

STUDENT

H a n d b o o k



Faculty of Graduate Studies
University of the Visual and Performing Arts



STUDENT HANDBOOK 2022

Faculty of Graduate Studies
University of the Visual and Performing Arts
21, Albert Crescent, Colombo 07,
Sri Lanka.

STUDENT HANDBOOK

2022

This By-Law is approved and adopted by the 192nd meeting of the Council held on 21.09.2022 as per the recommendation of the 53rd Board of Graduate Studies held on 27.09.2021 and the 168th Senate meeting held on 26.05.2022, under the section of 135 of the Universities Act No. 16 of 1978.

**Faculty of
Graduate Studies**

University of the Visual and Performing Arts

Editorial Board

Prof.Kolitha Bhanu Dissanayake

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Editorial Assistance

Ms.K.A.D.I.Udayangi

Ms.J.P.Balasooriya

Dr.S.V.N.Perera

Ms.H.L.S.S.Nanayakkara

Cover Design & Page Layout

M.I.L.Dilsan

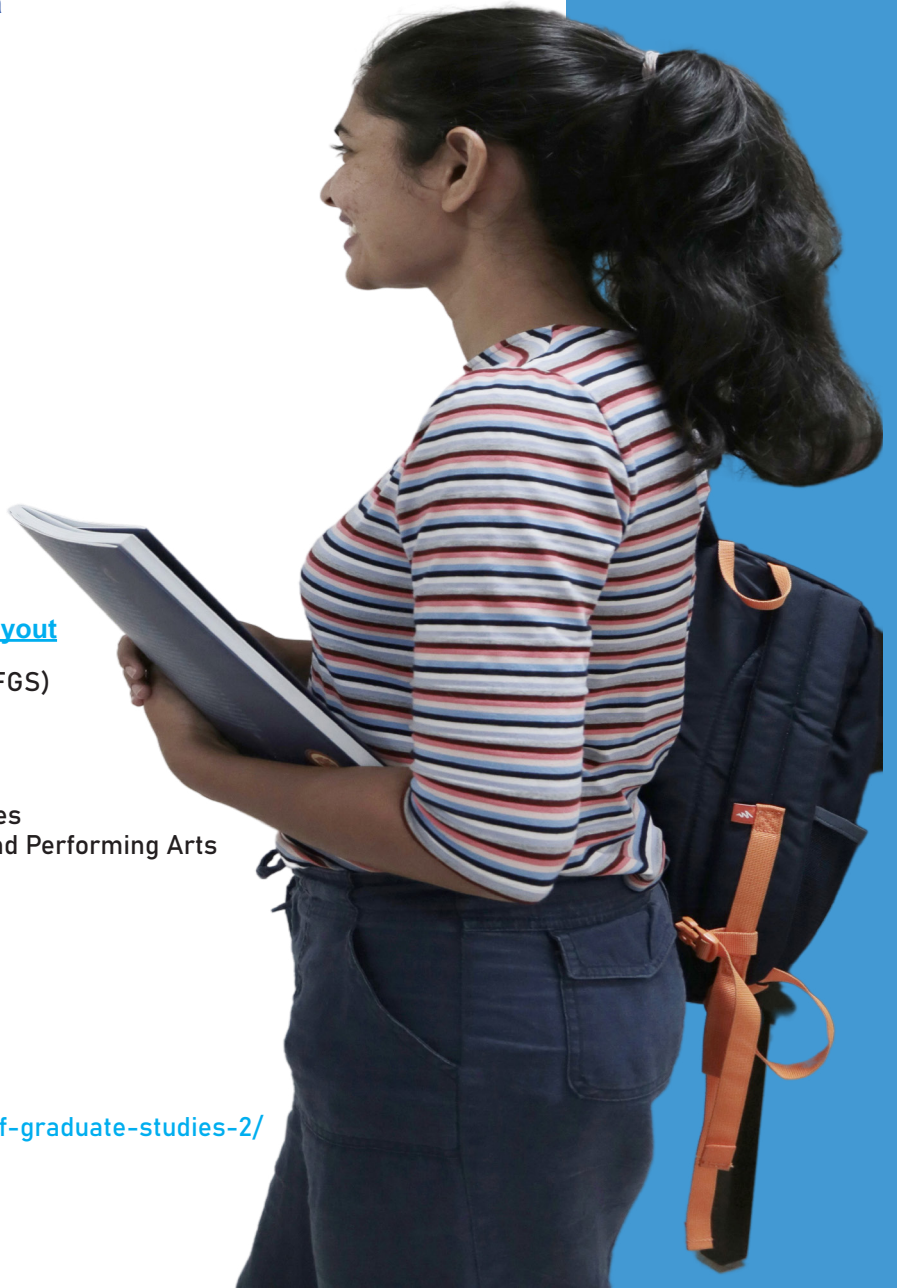
Management Assistant(FGS)

Contact Details

Faculty of Graduate Studies
University of the Visual and Performing Arts
21,
Albert Crescent,
Colombo 07.
Sri Lanka.
fgs.vapa@gmail.com
fgsvpa1@gmail.com

0113461502 / 0113461504

<https://vpa.ac.lk/faculty-of-graduate-studies-2/>



Contents

Faculty of Graduate Studies	i
Members of the Board of Graduate Studies	ii
Team FGS	iv
Postgraduate Research Degrees of the Faculty of Graduate Studies	1
General Information	1
Requirements of Admission	2
Duration of the Degrees	4
Proposal	5
Supervision	7
Degree Certificates or Academic Transcripts	7
The Research proposal to be reviewed according to the review format	8
Registration	8
Cancellation of Registration	9
Withdrawal from the Degree programme	10
Postponement of Registration	10
Upgrading to a PhD	11
Split Degree Programmes	14
Course Fees	15
Competency of Research	15
Progress	15
Format of the Thesis	17
Submission of the Draft Thesis	18
Submission of Final Thesis	19
Re-submission of Thesis	20
Awarding Degree : Criteria	20
Effective Date of the Degree	21
Plagiarism	21
Grading system	22
Grade Point Average for Graduate Studies	23
Publication Requests	23
Course Fee Schedule	24
Important document	32

Faculty of Graduate Studies



Research and the academic outlook of this particular faculty is well related with academic areas related to humanities and pedagogic arts which are connected with the orderly and organized training of eyes, body and mind. All these pedagogic disciplines of humanism are very essential for the well going of mankind as well as Visual and Performing Arts. Research and Creativity on the existing systems or traditions will travel generation to generation finding of new trends and practices related to various traditions. Enhancing of novel researches on these disciplines, thinking of the humanism with innovative ideas and certain developments in the fields of creative arts based practice are to be known as the main operational pathway of this faculty. While dealing with said disciplines, FGS will encourage and invite thinkers of the new generation, who are seeking of Postgraduate Studies, and to elaborate their research programs in every aspects of humanism.

Values

Values are aligned with the vision and mission statements of the University.

1. To develop the conceptual understanding and the perception in humanism, while thinking of the subject related aesthetics and to grasp the essence of a subject, while developing theoretical, practical and critical thinking ability.
2. To encourage contribution to the society by promoting artistic skills by maintaining a high calibre of creative power, technical skills of various disciplines with research ability.
3. To preserve cultural, conceptual, expressive and the whole debue of the mankind ,which were developed in various geographical and cultural zones in a high quality of novel research findings.

