

By-Law for Postgraduate Programmes SLQF Level 7 to Level 10 By Law No. 11-2016

University of Ruhuna

By-Law made by the Council of the University of Ruhuna under section 135 of the Universities Act No. 16 of 1978, as amended by the Universities (Amendments) Act No. 7 of 1985.

BY- LAW

This By-Law may be cited as the postgraduate programmes **SLQF Level 7 to Level 10** By-Law No. 11-2016 of the University of Ruhuna.

1. Award of the Degree

Subject to this By-Law a person may be awarded the Postgraduate Certificate (PgC), Postgraduate Diploma (PgD) or Master's Degree (MsD) as the case may be if he/she

- (a) has been a registered postgraduate student of the Faculty of Graduate Studies (FGS) of the University of Ruhuna as prescribed by this By-Law and Regulations made there under,
- (b) has pursued the program of study in the University of Ruhuna to the satisfaction of the Vice-Chancellor as prescribed by this By-Law and the Regulations and rules of the University of Ruhuna,
- (c) has satisfied the requirements of the prescribed written examinations, class room tests, practical assignments, term papers and the dissertation/consultancy report submitted embodying research on a subject approved by the faculty,
- (d) has paid such registration, tuition, supervision and examination fees and other dues as may be payable by him/her to the University of Ruhuna, and
- (e) has fulfilled all the other requirements prescribed by this By-Law and the rules and Regulations of the University of Ruhuna relating to the degree for which he/she has registered.

2. Eligibility Requirements for Registration

A person seeking admission for Postgraduate Certificate, Postgraduate Diploma or Master's Degree shall have the following qualifications:

2.1 For Postgraduate Certificate (PgC) – (SLQF level 7)

2.1.1 A Bachelor's degree,

- (a) including 30 credits in the relevant subject area to be determined by the relevant Board of Study approved by the Senate. Refer the regulation for the relevant postgraduate programmes.
or
- (b) prior learning/work experience equivalent to 30 credits in the relevant subject area, or

2.1.2 A qualification in the relevant subject area equivalent to 1 (a) or 1 (b),

2.1.3 Completion of NVQ level 7, as determined by the relevant Board of Study and approved by the Senate.

2.2 For Postgraduate Diploma (PgD) – SLQF level 8

2.2.1 A Bachelor's degree,

- (a) including 30 credits in the relevant subject area to be determined by the relevant Board of Study approved by the Senate. Refer the regulation for the relevant postgraduate programmes.
or
- (b) prior learning/work experience equivalent to 30 credits in the relevant subject area or

- 2.2.2 A qualification in the relevant subject area equivalent to 1 (a) or 1 (b), or
- 2.2.3 Completion of NVQ level 7, as determined by the relevant Board of Study and approved by the Senate.

2.3 For Master's Degree (MsD) with course work- SLQF Level 9

- 2.3.1 A Bachelor's degree,
 - (a) including 30 credits in the relevant subject area to be determined by the relevant Board of Study approved by the Senate. Refer the regulations for the relevant postgraduate programs or
 - (b) With prior learning/work experience equivalent to 30 credits in the relevant subject area or
 - 2.3.2 A qualification in the relevant subject area equivalent to 1 (a) or 1(b), or
 - 2.3.3 Completion of NVQ level 7, as determined by the relevant Board of Study and approved by the Senate.
- or

2.4 For Master's Degree (MsD) with course work and a research component – SLQF Level 10

- 2.4.1 A Bachelor's degree including 30 credits in the relevant subject area to be determined by the relevant Board of Study approved by the Senate. Refer the regulations for the relevant postgraduate programs or,
- 2.4.2 A qualification of SLQF level 6 or above in the relevant area to be determined by the relevant Board of Study approved by the Senate. Refer the regulations for the relevant postgraduate programs of study, or
- 2.4.3 A professional qualification equivalent to SLQF level 6 or above, or
- 2.4.4 Completion of NVQ level 7 with a minimum GPA of 3.0 on a scale of 0-4, as determined by the relevant Board of Study and approved by the Senate.

