

Procedure of submission and processing of applications for MPhil / PhD

Board of Study in Medicine, Faculty of Graduate Studies, University of Ruhuna

Who can apply?

The Board of Study in Medicine accepts applications for registration at the Faculty of Graduate Studies from eligible candidates for MPhil / PhD in areas related to Medicine. Candidates whose Principal Supervisor is a permanent academic staff member of the Faculty of Medicine, University of Ruhuna are eligible to apply. Please check the bylaws for the other eligibility criteria at

<http://www.fgs.ruh.ac.lk/index.php/research-degrees>

What should be submitted in applying for registration?

The candidate should submit the following to the Board of Study in Medicine in applying for registration for MPhil/PhD.

1. Two copies of the duly completed application
2. A certified copy of the Birth certificate
3. A certified copy of the Degree certificate
4. If the research is already started and a backdating for 6 months or less is requested, a letter of request with a report on the progress made by the time of submission of application, submitted by the Principal Supervisor
5. Synopsis (written according to the Guidelines on writing a research proposal)*- 10 hard copies
6. Detailed research proposal (written according to the Guidelines on writing a research proposal)*- 3 hard copies
7. Soft copies of items 5 and 6 in a CD or e mailed to the Chairperson BoS Medicine
8. Receipt from the Shroff accepting the processing fee

*Available at <http://www.medi.ruh.ac.lk/blog/2020/05/28/postgraduate-programme-guidelines/>

Processing of the submitted proposal

1. The research proposal should be tabled at the next meeting of the BoS Medicine after receiving the application.
2. Three reviewers should be nominated by the BoS. All efforts should be taken to nominate experts to cover all the areas included in the research proposal including the research methodology. At least one external reviewer should be nominated.
3. The board members should not divulge information about the reviewers.
4. Neither the candidate nor the supervisor should make any attempt to find out who the reviewers are and should not contact them even if they get to know the reviewers.
5. Copies of the proposal with a covering letter and the reviewer form should be sent to the nominated reviewers (by post or email). All possible measures should be taken to receive the review report from the reviewers to be tabled at the next meeting of the BoS.

6. Copies of the comments from all three reviewers should be sent to the candidate/supervisor making sure that the anonymity of the reviewers is assured.
7. The revised proposal should be submitted with a separate document addressing each reviewer's concern one by one. This list should include the page numbers where the respective change has been done/addressed. If the candidate/supervisor believes any suggestion/concern raised by any reviewer is not applicable/irrelevant, clarifications should be stated.
8. If any reviewer has suggested major corrections/revisions the submitted revised proposal should be sent to all 3 reviewers to check whether the reviewers' concerns have been addressed sufficiently.
9. The chairperson should go through the revised proposal and the clarifications submitted in case only minor revisions have been suggested by all 3 reviewers.
10. In case the Chairperson finds that it is beyond her expertise to certify that all issues are addressed, the Chairperson may seek the help of one/all the reviewers to check the revised proposal.
11. Once the proposal is accepted by the BoS Medicine, the application should be forwarded to the Faculty of Graduate Studies to be tabled at the next monthly meeting of the Board of Graduate Studies.
12. The BoS Medicine should receive a copy of the ethical approval certificate for research projects which require ethical approval, and attach it to the proposal submitted to the Faculty of Graduate Studies.
13. The recommended date of registration by the BoS would be the date of approval of the proposal by the BoS unless a request with a justification for any other date is submitted by the Principal Supervisor.
14. The application for registration has 7 parts and except for the part VI all the rest should be completed before it is submitted to the Faculty of Graduate Studies.
15. The Part VII should contain designations and the official addresses of all supervisors.
16. Any subsequent alteration required in the research proposal should be submitted to the BoS Medicine with necessary documents. If the BoS Medicine recommends the alterations, the Chairperson should forward the request for alterations to the Faculty of Graduate Studies.
17. The candidate should submit any request related to the research project through the BoS Medicine only. The Faculty of Graduate Studies does not accept direct communications even after registration.