

Approved at the 338th meeting of the Faculty Board of Veterinary Medicine and Animal Science held on 30-03-2021
Approved at the 463rd meeting of the Senate held on 22-09-2021

**VETERINARY POSTGRADUATE EDUCATION UNIT
(VPEU)**



Faculty of Veterinary Medicine and Animal Science
University of Peradeniya
Peradeniya

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Postgraduate Student Handbook
2021

VETERINARY POSTGRADUATE EDUCATION UNIT

Faculty of Veterinary Medicine and Animal Science
University of Peradeniya, Peradeniya

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PREFACE

The Postgraduate Student Handbook is designed to assist postgraduate candidates of the Faculty of Veterinary Medicine and Animal Science (FVMAS) of the University of Peradeniya to be familiar with its practices on matters relating to academic and general administration. Postgraduate candidates are advised to refer the online version for the latest and updated Handbook. It is the candidates' responsibility to adhere to the rules and regulations stated in the Handbook, in adherence to the other policies and guidelines of the University of Peradeniya. All postgraduate programmes offered by FVMAS are approved by the University Grants Commission of Sri Lanka according to the criteria stipulated by the Sri Lanka National Quality Assurance Framework (SLQAF). All instruction and examination for postgraduate programmes offered by FVMAS will be conducted in English.

The information contained in this handbook is correct for the academic year 2021–2022. The most up-to-date version can be found at www.pdn.ac.lk/vet/students/academic/student-handbook, where latest university regulations and / or changes are enforced, the University is compelled to adhere to and execute such latest intervening rules without prior notice.

The Faculty of Veterinary Medicine and Animal Science has made every effort to ensure the accuracy of the information in its handbook. However, we reserve the right at any time, if circumstances dictate to, (for example, if there are not sufficient students registered)

- *make alterations or changes to any of the published details of the opportunities on offer;*
- or*
- *add to or withdraw any of the opportunities on offer.*

Our students are given every assurance that changes to opportunities will only be made under compelling circumstances and students will be fully informed as soon as possible.

A postgraduate candidate is expected to demonstrate the following obligations and undertakings:

(a) to understand and comply with all its rules, regulations, procedures and guidelines as stated in the Postgraduate Student Handbook, in adherence to the other policies and guidelines of the University.

(b) to behave and act in a responsible and orderly manner at all times and avoid engagement in actions which will disrupt the academic environment;

(c) to use the facilities provided responsibly and not cause damage to the University's properties;

(d) to attend all classes punctually and complete all assignments, class work and laboratory work as required;

(e) to maintain regular contact with the respective Supervisors and duly notify them of any difficulties encountered and also to obtain the necessary advice;

(f) to adhere to all deadlines set by the FVMAS

(g) to respond to reasonable requests from staff without any undue delay; and

(h) to make full use of resources and support services provided.

CONTACT DETAILS

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AN INTRODUCTION TO UNIVERSITY OF PERADENIYA AND FVMAS

1.1 University of Peradeniya

Vision

The University of Peradeniya's Vision is to provide a uniquely transformative experience for its students, staff and partners, whilst serving the public through producing and implementing innovative research and outreach programmes that are anchored in its founding values and principles.

Mission

The mission of the University of Peradeniya is to contribute to national, regional and global society through the pursuit of education, learning and research, and the dissemination of knowledge at the highest international levels of excellence

1.2 Faculty of Veterinary Medicine and Animal Sciences

Background

The Faculty of Veterinary Medicine and Animal Science (FVMAS) in the University of Peradeniya is the only higher education institute in Sri Lanka which offers a professional degree programme in Veterinary Science leading to the degree of Bachelor of Veterinary Science (BVSc). Additionally, FVMAS has one of the most dynamic research programmes in Sri Lanka.

Vision

To be a National Centre of Learning and Research in Veterinary Medicine and Animal Production and to produce graduates of high standard who could confidently manage the health-care and production of farm, companion, captive, wild, aquatic and other animal species which are useful to mankind and to bring solace, happiness and profitable income to their owners.

Mission

To impart a sound knowledge of Veterinary Medicine and Animal Production techniques to students in order to produce competent veterinarians and scientists of high caliber, who would always strive to increase the productivity of livestock and improve the quality of life and welfare of farm, companion, aquatic, captive, wild and other animals by providing relief from suffering through healing and prevention of diseases. The mission also includes provision of i) training required to protect the community from zoonotic diseases, ii) facilities for continuous improvement of professional skills and knowledge, iii) research studies leading to higher degrees and iv) participation in policy formulation and implementation of activities on animal production, health and welfare at regional and national levels in order to secure a high standard of living for the community.

1.3 Veterinary Postgraduate Education Unit

1.4 Boards of Study

There are four boards of studies for the taught master's degree programmes

Board of Study	Chairman
Basic Veterinary Sciences	Prof. A. Wanigasekara
Veterinary Pathobiology	Dr. A.W. Kalupahana
Veterinary Public Health & Pharmacology	Dr. M. H. Hathurusinghe
Farm Animal Production & Health	Prof. P. G. A. Pushpakumara
Veterinary Clinical Sciences	Dr. V. Edirimanne

APPLICATION AND SELECTION PROCEDURE FOR STUDY PROGRAMMES

2.1 Academic calendar

The postgraduate academic year of the VPEU generally commences in the month of July/ August-each year or the earliest possible date thereafter.

2.2 Call for applications

Applications for taught masters' degree programmes are called by public advertisement from January to March each year and the courses begin in July/ August each year.

(change according to requirement)

Call for Applications	January to March
Selection	May
Notification of Selection Outcome	June
Inauguration of Programmes	July/August
First Semester	July/August – December/January
Second Semester	February/March –June/July

Applications for the research degrees, namely the Master of Philosophy (MPhil) and Doctor of Philosophy (PhD) are entertained at any time of the year

2.3 Application Procedure

Application forms can be obtained from the Assistant Registrar, Faculty of Veterinary Medicine and Animal Science in person or sending a self-addressed envelope.

Electronic version of the Application Form can be downloaded from the website of the FVMAS (www.vet.pdn.ac.lk).

All students seeking registration for MPhil or PhD degrees must submit a research proposal. Additionally, all prospective students and supervisors shall declare all conflicts of interests. The applicants shall consult prospective supervisors well in advance for the preparation of research proposal. The proposal shall be submitted with endorsement from the prospective supervisors.

The research proposal shall include the following: title of the research, ethical statement, declaration of conflicts of interests, background/ introduction, research question/s, research objective/s, methodology, a literature survey, expected outcome and a list references. Two hard copies of the research proposal and a soft copy on a CD ROM shall be submitted.

Please refer to Section 09 of this Prospectus for details regarding ethical clearance and declaration of conflicts of interests.

The duly completed application form along with the certified copies of birth certificate, national identity card/ passport, educational certificates and the payment slip for Application Fee should be sent to the Assistant Registrar/FVMAS on or before the deadline for the submission of applications. Applicants are required to make arrangements with the relevant University or Institute to send official transcripts of their degree certificates to the Assistant Registrar of the FVMAS.

The applicant is responsible for the authenticity of information provided in the Application Form and in the supporting documents. The faculty reserves the right to reject an application if the information provided is found to be wrong, misrepresented or unverified. Applicants will be informed whether or not he/she is selected for the degree programme applied.

2.4 Selection of Students

The selection of students for the taught masters' degree programmes will be determined on merit basis by the relevant Board of Study. A written selection test or an interview, depending on the requirement, may be conducted by the relevant Board of Study to choose students from among the shortlisted candidates.

The selection of students for the research degree programmes will be determined on merit basis subjected to the approval of the research proposal. The proposal will be reviewed by two independent experts.- The student is required to orally present his/her research proposal to the faculty members of FVMAS

MASTER IN VETERINARY SCIENCES PROGRAMME

The Master in Veterinary Science degree provides theoretical knowledge and analytical skills of subject matters and skills required to deal with practical issues and problems in the relevant field. It provides opportunities for students to obtain a comprehensive knowledge in the relevant area of study, develop critical thinking and analytical skills, research abilities and soft skills by following coursework requirements and undertaking a research project under the guidance of a supervisor. It may prepare students to undertake advanced research projects under the Master of Philosophy or Doctor of Philosophy degree programmes. At present this programme offers training in five areas of specialization, namely, Poultry Health & Management, Veterinary Pathobiology, Veterinary Public Health, Animal Reproduction and Aquatic Animal Health.

Board of Study	Degree programs
Basic Veterinary Sciences	Poultry Health & Management*
Veterinary Pathobiology	Veterinary Pathobiology*
Veterinary Public Health & Pharmacology	Veterinary Public Health*
Farm Animal Production & Health	Animal Reproduction Aquatic Animal Health*

**Degree programmes pending approval of the University Grants Commission*

3.1 Structure and Duration of the Programme

Candidates have the option of choosing either of the following programmes according to their career prospects.

(1) Masters degree by coursework (30 credits)

A one-year programme comprising of coursework and a directed study. This degree is placed at Level 09 of the SLQF

(2) Masters degree by coursework and research (60 credits)

A two-year programme comprising of one-year taught courses (30 credits) and one-year full time research component (30 credits). This degree is placed at Level 10 of the SLQF.

The first year, consisting of 2 semesters, will be devoted to coursework conducted on Fridays and Saturdays (occasionally on Sundays). Coursework for both options will be the same. Coursework

will include lectures, laboratory practical classes, field training and, where relevant, work placement within an organization related to the Programme. The second year is devoted to thesis research.

3.2 Coursework

Each Programme may comprise two types of courses:

- i) **Compulsory Courses:** These must be taken by all candidates and are designed so that they will be relevant and beneficial for each Programme of study.
- ii) **Optional Courses:** In addition to the above courses, candidates may also take optional courses, selected from among those that are relevant to their Programme of study.

3.3 Dissertation Research

The candidates for this option will undertake a full-time research during the second year of the Programme and submit a thesis. The subject chosen must be relevant to the candidate's Programme. This component includes proposal presentation, defence of the thesis proposal, conducting the field and/or laboratory experiments/trials, collection, analysis and interpretation of data and writing the dissertation, followed by an oral defence in front of a panel of examiners. The supervisor will provide guidance, laboratory facilities and the required technical training.

3.4 Admission Requirements

Prospective candidates shall hold a Bachelor's degree in Veterinary Science awarded by University of Peradeniya or an equivalent degree awarded by a university recognized by UGC. The candidates may be required to sit for an examination conducted by the FVMAS, if necessary.

3.5 Evaluation

1. Each course will be evaluated immediately after the completion of the course. There will be a mandatory written examination, and where appropriate a practical examination or assignment.
2. Candidates for MVSc by coursework and research shall complete all required coursework and obtain a satisfactory grading for research proposal presentation before the undertaking of research project. Candidates will be required to make a presentation of the research proposal before a panel of examiner at the end of the first year.

3. Candidates who fail to acquire the required standard in the courses and research proposal presentation shall repeat the specific course or the presentation. Not more than 2 repeat examinations will be permitted.
4. Candidates for MVSc by coursework and research shall submit their thesis at the end of the fourth semester prior to a date stipulated by the respective Programme supervisors. Oral thesis defence examination will be held at the end of the second year.
5. The following system of grading will be adopted in evaluating the performance of coursework.

Grade	GPA
A	4
A-	3.7
B+	3.3
B	3
B-	2.7
C+	2.3
C	2
C-	1.7

6. All candidates are required to score a minimum GPA of 2 in each individual course, and a cumulative GPA of 3 or above in all courses taken together in order to complete the Programme.

