

MASTER OF PHILOSOPHY / DOCTOR OF PHILOSOPHY

GENERAL SIR JOHN KOTELAWALA  
DEFENCE UNIVERSITY

(MEMBER OF THE ASSOCIATION OF COMMONWEALTH UNIVERSITIES)

GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY (KDU)

General Sir John Kotelwala Defence University (KDU), a member of the Association of Commonwealth Universities, United Kingdom, is the pioneer and most prestigious Degree awarding Defence University in Sri Lanka, established under the Sir John Kotelawala Defence Academy Act No: 68 of 1981 and subsequent amendments.

## **Master of Philosophy/ Doctor of Philosophy**

### **Introduction**

1. The Faculty of Graduate Studies (FGS) of the KDU will provide an opportunity to obtain a prestigious qualification in Master of Philosophy /Doctor of Philosophy in multidisciplinary studies in three years.
2. Objectives of the proposed study programme are as stated bellow;
  - a. To provide opportunities for Officers of Tri Services, Public and Private Sector with appropriate qualifications to carryout research that would be relevant to the development of military or other related fields which facilitate future developments objectives of the country in development.
  - b. To provide intensive exposure and knowledge on Research Methodology that could be considered as key elements in carrying out advanced research.
  - c. To provide training in qualitative and quantitative research through guidance and supervision of individual in respective fields of studies.
  - d. To help prospective candidates to establish links with local and foreign institutions specializing in fields of study within which their thesis work/research interests fall.
  - e. To improve the research environment at KDU in view of publishing in reputed journal and conferences which immensely beneficial to reach the vision of the University.

### **Award of the Degree**

3. A person may be awarded the Degree of Master of Philosophy (MPhil) or Doctor of Philosophy (PhD) as the case may be if he/she fulfills following requirements.
  - a. Been a duly admitted and registered student of the programme leading to the Master of Philosophy (MPhil) or Doctor of Philosophy (PhD) of the General Sir John Kotelawala Defence University.
  - b. Pursued the programme of study in the University, or in other approved place or institution, to the satisfaction of the Board of Management as prescribed by these By-Laws, and other Rules and Regulations.

- c. Satisfied the Examiners at the prescribed Written Examinations, Proposal Presentations, Progress Presentations and Assignments or at any other mode of Assessment as may be decided by the Board of Examiners and at the Final Presentation of research in the form of a thesis.
- d. Must have fulfilled all other requirements prescribed by these By-Laws, and the Regulations and Rules of the University.
- e. Must have paid registration, tuition, supervision, examination fees and other fees and dues as may be payable by her/him to the University.

### **The Programme Structure**

- 4. The programme is structured considering three elements constituted of the progress of a PhD candidate;
  - a. The role of the FGS, KDU.
  - b. The role of the candidate.
  - c. The process of assessment.
- 5. This shows what kind of tasks, the student is supposed to be involved in during the first six months of the programme and what kind of ways the FGS of KDU is involved during this period. The FGS facilitates the student progress providing knowledge inputs necessary to carry out student's tasks during the period. On the other hand, in order to assure the progression in acquiring the required level of academic quality of the student, the FGS will conduct its performance review process on a regular basis. The structure shows this research training programme.

### **The Research Training Programme**

- 06. The research programme has been designed with the aim of standardizing the research methodology and to offer students expertise knowledge in researching. This is outlined in the Structure. The research training programme should not be read as a course work to be followed as a partial fulfillment of the assessment process of the M.Phil/PhD programme. The research training programme package has been made to make students competent in research methodology. Hence, 100% attendance to the programme is expected. The level of attendance will be considered at the overall assessment to decide the student's potential to continue in the programme as either M.Phil or PhD candidate.
- 07. All M.Phil/PhD candidates should follow a programme of training in research methodology of six months and further six months pertaining to national

interest. The training will consist of about 70 – 100 hours of contact time and will commence in the first week of registration. This training course shall be completed within the first year of the programme. Lectures will be conducted on every other weekend. The research methodology training will cover preparation of research proposals, qualitative and quantitative (statistical) methods of research, survey methodologies modeling and thesis writing. By the end of the research methodology course the candidates are expected to finalize their research proposals.

08. Candidates are supposed to develop their research proposal by earlier or at the end of the training period. However, further delivery of knowledge inputs will take place from time to time way of guest lectures, seminars, workshops and other modes of presentations during the programme duration.

09. The training will be conducted by selected experienced academics. The students are required to maintain at least 80% attendance in classes conducted on research methodology without which they will not be allowed to sit the final class test.

10. The research training programme provides knowledge inputs mainly in three areas of important for the completion of a thesis as follows;

- a. Alternative research methodologies available for investigating and analyzing different research problems.
- b. Improving academic writing and presentation skills.
- c. Writing and presenting the thesis.

