

National Institute of Library and Information Sciences,
University of Colombo

Postgraduate Research Degrees

Degree of Master of Philosophy/Doctor of Philosophy

By-Laws made by the Council of the University of Colombo under section 135 of the Universities Act No. 16 of 1978, as subsequently amended and read with the National Institute of Library and Information Sciences Ordinance No.01 of 1999.

By-Laws

1. These By-Laws may be cited as the Master of Philosophy (M.Phil) / Doctor of Philosophy (Ph.D) Degree By-Laws No... of 2010 made by the Council of the University of Colombo (hereinafter referred to as the University) for the National Institute of Library and Information Sciences (hereinafter referred to as the Institute).

Part I – General

2. Subject to these By-Laws and other relevant Rules, Regulations and By-Laws of the University and the Institute, the Degrees of Master of Philosophy and Doctor of Philosophy may be awarded in the field of Library and Information Sciences by the University of Colombo on those candidates who undertake sustained research under the guidance and supervision of the Institute.

3.0 Application & Concept Paper

- 3.1 A person who wishes to become a candidate for the Degree of Master of Philosophy or Doctor of Philosophy at the Institute, as the case may be, shall obtain the prescribed application form and the prospectus on payment of the prescribed fees. He/she shall make an application to the Deputy Registrar / Senior Assistant Registrar / Assistant Registrar of the Institute in the prescribed form submitting a concept paper of the proposed research, as described in sub-paragraph 3.2, any other information as he/she may be required to submit and certified copies of his/her qualifications.

- 3.2 The concept paper shall be of 1000 words and shall include an introduction, objectives, justification, research problem, research hypothesis (where it is a hypothesis-testing research), methodology, a brief bibliography, on the subject matter of proposed research which the candidate wishes to undertake.

4.0 Processing of Applications

- 4.1 Applications and the concept papers received for the programme leading to the Degrees of M.Phil/ Ph.D shall be considered by the Higher Degrees Committee (HDC) of the Institute for recommendation to the Board of Management of the Institute.

- 4.2 The HDC shall have the power to accept or reject the application. When an application is accepted, a supervisor/s shall also be proposed by the HDC for the approval by the Board of Management of the Institute and the Senate of the University of Colombo.

5.0 Provisional Registration

- 5.1 Once a candidate's application is provisionally accepted by the Board of Management of the Institute and the Senate, the candidate shall be required to register provisionally on payment of the prescribed fees for provisional registration. On payment of the non refundable prescribed fees, the candidate shall be registered provisionally for the programme leading to the Degree of Master of Philosophy (M.Phil) or Doctor of Philosophy (Ph.D), as the case may be. Such provisional registration shall be valid for a period of six months from the date of registration. A candidate may be required to renew his/her provisional registration by paying the required fees for a further period.
- 5.2 For each student provisionally registered as candidate for the M.Phil or Ph.D Degree programme, as the case may be, the HDC shall appoint a Supervisor, and if necessary, co-supervisors may also be appointed. In the case where the supervisor is not from the University, a co-supervisor shall be appointed from the University. A candidate will have the right to request a supervisor or co-supervisors according to his/her area of study.

6.0 Full Registration & Renewal of Registration

- 6.1 A candidate who has been provisionally registered for the M.Phil or Ph.D degree programme shall undergo a research methodology course which he/she has to complete successfully follow and be subjected to an evaluation which he/she has to be successful at.
- 6.2 During the research methodology course the candidate shall be required to make class presentations on the transformation of his/her concept paper into elaborate research proposal with the assistance of the supervisor/s and present a research proposal of 5000 - 10000 words to a panel within a period of 06 months from the date of provisional registration.
- 6.3 The research proposal shall be presented to a panel comprising of
- the Director of the Institute
 - the Co-ordinator of Postgraduate Research Degrees of the Institute
 - Supervisor/s
 - Two experts in the relevant subject field, nominated by the Director of the Institute
- 6.4 If the panel recommends to the HDC the acceptance of the research proposal and the HDC recommends to the Board of Management and the Senate, and the Board and Senate accept the recommendation, the candidate shall be required to register for the M.Phil or Ph. D Degree Programme, as the case may be, by paying the prescribed fees for full registration.

