



**GUIDELINES FOR SUPERVISORS  
AND STUDENTS OF  
POSTGRADUATE RESEARCH**

**HIGHER DIGREE COMMITTEE  
FACULTY OF MEDICINE  
UNIVERSITY OF PERADENIYA  
SRI LANKA**

**March 2020**

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AND STUDENTS OF  
POSTGRADUATE RESEARCH**

Approved by the 478<sup>th</sup> Meeting of the Faculty Board, Faculty of  
Medicine, 154<sup>th</sup> Meeting of the Academic Planning and Development  
Committee, and 449<sup>th</sup> Senate Meeting, University of Peradeniya

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## **1. Selection of supervisors- Regulations**

A postgraduate research student would normally be required to work in the relevant department of study in the Faculty of Medicine, Peradeniya, under the guidance of the supervisor(s). In the event that a part of the research needs to be conducted at another institution approved by the Faculty Higher Degrees Committee (FHDC), the Faculty Board (FB) would, on the recommendation of the FHDC, appoint an additional supervisor from the said institute where the research is to be conducted.

1. Supervisors should be persons competent in the field of study or in a major area of the research proposed
2. A research student will have at least two but not normally more than three supervisors one of whom would be the principal supervisor responsible to the FHDC.
3. The Principal supervisor should be a permanent academic staff member of the Faculty of Medicine, Peradeniya.
4. The Principal supervisor should have a research degree equivalent to or higher than that for which registration is sought.
5. A permanent academic staff member of the level of senior lecturer or above, but without a research degree, is eligible to be a principal supervisor on the recommendation of the FHDC based on evidence in terms of original research published in peer reviewed journals.
6. In the event of 1.5, at least one of the co-supervisor should have a research degree equivalent to or higher than that for which registration is sought.
7. The desirable number of MPhil/PhD/DM research students (first year/at any given time) for a principal supervisor should not be more than three. However, this could be waived at the discretion of the FHDC.
8. Any change to the approved supervision arrangements should be submitted for ratification by the FHDC.

## **2. Responsibility of supervisors**

- 2.1 Ensure that the student is aware of and comply with the current rules and regulations for higher degrees of the Faculty of Medicine, Peradeniya.
- 2.2 Ensure that the student is aware of and comply with Departmental, Faculty, University, National and International accepted policies and regulations relating to professional conduct, research, including safety and ethics (humans and animals).
- 2.3 Ensure that the student choose an appropriate study for the research that is feasible within the facilities and time available; has a clear understanding of the previous literature on the topic; identify specific research questions based on needs, identify the methodology and facilities required; plan a time schedule for carrying out the research and writing of the thesis.
- 2.4 Assist the student to prepare the research proposal based on the above criteria.
- 2.5 Recommend reviewers for evaluation of the research proposal and send the list of reviewers (names, addresses, contact number, e.mail and brief CV) confidentially to the FHDC.
- 2.6 Guide the student to carry out the research work ensuring that all facilities identified are available.
- 2.7 Encourage the student to acquire other skills relevant for quality research such as statistical analysis, research methodology, IT and presentation skills.
- 2.8 Encourage the student to participate in seminars, lectures, to network with other researchers and to present and publish work that has been carried out at times appropriate.
- 2.9 Monitor progress periodically. Initially frequent meetings would be necessary.
- 2.10 Encourage the student to think independently, to be creative but to discuss work with the supervisors at all times.
- 2.11 Be open to ideas generated by the student and if appropriate, to incorporate these in the research work.
- 2.12 Encourage writing the work, request written work as appropriate and return such work with constructive criticisms within a reasonable time frame.

- 2.13 Ensure that the student is made aware of inadequacy of progress and or of standards below that is generally expected and suggest corrective measures.
- 2.14 Ensure that the student submits progress reports at the appropriate time and in formats as laid out by the FHDC.
- 2.15 Inform the FHDC any difficulties in the continuation of student's supervision or any interruption/disruption to the research that has arisen or that you envisage to arise and seek advice.
- 2.16 Inform the FHDC and make appropriate arrangements for supervision if the supervisor plans to take more than 6 weeks of leave. In such event at least one other approved supervisor should be in station. However, in the event that this too is not possible the FHDC could appoint a third supervisor to cover a period of not more than 3 months with the approval of the FB.
- 2.17 Instruct the student to submit the thesis according to Rules and Regulations of the Faculty of Medicine.
- 2.18 The Principal supervisor should discuss matters relating to the research study with the co-supervisor(s) at all times and with the student, where appropriate, ensuring good team work.
- 2.19 Recommend examiners for evaluation of the thesis and send the list of examiners (names, addresses, contact number, e.mail and brief CV) confidentially to the FHDC.

### **3. Responsibility of students**

- 3.1 Be familiar with and conform to regulations, requirements and guidelines laid down by the FHDC.
- 3.2 Be familiar with and comply with Departmental, Faculty, University, National and international accepted policies and regulations relating to professional conduct, research, including safety and ethics (humans and animals).
- 3.2 Carry out a comprehensive literature search on the research topic of the proposed study and update the knowledge regularly.
- 3.2 Draw up the research proposal in consultation with the supervisors and obtain Ethical Review Committee and FHDC approval.
- 3.3 Maintain annual registration and ensure that all fees are paid on time.
- 3.4 Submit progress reports in the given format as per regulations.
- 3.5 Be familiar with the handling and care of equipment and material to be used in the research work and consult the technician in charge of the item of equipment before use.
- 3.6 Adhere to safety rules and regulations at the workplace.
- 3.7 Maintain professional and ethical relationships at all times with supervisors, peers, department and institutions involved with the research.
- 3.8 Discuss with the Principal supervisor any collaboration that you need to have with academic/technical staff outside the department or faculty.
- 3.9 Inform FHDC through the supervisors any interruption to the research programme.
- 3.10 Attend meetings with the supervisor(s) regularly and as scheduled and work according to the work plan.
- 3.11 Strive to develop critical, original and creative thinking.
- 3.12 Discuss decision-making matters relating to the research with the supervisor(s) at all times.

- 3.13 Attend to tasks given by the supervisor(s) such as written reports, presentations, participation in research seminars etc.
- 3.14 Attend to all assigned activities as required by the supervisor(s), department and institution.
- 3.15 Update skills on statistical analyses, IT and others that would uplift quality of research.
- 3.16 Ensure that all data on the research work are recorded diligently and assigned for safe keeping in the department for not less than five years after completion of the thesis.
- 3.17 Ensure that the thesis is submitted in the format and within the time frame indicated in the faculty regulations.

Complied by: Prof. Kalana Maduwage Department of Biochemistry, Faculty of Medicine, University of Peradeniya and all members of Higher Degree Committee, Faculty of Medicine