

General Regulations for the Postgraduate Programmes in the Faculty of Engineering University of Peradeniya, Peradeniya, Sri Lanka

1. Postgraduate Programmes

The following Postgraduate programmes leading to the following qualifications are available in the Faculty of Engineering

- (a) Postgraduate Diploma in Engineering or in any other approved field of study - PGDip
- (b) Degree of Master of Science in Engineering – MSc(Eng)
- (c) Degree of Master of Science - MSc
- (d) Degree of Master of Philosophy - MPhil
- (e) Degree of Doctor of Philosophy - PhD

2. Classification of Students

Students may be admitted into any one of the following four distinct categories.

(a) Regular full-time postgraduate student

A regular full-time postgraduate student is a person who, having satisfied the appropriate admission requirements, has been admitted and registered accordingly by the Faculty of Engineering to follow a postgraduate programme on a full-time basis. A full-time student carries out coursework or research during normal working hours of the week and is not engaged in full-time employment or any other such activities, except when employed as a research worker to carry out research work directly related to the postgraduate programme for which the student has been registered.

(b) Regular part-time postgraduate student

A regular part-time postgraduate student is a person who, having satisfied the appropriate admission requirements, has been admitted and registered as such by the Faculty of Engineering in order to follow a postgraduate programme on a part-time basis. A part-time student shall devote only a part of his/her time to coursework and research during normal working hours of the week and may engage in employment or any other such activities. The relevant minimum and maximum durations for all programmes shall be one and a half times those of the corresponding regular fulltime programmes.

(c) Provisional student

A person who cannot be admitted as a regular student because his/her academic performance cannot be fully evaluated, or who is unable to provide the documentary evidence in support of his/her application for registration as a regular student, may be admitted as a provisional student, if he/she shows promise of satisfying the appropriate admission requirements in the foreseeable future. A provisional student may be transferred to the regular student category on the basis of his/her performance at the Faculty and/or on submission of the necessary documentary evidence. Credits earned as a provisional student may subsequently be transferred to a postgraduate programme. The period of provisional registration shall not exceed 3 calendar months and the candidate has to fulfill all the registration requirements for a postgraduate degree before the 3-month period lapses.

(d) Casual student

A casual student is a person who, having satisfied the admission requirements of the particular program, has been enrolled as such by the Faculty of Engineering in order to follow one or more of the courses of study offered by the Faculty. Such a student shall not be a candidate for any postgraduate degree or

diploma awarded by the Faculty. On satisfactory completion of the courses, the student may, however, be issued with a certificate to that effect by the Dean of the Faculty of Engineering.

3. Application Procedure

- (a) Applications for enrolment in a postgraduate programme must be made on the prescribed forms obtainable from the Assistant Registrar, Faculty of Engineering, University of Peradeniya or the Faculty Website.
- (b) For research-based postgraduate programmes such as PGDip (Research Option), MPhil and PhD applications can be submitted at any time of the year. The application for a research based programme should accompany a research proposal and the consent of one or more supervisors, who shall be of sound academic and/or professional standing. At least one supervisor shall be a permanent member of the academic staff of the Faculty of Engineering.
- (c) Publicity for the programmes shall be given by notices in the press and other appropriate electronic media that specify the period over which applications will be entertained.
- (d) The eligibility of an applicant to enroll in the Doctoral/Masters/Diploma programmes will be determined by the University on the basis of the particulars given in the application. The particulars of the relevant academic/professional qualifications claimed by the candidate should be supported by academic transcripts, marks sheets and originals of certificates as appropriate. Transcripts would be required from all higher educational institutions that the applicant has attended.

Note:

- (i) The applicant is required to make arrangements with the academic institutions concerned to send official copies of transcripts directly to the Assistant Registrar, Faculty of Engineering.
- (ii) Where photocopies of documents have been submitted at the time of application, the original documents should be presented to the Assistant Registrar, Faculty of Engineering before admission to the postgraduate programme.
- (iii) The applicant is required to submit the following items along with the duly filled application.
 - (I) Degree/Diploma certificate(s) (photocopies)
 - (II) Birth certificate (photocopy)
 - (III) Three self-addressed stamped envelopes (22 cm x 10 cm)
- (iv) The applicant is also required to arrange to send separately and under confidential cover, two letters of recommendation.
- (v) In the event of a discrepancy between the name/s appearing in the applicant's academic/professional/birth certificates and the name given in the application, an affidavit to the effect that the applicant is the one and the same person known by all such names should accompany the application form.
- (vi) Applications which are received late or incomplete or carry false information are liable to be rejected.
- (vii) Each applicant shall be informed of the outcome of his/her application to any particular postgraduate programme.
- (viii) All documents submitted in support of an application shall be the property of the University of Peradeniya.
- (ix) The University may at its discretion refuse admission to any applicant.

4. Processing of Applications

4.1 PGDip (Coursework Option), MSc(Eng) and MSc Programmes

The applications, once received by the Assistant Registrar, Faculty of Engineering, shall be sent to the coordinator of the respective programme. The Head(s) of Department(s) concerned shall appoint a selection committee to evaluate the applications, and if necessary to hold interviews and/or written examinations. The list of names of the candidates recommended for admission along with their applications and a report of the selection committee shall be submitted to the Faculty Higher Degrees Committee for consideration and recommendations. The recommendations of the Faculty Higher Degrees Committee shall be submitted for the approval of the Faculty Board, and when approved, recommended to the Senate for ratification.

4.2 PGDip (Research Option), MPhil and PhD Programmes

Applications for PGDip (Research Option), MPhil and PhD programmes shall on receipt by the Assistant Registrar, Faculty of Engineering be tabled at the next meeting of the Faculty Higher Degrees Committee along with the recommendations of the Head(s) of Departments concerned for its consideration and recommendations. The recommendations of the Faculty Higher Degrees Committee shall be submitted for the approval of the Faculty Board, and when approved, recommended to the Senate for ratification.