11. The research training takes approximately six months. Students' progress towards the final thesis is assessed quarterly through progress review committee (PRC) meetings. Keeping in parallel to the progress in the research training process, students are supposed to complete their formal research proposal and submit within six months from the commencement of the research training programme. Once a student has submitted the proposal and accepted by the faculty, such a student is supposed to continue in progressing in the planned research work. At the end of a period of a year, the overall progress and performance of each student are assessed by PRC based on assessment results the student fall in to one of the three categories listed below;

- a. Those who have achieved a higher degree of performance are allowed to precede PhD studies.

b. Those who have achieved satisfactory level of performance but not achieved the level of performances required for PhD stated in sub paragraph “a” above are allowed to continue with M.Phil studies.

c. Those who have not achieved performance levels requires under sub para “a” and “b” are allowed to resubmit the proposal to the PRC. Maximum of 3 such resubmission are permitted within 2 years from the date of the assessment.

## **Registration**

12. Procedure of registration is as indicated bellow.

a. On acceptance of his/ her candidature by the Faculty of Graduate Studies (FGS) and the Board of Studies of the Kotelawala Defence Studies (KDU) an applicant shall register provisionally as a postgraduate student of the university.

b. He/She shall pay the prescribed non refundable provisional registration, partial tuition and any other fees, at the time of registration or enrolment. The partial tuition fee and other fees will cover his/ her provisional registration and following the Research Methodology Course. If the candidate obtains the required percentage of marks for the Research Methodology Course and satisfies other requirements, if any, he/she will be permitted to register as a postgraduate student of the FGS-KDU, on payment of the required tuition and other fees.

c. The candidate shall be initially registered for the Degree of Master of Philosophy (M.Phil) with an opportunity for upgrading to the PhD level, on the basis of his/her performance during the first year of study, except where the candidate has already obtained a Degree of Master of Philosophy from a recognized University, in which case he/she may be directly registered at the PhD level.

d. The minimum required period of studies for the Degree of Master of Philosophy shall be two years and Doctor of Philosophy shall be three years. The first registration is valid until the completion of the Degree. However, other relevant course fees are required to pay annually for additional years.

e. The maximum period for the M.Phil shall be 04 years and for the PhD shall be 06 years from the time of registration. Extensions beyond the maximum stipulated period will be considered on request of the student, by

the Board of Studies with recommendation of Board of Examiners. Special consideration for extended periods will be given for candidates on official commitments.

### **Failure to complete during period stipulated**

13. Candidates who do not complete either study programme within the maximum stipulated time period shall be considered only as a continuing student subject to the payment of a continuation course fee. Continuation course fee will be 50% of the normal course fee.

### **Selection of Supervisors**

14. The Board of Studies of KDU shall appoint a supervisor for each student registered as a candidate for the M.Phil/ PhD Degree and if necessary, a co-supervisor may also be appointed on the recommendation of the relevant Board of Study. In the case where supervisor is not from the KDU, a co-supervisor shall also be appointed from the University.

15. During the period of registration the candidate shall carry out the research under the guidance of the supervisor/s appointed by the University unless otherwise a change is made due to an unforeseen reason.

16. In case a supervisor is not available or if the student request for a change of a supervisor, written request to be made and new supervisor can be appointed on ground acceptable to KDU board of studies.

### **Progress Reports and Seminars**

17. The candidate shall meet the supervisor regularly as arranged with the consent of the supervisor, to report on the progress made on the research. Each time he/she meets the supervisor, the candidate shall obtain a brief comment on the progress made up to that point and the signature of the supervisor on the official form provided to the candidate.

18. At the end of every six months, the supervisor shall submit a confidential progress report on the candidate's research work. The report shall be submitted to the Dean FGS, KDU to be forwarded to the Board of Examination.

19. The candidate shall also be required to make oral presentation on the progress of his/her research biannually or whenever KDU requires doing so, through a seminar presentation. In normal circumstance the seminars shall be organized biannually by the FGS, KDU.

20. The progress of all candidates will be reviewed on a quarterly basis by a progress review panel. (The progress review panel shall keep the outcomes of the meeting recorded). It is the responsibility of the candidates to maintain satisfactory progress in their research study.

21. Failure to provide a progress report when required will automatically be taken in to constitute unsatisfactory progress if it's find the fault of student and remedial measures to be taken if it is the fault of supervisor . In this respect there are certain responsibilities for the candidate as well as the supervisor.

### **Upgrading to the PhD Level**

22. The Board of Examiners may consider upgrading a candidate registered for the M.Phil Degree programme to the PhD level at the end of the 1<sup>st</sup> year of his/her studentship. Upgrading can be carried out taking into account the overall performance of the candidate during the first year of study. Respective supervisor/s shall make a written request to the Dean FGS to arrange for a presentation for upgrading before a panel in the field to determine the suitability of the candidate for upgrading to the PhD level.