3. Registration

- 3.1 The applications shall be received from potential candidates through paper advertisements and/or other suitable advertising media. These advertisements shall be forwarded to the media by the Registrar of the University on the requests made by the Faculty of Graduate Studies.
- 3.2 A person who wishes to become a candidate for the postgraduate programs shall make an application to the SAR, Faculty of Graduate Studies, University of Ruhuna, when the said program is advertised.
- 3.3 The application has to be on the prescribed form providing the information as she/he may be required to submit including her/his qualifications for undertaking the course of study.
- 3.4 The Board of Study of the relevant study program having examined the applications for the necessary initial qualification shall short list the applicants. Short listed applicants shall be called for an interview or admission test and interview. Faculty of Graduate Studies shall inform the selected applicants after the approval of the Senate of the University.
- 3.5 Selected applicants shall be registered as postgraduate students of the University upon payment of the prescribed registration and other fees. All payments are non-refundable after the commencement of the programme; however if the senate agree, the candidates can get transferred the paid course fee to follow the course with the next batch.
- 3.6 The effective date of registration shall be the date of commencement of the program as approved by the Senate on the recommendation of the Board of Graduate Studies.
- 3.7 All candidates shall renew registration annually until the effective date of the degree. It shall be the responsibility of the candidate to ensure that she/he will remain continuously registered.

- 3.8 No registered candidate shall take leave or absence from the study programme including examinations and assessments without prior approval from the Board of Graduate Studies.
- 3.9 A candidate who fails to conform to the By-Law in respect of registration is liable to be regarded as having withdrawn from the candidature

4. Duration and the credit requirement of the programme

- 4.1 The duration of the programme is reckoned as the period between the effective date of registration and the effective date of the PgC / PgD / MsD offered.
- 4.2 The minimum duration and the credit requirement of the programme leading to
 - 4.2.1. PgC shall be of nine months duration for the completion of 20 credits.
 - 4.2.2. PgD shall be of one year duration for the completion of 25 credits
 - 4.2.3. MsD with coursework shall be of one year duration for the completion of 30 credits
 - 4.2.4 MsD with a research component shall be of two years duration for the completion of 60 credits including a research component of minimum 15 credits.
- 4.3 The maximum duration for the completion of
 - 4.3.1 PgC shall be of two years
 - 4.3.2 PgD shall be of two years
 - 4.3.3 MsD with coursework shall be of three years
 - 4.3.4 MsD with a research component shall be of four years
- 4.4 The Senate shall extend the period of registration on the recommendation of the relevant Board of Study and the Board of Graduate Studies under exceptional circumstances.

5. Course Administration

- 5.1 There shall be a Course Coordinator for each program appointed by the Vice-Chancellor on the recommendation of the BOS and BGS.
- 5.2 With the recommendation of the relevant BOS and approval of the Senate, 'Coordinating body' (CB) for individual programmes can be established. The CB shall comprise with Coordinator (Chairman), Head/s of the relevant Department/s, one of the Professor/s, two of the module coordinators, and SAR/AR (Secretary).
- 5.3 Board of Study shall coordinate and perform all academic activities of postgraduate programmes.
- 5.4 Board of Graduate Studies shall administrate all postgraduate programmes of the University and offer postgraduate certificates, diplomas and degrees.

6. The Course Structure of the Program

- 6.1 Course structure and the course content shall be approved by the Senate on the recommendation of the BOS and BGS.
- 6.2 Course materials for each course shall be developed and/or updated periodically within the context of the course structure by the Course Coordinator with collaboration of relevant lecturers. Such changes shall be finalized before the course being advertised.
- 6.3 The detailed course structure of each program is described in following regulations made under this By-Law.
 - 6.3.1 For Postgraduate Certificates –Regulation No.11.PgC.Y.Z.-2016
 - 6.3.2 For Postgraduate Diploma - Regulation No 11.PgD.Y.Z.-2016
 - 6.3.3 For Master Degree with coursework- Regulation No 11.MsC.Y.Z.-2016
 - 6.3.4 For Master Degree with course work and a research component- Regulation No 11..MsR.Y.Z.-2016

Y - Represents the relevant BOS – (ex;HSS,SCI,AGR,MED,ENG,MGT,FMS)

Z - Number given by the BOS for each programme (ex: 01,02, etc..)