5. Admission Requirements, Course Requirements and Eligibility

5.1 Admission Requirements

Requirements for direct admission to the PGDip, MSc(Eng), MSc, MPhil and PhD programmes are specified in sub-sections 5.3.2, 5.4.2, 5.5.2, 5.6.2, 5.7.2 and 5.8.2 below. Admission to a postgraduate programme through transfer from another postgraduate programme may be considered as specified in Section 8 of the Regulations. When a University/Higher Education Institute does not offer class honours in the first degree and if it is an admission requirement, the class shall be determined based on the equivalent grade point average (GPA).

5.2 Course Requirements and eligibility

Coursework and research requirements and eligibility conditions for each postgraduate programme are as specified in sub-sections 5.3.3, 5.4.3, 5.5.3, 5.6.3, 5.7.3 and 5.8.3 below. Wherever research study has been specified as a course requirement a student shall be required to submit a thesis and make at least one seminar presentation on the research work. Eligibility for the award of the postgraduate degree or qualification is subject to fulfilment, within the stipulated maximum time period, of all coursework and research requirements prescribed for the programme. A student may earn credits for coursework and successfully complete a prescribed research study as evaluated according to Section 7 of the Regulations. A student who fails to satisfy the requirements for the award of the postgraduate degree or qualification within the stipulated maximum period may apply for transfer to another postgraduate programme (sub-section 8.2) or for re-admission as specified in Section 9 of the Regulations.

5.3 Programme of Study Leading to the Postgraduate Diploma in Engineering

5.3.1 Postgraduate Diploma in Engineering (PGDip(Eng))

There shall be two categories of the Postgraduate Diploma in Engineering programme, based on the following options:

Coursework Option

Research Option

The Senate, on the recommendation of the Faculty Board of Engineering based on the determination of the Faculty Higher Degrees Committee, may determine a candidate who has successfully completed the

prescribed programme of study as a registered postgraduate student to be eligible for the award of the Postgraduate Diploma in Engineering.

5.3.2 Admission Requirements

The minimum qualifications required of a person for admission to a programme leading to the Postgraduate Diploma in Engineering are as follows:

- (a) A Degree of Bachelor of Science in Engineering of at least 120 credits or
- (b) A degree or such other qualification equivalent to a Degree of Bachelor of Science in Engineering of at least 120 credits as may be approved by the Faculty Higher Degrees Committee as suitable for candidature for PGDip, in a field related to the programme of study.

5.3.3 Course Requirements and Eligibility

In order to be eligible for the award of the PGDip(Eng), a student shall have satisfied the following requirements:

- (a) **Coursework Option**
A total of 25 credits earned with at least 2.75 GPA from prescribed courses including an advanced study.
- (b) **Research Option**
Successful completion of a research study of 25 credits.

5.3.4 Duration

The duration of the PGDip programme shall be ten (10) months.

To be eligible for the award of the Postgraduate Diploma, a student shall fulfil all stipulated requirements within 2 years from the date of registration on a full-time basis (3 years on a part-time basis) or as decided otherwise by the FHDC under special circumstances.

5.4 Programme of Study Leading to the Postgraduate Diploma in any approved field of study

5.4.1 Postgraduate Diploma in any approved field of study

There shall be two categories of this Postgraduate Diploma, based on the following options:

Coursework Option

Research Option

The Senate, on the recommendation of the Faculty Board of Engineering based on the determination of the Faculty Higher Degrees Committee, may determine a candidate who has successfully completed the prescribed programme of study as a registered postgraduate student to be eligible for the award of the Postgraduate Diploma in Engineering.

5.4.2 Admission Requirements

The minimum qualifications required of a person for admission to a programme leading to the Postgraduate Diploma in any approved field of study are as follows:

- (a) A Bachelor's Degree in Engineering /Science acceptable to the Faculty Higher Degrees Committee or
- (b) Such other qualification as may be approved by the Faculty Higher Degrees Committee as suitable for candidature for PGDip, in a field related to the programme of study.

5.4.3 Course Requirements and Eligibility

In order to be eligible for the award of the PGDip, a student shall have satisfied the following requirements

(a) Coursework Option

A total of 25 credits earned with at least 2.75 GPA from prescribed courses including an advanced study

(b) Research Option

Successful completion of a research study of 25 credits.

5.4.4 Duration

The duration of the PG.Dip. programme shall be ten (10) months.

To be eligible for the award of the Postgraduate Diploma, a student shall fulfil all stipulated requirements within 2 years from the date of registration on a full-time basis (3 years on a part-time basis) or as decided otherwise by the FHDC under special circumstances.

5.5 Programme of Study Leading to Degree of Master of Science in Engineering

5.5.1 Degree of Master of Science in Engineering

There shall be two categories of the MSc(Eng) Degree programme, based on the following options:

Coursework Option

Coursework and Research Option

The Senate, on the recommendation of the Faculty Board of Engineering, based on the determination of the Faculty Higher Degrees Committee, may decide a candidate who has successfully completed the prescribed programme of study as a registered postgraduate student to be eligible for the award of the degree of Master of Science in Engineering.

5.5.2 Admission Requirements

The minimum qualifications required of a person to be considered for direct admission to a programme leading to the Degree of Master of Science in Engineering are as follows:

- (a) A Degree of Bachelor of Science in Engineering of at least 120 credits with First or Second Class Honours or
- (b) A Degree of Bachelor of Science in Engineering of at least 120 credits with acceptable postgraduate qualifications or a minimum of one year's experience after obtaining the Degree, in a field related to the programme of study or
- (c) A degree or such other qualification equivalent to a Degree of Bachelor of Science in Engineering of at least 120 credits as may be approved by the Faculty Higher Degrees Committee as suitable for candidature for the MSc(Eng) Degree with First or Second Class Honours/ acceptable postgraduate qualifications/a minimum of one year's experience, after obtaining such qualification, in a field related to the programme of study.

