of the Unit.
8.13.2	The effective date of the withdrawal of registration shall be the date of approval of the withdrawal by the relevant Board of Study.
8.13.3	A candidate seeking re- admission to the same programme after withdrawal of registration shall follow the normal process of application. His / her application shall be given the same consideration as those of other applicants competing for admission for the academic year.
8.14	Suspension of Registration
8.14.1	The Dean of the Unit by consulting the Chairperson of the relevant Board of Study and the relevant Postgraduate Programme Coordinator and after a preliminary inquiry shall temporarily suspend the registration of a student for a period of maximum of one month if he / she feels that the student has violated rules and regulations of the Unit and the University and the presence of the student disturbs normal operations of the Unit.
8.14.2	In such a case, the Dean of the Unit shall appoint a three members committee on being approved by the Board of Management to investigate the matter and report to the Board of Management through the relevant Board of Study.

8.15	Termination of Registration
8.15.1	The Board of Management of the Unit reserves the right to terminate the candidature of a student upon recommendation from the relevant Board of Study after formal consideration of reports submitted by supervisor/s and / or committee/s of Inquiry appointed by the Dean and the Coordinating Committee of the Unit.
8.15.2	One or more of the following reasons shall lead to the termination of registration: Failure to meet registration requirements, expiry of maximum period of registration, failure to meet required academic standing in three sittings (minimum GPA requirement), fail the Viva – voce Examination twice, and violation of rules and regulations of the Unit and the University that leads to termination.
8.15.3	Applications for admission to the same programme or any other programme of the Unit by a person whose registration was terminated due to disciplinary reasons and violation of codes of conduct and ethics of the Unit shall not be considered for a period of two years from the date of termination.
8.15.4	Subject to the exemption given in 8.15.3 above, a candidate seeking admission to the same or any other programme after termination of registration shall follow the normal process of application. His / her application shall be given the same consideration as those of other applicants competing for admission for a Degree Programme in a given academic year.
PART 9: STUDENT REQUESTS	
9.1	A student shall make a request to the Registrar of the Unit using the prescribed form to change his / her personal information given in the registration at the Unit and any other matter related to his / her registration at the Unit.
9.2	Requests for changes in personal information given at registration such as name, contact details, academic qualifications, shall be supported by relevant documentary evidence.
9.3	A student of a coursework Degree Programme of the Unit shall submit requests for changes in his / her registration to the Registrar of the Unit

	through Academic Programme Coordinator for the approval of the relevant Board of Study.
9.4	A research Degree Student of the Unit shall submit requests for changes in his / her registration of programme to the Registrar of the Unit through his / her thesis supervisor/s and the relevant research Degree Coordinator for the approval of the relevant Board of Study.
9.5	Date of the approval of the request shall be the date of the meeting of the relevant Board of Study which approved the request.
9.6	The decision of the Board of Study regarding student request shall be communicated to the student by the Registrar of the Unit upon communication of the minutes of the decision.
PART 10: COURSEWORK COMPONENT	
10.1	Course Units and Credits
10.1.1	A course unit is a complete course taught within a semester of an academic year.
10.1.2	One credit of a course unit is the equivalent of 50 notional hours which involves direct class – room contact, self – learning and preparation for and undertaking assessment.
10.1.3	The Unit shall offer courses of one credit, two credits, three credits and four credits in a semester of an academic year.
10.1.4	A course of a study programme is given a course code by a three digit number prefixed by three letters to represent a subject / programme. The courses for each Diploma or Degree Programme will be given a course code within the following range: Postgraduate Diploma Level, 500 – 512; Masters Level, 600 – 607 and M.Phil. / Ph.D. Level (if any), 700 – 7099.
10.1.5	A course of a Postgraduate Study Programme may have prerequisites: course/s at a lower level that are required to take a higher level course.
10.2	Credit Courses
10.2.1	A credit course is a course that a student offers to earn and accumulate the required number of credits for successful completion of a Diploma or Degree Programme. A student who offers a credit course shall fulfill all requirements of the course as indicated in the course syllabus.

10.2.2	The number of credits earned from a credit course by a student shall be counted for calculating his / her Grade Point Average (GPA) of the Diploma or Degree Programme. The course shall be listed in the academic transcript of the student with the credit value, relevant grade and grade point.
10.3	Non – Credit Courses
10.3.1	A non – credit course is a course that a student offers in excess of the required number of credits for successful completion of a Diploma or Degree Programme with the approval of the relevant Board of Study.
10.3.2	A non – credit course shall not be counted for calculating the GPA but will be listed in the transcripts with the relevant grade and grade point.
10.3.3	A student registered for a particular Diploma or Degree Programme may offer a course or course of another Diploma or Degree Programme as non – credit course/s.
10.3.4	A student who offers a course on non – credit basis shall register for the course by paying the prescribed fees and is required to fulfill all the requirements of the course as indicated in the course syllabus.
10.4	Audit Courses
10.4.1	An audit course is a course that a student offers in excess of the required number of credits for successful completion of a Diploma or Degree Programme without fulfilling any assessment requirements.
10.4.2	Audit courses shall not be counted for calculating the GPA nor will they be listed in the transcripts. A letter shall be issued by the Registrar of the Unit only to those students who have fulfilled attendance requirement in the audited course, upon the recommendation of the lecturer in charge of the course.
10.4.3	A student of the Unit shall obtain approval from the relevant Board of Study to offer a course on audit basis and register for such course.
10.5	Common Compulsory Courses
10.5.1	The Unit reserves the right to offer courses in areas of knowledge, skill and attitude development such as research methodology, communication and writing skills, academic ethics, Philosophy of Science, etc. common compulsory credit or non – credit courses in a Degree Programme.

