Report on the Workshop on Postgraduate Program Review

Date	19 August 2026
Time	9.00 a.m. – 12.00 p.m.
Resource Person	Prof. R. B. Marasinghe
Participants	Coordinators of postgraduate programmes, prospective coordinators, Board Chairpersons and other interested parties

1. Introduction

A workshop on the Postgraduate Program Review (PGPR) was held on 19 August 2026. Prof. R. B. Marasinghe conducted the workshop with the participation of postgraduate programme coordinators, prospective coordinators, Board Chairpersons, and other interested parties.

The main purpose of the workshop was to introduce the Postgraduate Program Review process, discuss its importance, identify challenges associated with programme reviews and possible measures to improve postgraduate programme management, and discuss quality assurance practices.

2. Main Points Discussed

During the workshop, the scope of postgraduate programme review, relevant criteria, standards, and best practices were discussed.

The following seven criteria of the Postgraduate Program Review were introduced and discussed:

1. Programme Management
2. Programme Design and Development
3. Human and Physical Resources Management
4. Teaching, Learning and Research
5. Student Assessment and Award of Qualification
6. Programme Evaluation
7. Innovative and Healthy Practices

Participants also took part in activity-based discussions on the above areas.

3. Main Issues Identified

Several difficulties related to postgraduate programmes were identified during the discussion. These included:

- Difficulty in finding evidence and records for ongoing programmes that started several years ago.
- The need to clearly identify exit points for students who discontinue programmes, such as Diploma, Master's, and MSc qualifications.
- The absence of clear Terms of Reference (TOR) for visiting lecturers, particularly regarding their duties and examination responsibilities.

4. Suggestions for Improvement

- Some suggested areas for improvement under the discussed criteria are as follows:

Criterion	Suggestions
i	• Operation of centralized MIS • Policy development for - Support system for thesis/dissertation writing - Plagiarism check by students/supervisors – already in practice at FGS level
ii	• To have a staff-student liaison committee to meet students or their representatives • Have a disability policy (Currently there is a disability policy that is prepared by the Faculty of Medical Sciences and adopted by the University)
iii	• Legal advisory service at faculty level for postgraduate students • Conduct workshops on postgraduate programs for both lecturers/mentors/students at least once a year and minute those workshops and have evidence • Workshops to be conducted on laboratory safety and record them
iv	• Have a guideline/TOR for visiting lecturers which includes examination conduct responsibilities
v	• Make available facilities be easily reached/approached by differently-abled students. To do this, we need to work out on the numbers of such students enrolled in PGPs • FGS needs to have a mechanism for logistics management • The requirement of a TOR for visiting lecturers, especially for examination matters
vi	• Make study materials and other reading materials/resources electronically available
vii	• Student-centered learning methods to be practiced often • Safe practice in laboratories: develop guidelines • Obtaining feedback from students and making them available for the respective lecturers

5. Conclusion

The workshop provided participants with a better understanding of the Postgraduate Program Review process and its requirements. It also provided an opportunity to identify current difficulties faced by postgraduate programmes and discuss possible improvements.

The workshop particularly highlighted the importance of maintaining proper records and evidence of programme activities, developing necessary policies and guidelines, and continuously improving postgraduate programme management and quality assurance practices.

A few glimpses of the workshop