5.5.3 Course Requirements and Eligibility

In order to be eligible for the award of the MSc(Eng) Degree a student shall have

(a) Coursework Option

earned a total of 30 credits with at least 3.0 GPA from the prescribed courses including a guided independent study of at least 5 credits.

(b) Coursework and Research Option

either

- (i) earned a total of 30 credits from the prescribed courses with at least 3.0 GPA
And
- (ii) successfully completed a research study of 30 credits.

or

- (i) earned a total of 45 credits from the prescribed courses with at least 3.0 GPA
And
- (ii) successfully completed a research study of 15 credits.

5.5.4 Duration

(a) Coursework Option

The duration of the MSc(Eng) programme of this category shall be twelve (12) months.

In order to be eligible for the award of the Degree of MSc(Eng), a student shall fulfil all stipulated requirements within 3 years from the date of registration on a full-time basis (4.5 years on a part-time basis) or as decided otherwise by the FHDC under special circumstances.

(b) Coursework and Research Option

The duration of the MSc(Eng) programme of this category shall be 2 years.

In order to be eligible for the award of the Degree of MSc(Eng), a student shall fulfil all stipulated requirements within 4 years from the date of registration on a full-time basis (6 years on a part-time basis) or as decided otherwise by the FHDC under special circumstances.

5.6 Programme of Study Leading to Degree of Master of Science

5.6.1 Degree of Master of Science

There shall be two categories of the MSc Degree programme, based on the following options:

Coursework Option

Coursework and Research Option;

The Senate, on the recommendation of the Faculty Board of Engineering, based on the determination of the faculty Higher Degrees Committee, may decide a candidate who has successfully completed the prescribed programme of study as a registered postgraduate student to be eligible for the award of the degree of Master of Science.

5.6.2 Admission Requirements

The minimum qualifications required of a person for direct admission to a programme leading to the Degree of Master of Science are as follows;

- (a) A Bachelor's Degree in Science/Engineering with First or Second Class Honours or
- (b) A Bachelor's Degree in Science/Engineering with acceptable postgraduate qualifications or
- (c) A Degree or such other qualification as may be approved by the Faculty Higher Degrees Committee as suitable for candidature for the M.Sc. Degree with First or Second Class Honours/acceptable postgraduate qualifications/ a minimum of one year's experience, after obtaining the Degree or such qualification, in a field related to the programme of study.

5.6.3 Course Requirements and Eligibility

In order to be eligible for the award of the MSc Degree a student shall have

(a) Coursework Option

earned a total of 30 credits with at least 3.0 GPA from the prescribed courses including a guided independent study of at least 5 credits..

(b) Coursework and Research Option

either

(i) earned a total of 30 credits from the prescribed courses with at least 3.0 GPA

And

(ii) successfully completed a research study of 30 credits.

or

(i) earned a total of 45 credits from the prescribed courses with at least 3.0 GPA

And

(ii) successfully completed a research study of 15 credits.

5.6.4 Duration

(a) Coursework Option

The duration of the MSc programme of this category shall be twelve (12) months.

In order to be eligible for the award of the Degree of MSc, a student shall fulfil all stipulated requirements within 3 years from the date of registration on a full-time basis (4.5 years on a part-time basis) or as decided otherwise by the FHDC under special circumstances.

(b) Coursework and Research Option

The duration of the MSc programme of this category shall be 2 years.

In order to be eligible for the award of the Degree of MSc, a student shall fulfil all stipulated requirements within 4 years from the date of registration on a full-time basis (6 years on a part-time basis) or as decided otherwise by the FHDC under special circumstances.

5.7 Programme of Study Leading to Degree of Master of Philosophy

5.7.1 Degree of Master of Philosophy

The Senate, on the recommendation of the Faculty Board of Engineering, based on the determination of the Faculty Higher Degrees Committee, may decide a candidate who has successfully completed the prescribed programme of study as a registered postgraduate student to be eligible for the award of the degree of Master of Philosophy.

5.7.2 Admission Requirements

The minimum qualifications required of a person for direct admission to a programme leading to the Degree of Master of Philosophy are as follows:

- (a) A Degree of MSc(Eng)/MSc in a relevant field or
- (b) A Degree of BSc(Eng)/BSc in a relevant field with at least 120 credits and First or Second Class Honours or
- (c) A Degree of BSc(Eng)/BSc in a relevant field with at least 120 credits and a minimum of one year's experience, after obtaining the degree in a relevant field.

5.7.3 Course Requirements and Eligibility

In order to be eligible for the award of the MPhil Degree, a student shall have successfully completed a research study of at least two years' duration on full-time basis or its equivalent on part time basis.

5.7.4 Duration

The minimum period required for the completion of the MPhil programme is two years on a full-time basis or 3 years on a part-time basis. In order to be eligible for the award of the MPhil Degree, a student shall fulfill

all stipulated requirements within four (4) years from the date of registration on a full-time basis (6 years on a part-time basis) or as decided otherwise by the FHDC under special circumstances.

5.8 Programme of Study Leading to Degree of Doctor of Philosophy

5.8.1 Degree of Doctor of Philosophy

The Senate, on the recommendation of the Faculty Board of Engineering, based on the determination of the Faculty Higher Degrees Committee, may decide a candidate who has successfully completed the prescribed programme of study as a registered postgraduate student to be eligible for the award of the degree of Doctor of Philosophy.