Members of the Board of Graduate Studies



Prof. Kolitha Bhanu Dissanayake

Chairman / Dean - Faculty of Graduate Studies



Dr. Saman Panapitiya

Dean - Faculty of Music



Dr. Indika Ferdinando

Dean - Faculty of Dance and Drama



Mr. Jagath Ravindra

Dean - Faculty of Visual Arts



Prof. Nimal Keerthi Dangalle

Member appointed by the Council



Prof. Rohana Lakshman Piyadasa

Member appointed by the Council



Prof. Raj Somadeva

Member appointed by the Senate



Prof. Praneeth Abhayasundare

Member appointed by the Senate

TEAM - FGS



Prof. Kolitha Bhanu Dissanayake
Dean
kolithabhanu.music@gmail.com



Ms. Ishara Udayangi
Assistant Registrar
ishara.u@vpa.ac.lk



Ms. Janaki Balasooriya
Snr. Assistant Bursar
janaki.b@vpa.ac.lk



Ms. Achini Dias
Staff Management Assistant
achini.d@vpa.ac.lk



Mr. Imalsha Dilsan
Management Assistant
Imalsha.d@vpa.ac.lk



Mr. Harshana Jayasinghe
Works Aide
harshanauvpa@gmail.com





1. Postgraduate Research Degrees of the Faculty of Graduate Studies

The Faculty of Graduate Studies offers following full-time research degree programmes in Visual and Performing Arts and its related disciplines in Pedagogic Arts and Humanities.

- 1.1 Master of Philosophy (MPhil)
- 1.2 Doctor of Philosophy (PhD)



2. General Information

2.1 Award of the Degrees

Subject to this By-laws, a candidate may be awarded the Master of Philosophy (MPhil) or Doctor of Philosophy (PhD) by the Faculty of Graduate Studies (Herein after referred to as FGS) of the University of the Visual and Performing Arts, Colombo, Sri Lanka (Herein after referred to as UVPA), he/she has:

- 2.1.1 Been a registered student of the UVPA (FGS) in the respective period as prescribed.
- 2.1.2 To adhere the rules and regulations of this By-law and the other rules, regulations and policies of the University.
- 2.1.3 Earned the appropriate number of credits mentioned by the Sri Lanka Qualifications Framework (Herein after referred to as SLQF) and defended a thesis on a topic approved by the Boards of Study (Herein after referred to as BOS) in the respective Faculties, Board of Graduate Studies (Herein after referred to as BOGS), Senate and the satisfaction of the Board of Evaluation/Examination.
- 2.1.4 Paid such fees (dues) to the FGS of UVPA, Colombo, Sri Lanka.
- 2.1.5 Fulfilled all the requirements prescribed by this By-law and the rules and regulations of the UVPA, mentioned under the degree for which he/she has registered.

3. Requirements of Admission

Applications are accepted throughout the calendar year for the degrees of MPhil or PhD with following supportive documents

3.1 Master of Philosophy (MPhil)

3.1.1

1. A Bachelor's Honours degree of Level 6 with a minimum of 30 credits in the relevant field,
or
2. A Bachelor's Honours degree of Level 6 with a minimum of 30 credits in a related field and successful completion of a qualifying examination,
or
3. A Bachelor's degree of level 5 with a minimum GPA of 3 in the scale of 0-4 and successful completion of a qualifying examination which will be conducted after completion of 30 credits equivalent to SLQF 6 in the same or related field,
or
4. A qualification of SLQF levels 7 or above in the relevant field,
or
5. Completion of NVQ Level 7 with a minimum GPA of 3.0 in a scale of 0-4 and successful completion of a qualifying examination which will be conducted after completion of 30 credits equivalent to SLQF level 6 or 7, as determined by the academic authority of HEI, may also be considered for admission to SLQF level 11 in that field of specialization¹.

Source: Sri Lanka Qualifications Framework-2015

And

- 3.1.2 It is compulsory to complete and submit the certification of the 'Short Course on Research in Visual and Performing Arts' offered by the FGS at the UVPA or any other equivalent qualification obtained from a recognized University or Higher Educational Institution/Institution or any other Master level Degree or Postgraduate Diploma with research.
- 3.1.3 Portfolio (maximum of 15 pages) should be submitted. This should highlight the applicant's key achievements in the field of research and creative practice.

1. Source - An extract quoted from the SLQF document approved by the UGC on 17th September 2015 at the 925th meeting.





3.1.4 Underspecial circumstances, an applicant without an institutional qualification, but with Outstanding Research, Artistic and Professional qualifications may be considered for admission for Master of Philosophy. The candidate should submit a portfolio (maximum of 15 pages) along with a full resume and other relevant certificates: subordinate documents and awards to the FGS. The BOGS will appoint two examiners for evaluating the portfolio. Applicant's eligibility and decision of two examiners will be forwarded to the BOGS for recommendation and to the Senate for final approval. Applicants who are not having sufficient, considerable and justifiable outstanding research experience are compulsory to adhere to the regulation mentioned under 3.1.1.

3.2 Doctor of Philosophy (PhD)

3.2.1

1. A Master of Philosophy Degree,
or
2. A Master's Degree,
or
3. A Bachelor's Honours Degree of Level 6 with a minimum GPA of 3.0 at a scale of 0-4, with or without a qualifying examination as determined by the academic authority of HEI,
or
4. A holder of Bachelor's Degree Honours of Level 6 who has registered to follow a MPhil degree may be upgraded to PhD level after a minimum period of one year provided that his/her research competencies are of exceptional merit,
or
5. A Bachelor's Degree of level 5 with a minimum GPA of 3 in the scale of 0-4 and successful completion of a qualifying examination which will be conducted after completion of 30 credits equivalent to SLQF 6 in the same or related field and register to follow an MPhil degree may be upgraded to PhD level after a minimum period of one year provided that his/her research competencies are of exceptional merit²

Source: Sri Lanka Qualifications Framework- 2015

and

2. Source - An extract quoted from the SLQF document approved by the UGC on 17th September 2015 at the 925th meeting.

Special Note – Item Number 04th and 05th mentioned in the quoted document of SLQF to be considered as 'MPhil leading to PhD'

- 3.2.2 It is compulsory to complete and submit the certification of the ‘Short Course on Research in Visual and Performing Arts’ offered by the FGS at the UVPA or any other equivalent qualification obtained from a recognized University or Higher Educational Institution/Institution. (Only for the applicants who are not completed or obtained any kind of considerable degree or Postgraduate Diploma with Research)
- 3.2.3 Portfolio (maximum of 15 pages) should be submitted. This should highlight the applicant’s key achievements in the field of research and creative practice.
- 3.2.4 **Under special circumstances**, an applicant without an institutional qualification, but with Outstanding Research, Artistic and Professional qualifications may be considered for admission for Doctor of Philosophy. The candidate should submit a portfolio (maximum of 15 pages) along with a full resume and other relevant certificates: subordinate documents and awards to the FGS. The BOGS will appoint two examiners for evaluating the portfolio. Applicant’s eligibility and decision of two examiners will be forwarded to the BOGS for recommendation and to the Senate for final approval. Applicants who are not having sufficient, considerable and justifiable outstanding research experience are compulsory to adhere to the regulation mentioned under 3.2.1.