MASTER OF PHILOSOPHY (MPHIL) PROGRAMME

The Master of Philosophy (MPhil) is a two-year full-time research degree programme which allows a student to specialize in an area of study or discipline by conducting an in-depth research. This degree is placed at SLQF Level 11 and is an acceptable qualification for promotions in of academic service and for admission to doctoral studies. The M.Phil. degree could be undertaken in any fields of study approved by the Faculty Board of FVMAS.

4.1 Duration of the Programme

A fulltime MPhil degree program requires a candidate to undertake minimum two years of fulltime research. A part-time program may be completed within a minimum of three years, provided the candidate undertakes work equivalent to two years of fulltime research. The maximum duration of the MPhil degree programme shall be four years fulltime or six years part time. The examination shall consist of; submission of a thesis, an oral presentation and a *viva-voce*. Additionally, all candidates shall provide evidence of acceptance of at least one original research publication in a peer reviewed journal at the time of defense.

4.2 Eligibility for Registration

A candidate may be registered for the above degree with the approval of the Faculty Board of Faculty of Veterinary Medicine and Animal Science and the Senate provided that the candidate,

- I. 1. Hold the Bachelor of Veterinary Science (BVSc) degree from University of Peradeniya or equivalent degree from a university recognized by the University Grant Commission (UGC),
or,
2. Hold a Bachelors honours degree (SLQF level 6) with minimum 30 credits in a related field from a university recognized by the University Grant Commission (UGC) or,
3. Hold a Bachelors (general) degree, (SLQF level 5) with minimum GPA of 3.0 in a scale of 0-4 in a related field from a university recognized by the University Grant Commission (UGC), and hold a qualification of SLQF levels 7 or above from a university recognized by the University Grant Commission (UGC) in subjects related to the proposed field of study, ,

and,

4. in the opinion of the Faculty Board of FVMAS on the recommendation of the Higher Degree Committee has been found to be otherwise suitably qualified.

The candidates would normally be required to work in the relevant department in the Faculty of Veterinary Medicine and Animal Science under the guidance of a supervisor/s approved by the Faculty Board of FVMAS. Provision is also made for a candidate to conduct research at an outside institute approved by the Faculty Board of FVMAS. In these instances, there would be a supervisor under whose guidance the research would be conducted in the outside institute approved by the Faculty Board of FVMAS as well as a second supervisor who is a member of the Faculty Board of FVMAS.

4.3 Scheme of Examination

1. Examination shall consist of a desk evaluation of the thesis and a *viva-voce*.
2. The thesis shall embody the results of the candidate's own research on a subject selected from the fields of study listed above.
3. The *viva-voce* examination shall relate particularly to the subject of the thesis.
4. The examiners may reject a thesis without holding the *viva-voce* examination.
5. If a thesis though inadequate shall seem to be of sufficient merit to justify such action, the examiners may recommend to the Faculty board of FVMAS and the senate that the candidate be permitted to represent his/her thesis in a revised form within a specified period of time.
6. A candidate shall not submit as his/her thesis one for which a degree has been already conferred upon the candidate by University of Peradeniya or any other university. A candidate may incorporate into his/her thesis any published work which has not already been embodied in an earlier thesis.

4.4 *Thesis Submission*

Draft of the thesis shall be submitted in three copies with signatures of the supervisors by the letter addressed to the Coordinator/ Veterinary Postgraduate Education Unit through supervisors. The format of the thesis is described in Section 07 of this Prospectus.

At the end of the examination, if the candidate is successful the final copies of the thesis bound with cloth or leather shall be submitted with original signatures of the supervisors by the letter addressed to the Assistant Registrar of the Faculty of Veterinary Medicine and Animal Science through the Supervisors and the Coordinator/ Veterinary Postgraduate Education Unit.

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**If the examiners at the oral examination requested to re-evaluate the thesis before the final submission, the student shall submit the thesis with a certification from the examiners to the effect that all corrections required by the examiners are made.*

Final Acceptance of the thesis shall be as per the regulations stipulated by the University Circular No UP/AP/01, dated 19.06.2008

DOCTOR OF PHILOSOPHY (PHD) PROGRAMME

The Doctor of Philosophy (PhD), a three-year full-time research degree, allows students to further specialize in an area of study or discipline by conducting extensive research in the relevant field. Students may be asked by the relevant Board of Study to follow a few recommended courses on a non-credit basis. The training aims at transforming a graduate to a highly skilled scientific researcher with effective communication and interpersonal skills. The Doctor of Philosophy degree is placed at Level 12 of the SLQF. The Ph.D. degree could be undertaken in any fields of study approved by the Faculty Board of FVMAS.

5.1 Duration of the Programme

A fulltime PhD program requires a candidate to undertake minimum three years of fulltime research. A part-time program may be completed within a minimum of four years, provided the candidate undertakes work equivalent to three years of fulltime research. The maximum duration of the PhD degree programme shall be six years fulltime or eight years part time. The examination shall consist of; submission of a thesis, an oral presentation and a *viva-voce*. Additionally, all candidates shall provide evidence of acceptance of at least two original research publications in peer reviewed journals at the time of defense. At least one of the publications shall be in an indexed (SCOPUS or above) journal.

5.2 Eligibility for Registration

A candidate may be registered for the above degree with the approval of the Faculty Board of FVMAS and the Senate provided that the candidate,

- I. 1. Hold the degree of Bachelor of Veterinary Science (BVSc) from University of Peradeniya or equivalent degree from a university recognized by the University Grant Commission (UGC) with first or second-class honours, or
2. Hold a Master of Science (SLQF level 9), or higher qualification from a university recognized by the University Grant Commission (UGC), or
3. A Bachelor's Honours Degree (SLQF Level 6) with minimum 30 credits in a related field with a minimum GPA of 3.0 at a scale of 0-4 from a university recognized by the University Grant Commission (UGC), or
4. A holder of Bachelor's Honours Degree (SLQF Level 6) who has registered to follow a MPhil degree at FVMAS may be upgraded to PhD level after a minimum period of one year provided that his/her research competencies are of exceptional merit, and

- II. has the approval of the Faculty Board of FVMAS for the subject in which he/she proposes to conduct research, and
- III. is considered by the Faculty Board of FVMAS as competent to undertake the research proposed.

The candidates would normally be required to work in the relevant department in the Faculty of Veterinary Medicine and Animal Science under the guidance of a supervisor/s approved by the Faculty Board of FVMAS. Provision is also made for a candidate to conduct research at an outside institute approved by the Faculty Board of FVMAS. In these instances, there would be a supervisor under whose guidance the research would be conducted in the outside institute appointed by the Faculty Board of FVMAS as well as a second supervisor who is a member of the Faculty Board of FVMAS.

5.3 Scheme of Examination

1. Examination shall consist of a desk evaluation of the thesis and a *viva-voce*.
2. The thesis shall embody the results of the candidate's own research. The thesis for the Ph.D. Programme must form a distinct contribution to knowledge and afford evidence of originality and must be satisfactory as regards to a literary presentation.
3. The *viva-voce* examination shall relate particularly to the subject of the thesis.
4. The examiners may reject a thesis without holding the *viva-voce* examination.
5. If a thesis though inadequate shall seem to be of sufficient merit to justify such action, the examiners may recommend to the Faculty board of FVMAS and the senate that the candidate be permitted to represent his/her thesis in a revised form within a specified period of time. When a thesis is considered inadequate for the award of the Ph.D. degree, the examiners may recommend to the Faculty board of FVMAS and the Senate that the candidate be permitted to submit it for the degree of M.Phil.
6. A candidate shall not submit as his/her thesis one for which a degree has been already conferred upon the candidate by University of Peradeniya or any other university. A candidate may incorporate into his/her thesis any published work which has not already been embodied in an earlier thesis.

5.4 Thesis Submission

Draft of the thesis shall be submitted in two copies with signatures of the supervisors by the letter addressed to the Coordinator/ Veterinary Postgraduate Education Unit through supervisors. Each copy shall be type-written and double-spaced. Each copy will be filed unbound in the first instance. The format of the thesis is described in the Sections 07 of this Prospectus.

At the end of the examination, if the candidate is successful, each copy shall be bound with cloth or leather. The final copies shall be submitted with original signatures of the supervisors by the letter addressed to the Assistant Registrar of the Faculty of Veterinary Medicine and Animal Science through the Supervisors and the Coordinator/ Veterinary Postgraduate Education Unit.

**If the examiners at the oral examination requested to re-evaluate the thesis before the final submission, the student shall submit the thesis with a certification from the examiners to the effect that all corrections required by the examiners are made.*

Final Acceptance of the thesis shall be as per the regulations stipulated by the University Circular No UP/AP/01, dated 19.06.2008

UPGRADE FROM MPhil PROGRAMME TO PH.D. PROGRAMME

A candidate who has registered for a MPhil degree Programme may upgrade his/ her registration to a PhD programme based on the recommendation of his/her supervisors. Formal request must be made to the VPEU as early as possible. The candidate shall submit an updated research proposal highlighting the proposed extension of work, along with ethical clearance and declaration of any conflicts of interests if applicable. The proposal will be evaluated by two independent experts. The candidate shall clearly demonstrate the amount of work done and its direct relevance to proposed upgraded project proposal. Upgrade from MPhil to PhD is entertain only from candidates who meet following criteria.

1. The candidate has duly registered to read for the M.Phil. degree at FVMAS and has made satisfactory progress.
2. No more than 18 months has been lapsed from the first date of registration for the MPhil degree.
3. The work has not been submitted for the M.Phil. degree at FVMAS or as a part of a degree at any other university or HEI
4. Have settled all fees.

GUIDELINES FOR THE PREPARATION OF DISSERTATION / THESIS

7.1 General instructions for postgraduate candidates

Please follow the following guidelines strictly when formatting your thesis. Theses that do not adhere to the guidelines will be rejected at submission.

Please note that plagiarism is considered as a serious offence and any student found guilty of this offence will be severely penalised. The penalty will be decided by a panel appointed by the Veterinary Postgraduate Education Unit and may be up to and including cancellation of candidacy of the student.

The thesis shall exhibit critical thinking abilities of the student and constitute a distinct contribution to knowledge in the respective field. The thesis shall be written in the English language, using British English spelling (as in the Oxford English Dictionary), and be satisfactory with regards to grammar and spelling.

The thesis may include published work by the candidate, which has not been used by the candidate for the conferment of a degree at the University of Peradeniya or elsewhere. The thesis shall also not include any work or part thereof that has been submitted towards the fulfilment of a degree at any educational institute including the University of Peradeniya.

The VPEU website has a template for thesis available in Microsoft Word format. While you are not required to use this template, it will help you in following the formatting guidelines. You may download this template from the website. You are advised to save the template under a different file name before you use it. You may copy and paste the relevant sections from your thesis if you have already typed it. You may also directly start typing in the template once you have saved it under another name. The template will change formatting to the styles specified for that section. There are detailed instructions provided in the template regarding formatting your thesis.

7.2 Final submission

The final copy submitted to the VPEU should incorporate all changes and suggestions by the examiners. A soft copy of the thesis shall be submitted in PDF format on a CDROM.

The number of hard copies shall be determined as follows;

- One copy each for the Main library and FVMAS library
- One copy for Dean's Office of FVMAS
- One copy for student
- Additional copy/ copies for each supervisor/s

7.3 Printing and binding

The hard copy of the thesis should be printed on A4 size (210 x 297mm) white paper. The thesis should be printed on one type of paper throughout, although figures/ maps etc. may be printed on papers of different quality and size.

The thesis should be bound with cloth, rexin or material of equivalent quality. The colour of the cover should be black for taught masters degrees, green for MPhil and maroon for PhD, with gold lettering. The cover should include the project title, name of the candidate, name of institute, degree, and year of effective date of award of degree. The spine should include the title or approved short title, name of the candidate, degree sought and year of effective date of award of degree. Please follow the template provided for the cover.