23. The Board of Examiners shall also make use of an independent assessment of written book of the candidate as a part of the upgrading process. The Board of Examiners to consider upgrading shall be in the presence of two or more experts in the relevant field as decided by KDU and the Supervisor/s of the candidate as observer/s.

24. The candidate shall make an oral presentation before the panel to describe the progress made during the first year and the future plan of research. The panel shall make a recommendation whether the upgrading should be carried out or the candidate is required to continue with the M.Phil programme.

### **Unsatisfactory Progress**

25. If, in the opinion of the Board of Examination, on the written recommendation of the supervisor/s, a candidate is not making satisfactory progress, the Board of Examiners may recommended to the Board of Studies of KDU to suspend or cancel the registration of the respective candidate. Thereafter, upon the acceptance of such recommendation by the senate, such candidate shall cease to be a registered candidate for the respective research degree. There shall be no refund of fee.

### **Submission of the thesis**

26. The thesis shall be written in English, consisting of not less than 15000 words, Candidates, for the M.Phil or PhD Degree shall be required to submit the thesis on approved subjects demonstrating.

- a. The knowledge on the methods of research.
- b. The competence to present material systematically.
- c. The ability to exercise critical and independent judgment.
- d. The application above to investigate the research problem and present the results.

27. The thesis shall also demonstrate the candidate's ability to make a significant and critical contribution to the chosen field of study. In the case of PhD candidacy, the work should also present a creative and seminal contribution to new knowledge on the study of subject matter under study.

28. The thesis shall be submitted within three months after the end of the prescribed period of study. If an extension is required the candidate shall make a written request, through the supervisor, to the Dean FGS, giving the time requirement and justification for such an extension to be forwarded for the approval of the Board of Studies of KDU.

29. Prior to submission of the thesis, the Board of Examiners shall have the power to modify the title of 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 Studies of KDU for approval. At least three months prior to submission of the thesis to KDU, the candidate shall, with the approval of the supervisor/s inform the Director IPGS of his/her intention to submit the thesis, enabling the University to proceed with making necessary arrangements to appoint examiners.

30. On completion of his/her work, the candidate for a Postgraduate Research Degree shall submit to the Dean FGS, three copies of the thesis prepared on the prescribed format. The student shall obtain the recommendation of the supervisor/s for submission of the thesis.



### **Examination of the Thesis**

31. Upon the payment of the prescribed examination fee by the candidate either for M.Phil or PhD a request is made to the Dean FGS to appoint examiners. The Dean FGS shall recommend to the Board of Studies of KDU, the appointment of two examiners (at least one of whom shall be from outside KDU) for the evaluation of the thesis.

32. The examiners appointed by the Board of Studies for the evaluation of the thesis shall submit written reports on the thesis to the Dean FGS. The Board of Studies of KDU on the recommendation of the Dean FGS shall have the power to appoint another examiner/s in the event that the examiner/s does/do not comply with requisite time period for evaluation.

### **Viva Voce Examination**

33. In order to qualify for the award of the Degree, a candidate, after the submission of thesis shall be called for a viva-voce examination. The purpose of the viva voce examination is to find out the originality of the work, candidate's ability to present and support his/her thesis and answer questions on the work and the subject matter, his/her suitability to receive the relevant Degree.

34. 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. That the degree for which the candidate has submitted the thesis for examination shall be awarded.

or

b. That the Degree for which the candidate has submitted the thesis for examination, shall be awarded subject to minor amendments/corrections to the thesis, as may be specified by the Board of Examiners to be submitted within a maximum period of three months with a certification from a nominee of the Board of Examiners, that the amendments/corrections have been made.

or

c. That the candidate shall be permitted to resubmit the thesis within a maximum period of one year. The revised thesis shall be re-evaluated by the same examiners as far as possible and the candidate shall be summoned for

another viva voce examination. Thereafter the Board of Examiners shall decide on (a) or (b) above or (d) or (e) below.

or

d. That the candidate is considered as failed and the degree shall not be awarded.

or

e. That, where the candidate has submitted the thesis for the Degree of doctor of Philosophy, instead of awarding that, the Degree of Master of Philosophy may be awarded subject to requirements of paragraph (b) above, where they are applicable.

35. When a thesis is accepted for the award of a Degree, three hard bound copies conforming to the specified format shall be submitted to the Dean FGS.

### **Entry Qualification**

36. Officers/personnel of the Defence services and Police, Executive officers of the Public and Private Sector shall seek registration as a candidate for the Degree of Master of Philosophy Programme if she/he:

a. has passed with First or Second Class Honours in the Upper Division at the Special Degree Examination from recognized University in a relevant subject of the proposed research,

or

b. has passed Masters Degree with substantial research component from recognized University in a relevant subject of the proposed research,

or

c. has passed Bachelor Degree (1<sup>st</sup> Class) with substantial research component from recognized University in a relevant subject of the proposed research,

or

d. candidate who obtain Passes Staff College or equivalent from a reputed local or foreign military institution with minimum of 20 years of unblemished military service.

