

**Rules and Regulations for the Award of Higher Degrees by  
Faculty of Dental Sciences, University of Peradeniya.**

**Degree of Master of Philosophy (MPhil)**

**Degree of Doctor of Philosophy (PhD)**

**General Regulations:**

The Faculty of Dental Sciences, University of Peradeniya offers Postgraduate research programmes leading to the award of the degree of Master of Philosophy (MPhil) and the Degree of Doctor of Philosophy (PhD).

**1. General Information**

**1.1. Classifications of candidates:**

A candidate registering for MPhil/PhD degree in the Faculty of Dental Sciences, University of Peradeniya shall be required to pursue his/her studies at a university/research institute or any other recognized institute under the guidance of a supervisor/s appointed by the Board of the Faculty of Dental Sciences on the recommendation of the Research & Higher Degrees Committee (RHDC) of the Faculty.

**1.1.1. Fulltime/Part time candidate**

A full time candidate shall be a person duly registered for MPhil/PhD degree programme who is engaged in research during the entire regular working hours of the week. A part-time candidate shall be a person duly registered for a MPhil/PhD Degree programme who devotes only part of the total working hours of the week for his/her research.

**2. Application procedure**

- 2.1 Applications are entertained throughout the year and shall be made in duplicate on the prescribed application form obtained from the Assistant Registrar, Faculty of Dental Sciences, University of Peradeniya or downloadable from the faculty website.
- 2.2. Academic qualifications of the candidate shall be supported by academic transcripts and an authenticated copy of the degree certificate.
- 2.3. Two (02) letters of recommendations of which one shall preferably be from a academic referee should be sent along with the application.

- 2.4. The CV and a statement regarding the proposed field of research, tentative title, and the research proposal with the name/s of the supervisor/s who shall undertake to supervise the work shall be submitted with the duly completed application form.
- 2.5. In the event of any discrepancy between the name/s appearing in the applicants' academic/professional certificate and the name/s given in the application form, an affidavit to the effect that the applicant is the one and the same person known by all such name/s shall be sent together with the application form.
- 2.6. The duly completed application form with the relevant documents shall be forwarded to the Asst. Registrar, Faculty of Dental Sciences, through the Head of the relevant Department.

### **3. Processing of application**

The selection of candidates from among the eligible applicants shall be done by the RHDC of the Faculty of Dental Sciences and approved by the Faculty Board. The applicant shall be informed about the acceptance/non-acceptance for the particular programme.

### **4. Registration procedure:**

**4.1.** An applicant accepted as a postgraduate student shall submit a detailed research proposal to the RHDC.

**4.2.** The RHDC shall appoint two reviewers to evaluate the research proposal.

#### **4.3. Presentation to the RHDC on the proposed research**

Following the approval of the reviewers the postgraduate student shall make a presentation on the proposed research to the RHDC. The RHDC if satisfied with the proposed research shall give approval for registration. If the postgraduate student fails to satisfy the RHDC, he/she shall make a presentation on a subsequent date incorporating the suggestions made by the RHDC.

#### **4.4. Effective date of registration**

The effective date of registration shall be backdated by 6 months from the date on which the RHDC gives approval for the research project following the satisfactory presentation of the proposed research. The maximum period allowed for backdating of registration shall not exceed 6 months.

#### **4.5. Payment of fees**

Following approval of the research proposal by the RHDC the applicant shall be required to register to follow the particular postgraduate programme by paying the prescribed registration and tuition fees. No registration shall be

valid until the prescribed registration fees have been paid, which should be done within one month of receipt of the letter approving registration. The letter of registration shall be issued only once the prescribed registration fee is paid.

**4.6. Maintenance of registration:**

It shall be obligatory for every postgraduate student to renew registration annually until the completion of the proposed study. Application for renewal of registration should be sent to the Dean through supervisor/s and the Head of the Department.

**4.7. Concurrent registration:**

No Postgraduate student shall be permitted to register concurrently for more than one degree programme either of this or any other university.

**4.8. Withdrawal from a programme**

A postgraduate student wishing to withdraw from the program from which he/she is registered shall do so in writing to the Dean/ Faculty of Dental Sciences. Fees paid until then shall not be refunded.

**4.9. Readmission:**

A postgraduate student who fails to maintain his/her registration shall be deemed to have withdrawn from his/her programme of study. If he/she wishes to enter the programme, he/she shall apply for readmission. The procedure for readmission is the same as for initial registration including the payment of prescribed fees.