10.5.2	However, the number of credits earned from these common compulsory courses shall not exceed one third of total credits of the Degree Programme.
10.6	Courses Outside the Main Discipline
10.6.1	Students of a Degree Programme in a particular subject / discipline may offer courses from other disciplines as credit or non – credit courses.
10.6.2	If a course outside the main discipline is followed as a credit course, the qualification level of the course shall be at least equivalent to the level of the Degree Programme registered.
10.6.3	A student of any Postgraduate Diploma / Degree Programme, as otherwise specified in the regulations of the relevant programme, may offer courses equivalent to maximum of six (06) credits as credit courses from outside of the main discipline / subject.
10.6.4	Requests to offer courses outside the main discipline shall be approved by the relevant Board/s of Study upon recommendation of the Programme Coordinators.
10.7	Independent Study Courses
10.7.1	A supervisor / supervisors of an M.Phil. or a Ph.D. student may offer an Independent Study Course, as a compulsory course, for a student to enhance his / her knowledge on the subject matter in the area of his / her research.
10.7.2	An Independent Study Course does not involve teaching but the student learns from the material given / recommended by the supervisor/s. The approval of the relevant Board of Study should be obtained by the supervisor/s for the content and assessment scheme of the independent study.
10.7.3	An oral examination or a written examination or both shall be conducted to assess the performance of the student in the independent study course and the grade obtained shall be listed on the academic transcript.
10.8	Credit Transfer and Exemption of Courses
10.8.1	Any exemptions of requirements for the completion of the Diploma or Degree Programme, credit transfers related to any Diploma or Degree Programme and any condition therein shall be considered and determined by the relevant Board/s of Study subject to the verification of authenticity of evidence

	provided and provisions made in relevant Memorandum of Understanding / agreements.
10.9	Add and Drop of Course/s
10.9.1	A course can be added or dropped (withdrawn) within two weeks (14 days) from the date of the commencement of the study programme in a semester.
10.9.2	When add or drop a course, the student shall obtain approval to do so from the lecturer/s in charge of the course/s and inform the Registrar of the Unit immediately.
10.9.3	If a student fails to complete a course which has not been recorded as dropped, it shall be counted as absence from examination and a fail grade shall be awarded.
PART 11: GUIDE PROJECT AND RESEARCH COMPONENT	
11.1	Guided Project
11.1.1	A student of a Master's Degree Programme by coursework shall complete a guided project in addition to the coursework requirement to successfully complete the Degree.
11.1.2	The guided project shall be assigned a minimum of 05 credits and maximum of 06 credits as specified in the bylaws of the Degree Programme.
11.1.3	Students shall undertake the guided project on a topic in the field of study as a group work. The aim of the guided project is to develop and assess theoretical knowledge, analytical thinking, writing skills, communication and presentation skills and collaborative skills / team work of students.
11.1.4	The outcome of the project may take the form of a report, literature survey, policy framework, an impact assessment and an artistic work for which prior approval from the relevant Board of Study is required.
11.1.5	The Unit shall conduct the Guided Project as per guidelines and operational procedures approved by the Board of Management.
11.2	Thesis
11.2.1	A research Degree student of the Unit shall complete a thesis based on an independent research, in addition to the completion of coursework prescribed by the relevant Board of Study for the requirement of the completion of the Degree Programme.

11.2.2	A student registered for the Doctor of Philosophy Degree Programme of the Unit shall submit a thesis ranging between 60,000 – 80,000 words for the fulfillment of the requirements of the Degree. The thesis shall create new knowledge with relevance of applicability by way of demonstrating critical reading, acquisition of knowledge with critical analysis and responding efficiently and effectively to the changing needs of the discipline through original research of a quality that makes a significant contribution to development of the discipline and satisfy peer review and merit publication.
11.2.3	A student registered for the Master of Philosophy Degree Programme of the Unit shall submit a thesis ranging between 40,000 – 60,000 words for the fulfillment of the requirements of the degree. The thesis shall enhance knowledge of the discipline and its application by improving and extending methodologies and critically analyzing existing knowledge through research of a quality that satisfy peer review and merit publication.
11.2.4	A student registered for a Masters’ Degree (by course work and research) shall submit a thesis ranging between 20,000 – 30,000 words for partial fulfillment of the requirements of the Degree. The thesis shall critically review, analyze and evaluate current issues and developments in the area of study and make suggestions with practical relevance through research.
11.2.5	A student shall not to submit a thesis or part thereof on which a Degree has already been conferred upon him / her or any other person by any HEIs in Sri Lanka or abroad or containing materials published without prior approval of the Unit.

PART 12: REQUIREMENTS FOR PROGRAMME COMPLETION / EXIT

12.1	General
12.1.1	The requirements for programme completion outlined below shall be drawn in line with minimum requirements given in the SLQF for different levels of qualification.
12.1.2	The specific requirements of programme completion such as amount of credit, grade requirements for specific course components and coursework requirements as non – credit courses may vary by programme as specified in the regulations of Degree Programmes.

12.1.3	The specific requirements for programme completion shall be communicated to students by the Registrar of the Unit in the Letter of Admission to a Degree Programme and provided in the Student Handbook / Prospectus of the Unit in detail.	
12.2	Postgraduate Certificate (SLQF Level 7)	
	(a)	A student who successfully completes minimum of twenty (20) credits from courses prescribed by the relevant Board of Study with a minimum GPA of 2.30 shall be awarded the Postgraduate Certificate in the relevant discipline.
12.3	Postgraduate Diploma (SLQF Level 8)	
	(a)	A student who successfully completes minimum of twenty five (25) credits from courses prescribed by the relevant Board of Study with a GPA of 3.70 or above shall be awarded the Postgraduate Diploma in the relevant discipline with a distinction pass.
	(b)	A student who successfully completes minimum of twenty five (25) credits from courses prescribed by the relevant Board of Study with a GPA between 3.00 and 3.69 shall be awarded the Postgraduate Diploma in the relevant discipline with a merit pass.
	(c)	A student who successfully completes minimum of twenty five (25) credits from courses prescribed by the relevant Board of Study with a GPA between 2.30 and 2.99 shall be awarded the Postgraduate Diploma in the relevant discipline.
12.4	Masters' Degree by Coursework (SLQF Level 9)	
	(a)	A student who successfully completes minimum of thirty (30) credits from courses and a guided project as prescribed by the relevant Board of Study with GPA of 2.70 or above shall be awarded the Masters' Degree in the relevant discipline.
	(b)	A student who wishes to exit the programme early shall be awarded the Postgraduate Diploma in the relevant discipline upon successful of completion of 25 credits from courses with minimum GPA of 2.30.