7. Examination Procedures

- 7.1 The evaluation of each course unit shall consist of continuous assessments such as take home assignments, quizzes, term papers, class room tests, mid-term tests, presentations, laboratory tests, dissertations, case study presentations, viva-voce, and end semester written examination. Marks allocated for the evaluation of continuous assessment shall be within 20-40% and end semester examinations shall be within 60%-80%. Relevant weightage of different components of assessments to the final grade shall be announced by the course coordinator at the beginning of the program.
- 7.2 Each course unit shall have minimum of one or maximum of three continuous assessments listed under 6.1 for each course unit before the end semester examination. However, certain course units such as research projects and directed studies shall be exempted from this condition.
- 7.3 All assessments of each course unit, except the final semester written examination, shall be coordinated by the relevant Course Unit Coordinators.
- 7.4 All candidates shall register for the final written examination at the Faculty of Graduate Studies.
- 7.5 Final examinations of all the course units shall be conducted by the examiners appointed by the Senate on the recommendation of BOS and BGS. The examiners appointed by the Senate on the recommendation of BOS and BGS shall conduct all final examinations of course units, in collaboration with the DR or SAR / Examination and SAR or AR / Faculty of Graduate Studies.
- 7.6 Grade and Grade Point Value (GPV) shall be assigned for each course unit according to the following table.

Grade	Grade Point Value
A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D	1.3
E	0

The method of allocation of grades shall be indicated in the relevant regulation of each programme.

- 7.7 A candidate who fails to sit for an examination shall sit at the next immediate examination after paying the relevant examination fee and the highest grade that can be obtained by such a candidate is C. However if acceptable reasons are produced within a period of one week to the BGS through BOS the candidate shall be allowed to sit the next immediate examination as a first timer, after paying the relevant examination fee. Requests for medical reasons should comply with the Internal Circular No. 2011/1
- 7.8 A candidate who sits for an examination more than once shall consider as a repeater. The highest grade that can be obtained by a repeater is C.

8. Research Component of the Master's Degree Program (SLQF level 10)

- 8.1 The research component of a minimum of 15 credits shall be completed within the second year of the programme.
- 8.2 The research shall be carried out either in the University of Ruhuna or any other institution recommended by the BOS and approved by the BGS.
- 8.3 Each candidate shall submit a detailed research proposal with the required budget including source of funding to the BOS not later than end of the second semester. BGS shall approve the research proposal with the recommendation of BOS.
- 8.4 Supervisor/s having at least a minimum qualification of Master's degree with a research component shall be assigned to each student with the approval of BGS as recommended by BOS. If the research or part of the research is carried out at an external institution a Co-supervisor from that institution acceptable to BOS and BGS shall be appointed.

- 8.5 Candidates shall submit progress reports on research once in three months to the BoS through coordinator with the recommendation of the supervisor/s.
- 8.6 Each candidate shall submit the dissertation to the course coordinator of the programme with the recommendation of the supervisor/s within one month after the last date of the final examination.
- 8.7 Each dissertation shall be evaluated by examiner/s appointed by the Senate on the recommendation of the BGS and BOS.
- 8.8 Examiner/s shall recommend to accept the dissertation as it is, with minor corrections, with major corrections, or to reject the dissertation. Course coordinator shall arrange a *viva-voce* examination with the following Board of Examination:
- a. Chairman of the Board of Study or a representative (Chairman)
 - b. The Coordinator of the relevant Program
 - c. The Supervisor/s of the candidate
 - d. The Examiner/s appointed to evaluate the dissertations.
 - e. An academic of the field of study appointed by the Board of Study and Senior Assistant Registrar/FGS will serve as the Secretary

The *viva-voce* examination shall be held with the presence of at least 50% of the members of the Board of Examination including at least one of the examiners appointed to evaluate the dissertation.