4. Duration of the Degrees

4.1 Master of Philosophy (MPhil)

Minimum period of two years fulltime research - Maximum period of four years³

4.2 Doctor of Philosophy (PhD)

Minimum period of three years fulltime research - Maximum period of six years³

3. The duration of the postgraduate degree programme is reckoned as the period between the effective date of first registration. With the request from the candidate through his/her supervisor(s), the BOGS may consider and extend the period of the degree for the approval of the Senate under exceptional circumstances.

5. Proposal

- 5.1 The MPhil applicants should submit a research proposal consisting of 2000 words and the PhD candidate should submit a research proposal consisting of 3000 words. Candidates should consult his/her thesis supervisor(s) prior to the final submission of the research proposal.
- 5.2 Documentation and the Organizational structure of the Research Proposal
 - 5.2.1 Topic of the Research
 - 5.2.2 Abstract
 - 5.2.3 Introduction
 - 5.2.4 Literature Review
 - 5.2.5 Research Problem and Hypothesis
 - 5.2.6 Objectives and significance of the Research
 - 5.2.7 The Specific Research Methodology(ies) in relevant to the Research Area or Subject Area
 - 5.2.8 Implications
 - 5.2.9 Limitations of the Research
 - 5.2.10 Ethical concerns
 - 5.2.11 Research Plan
 - 5.2.12 Chapter Breakdown
 - 5.2.13 Bibliography
 - 5.2.14 An Appendix (if necessary)
- 5.3 Once the proposal is submitted, it is reviewed by two academics nominated by the BOS of the respective faculties. Reviewers shall provide two review reports according to double blind process.
- 5.4 The review report shall provide whether the candidate can be registered as MPhil/ PhD candidate or the proposal needs further amendments and refinements for the next step of consideration.
- 5.5 After the completion of the revisions of the research proposal according to the comments of the reviewers, the candidate is required to present a seminar with necessary illustrations to obtain following approvals. (01.Topic approval and 02. Research proposal in one seminar)

Special Note – Candidates are requested to pay their thorough attention on the item numbers of 18.7 and 18.8 in the preparation of Research Proposal.

Important notification:

(i) The levels of the considerations of seminar for approval of the topic for MPhil or PhD students*

- *Pass*
- *Pass with minor correction (No need to appear for another seminar presentation-should re submit the seminar paper within one month)*
- *Pass with major correction (Should appear for another seminar presentation should re submit the revised seminar paper within two months)*
- *Fail: should appear for another seminar presentation as a fresh student*

If the revised submissions are not complied with the due dates, the candidate has to face for the seminar again and considered it as a reattempt.

- 5.6 The effective date of the registration is the payment date of the first installment.
- 5.7 The proposal should be accompanied with an 'Ethical Clearance Certificate' if necessary⁴ obtained from the Ethics Review Committee at FGS or any other recognized committee at university level.



*Composition of the Panel (Seminar no 01): Dean – FGS > Dean of the relevant faculty > Chairman/One representative from the relevant BOS > Two reviewers > Two supervisors > Two subject experts already appointed by the BOGS in this matter

4.Candidate should get the ethical clearance certificate from the Ethical Clearance Committee of the FGS on the ethical circumstances to be occurred according to the research area as instructed / informed by the BOS/reviewers.

6. Supervision

- 6.1 MPhil and PhD candidates are free to select an internal supervisor at UVPA and BOGS will consider the candidate's requests of internal supervisor for the approval. If candidate's selection of internal supervisor is not suitable with the area of the research or the seniority of the supervisor considering his/her professional/career outstanding performances, BOGS shall change the request of the candidate.
- 6.2 MPhil and PhD candidates are free to select an external supervisor and BOGS will consider the candidate's requests of external supervisor for the approval. If the external supervisor selected by the candidate is not in the selected area of the research or the selected supervisor's seniority and considering his/her professional/career outstanding performances, BOGS shall change the request of the candidate.
- 6.3 After working in his/her research for a considerable period with supervisors, if he/she needs change in internal or external supervisors, he/she needs to submit a written request along with a strong justification.

7. Degree Certificates or Academic Transcripts

- 7.1 Copies of the relevant degree certificates, any other required documents of evidence must be submitted along with the application.
- 7.2 Copies of the documents submitted to the FGS under 7.1 to be endorsed as true copies by the Assistant Registrar of the FGS. Therefore, applicant should produce all the original documents to the said official.
- 7.3 On the written request of the FGS (email/automate generated documents) the official academic transcripts should be sent to the FGS through the respective Universities/ Higher Education Institutes.

8.The Research proposal to be reviewed according to the review format⁵

9.Registration

- 9.1 All applications for MPhil or PhD must be submitted to the office of the FGS. The Evaluation, Acceptance and Recommendation to be done by the BOS of the relevant faculty, specially assigned according to the Faculty of Graduate Studies Ordinance No.05 of 2020 and subsequent amendments thereto .
- 9.2 The first seminar to be presented for approval of the Topic as well as Research Proposal by the candidate and decision of the seminar is forwarded for the consideration of the BOGS and for the approval of the Senate of the UVPA prior to the registration.
- 9.3 Once the consideration and formal offer is received from the BOGS, the applicant is required to make the 01st instalment of payment to confirm his/her registration.
- 9.4 The first installment should be paid within one month from the BOGS approval. All the candidates are requested to handle their payments through online. The effective date of registration will be the date of first installment.
- 9.5 The candidate must continue his/her registration accordingly by paying the next instalment fee within the first 03 months of the respective academic year.The first three months of the each academic year to be calculated on the basis of date of registration. It shall be the responsibility of the candidate to ensure that he/she will remain continuously registered.
- 9.6 Violation of the Bylaws of the FGS and the other rules, regulations and policies of the university, in any means may cause the termination of the candidature.

⁵ Please refer Page number 44- Review Format

10. Cancellation of Registration

10.1 MPhil Candidates

- 10.1.1 Failure to make the registration fee and the other relevant payments according to the time frame mentioned in the fees schedule.
- 10.1.2 Failure to complete the course within the approved maximum time limit of the registration.
- 10.1.3 Not submitting 02 consecutive progress reports.
- 10.1.4 In-completion of the first seminar to be presented for approval of the Topic as well as Research Proposal.
- 10.1.5 In-completion of second seminar to be presented comprising with the Literature Review within the first year of the candidature.
- 10.1.6 Maximum number of three attempts per seminar is granted.
- 10.1.7 In the judgment of the Supervisor and the BOS of the relevant faculty, if the performance of the candidate is consistently unsatisfactory for a period of twelve months from the date of first registration, the BOGS shall recommend to the Senate to cancel the candidature.

10.2 PhD Candidates

- 10.2.1 In addition to the fulfilment of the above conditions and number of seminars mentioned under 10.1 > PhD candidates should present one additional presentation before the completion of his/her third year in a topic contextual or allied to his/her research area, according to the intellectual norms along with proper documentation and presenting of findings in a high calibrated scholarly manner. If PhD candidate fail to fulfil this requirement his/her registration shall be cancelled.