12.5	Master of Arts Degree by Coursework and Research (SLQF Level 10)	
	(a)	A student who successfully complete thirty (30) credits from courses as prescribed by the relevant Board of Study with GPA of 2.70 or above, AND a thesis ranging between 20,000 – 30,000 words, AND a Viva – voce examination on the thesis shall be awarded Master of Arts Degree by coursework and research in the relevant discipline.
	(b)	A student who wishes to exit the programme early shall be awarded Masters’ Degree by coursework (SLQF Level 9) upon successful completion of 30 credits from courses with minimum GPA of 2.70.
12.7	Master of Philosophy Degree (SLQF Level 11)	
	(a)	A student who successfully completes courses prescribed by the relevant Board of Study on non – credit basis AND a thesis ranging between 40,000 – 50,000 words AND a Viva – voce examination on the thesis shall be awarded the Degree of Master of Philosophy (SLQF Level 11) in the relevant discipline.
12.8	Doctor of Philosophy Degree (SLQF Level 12)	
	(a)	A student who successfully completes courses prescribed by the relevant Board of Study on non – credit basis AND a thesis ranging between 60,000 – 80,000 words AND a Viva – voce examination on the thesis shall be awarded the Degree of Doctor of Philosophy in the relevant discipline.
	(b)	A student who wishes to exit the programme early shall be awarded the Degree of Master of Philosophy (SLQF Level 11) upon successful completion of requirements for the Degree of Master of Philosophy in the relevant discipline.
PART 13: POSTGRADUATE PROGRAMME TEACHING		
13.1	Appointment of Teaching Panel	
13.1.1	Upon recommendation of the relevant Board of Study and approval of the Board of Management and the Senate, the Director of the Unit shall appoint qualified persons as teachers of a course of a particular study programme for the duration of a semester.	

13.1.2	A person with the following qualifications may be appointed as a teacher / resource person of a study programme of the Unit:	
	(a)	A Ph.D. / M.Phil. Degree or an equivalent qualification in the relevant discipline or field obtained from a recognized university; and
	(b)	Experience in teaching at Undergraduate and / or Postgraduate Level courses or equivalent work experience.
13.1.3	A person who does not possess the required qualification and teaching experience as stated in 13.1.2 but is an expert, a well experienced practitioner and a professional performer in a given area of study may, however, be appointed to teach a part and / or conduct practical sessions of a course on being approved by the relevant Board of Study.	
13.1.4	The Director of the Unit may appoint qualified persons to teach or to conduct seminars and practical sessions in Postgraduate Programmes of the Unit by calling of applications or by invitation.	
13.1.5	The selection of teachers of Postgraduate Programmes shall be done on merit by the Postgraduate Programme Coordinator in consultation with the relevant Academic Committee (if any), the Chairperson of the relevant Board of Study and the Director of the Unit.	
13.1.6	The Unit shall prepare Terms of Reference for teachers indicating guidelines and conditions regarding the appointment, termination of appointment, ethical considerations and responsibilities, duty lists, etc.	
13.1.7	A person who is appointment to teach a course / a part of a course or to conduct training sessions or seminars of a Postgraduate Study Programme shall enter into an agreement with the Director of the Unit on the conditions of the Terms of Reference and the letter of appointment.	
13.1.8	The Director of the Unit shall temporarily suspend the appointment of a teacher at any time with the provision of sufficient evidence to prove that the conduct of the said teacher seems to be inappropriate and violated conditions agreed upon until a proper inquiry is made.	
13.1.9	In such case, the Director, in consultation with the Chairperson of the relevant Board of Study and the relevant Postgraduate Programme Coordinator shall appoint another qualified person to teach the rest of the course.	

13.2	Evaluation of Teaching
13.2.1	The Unit shall conduct evaluations of teaching of a course/s of a study programme based on student feedback.
13.2.2	A teacher who has been assigned a minimum of 10 hours of teaching or practical work of a course in a given semester shall be evaluated by students.
13.2.3	The Unit shall conduct evaluation of teaching as per guidelines and operational procedures for teacher evaluation approved by the Board of Management.
13.2.4	The results of the evaluation of teaching shall be made available to the respective teacher by the Director of the Unit.
13.2.6	The Unit reserves the right take appropriate measures to incentivize teachers / to improve the quality of teaching based on results of evaluation of teaching as approved by the Board of Management.
13.3	Inquiry of Complains against Teachers
13.1.1	Complains against a teacher/s by a student/s, a fellow teacher/s and any other responsible person/s on the violation of academic ethics and responsibilities and conditions agreed upon shall be examined by a three – members Committee of Inquiry appointed by the Director with approval of the Board of Management.
13.4	Termination of Appointment
13.4.1	After considering the report/s of Committee/s of Inquiry, the Board of Management shall recommend to the Director to warn, impose penalties and remove a teacher from the teaching panel.
13.4.2	The Board of Management shall also reserve the right to refer such cases to the University / Unit where the said teacher is a permanent staff member for further action or to follow legal action.
PART 14: THESIS SUPERVISION AND EVALUATION OF SUPERVISION	
14.1	Appointment of Supervisor/s
14.1.1	Upon the recommendation of the relevant Board of Study and approval of the Board of Management, the Director shall appoint a suitable person as a supervisor / a member of a committee of supervisors to guide a research