5.8.2 Admission Requirements

The qualifications required of a person to be considered for direct admission to a programme leading to the Degree of Doctor of Philosophy are as follows:

- (a) A Master of Philosophy degree in a relevant field or
- (b) A Degree of MSc(Eng)/MSc in a relevant field or
- (c) A Degree of BSc(Eng)/BSc in a relevant field with at least 120 credits and First or Second Class Honours or
- (d) A Degree of BSc(Eng)/BSc in a relevant field with at least 120 credits and a minimum of one year's experience, after obtaining the degree in a relevant field

5.8.3 Course Requirements and Eligibility

In order to be eligible for the award of the PhD Degree, a student shall have successfully completed a research study of at least three years' duration on full-time basis or its equivalent on part-time basis.

5.8.4 Duration

The minimum period required for the completion of the PhD programme is three years on a full-time basis or 4.5 years on a part-time basis.

In order to be eligible for the award of the PhD Degree a student shall fulfill all stipulated requirements within five (5) years from the date of registration on a full-time basis (7.5 years on a part-time basis) or as decided otherwise by the FHDC under special circumstances.

6. Registration Procedure

6.1 Date of Registration

- (a) A person who has been selected for a postgraduate programme with taught courses shall be required to register and pay all the prescribed fees on or before the date specified by the Department responsible for conducting the programme. The effective date of registration of a student enrolled for such a postgraduate programme is the date on which the respective programme has commenced.
- (b) For research-based postgraduate programmes, the date of registration for each candidate shall be determined by the Faculty Higher Degrees Committee. The Faculty Higher Degrees Committee may decide to backdate the date of registration if a request with sufficient justification is made by the applicant through the supervisor(s) and the Head(s) of the Department(s) concerned. If the candidate is a provisional student, whose provisional registration has not lapsed by the time the research degree application has been signed by the HoD concerned, the effective date of registration shall be backdated to the date of provisional registration. Otherwise, normally the date of registration is the date on which the HoD concerned has signed the research degree application form. The selected candidate has to pay the prescribed fees on or before the date specified by the AR of the faculty.

6.2 Concurrent Registration

A student who is registered for a postgraduate diploma/degree programme in any academic institution is not permitted to register concurrently for a postgraduate diploma/degree programme in the Faculty of Engineering.

6.3 Maintenance of Registration

A postgraduate student shall be required to renew his/her registration annually until the completion of the programme of study.

6.4 Withdrawal from a Programme

A postgraduate student wishing to withdraw from the programme for which he/she is registered shall do so in writing to the Chairperson, Faculty Higher Degrees Committee through the supervisor(s) and the Head(s) of the Department(s) concerned. In case of such students, adjustments of fees and refunds, if any, shall be decided by the Faculty Higher Degrees Committee, in consultation with the Department(s) concerned.

6.5 Postponement of Registration

A student who desires to postpone his/her registration for a programme shall do so in writing to the Chairperson, Faculty Higher Degrees Committee through the supervisor(s) and the Head of the Department concerned, giving reasons for the postponement and indicating the desired period of postponement. The request has to be made prior to the commencement of a postgraduate programme with taught courses or within one month of receipt of the admission letter to a research-based postgraduate programme.

6.6 Changes to Registration

A student who wishes to amend the registration in matters such as courses/subjects, thesis topic/title, and degree programme should do so in writing to the Chairperson, Faculty Higher Degrees Committee for the approval of the Faculty Higher Degrees Committee, through the supervisor(s) and the Head(s) of the Department(s) concerned. Any changes in the personal circumstances declared at the time of registration should be communicated in writing to the Assistant Registrar, Faculty of Engineering.

A student is not normally allowed to change his/her supervisor(s). However, under special circumstances, where the student or the supervisor(s) concerned brings to the notice of the Faculty Higher Degrees Committee that such change is essential for the successful completion of the research work, the Faculty Higher Degrees Committee in consultation with the Head(s) of the Department concerned may appoint a new supervisor(s).

6.7 Cancellation of Registration

The registration of a postgraduate student may be cancelled by the Faculty Board upon the recommendation of the Faculty Higher Degrees Committee for reasons such as inadequate academic progress, non-submission of project reports on the due dates, violation of the Rules and Regulations of the Faculty and the University of Peradeniya and failure to pay the prescribed fees.

6.8 Leave of Absence from a Programme

Leave of absence from a programme shall not normally be granted. However, leave may be granted under special circumstances by the Faculty Higher Degrees Committee if a written request is made by the candidate through the supervisor(s) and the Head of the Department concerned, explaining the circumstances and with the necessary documentation in support of the request. A candidate on a split or a sandwich programme may be released for a specified period of time to continue the programme in an outside collaborating laboratory/institute. Exemption from payments of fees, if any, during the period of leave will be determined by

the Faculty Higher Degrees Committee. However, the candidate should maintain continuity of registration by paying the relevant registration fees.

7. Evaluation

This section concerns the evaluation of coursework and the research performance of a student registered for a postgraduate programme. Coursework performance is assessed continually on the basis of examinations, assignments, design, seminar presentations, practical work etc. Research performance is assessed on the basis of seminar presentations, thesis, and/or *viva voce* examination. Where applicable, the student shall submit through the Head(s) of the Department(s) concerned a progress report on research with the observations of the supervisor(s) to the Faculty Higher Degrees Committee. The Faculty Higher Degrees Committee shall consider the progress reports when a request for transfer or readmission has been made by the student. The progress reports may also be considered by the Board of Examiners appointed for thesis evaluation.

In the case of MPhil and PhD candidates the relevant progress reports have to be submitted and evaluated as stipulated below:

- (a) Six monthly progress reports to be submitted through Supervisor/s to Head of the Department (HOD). In case of poor performance or irregularity, the matter has to be reported by the HOD to the Faculty Higher Degrees Committee (FHDC).
- (b) In addition to the stipulation in (a) above yearly reports have to be reviewed by a panel to be appointed by the FHDC. This report and recommendations have to be submitted to FHDC. Composition of the Review Panel shall be as follows:
 - Head of the Department or his nominee
 - One member from outside the department (nominated by the HOD and approved by the FHDC)
 - Supervisor(s) (as observer(s))

This is to be continued until the final Thesis/report is submitted and examined.