11. Withdrawal from the Degree programme

- 11.1 If MPhil or PhD candidate wishes to withdraw from the postgraduate degree programme for which he/she is registered, he/she should submit reason(s) in a written document to the Dean of FGS which to be considered at the BOGS. The recommendation/concerns of BOGS to be approved by the Senate.
- 11.2 In case of withdrawals, materials belonging to the University to be returned and all pending dues for the relevant year must be paid by the candidate.
- 11.3 On special circumstances⁶ if a candidate wishes to withdraw from the postgraduate degree, which he/she registered within first two months, refunding of course fee to be done by the FGS according to the approved guidelines of refund. (refund policy on page 29)
- 11.4 If a candidate wishes to re-apply, his/her application will be considered afresh

12. Postponement of Registration

- 12.1 For the postponement of the effective date of the registration of a postgraduate degree programme, a written request to be submitted with justifiable reason(s) and supportive documents to the Dean of the FGS. Such request will be considered on candidate's merit at the BOGS.

12.1.1 Conditions for the postponement

- (a) Period of one year or less will be granted after consideration.
- (b) Deferment fee to be applied for a postponement of a candidature.

⁶ *Physical inability /*Justifiable personal reasons

13. Upgrading to a PhD

During the first year of the research work, MPhil candidate(s) could request to upgrade his/her research work up to the PhD level by a written request to supervisor(s) copying it to the FGS. This request to be considered according to the regulations of the existing SLQF document of the UGC.

Conditions for the consideration of Upgrading

- 13.1 Completion of two seminars of topic approval cum proposal and literature review within the first year of date of registration.
- 13.2 Should submit two chapters including the literature review and PhD synopsis for the evaluation.
- 13.3 Evaluation to be done by ‘two outside subject experts’ appointed by the BOGS for the above-mentioned chapters.
- 13.4 One publication of the work conducted under the MPhil Research Programme.
- 13.5 The candidate shall be called for a viva -voce examination to be conducted by a panel of seven members⁷ appointed by the BOGS for the evaluation of the competency. Doing of multi-media presentation by the candidate is mandatory. It should consist of academic ambitions to be fulfilled in the requested upgrading to a PhD.
- 13.6 The first registration date of the MPhil degree shall remain as the registration date of PhD degree.
- 13.7 If the candidate is unable to complete the upgraded research in the approved period or if the progress is not at the required scientific and satisfactory level, the progress reports of the supervisors within two years should be considered to grant a MPhil degree to the candidate who has got the privilege of upgrading. Beyond that, the panel appointed for granting of PhD will thoroughly evaluate about the academic and scientific level of the candidate in granting of MPhil Degree.

7. Composition of the Panel: Dean – FGS > Dean of the relevant faculty > Chairman/One representative from the relevant BOS > Two supervisors > Two subject experts already appointed by the BOGS in this matter





14. Split Degree Programmes

Postgraduate Candidates are to be permitted to conduct their Research as a joint programme with UVPA and any other recognized local or foreign universities / institutions. Prior to the initiation of the proposed research, Candidate should submit the required information as indicated below to get the approval of the BOGS and the Senate of the UVPA.

- 14.1 The Institution to be selected for the Split Degree Programme/ Research
- 14.2 Name(s) of the selected or the proposed supervisor(s)
- 14.3 A comprehensive Proposal of the Research
- 14.4 Written consent of the Foreign Supervisor(s) ⁸
- 14.5 A Report on the 'Source of Funding' with below mentioned details
 - 14.5.1 Payments and amounts to be paid for the Foreign Supervisor(s) in the currency of his/her country.
 - 14.5.2 Method of Payment.
 - 14.5.3 Expected Timeline of the Payments.



8. Written consent of the Foreign Supervisor(s) is mandatory

15. Course Fees

Please refer pages 24 - 30

16. Competency of Research

The candidate, require to be competent in the proficiency of the approved language for the Research with Research Methodology and Computer Literacy

17. Progress

- 17.1 It shall be the responsibility of the student to maintain regular contact with his/her supervisor(s) to discuss progress and to seek approval for any change in the approved research. The nature of guiding sessions to be agreed by the candidate and the supervisor(s), minimum number of eight guiding sessions per year to be held between the candidate and the supervisor(s) is mandatory.

17.1.1 FGS shall facilitate postgraduate candidate(s) by providing an area in the FGS premises along with a time schedule to get guidance from the supervisor(s).

- 17.2 After obtaining the formal approval for the topic as well as research, MPhil or PhD student should appear for the seminar by presenting the Literature Survey of his/her research according to the academic norms specified by the Bylaws.

Important notification:

(i) *The levels of the considerations of seminar of Literature Survey* for MPhil or PhD students*

• *Pass*

• *Pass with minor correction (No need to appear for another seminar presentation -should re submit the seminar paper within one month)*

• *Pass with major correction (Should appear for another seminar presentation -should re submit the revised seminar paper within two months)*

• *Fail: should appear for another seminar presentation in Literature Survey*

If the revised submissions are not complied with the due dates, the candidate has to face for the seminar again and considered it as a reattempt.

*Composition of the Panel (Seminar no 02 and 03): Dean – FGS > Dean of the relevant faculty > Chairman/One representative from the relevant BOS > Two supervisors > Two subject experts already appointed by the BOGS in this matter

- 17.3 PhD Candidates must appear for the seminar* before the completion of the third year mentioned under 10.2.1, except for the above seminar (17.2).

Special Note - Levels of the consideration are same as mentioned in the subtopic number (i) of 17.2

- 17.4 The candidate should submit Progress Reports on his/her research work to the Dean of FGS twice a year. First progress report to be submitted within first six months. Second progress to be submitted within the next six months of the year.

17.4.1 MPhil Candidate(s) should submit 04 progress reports along with the dates of the guiding sessions held with supervisor(s).

17.4.2 PhD Candidate(s) should submit 06 progress reports along with the dates of the guiding sessions held with supervisor(s).

Special Note: In case of the extension of the Research Programme, Candidate should submit progress reports according to the ratio mentioned in 17.4.1 and 17.4.2 by considering the granted extended period.

- 17.5 During the period of research all Candidates should fulfill following requirements.

17.5.1 MPhil Candidate must present two abstract presentations in symposiums⁹ of UVPA or any other recognized university or institution and publish one abstract in an indexed journal or peer reviewed journals is mandatory.

17.5.2 PhD Candidate must present two abstract presentations in the symposiums¹⁰ of UVPA or any other recognized university or institution and publish two abstracts in an indexed journal or peer reviewed journals is mandatory.

- 17.6 PhD Candidates are requested to work on 'Contextualized Research Papers'¹¹ relevant to their research area and the FGS will facilitate and encourage Candidates in publishing their respective research papers in suitable forums and platforms. This particular academic exercise to be experienced by the PhD candidate to explore the knowledge and the vision related to the research area.