	student on the basis of the synopsis submitted by the student with the application for admission to a Degree Programme.
14.1.2	The number of members in a committee of supervisors shall not exceed three (03) and one member of the committee shall be appointed as the main supervisor who shall be the Chairperson of the committee.
14.1.3	A person to be appointed as a supervisor of a research student shall possess Postgraduate qualifications at least equivalent to the qualification sought by the student.
14.1.4	The Unit shall prepare Terms of Reference for supervisors indicating guidelines for supervisors regarding the appointment, termination of appointment, ethics and responsibilities, duty lists, etc.
14.1.5	A person who is appointed as a supervisor shall enter into an agreement with the Director of the Unit on the conditions stated in the relevant Terms of Reference and the letter of appointment.
14.1.6	The Director of the Unit shall temporarily suspend the appointment of a supervisor at any time with the provision of sufficient evidence on poor supervision, inappropriate conduct and violation of conditions agreed upon until a proper inquiry is made.
14.2	Evaluation of Supervision
14.2.1	Complaints against a supervisor by students, fellow supervisors and any other responsible person/s on poor supervision, inappropriate conduct, and / or violation of conditions agreed upon shall be examined by a Committee of Inquiry appointed by the Director with the approval of the Board of Management.
14.2.2	The Viva – voce Examination Board of a student shall also report to the Director of the Unit for necessary action, any cases of inadequate / poor supervision.
14.3	Termination of Appointment
14.3.1	After considering the reports of the Committee/s of Inquiry and the Viva – voce Examination Board, the Board of Management shall recommend to the Director to warn, impose penalties and remove a supervisor from the list of supervisors of the Unit.

14.3.2	The Board of Management shall also reserve the right to refer such cases to the relevant University / Unit where the said supervisor is a permanent staff member for further action or to follow legal action.
PART 15: RESEARCH PROJECT AND THE THESIS	
15.1	Research Proposal
15.1.1	A student registered for a Degree Programme with a research component shall submit a proposal of his / her intended research in the format prescribed by the Unit along with duly completed Research Submission Form to the Registrar of the Unit within first twelve (12) months of his / her candidature.
15.1.2	It shall be the responsibility of the supervisor/s to guide and assist the student to develop the research proposal, assess it and suggest necessary amendments and recommend the submission of the proposal for evaluation. The supervisor/s shall endorse the submission of the research proposal for evaluation by duly completing the relevant sections of the Research Proposal Submission Form.
15.1.3	A student shall orally present his / her research proposal to a panel of evaluators consisting of the following members:
	(a) The Chairperson of the Board of Study or his / her nominee (Chair of the panel) Dean / HoD
	(b) Three members appointed by the relevant Board of Study; and
	(c) Supervisor/s of the candidate.
15.1.4	The panel of evaluators shall evaluate and recommending the proposal as “satisfactory” or “unsatisfactory”. If the recommendation is not unanimous it shall require at least a simple majority of votes of panel members who are present at the evaluation panel meeting for implementation.
15.1.5	The recommendation made by the panel of evaluators shall require the approval of the relevant Board of Study to be effective.
15.1.6	If the recommendation of panel of evaluators is “unsatisfactory” and if the relevant Board of Study approves the same, the student is required to resubmit the proposal after revisions as suggested and avail for another presentation.

15.2	Progress Reports
15.2.1	A research degree student shall submit six monthly progress reports of his / her research and writing of the thesis in the prescribed form through supervisor/s to the Registrar of the Unit for approval of the relevant Board of Study.
15.2.2	The supervisor/s of the student shall be required to submit a detailed report of supervision and progress of the student in terms of research and thesis writing with each progress report submitted by the student.
15.2.3	Progress reports which are unsatisfactory as decided by the relevant Board of Study not submitted with a detailed report from supervisor/s or not received on time may lead to suspension of the registration.
15.3	Seminars and Conferences
15.3.1	A student who has completed most of his / her research and writing of the thesis shall lead a thesis pre – submission seminar on his / her thesis three (03) months before the intended date of submission of the thesis for examination. The completion of the pre – submission seminar shall be a requirement for the submission of the thesis. The student shall revise the thesis, if required, incorporating comments and suggestions made at the pre – submission seminar.
15.3.2	A student of the Master of Arts Degree Programme (SLQF Level 10) of the Unit shall produce evidence of presenting his / her research work at least once in nationally / internationally recognized academic forums including the South Eastern University of Sri Lanka Research Congress during his / her candidature period and preferably before the submission of the thesis for evaluation.
15.3.3	A student of the Master of Philosophy Degree Programme (SLQF Level 11) of the Unit shall produce evidence of presenting his / her research work at least twice in nationally / internationally recognized academic forums including the PGIHS Research Congress during his / her candidature period and preferably before the submission of the thesis for evaluation.
15.3.4	A student of the Doctor of Philosophy Degree Programme (SLQF Level 12) of the Unit shall produce evidence of presenting his / her research work at least three times in nationally / internationally recognized academic forums

	including the South Eastern University of Sri Lanka Research Congress during his / her candidature period and preferably before the submission of the thesis for evaluation.
15.3.5	In all such presentations of a part / parts of a thesis in academic forums, the student shall indicate his / her correspondence / affiliation to the Unit and acknowledge that the work presented is a part of his / her thesis submitted / to be submitted to the Postgraduate Unit of Faculty of Arts and Culture of the South Eastern University of Sri Lanka.
15.3.6	Presentations of a part / parts of a thesis without due correspondence and acknowledgement as stated in sub – section 15.3.5 above shall not be considered as fulfilling the requirements given in sub – section 15.3.2, 15.3.3 and 15.3.5 of this Bylaws.
15.4	Publication of a Part / Parts of a Thesis before Submission for Evaluation
15.4.1	A student shall submit proof of publication of at least one article from a part / parts of M.Phil. or Ph.D. thesis in internationally accepted journals / edited volumes including the Faculty of Arts and Culture the official journal of the Unit, before submitting the thesis for evaluation.
15.4.2	Publication of main chapters of an M.Phil. or a Ph.D. thesis in internationally accepted journals / edited volumes shall be done as joint publication with supervisor/s as the second author/s.
15.4.3	In all such publication of a part / parts of a thesis as journal articles or book chapters, the student shall indicate his / her affiliation to the Unit and acknowledge that the work published is a part of his / her thesis submitted / to be submitted to the Postgraduate Unit of Faculty of Arts and Culture of the South Eastern University of Sri Lanka.
15.4.4	Publication of a part / parts of a thesis without due correspondence and acknowledgement as stated above shall not be considered as fulfilling the requirement given in sub – section 15.4.1 of this Bylaw.
15.5	Submission of Thesis for Evaluation
15.5.1	A student shall inform the Director of the Unit through supervisor/s in writing the intended date of submission of the thesis for evaluation at least three months before the intended date of submission of the thesis to provide sufficient time for the Unit to arrange the examination process.