- 6.5 If the research proposal of the candidate is accepted by the panel subject to some minor corrections, amendments, additions etc, the candidate shall be given a maximum of three months' period to attend to those corrections, amendments, additions etc as the case may be. The candidate shall submit to the Director of the Institute the revised research proposal with the endorsement by his/her supervisor/s that the candidate has incorporated the suggested amendments, corrections, additions etc. Once it is accepted by the Director, he/she shall place it before the HDC, Board of Management and the Senate for their acceptance and once these bodies accept the proposal, the candidate shall be required to make the payment of prescribed fees for full registration.
- 6.6 If, on the other hand, the candidate's revised research proposal was not of acceptable standard and was not accepted by the HDC, Board of Management and/or the Senate, his/her provisional registration will be cancelled and the candidate shall be informed of the same.
- 6.7 In exceptional cases, a candidate whose revised research proposal had not been accepted by the HDC, Board of Management and/or the Senate, may be given further time to revise again the proposal and another opportunity to present the revised proposal to the panel for consideration.
- 6.8 Where a candidate who is provisionally registered comes under sub-paragraph 6.7 above, the provisions of sub-paragraphs 6.4, 6.5 or 6.6, as the case may be, shall apply and if the candidate's re-revised research proposal presentation does not get accepted by the panel, the registration of the candidate shall be deemed to have been cancelled. If the re-revised research proposal presentation gets accepted by the panel under sub-paragraph 6.4 or 6.5, the candidate shall be required to make the payment of prescribed fees for full registration.
- 6.9 The validity of registration shall be for a period of one year and at the end of the one year the registration will lapse, unless otherwise decided by the Institute. A candidate whose registration so lapsed shall renew his/her registration within a period of three months from the lapse of registration by paying the appropriate fees for renewal of registration, for a further period of one year where he/she is eligible to do so.
- 6.10 Where a candidate whose registration has lapsed fails to renew his/her registration within the period of three months from the lapse of registration shall pay the fees for renewal of registration plus a fifty percent more of the fees if he/she wants to renew the registration after the lapse of three months but within a period of six months. Where the request to renew the registration is made after a period of six months from the lapse of registration but within one year, the candidate shall be required to pay the fees for the renewal of registration plus a hundred percent more of it.
- 6.11 The minimum period of registration for the M.Phil Degree shall be two years and for the Ph.D Degree three years and the maximum period shall be six years for the M. Phil Degree and eight years for the Ph. D Degree. In computing the number of years, the period of provisional registration shall also be taken into account. Under exceptional cases, an extension of one more year may be granted for the M. Phil Degree and the Ph. D Degree as the case may be.

6.12 The application, registration, renewal, tuition, library, examination, repeat examination and other fees shall be those prescribed in Annex I of these Bye-Laws. These fees shall be varied from time to time by the Board of Management of the Institute with the concurrence of the Council of the University.

7.0 Progress Reports and Seminars

7.1 At the end of every six months, a candidate shall submit, through his/her supervisor/s, as the case may be, a progress report on his/her research work. The report must be submitted to the Co-ordinator, M.Phil /Ph.D, to be forwarded to the HDC. The supervisor shall report to the Director of the progress of the candidate.

7.2 The candidate shall also present the work progress in progress, once in six months, through a seminar presentation. The seminars shall be organized by the Co-ordinator of the M.Phil/Ph.D programme of the Institute.

7.3 The candidate shall be in close contact with the Supervisor/s with regard to his/her research study and shall engage in sustained research in a systematic and methodical manner. He/she shall follow the well accepted norms and principles of research at higher educational institutions in carrying out his/her study.

7.4 Where applicable, a candidate shall obtain ethical clearance from the HDC or other appropriate body before embarking on his/her study or some aspects of his/her study.