7.4 Number of pages

There is no minimum or maximum page limit.

7.5 Formatting of text

Arial font, size 12 should be used throughout the thesis, including for content pages, abstract, content headings, figure and table captions. Text in tables may be reduced up to size 10 if necessary to save space. A one inch margin should be present on all pages (top, bottom, left, right). Text should be left aligned with 1.5 spacing. Titles, table and figure captions should be single spaced.

7.6 Page numbering

Arabic numerals (1, 2, 3 ...) should be used for page numbering, with numbering starting from the title page. Page numbers should be on the bottom centre of each page.

7.8 Tables

Tables should be clearly numbered and captioned. The numbering format should include the chapter number and the table number in the respective chapter (e.g. for the second table in the third chapter, the number should be Table 3.2). The table caption should be above the table and on the same page as the table. Captions should be concise and only impart necessary information. Use Arial – size 12, single spacing for captions. You may use a smaller font size for text in the table if necessary (10 or 11).

7.9 Figures and diagrams

Figures should be clearly numbered and captioned. The numbering format should include the chapter number and the figure number in the respective chapter (e.g. for the second figure in the third chapter, the number should be Figure 3.2). The figure caption should be below the figure and on the same page as the figure. Captions should be concise and only impart necessary information. Use Arial – size 12, single spacing for captions.

Figures and diagrams should be clearly reproduced, and impart necessary information. Do not include figures/ images that are of poor quality. Do not include photographs of laboratory equipment, standard procedures, etc. If figures are reproduced from any other publication the reference should be included. A list of figures should be included immediately after the list of tables.

7.10 Format of thesis

The thesis should have the following sections in the specified order. The Microsoft Word template provided has more detailed instruction for each of the sections below. **Please read all instructions carefully before you format your thesis.**

For the main body of your thesis, you may have separate chapters for the introduction, materials and methods, results and discussion in the traditional format of a thesis. It is also permitted to have stand-alone chapters that take the form of a journal article. For the latter, each chapter will have literature review, material and methods, results and discussion section as in a journal article. You should follow one of the above styles, after discussion with your supervisor. If you have already submitted your work for publication, or hope to do so, it may be preferable to follow have chapters in the form of journal articles.

- i. Cover page: This should include the following (for more details refer to the template):
 - Project Title
 - Name of student
 - Declaration of degree requirements
 - Name of the Institute
 - Year
- ii. Copyright page
- iii. Declaration
- iv. Acknowledgements
- v. Table of contents
- vi. List of tables
- vii. List of figures
- viii. List of abbreviations
- ix. Abstract: Word limit - 400
- x. Main body of text (chapters)
 - Chapter number: All capitals; centred
 - Chapter title: All capitals; centred
 - First level subheadings: Title case; centred, boldface
 - Second level subheadings: Title case, left aligned, boldface
 - Third level subheadings: Sentence case, left aligned, boldface
 - Paragraphs: First line indented; no space between paragraphs; 1.5 spacing
 - Body text: Arial, size 12
 - Scientific names italicised (e.g. *Parus major*)
 - Other languages italicised (e.g. Latin – *ad libitum*)

xi. List of references

- This should be in alphabetical order.
- You may follow the style of any peer-reviewed international journal following an author/year system (NOT one following a numeric system).
- Use ONE style throughout your thesis and specify which journal style you are following (not in the thesis, but in a cover letter to the VPEU office/ your supervisor).
- Pay close attention to formatting details; incorrect usage will not be accepted.
- Provide an example paper from the journal you are following when you submit drafts for correction and for the final submission.
- It is highly recommended to use reference manager software for inserting references in your thesis. You may ask your supervisor about the necessary software, or download freeware reference managers available on the internet.

xii. Appendices

- This section is optional.
- It may contain additional information such as data, examples of questionnaires etc.
- Appendices should be named alphabetically (e.g. Appendix A, Appendix B etc.).
- Tables and Figures in this section should follow formatting instructions as given for the main chapters. Naming should be modified to include the appendix name as a prefix (e.g. Table A.1 for Appendix A, table 1; Figure B.2 for Appendix B, figure 2).

MICROSOFT WORD TEMPLATE FOR POSTGRADUATE THESIS
UPDATED JANUARY 24 2020
IF YOUR TITLE IS LONGER THAN ONE LINE MAKE SURE TO SINGLE-SPACE AND
REMEMBER TO ADD ONE SPACE FOR EACH LINE OF THIS TITLE YOU REMOVE
SO THE BOTTOM MARGIN WILL ALSO BE ONE INCH

By

YOUR NAME IN ALL CAPITAL LETTERS

A thesis submitted to the
Faculty of Veterinary Medicine and Animal Science

In partial fulfilment of the requirements of the degree of
MASTER/ DOCTOR OF PHILOSOPHY (delete as applicable)

UNIVERSITY OF PERADENIYA

SRI LANKA

YYYY

Approved at the 338th meeting of the Faculty Board of Veterinary Medicine and Animal Science held on 30-03-2021
Approved at the 463rd meeting of the Senate held on 22-09-2021

© YYYY Type Your Full Name Here in Title Case

DECLARATION

I do hereby declare that the work reported in this thesis was exclusively carried out by me under the supervision of

.....

It describes the results of my own independent research except where due reference has been made in the text. No part of this thesis has been previously submitted earlier or concurrently for the same or any other degree.

Date:.....

.....

Signature of the candidate

Certified by:

Supervisor (Name) Date:.....

(Signature) Date:.....

Supervisor (Name) Date:.....

(Signature) Date:.....

ACKNOWLEDGMENTS

Include your acknowledgements here. This section uses the style for body text.
This section should be written in paragraph form.

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LIST OF ABBREVIATIONS

First abbreviation Type your definition here. For a new definition, press enter once, otherwise keep typing and the text will be wrapped as shown here.

Another word Another definition

Abbreviation Definition, and so on.

ABSTRACT

THE TITLE OF YOUR THESIS TYPED IN CAPITAL LETTERS AND SINGLE SPACED

Your Name In Title Case

Month and year of graduation

Supervisor: Name of Supervisor (do not include titles or qualifications)

Co-supervisor: Name (delete this line if you do not have a co-supervisor)

Your abstract should be typed here. You may use up to 400 words. Do not exceed two pages for your abstract.

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CHAPTER 1

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First Level Subheading

A first level subheading is in title case (i.e. the first letters of each principle word capitalised, but not articles or prepositions like and/ a/ for etc.), bold-face and centred. The body text follows the heading immediately without leaving any spaces. The first line of each paragraph is indented 0.5". Do not leave any spaces between paragraphs. Use 1.5 spacing for body text.

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Second Level Subheading

A second level subheading is left aligned, boldface and title case. Leave one space after the preceding section, but not after the heading or between paragraphs.

Another Second Level Subheading

Please note that if you have use a certain level of subheading, you should have more than one of the same level. This is because you cannot have a list with only one

item. Leave one space after the preceding section. Do not leave any spaces after the heading, or between paragraphs.

Third level subheading

Third level subheadings are left aligned, boldface, and in sentence case (i.e. only the first letter of the first word and proper nouns are capitalised). Leave one space after the preceding section, but not after the heading or between paragraphs.

Another third level subheading

Please note that if you have use a certain level of subheading, you should have more than one of the same level. This is because you cannot have a list with only one item. Leave one space after the preceding section. Do not leave any spaces after the heading, or between paragraphs.

Another First Level Subheading

Please note that if you have use a certain level of subheading, you should have more than one of the same level. This is because you cannot have a list with only one item. Leave one space after the preceding section. Do not leave any spaces after the heading, or between paragraphs.

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CHAPTER 2 USING FORMATTING STYLES

Using the Word Template

The template provided has specific styles for the different sections in your thesis. If you copy and paste the relevant sections of your thesis and paste it in this template, it will apply the style used for that section. Or you can use this template directly, save it under another name and type your text in the relevant sections.

Styles for Headings

The template provides different styles depending on the level of your heading (first, second and third). Although applying a style will format your headings, it will not capitalise the first letters of words in first and second level subheadings. You will need to capitalise the letters of principle words in first and second level subheadings after you apply the relevant style.

Styles for Body Text

The style for body text is formatted so that first lines of paragraphs are indented, and the text is in Arial, point 12 font with 1.5 spacing. For starting a new paragraph, press the Enter key and the new paragraph will start with an indent.

Note that applying a formatting style does not correct your grammar or spelling. If you need italics, or boldface in the text you need to apply that formatting as you need it. Note that if you reapply the body text style afterwards to any text you have formatted, it will remove italics or any other special formatting you have used. When you are typing, keep a single space between two words in a single sentence, and two spaces between the end of a sentence and the start of another sentence.

Using Page Breaks and Section Breaks

This template inserts section breaks or page breaks at the end of different sections of the thesis. For example, there is a section break before the first chapter. There are page breaks before the start of new chapters. This helps in formatting and

ensures that different sections will start on new pages even if you insert additional text in the middle of chapters

Table of Contents

The table of contents has been formatted to collect section titles, chapter titles and subheadings. If you type your chapters in this template, and update the table of contents, it will include all these sections in the table of contents. You need to add the chapter number to the chapter title in the table of contents, and separate it from the title by using a single tab (0.25"). This has to be done after you have finished updating the title names as anything you add by typing will be automatically removed if you update the list again. You can however, update only the page numbers which will not change any of the headings.

CHAPTER 3 INSERTING TABLES AND FIGURES IN YOUR THESIS

Formatting For Tables

Your tables should be formatted as shown below (Table 3.1). Numbering of tables should include the chapter number and the table number. Captions should be concise and placed above the table. Captions are single spaced, do not leave a space between the caption and the table. Leave a single space before the table caption if preceded by body text on the same page. If the table starts on a new page, do not leave any spaces at the top. Leave a single space between tables, or after the end of a table if it is followed by body text. You may include footnotes below the table, using font size 10. Tables should be referred to in the text, but do not describe information presented in the tables in the text.

Table 3.1 Table format for thesis. You need to boldface the table number after you apply this style.

Style number	Style Name
00	One inch spacer
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01	Chapter number
02	Chapter title
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04	Second level subheading
05	Third level subheading
06	Body text
07	Table caption
08	Figure caption

The table captions are formatted so that they are included in the List of Tables. You need to update the List of Tables after you have finished adding all the tables in your document. You need to apply boldface to the table number when you type it. Use sentence case for table captions. If you do not use the styles in document you will need to type the list of tables manually.

Formatting for Figures

Figures should be clearly numbered and captioned. The numbering format should include the chapter number and the figure number in the respective chapter (e.g. for the second figure in the third chapter, the number should be Figure 3.2). The figure caption should be below the figure and on the same page as the figure. Captions should be concise and only impart necessary information. Use Arial – size 12, single spacing for captions.

Figures and diagrams should be clearly reproduced, and impart necessary information. Do not include figures/ images that are of poor quality. Do not include photographs of laboratory equipment, standard procedures etc. If figures are reproduced from any other publication the reference should be included. A list of figures should be included immediately after the list of tables page.

The figure captions are formatted so that they are included in the List of Figures. You need to update the List of Figures after you have finished adding all the figures in your document. You need to apply boldface to the figure number when you type it. Use sentence case for figure captions. If you do not use the styles in document you will need to type the list of figures manually.

Figure 3.1 shows an example for a figure. If the figure is a graph, make sure that axes are labelled, and units of measurements are shown. Use Standard International units for measurements. Maps should include a scale, the direction, coordinates, and if necessary, an index map showing the locality dealt with.