7.1 Board of Examiners

The evaluation of the performance of a candidate shall be the responsibility of the Board of Examiners appointed for the purpose. The meeting of the Board of Examiners, for coursework or thesis evaluation shall be called by the Assistant Registrar, Faculty of Engineering.

7.1.1 Appointment of the Board of Examiners for Courses in a Programme

The names of the members of the Board of Examiners for the evaluation of examination performance in a given course are submitted by the Head of the respective Department to the Faculty Higher Degrees Committee for consideration and recommendation. The recommendations of the Faculty Higher Degrees Committee are submitted for the approval of the Faculty Board and on approval for ratification by the Senate.

7.1.2 Appointment of the Board of Examiners for a Thesis

The request for the appointment of the Board of Examiners for the evaluation of a thesis in PGDip(Research option), MSc(Eng)/MSc (Coursework and Research option), MPhil, or PhD has to be submitted by the Head of the Department concerned to the Faculty Higher Degrees Committee for consideration and recommendation. The Head of the Department in consultation with the supervisor(s) concerned can recommend names of suitable persons for appointment to the Board. The recommendations of the Faculty Higher Degrees Committee shall be submitted for the approval of the Faculty Board and on approval for ratification by the Senate.

The composition of the Board of Examiners for the evaluation of a thesis shall be as follows:

(a) **PGDip (Research option)**

- The Head of the Department concerned or his/her representative, who shall chair the meeting of the Board of Examiners
- Two or more examiners who are experts in the field of study associated with the research of which at least one member shall be from the Faculty
- The Supervisor(s) (as observer(s))

(b) **MSc(Eng)/ MSc (Coursework and research option)**

- The Head of the Department concerned or his/her representative, who shall chair the meeting of the Board of Examiners
- Two or more examiners who are experts in the field of study associated with the research of which at least one member shall be from the Faculty
- The Supervisor(s) (as observer(s))

(c) **MPhil**

- The Head of the Department concerned or his/her representative who shall chair the meeting of the Board of Examiners
- An External Examiner from outside the University, who shall be an expert in the field of study associated with the research
- Two or more members of the Academic Staff of the University, of which at least one member shall be from the Faculty
- An additional member from the Academic Staff of the Faculty if the External Examiner is unable to participate at the oral examination.
- The Supervisor(s) (as observer(s))

(d) **PhD**

- The Head of the Department concerned or his/her representative, who shall chair the meeting of the Board of Examiners
- An External Examiner from outside the University, who shall be an expert in the field of study associated with the research
- Two or more members of the Academic Staff of the University, of which at least one member shall be from the Faculty
- An additional member from the Academic Staff of the faculty if the External Examiner is unable to participate at the oral examination.
- The Supervisor(s) (as observer(s))

7.2 Submission of the Thesis for Evaluation

A student registered for a postgraduate programme with a research component should submit a thesis at the completion of the research. The candidate shall submit the required number of copies of the thesis as specified below, in temporary binding to the Assistant Registrar, Faculty of Engineering, through the Head or one of the Heads of Department concerned.

PG.Dip(Research option)

- **Three** copies

MScEng, MSc (course work and Research option)

- **Three** copies

MPhil

- **Four** copies

The student shall submit along with the thesis a certification by the supervisor(s) of the research work to the effect that the research programme has been satisfactorily completed and the thesis is suitable for evaluation by the Board of Examiners by signing and forwarding the form 7.2A. The format of the thesis shall be as specified in sub-section 7.3.

Form 7.2A

Submission of the Thesis/ Report (in temporarily bound form)

This is to certify that this thesis/ report is based on the work carried out by Mr./Mrs./Ms. under my/our supervision at the (Department/Laboratory/Institute) The thesis/ report has been prepared according to the format stipulated by the Faculty of Engineering, and it is suitable for evaluation by the Board of Examiners.

Certified by:

1. Supervisor (Name): Date:
(Signature):

2. Supervisor (Name): Date:
(Signature):

The student may, where necessary, be requested to submit additional copies.

7.3 Thesis Format

The thesis shall consist of the students' own account of his/her research. It must form a distinct contribution to knowledge and afford evidence of originality shown by the exercise of independent critical power and/or by the discovery of new facts. It must be satisfactory as regards to literary presentation. A candidate shall not submit a thesis or part thereof which has already been submitted to this or any other university for any other qualification including a degree. However, a candidate may incorporate into his/her thesis any published work which has not already been embodied in an earlier thesis submitted by candidate for the award of another qualification.

The text of the thesis shall be on clear white A4 size (210 x 297 mm) paper and the same grade and size of paper must be used throughout the thesis. However, paper types of different quality and size may be used, where necessary, for illustrations and tables. The original of the thesis shall be typewritten or computer printed. Any standard type of font is acceptable but the same size and style must be used throughout the thesis. The use of bold type for headings and italics for emphasis is permitted. All typing shall be on one side of the sheets only, double spaced, with the left hand margin not less than 40 mm, right hand margin not less than 15 mm and the top and bottom margins not less than 40 mm. Photocopies should be clear and legible. Illustrations such as drawings, diagrams, maps etc. should be clear and may be reproduced by photographic or other processes. Each illustration shall carry a title, preferably on the same page.