**4.10. Changes in registration:**

A postgraduate student who wishes to make changes in his/her registration with respect to thesis topic/title, student status, supervisors shall do so in writing through the supervisor/s to the Dean/Faculty of Dental Sciences. All changes in registration shall have to receive the approval of the supervisors and the RHDC.

**4.11. Postponement of registration :**

A postgraduate student who wishes to postpone his/her registration for a programme shall do so in writing to the Dean of the Faculty giving reasons for, and duration of postponement. Each request shall be considered on its own merits by the RHDC.

#### **4.12. Cancellation of registration**

The registration shall be cancelled by the Faculty Board on the recommendation of the RHDC for the following reasons:

- a. Nonpayment of prescribed fees (renewal fees) within the first 6 months of each year.
- b. Unsatisfactory academic progress
- c. Violation of rules & regulations of the University of Peradeniya

#### **4.13. Leave of absence from the programme**

Leave of absence from the programme (other than sick and casual leave) shall not be granted under normal circumstances. However, it may be considered under exceptional circumstances on a written request made by the candidate on the recommendation of the supervisor/s to the Dean/Faculty of Dental Sciences. The candidate shall maintain continuity of registration by paying relevant fees unless an exemption is given from payment of fees during the period of leave granted by the Faculty Board. Approval for casual and sick leave has to be obtained by the Supervisor. Maternity leave has to be intimated to the RDHC.

#### **4.14. Field of study, Place of study, review and appointment of supervisors:**

- 4.14.1. The proposed field of study, the research proposal, place of study and the supervisor/s of a candidate shall have the approval of the RDHC and the Faculty Board.
- 4.14.2. A postgraduate student shall be normally required to work in the relevant department of study under the guidance of the supervisor/s recommended by the RHDC. Provision is also made for a student to conduct research work at another university or institution approved by the RHDC. In such cases, the RHDC shall appoint an additional supervisor from the university /institution where the research is conducted.

#### **4.15. Progress reports:**

A postgraduate student registered for a research degree shall send progress reports every six months through his/her supervisor/s and the Head/Department to the Assistant Registrar/Faculty of Dental Sciences for consideration of the RHDC. Reports that are unsatisfactory or not received on time may carry the penalty of cancellation of registration.

### **5. Examination and evaluation procedure**

On successful completion of the higher degree programme, the performance of a candidate shall be assessed by evaluating the thesis and an oral examination (thesis defense).

## 5.1. Thesis

A candidate shall submit a thesis written in English. The thesis shall consist of the candidate's own account of his/her research. It shall provide a distinct contribution to knowledge and afford evidence of originality and be satisfactory as regards literary presentation.

It shall be prepared according to the guidelines given by the Faculty.

- 5.1.1. The thesis submitted shall include research work carried out after the registration for the higher degree.
- 5.1.2. A candidate may incorporate into his/her thesis any published work based on the research conducted for the degree.
- 5.1.3. The title on the original application is considered to be the title of the thesis, unless a written request is made by the applicant for any change of title. Such a request shall have to be forwarded with the recommendation of the supervisor/s at least three months prior to the tentative date of submission of the thesis for consideration and approval of the RHDC and the Faculty Board.

### 5.1.4. Initial submission of thesis

The thesis shall be submitted in 3 copies in temporary binding through the supervisor/s and the Head of the Department to the Dean/Faculty of Dental Sciences. The supervisor/s shall certify that the thesis is of acceptable standard by signing and forwarding the "Initial Submission Form" available at the Dean's Office or downloadable from the faculty website.

Each copy shall be type written in Times New Roman (font size 12) using 1.5 spacing on good quality A 4 paper on one side only. A margin of not less than 40 mm shall be allowed on the left hand side to facilitate binding. Margins of 20 mm shall be allowed at the top, right hand side, and the bottom.

Chapter heading shall be capitalized and centered while sub division headings shall be typed from the left hand margin in lower case and in bold type.

Tables and figures numbered in sequence shall be placed as close as possible to the part of the text to which they refer.

The contents of the thesis shall be given under the following headings.