9. Requirements to complete the Postgraduate Programme

- 9.1 There shall be a deadline announced by the Course Coordinator, for the submission of each term-paper/presentation/reports etc. Any candidate who fails to submit such assignments on time shall be given zero marks unless a valid reason acceptable to the BOS is provided.
- 9.2 A candidate's performance on research component shall be graded according to the following scheme:
- | | |
|----------|--------------|
| Grade A: | Excellent |
| Grade B: | Good |
| Grade C: | Satisfactory |
| INC | – Incomplete |

The examiner shall allocate marks on the format provided by the BOS

The marks for the dissertation shall be allocated as follows:

Marks given by the examiner/s	=	80%
Marks given at the <i>viva - voce</i>	=	20%

Each dissertation shall be evaluated separately by two examiners appointed by the Faculty with the approval of the senate.

- 9.3 In the event a candidate fails to complete the research component he/she shall apply for a MsD with course work.
- 9.4 The grades of course units shall be released semester wise.
- 9.5 A candidate shall earn a minimum of 2.0 GPV to pass a course unit. A candidate who fails to obtain 2.0 GPV for a course unit may be allowed to sit for the relevant next immediate examination. The maximum grade such a candidate would obtain shall be 2.0 GPV (C)
- 9.6 A minimum of C or better grade shall be maintained for all course units to receive the degree

9.7 A candidate shall be qualified for the award of the PgC, PgD or MsD, if a minimum GPA of 2.5 is maintained. A candidate who does not satisfy the minimum GPA shall be deemed to have failed. candidate who does not pass the course during the minimum period shall re-register for the course and sit for the examination after paying the registration and examination fees. However, the candidates have to complete all requirements within the maximum period allowed or within the extended period given under section 4.4.

GPA shall be calculated as follows,

$$\text{GPA} = \frac{\sum C_i G_i}{\sum C_i},$$

where C_i is the number of credits for i^{th} course unit and G_i is the grade point value obtained for the i^{th} course unit.

10. Releasing results

9.1 Under the normal circumstances, the results of the each examination will be released by the Results Board within a three months period from the last date of the examination.

9.2 The Results Board shall comprise with the Chairman and following members;

1. Vice Chancellor (Chairman)

2. Dean, Faculty of Graduate Studies

3. Chairmen BOS

4. Program coordinator

5. Module coordinators

6. Deputy Registrar /Senior Assistant Registrar / Assistant Registrar, Examination will serve as the secretary

9.3. The candidate who wish to verify the result shall submit a request with the receipt of the required payment, to SAR/AR of the Faculty within a prescribed period for verification of the result.

9.4 The Dean/FGS shall convene a meeting of Board of Results Verification (BRV) comprising following members;

i. Dean of FGS (Chairman)

ii. Chairman of relevant Board of Study (BOS)

iii. Coordinator of the relevant postgraduate programme

iv. Chief Examiner / Course unit coordinator

v. Examiners of course unit / paper (if applicable)

vi. DR/SAR /AR of Examination/FGS (Convener)

9.5 The candidate shall be called to attend the BORV and given a copy of the answer script with marks given to all the components of the module (i.e. written, oral, laboratory, continuous assessments, etc.) and the relevant marking scheme/s for observations and comments/views by the candidate.

9.6 A Special Results Board shall be held within two weeks to ratify the results and with the approval of the Senate, the candidate will be informed the outcome, irrespective the fact whether the marks and/or grades are changed or not.