The general format of the thesis shall be as follows:

- Title page
- Declaration
- Acknowledgements (if any)
- Abstract
- Table of Contents
- List of Tables (if any)

List of Figures (if any)
 List of Plates (if any)
 List of Abbreviations (if any)
 Main Body of Text
 Appendices (if any)
 List of References

- (a) **Title**
The title of the thesis shall be the title approved by the Faculty Higher Degrees Committee. It should be informative and descriptive of the work done.
- (b) **Declaration**
The thesis shall contain a declaration by the candidate to the effect that the work is the result of his/her own investigation and that it has not been already submitted in candidature for a degree/diploma of this or any other university.
- (c) **Acknowledgements**
The candidate may acknowledge in this section the extent to which assistance has been given by others in the collection of material, design and construction of apparatus, performance of experiments, preparation of the thesis, financial support, and in any other matter related to the thesis.
- (d) **Abstract**
This shall consist of the title of the thesis, the name of the author, the department of study and the degree/diploma applied for, and a summary not exceeding 350 words.
- (e) **Main Body of Text**
This shall include an introduction, a survey of earlier research, objectives of the study, research design, results, analysis, discussion and conclusions. References given in the text shall be either by the name of author and year of publication, or the sequential number as given in the list of references. In the latter case, the order of references shall be the order of appearance in the thesis. Notes may be placed at the foot of each page or at the end of each chapter. The units used in the thesis shall, as far as possible, conform to the SI.

All mathematical expressions should be clearly typed or computer printed with the symbols in correct alignment and adequately spaced. Subscripts and superscripts shall be in a font size large enough to be legible or be handwritten clearly. Each symbol used in mathematical expressions shall be defined immediately following its first occurrence in the thesis.
- (f) **List of References**
All references given in the text shall be listed at the end of the thesis according to the author date system or numeric system. However, only one of these systems shall be used throughout the thesis.
- (g) **Numbering of the Pages**
All pages of the thesis, including those with illustrations and tables, shall be numbered in sequential order. Small Roman numerals shall be used for the prefatory pages (title page to the list of abbreviations) and **placed 15 mm below the middle of the top edge of the page**. The pages of the main body of the thesis, beginning with the introduction or Chapter 1 up to the end of the list of references shall be in Arabic numerals beginning with 1.

The first page of each major section (e.g. the first page of a chapter) shall be numbered 15 mm above the middle of the bottom edge of the page. All other pages shall be numbered on the upper right hand corner of the page and 20 mm from each edge.

(h) **Tables and Figures**

Tables and figures shall be numbered with Arabic numerals according to chapter number with decimals. For example the third figure (or table) in Chapter 2 shall be numbered as Fig. 2.3 (or Table 2.3). The title of a table should be clear and meaningful, and placed at the top of the table. Only the relevant data should be presented in any table included in the thesis. If the data in any table takes longer than one page, they should be placed in an Appendix at the end of the thesis and not in the main body of the text. The caption of a figure should be placed at the bottom of the figure.

7.4 Evaluation of Research

7.4.1 Method of Evaluation

PGDip (Research option)

Evaluation of the thesis and oral presentation by the Board of Examiners.

MSc(Eng)/MSc (Coursework and research option)

Evaluation of the thesis and oral presentation by the Board of Examiners.

MPhil, PhD

Thesis evaluation and *viva-voce* examination by the Board of Examiners.

7.4.2 Thesis Evaluation

- (a) The Assistant Registrar, Faculty of Engineering shall be responsible for handing over the copies of the thesis to the members of the Board of Examiners appointed by the Faculty Board according to sub-section 7.1 and for calling the meeting of the Board of Examiners.
- (b) When a seminar or *viva-voce* examination is to be held, the candidate shall be informed of the date and the place of the seminar/*viva-voce* examination at least 3 weeks in advance.
- (c) If the External Examiner is unable to be present at the examination, the Assistant Registrar must request him/her to submit an Evaluation Report, which will be considered by the Board of Examiners.
- (d) The Board of Examiners may either accept or reject a thesis/. If the Board of Examiners find the thesis to be inadequate but of sufficient merit for resubmission in a revised form it may recommend that the candidate be allowed to resubmit the thesis in a revised form within a specified period for the same or, if necessary, for a lower qualification.
- (e) The quorum for the Board of Examiners to evaluate a thesis is three members excluding the supervisor/s for all postgraduate degree programmes. In addition, in the case of M.Phil. and Ph.D. degrees, the external examiner, or in his absence, an additional member of the academic staff of the faculty, as stipulated under sections 7.1.2.c and d, respectively, has to be included.

7.4.3 Completion of Research

The research work of a candidate shall be evaluated as satisfactory or unsatisfactory by the Board of Examiners. The Board of Examiners may declare the research work to be satisfactory when it finds the thesis to be of an acceptable standard. The student shall be deemed to have successfully completed the research requirement of the postgraduate programme, when he/she submits the thesis in bound form to the Assistant Registrar, Faculty of Engineering, with a certification from the supervisor(s) that the corrections (if any) required by the Board of Examiners have been carried out. However, where no correction is required or only minor corrections are required, the date of the thesis examination may be deemed to be the date of completion of the research, as specified in sub-section 7.10.

7.5 Final Submission

7.5.1 Final Submission

A candidate whose thesis is accepted by the Board of Examiners for the award of a degree/diploma shall make all corrections and revisions as required by the Board and resubmit at least 4 fully bound copies of the corrected thesis to the Assistant Registrar, Faculty of Engineering, within the time specified by the Board of Examiners. Upon the release of the results one copy shall be returned to the candidate and 2 copies shall be the property of the University. The remaining copy(ies) shall be handed over to the supervisor(s).