If you have several figures on the same page, separate them by leaving a single space between figures. If a figure follows text, leave a single space after the text. If body text or another subheading follows a figure, leave a single space after the figure caption.

You may have black and white, gray-scale or colour figures in your thesis. Colour photographs or maps should be digitally printed for inclusion in the bound copy. Do not affix photographic prints in your thesis. If possible, it is preferable to print figures on the same A4 paper that is used to print the thesis. If that is not possible (e.g. for large maps), you may use other types of paper for printing.

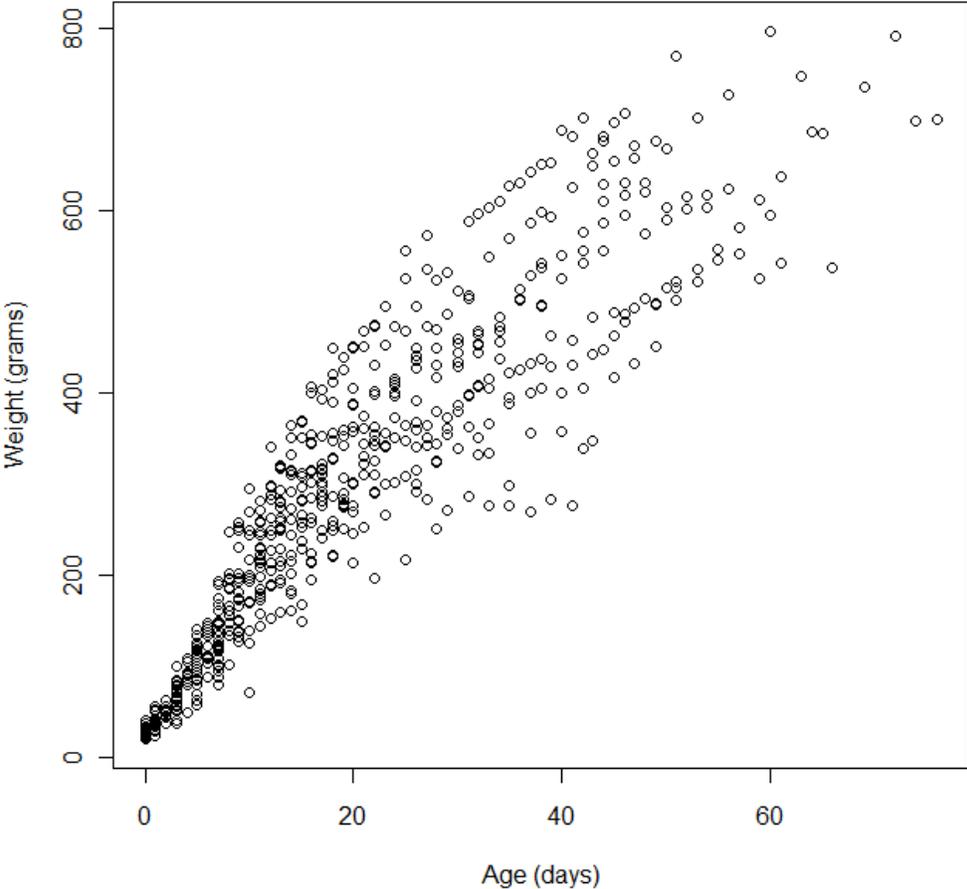


Figure 3.1 This is an example of a figure. Make sure that you name the axes on graphs and include units of measurements if applicable.

LIST OF REFERENCES

The list of references should be in alphabetical order. You may follow the style of any peer-reviewed international journal following an author/year system (**not** one following a numeric system). Use **one** style throughout your thesis and specify which journal style you are following (not in the thesis, but in a cover letter to the VPEU office/ your supervisor). You are required to provide an example paper from the journal you are following when you submit drafts for correction and for the final submission. Pay close attention to formatting details as incorrect usage will not be accepted.

It is highly recommended to use reference manager software (e.g. Endnote, Mendeley, Procite etc.) for inserting references in your thesis. You may ask your supervisor about the necessary software, or download freeware reference managers available on the internet (e.g. Mendeley).

APPENDIX A

NAME OF APPENDIX A

This section is optional. You may present extra information such as detailed tables, figures, examples of questionnaires etc. Appendices should be named alphabetically (i.e. A, B, etc.). Tables and figures should be formatted as in the main text. Names of tables and figures should include the appendix name as a prefix, and the number (e.g. Table A.1 for Appendix A, table 1; Figure B.1 for Appendix B, figure 1).

APPENDIX B

NAME OF APPENDIX B

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GENERAL INFORMATION AND REGULATIONS

(this section benefitted from already published rules and regulations of UoP and other postgraduate institutes of UoP)

8.1 Classification of Students

An applicant for a postgraduate study programme may be admitted to any of the following distinct categories:

8.2 Regular Full-time Student

A regular full-time postgraduate student is a person who, having satisfied the appropriate admission requirements, has been admitted and registered by the VPEU/FVMAS to follow a postgraduate programme on a full-time basis. 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 research assistant at the FVMAS/University of Peradeniya. A full-time candidate may conduct part or all of his/her research at another higher educational or research institute.

8.3 Regular Part-time Student

A regular part-time postgraduate student is a person who, having satisfied the appropriate admission requirements, has been admitted and registered by the VPEU/FVMAS to follow a postgraduate programme on a part-time basis. A part-time student devotes only a part of his/her time to the coursework and the research during normal working hours of the week and may engage in employment or any other income generating work.

8.4 Provisional Student

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 postgraduate study programme at FVMAS, provided that the effective date of the degree/study programme with pending results shall be a date not later than the commencement of the study programme of FVMAS in which the candidate seeks registration. A provisional student status shall be transferred to a regular student status on submission of the final certificates of education and other qualifications required for admission. A provisional student will not be eligible to sit end-semester examinations of the programme or defend a thesis.

8.5 *Casual Student*

A casual postgraduate student is a student (local/foreign) who is in every respect eligible for admission as a regular postgraduate student and who, although not enrolled in a degree programme at University of Peradeniya, enrolls in one or more postgraduate level courses or engages in a research project. An applicant who wishes to study under this category should apply to the relevant Board of Study for approval. The relevant qualification possessed by the candidate should be supported by acceptable certificates. Admission as a casual student does not imply eligibility for admission to a study programme of any Board of Study. A casual postgraduate student is entitled to supervision and, where applicable, to attend seminars/lectures and use the library and the other facilities of the University. A casual postgraduate student is required to submit quarterly reports to the relevant Board of Study for approval.

8.6 *Exchange Student*

An exchange postgraduate student is a student (local/foreign) who is registered in a postgraduate degree programme at another University or Higher Educational Institution and has obtained written permission in advance from that University or Institution to take one or more courses at University of Peradeniya and/or to engage in research for transfer of credits/ courses towards his/her degree programme. An applicant who wishes to study under this category should apply to the relevant Board of Study for approval.

Admission as an exchange postgraduate student does not imply eligibility for admission to a study programme of any Board of Study in FVMAS. An exchange postgraduate student is entitled to supervision and, where applicable, to attend seminars/lectures and use the library and the other facilities at University of Peradeniya. An exchange postgraduate student is required to submit quarterly progress reports to the relevant Board of Study for approval.

8.7 *Registration*

Selected candidates are required to register for the relevant degree programme by paying the registration and other relevant fees. Once registered, students receive information of their registration. The information will include a registration number, the programme of study, the academic calendar and the requirements to pass the relevant diploma / degree programme. All registered postgraduate students will receive a Student Identity Card.

Students should produce their identity cards upon request by authorities of UoP to verify their student status. A student should refer to his/her registration number in all correspondence with UoP. For a regular student, the validity of the registration begins from the date of acceptance of his/her application for the degree programme. For a casual/ exchange student, the date of registration would be the date on which the relevant Board of Study accepted the application under special qualifications/exchange programme. The date of registration for Master of Philosophy and Doctor of Philosophy students is the date of submission of the completed application.

8.8 *Provisional Registration*

Candidates who applied with provisional certificates or pending results will be given a provisional registration provided that the final certificate/s of admission qualifications is/ are submitted to the Assistant Registrar of FVMAS within three months from the date of the provisional registration. Failing to do so will lead to the termination of his/her provisional registration.

8.9 *Duration of Registration*

A registered student is required to complete his/her degree programme within the minimum and maximum periods of registration of the relevant degree programme. Extensions are granted only in exceptional circumstances.

8.10 *Renewal of Registration*

A registered student is required to renew his/her registration once a year within the maximum period of candidature by paying the relevant fees to keep his/her registration status active until he/she completes all requirements of the degree programme. Applications for renewal of registration should be sent to the Assistant Registrar of FVMAS at least two months before the date of expiry of the current registration.

8.11 *Change of Registration*

If a student wishes to make any changes in his/her registration, he/she should submit a request to the Registrar of FVMAS through the relevant Programme Coordinator/ Supervisor for approval of the

relevant Board of Study and the Faculty Board of FVMAS. These changes may include adding /dropping of courses/ subjects with a written examination component, change of thesis topic/title, and change of degree programme.

If a student wishes to change his/her personal information recorded at the time of initial registration, he/she should make a request to the Assistant Registrar of at FVMAS to amend such information in his/her personal file. However, changes of personal information such as name and title are not permitted after the completion of all requirements of a study programme.

8.12 Deferment of Registration

A student, upon request, may 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 and the Faculty Board of FVMAS.

The approval of the Chief Medical Officer of UoP/ any other medical professional appointed by the Faculty Board of FVMAS is required for all medical certificates. An affidavit or documentary proof should be provided with the application for deferment under any other reason. Requests for extensions of deferment should be made to the Assistant Registrar of FVMAS at least one month before the date of expiry of the current deferment.

8.13 Cancellation of Registration

A student may request for the cancellation of his/her registration for a degree programme at any time with a valid reason. The request for withdrawal should be approved by the relevant Board of Study/ Supervisor. If not requested/stated, the effective date of withdrawal of registration is the date of approval of the withdrawal given by Faculty Board of FVMAS. Any fees or charges already paid by the student will not be refunded.

8.14 Downgrading of Registration

The registration of a research student whose research is deemed to be of inadequate academic standing for the registered degree/qualification may be downgraded to a lower level qualification in the same area of study. The Faculty Board of FVMAS reserves the right to down grade the candidature of a student based on recommendation made by the viva- voce Examination Board of the student.

8.15 Upgrading of Registration

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. The request for upgrading of registration should be made by the student through supervisors within 18 months of first registration, according to the guidelines described in Section 06 of this prospectus.

8.16 *Suspension of Registration*

The Dean of FVMAS by consulting the Chairperson of the relevant Board of Study or Supervisors of an MPhil or PhD student may temporarily suspend the registration of a student for a period of one month if the student has violated rules and regulations of FVAMS and/or University of Peradeniya. The Dean of FVMAS also reserves the right to appoint a committee of inquiry to investigate the matter.

8.17 *Termination of Registration*

The Faculty Board of FVMAS reserves the right to terminate the candidature of a student upon recommendation from the relevant Board of Study/ Supervisor after formal consideration of reports submitted by supervisor/s and / or committee/s of Inquiry appointed by the Dean of FVMAS.

One or more of the following reasons may lead to the termination of registration: failure to meet registration requirements, expiry of maximum period of registration and extensions, failure to meet required academic standing in three sittings, fail the viva-voce examination twice, and violation of any other rules and regulations and codes of conduct of FVMAS and/or the University.