1. Title, author's name and degree
2. Abstract
3. Table of contents
4. List of tables
5. List of figures

6. Introduction, objectives of the study in the last section of the introduction
7. Review of literature
8. Methodology
9. Results
10. Discussions including limitations of the study
11. Conclusion
12. Recommendation
13. Acknowledgment
14. References (Harvard system)
15. Appendix

## **6. Conduct of Examination**

### **6.1. Thesis examination**

- 6.1.1. The thesis shall be evaluated by two external examiners (external to the Faculty of Dental Sciences) recommended by the RHDC and approved by the Faculty Board and Senate.
- 6.1.2. Each examiner shall submit a detailed evaluation report on the thesis to the Dean/FDS.
- 6.1.3. The examiners having read the thesis, if they decide so and without further examination, may recommend that the candidate's thesis be rejected.
- 6.1.4. Except as provided in 6.1.3., the examiners after reading the thesis shall recommend to the Dean/FDS to call the candidate to a thesis defense examination (oral examination).
- 6.1.5. If one or both examiners suggest major revisions and/or further work, the candidate shall revise the thesis accordingly and resubmit it in the revised form within the period of time specified by the panel of examiners. Three copies of the revised thesis in temporary binding shall be submitted through the supervisor and Head/Department to the Dean/Dental Sciences. The supervisor/s shall certify that all corrections/revisions are made to thesis as required by the examiners by signing and forwarding the "Resubmission form" available at the Dean's Office or downloadable from the faculty website.
- 6.1.6. In the case of 6.1.5 the oral examination shall be held after the revised thesis is re-examined and evaluated by the examiner/s.
- 6.1.7. A candidate shall be required to present him/herself for the thesis defense examination. Only the Board of examiners shall be present at the oral examination. The supervisor/s shall be an observer/s. The Dean shall function as the Chairperson of the Board of examiners.
- 6.1.8. Further details about the examination procedures for M Phil and PhD are given in the respective sections.

## **7. Final submission of thesis**

Four copies of the thesis in permanently bound form with corrections/revisions if any prepared according to the guidelines given in 5.1.4. shall be submitted through the supervisor/s and Head/Department to the Dean/Faculty of Dental Sciences within the specified period of time as recommended by the panel of examiners for consideration of the results board. When the candidate submits the thesis, the supervisor/s should certify that corrections, revisions if any have been carried out by duly signing the “Final submission form” available at the Dean’s Office or downloadable from the faculty website.

7.1.1. After the release of results 3 copies shall become the property of the University and other shall be returned to the candidate.

### **7.1.2. Specified colour and binding**

Ph D	- Blue
M Phil	- Green

The cover shall carry the title of the thesis, name of the candidate, name of the degree sought and the year of the degree.

The spine shall carry the title of the left hand side, name of the candidate in the middle and the degree sought and year on the right hand side.

## **8. Effective date of the degree**

The Effective date of the degree shall be a date subsequent to the expiry of the minimum duration of a given programme.

8.1. If the panel of examiners determines that the both the thesis submitted and the candidate’s performance at the oral examination is acceptable, the effective date shall be as follows:

### **(a) The oral examination held within 3 months from the date of submission**

- i. if the thesis is accepted without corrections and submitted in bound form to the Office of the Asst Registrar/Dental Sc within one month after the oral examination, the effective data shall be the date of the oral examination.
- ii if the thesis is accepted with minor corrections and submitted in bound form to the Office of the Asst Registrar/Dental Sciences within one month of the oral examination with all corrections made by the candidate as required by the panel of examiners and certified

by the supervisor/s, the effective data shall be the date of the oral examination.

- iii if the thesis is accepted with minor corrections and submitted in bound form to the Office of the Asst Registrar/Dental Sc after one month of the oral examination with all corrections made by the candidate as required by the panel of examiners and certified by the supervisor/s, the effective data shall be the date of the final submission of the thesis.

**(b). The oral examination held after 3 months from the date of submission due to no fault of the candidate**

- i. if the thesis is accepted without corrections and submitted in bound form to the Office of the Asst Registrar/Dental Sc within one month after the oral examination, the effective data shall be the date on which THREE months have elapsed since the submission of the thesis.
- ii. if the thesis is accepted with minor corrections and submitted in bound form to the Office of the Asst Registrar/Dental Sc within one month of the oral examination with all corrections made by the candidate as required by the panel of examiners and certified by the supervisor/s, the effective data shall be the date on which THREE months have elapsed since the submission of the thesis.