7.5.2 Specified Colours and Binding

Each copy of the thesis/report should be bound with cloth, rexene or any other material of similar quality. The cover should be in the colour specified for the particular degree/diploma and with gold lettering. The specified colours are as follows:

PGDip	Brown
MSc(Eng)/ MSc.	Red
MPhil	Maroon
PhD	Blue

The cover shall carry the full title of the thesis, the name of the candidate, the degree/diploma sought and the year of degree/diploma. The spine shall also carry the title and the name of candidate, the degree/diploma sought and the year of degree/diploma. If the approved title is too long, a shorter title approved by the Board of Examiners shall be printed on the spine. The candidate shall be required to sign a release form that would permit the university to use of the Thesis for scholarly purposes.

7.6 Grading Schemes

The marks obtained by the candidates of a course shall be converted to grades in the following manner:

Marks (%)	Grade	Points
≥ 85	A+	4.0
80-84	A	4.0
75-79	A-	3.7
70-74	B+	3.3
65-69	B	3.0
60-64	B-	2.7
55-59	C+	2.3
50-54	C	2.0
45-49	C-	1.7
40-44	D+	1.3
35-39	D	1.0
< 35	E	0.0

7.7 Credit Unit

One credit unit is considered equivalent to 50 notional learning hours for a taught course, laboratory studies course or field studies. In case of research work, one credit unit is considered equivalent to a minimum of 100 notional hours. In order to earn the credits specified for a taught course, a student has to obtain at least

a 'C-' grade as described in section 7.6. In order to earn the credits specified for a research in a degree/diploma programme the thesis submitted on the work has to be accepted as satisfactory.

7.8 Grade Point Average – GPA

The GPA of a student shall be computed as using the following formula:

$$GPA = \frac{\sum_{i=1}^N C_i g_i}{\sum_{i=1}^N C_i}$$

where, C_i is the credit unit of the i^{th} course, g_i is the grade point earned for the course unit, and N is the total number of courses offered.

7.9 Re-examinations

A candidate who has obtained a grade lower than a 'B' in a course may repeat the examination/coursework in the course concerned. There is no limit to the number of such repetitions allowed for a course. The highest grade awarded in such a case shall be a 'B'. A candidate whose thesis has not been accepted as satisfactory may be permitted to resubmit the thesis in a suitably revised form within the period specified by the Board of Examiners. Where major corrections are required in the thesis, the candidate may be required to be re-examined by the Board of Examiners, following resubmission of the corrected thesis within the period specified by the Board of Examiners.

7.10 Effective Date of the Degree/Diploma

The effective date for the award of a Postgraduate degree/diploma shall be the date on which all the requirements of the degree/diploma specified by the regulations relevant to the degree/diploma, are completed. The effective date of the degree is either the date of completion of all the coursework or the thesis whichever comes later.

In deciding the date of completion of the relevant requirements, the following must be considered:

(a) The date of completion of a course is either the last date of the examination for that course or the date on which the coursework requirements of that course have been fulfilled, whichever comes later.

(b) The date of completion of a thesis/project report, where a mandatory oral examination is stipulated, shall be determined as follows:

(i) **Without any corrections:-**

The date of the oral examination at which the Board of Examiners determined that the thesis/Project report is of acceptable standard,

OR

The date on which THREE months are completed from the date of submission of the thesis/project report by the candidate, in case the oral examination is held later than three months from the submission, provided that the thesis/project report in the bound form is handed over to the Assistant Registrar of the faculty of Engineering, within one month of the oral examination.

(ii) **With minor corrections:-**

The date of the oral examination at which the Board of Examiners determined that the thesis/project report is of acceptable standard,

OR

the date on which THREE months are completed from the date of submission of the thesis/project report by the candidate, in case the oral examination is held later than three months from the submission, provided that the corrected thesis/project report along with a certification from the examiners to the effect that all corrections required by the Board of Examiners have been made, is resubmitted in the bound form to the Assistant Registrar of the faculty of Engineering, within one month from the oral examination. In case the thesis/project report is not resubmitted in the bound form within one month, the date of completion is determined by section (b).iii.

(iii) With major corrections or with minor corrections that have not been completed during the specified period :-

The date on which the thesis/project report is resubmitted in bound form to the Assistant Registrar of the faculty of Engineering, with a certification from the examiners to the effect that all corrections required by the Board of Examiners have been made.

(c) The date for completion of a thesis/project report, where an oral examination is not required, shall be determined as follows:

(i) Without any correction:-

The date of submission of the thesis/project report if the Board of Examiners determines that it is of acceptable standard, provided that the thesis/project report in the bound form is handed over to the Assistant Registrar of the faculty of Engineering within a period of one month from the date in which the decision of the Board of Examiners is conveyed to the candidate.

(ii) With minor corrections:-

The date of submission of the thesis/project report, if the Board of Examiners determined that the thesis/project report is of acceptable standard, provided that the corrected thesis/project report along with a certificate from the examiners to the effect that all corrections required by the Board of Examiners have been made, is resubmitted in the bound form to the Assistant Registrar, of the faculty of Engineering, within a period of one month from the date in which the decision of the Board of Examiners is conveyed to the candidate. In case the thesis/project report is not resubmitted in the bound form within one month, the date of completion is determined by Section (c).iii.

(iii) With major corrections or with minor corrections that have not been completed during the specified period :-

The day on which the thesis/project report is resubmitted in bounded form to the Assistant Registrar, of the faculty of Engineering, with a certification from the examiners to the effect that all corrections required by the Board of Examiners, have been made.

In case the Board of Examiners determined that the thesis/project report submitted is not of acceptable standard, but the candidate is advised to re-submit the thesis/project report for the same qualification, the effective date will be determined as for a thesis/project report with major corrections as specified by section (b)iii or (c)iii.

In case the Board of Examiners determined that the thesis/project report submitted is not of acceptable standard for the degree/diploma sought, but is of acceptable standard for a lesser qualification specified by the Board of Examiners, then the effective date will be determined by sections b or c applicable to the recommended lesser qualification.