8.18 *Student Requests*

Students are required to submit formal requests for matters relating to his/her registration in a degree programme. These requests may include the following matters: renewal of registration, amendment of personal information, change the degree programme/discipline/courses, upgrading of the registration, deferment of registration, withdrawal/cancellation of registration, extension of registration, postponement of examinations, matters relating to supervision, reimbursement of fees paid in excess. FVMAS reserves the right to approve or reject a request/ requests made by a student as per the regulations of FVMAS and UoP.

8.19 *Examinations*

A registered student of FVMAS should duly apply for any/all examination/s conducted by the FVMAS. Application for entry to postgraduate examinations should 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 determined based on class participation and performance in in-course assessments.

8.20 *Admission for Examinations*

Each application for entry to a postgraduate examination should be made on the prescribed form obtainable from the FVMAS and sent to the Assistant Registrar of FVMAS on or before the closing date as specified in the Examination Entry Form. A student should 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.

An application of a student who is not eligible to sit an examination or which has been received late or is incomplete will be rejected and the decision will be informed to the student by the Assistant Registrar of FVMAS.

A student who is registered for an examination will receive the admission card and the timetable of the relevant examination seven (07) working days before the commencement of the examination. A student who has not received the above documents by the third (3rd) working day before the commencement of the examination that he/she has applied for, should inform the same to the Assistant Registrar of FVMAS.

8.21 *Withdrawal from Examination*

A student who registered for an examination and wishes to withdraw from it after the receipt of the Examination Admission Card should make a request for the withdrawal by a letter sent through registered post or faxed to the Assistant Registrar of FVMAS at least 24 hours before the commencement of the examination. The student is required to provide a reason/s and documentary evidence of such reason/s for withdrawal from the examination.

FVMAS may allow a student to withdraw from examinations due to medical reasons or death of a close family member. A student may also be eligible to withdraw from an examination because he/she has to face another examination or selection test conducted by a public or private institution for job recruitment or confirmation/ promotion of the job held on the same day. In such cases of withdrawal from examinations, it should be the responsibility of the student to return the

Admission Card for the examination confidentially to the Assistant Registrar of FVMAS immediately.

8.22 *Absence from Examinations*

Absence from an examination without a proper request for withdrawal made to the Assistant Registrar of FVMAS will be considered as an examination attempt. However, absence from an examination due to a sudden illness/ disability or death of a close family member as stated above may be considered as withdrawal from the examination if the student informs the same with medical reports and/or evidence to the Assistant Registrar of FVMAS within seven (07) days from the date of examination.

8.23 *Make-up Examinations*

A student who fails to sit the end-semester examination due to medical reasons or the death of a close relative or because he/she had to face another examination / selection test conducted by a public or private institution for his/her job recruitment or confirmation or promotion of the job held on the same day may request for a make-up examination within fourteen (14) working days from the date of the examination conducted by FVMAS. The relevant Board of Study will have the discretion to accept or reject a request for a make-up examination.

FVMAS may arrange make-up examinations 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 as instructed by the Assistant Registrar of the Institute.

8.24 *Medium of Examination*

All examination at FVMAS will be conducted in English. If a student has written answers to questions in a language other than in English or in multiple languages, the answer scripts will not be marked and the student will receive a fail grade for the paper/ subject.

8.25 *Rules and Regulations of Examinations*

All postgraduate students of FVMAS should follow the rules and regulations regarding Examination Procedure, Offences and Punishment of the University of Peradeniya and therefore they should be familiar with the Rules and Regulations regarding the Examination Procedure, Offences and Punishments of University of Peradeniya.

Please refer to Sections 11 and 12 of this Prospectus.

8.26 Coursework Component

Credit Courses

A credit course is a course that a student takes in order to earn and accumulate the required number of credits for the successful completion of a degree programme. A student who takes a credit course should fulfill all requirements of the course as indicated in the course syllabus. The FVMAS may offer courses with credit of values one (01), two (02), three (03), and four (04). One credit of a course unit is the equivalent of 50 notional learning hours as stipulated in SLQAF guidelines which involves direct class-room contact, self-learning and preparation for and undertaking assessments.

The number of credits earned from a credit course by a student will be counted for calculating his/her Grade Point Average (GPA) of the degree programme. The course will be listed in the academic transcript of the student with the credit value, relevant grade and grade point.

8.27 Non-credit Courses

A non-credit course is a course that a student takes in excess of the minimum number of credits required for a degree programme. A student who takes a non-credit course should fulfill all the requirements of the course. A non-credit course shall not be counted for calculating the GPA but will be listed in the academic transcript of the student with the relevant grade and grade point. A student who takes a course on a non-credit basis is required to register for the course by paying the prescribed fees and fulfill all the requirements of the course as indicated in the course syllabus.

8.28 Audit Courses

An audit course is a course that a student takes in excess of the required number of credits for successful completion of a degree programme without fulfilling any assessment requirements. Audit courses will not be counted for calculating the GPA nor will they be listed in the academic transcript of the student. A letter of participation will be issued by the Assistant Registrar of FVMAS only to those students who have fulfilled attendance requirement in the audited course, upon the recommendation of the lecturer in charge of the course. A student of FVMAS should obtain approval from the relevant Board of Study to offer a course on audit basis and register for the course/s.

8.29 Adding and Dropping of Course/s

A course can be added or dropped (withdrawn) within three weeks (21 days) from the date of the commencement of the study programme in a semester. When adding or dropping a course, the student should obtain approval to do so from the lecturer/s in charge of the course/s and inform the Assistant Registrar of FVMAS immediately. If a student fails to complete a course which has not been recorded as dropped, it will be counted as absence from examination and a fail grade will be awarded.

8.30 Credit Transfer and Exemption of Courses

A student who has successfully completed a postgraduate programme in the relevant field of study in any University/ HEI recognized by the UGC, may request a transfer of credits/ an exemption of course/s of the current registration for courses substantially similar in content followed in the previous programme, at least one month before the date of the examination of the course/s for which transfer of credits or exemption is sought.

Any exemptions of requirements for the completion of the diploma or degree programme, credit transfers related to any degree programme and any condition therein will be considered and determined by the relevant Board/s of Study subject to the verification of authenticity of evidence provided and provisions made in the relevant Memorandum of Understandings/Agreements.

8.31 Assessment of Courses In-course Assessment

In-course assessment may include assignments, tutorials, homework, presentations, field work, quizzes and laboratory work. The teacher of a course will be responsible for providing details of in-course assessment such as type of assessments, deadlines for submission of materials and marks allocation to the students at the beginning of the course. The teacher will display marks of in-course assessment before students sit the end-semester examination of the course. If a student fails to submit in-course assessments of a course, he/she is not be eligible to sit the end-semester examination of the course.

Please refer to Section 10 of this Prospectus for details.

8.32 *End-semester Examination*

A student of a study programme is required, as stated otherwise, to sit an end-semester examination of each course. The marks allocated for end-semester examinations are determined as stated in the syllabus of the course.

8.33 *Grading of Courses*

Each course will be graded based on the total marks obtained for in-course assessments and end-semester assessment using the following scheme:

Grade	GPA
A+	4
A	4
A-	3.7
B+	3.3
B	3
B-	2.7
C+	2.3
C	2
C-	1.7

A student who obtains a grade F for a course is required to repeat the course in the next available examination. The maximum number of attempts a student is allowed to sit the examination of a course will be three (03).

8.34 *Independent Study/Guided Project*

A student of a Master's degree programme by coursework should complete an independent study/ a guided project in addition to the coursework requirement to successfully complete the degree. The independent study/guided project should be assigned a minimum of 05 credits and a maximum of 06 credits as specified in the regulations of the degree programme. The independent study/guided project may consist of two/three distinct components with specified credit values which will be carried out and evaluated separately.

The aim of the independent study/guided project is to develop and assess knowledge in the relevant field, analytical thinking, writing skills, communication and presentation skills and/or collaborative skills/team work skills of students.

8.35 *Assessment of Independent Study/Guided Project*

The independent study / guided project may be assessed and graded based on written reports and oral examinations and / or evaluation of assignments as approved by the relevant Board of Study. A student should obtain a minimum of 50% of marks allocated for each component of the project to successfully complete it. A student who obtain/s a grade below C+ for the study/project is required to repeat the examination.

Please refer to Section 13 of this Prospectus for details.

8.36 *Grade Point Average*

The Grade Point Average (GPA) measures the overall academic performance of a student in a given programme. The GPA is the average of all the grade points obtained for courses and the guided project. The GPA will be calculated for a semester and for the entire academic programme and given to the second decimal point.

GPA calculation formula:

$$GPA = \frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n c_i}$$

where c_i is the credit value for i^{th} course and g_i is the grade point for i^{th} course.

Both the GPA of courses followed on credit and the study/project will be given in the academic transcript of the student.

8.37 *Thesis/ Dissertation*

A research degree student of FVMAS should complete a thesis/dissertation based on an independent research. A student should not submit a thesis or part thereof on which a degree has already been conferred upon him/her or any other person by any University/HEI in Sri Lanka or abroad or containing materials published without prior written approval of FVMAS.

8.38 *PhD Thesis*

A student registered for the Doctor of Philosophy (PhD) degree programme of FVMAS shall submit a thesis. The thesis should create new knowledge with relevance of applicability by way of demonstrating critical reading, acquisition of knowledge and critical analysis. They should also be able to respond efficiently and effectively to the changing needs of the discipline through original research of a quality that makes a significant contribution to the development of the discipline and satisfies peer review and merits publication.

8.39 *MPhil Thesis*

For the fulfillment of the requirements of the MPhil degree, a student shall submit a thesis. The thesis should enhance knowledge of the discipline and its application by improving and extending methodologies and critically analyzing existing knowledge through research of a quality that satisfies peer review and merits publication.

8.40 *MSc Dissertation*

A student registered for the Masters degree by course work and research shall submit a dissertation for the partial fulfillment of the requirements of the degree. The dissertation should critically review, analyze and evaluate current issues and developments in the area of study and make suggestions with practical relevance through research.

8.41 *Research Proposal for Masters degree with coursework and research*

A student registered for a Masters degree with a research component should submit a proposal of his/her intended research in the format prescribed by FVMAS along with the duly completed Research Proposal Submission Form to the Assistant Registrar of FVMAS within the first twelve (12) months of his/her candidature.

The Research Proposal should be developed under the direction and guidance of the prospective supervisor/s and submitted for evaluation of the relevant board of study with endorsement from the supervisor/s.

8.42 *Progress Reports and Progress Review Meetings*

A research degree student should submit a progress report of his/her research every six months in the prescribed form through the supervisor/s. Progress reports are due from all candidates on 15th June and 15th December of each year irrespective of the date of registration.

Additionally, all MPhil and PhD candidates shall present their progress annually at the FVMAS Postgraduate Research Symposium. Seminar/ Conference Presentations

A student of the Masters degree programme with coursework shall present his/her research work to the relevant Bords of Studies before the submission of the thesis for evaluation,

A student of the Master of Philosophy degree programme shall produce evidence of one peer reviewed publication at the time of defense.

A student of the Doctor of Philosophy degree programme shall produce evidence of two peer reviewed publications at the time of defense.

8.43 *Acknowledgement*

In all such presentations of a part/parts of a thesis/dissertation in academic forums, or as journal articles or book chapters, the student should indicate his/her correspondence/affiliation to FVMAS and acknowledge that the work presented is a part of his/her thesis/dissertation submitted/ to be submitted to FVMAS of the University of Peradeniya. Presentations of a part/parts of a thesis/dissertation without due correspondence and acknowledgement of FVMAS may not be considered as fulfilling the above requirement.