15.5.2	A student is required to submit three copies of the thesis to the Registrar of the Unit in the prescribed format in temporary binding along with the duly completed Thesis Submission Form for examination.
15.5.3	It shall be the responsibility of the supervisor/s to monitor the writing of the thesis as per the approved format of the Unit and recommend the submission of the thesis for examination. The supervisor/s shall endorse the submission of the thesis by duly completing the relevant sections of the Thesis Submission Form.
15.5.4	The Unit reserves the right to reject the acceptance of a thesis for evaluation if it is not in conformity with Thesis Submission Format and / or not submitted with the duly completed Thesis Submission Form of the Unit.
PART 16: METHOD OF ASSESSMENT	
16.1	Assessment of Courses
16.1.1	The assessment scheme for each course shall be done as specified in the syllabus of the programme. The assessment will include two components; continuous assessments and / or end – semester examination.
16.1.2	Continuous assessment may include assignments, tutorials, homework, presentations, field work, quizzes, laboratory work, etc. as indicated in the course syllabus. The lecturer in charge shall be responsible in giving details of continuous assessment such as type of continuous assessments, deadlines for submission, marks allocation, etc. to the student at the beginning of the course. The lecturer in charge shall also be responsible in completing continuous assessments on a schedule, displaying marks of continuous assessment to students before they sit the end – semester examination of the course, handing over all material of continuous assessment to the Registrar of the Unit after the evaluation along with mark sheets.
16.1.3	Allocation of marks for end – semester examination and continuous assessment of a course shall be as stipulated in the regulations of the relevant degree programme.
16.1.4	Each course shall be graded based on marks obtained for continuous assessments and end – semester examinations using the following scheme:

RANGE OF MARKS	GRADE	GRADE POINTS	INTERPRETATION
85 – 100	A+	4.00	Exceptional
80 – 84	A	3.75	Excellent
75 – 79	A-	3.50	Excellent
70 – 74	B+	3.25	Very Good
65 – 69	B	3.00	Very Good
60 – 64	B-	2.75	Good
55 – 59	C+	2.50	Good
50 – 54	C	2.25	Pass
0 – 49	F	0.00	Fail

16.1.5	A student who obtained a grade below C for a course shall repeat the course in the next available examination. The maximum number of attempts a student allowed to sit for the examination of a course/s is three (03).
16.2	Assessment of Guided Project
16.2.1	The evaluation of guided projects shall contain two components: (i) Examiner’s evaluation of final outcome submitted by students in written form; (ii) oral presentation of the final outcome of the project. A student shall obtain a minimum of 50% of marks allocated for each component of the project to successfully complete it.
16.2.2	The final outcome and the presentation of the project shall be assessed based marking schemes approved by the Board of Management and graded as per the scheme given in Section 16.1.4 of this Bylaw.
16.2.3	A student / a group of students who obtains a grade below C+ for the project shall repeat the examination process of the project as instructed by the Unit.
16.3	Assessment of Thesis
16.3.1	The assessment of a thesis submitted for a research degree shall include two components of evaluation: Thesis examination and Viva – voce Examination of the thesis.
16.3.2	The Thesis Examination is expected to be completed within two months from the date of the submission of the thesis for examination by the student. An

	examiner of a thesis shall evaluate the thesis for suitability, adequacy and consistency of information, arguments and results presented in the thesis and innovations and contribution to the literature, and practical relevance of conclusions and recommendation presented in the thesis. Thesis examiners shall grade the content of the thesis in a marking scheme approved by the Board of Management.
16.3.3	The Viva – voce examination of a thesis shall be held soon after the completion of the thesis examination. The Viva – voce Examination Board shall evaluate theoretical knowledge, analytical thinking, adequacy of information, creativity and innovations in the research, suitability and implementation relevance of conclusions and recommendations and communication and presentation skills of the student. The oral examiners shall grade the performance of the student at the Viva – voce Examination in a marking scheme approved by the Unit.
16.4	Calculation of GPA
16.4.1	<p>The GPA is determined by dividing the total credit – weighted grade points value by the total number of credits.</p> <p>The formula for GPA calculation is given below:</p> $GPA = \frac{\sum_{i=1}^n CiGi}{\sum_{i=1}^n Ci}$ <p>Where, C_i – Number of Credits of the i^{th} course unit.</p> <p>G_i – Grade Point of the i^{th} course unit.</p> <p>n – Total number of courses.</p>
16.4.2	The GPA of courses followed on credit and the guided project shall be given in the academic transcript.
PART 17: EXAMINATION PROCEDURE, OFFENCES AND PUNISHMENTS	
17.1	General
17.1.1	These Regulations of Examination Procedure, Offences and Punishments shall be based on the Regulations Relating to Examinations Procedure, Offences and Punishment for Examinations of the University.

17.1.2	A student who registered for Postgraduate Examinations of the Unit shall acquaint himself / herself with the Rules and Regulations regarding Examination Procedures, Offences and Punishments of the University adopted by the Unit.
17.1.3	A student shall at any time obtain a copy of Rules and Regulations regarding Examination Procedures, Offences and Punishments of the University from the Registrar of the Unit.
17.2	Application for Examinations
17.2.1	A registered student of the Unit shall duly apply for any examination conducted by the Unit. Application for entry to Postgraduate Examinations shall be made only by those who have been duly registered for a course, whose registration continues to be in force, and who are eligible to take the examination in the semester.
17.2.2	Each application for entry to a Postgraduate Examination shall be made on the prescribed form obtainable from the Unit and sent to the Registrar of the Unit on or before the closing date as specified in the Examination Entry Form. A student shall attach the payment receipt of the prescribed fees (applicable only for repeat examinations) and any other relevant documents with the duly completed Examination Entry Form.
17.2.3	A student shall entitle to be examined in the medium in which he / she has registered for the course of study. The final decision on the medium of registration shall be determined by the Board of Study based on the written language of answer scripts of a candidate.
17.2.4	An application of a student who is not eligible to sit for an examination or which has been received late or is incomplete shall be rejected and the decision shall be intimated to the student by the Registrar of the Unit.
17.2.5	A student who is registered for an examination shall receive the admission card and the timetable of the relevant examination fourteen (14) days before the commencement of the examination.
17.2.6	A student who has not received the above documents by the seventh (7 th) day before the commencement of the examination that he / she has applied for shall inform the same to the Registrar of the Unit.

