

GUIDELINES FOR NEW STUDENTS

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

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.

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**.

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.

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**

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

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.