8.2. If the panel of examiners determines that the thesis submitted requires major corrections, then the candidate shall have to resubmit the thesis to the Office of the Asst Registrar/Dental Sc with all corrections made and certified by the supervisor/s. The effective date shall be determined, after evaluation of the resubmitted thesis according to 8.1 (a) and 8.1 (b).

8.3. If the panel of examiners determines that the thesis submitted is of acceptable standard but the oral examination be repeated due to unsatisfactory defense, then the effective date shall be determined by 8.1 (a) and 8.1 (b) based on the repeat oral examination.

However the candidate is allowed only one such attempt to repeat the oral examination for the same qualification.

9. All correspondence of the candidate shall be forwarded to the Chairman, RDHC through the supervisor/s and the Head of the relevant Department.



## **Specific Regulations – Degree of Master of Philosophy (MPhil)**

### **1. Admission requirements**

The minimum requirements for registration are:

- i. BDS degree from a recognized university/institution or
- ii. MBBS degree from a recognized university /institution or
- iii. BVSc degree from a recognized university/ institution or
- iv. BSc Special degree from a recognized university/institution or
- v. Any other qualification as may be recommended by the RDHC for approval of the Faculty Board.

### **2. Outline of the degree programme**

The programme shall consist of research in a specified field under the guidance of supervisor/s.

### **3. Duration of study**

A full time candidate shall be required to pursue the approved programme of research for a minimum of period of 2 years after the registration, up to a maximum period of 4 years. The minimum period for a part-time candidate shall be 3 years with a maximum period of 5 years.

In special circumstances if the candidate is unable to complete the programme of research within the stipulated of period, an extension of one year at a time may be granted by the RHDC and the Faculty Board, provided that not more than 2 extensions are allowed. A candidate who has availed of two extensions shall submit the thesis for examination at least 6 months before the period allowed expires.

### **4. Conduct of the examination (please refer No 6 in General Regulations )**

The thesis shall be examined by two external examiners recommended by the RHDC and approved by the Faculty Board and Senate.

After consideration of the reports of the examiners on the thesis and the performance of the candidate at the oral examination, the Board of examiners shall decide to:

- i. Accept the thesis of the candidate and award the M Phil degree.
- or
- ii. The M Phil degree for which the candidate has submitted him/herself for examination shall be awarded subject to minor amendments/corrections to the thesis as specified by the Board of examiners and submitted within a maximum period of 4 weeks with the certification from the supervisor/s that the amendments have been made.

or

- iii. If the thesis submitted is of sufficient merit for the award of the MPhil degree, but the candidate fails to satisfy the Board of examiners at the oral examination, the examiners may recommend that the candidate be permitted to present the same thesis again and submit to a further oral examination within a period not exceeding 3 months as specified by them.

or

- iv. Suggest major revisions and request the candidate to resubmit the thesis following corrections for re-evaluation.

or

- v. The M Phil shall not be awarded and the candidate shall not be permitted to present him/herself again for the award of the same degree.

## **5. Award of the degree**

The MPhil degree may be awarded to the candidate:

- i. who has fulfilled the admission requirements given in section 1 and
- ii. been accepted by the Faculty Board as a candidate for the MPhil degree and
- iii. been duly registered and paid fees for the duration of the programme and
- iv. conducted the stipulated research satisfactorily and
- v. successfully completed the requirements given under sections 3 and 4  
and
- vi. satisfied any other requirement of the University of Perdeniya.

The name of the candidate shall be forwarded to the Senate for confirmation of the award only when all requirements having satisfactorily completed.

## **6. Transfer from M Phil to a PhD**

A candidate who has registered for M Phil degree programme and has made good progress shall at her/his request through Head of the Department and upon recommendation of the supervisor/s and RHDC be permitted by the Faculty Board to transfer registration to that of a PhD degree programme under the rules governed by such a programme. A candidate shall apply for such a transfer only after completion of at least one year of the M Phil programme. Such candidates shall be required to make a presentation before a panel appointed by the RHDC.

- i. The RHDC shall consider the following when deciding a transfer from MPhil to PhD programme.
  - i. Performance at the presentation stated above
  - ii. work outlined in the original application for the higher degree
  - iii. progress of work so far
  - iv. any additional work planned (other than work described in the original application)

- ii. the RHDC may or may not recommend transfer from MPhil to a PhD degree.