8.0 Unsatisfactory progress

8.1 If a candidate is not making satisfactory progress, the supervisor shall, in writing, send a report of it to the Director. The Director shall call for explanation from the candidate over his/her not making satisfactory progress.

8.2 On receiving the explanation from the candidate or where the candidate failed to respond to the letter of the Director, the latter shall place the supervisor's report and the explanation, if any given by the candidate, before the HDC which shall make its recommendation to the Board of Management.

8.3 After considering the supervisor's report and the candidate's explanation, if any, the Board shall make its recommendation to the Senate, who shall have authority to decide to cancel the registration of the said candidate. Upon the Senate making a decision to cancel the registration of the candidate, such candidate shall cease to be a registered candidate for the respective research Degree. There shall no refund of any fees to the candidate.

9.0 Research and Supervision

9.1 The candidate shall be in close contact with the Supervisor/s with regard to his/her research study and shall engage in sustained research in a systematic and methodical manner. He/she shall follow the well accepted norms and principles of research at higher educational institutions in carrying out his/her study.

- 9.2 Where applicable, a candidate shall obtain ethical clearance from the HDC or other appropriate body before embarking on his/her study or some aspects of his/her study.
- 9.3 In undertaking his/her study, a candidate shall not bring his/her supervisor, the Institute or the University into disrepute and ridicule. He/she shall not breach the rules and regulations of the University or the Institute relating to discipline and shall not engage in activities which are unbecoming a research student.

10.0 Submission of the thesis

- 10.1 The thesis shall be written in Sinhala, Tamil or English. Every candidate shall follow the guidelines with regard to the format of thesis as given in Annex II of this Bye-Law.
- 10.2 Every candidate, for the M.Phil or Ph.D Degree, shall submit his/her thesis on an approved subject demonstrating knowledge on the methods of research and evincing competence to present material systematically and to exercise critical and independent judgment. The thesis shall be a signal contribution to the advanced scholarship in the subject. A comprehensive set of qualification descriptors for each of M. Phil and Ph. D Degrees is given in Annex III which shall apply in evaluating the performance of a candidate.
- 10.3 The thesis shall be submitted within three months from the end of the prescribed period of study. If an extension is required, the candidate shall make a request, through the supervisor/s, to the Co-ordinator of the M.Phil/Ph.D programme giving the time requirement for such an extension. The Co-ordinator shall forward his/her recommendation to the Director who shall forward his/her recommendation to the HDC, Board of Management and the Senate for their approval.
- 10.4 Prior to submission of the thesis, the HDC shall have the power, to modify the title of the thesis at the request of the candidate and on the recommendation of the supervisor/s. Such change of title shall be submitted to the Board of Management and the Senate for approval.
- 10.5 At least four months prior to submission of the thesis to the Institute, the candidate shall, with approval of the supervisor/s, inform the Director of the Institute of his/her intention, enabling the Director to proceed with arrangements of the examiners.
- 10.6 On completion of his/her work, the candidate for the M.Phil or Ph. D Degree, as the case may be, shall submit to the Co-ordinator of the M.Phil/Ph.D programme, three copies of the thesis prepared in accordance with the format of the Institute as prescribed in Annex II. The candidate shall obtain the approval of the supervisor/s for submission of the thesis.

11.0 Examination of the thesis

- 11.1 The HDC shall recommend to the Board of Management which shall obtain the approval of the Senate, the appointment of two examiners (at least one of whom shall be from outside the University) for evaluation of the thesis.

11.2 The examiners appointed by the Senate on the recommendation of the Board of Management for the evaluation of the thesis shall submit written reports on the thesis to the Co-ordinator, M.Phil/Ph.D. The report must be submitted within a period of 06 months. The Senate on the recommendation of the Board of Management shall have the power to appoint another examiner in the event that the examiner does not comply with requisite time period for evaluation or where there is disparity between the marking of both examiners.