8.44 *Pre-submission Seminar*

All MPhil and PhD students who has completed most of his/her research and writing of the thesis/ should lead a thesis pre-submission public seminar on his/her thesis at least three (03) months before the intended date of submission of the thesis/dissertation for examination. The completion of the pre-submission seminar will be a requirement for the submission of the thesis for examination.

8.45 *Submission of Thesis/Dissertation for Examination*

A student should inform the Coordinator of the VPEU in writing through the supervisor/s the intended date of submission of the thesis for evaluation at least three months before the intended date of submission so as to arrange the examination process. The student shall include the tentative title and abstract of the Thesis. Major changes to the tentative title and abstract of the thesis/dissertation is not permitted after the initiation of the examination process.

A student is required to submit three copies of the thesis to the Assistant Registrar of FVMAS in the prescribed format in temporary binding and a soft copy in PDF format on a CD ROM along with the duly completed Thesis Submission Form for examination.

Please refer to Sections 07 of this Prospectus for details.

8.46 *Assessment of Thesis*

The assessment of a thesis/dissertation submitted for a research degree will include two components of evaluation: desk evaluation and *viva-voce* examination.

8.47 *Desk Evaluation*

The examiners evaluate suitability, adequacy and consistency of information, arguments and results, innovations and contribution to the literature, and practical relevance of conclusions and recommendations presented in the thesis. The thesis examiners will examine the thesis comprehensively and submit a detailed report of the thesis with their recommendations to the Coordinator of VPEU.

8.48 *Viva-voce Examination*

The *viva-voce* examination of a thesis will be held soon after the completion of the desk evaluation. The Examination Board will evaluate theoretical knowledge, analytical thinking, adequacy of information, creativity and innovations in the research, suitability and practical relevance of

conclusions and recommendations, and communication and presentation skills of the student. The maximum number of attempts at *viva-voce* examination for a student is two (02).

8.49 *Thesis/dissertation Final Submission*

A student whose thesis/dissertation is accepted by the viva-voce Examination Board for the award of a degree should submit four (04) copies of the corrected thesis/dissertation in fully bound form and the softcopy of the thesis/dissertation in PDF format written in a Compact Disk (CD) to the Assistant Registrar of FVMAS.

Upon submission of the final thesis/dissertation, a candidate should sign a Thesis/ Dissertation Release Form which permits the FVMAS/University of Peradeniya to use with restrictions the printed and PDF versions of the thesis/dissertation for scholarly purposes immediately or a stipulated time after the submission of the final thesis/dissertation to FVMAS.

8.50 *Effective Date of Postgraduate Degrees*

The effective date for the award of a postgraduate degree shall be the date on which all the requirements of the degree specified by the regulations relevant to the degree is completed, determined according to the provisions of University Circular No UP/AP/01, dated 19.06.2008. Extract from University Circular No UP/AP/01.

ETHICAL CLEARANCE AND DECLARATION OF CONFLICTS OF INTERESTS

9.1. All postgraduate students shall obtain ethical clearance according to the guidelines of UoP using prescribed formats. If the proposed research does not need ethical clearance, the candidates shall declare the same through the Principle Supervisor.

9.1.1. The clearance for all animal experiments could be obtained from the Ethical Review Committee of FVMAS.

9.1.2. The clearance for any research involving humans, including all sample collections (even noninvasive) and data collection using questionnaire surveys shall be obtained from a recognized Medical Authority. Most Medical Faculties, Teaching and General Hospitals have their own Ethical Review Committees.

9.2. All postgraduate students shall declare any real or perceived conflicts of interest in writing according to the guidelines of UoP using prescribed formats at the time of application for registration. Any conflicts of interest arising later shall be informed immediately in writing to the Assistant Registrar of FVMAS.

Conflicts of interest may arise due to present or past roles and relationships in the nature of personal (such as but not limited to spouse, partners), familial, commercial or any other nature include (but not limited to) such as source of funds and support (such as scholarships & fellowships, sponsorships, paid commercial product testing).

9.2.1. If a student does not have any conflicts of interests, the candidates shall declare the same through the Principal Supervisor.

9.2.1. Postgraduate students are not allowed to have any relatives as supervisors, research collaborators, reviewers of research proposals or examiners or another way directly connected to the student.

9.2.2. All postgraduate students shall declare all relatives employed at UoP at all times while holding the registration for a postgraduate degree.

9.2.3. All postgraduate students shall declare all sources of funds and support available at the time of application for registration.

GRIEVANCE POLICY

The University recognizes the right of its postgraduate students to appeal against any decision or outcome related to their registration, programme attendance, in-course and end-semester assessments, final results, examination offenses and punishments and make complaints against teachers, supervisors, coordinators, examiners, administrative staff and fellow students.

Any dispute between a student and any supervisor shall be brought to the attention of VPEU immediately. The Dean of VFMAS will appoint an independent committee to inquire in to the matter according to the grievance policy of University of Peradeniya.

GUIDELINES FOR EXAMINATIONS

(this section benefitted from already published rules and regulations of UoP and other postgraduate institutes of UoP)

10.1 *In-course Assessments*

- (i) In-course assessments may include assignments, tutorials, homework, presentations, field work, quizzes, laboratory work, mid-term examinations, etc. as indicated in the course syllabus. It is generally recommended that only two in-course assessments are given in a course.
- (ii) In general, 40% of the total marks is allocated for in-course assessments in a course. However, depending on requirements of courses, this percentage may vary from course to course.

10.2 *Conducting of In-course Assessment*

- (i) The following information should be made available to students by the teachers (preferably in the first week of the semester): types of in-course assignments, assessment methods, deadlines for submissions, marks allocation and schedule of coordinating and conducting in-course assessments. The teachers also should make marks of in-course assessments available to students before they sit the end-semester examination of the course.
- (ii) Students are required to submit materials of in-course assessments to the teacher of the course before the deadline given. Any material of in-course assessment submitted after the deadline may carry a penalty of marks or may not be accepted for assessment by the relevant teacher.
- (iii) It is the responsibility of teachers and students to maintain records of submission of materials of in-course assessments and students' attendance at presentations, fieldwork, etc.
- (iv) Students have the right to know the marks they obtained for each component of the in-course assessments before they sit the final examination of a course.
- (v) Students may also request the teacher to return marked assignments or any other materials of in-course assessment and retain them for future reference if necessary.
- (vi) If a student does not agree with the marks received for an in-course assessment and if the matter could not be resolved with the relevant teacher, he/she may make a written complaint to the Dean of FVMAS immediately requesting an inquiry.

- (vii) In a case where a student fails to obtain adequate marks for in-course assessments, the student may liaise with the teacher to re-submit the in-course assessment/ do extra work/ assignment to earn required additional marks.

10.3 *Plagiarism in In-course Assessments*

- (i) Submission of in-course assessment with unacknowledged content and materials copied from published or unpublished work of others or materials posted in websites is considered a serious offense. Such cases will be considered as plagiarism and will be severely dealt with after an inquiry. Please read Section 12 of this Prospectus for more information.
- (ii) Students are encouraged to submit in-course assessments with a report on plagiarism check using a standard plagiarism checker. Any report on plagiarism will be investigated preliminary by a Committee appointed by the Dean of FVMAS. The Dean of FVMAS reserves the right to take further action based on the reports of the preliminary investigation.

GUIDELINES FOR END SEMESTER EXAMINATIONS

(this section benefitted from already published rules and regulations of UoP and other postgraduate institutes of UoP)

11.1 *Registration for Examinations*

- (i) To apply for any examination conducted by the Institute, a registered student of the FVMAS is required to use the prescribed form.
- (ii) A student sitting for his/her second or third attempt is required to pay the repeat examination fee when applying for re-examinations.
- (iii) A candidate registered for an examination will receive the admission card and the timetable of the examination in advance.

11.2 *Entering and Leaving the Examination Hall*

- (i) A candidate of an examination is expected to be at the examination hall at least 15 minutes before the commencement of the examination but should not enter the hall until he/she is requested to do so by the supervisor of the examination.
- (ii) On admission to the examination hall, a candidate is required to occupy the seat allotted to him/ her and he/she should not change the seat except on the specific instruction given by the supervisor of the examination.
- (iii) In examinations of two hours or more, a candidate is not allowed to enter the examination hall after half an hour from the commencement of the examination.
- (iv) A candidate is not allowed to leave the examination hall until half an hour has elapsed from the commencement of the examination or during the last half hour of the examination.

11.3 *Identification Documents Required for Examinations*

- (i) A candidate of an examination should possess his/her student record book/student identity card and examination admission card with him/her in the examination hall on every occasion he/she presents himself/herself for examinations. His/her candidature for the examination is liable to be cancelled if he/she does not produce the student record book/ student identity card /admission card when requested to do so.
- (ii) If a candidate of an examination fails to bring his/her student record book/student identity card or admission card, he/she should give a declaration of the subject and the date of the examination for which he/she had not produced the student record

book/student identity card /admission card. The student is required to produce the student record book/student identity card /admission card to the Assistant Registrar of FVMAS within three working days from the date of the examination of the subject.

- (iii) If a candidate of an examination loses his/her student record book/student identity card/admission card during the examination period, he/she is required to obtain a duplicate of the student record book/student identity card/admission card as the case may be from the Assistant Registrar of FVMAS to produce at the examination hall.

11.4 ***Authorized Materials***

- (i) A candidate of an examination should bring his/her own pens, ink, mathematical instruments, erasers, pencils or any other equipment or stationery which he/she has been instructed to bring to the examination hall.
- (ii) The use of any technical device such as a calculator or any other instrument will be permitted only for question papers that contain a rubric to that effect.
- (iii) Examination stationery such as writing papers/answer books, graph papers, drawing papers, ledger papers, etc. with date and session stamp of the FVMAS will be supplied at the examination hall. A candidate is not permitted to use papers /answer books given in an earlier session/a date or papers other than those supplied to him/her by the supervisor/ invigilators at the time of the examination.
- (iv) Materials such as statistical tables, maps, drawings, etc. will be supplied at the examination for question papers that contain a rubric to that effect.
- (v) A candidate should make sure that no sheet of writing paper, answer book, etc. supplied to him/her are torn, crumbled, folded or otherwise mutilated.

11.5 ***Index Numbering of Answer Books/ Scripts***

- (i) A candidate is required to write clearly his/ her index number/ registration number, the course code and other necessary particulars on each answer book and on every paper of the answer script.
- (ii) An answer book/a script with no or illegible index number/registration number may be treated separately. Results of such a candidate will be withheld until the index/registration number and examination attendance records of the candidate are verified by the Institute.
- (iii) A candidate is not allowed to disclose/write his/her personal particulars such as name,

postal address, email address, telephone numbers or any other identification marks on the answer book/script unless otherwise authorized.

11.6 *Conduct at the Examinations*

- (i) A candidate of an examination is under the authority of the supervisor and is expected to assist the supervisor by carrying out his/her instructions and those of the invigilators during the examination and immediately before and after the examination.
- (ii) Within the examination hall and its precincts, a candidate is required to behave in a proper way; he/she should not cause disturbance or inconvenience to the supervisor or his/her staff or to the other candidates. A candidate is liable to be sent out of the examination hall for improper/disorderly conduct.
- (iii) A candidate is required to maintain absolute silence when entering or leaving the examination hall, in the examination hall and its precincts. During the examination, reading question papers loudly and oral recitation of any answers during /after the time of writing the answers is strictly forbidden.
- (iv) A candidate is not permitted for any reason to communicate with any person in the examination hall other than the supervisor and invigilators of the examination. He/she is also prohibited to have any dealings with any person outside the examination hall.
- (v) A candidate may draw the attention of the supervisor/invigilators for any requirement such as additional answer books/papers, any clarification related to the question paper, time or any other matter by raising his/her hand from where he/she is seated.
- (vi) During the course of answering a question paper, a candidate is not permitted to leave the examination hall temporarily. In case of an emergency, the supervisor may grant permission to a candidate to leave the examination hall temporarily under his/her surveillance.
- (vii) The supervisor reserves the right to request any candidate to make a signed statement on any matter which may/might have arisen during the course of the examination. The statement should provide the candidate's own explanation/ account of the matter that came up and be preferably written in his/her own handwriting.
- (viii) If a candidate refuses to make a statement regarding a matter that arose during the course of examination, the supervisor and the relevant invigilators should report the matter in detail to the Registrar of the Faculty.