*Composition of the Panel (Seminar no 02 and 03): Dean – FGS > Dean of the relevant faculty > Chairman/One representative from the relevant BOS > Two supervisors > Two subject experts already appointed by the BOGS in this matter

9 . Virtual Presentations are accepted

10. Virtual Presentations are accepted; PhD candidates are encouraged to work on contextual research papers other than abstract presentations; As mentioned in 10.2.1 in this bylaw

11 . This academic exercise to be sustained the scope of the research area of the candidate with the true circumstances identified in the ideological passionate that leading to good quality researches.

18. Format of the Thesis

- 18.1 The thesis should be written in the permitted language and according to the approved format of the university.
- 18.2 Changing of the approved language to be informed in writing to the Dean of the FGS for the approval of the BOGS and the Senate.
- 18.3 Required number of minimum words; 25,000 (MPhil) and 75000(PhD) 80GSM A4 papers in computer type setting in 12 point Times New Roman - English or FM Abhaya Sinhala fonts.
- 18.3.1 Inside pages of the thesis should be prepared accordingly;
Topic 18-point Bold
Sub topic 14 point
Paragraph topic 14 point Bold
Word “paragraph” 12 point Bold
Foot note 10 point (book title should be in italic letters)
Spacing between lines 1.5 and between foot notes should be 1.0
A blank space of 4 centimeters should be on the top and left side. 2.5 centimeters blank space on right side and the bottom.
- 18.4 Following information should be indicated in the first page.
Topic of the thesis
Name of the postgraduate degree
Name of the student with registration number
Date, month and year
Name of the Faculty and the University
- 18.5 In the second page the student should make a declaration about the originality of his/her thesis work and that it had not been presented for a degree of any other university before. This statement should also be certified by the student’s supervisors. The thesis shall contain an abstract of not more than five hundred (500) words.
- 18.6 It should have illustrations (photographs, maps, diagrams, drawings etc.) as necessary and should be accompanied by a bibliography in conformity to the guidelines issued by the relevant BOGS/BOS.
- 18.6.1 The photographs, maps and diagrams should be complied with the text and the appropriate references of such must be clearly indicated.
- 18.7 Method of referencing and Bibliography: Harvard system.
- 18.8 Candidates are permitted to use end notes, wherever necessary to clarify the issues which are being secondary to the basic text.

19. Submission of the Draft Thesis

19.1 Draft Thesis -Spiral Bound Form

19.1.1 In the first instance a candidate is required to submit two (2) copies of the thesis in spiral- bound form in consultation with and through the supervisor(s) to the examination branch. When submitting the draft thesis, the supervisor's recommendation stating that the student obtains his/her supervision throughout the study should be included. The draft thesis without supervisor's recommendation will not be accepted by the examination division of the UVPA.

19.1.2 Student should inform the topic of his/her thesis to the FGS of the UVPA before three months to the date of final submission of the draft thesis.

19.1.3 The submitted thesis will be examined by two external examiners appointed by the BOGS of the FGS.

19.1.4 MPhil degree consist of 60 credits. In order to obtain these credits each applicant should complete 2 seminars (10 credits for each seminar) and present 2 abstracts presentation (5 credits for each abstract and extended paper of symposium), 30 credits for thesis

19.1.5 PhD degree consist of 90 credits. In order to obtain these credits each applicant should complete 3 seminars (10 credits for each seminar) and present 2 abstracts presentation (5 credits for each abstract and extended paper of symposium), and 50 credits for thesis.

Special Note: Credit values are quoted from the SLQF document 2013 > other quality requirements are aligned with the SLQF document 2015.

19.1.6 After reception of examiners report(s), the candidate shall be called for a viva voce examination*. After the viva voce examination, examiners may recommend;

- (a)Acceptance of the thesis as submitted or
- (b)Acceptance of the thesis subject to revisions deemed necessary to minor corrections or
- (c)Acceptance of the thesis subject to major corrections or
- (d)Rejection of the thesis or
- (e)In the case of a PhD candidature, revision of the PhD thesis and its resubmission as a MPhil thesis.

Special Note – Above-mentioned acceptances to be informed to the candidate by the Dean of the FGS.

*Composition of the Panel: Dean – FGS > Dean of the relevant faculty > Chairman/One representative from the relevant BOS

20. Submission of Final Thesis

- 20.1 Once the thesis is officially approved by the Examination Board appointed by the BOGS, the candidate is required to submit two hard bound copies¹² and one soft copy which is to be sent to the official email of the FGS accordingly. MPhil thesis to be hard bound in green colour cover and PhD thesis to be hard bound in red colour cover.¹³
- 20.2 Name of the candidate, Name of the degree and the year of submission should be stated in gold letters on the spine of the book in the mode of emboss.
- 20.3 On the cover of the thesis following details should be mentioned in gold letters in the mode of emboss.
Title of the Thesis 18 Point
Name of the Student & registration number 14 Point
- 20.4 On the completion of the work, a Candidate is required to submit final two copies to the examination Branch through the Dean of the FGS along with the recommendations of the supervisors.
- 20.5 One soft copy of the thesis is to be kept or archived in the said systems of modern technology mentioned under 20.1, subject to the rules and regulations of the FGS/UVPA/University Library. One hard bound copy is to be kept in the Examination Division and the other copy will be returned to the candidate.



12 Number of copies that candidate must submit will be changed according to the expansions of digital technology : e-management system of the university

13 According to the expected expansions of the FGS and the University related to modern technology on Digital Repository, E – Management and forming of Google Cloud System are to be used as the systems of archiving final thesis submissions of the candidates of the FGS. Furthermore, any other research works done by the candidates of the FGS or the Research Activities conducted and facilitated by the FGS to be archived in said systems in modern technology.

21. Re-submission of Thesis

- 21.1 If the University (FGS) informs to re-submit the thesis on the recommendation of the final examination board, the re-submission must be within three months for minor corrections and for major corrections to maximum of six months from the date of the viva-voce examination.
- 21.2 The revised thesis should be submitted by the applicant to the examination branch with the certification of the supervisors, ensuring that all revisions have been made and after obtaining the signature of the Dean-FGS. After the resubmission of thesis, the MPhil or PhD candidate is not eligible for further re-submission under any circumstances.

22. Awarding Degree : Criteria

- 22.1 Once the thesis is accepted, the candidate will be awarded the Master of Philosophy or Doctor of Philosophy by the FGS-UVPA.
- 22.2 Except regulation number 22.1 below mentioned regulation numbers are to be considered under the degree awarding criteria.

Regulation	Area
19.1.4	complete 2 seminar papers (10 credits for each seminar paper) present 2 abstracts presentation (5 credits for each abstract and extended paper of symposium) For MPhil's
19.1.5	complete 3 seminar papers (10 credits for each seminar paper) present 2 abstracts presentation (5 credits for each abstract and extended paper of symposium) For PhD's
17.2	Progress Reports For MPhil and PhD

23. Effective Date of the Degree

23.1 The effective date for Master of Philosophy (MPhil) and Doctor of Philosophy (PhD) will be the date of the final submission of the thesis to the University (Examination Branch), subject to following conditions.

23.1.1 If a candidate, whose thesis is recommended as it is for the final submission¹⁴, the effective date shall be the date of the submission of draft thesis. Therefore, the candidate is permitted for maximum of 3 months for the final hard bound submission.