10. The effective date of the Degree/Diploma/Certificate

10.1 The effective date of the Degree, Diploma or Certificate shall be the date after the last date of examination.

10.2 However, the effective date of Master's Degree with a research component shall be the 1st of the following month after submission of the dissertation if the dissertation is accepted either as it is or with minor corrections and if the dissertation is submitted after the last examination.

- 10.3 If the dissertation is accepted with major corrections, the corrected dissertation shall be re-submitted within recommendation of the Supervisor within the given time period. If the examiner/s accept/s .corrected dissertation the effective date of the degree shall be the first of following month after re-submission of the corrected dissertation. The coordinator shall submit a report to the BOS justifying the acceptance of the dissertation by the examiner/s.
- 10.4 In case, corrected thesis is not up to the satisfaction of the examiner, the candidate has to do correction again and re-submit the dissertation to the Coordinator within a time period given by the coordinator BOS.
- 10.5 A rejected dissertation shall be re-written with the guidelines of the supervisor and submitted within a period of six months from the date of *viva-voce* examination.

11. Regulations and Revisions

- 11.1 The provisions prescribed in this By-Law are subjected to revisions from time to time.
- 11.2 Regulations made under this By-Law, including the schedule of fees, may be changed/revised independently of the By-Law, but in keeping within the provisions given in the by-law.
- 11.3 All common regulations applicable to Universities in Sri Lanka, and to the University of Ruhuna in particular, are also applicable to students registered for this programme.

Senate No.306 Date.30.03.2016, Council No. 375, Date. 11.12.2017 Effective Date.30. 03. 2016

Regulations Of the Postgraduate Programmes SLQF Level 7 and SLQF Level 8 By-Law No. 11-2016

University of Ruhuna

Regulation 11-01: Format of the Dissertation

Regulation 11.01 made by the Senate under the By-Law 11-2016 of the University of Ruhuna and under section 135 of the Universities Act No. 16 of 1978.

1.0 Format of the Dissertation

- 1.1 The text of the thesis must be typed single side on white paper of A4 size. One and half line spacing should be used for the main text, and single spacing for footnotes where necessary. There should be a margin of 35 mm on the left-hand side 20 mm on the right-hand side, 30 mm on the top and 20 mm on the bottom of each page. Times New Roman (Sinhala Unicode) fonts of size 12 pts is recommended for the text. The candidate may select either British or American vocabulary in writing the dissertation; however the two styles cannot be mixed in the same dissertation. All copies must be sewn and bound as indicated below with lettering on the spine and cover in gold as shown in schedule 1 of this Regulation. The dissertations comes from any discipline shall be bound in cloths with the relevant colour.
The candidate may submit THREE copies of the thesis initially in a temporarily bound form for evaluation.
- 1.2 The title of the thesis, the name of the candidate, his/her Academic and Professional Qualification, the Degree for which the thesis is submitted together with the month and year of submission, should be printed on the first appropriate page inside. The address of the Board of Study also be given on this page (See the schedule 1).
- 1.3 The page following the title page shall carry a declaration of the candidate that the work presented in the thesis is his/her own and that no part of this thesis has been submitted earlier or concurrently for any other academic qualification. The declaration must be certified by the Supervisor(s). Names and addresses of the Supervisor(s) shall be given on this page (See the schedule 2).

1.4 The pages following the declaration shall be in following order:

Acknowledgement

Table of contents

Abbreviations and Interpretations

List of tables

List of Figures

List of Plates

Abstract

Main body of the thesis

References

Annexes

1.5 The abstract should not exceed 500 words and shall be considered as the part of the thesis to be examined.

1.6 The main body of the dissertation shall organize with several chapters divided appropriately in such a way that the dissertation should appear as a single piece of work to the reader. In general the body of the dissertation shall consist 05 chapters basically as the General introduction, Materials and Methods, Results, Discussion and Conclusion. In the case of studies with contrasting sub topics a separate chapter shall be allocated for each sub topic in consultation with the Supervisor(s). In such cases, individual chapters shall include an introduction, Materials and Methods, Results, discussion and conclusion specific to the sub topic.