12.0 Viva-voce examination

12.1 In order to qualify for the award of the Degree, a candidate, after submission of the thesis, should be successful in a viva-voce examination. The Board of Examiners for the viva-voce examination shall be approved by the Senate, on the recommendation of the Board of Management. The Board of Examiners shall consist of -

Vice-Chancellor or a nominee

(chairperson)

Director of the Institute

A Nominee of HDC

Coordinator of Postgraduate Research Degree

Examiners (there shall be at least one outside of the University of Colombo)

Supervisor/s (as observer/s)

12.2 After consideration of the reports of the examiners on the thesis and the performance of the candidate at the viva-voce examination for the award of the degree, the Board of Examiners shall decide on the following:

- (a) The degree for which the candidate has submitted himself/herself for examination shall be awarded; or
- (b) The degree for which the candidate has submitted himself/herself for examination, shall be awarded subject to minor amendments / corrections to the thesis. The thesis as may be specified by the Board of Examiners and submitted within a maximum period of 03 months with a certification from a nominee of the Board of Examiners, that the corrections have been made; or
- (c) The candidate shall be permitted to resubmit the thesis within a maximum period of one year. The revised thesis shall be reevaluated by the same examiners as far as possible, and the candidate shall be summoned for another viva-voce examination. Thereafter examiners shall decide on (a), (b) above or (d) below.
- (d) The candidate is considered as failed and the degree shall not be awarded on the thesis.

12.3 When a thesis is accepted for the award of a Degree, three bound copies in accordance with the specified format, shall be submitted to the Institute.

PART 11 - MASTER OF PHILOSOPHY

- 13.0 No person shall be registered for the programme leading to the Degree of Master of Philosophy unless he/she has the following qualifications:
- A. (i) A Master's Degree in a relevant field of study with a substantial research component from a recognized University, or
 - (ii) A four year Bachelor's Degree in a relevant field of study with a First or Second Class (Honours) from a recognized University, or
 - (iii) A Bachelor's Degree and a Postgraduate Diploma / Degree in the relevant field from a recognized University and a minimum of three years of full time work experience in a recognized Library or Information Centre which is acceptable to the HDC;
- AND
- B. a good working knowledge of English.
- 14.0 The thesis for the Degree of Master of Philosophy shall consist of words not normally exceeding 50,000 and necessary tables and figures shall be prepared according to the guidelines of the Institute.
- 15.0 The Degree of Master of Philosophy may be conferred on any person who,
- (i) has been registered for the M. Phil Degree programme in the Institute;
 - (ii) has thereafter, pursued an approved program of research in the Institute for at least two years duration;
 - (iii) has paid such registration and other fees as prescribed; and
 - iv) has fulfilled the following conditions;
 - a) the candidate has presented a thesis embodying research on the approved subject matching the set of qualification descriptors applicable to the M. Phil Degree as prescribed in Annex III;
 - b) the thesis has been accepted by the Examination Board;
 - c) the candidate has been successful in the viva -voce examination; and
 - d) the result has been approved by the Senate of the University.

PART III - DOCTOR OF PHILOSOPHY

- 16.1 No person shall be registered for the programme leading to the Degree of Doctor of Philosophy unless he/she has the following qualifications:
- A. (i) Degree of Master of Philosophy in a relevant field of study from this University or any other recognized University where the study programme is of not less than two years' duration, or
 - (ii) A Bachelor's Degree in the relevant field of study with a Master's Degree which is acceptable to the HDC;
- AND
- B. a good working knowledge of English.

- 16.2 A candidate who has been a registered candidate for the Degree of Master of Philosophy in the Institute and has made very good progress in his/her research for a continuous period of at least eighteen months and who has also presented the findings of such research to the satisfaction of the Examination Board appointed by the Institute for that purpose may be upgraded to the Degree of Doctor of Philosophy programme, if the Examination Board recommends so and the HDC, the Board of Management and the Senate decides to accept the recommendation.

The Examination Board referred to above in this paragraph shall consist of:

Director of the Institute
Coordinator of Postgraduate Research Degrees
Supervisor/s of research and

Two other experts in the relevant subject appointed by the HDC.

- 17.0 The thesis for the Degree of Doctor of Philosophy shall consist of words not exceeding 80,000 and the necessary tables and figures shall be prepared according to the guidelines of the Institute.