In case where transfer is not recommended, the candidate may reapply considering the suggestions of the RHDC and/or inclusion of additional work in consultation with the supervisor/s after a period of time but before the maximum period permitted for the MPhil degree lapses.

- iii. If the transfer is recommended, upon registering for the PhD the M Phil registration will lapse.

## Specific Regulations – Degree of Doctor of Philosophy (PhD)

### 1. Admission requirements

The minimum requirements for registration are:

- i. A transfer from M Phil programme registered at the Faculty of Dental Sciences or
- ii. M Phil degree in the relevant discipline or
- iii Any other equivalent qualification which has a component of at least one year of full time research and acceptable to the RHDC and the Faculty Board

### 2. Outline of the degree programme

The programme shall consist of research in a specified field under the guidance of supervisor/s.

### 3. Duration of study

A full time candidate shall be required to pursue the approved programme of research for a minimum of period of 3 years after the registration, up to a maximum period of 5 years. The minimum period for a part time candidate shall be 4 years up to a maximum period of 7 years.

In special circumstances if the candidate is unable to complete the programme of research within the stipulated of period, an extension of one year at a time may be granted by the Senate on the recommendation of the RHDC and the Faculty Board, provided that not more than two extensions are allowed. A candidate who has availed of the two extensions shall submit the thesis for examination at least 6 months before the period allowed expires.

### 4. Conduct of the examination (please refer no 6 in General Regulations)

- a. The thesis shall be examined by two external examiners recommended by the RHDC and approved by the Faculty Board and Senate.
- b. After consideration of the reports of the examiners on the thesis and the performance of the candidate at the oral examination, the Board of examiners shall decide;
  - i. Accept the thesis of the candidate and award the PhD degree  
or
  - ii. The PhD degree for which the candidate has submitted him/herself for examination shall be awarded subject to minor amendments/corrections to the thesis as specified by the Board of examiners and submitted within a maximum period of 3 months with the certification from the supervisor/s that the amendments have been made  
or
  - iii. If the thesis submitted is of sufficient merit for the award of the

PhD degree, but the candidate fails to satisfy the Board of examiners at the oral examination, the examiners may recommend that the candidate be permitted to present the same thesis again and submit to a further oral examination within a period not exceeding 3 months as specified by them

or

- iv. Suggest major revisions and request the candidate to resubmit the thesis following corrections for re-evaluation.

or

- v. The PhD degree shall not awarded but the candidate be awarded the MPhil degree instead.

or

- vi. The PhD degree shall not be awarded and the candidate shall not be permitted to present him/herself again for the award of the same degree

### **Award of the degree**

The PhD degree may be awarded to the candidate:

- i. who has fulfilled the admission requirements given in section 1 and
- ii. been accepted by the Faculty Board as a candidate for the PhD degree and
- iii. been duly registered and paid fees for the duration of the programme and
- iv. conducted the stipulated research satisfactorily and
- v. successfully completed the requirements given under sections 3 and 4
- vi. satisfied any other requirement of the University of Peradeniya.

The name of the candidate will be forwarded to the Senate for confirmation of the award only when all requirements having satisfactorily completed.

**Fees :**

Fees payable shall be determined in accordance with the decisions made by the University authorities and are subject to revision from time to time. Teachers of the Faculty of Dental Sciences and any other Faculty of the University of Peradeniya who are probationary lecturers shall be exempted from bench fees and library fees.

Sri Lankan students should pay fees to the A/c of the Faculty of Dental Sciences at the shroff counter, Faculty of Dental Sciences.

Foreign students should pay fees in US\$ by sending a bank draft/ telegraphic transfer drawn in favour of the Dean/Faculty of Dental Sciences, University of Peradeniya.

Refund of fees is made only under exceptional circumstances.

Fee category	Local candidates	Foreign candidates	
	Rs.	SAARC US\$	Other countries US\$
<b>Application processing fee</b>	5,000.00	200	400
<b>Registration fee per year</b>	5,000.00	500	1,000
<b>Tuition fee per year</b>	4,500.00	4,000	8,000
<b>Bench fee</b>	7,500.00	750	1,500
<b>Library fee</b>			
Non refundable	2,000.00	200	400
Refundable	2,000.00	200	400
<b>Examination fee</b>			
MPhil	10,000.00	400	800
PhD	20,000.00	700	1,400