

## **GUIDELINES FOR DIRECTED STUDY/PROJECT<sup>1</sup>**

### **(05 Credits)**

#### **Outline**

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#### **1. INTRODUCTION**

In compliance with the SLQF requirements for higher education, all M.Sc. programmes will have a course on Directed Study (DS) of 5 credits.

It is compulsory for all M.Sc. (Course Work) students of the PGIA to undertake the DS.

The DS provides the student an opportunity to learn under the guidance of a senior academic. The opportunity is for relative independent learning while pursuing a topic of personal interest.

The DS should be selected in consultation with the supervisor. Completing the study within a specific period is important, a skill that the graduate student must acquire. A grade will be assigned to the students based on the performance in the DS, which will be considered in calculating the final GPA.

#### **2. OPTIONS AVAILABLE FOR DIRECTED STUDY/PROJECT**

- An original research work adopting any of the accepted research designs in the chosen discipline for conceptualizing, data collection, analysis and interpretations.
- A critical literature review on a topic of current relevance
- A questionnaire based survey on an identified problem
- A case study on a selected organization / process to document / explain its activities / situations / actions.
- A knowledge product such as (i) a manual, process guide, booklet of a topic of interest to general public/schools/universities, (ii) a video/ CD/ DVD with visuals and useful content for practical use

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<sup>1</sup> Project – for students following Master of Business Administration (MBA) degree programmes

- Development of ICT tools
- A software/ computer program of relevance to the particular field
- A new product/ product development of relevance to a defined target group
- A critical review of a physical / production process and making suggestions for improvement
- Develop organizational quality guides and Standard Operation Procedures.

### **3. COORDINATION**

- A course coordinator will be appointed by the respective Board of Study for Directed Study. S/he will identify a group of members of the teaching panel to supervise the students. The norm should be not more than 5 students per supervisor.
- The coordination of the course should be rotated among the members of the teaching panel.
- The coordinator will have a meeting to discuss the course with all supervisors and students by the 1<sup>st</sup> week of the semester.
- Coordinator should convey the necessary guidelines, rules and regulation, and assessment criteria at this meeting
- Coordinator should compile marks of all components and submit grades to the MIS

### **4. SUPERVISION**

- Each student will have a supervisor appointed from among the members of the teaching panel.
- There could be co-supervision by a competent person from an external organization if the student is assigned to work elsewhere.
- Each internal supervisor should not have more than 5 student equivalents per semester.
- The supervisor must provide an initial briefing, agree on the internship work, have regular feedback on progress made and a final feedback on the work undertaken and the learning outcome.

### **5. DURATION**

- The Directed Study is of 5 credits. Thus, the student is required to spend approximately 500 notional hours<sup>2</sup> (1 credit = 100 notional hours) of work on the study undertaken. This will also include time spent on literature review, interaction with the supervisor/s and product development, report writing and all work related to the directed study.
- One semester or the 5 credits may spread over two consecutive semesters if so agreed with the course coordinator.

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<sup>2</sup> Notional hour is defined as time spent on any aspect of the task at hand and may include among other activities, planning, review, data collection and analysis, consultations, preparing drafts, meetings & consultations, analysis, report writing, editing.

## 6. PROCEDURE

1	Time	Offered in both semesters. However, first year students are not allowed to enroll for the DS in the first semester. Second year students (those who have followed courses in both semesters and who could not enroll for the DS in the first year second semester are allowed to enroll for the DS in the first semester.
2	Beginning of semester or prior to the semester	Students enroll for the DS in the PGIA MIS at the beginning of the first or second semester depending on the eligibility specified in 6.1.
2	1 <sup>st</sup> week	Coordinator of DS program of the respective Board of Study convene a meeting of all students who have enrolled for the DS of respective BS.
3	2 <sup>nd</sup> week	The Board of Study appoints a Supervisor for each student as recommended by the Coordinator.
4	2 <sup>nd</sup> week	The student submits a tentative proposal and work plan to the Supervisor.
5	2 <sup>nd</sup> week	Work plan of DS is submitted to the Board of Study via the Course Coordinator in consultation with the Supervisor within the first 2 months of enrollment.
6	Continuous	Student and supervisor meet regularly. The PGIA MIS may be used to record each key step in the DS by each student and advisor.
		Student maintains a record book/work diary for DS.
7	Presentation	Student makes the presentation of their work done in front of a panel of examiners appointed by the respective BS.
8	15 <sup>th</sup> week or deadline decided by the coordinator	Student completes the agreed work and submit the final reports( <b>soft copy</b> )
9	16 <sup>th</sup> /17 <sup>th</sup> week	Submission of grades to PGIA by the Coordinator

## 7. WORK PLAN / PROPOSAL

- All students registering for the course must submit a work plan/proposal. The work plan must include but not limited to the following;
  - Objectives
  - Approach / methods
  - Products if any
  - Time line / Gantt chart of work undertaken
  - Expected learning outcomes
  - Supervisors /institutional affiliations
- Length – about 4 pages

## 8. SUPERVISION

Each student will have a supervisor, appointed by the respective Board of Study, whose responsibilities are listed below;

- i. Review the progress made and provide necessary feedback to the student. Check the work Diary/Record Book frequently.
- ii. Meet the student on a regular basis on an agreed time table
- iii. Recommend only studies that can reasonably be completed within the given period.
- iv. Encourage student to work independently.
- v. The final grade is based on quality of the work plan (proposal), process followed/ record book, presentation and the report structure, style and quality (see below for the criteria).
- vi. The student should be informed of the assessment criteria for the DS at the beginning of the semester(*this can be made available in the prospectus*)

## 9. ROLE OF STUDENT

- Registering for the course ensuring that there is sufficient time to complete the 5 credits within the minimum time stipulated for the M.Sc. programme by PGIA.
- Undertake the agreed work the internship with sincerely.
- Develop a work plan and submit for approval by the supervisor
- Agree on the work plan and follow it. Obtain approval on any deviations to the approved and agreed program of work on the internship
- The program of work / proposal must be submitted to the Supervisor in the second week and the work should commence by the 3<sup>rd</sup> week of the semester Maintain contact with the supervisors and adhere to the suggestions made.
- **Prepare and deliver a presentation of the work on the date specified by the Coordinator. Upon completion of the assessment, submit the final report (in soft copy) with the supervisor's signature to the designated email (directedstudy@pgia.ac.lk) for Directed Study. A hard copy submission is not required.**

## 10. EVALUATION CRITERIA

The Directed Study/Project can be evaluated based on the following criteria

<i>Criteria</i>	<i>Descriptors</i>	<i>Marks %</i>
1. Work plan (Proposal)	Originality, technical relevance, feasibility, submission-on-time	10
2. Presentation	Ability to plan activities, accomplishment of activities planned, practicability, timeliness	30
3. Final report	Method or procedure, Critical analysis of literature, Data analysis and presentation, Scientific merit of writing	60
<i>Total</i>		<i>100</i>

## 11. REPEAT OF DIRECTED STUDY/PROJECT

If a student does not complete the Directed Study/ Project in the stipulated time period or if the student obtains a grade below 'C', the Directed Study has to be repeated at the very next available opportunity.

## 12. GRIEVANCE REDRES

Any grievance about non-fulfillment of expectations of the student or the PGIA can be brought to the notice of the course coordinator and the Director, PGIA. A confidential and just approach will be adopted to ensure fairness to the aggrieved persons and to strengthen the integrity of PGIA.