- 18.0 The Degree of Doctor of Philosophy may be conferred on any person who,
- (i) has been registered as a candidate for the Ph. D programme in the Institute
 - (ii) has thereafter pursued an approved program of research in the Institute of at least three years' duration
 - (iii) has paid such registration and other fees as prescribed;
 - (iv) has fulfilled the following conditions:
 - a) the candidate has presented a thesis embodying research on the approved subject matching the set of qualification descriptors applicable to the Ph. D Degree as prescribed in Annex III;
 - b) the thesis has been accepted by the Examination Board;
 - c) the candidate has been successful in the viva -voce examination; and
 - d) the result has been approved by the Senate of the University.

PART IV

INTERPRETATIONS

- 19.0 In these By-laws unless the context otherwise requires:

"Council" means the Council of the University of Colombo constituted by the Universities Act No 16 of 1978 as amended subsequently;

"Senate" means the Senate of the University of Colombo constituted by the Universities Act No 16 of 1978 as amended subsequently;

"Institute" means the National Institute of Library & Information Sciences constituted by the National Institute of Library & Information Sciences Ordinance, No.1 of 1999 made by the Minister under Universities Act No. 16 of 1978 as amended subsequently;

"Board of Management" means the academic and executive body of the institute constituted by the National Institute of Library & Information Sciences Ordinance,

No.1 of 1999 made by the Minister under Universities Act No. 16 of 1978 as amended subsequently;

"Higher Degrees Committee" means an academic body of the institute constituted under the National Institute of Library & Information Sciences Ordinance, No.1 of 1999 made by the Minister under Universities Act No. 16 of 1978 for the purpose of supervising and advising on higher degrees offered by the Institute;

"Coordinator of Postgraduate Research Degree" means the Coordinator for the Degree of Master of Philosophy and Doctor Philosophy appointed by the NILIS Board of Management.

20.0 Any questions regarding the interpretation of these By-laws shall be referred to the Council whose decision thereon shall be final.

21.0 The Vice-Chancellor shall have authority, in consultation with the Director to take such action or give such direction not inconsistent with the principles underlying the provisions of these By-Laws, as appears to him/her to be necessary or expedient for the purpose of removing any difficulties that may arise in the interpretation of these provisions or for which there is no provision in these By-Laws or in the case of candidates who had followed or have been following any research degree programme under the existing arrangements approved by the Board of Management.

Annex I

Fees prescribed for the Programmes

Master of Philosophy

Doctor of Philosophy

Application Fees:

Provisional Registration
Fees:

Renewal of Provisional
Registration Fees:

Full Registration Fees:

Renewal of Full Registration
Fees:

Library Fees:

Library Deposit:
(refundable)

Examination Fees:

Re-Examination Fees:

Research Methodology
Course Fees:

Annex II

Format of Thesis - Guidelines

1. The format of Thesis to be submitted for the Degree of Master of Philosophy or Doctor of Philosophy of the University of Colombo shall be on A4 size paper (8.27" x 11.69") of white colour. The Thesis must be word processed on one side of the paper only, double spaced and with margins of at least 1 ¼" on the left and right sides and 1" at the top and bottom of each page, font-size 12 and font-face Times New Roman or Arial.
2. The three copies shall be submitted to the Senior Assistant Registrar in charge of the subject of Examinations in the University of Colombo (College House). These shall be (i) the original copy, and (ii) two other print-outs of the same tenor or two other clear and fair photocopies of the original copy.
3. The Thesis shall contain the following pages in the below given sequence:
 - a) A Title Page giving the title of the Thesis, the under-mentioned statement, thereafter the full name of the candidate, the registration number of the candidate and the date of submission of the Thesis:

submitted to the National Institute of Library and Information Sciences of the University of Colombo in fulfillment of the requirements of the Degree of Master of Philosophy / Doctor of Philosophy of the University of Colombo

by

- b) A Page / Pages containing Table of Contents.