1.7 SI units should be used. If desired, the "old units" and/or the conversion factor to "old units" may be indicated in parenthesis

1.8 Maximum size of the dissertation in any discipline shall not exceed 60000 words in the body of the thesis except the Reference list and annexures

1.9 References in the text of the thesis and the citations of references should be according to the Harvard System. More details are available at:

<http://libweb.anglia.ac.uk/referencing/harvard.htm>.

Examples for citation of references in the

text: A single author (Perera, 1984)

Two authors for the same work (Perera & Green, 1986) More

than two authors (Green, et al., 1995)

Several publications by one author (Perera 1992, 1994) A

publication with no date (Smith, n.d.)

Author not identifiable (Anon., 1999)

Personal communication (Personal communication, 5 June 2013)

The Bibliography should be in the following format:

Journal Articles: Author, Initials., Year. Title of article. *Full Title of Journal*, Volume number (Issue/Part number), Page numbers.

Boughton, J.M., 2002. The Bretton Woods proposal: an in-depth look. *Political Science Quarterly*, 42(6), pp.564-78.

Books

Use the information from the title page but not from the cover.

Author, Initials/first name., Year. *Title of book*. Edition. (Only include this if not the first edition) Place: Publisher.

Redman, P., 2006. *Good essay writing: a social sciences guide*. 3rd ed. London: Open University in assoc. with Sage. Baron, David P., 2008. *Business and the organisation*. 6th ed. Chester (CT): Pearson.

Thesis or Dissertations

Author, Year of publication. *Title of Thesis/dissertation*. Level. Place of University (If not clear from the name of the University): Name of University.

Richmond, J., 2005. *Customer expectations in the world of electronic banking: a case study of the Bank of Britain*. Ph. D. Chelmsford: Anglia Ruskin University.

References with missing details

here there is no obvious publication date, check the content and references to work out the earliest likely date: e.g.

1995? for probable year
ca. 1995 for approximately 1995
199- for decade certain but not year
199? For probable decade

Occasionally it may not be possible to identify an author, place or publisher. This applies particularly to what is known as 'grey literature', such as some government documents, leaflets and other less formal material.

Anon when the author is anonymous or not identifiable
s.l. for unknown place of publication (Latin: sine loco)
s.n. for unknown publisher (Latin: sine nomine)

Electronic documents

For websites found on the World Wide Web the required elements for a reference are:

Authorship or Source, Year. *Title of web document or web page*. [Medium] Available at: include web site address/URL (Uniform Resource Locator) and additional details such as or routing from the home page of the source. [Accessed date].

National electronic Library for Health. 2003. *Can walking make you slimmer and healthier? (Hitting the headlines article)*. [Online] (Updated 16 Jan 2005)

Available at: <http://www.nhs.uk.hth.walking> [Accessed 25 December 2012].

(However, candidates are discouraged to refer websites as they are sub-standard references and are advised to take particular care on the reliability of web sites and their information when quoting them as the standard of web sites vary in a wider range)

SCHEDULE 1

SPINE

FRONT COVER PAGE

Degree	Name of Candidate (12 pt Gold)	Year
MBA	e.g FERNANDO A.B.C	2009

Title of Dissertation (14 pt Gold Colour)
(e.g. INVESTIGATION OF n-Cu₂O THIN FILMS FOR THEIR APPLICATION IN SOLAR CELLS)

Name of candidate(12 pt Gold Colour)
(e.g. A.B.N. TENNAKONE)

Name of the Degree (12 pt Gold Colour)
(e.g. MASTER OF BUISINESS ADMINISTRATION)

Year (12 pt Gold Colour)
(e.g. 2009)

SCHEDULE 2

DECLARATION

I,, declare that the content of this Master of dissertation is a sole research by me, and no part of this dissertation has been submitted at an earlier date or concurrently for any other degree or academic qualification.