23.1.2 If a candidate, whose thesis is recommended for minor corrections in the condition of the resubmission within 3 months, the effective date shall be the date of the revised thesis submission.

23.1.3 If a candidate, whose thesis is recommended for major corrections in the condition of the resubmission within 6 months, the effective date shall be the date of the revised thesis submission

24. Plagiarism

Candidates are advised to follow the intellectual property rights and copyright law of Sri Lanka as well as the Globe. Literal or Visual kidnapping thoroughly related to intellectual dishonesty is extremely prohibited. All the written works must be fairly understood as an original academic work of the candidate. When Visual Images, Quotations, Paraphrases or direct adaptation of research findings > ideas > materials which are Quoted in respective research exercises must be cited properly.

24.1 Any candidate who plagiarizes will receive a status of 'Fail'. Furthermore, there is no opportunity to work with the research again. Plagiarism is a violation of the intellectual property and copyright law.

24.2 Intellectual dishonesty may be affected for rejection of the thesis.

¹⁴ 'final submission' of the draft thesis to be considered as the final submission of the thesis.

25. Grading system

- A Excellent level of achievement in subject and indicate an exceptional general competence and marked and consistent examples of comprehension and interpretation.
- B+ High level of achievement and intelligent fulfillment of course requirements in manner that approaches the excellence of the very high grade.
- B Consistently high level of achievement and indicates that the course requirements have been fulfilled in an intelligent and above average manner.
- C Acceptable degree of understanding and achievement.
- F Signifies failure (Fail basis)
- INC Signifies incomplete. If revised works, have not been submitted the 'incomplete' will automatically become F after the deadline date
- NRP No record of progress.
- W withdrawal



26. Grade Point Average for Graduate Studies

Range of Marks	Grade	Point Value
100 - 90	A	4.00
89 - 80	B+	3.67
79 - 75	B	3.33
74 - 70	C	3.00
69 - 00	F	2.67

27. Publication Requests

27.1 The students who wish to publish his/her final thesis in a printed version or e- version can request to the FGS to obtain the approval.

27.1.1 If the candidate wishes to publish the thesis as it is, examiners concern at the viva voce examination can be considered.

27.1.2 If the candidate wishes to publish the thesis after doing the changes to the thesis, such requests can be forwarded to the BOGS through the Dean of the FGS. Three of the expertise of the subject as well as intellectuals who are well aware in publishing of this type of academic works will be appointed to evaluate the final thesis.



Course Fee Schedule

Course Fee Schedule

	Total Fee for Local Students		Total Fee for International Students	
	MPhil Rs.	PhD Rs.	MPhil USD (\$)	PhD USD (\$)
Registration fee	10000.00	25 000.00	200.00	300.00
Academic fee (Fee Per Year x Number of Years)	150 000.00 (75 000.00 x 2)	240 000.00 (80 000.00 x 3)	2000.00 (1000.00 x 2) * 40% reduction for students from SAARC Countries	3000.00 (1000.00 x 3) * 40% reduction for students from SAARC Countries
Total Fee*	160 000.00	265 000.00	2200.00	3300.00
*Applicable Up to	2 Years	3 Years	2 Years	3Years
Other Fees Applicable				
Renewal /extension of registration per academic year	15,000.00	15,000.00	500.00 * 40% reduction for students from SAARC Countries	500.00 * 40% reduction for students from SAARC Countries
Literature Review Re- attempt of examination	15,000.00	15,000.00	100.00	100.00
PhD 03rd Seminar Re- attempt of examination		15,000.00		100.00
Thesis Re-examination and Viva Fee	40,000.00	40,000.00	400.00	400.00
Upgrading of MPhil up to a PhD	27,000.00	-	150.00	-
Fine for late payments of the academic fee- per late month after the degree period	1500.00	1500.00	10.00	10.00

1. Application Fee, Reviewer Fee and the cost of the Seminar No; 01 for the approval of the research topic, which are to be Non-Refundable> for MPhil and PhD - LKR 14000.00 for Local Students and USD (\$) 75.00 for Foreign Students.
 - 1.1 If the research proposal is not in an acceptable level;
 - (a) Pass with major correction (Should appear for another seminar presentations and pay the amount of LKR 11,000 (Local Students) and USD (\$) 70.00 (Foreign Students) for rearranging the seminar).
 - (b) Pass with minor corrections and if not submitted the revised seminar paper before the due date, student should have to pay the amount of LKR 11,000 (Local Students) and USD (\$) 70.00 (Foreign Students) for rearranging of the seminar).
 - (c) Fail: should appear for another seminar presentation as a fresh -student and should pay full amount of the application fee amounted to LKR 14,000 and USD (\$) 75.00 (Foreign Students) for rearranging the seminar.
2. A refundable Library deposit of LKR 5,000/- for Local Students and USD(\$)
50.00 for Foreign Students should be paid to receive the facility of the university library in addition to the course fee. The candidate is eligible to request for refund within one years' time from the effective date of the degree. Any kind of other requests on refund s will not be considered after the one years' time from the effective date of the degree.
3. MPhil Students are required to pay registration fee and 50% of the academic fee at the time of registration. At the completion of the 1st year, candidates should pay the balance of the academic fee as the second installment. In case of inability to pay the said amount, candidates are eligible for a period of 03 months as a grace period on written request. The written request should be sent to the office of the FGS within the said grace period. Default in such payment may affect the smooth functioning of the degree program.(Please refer the above table).
4. PhD Students are required to pay registration fee and 01st installment of the academic fee at the time of registration. At the completion of the 1st year and 02nd year, candidates should pay the 02nd and 03rd installments of the academic fee respectively. In case of failure to pay the said amounts, candidates are eligible for a period of 03 months as a grace period on written request for both installments. The written request should be sent to the office of the FGS within the said grace period. Default in such payment may affect the smooth functioning of the degree program. (Please refer the above table).
5. The summary of the above payment procedure in 3 and 4 are shown as follows,

Table 01- Local Candidates (without Application Fee, Reviewer Fee and the cost of the seminar number 01 for the approval of the research topic)

Fee Type	Total Fee MPhil (LKR)		Total Fee PhD (LKR)		
	(Year 1)	(Year 2)	(Year 1)	(Year 2)	(Year 3)
	1 st Installment	2 nd Instalment	1 st Installment	2 nd Instalment	3 rd Installment
Registration fee	10,000.00	-	25,000.00	-	-
Academic fee	75,000.00	75,000.00	80,000.00	80,000.00	80,000.00
Total	85,000.00	75,000.00	105,000.00	80,000.00	80,000.00

Table 02 - Foreign Candidates (without Application Fee , Reviewer Fee and the cost of the seminar number 01 for the approval of the research topic)

Fee Type	Total Fee MPhil (USD)		Total Fee PhD (USD)		
	(Year 1)	(Year 2)	(Year 1)	(Year 2)	(Year 3)
	1 st Installment	2 nd Installment	1 st Installment	2 nd Installment	3 rd Installment
Registration fee	200.00	-	300.00	-	-
Academic fee	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Total	1,200.00	1,000.00	1,300.00	1,000.00	1,000.00



6. The Faculty maintains a system of separate payment rates for the repeat examination(s) and the extension(s) of academic years

	Total Fee for Local Students		Total Fee for International Students	
	MPhil (Rs.)	PhD (Rs.)	MPhil USD (\$)	PhD USD (\$)
Other Fees Applicable				
Renewal/extension of registration per academic year	15,000.00	15,000.00	500.00 * 40% reduction for the Students from SAARC Countries	500.00 * 40% reduction for the Students from SAARC Countries.
Literature Review Re- attempt of examination	15,000.00	15,000.00	100.00	100.00
PhD 03 rd Seminar Re- attempt of examination	-	15,000.00	-	100.00
Thesis Re-examination and Viva Fee	40,000.00	40,000.00	400.00	400.00

7. The candidates from SAARC Countries will be granted a 40% concession from the academic fee. The candidates registered under MOU(s) and any other international collaborative research programs are to be granted a concession according to the terms and conditions, if mentioned on the concessions in the respective MOU(s) > collaborative research programs. The rate of the concessions to be decided according to the documented conditions of the collaborative activity.