17.3	Withdrawal from Examinations
17.3.1	A student who registered for an examination and wishes to withdraw from it after the receipt of the Examination Admission Card shall make a request for the withdrawal by a letter sent through registered post or faxed to the Registrar of the Unit at least 24 hours before the commencement of the examination. The student is required to provide a reason/s and documentary evidence of such reasons for the withdrawal from the examination.
17.3.2	The Unit may allow a student to withdraw from examinations due to medical reasons or death of a close family member such as spouse / child / parent. A student may also be eligible to withdraw from an examination due to another examination conducted by a public Unit for job recruitment / confirmation / promotion held on the same day.
17.3.3	In such cases of withdrawal from examinations, it shall be the responsibility of the student to return the admission card for the examination confidentially to the Registrar of the Unit immediately.
17.4	Absence from Examinations
17.4.1	Absence from an examination without a proper request for withdrawal made to the Registrar of the Unit as stated in Section 17.3 of this Bylaw shall be considered as an attempt of the examination.
17.4.2	However, absence from an examination due to sudden illness / disability or death of a close family member such as spouse / child / parent may be considered as withdrawn from examination if the student informs the same to the Registrar of Unit within seven (07) days from the date of examination with medical reports or evidence.
17.5	Make-up Examinations
17.5.1	A student who failed to sit for the end – semester examination due to medical reasons or death of a close relative or another examination conducted by a public Unit for job recruitment / confirmation / promotion held on the same day may request for a make – up examination within fourteen (14) days from the date of the examination. The relevant Board of Study shall have the discretion to accept or reject a request for a make – up examination.
17.5.2	The Unit shall conduct a make – up examination only during the examination period of the immediate next semester. After the approval of the Board of

	Study for a make – up examination, the student is required to register for the said examination by paying fees as instructed by the Registrar of the Unit.
17.6	Evaluation of Answer Scripts
17.6.1	Answer scripts of a subject / course in a Postgraduate Programme shall be evaluated by two examiners appointed by the Senate of the University upon recommendation by the relevant Board of Study and the Board of Management of the Unit.
17.6.2	In the event of marks discrepancy between the first and the second examiners is greater than ten, the answer scripts shall be evaluated by a third examiner appointed by the Director from among Senate approved examiners of the Unit. In such a case the final mark of the student shall be computed using the two closest marks.
17.6.3	If a student wishes to re – examine his / her answer script/s of a course / courses after the release of results, he / she shall make a request not later than fourteen (14) days from the date of the release of examination results in the prescribed form to the Registrar of the Unit by paying the relevant fees.
17.6.4	The Unit is responsible for the completion of re – examination of answer scripts within one month from the date of the student request for the re – examination.
17.7	Board of Examiners of Coursework Examinations
17.7.1	The Board of Examiners of coursework examinations shall include the following members:
	(a) Director of the Unit who shall be the Chairperson of the Board of Examiners;
	(b) Chairpersons of relevant Board of Study
	(c) Postgraduate Programme Coordinators
	(d) Examiners of course / subjects.
17.7.2	The Board of Examiners of coursework examinations shall approve results of examinations subject to minor adjustment made for the benefit of the students if necessary.
17.8	Examination of Thesis
17.8.1	A thesis submitted for a research degree shall be examined by two examiners appointed by the Senate on the recommendation of the relevant Board of Study and Board of Management of the Unit.

17.8.2	A thesis examiner shall evaluate the thesis for suitability, adequacy and consistency of information, arguments and results presented in the thesis; innovative ideas and contribution to the literature; and suitability and implementation relevance of conclusions and recommendations presented in the thesis.
17.8.3	A thesis examiner shall submit a detailed report in written form on the thesis along with the duly completed Thesis Evaluation Form of the Unit.
17.8.4	The examination report shall clearly state whether the thesis has met the academic standards required for the award of the degree that the student registered for and revisions required and justification / reasons for suggested revisions, etc. The examiner shall submit type – written detailed examination report in English with his / her signature and date of the signature.
17.8.5	In the Thesis Evaluation Form, the examiner shall assign marks for different component/s aspects of the thesis separately in a marking scheme approved by the Unit and provide his / her recommendation to the Viva – voce Examination Board.
17.8.6	An examiner of a thesis shall submit Examiner’s Report of the thesis, duly completed Thesis Evaluation Form and the examined copy of the thesis to the Registrar of the Unit within two (02) months from the date of the receipt of the thesis for examination.
17.8.7	In the Thesis Evaluation Form, the examiner shall recommend one of the following:
	(a) Accept the thesis in its present form
	(b) Accept the thesis after typographical and editorial corrections
	(c) Accept the thesis after minor revisions
	(d) Resubmit the thesis for examination after major revisions
	(e) Consider the thesis for a lower qualification
	(f) Reject the thesis
17.8.8	Minor revisions referred in Section 17.8.7 (c) of this Bylaw may include refinement and re-orientation of selected part/s of a thesis such as research question/s, objectives, methodology, literature review, discussion and conclusions, references and list of references, abstract and any other part/s as suggested by the Viva – voce Examination Board.