- c) A Page containing the following Declaration signed by the candidate:

I certify that this Thesis does not incorporate, without due acknowledgement, any material previously submitted for a Degree or Diploma of any University or other Educational Institution by me or by any others, and to the best of my knowledge and belief it does not contain any material previously published or written by me or any other person except where due reference is made in the text.

- d) A Page containing the candidate's acknowledgement, if any, of assistance rendered or work done by any other person or organization.
- e) A Page containing List of Abbreviations, if any, used in the Thesis.
- f) Pages/Chapters containing the main text of the Thesis.
- g) A Page / Pages containing Appendices, if any.
- h) A Page / Pages containing Tables.

- i) A Page /Pages containing Figures or Diagrams.
 - j) A Page / Pages containing Bibliography.
4. Where a candidate makes use of Tables and/or Diagrams in the text, such Tables and/or Diagrams, wherever possible, shall be inserted in the page where references to them are made. However, comprehensive Tables and/or Diagrams should appear as an Appendix or Appendices.
 5. The Thesis shall be sewn, trimmed and bound and covered with dark cloth, leather or rexene, preferably in blue.
 6. On the spine of the Thesis, there shall be given in lettering of suitable size, the surname of the candidate and the title of the Thesis, abbreviated if necessary. If the lettering will not fit across the spine, it shall run along the spine reading from top to bottom.

XXX XXXXX XXXXXX XXXXXX XXXXX XXXXXX XXXXXXXXXXXX
[Title of Thesis]

submitted to the National Institute of Library
and Information Sciences in fulfillment of the
requirements of the candidature for the Degree of
Master of Philosophy or Doctor of Philosophy
of the University of Colombo

by

XXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX
[Full name of candidate]

XXXXXXXXXXXXXXXXX
[Registration No.]

XX XXXXXXXXXXX XXXX
[Date of submission]

Annex III

Qualification Descriptors

Master of Philosophy

Candidates shall demonstrate –

1. A thorough and systematic understanding of knowledge, together with a critical awareness of current issues and new insights in their subject, informed by scholarly development in their academic subject / field or area of professional practice;
2. A comprehensive understanding of and ability to apply techniques relevant to their own research / scholarship / professional practice;
3. Originality in the application of knowledge and a practical understanding of how research techniques are used to create and interpret knowledge in the subject;
4. A range of conceptual understanding that enables them to:
 - a. Evaluate and analyze current research and advanced scholarship in the subject;
 - b. Constructively criticize and improve methodologies in the subject, and where appropriate, to propose new hypotheses.

They will also be able to –

5. Deal with complex issues systematically and creatively, make sound judgments in the absence of complete data and communicate their conclusions clearly to specialist and non specialist audiences;
6. Demonstrate self-direction and originality in tackling and solving problems and act autonomously in planning and implementing tasks at a professional or equivalent level;
7. Continue to advance their knowledge and understanding, and to develop new skills to a high level;
8. Exercise initiative and personal responsibility;
9. Make decisions in complex and unpredictable situations;
10. Learn independently as required for continuing professional development.

Doctor of Philosophy

Candidates shall demonstrate –

1. The creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the discipline and merit publication;
2. A systematic acquisition and understanding of a substantial body of knowledge at the forefront of an academic discipline or area of professional practice;
3. The ability to conceptualize, design and implement a project so as to generate new knowledge, applications or understanding and to adjust the design of the project in response to developments, positive and negative;
4. A detailed understanding of applicable techniques for research and advanced academic enquiry

They will also be able to –

5. Make informed judgment on complex issues in specialist fields, often in the absence of complete data, and be able to communicate their ideas and conclusions clearly and effectively to specialist and non specialist audiences;
6. Continue to undertake pure and / or applied research and development at an appropriately advanced level, contributing substantially to the development of new techniques, ideas and approaches;
7. The qualities and transferable skills necessary for employment requiring the exercise of personal judgment, responsibility and largely autonomous initiative in complex and unpredictable situations, in professional or equivalent environment;
8. The self-knowledge required to know when to seek advice or support.