Title of the Dissertation:

Name (Print):

Signature:

Date

Supervisor's Statement

I/We certify the candidate's declaration above as well as, that this dissertation was produced by the candidate under our supervision and instructions.

Signature with Date Signature with Date

Name-Supervisor I Name-Supervisor II

address address

Signature with date

Name –Supervisor III

address

*(Leave at least 75 X 75 mm space here
to print the 'awarding statement' by
the
Faculty of Graduate Studies)*

අපේක්ෂකයා/අපේක්ෂිකාවගේ ප්‍රකාශය

මෙහි පහතින් නම් කෙරෙන දර්ශනපති/දර්ශන විශාරද උපාධි අන්තර්ගතය හුදෙක් මා විසින් කරන ලද පර්යේෂණයක් වන බවද මෙම නිබන්ධනයේ කිසිදු කොටසක් මේ සමහම හෝ මීට පෙර දිනයක හෝ වෙනත් උපාධියක් හෝ අධ්‍යයන සුදුසුකමක් සඳහා භාරදී නොමැති බවද වන මම මෙයින් ප්‍රකාශ කර සිටිමි.

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Title of the dissertation-.....
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මෙම අපේක්ෂකයා/අපේක්ෂිකාවගේ ඉහත ප්‍රකාශය සහතික කරන අතරම මෙම නිබන්ධනය එම අපේක්ෂකයා/අපේක්ෂිකාව විසින් මාගේ/අපගේ අධීක්ෂණය හා උපදෙස් අනුව පිළියෙල කරන ලද බව මෙයින් සහතික කරමි/කරමු.

අත්සන හා දිනය

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2.0 Regulation 11-2 : Appointment of Course Coordinator

- 2.1 A course coordinator from among relevant permanent academics at the level of Senior lecturer or above in the university, shall be appointed for each batch (*i.e. the total of the candidate recruited for one cycle of the relevant postgraduate programme*) of all of the postgraduate programs at SLQF level 7 and 8.
- 2.2 With the recommendation of the Head/s of the relevant Department/s, the relevant BOS shall nominate an academic for the coordinator post. With the senate approval, the BGS shall make arrangements to appoint the said member as a coordinator of the said batch for the minimum period prescribed for the particular postgraduate programme .
- 2.3 Course coordinator shall make all the arrangements to conduct the academic programme of the relevant batch in collaboration with the coordinating body.
- 2.4 The course coordinator shall be paid a monthly allowance maximum of 20% of his/her basic salary, only for the prescribed period of the particular postgraduate programme. However, the coordinator is responsible for continuation of his or her role until all the candidates complete their programme, without having any extra payment.
- 2.5 The course coordinator for any batch shall be appointed well before starting the academic programme of that particular batch; however the coordinator allowance can be paid after commencing the academic programme and only for the prescribed period of the particular batch.
- 2.5 The same academic can be appointed as the course coordinator of more than one batch of the same postgraduate programme, if the relevant Head/s of the Department/s recommend.
- 2.6. Any academic shall not be appointed as the course coordinator during their final year of service to University of Ruhuna.

3.0 Regulation 11-3 : Role of the Coordinating Body

There shall be a coordinating body as described under 5.2 above , to assist the coordinator to conduct the academic programme. The role of the coordinating body is given below;

1. Proposing the academic calendar and supervision of academic activities.
2. Inform the Faculty of Graduate Studies to advertise and call applications for the next batch.
3. Selection of applications to be recruited as students for the programme.
4. Nominating lecturers for the programme.
5. Organizing the inauguration ceremony for new batches.
6. Supervision of continuous assessments.
7. Considering students' requests and making recommendations.
8. Making hall arrangements to conduct examinations.
9. Any other support to conduct the academic programme

4.0 **Regulation 11-4: Fee structure of the Postgraduate programme**

The course fee and the fee structure of a particular postgraduate programme shall be proposed by the relevant BOS, according to the internal circular, 2014/1 and should be approved by the Finance committee. All the payments shall be made according to the approved budget.

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