17.8.9	Major revisions referred in Section 17.8.8 (d) of this Bylaw may include re-writing of the thesis by redressing and revision research problem/s and objectives, methodology, conceptual framework, literature; collection of additional data and amending results and discussion and conclusions of the thesis accordingly. The supervisor/s of the student is required to assist and monitor the student closely in revising the thesis as suggested by the Viva – voce Examination Board.
17.9	Viva – voce Examination of Thesis
17.9.1	A student of a research degree programme shall pass a Viva – voce Examination of his / her thesis. The maximum number of attempts that a student faced the Viva – voce Examination is two (02).
17.9.2	There shall be a Viva – vice Examination Board to finalize the examination of a thesis submitted to the Unit by a student. The Viva – voce Examination Board of a thesis shall include the following members:
	(a) Director of the Unit or his / her nominee
	(b) Chairperson of the relevant Board of Study
	(c) Two thesis examiners appointed by the Senate
	(d) Two oral examiners appointed by the Board of Study from among Senate approved examiners; and
	(e) Supervisor/s of the student (as observer/s)
17.9.3	Any of the above persons shall not perform more than one role at a meeting of a Viva – voce Examination Board.
17.9.4	The Chairperson of the relevant Board of Study shall chair the meetings of the Viva – voce Examination Board. If the Chairperson of the relevant Board of Study is absent for the Viva – voce Examination / if he / she is an examiner or a supervisor of the student / under special circumstances, the Director shall reserve the right to chair the meetings of a Viva – voce Examination Board.
17.9.5	If an examiner is unable to attend a meeting of Viva – voce Examination Board and informs it in advance to the Director of the Unit, a suitable replacement shall be made by the relevant Board of Study from among the examiners approve by the Senate for Postgraduate Examinations of the Unit. In emergencies, the Director shall appoint an examiner from among

	examiners approved by the Senate in place of an examiner who is unable to attend a meeting of the Viva – voce Examination Board subject to the approval of the relevant Board of Study.
17.9.6	Depending on the requirement, the Unit shall arrange the Viva – voce Examination of a student in any technology driven mode in order to facilitate the attendance of the student or examiners to the Viva – voce Examination Board Meeting.
17.9.7	The Viva – voce Examination Board shall evaluate the performance of the student at the Viva – voce Examination in a marking scheme approved by the Board of Management of the Unit.
17.10	Recommendation of the Viva – voce Examination Board
17.10.1	The Viva – voce Examination Board shall recommend one of the following:
	(a) Pass the thesis examination without corrections;
	(b) Pass the thesis examination subject to typographical and editorial corrections to the thesis;
	(c) Pass the thesis examination subject to minor revisions to the thesis;
	(d) Fail the thesis examination and resubmit the thesis for evaluation after major revisions to the thesis;
	(e) Fail the thesis examination and recommend the thesis for a lesser qualification;
	(f) Fail the thesis examination and reject the thesis.
17.10.2	A student shall be given one month period of time from the date of Viva – voce Examination to submit the corrected thesis after typographical and editorial corrections. The supervisor/s of the student shall certify to the effect that the corrections suggested by the Viva – voce Examination Board are made before the submission of the corrected thesis.
17.10.3	If minor revisions are proposed to the thesis, the student shall be given minimum of three months and maximum of five months from the date of Viva – voce Examination to submit the corrected thesis. The Viva – voce Examination Board of Examiners may appoint one of the thesis / oral examiners to certify to the effect that all the revisions / corrections suggested by the Viva – voce Examination Board are made to the thesis before the submission of the corrected thesis.

17.10.4	If resubmission of the thesis is recommended after major corrections, the student shall be given a period six months to one year from the date of Viva – voce Examination to resubmit the thesis for evaluation. The Registrar of the Unit shall inform the student in writing to amend the thesis as suggested by the Viva – voce Examination Board, resubmit the thesis and avail for another Viva – voce Examination. The supervisor/s shall be responsible for incorporating corrections and recommending the resubmission of the corrected thesis. In the event of non – availability of previously appointed supervisor/s for further supervision or reported evidence on poor supervision, the Viva – voce Examination Board shall recommend to the Director to appoint a new supervisor to guide the student to complete revisions and resubmission of the thesis.
17.10.5	The Viva – voce Examination Board shall recommend a thesis to award a lesser qualification than the qualification for which the thesis was submitted if it decides that the academic standing of the thesis is inadequate to award the qualification sought but adequate to award the lesser qualification it recommends.
17.10.6	The Viva – voce Examination Board shall consider the recommendations given in sub – sections 17.10.1 (e) and (f) only at the second attempt of the Viva – voce Examination of a student.
17.10.7	If the Viva – voce Examination Board recommends the rejection of a thesis or if a student fails to satisfy the Viva – voce Examination Board twice, he / she registration shall be terminated.
17.11	Final Grade of Thesis
17.11.1	Based on marks given by thesis examiners for the thesis and the Viva – voce Examination Board for the performance of the student at the Viva – voce Examination, a grade and grade descriptor shall be assigned for a thesis.
17.11.2	The grade of a thesis shall be determined in a weighted scale of marks in which 60% weight is given to average mark of thesis examiners and 40% weight is given to the average mark given for the performance at the Viva – voce Examination.

17.11.3	The grading of thesis shall be done in the following scheme:		
	Average Marks	Grade	Grade Description
	80 or above	A	Outstanding
	70 – 79	B	Excellent
	60 – 69	C	Good
	50 – 59	D	Fair
	Below 50	F	Fail

17.11.4	The maximum grade obtained by a candidate in his / her second attempt of thesis examination shall be 'C'.
---------	---

17.11.5	The title of thesis, the grade and grade descriptor obtained for the thesis shall be listed on the academic transcript of the student.
---------	--

PART 18: FINAL SUBMISSION OF THE THESIS

18.1	A student whose thesis is accepted by the Viva – voce Examination Board for the award of a degree shall submit three (03) copies of the corrected thesis in a fully bound form and the softcopy of the thesis in PDF format written in a Compact Disk (CD) to the Registrar of the Unit.
------	--

18.2	If the thesis examination is passed subject to minor corrections, the student shall produce the certification of the examiner, if any, nominated by the Viva – voce Examination Board to the effect that all corrections required by the Viva – voce Examination Board have been made before the submission of the final thesis.
------	--

18.3	Upon submission of the final thesis, a candidate shall sign a Thesis Release Form which permits the Unit / University to use with restrictions the printed and PDF version of the thesis for scholarly purposes for a period of two years from the date of final submission of the thesis. The downloadable PDF version of the thesis shall be made available on the website of the Unit after the restrictive two year period from the date of final submission of the thesis.
------	---

