

## GUIDELINES FOR NEW STUDENTS

**MIS-Based Registration for MPhil and PhD Degrees** Faculty of Graduate Studies (FGS)  
University of Ruhuna

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### 1. Introduction

The Faculty of Graduate Studies (FGS), University of Ruhuna, conducts **MPhil and PhD degree programs** through Boards of Study (BOS) representing each Faculty. To streamline registration, monitoring, and governance, FGS utilizes a **Management Information System (MIS)** for online submission, processing, and tracking of applications and student requests.

These guidelines are issued for **new applicants** seeking registration for MPhil and PhD degrees.

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### 2. Governance Structure

The administration of MPhil and PhD programmes is carried out through the following structure:

- Applicant / Registered Student
- Supervisor(s)
- Head of the Department (HoD)
- Board of Study (BOS)
- Faculty of Graduate Studies (FGS)
- Board of Graduate Studies (BGS)
- Senate of the University of Ruhuna

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### 3. Official Submission Channel

All applications and requests **shall be submitted only through the MIS** using the following approved channel:

**Applicant → Supervisor → HoD → BOS → FGS**

Submissions outside this channel **shall not be entertained**.

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### 4. MIS-Based Registration Procedure for New Students

**4.1 Hard copy applications are not accepted.** All applications must be submitted **online through the MIS**.

**4.2** Applicants must have a **valid email address** to create an MIS account.

**4.3** Steps to create an MIS account:

- Visit the **FGS website**
- Navigate to **Postgraduate Programmes → Online Registration**
- Create an account using an email address and password
- Re-login to activate the account

**4.4** After login, the applicant shall be able to access the **online application form** for MPhil / PhD registration.

**4.5** Applicants may:

- Complete the form and **save it for later**, or
- Submit the application once fully completed

After final submission, **no edits are allowed**. Any corrections must be requested through **FGS**.

4.6 The application shall be completed **in consultation with the proposed Principal Supervisor**. Where necessary, the applicant may share login credentials with the Supervisor solely for completing the Supervisor's section.

4.7 Applicants must upload **all required documents**, including:

- Research proposal
- Academic certificates
- Any other documents specified in the MIS

4.8 Upon submission, the applicant shall receive an **MIS dashboard** to monitor application progress.

4.9 The MIS shall automatically generate the **payment slip**, which will be available for download via the dashboard.

4.10 The application shall then proceed electronically as follows:

- To the **Head of the Department (HoD)**
- To the **Chairman, Board of Study (BOS)**

4.11 At BOS level, the applicant shall be informed of the **research proposal presentation**, which is mandatory.

4.12 Following BOS approval, the Chairman of BOS shall forward the application to **FGS**, after which it shall be submitted to **BGS** and then to the **Senate** for final approval.

4.13 Registration shall be confirmed **only after Senate approval**, and the official registration status shall be notified through the MIS.

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## 5. Determination of Effective Date of Registration

The effective date of registration shall be determined after evaluation of the research proposal by the BOS, as follows:

### 1. Acceptance Without Corrections

Effective date shall be the date of **initial submission to the HoD via MIS**.

### 2. Minor Corrections

Effective date shall remain the date of **initial submission to the HoD via MIS**.

### 3. Major Corrections

Effective date shall be the date on which the **BOS formally approves the revised proposal**.

### 4. Backdating Requests

- Must be supported by **written justification from the HoD**
- Evidence of actual research commencement must be provided
- Backdating shall be limited to a **maximum of six (06) months**

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## 6. Responsibilities of Students

Students shall:

- Use the MIS for all applications and requests
- Ensure accuracy of submitted information
- Upload all required documents
- Monitor application status via the MIS dashboard
- Attend BOS presentations as scheduled

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## 7. Non-Compliance

Failure to follow these guidelines, including submission of hard copy applications or bypassing MIS workflows, may result in **delays or rejection** of applications.