- (ix) A candidate is required to do all calculations and rough work only on paper supplied for the examination with the date stamp and the session stamp and cross-out the rough-work and attach them to the answer scripts at the end.
- (x) Any answer or a part of an answer, which is not to be considered for the purpose of assessment should be neatly crossed out. If the same question has been attempted in more than one place the answer or answers that are not to be considered should be neatly crossed out. A reference to the answer book/page should be given if a part of a question is answered in another answer book or a separate sheet.
- (xi) The supervisor should announce the remaining time of the examination, 30 minutes and 10 minutes before the end of the examination. During the last ten minutes of the examination, all candidates are required to annex answer books/scripts and papers of rough work properly and continue writing if needed.
- (xii) Candidates are also required to return materials such as statistical tables, maps, drawings, paintings, etc. and all unused answer books and papers to the invigilators before the end of the examination.
- (xiii) Candidates are required to stop writing answers promptly when ordered by the supervisor to do so and be ready to handover answer scripts/ books to the invigilators.
- (xiv) A candidate, under any condition, should not hand over his/her answer script to a hall attendant, a minor employee or another candidate or leave the answer scripts unattended on a desk, a seat or the floor.
- (xv) Candidates are required to remain quiet in their seats until all answer scripts are collected by invigilators and the supervisor requests them to leave the examination hall.

11.7 *Examination Offenses*

- (i) The following are considered as examination offences:
 - Possession of unauthorized materials
 - Copying
 - Cheating

Removal of stationery from the examination hall

Disorderly conduct in the examination

Impersonation

Unauthorized assistance

Aiding and abetting in the commission of the above offences

Any other offense

(ii) Possession of unauthorized material:

- A candidate is not permitted to possess unauthorized material such as books, articles, notes, signs or formulae, tables, figures, etc. on his/her person. Unauthorized materials should also not found/written on his/her clothes, body, admission card/student record book/student identity card.
- All unauthorized items which a candidate has brought to the examination hall with him/her should be kept at a place indicated by the supervisor or invigilators before the commencement of the examination.

(iii) Copying:

- A candidate is not permitted to copy or attempt to copy from any unauthorized material or from the answer books/ scripts of another candidate.
- If any candidate is found to have copied from another candidate by an examiner at the time of marking the answer scripts, he/she will be treated as having committed the offence of copying at the examination.

(iv) Cheating

The following acts are considered as cheating at examinations by a candidate:

- helping another candidate or obtaining help from another candidate or any other person to answer questions during the examination;
- providing opportunity, intentionally/unintentionally, to any other candidate to read anything written by him/her or allowing any other candidate to watch any practical examination performed by him/her;
- inserting, intentionally/unintentionally, on answer books/ scripts an index number /registration number other than his/her own;

- using any other unfair means or obtaining or rendering improper assistance at the examination.
- (v) Removal of stationery supplied by the FVMAS from the examination hall
- A candidate is not allowed to remove examination stationery such as writing papers/answer books or any other papers supplied by the Institute, whether used/ unused from the examination hall.
- (vi) Disorderly conduct at the examination
- A candidate should not cause disturbance or inconvenience to the supervisor or his/her staff or to other candidates in the examination hall or in its precincts.
- (vii) Impersonation
- Impersonating a candidate at the examination (sitting the examination for another candidate) or allowing somebody to impersonate a candidate (allowing someone to sit the examination for a candidate) are prohibited and considered as serious examination offenses.
- (viii) Unauthorized assistance
- A candidate is not allowed to obtain advice, guidelines, clarification, etc. through any means of communication from any person other than the supervisor and invigilators during the period of the examination.
- (ix) Aiding and abetting in the commission of the above offences
- A candidate who aids and abets a candidate/ candidates in the conduct of the above examination offenses will also be treated as having committed the same examination offense.
- (x) Any other offence
- This includes any examination offense other than the above reported to the Registrar by the supervisor of the examination.

11.8 *Suspension of Examination*

- (i) If circumstances arise which in the opinion of the supervisor render the cancellation or postponement of the examination necessary, the supervisor of an examination reserves the right to stop the examination, collect the scripts already written and then report the matter as soon as possible to the Director of the Institute.

11.9 *Punishment for Examination Offenses*

If a candidate is found guilty of an examination offense by an Examination Disciplinary Committee, the following punishment may be imposed on him/her:

- (i) Possession of unauthorized materials:
 - Candidature of the student for the examinations of that semester shall be cancelled and he/she shall be prohibited from sitting any examination of the University for a period of 1-5 semesters.
- (ii) Copying:
 - Candidature of the student for the examinations of that semester shall be cancelled and he/she shall be prohibited from sitting any examination of the University for a period of 1-5 semesters.
- (iii) Cheating:
 - Candidature of the student for the examinations of that semester shall be cancelled and he/she shall be prohibited from sitting any examination of the University for a period of 1-9 semesters.
- (iv) Removing examination stationery and other material provided for the examination:
 - Candidature of the student for the examinations of that semester shall be cancelled and he/she will be prohibited from sitting any examination of the University for a period of 1-3 semesters.
- (v) Disorderly conduct in examination:
 - Candidature of the student shall be cancelled from the examination of that semester and he/she shall be prohibited from sitting any examination of the University for a period of 1-3 semesters.
- (vi) Impersonation:
 - Candidature of the student for the examinations of that semester shall be cancelled and he/she shall be prohibited from sitting any examination of the University.
 - Impersonator/s shall also be liable to any punishment under the Penal code/ Criminal Law of Sri Lanka.
 - In the event the impersonator is found to be a graduate of the University of

Peradeniya, his/her degree may be withdrawn by the University.

(vii) Unauthorized Assistance:

- Candidature of the student for the examination of that semester shall be cancelled and he/she shall be prohibited from sitting any examination of the University for a period of 1-5 semesters.

(viii) Aiding and abetting in the commission of any of the above examination offences:

- The candidate shall be considered as having committed the offense and shall be punished in respect of the offense in accordance with the provisions of the relevant offence.

(ix) Any other offence:

- The reported event/action, such as plagiarism, shall be inquired into and appropriate action will be taken.

11.10 *Procedure of Inquiry of Examination Offenses*

(i) Reporting Examination Offenses detected at the Examination Hall

- In all cases of violation of examination rules detected, the supervisor shall take action as outlined below and forward his/her report to the Dean of FVMAS
- In a case of disorderly conduct, the supervisor should in the first instance warn the candidate. Disorderly conduct is considered grave, only if such conduct in the opinion of the supervisor is considered as causing disturbances in conducting the examination. In situations where the candidate persists in unruly or disorderly behavior, the supervisor may ask the candidate to leave the examination hall and issue him/her a letter cancelling his/her candidature of the examination. The copy of the said letter should be sent to the Dean of FVMAS.
- In all cases of examination offences detected in examination centers/halls, the supervisor shall send a report to the Dean of FVMAS along with material taken into custody. Material taken into custody should be authenticated by placing the signatures of the candidate and the Supervisor /Invigilator and the date and time of detection of the offence. The supervisor's report should be countersigned by the invigilator who detected the material or one of the invigilators of the examination in duty at the time of the detection of the offence.

(ii) Reporting Examination Offenses Detected in Marking

- A marking examiner of answer scripts, in-course assessments, a project report and a thesis who detects an examination offence should report the matter in writing to the Dean of FVMAS with evidence.

(iii) Inquiry of Examination Offenses Reported

- The Dean of FVMAS after a preliminary inquiry may submit reports or any other evidence of examination offence/s submitted by supervisors/ examiners to the relevant Examination Disciplinary Committee for further action.
- An Examination Disciplinary Committee comprises of not less than 3 members of whom at least one member is from outside the relevant Board of Study/ Faculty, appointed for each case by the Vice-Chancellor/by the Dean of FVMAS as instructed by the Vice-Chancellor to inquire into and make recommendations including punishments on the examination offences referred to.

11.11 ***Imposing Punishment/s and Appealing against Punishments***

- (i) The punishment recommended by the Examination Disciplinary Committee will be submitted to the Board of Management for a decision and the decision will be forwarded to the Senate for ratification.
- (ii) On the instructions of the Vice-Chancellor after the approval of the Senate, Dean of FVMAS implements the punishment.
- (iii) Appeals regarding the decision on examination offenses may be sent to an Appeals Board, consisting of three members, appointed by the Vice-Chancellor of the University. Any student on whom a punishment has been imposed, may within a period of two weeks from the date of communication to him/her of the punishment, appeal against such punishment to the Vice-Chancellor.
- (iv) The Appeals Committee will have the power to review the decision regarding the punishment imposed and may either affirm, vary as deemed necessary or set aside the decision regarding the punishment.

GUIDELINES ON PREVENTION OF PLAGIARISM

(this section benefitted from already published rules and regulations of UoP and other postgraduate institutes of UoP)

12.1 *Plagiarism*

Under the current regulations of the University of Peradeniya, plagiarism is considered as a serious and punishable examination offence under the category of copying. At postgraduate level however, plagiarism is a more serious offence covering broad areas and issues including both ethical and legal. Plagiarism at the postgraduate level can occur in instances including but not limited to: (i) research proposals (ii) coursework assignments, homework, presentations, project reports and any other reports (iii) thesis research and thesis writing, and (iv) in publications and presentations at workshops/seminars and other forums.

12.2 *Forms of Plagiarism*

The following are the most common forms of plagiarism:

(i) *Direct plagiarism:*

Direct plagiarism refers to the act of taking someone else's ideas and work and producing the same one's own idea/work. Direct plagiarism occurs when someone quotes from published or unpublished material of others without citation/reference. In one type of direct plagiarism, the structure of sentences and words remain the same but some words in the original text are deleted and other words with similar meaning inserted. Direct plagiarism is considered a serious offense and often leads to punishment and legal action under copyright law or criminal charges.

(ii) *Purchase-and produce as yours*

This is also another type of common plagiarism in higher education and research. If a student pays for someone else to write/prepare his/her assignments/reports/any artistic work/ a thesis, it comes under this type of plagiarism because the written document contains ideas and views of someone else and not those of the student who claims the ownership of the document or the work done. A similar work done by a friend / a family member of the student and submitted with the name of the student, without any monetary transaction, is also an offense under this type of plagiarism.

(iii) ***Self-plagiarism:***

Self-plagiarism can occur mainly in two ways:

First, self-plagiarism occurs if a student converts an assignment, report, any artistic work, a thesis/a part of a thesis submitted for a course/degree, an article/a paper previously published in full or substantially similar content to another course/degree or publication in a journal. This is considered a serious offense under the policies on prevention of plagiarism.

Second, self-plagiarism occurs when a student uses ideas/phrases from his/her previous work without citation in his/her present work. So long as verbatim quotation of large parts of the previous work is avoided and due citation is made for ideas and phrases used in the current work, this type of self-plagiarism can be avoided easily.