18.4	Of the three (03) copies of the final thesis submitted, two (02) copies shall become the property of the Unit and the University and the other copy shall be returned to the candidate with the endorsement of the Unit.
------	--

PART 19: EFFECTIVE DATE OF DIPLOMA / DEGREE PROGRAMME

19.1	The effective date of a Diploma / Degree Programme, where a mandatory Viva – voce Examination is not stipulated, is the last date of the examination in which a student successfully completes all requirements of that Diploma / Degree Programme.	
19.2	The effective date of a degree, where a mandatory Viva – voce Examination is stipulated, shall be determined as follows:	
	(a)	Pass the thesis examination without corrections:
	(i)	The date of the submission of the thesis for examination provided that the final version of the thesis is submitted in bound form to the Registrar of the Unit within a period of one month from the date of the Viva – voce Examination.
	(b)	Pass the thesis examination with typographical and editorial corrections:
	(i)	The date that completes a period of one month (30 days) from the date of submission of the thesis for examination provided that the corrected and final version of the thesis is submitted in bound form to the Registrar of the Unit within a period of one month from the date of the Viva – voce Examination.
	(c)	Pass the thesis examination with minor corrections:
	(i)	The date that completes a period of three months (90 days) from the date of submission of the thesis for examination provided that the corrected and final version of the thesis is submitted in bound form to the Registrar of the Unit within a period of three months from date of the Viva – voce Examination.
	(ii)	The date that completes a period of five months (150 days) from the date of submission of the thesis for examination provided that the corrected and final version of the thesis is submitted in bound form to the Registrar of the Unit within a period of five months from date of the Viva – voce Examination.
19.3	If the corrected thesis is not resubmitted in bound form within the stipulated time period, the effective date of the thesis shall be determined as of next level of recommendation by the Viva – voce Examination Board.	

19.4	If the thesis is recommended for a lesser qualification, the effective date of the degree shall be determined as in sections 19.2 (a) or 19.2 (b) of this Bylaw.
19.5	Effective date of the degree of a student who resubmits the thesis after major correction shall be determined as given in sections 19.2 (a), (b), (c) of this Bylaw from the date of resubmission of the thesis for examination.
PART 20: RELEASING RESULTS OF EXAMINATIONS	
20.1	It is the responsibility of the Unit to release results of an examination within a period of three months from the last date of the examination.
20.2	The Unit shall recommend names of candidates who successfully completed the requirements of respective Degree Programmes through Board of Examinations and the Board of Management to the Senate for approval. Results of Degree Programmes shall be effective only with the approval of the Senate.
20.3	Provisional results shall be released to a student upon approval by the Board of Management of the Unit subject to the approval of the Senate.
20.4	A student shall make a request in the prescribed form to the Registrar of the Unit regarding re-scrutiny of his / her examination results and any correction or verification of certificates issued by the Unit.
PART 21: CERTIFICATES OF DEGREE / DIPLOMA PROGRAMMES	
21.1	A student who sat for examinations shall be provided with a results sheet for every semester by the Unit.
21.2	At the end of the Diploma / Degree Programme, a student shall be provided with the transcript for the Degree Programme. The transcript shall include details of courses and study components such as course code, course title, letter grade, status (compulsory or optional), number of credits, non – credit and audit courses, title, credits and grade of the guided project (if any), title of the thesis and grade and grade descriptor of the thesis (if any).
21.3	A student who has been successful at a Postgraduate Degree or Diploma Examination may obtain a provisional certificate of results from the Unit.

21.4	The printed certificates of degrees shall be awarded at the General Convocation or after such arrangement as may be recommended by the Senate and the Council of the University.
21.5	The printed certificates of Postgraduate Diplomas shall be awarded at a certificate awarding ceremony organized by the Unit.
PART 22: DISPUTE SETTLEMENT	
22.1	The Board of Management of the Unit shall appoint a three members Dispute Settlement Committee in which one member shall be appointed from among members of the Board to inquire, settle and / or report to the Board of Management on disputes between and among students, students and teachers, students and supervisors of the Unit.
22.2	The Dispute Settlement Committee shall recommend temporary measures to the Director of the Unit to resolve the matter until the committee recommendations are approved by the Board.
PART 23: STUDENT SOCIETIES AND ALUMNI ASSOCIATION OF THE UNIT	
23.1	Student Societies
23.1.1	The registered students of the Unit with the approval of the Director of the Unit may form Student Societies at three levels; the General Student Society of the Unit, Board of Study Student Societies, and Programme Student Societies.
23.1.2	The primary responsibility of a Student Society is to promote interests, rights, and needs of member students, undertake and organize events and activities facilitating interaction and harmony among students and staff, enhance learning and research opportunities for students, facilitate the Unit reaching the industry and undertaking stakeholder consultations and engage in development activities of the Unit.
23.1.3	The activities, events and programmes organized by a Student Society of the Unit shall be subject to the general guidelines, directions, rules and regulations of the Unit and the University and shall require prior written approval of the Director of the Unit.
23.1.4	The Unit shall govern the activities of a student society as per Guidelines, Regulations and Terms of References approved by the Board of Management.

23.2	Alumni Association
23.2.1	The Alumni Association of the Unit shall be formed in order to facilitate and promote interests of alumni of the Unit and undertake and organize events and activities that enhance interactions among members of the Alumni Association, current students, staff and resource persons of the Unit, facilitate the Unit reaching the industry and undertaking stakeholder consultations and engage in research and development activities of the Unit.
23.2.2	A person who obtained Postgraduate qualifications in the fields of Faculty of Arts and Culture from the South Eastern University of Sri Lanka shall be entitled to obtain the membership of the Alumni Association of the on application / invitation.
23.2.3	The activities, events and programmes organized by the Alumni Association of the shall be governed by its Constitution accepted by the Board of Management of the Unit.
PART 24: INTERPRETATION AND AMENDMENT OF BYLAWS	
24.1	Any questions regarding the interpretation of these Bylaws shall be referred to the Board of Management of the Unit and the Senate and the Council of the University whose decision thereon shall be final.
24.2	Any amendments / additions to these Bylaws shall require the approval of the Boards of Study and the Board of Management of the Unit and the Senate and the Council of the University.