8. Candidates who applies under Special Circumstances needs to pay the evaluation cost of LKR.10,000.

Payments for two evaluators -LKR. 6,000 (3,000 x 2)

Miscellaneous expenses - LKR. 4000.00

9. Publication request of Thesis will be evaluated by 03 panel members appointed by the BOGS and the relevant cost of LKR 16,000.00 will be recovered from the student.

Payments for Panel member(s)

(Internal/External) -LKR 15,000 (5,000 x3)

Miscellaneous expenses - LKR 1000.00

10. Mode of payment(s)

10.1. The candidates are advised to use the Internet Payment Gateway of the university (+ 3% bank charge applies). University shall not be accepted any kind of other payment(s) system prevailing on the whole procedure of the payment as mentioned in the relevant degree program.

10.2 The PDF version of the invoice should be submitted to the FGS with relevant documents.

11. Refund Policy

The first installment should be paid within one month from the BOGS approval. The effective date of registration will be the date of first installment. The student who wishes cancellation his/her registration needs to request in writing and the refund policy is mentioned below;

Types of Fee	Within 60 Days from the Date of Registration
Application processing fee	Non-refundable
Registration fee	Non-refundable
Academic fee	75%
Refundable library deposit	100%



Instructions for Payments

Account Number - 7810034

Account Name - University of the Visual & Performing Arts

Bank Name - Bank of Ceylon (BOC)

Branch - Independence Square (Torrington)

All payments should be done over the counter of any BOC Branch by filling a payment slip (No CDMA deposits), online or through the Internet Payment Gateway (IPG) of the UVPA.

[Name and NIC number or Name and Registration No. (if applicable) should be included on the payment slip and a copy of the payment slip endorsed by the bank / online receipt / IPG payment receipt should be handed over to the FGS]



Important Documents



Faculty of Graduate Studies
 University of the Visual and Performing Arts
 21, Albert Crescent, Colombo 07, Sri Lanka.
 fgs.vapa@gmail.com / fgsvpa1@gmail.com 0113461502 / 0113461504

(For office use only)

Application for the Registration of Postgraduate Studies
(By research)

01. Name in full (*in block letters*): Ven / Rev /Mr/Ms
02. Name with initials :
03. Gender :
04. NIC / Passport number:.....
05. Citizenship:
06. Permanent address :
07. Official address : (*if any*).....
08. Telephone number(s) : Mobile OfficeResidence
09. Email(s) :
10. Employment : (*if any*).....
11. Degree course for which registration is sought :.....
12. Subject / Area of study :
13. Medium :
14. Title of the proposed Research *:.....
15. If you are already registered for a Degree/ Diploma in this University or any other University or Higher Education Institution (HEI), please state :

16. Details of the Degree(s) / Postgraduate Diploma(s) / Diploma(s) obtained

Degree / Diploma	University / HEI	Year	Subject	Class / GPA

(Certificates in support of qualifications should be attached)

* Please attach a synopsis and relevant document(s)

17. Names and addresses of two academic referees:

17.1 Name : Address: Designation (if any) : Signature: Telephone: Email :	17.2 Name : Address: Designation (if any) : Signature: Telephone: Email :
--	--

I certify that the above mentioned information is true and correct according to the best of my knowledge.

.....

Signature of the Applicant

Date

18.Consent of Supervisors

18.1 Name of the Supervisor :
 Position :
 Institution (if any):
 Highest academic qualification :
 Address :
 Email:..... Telephone :
 I agree to function as a supervisor for the above mentioned postgraduate degree programme.
 Signature : Date :

18.2 Name of the Supervisor :
 Position :
 Institution (if any):
 Highest academic qualification :
 Address :
 Email:..... Telephone :
 I agree to function as a supervisor for the above mentioned postgraduate degree programme.
 Signature : Date :

Please note that for MPhil degree and PhD degree, it is required to carry out high level research under the guidance of a person (supervisor) holding equal / higher professional qualification(s) or position.

(For office use only)

19. Recommendation of the Study Board of the relevant Faculty (BOS)/ Board of Graduate Studies(BOGS)

Memo number(BOS/ BOGS): Date of the meeting held :

20. Recommendation of the Board of Graduate Studies (BOGS) :

Memo number (BOGS): Date of the meeting held :

21. Approval of the Senate / Date : .

Meeting Number Date of the meeting held :

.....
Relevant officer Date

.....
Assistant Registrar Date
Faculty of Graduate Studies

.....
Dean Date
Faculty of Graduate Studies



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 University of the Visual and Performing Arts
 21, Albert Crescent, Colombo 07, Sri Lanka.
 fgs.vapa@gmail.com / fgsypa1@gmail.com 0113461502 / 0113461504

To be filled by the Student

Name with Initials :

Registration Number :

Degree : Contact Number :

Address :

Email :

Request for the Seminar Presentation

To be filled by the Student

Please tick (✓) the relevant box

1. Seminar Presentation 1.1 Category one : Literature Survey First Submission Re- Submission
 1.2 Category two* : Any other seminar

*for PhD candidates,

2. Topic of the Research : (please mention in the approved language)

.....

.....

.....

3. Number of progress reports submitted :

Signature Date

4. Recommendation of the Supervisor(s)

To be filled by the Internal supervisor

4.1 Is the work on schedule : Yes No
 4.2 If not, please give reason(s) : (please use a separate sheet if necessary)

4.3 What steps would be taken to avoid further delays? (If any)

Name Signature Date

To be filled by the External supervisor

4.4 Is the work on schedule : Yes No
 4.5 If not, please give reason(s) : (please use a separate sheet if necessary)

4.6 What steps would be taken to avoid further delays? (If any)

Name Signature Date

(To be filled by the office of the FGS)

Date of first Registration Termination date of the registration

Last date of eligibility for extension

Details are accurate . - Checked by
 Relevent officer Signature Date

I confirm the above details to proceed for the presentaion

Assistant Registrar
 Faculty of Graduate Studies Date :



Faculty of Graduate Studies
University of the Visual and Performing Arts
21, Albert Crescent, Colombo 07, Sri Lanka.