## **Responsibilities**

37. Responsibilities of the Candidates are as stated bellow.
- a. Discussing with the supervisor(s) the type of guidance and comment that the candidate finds most helpful, and agreeing to a schedule of meetings which will ensure regular contact with the supervisor(s);
  - b. Presenting in writing thesis proposals during the first four months of candidature;
  - c. Taking the initiative in raising problems or difficulties, no matter how elementary they may appear to be;
  - d. Maintaining the progress and standards of the work in accordance with those agreed with the supervisor(s), including in particular the presentation of written material as required in sufficient time to allow for comments and discussions before proceeding to the next page;
  - e. Submitting formal progress reports on a quarterly basis;
  - f. Attending postgraduate seminars and other types of seminars when this is expected; and
  - g. Preparing the thesis for examination, including arrangement for its typing, proof reading, binding and consulting the supervisor(s) regarding matters of style and presentation.
  - h. It is considered mandatory that candidates to present and defend his/her thesis to fellow students and supervisors before appearing for the final Viva Voce Examination.
38. Responsibilities of the supervisor(s) are as follows;
- a. Being sensitive to the needs of the candidate to use time productively;
  - b. Provision of guidance about the nature of research and the standards expected, the choice of a research topic, development of a proposal and organization for its presentation, the planning of the research programme, assistance with the literature and data sources, attendance at taught classes where appropriate, and assistance with relevant research techniques (including arranging for instruction where necessary);
  - c. Seeking to maintain regular contact with the candidate, normally fortnightly and not less than once a month;

- d. Being accessible in person to the candidate at appropriate times, when advice may be needed;
- e. Requesting written work and returning such work with constructive criticism and in reasonable time, normally within 30 days.
- f. Arranging for alternative supervision during periods of leave.
- g. Ensuring that the candidate is made aware immediately of inadequate progress or standards of work below those generally expected, specifying the problems and suggesting ways of addressing them;
- h. Recommending to the Faculty Board if it is appropriate for the candidate to be upgraded from Masters to PhD. Normally the candidate would be expected to have completed a substantial part of the work at a standard that indicates a capacity to fill the requirement of the PhD degree;
- i. Reporting the candidate's progress on a quarter basis to the Dean FGS- KDU using the standard format; and
- j. At the time of submission, certifying that the thesis conforms with the regulation and is therefore, prima facie, worthy of examination.
- l. Encouraging writes research paper to local/ International conferences and journals etc.

39. Maintenance of Intellectual Integrity and avoiding Plagiarism.

- a. The Sir John Kotelawala Defence University's degree and other academic awards are granted in recognition of a student's personal achievement.
- b. Any action on the part of a candidate which involves plagiarism (defined as the unacknowledged use of another's work as if it were one's own exemplified by copying from a source without acknowledgement of its origin) or other form of academic dishonesty, in work may be assessed as part of the requirements for an academic award, will be regarded as a serious offence.
- c. When a substantive case of academic dishonesty or plagiarism is detected by an examiner, or the panel, the candidate will be assigned zero mark and will not be awarded the M.Phil/PhD degree.

40. It is most important for all candidates to be very careful to avoid plagiarism in your academic writing. If you acknowledge someone else's writing, it will not be plagiarism. **Plagiarism is taking another person's words or ideas and using them as if they were your own. If even a small section of your work is found to have been plagiarized, it is likely that candidates will be assigned zero mark, and they may even be expelled from the University. Faculty of Graduate Studies of KDU regards plagiarism as an extremely serious offence.**

41. Avoiding plagiarism is the key to maintaining academic integrity. Plagiarism is considered the worst intellectual crime and therefore, penalty for plagiarism can include the expulsion from the study programme, among other measures adopted based on the severity of plagiarism.

42. The simple way to avoid plagiarism is to duly acknowledge all the original sources from which you have borrowed ideas in producing your own academic work.

### **Course Fees**

43. Course fee for M.phil and PhD are as follows;

Registration Fee	Rs. 15,000.00
Course Fee	Rs. 435,000.00 (Mil/Police/MOD) Rs. 500000.00 (Civil)
Library Fee	Rs. 4,000.00
Library Refundable Deposit	Rs. 4,000.00
Refundable Mess Deposit	Rs. 2000.00

### **How to Apply**

44. The officer with required qualifications should apply to the respective service Commander / Inspector General of Police / Head of Department who will nominate candidates. The selection are made on the interview conducted by the University.

45. If you need more details, contact Brigadier W P A K Thilakarathna, Dean FGS, KDU. Tel: 011 2632130, Office Tel:011 3041447.

