

## Postgraduate Admissions: Guidelines

### STEP 1: REQUIRED DOCUMENTATION FOR ALL APPLICANTS

In to process your, the following documents need to be submitted.

- 1) Color photograph (size 3.5 cm X 4.5 cm – sky blue background)
- 2) Birth certificate
- 3) Certified copies of the certificates of Academic / Professional qualification
- 4) Letter of Release from employer (only for full-time students who are currently employed)
- 5) Bank payment receipt
- 6) Research proposal / Concept paper (guidelines for preparation is given below )
- 7) Documents that certify relevant work experience.

\*First, you can fill the online form and generate the payment slip. After making the payment you can log in again and upload the above documents.

*\*Note: You must submit the scanned copies of your documents in **pdf** format, and the color photograph in **png / jpeg** format.*

### STEP 2: APPOINTING A SUPERVISOR

- 1) There should be one or more supervisors for each applicant approved by the Boards of Studies.
- 2) There should be at least one **internal** supervisor from the institution in which the applicant is registered with.
- 3) If you already have a supervisor/s; the confirmation and approval of the supervisor/s should be stated in the application form.
- 4) The Boards of Studies would assign suitable supervisor/s for those who do not have supervisor/s.

### STEP 3: PAYING THE APPLICATION FEE

You can pay your application fee by using either of the following methods.

- 1) Online payment - You can pay in LKR via **Visa or MasterCard**. You will enter your payment details and your card will be charged as you submit your application.
- 2) Direct payment – You can pay the fee in cash to any branch of **People's Bank**. Before going to the bank, you must fill, print and carry the bank slip available after logging into please elaborate. After receiving your payment, the bank will give you a receipt.

## Concept Paper Format for Research Degrees

### **Title:**

### **Introduction:**

A rational and reasoned argument that posits the "problem" as problem and indicates the necessity for the research. Critical studies (elements of the literature review) that provide supporting information for the "gap" in the current research that the student's own research will fill should be woven into this segment of the text to support the argument.

### **Significance of the Research:**

Indicates the various shareholders in the research and cites the beneficiaries of the outcomes. The far reaching implications of the project findings should be included.

### **Research Question (s):**

Clearly write the question (s) in a precise manner that captures the essence of the research imperative.

### **Literature Review:**

List the component areas of the studies that comprise the literature review. These are derived from key elements/terms in the Research Questions

### **Methodology:**

Describe the method that best compliments the research questions and "fits" within that initiative. If the research involves human subjects, animals, recombinant DNA, and certain substances or materials, etc. include the necessity of obtaining the ethical clearance before commencing the work.

### **References:**

Give the most important references which would substantiate your research

Note: the entire concept paper should not exceed 1500 words