To be filled by the Student

Name with Initials :
Registration Number :
Degree : Contact Number :
Date of Registration :
Address :
Email :

Progress Report MPhil / PhD Degree

1. Topic of the Research :

2. Objectives :

3. Names, Contact details of the two supervisors :

3.1 Name of the Supervisor :
Address :
Phone Number :
Email :

3.2 Name of the Supervisor :
Address :
Phone Number :
Email :

4. Timeline : period covered by the report

5. Description of the research carried out at this stage (250 words - please use a separate sheet)

6. Results obtained in the last period of your research (a summary- please use a separate sheet if necessary)

7. Conclusions drawn at this stage (if any ; in point form)

7.1 Any publications / Scientific communication already made during this period :

7.2 Further work plan : (a summary -please use a separate sheet if necessary)

(Signature of the candidate)

(Date)

I am satisfied / not satisfied with the progress:
Signature of the supervisor :
Date :

I am satisfied / not satisfied with the progress:
Signature of the supervisor :
Date :



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To be filled by the Student

Name with Initials :
Registration Number :
Degree : Contact Number :
Date of Registration :
Address :
Email :

Application to Change the Topic of the Thesis

- 1. Topic of the Research :
2. New Research Topic :
3. Strong justifiable summary regarding the changing of the topic :
4. Any other changes [Objective(s) ; Research Question etc - please use extra paper(s) if necessary]
5. Any change in the content of the Research [please use extra paper(s) if necessary]
6. Other details [please use extra paper(s) if necessary]

Signature of the Applicant

Date

7. Consent of the supervisor(s)

7.1 I hereby recommend / not recommend the new topic requested.

(Name of the external supervisor) (Signature) (Date)

7.2 I hereby recommend / not recommend the new topic requested.

(Name of the external supervisor) (Signature) (Date)



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To be filled by the Student

Name with Initials :
Registration Number :
Degree : Contact Number :
Date of Registration :
Address :
Email :

Application to Change the Supervisor

1. Topic of the Research :
.....
.....
.....

2. Current supervisor name :

3. Strong justification :
.....
.....
.....
.....
.....
.....
.....
.....
.....

4. New Supervisor

4.1 Name of the Supervisor :
Position :
Institution (if any):
Highest academic qualification :
Address :
Email:..... Telephone :
I agree to function as a supervisor for the above mentioned postgraduate degree programme.
Signature : Date :

Signature of the Applicant

Date



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To be filled by the Student

Name with Initials :
 Registration Number :
 Degree : Contact Number :
 Date of Registration :
 Address :
 Email :

Submission Notice of the Thesis

1. Topic of the Thesis : (Please mention according to the language approved)
2. Name of supervisor(s) 2.1
 2.2
3. Expected date of submission :

Signature of the Applicant

Date

For office use only

1. Received required progress reports (according to the Bylaws) Yes No
2. Completed seminar presentation (according to the Bylaws) Yes No
3.
 - 3.1 Internal Supervisor's approval Yes No
 - 3.2 External Supervisor's approval Yes No
4. Research topic approval Yes No
5. Number of abstract presentation(s) completed :
6. Expected date mentioned by the candidate for the submission of the thesis ; Examination Division :
7. Course fee status Paid Pending
8. Extension / Renewal Paid Pending
9. Balance fee (if any) LKR /USD :
10. Approved Topic from the BOGS :
1
- 10.1 BOGS meeting ; memo number : 10.2 BOGS meeting date :

Details are accurate - checked by

Name of the officer

Signature

Date

I confirm the above details

Assistant Registrar
 Faculty of Graduate Studies
 Date :

Dean
 Faculty of Graduate Studies
 Date :



Faculty of Graduate Studies

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To be filled by the Student

Name with Initials :
Registration Number :
Degree : Contact Number :
Date of Registration :
Address :
Email :

Application for the Submission of MPhil / PhD : Draft Thesis to the Examination Division

- 1. Topic of the Research :
2. Number of seminars completed according to the Bylaws : (at this stage)
3. Number of abstracts presented according to the Bylaws : (at this stage).....
4. Did you request for an extension ? Yes [] No []
4.1 If "Yes" did you receive the approval for the extension ? Yes [] No []
5. Course fee settlement status - Fully Paid [] Pending* []
6. Did you complete all the other prerequisites ? Yes [] No []

.....
Signature Date

* If the course fee is pending , contact Assistant Registrar of the faculty for a realistic settlement.

(To be filled by the office of the FGS)

Date of first registration Termination date of the registration
Last date of eligibility for extension

Details are accurate . - Checked by
Relevant officer Signature Date

I confirm the above details

.....
Assistant Registrar
Faculty of Graduate Studies Date :



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fgs.vapa@gmail.com / fgsvpa1@gmail.com 0113461502 / 0113461504

To be filled by the Student

Name with Initials :
Registration Number :
Degree : Contact Number :
Date of Registration :
Address :
Email :

Application for the Submission of MPhil / PhD : Final Thesis to the Examination Division*

- 1. Topic of the Research :
2. Number of seminars completed according to the Bylaws :
3. Number of abstracts presented according to the Bylaws :
4. Did you request for an extension ? Yes [] No []
4.1 If "Yes" did you receive the approval for the extension ? Yes [] No []
5. Course fee settlement status - Fully Paid [] Pending** []
6. Did you complete all the other prerequisites ? Yes [] No []

.....
Signature Date

* Hard-bound Thesis

** If the course fee is pending , contact Assistant Registrar of the faculty for a realistic settlement.

(To be filled by the office of the FGS)

Date of first registration Termination date of the registration
Last date of eligibility for extension

Details are accurate . - Checked by
Relevant officer Signature Date

I confirm the above details

.....
Assistant Registrar
Faculty of Graduate Studies Date :



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Name with Initials :
Registration Number :
Degree : Contact Number :
Address :
Email :

Checklist of Qualification(s) For Student

- 1. Degree MPhil [] PhD []
2. Details of the Degrees
General (SLQF 05) [] Honours (SLQF 06) []
2.1 Class of the first degree (if any)
1st Class []
2nd Class Upper []
2nd Class Lower []
2.2 GPA -[first degree (if any)]
2.3 MPhil (SLQF 11) []
2.4 MPA (with research) (SLQF 10) []
2.5 MPA (without research) (SLQF 09) []
2.6 MA two year (with research) (SLQF 10) []
2.7 MA two year (without research) (SLQF 09) []
2.8 MA one Year (SLQF 09) []

Any other details (if any)

Series of horizontal dotted lines for entering additional details.

Signature Date



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Name with Initials :
Registration Number :
Degree : Contact Number :
Address :
Email :

Self Evaluation Format of Research Proposal

1. Topic :
.....
.....

1.1 Clarity of the Topic :
.....
.....

2. Introduction and Literature Review :
.....
.....

3. Research Objectives ; Comments on the Research Problem and the Research Gap :
.....
.....

4. Hypothesis :
.....
.....

5. Research Question :
.....
.....

6. Significance of the Research :
.....
.....

7. Content of the Project :
.....
.....

Please submit the following documents with duly completed Application

1. Your portfolio (Maximum of 15 pages)
2. Degree certificate and transcript
3. Research proposal
4. Self Evaluation Format of Research Proposal (Document Number 10)
5. Ethical Clearance Certificate (if necessary)
6. Payment slip (LKR 14,000.00 / USD 75.00)