8. Transfer

This section specifies the conditions under which a student may seek transfer from one postgraduate programme to another postgraduate programme, at a higher or a lower level than the programme in which he/she has been registered. The application for transfer, along with recommendation of the supervisor(s) and the Head(s) of the Department(s) concerned, should be submitted to the Chairman, Faculty Higher Degrees Committee for the consideration of the Faculty Higher Degrees Committee.

This section also deals with the transfer of credits possessed by a student, at the admission stage, at the stage of transfer, and through sandwich programmes.

8.1 Transfer to a postgraduate programme at a higher level

A student who has obtained a very good grade point average (GPA) for coursework and/or has shown excellent progress in research, may apply to the Faculty Higher Degrees Committee for transfer to a postgraduate programme at a higher level. Such a transfer may be allowed provided that,

- (a) the transfer is feasible and conforms to conditions specified in sections 8.1.1 – 8.1.5,
- (b) the student possessed the minimum qualifications required for direct admission to the higher level postgraduate programme as specified under Section 5, at the time of admission to the postgraduate programme for which he/she has been registered.

A transferred student shall satisfy all the relevant conditions specified in Section 5 to be eligible for the award of the degree under the postgraduate programme to which he/she has been transferred. However, the Faculty Higher Degrees Committee may grant the transferred student concessions on the minimum credit requirements, the minimum duration of research study, and the minimum total time for the completion of the current postgraduate programme, subject to the upper limits specified in sub-sections 8.1.1, 8.1.2, 8.1.3, 8.1.4, 8.1.5 and after considering the amount of coursework and research carried out by the student under the first postgraduate programme.

8.1.1 Transfer from PGDip to MSc(Eng)/MSc programme

(a) PGDip (Coursework Option)

A student who has satisfied the total credit requirement for the PGDip programme with a GPA of at least 3.0 may be transferred to an MSc(Eng)/MSc programme. The maximum concession allowable is, 25 credits on courses.

No concessions shall be granted regarding the credit requirement of research project for MSc(Eng)/MSc (coursework and research option)

(b) PGDip (Research Option)

A student has shown excellent progress in research may be transferred to an MSc(Eng)/MSc (coursework and research option) programme. The maximum concession which may be allowed in this case is 25 credits on research.

No concessions are allowed on the coursework requirement.

8.1.2 Transfer from MSc(Eng)/MSc(Coursework) to MSc(Eng)/MSc(Coursework and Research Option) programme

A student who has completed the total credit requirement for the MSc(Eng)/MSc(coursework option) programme with a GPA of at least 3.0 may be transferred to MSc(Eng)/MSc(coursework and research option) programme. The maximum concession allowable is 30 credits on courses. No concessions are allowed on the research component.

8.1.3 Transfer from PGDip(Research Option) to a MPhil programme

A student who has shown excellent progress in research may be transferred to a MPhil. programme. The maximum concession which may be allowed in this case is a reduction of the minimum total time for completion by the duration of the full- time research already carried out.

8.1.4 Transfer from MSc(Eng)/MSc(Coursework and research option) to a MPhil programme

A student who has completed the total credit requirement on courses for the MSc(Eng)/MSc programme with a GPA of at least 3.0 and has shown excellent progress in research may be transferred to an MPhil programme. The maximum concession which may be allowed in this case is a reduction of the minimum time for completion by the duration of the full- time research already carried out.

8.1.5 Transfer from MPhil programme to a PhD programme

A student who has shown excellent progress in research may be transferred to a PhD programme. The maximum concession which may be allowed in this case is a reduction of the minimum time for completion by the duration of the full- time research already carried out.

8.2 Transfer to a postgraduate programme at a lower level

A student already registered for a postgraduate programme, who has

either

encountered difficulties in satisfying the course requirements of the postgraduate programme,

or

failed to satisfy the total course requirements within the maximum time specified in Section 5 for the postgraduate programme, may apply to the Faculty Higher Degrees Committee for transfer to a postgraduate programme at a lower level.

The Faculty Higher Degrees Committee may approve or reject such transfer after considering the progress made by the student during the first postgraduate programme. The transferred student shall satisfy all the relevant conditions specified in Section 5 to be eligible for the award the degree under the new postgraduate programme. However, the Faculty Higher Degrees Committee may grant the transferred student concessions on the minimum credit requirements, the minimum duration of research study, and the minimum time of completion of the new postgraduate programme, after considering the amount of coursework and research carried out by the student in postgraduate programme for which he/she has been originally registered.

8.3 Transfer of credits at the stage of admission

A candidate who has followed postgraduate courses in a university or institution of higher learning acceptable to the faculty of Engineering, at the time of admission, may be permitted, on the recommendation of the Higher Degrees Committee, to utilize all or a fraction of credits from postgraduate courses which he/she has followed to satisfy the course credit requirements of the postgraduate programme after admission, provided that such course credits have not been used to earn another degree or any other such qualification. Only up to eight credits shall be permitted to utilize if such course credits have been used to

earn another degree or any other such qualification. Transfer of such credits shall not be permitted if they were necessary to make the person eligible for admission to the postgraduate programme for which the student is registered.

9. Readmission

A student

- (a) who has withdrawn his/her registration or
- (b) whose registration has lapsed due to his/her failure to maintain the registration or
- (c) who has failed to complete all requirements for the completion of the programme he/she is registered for, within the maximum period specified in sub-sections 5.3.4, 5.4.4, 5.5.4, 5.6.4, 5.7.4, or 5.8.4

may apply for re-admission to the programme of study, and in accordance with the Regulations in force. The re-admission of a student is subject to the approval of the Head(s) of the Department(s) concerned and the Faculty Higher Degrees Committee. The procedure for readmission shall be the same as for initial registration, including the payment of all the prescribed fees. A student may apply for transfer to another postgraduate programme instead of re-admission as specified in sub-section 8.2.

24th April 2019