(iv) **Paraphrasing without citation from published or unpublished work of others:**

Plagiarism occurs when paraphrasing from published or unpublished work of others without due acknowledgement/citation. Paraphrasing becomes a serious offence when a student produces someone else's idea as his/her own or when a student combines ideas of a number of writers and produces the same as his/her own. If a student borrows original ideas/information from the works of other authors and produces them as his/her own, the student commits a serious offense under the policies of prevention of plagiarism/ copyrights or property rights law.

(v) ***Copy-and-paste (mosaic/patchwork) plagiarism:***

Copy-and-paste plagiarism occurs when a student copies and pastes texts from different sources, adding them together to make a new text by slightly changing wordings of the original texts. In practice, copying may be done mostly from unknown and less popular websites or internet sources.

Copy-and-paste plagiarism may also occur when a student copies and pastes several sentences or a paragraph/a part of a paragraph, even by slightly changing words, without quotation marks but with a citation to the original work. This becomes an offense as the student does not provide the full credit to the original source of the idea.

Copy-and-paste plagiarism is difficult to detect manually as the original sources may be not in common usage. However, plagiarism detecting software can easily trace copy-and-paste plagiarism in documents.

(vi) *Other Types of Plagiarism:*

In addition to the above, the use of views of others not necessarily expressed in written form without due acknowledgement, accepting or offering authorship without sufficient intellectual contribution, borrowing words and ideas of others and citing them incorrectly (unintentional plagiarism) also come under the offenses of plagiarism.

12.3 *Punishment for Plagiarism at Postgraduate Studies and Research*

- (i) For plagiarism appearing in materials of in-course assessments of courses and guided projects:

Punishment may be in the form of (i) verbal/written warning issued by the teacher or the supervisor, (ii) reduction of marks by a certain percentage, (iii) rejection and re-submission of the material within a given period of time and a penalty of marks on the resubmitted material.

In cases of (ii) or (iii) punishments given above, the relevant teacher or the supervisor should inform the matter to the Dean of FVMAS in writing with evidence. The Director reserves the right to take further disciplinary action depending on the severity of the offense.

- (ii) For plagiarism appearing in a thesis of a research degree:

If the plagiarism is detected before the submission of the thesis, the punishment may be in the form of an official letter of warning issued by the Director based on reports/ evidence submitted by the supervisor/s.

If the plagiarism is detected in the examination process of the thesis, the punishment may be in the following forms: (i) The Viva-voce Examination Board assigns a fail grade to the thesis and recommends the student to resubmit the thesis after major revisions (to remove plagiarized parts), (ii) The Viva-voce Examination Board rejects the thesis. If the Viva-voce Examination Board rejects the thesis on the evidence of plagiarism, the Dean of FVMAS will take necessary action to inquire into the matter.

12.4 *Procedures of Further Disciplinary Action*

- (i) Once plagiarism is detected, the relevant teacher, supervisor, examiner, panel of oral examiners, the viva-voce examination board, or any other authorized person should report the matter annexing all materials of evidence to the Dean of FVMAS in writing. The Dean will impose punishment as given in Sub-section 12.4 depending on the degree of the severity of the offense.
- (ii) The Dean if he/she feels that further investigation is necessary after a preliminary inquiry of the reports and the materials of evidence, should send a request with the approval of the relevant Board of Study (if applicable) to the Vice-Chancellor of the University for further inquiry and recommendation of punishment. In such a case, The Dean should forward all relevant documents and evidence to the Vice Chancellor for consideration.

12.5 *Instructions for the Prevention of Plagiarism*

Students are advised to adhere to the following instructions to avoid plagiarism in their postgraduate work at the Institute:

- (i) Provide due acknowledgement and recognition in the text itself to the original work from which you borrow idea /arguments/information by summarizing the works of other writers in your own words and indicating their contribution to the literature in your work with citations;
- (ii) Enclose any verbatim text taken from another work/source in quotation marks and provide with citation just before or immediately below the quotation and avoid excessive quotation from the works of other writers. Make sure that all quotations are related to your analysis and are adequately discussed and analyzed in your work.
- (iii) Use your own words and structure of sentences when you are paraphrasing the works of other writers and indicate the contribution of each work in the text and also make sure that you re-produce the same meaning of the original work when you are paraphrasing the works of other writers as misinterpretation or wrong interpretation of the works of other writers is also an offense under plagiarism;

- (iv) Always provide a citation/citations when you are not sure whether a concept/principle/fact is common knowledge. Failure to provide citation for concepts/principles/ facts which are believed to be common knowledge by the student also ends in committing plagiarism;
- (v) For any argument/idea/finding of a previous work, always cite the original work. If the original work is not accessible /available, then produce the argument/idea/finding as produced by any other author citing the original work giving reference to the later work. In this case, do not include the original work as a cited work in your reference list /bibliography.
- (vi) Reveal all variables, equations and models, sources of data, methods and techniques used in the analysis, results and findings of your work enabling someone else to re- employ them, re-produce results and test the validity of your findings.
- (vii) Always adhere to the spirit of academic work and ethics of academic writing and avoid re-using your own previous work without citation. It is not recommended to depend heavily on your previous work even with proper citation as it makes the contribution of your current work repetitive.
- (viii) If the current publication is a re-production of a previous work, clearly indicate the details of the previous publication and clearance of copyrights and adhere to academic ethics of re-production.
- (ix) Make sure to agree upon the authorship and order of authorship before the publication and only to include names of persons who have made a substantial contribution to the work as authors.
- (x) Re-check your text for adequacy and accuracy of citations and consult your supervisors and mentors for further advice and clarification.

GUIDELINES ON AUTHORSHIP AND INTELLECTUAL PROPERTY RIGHTS

13.1 The University encourages postgraduate students to present or publish their work under joint authorship with his/her supervisor/s. In the case of joint authorship, the university recognizes the contribution of relevant postgraduate student according to international best practices. In general, the relevant postgraduate student is considered as the first author of research publication provided that the student conducted the research and wrote the manuscript. The rest of the responsibility of work should be assigned for joint author supervisor/s. The supervisor/s as joint author/s of research paper generated from a thesis should carefully review, evaluate and revise such papers before been submitted for publication. Naming a person who has not made a significant intellectual contribution to the work as a joint author is considered a serious and punishable offense under plagiarism.

13.2 In presentations and publications of a part/parts of a thesis in academic forums and journals/book chapters, the student and supervisor/s are required to indicate his/her/their affiliation to FVMAS and acknowledge that the work presented or published is a part of his/her thesis submitted/ to be submitted to the University of Peradeniya.

13.3 A research degree student, upon submission of the final thesis, should sign an agreement with the Dean of FVMAS to permit the University to use the printed and the softcopy (PDF) of the thesis for scholarly purposes subjected to the permission from Principal Supervisor. Printed copies of the thesis will be kept in the main library of the University and FVMAS and the softcopy (PDF) of the abstract of the thesis will be made available on website of the university/ FVMAS for downloading immediately after the submission.

13.4 A person who has successfully completed a research degree at the University reserves the right to publish his/her thesis as a book one year after the date of final submission of the thesis with the permission from Principal Supervisor and the approval of the faculty board of FVMAS.

13.5 University of Peradeniya holds all Intellectual Property Rights (IPRs) to all data and outcome of all postgraduate research irrespective of the funding source. This include any work considered as innovations and inventions. Any commercialization of such innovations and inventions are governed by the provisions of the Policy on Intellectual Property Rights of the

Approved at the 338th meeting of the Faculty Board of Veterinary Medicine and Animal Science held on 30-03-2021
Approved at the 463rd meeting of the Senate held on 22-09-2021

University. All postgraduate students must sign a declaration that they have read and understood the Policy on Intellectual Property Rights of the University.

FEES

14.1 Fees structure for Masters in Veterinary Science degree

Category	Fees (Rs)
Initial Registration fee	Rs. 250,000.00
Registration renewal fee (Annually)	N/A
Total course fee	Rs. 250,000.00

All payments should be made to:

1. At the Shroff Counter, University of Peradeniya: Ledger Account No. 11-01-01-16-01
2. At any branch of Bank of Ceylon: Account No. 0001274694, account name “University of Peradeniya”

Candidates must include their name with initials and national identity card or Masters in Veterinary Science registration number on all shroff/ bank pay slips.

14.2 Fees structure for Degree of M.Phil/ Ph.D.

Category	MPhil			PhD		
	Local	SAARC region	Other countries	Local	SAARC region	Other countries
Processing fee	LKR 5,000.00	US\$ 100.00	US\$ 125.00	LKR 5,000	US\$ 100.00	US\$ 125.00
Registration fee * (Incudes 1 st year fee)	LKR 30,000.00	US\$ 1200.00	US\$ 1300.00	LKR 45,000.00	US\$ 1,750.00	US\$ 2000.00
Annual renewal fee	LKR 15,000.00	US\$ 800.00	US\$ 1000.00	LKR 25,000.00	US\$ 1000.00	US\$ 1500.00
Examination fee	LKR 15,000.00	US\$ 500.00	US\$ 600.00	LKR 15,000.00	US\$ 600.00	US\$ 750.00

There will be a minimum 10% annual increment of all fees.

In addition to above fees all prospective candidates for research higher degrees must provide a budget and evidence for availability of funds to cover the cost and overheads of their research projects.

All payments could be made in cash using following methods:

1. At the Shroff Counter, University of Peradeniya: Ledger Account No. 11-01-01-16-02
2. At any branch of Bank of Ceylon: Account No. 0001274694, account name “University of Peradeniya”

Candidates must include their name with initials and national identity card number or MPhil/ PhD registration number on all shroff/ bank pay slips.

The FVMAS reserves the right to amend all fees and charges without prior notice. All fees paid are non-refundable

FACILITIES

15.1 Library facilities

All registered candidates are eligible to access and borrow items from the FVMAS library.

15.2 Student Identity Card

All registered candidates will be issued a Student Identity Card.

VISA INFORMATION

A foreign student selected to study in Sri Lanka as a regular, casual or exchange student or a visiting scholar of FVMAS should obtain Residence Visa to study or undertake research in Sri Lanka. Initially foreign students or visiting scholars will be provided with an Entry Visa for a period of one month or as approved by the Department of Immigration and Emigration of Sri Lanka (DIE). Once a student or a visiting scholar enrolls with the degree programme or engages in a research project his/her Entry Visa should be converted to Residence Visa.

16.1 *Entry Visa*

Upon the selection of a foreign candidate to follow a degree program or a visiting scholar, the VPEU/FVMAS issues a letter to the Controller of the DIE, Colombo requesting to issue an Entry Visa for the candidate or the visiting scholar. A candidate or visiting scholar should submit the following documents to the Assistant Registrar of the VPEU/FVMAS by posts or as email attachments to process the Entry Visa:

- (i) The bio page of the passport (the Passport should have the validity at least for a period of six months from the date of application for Entry Visa);
- (ii) Police or security clearance report for the candidate or visiting scholar which had been obtained from his/her country of residence;
- (iii) A passport size photograph of the candidate or visiting scholar obtained within 03 months from the date of application for Entry Visa (online photograph);
- (iv) Receipt of the payment of Registration Fee of the degree programme (USD 250/-) to the credit of the Bank Account of the VPEU/FVMAS
- (v) A covering letter written by the candidate or the visiting scholar to the Director/VPEU/FVMAS, University of Peradeniya, Sri Lanka informing his/her intended dates of entry to Sri Lanka and requesting Director/VPEU/FVMAS to process his/her Entry Visa application.

A candidate or a visiting scholar is required to submit the above information at least one month before his/her intended date of entry into Sri Lanka. The Assistant Registrar of the VPEU/FVMAS will submit duly completed Entry Visa application documents of a candidate or a visiting scholar to the DIE through the University Grants Commission and the Secretary to the Ministry of Higher Education (MOHE), Sri Lanka for approval.