

# **Postgraduate Research Degrees By-Law No. 10-2013**

## **University of Ruhuna**

By-Law made by the Council of the University of Ruhuna under Section 135 of the Universities Act. No. 16 of 1978, as amended by the Universities (Amendment) Act No. 7 of 1985

### **BY- LAW**

This By-Law may be cited as the Postgraduate Research Degrees By-Law **No. 10-2013** of the University of Ruhuna.

#### **1. Award of the Degree**

Subject to this By-Law a person may be awarded the Degree of Master of Philosophy (M.Phil.) or Doctor of Philosophy (Ph.D.) or Doctor of Medicine (D.M.) or Doctor of Engineering (D.Eng.) as the case may be if he/she

- (a) has been a registered postgraduate student of the University of Ruhuna as prescribed by this By-Law and Regulations made there under,
- (b) has shown the ability to conduct original and independent research in completing the course of research prescribed by this By-Law and the Regulations of the University of Ruhuna, to the satisfaction of the Vice-Chancellor,
- (c) has passed the examinations for the degree for which he/she has been registered in the University of Ruhuna,
- (d) has paid such fees and other dues as may be payable to the University of Ruhuna, and
- (e) has fulfilled the other requirements prescribed by this By-Law and the Regulations of the University of Ruhuna relating to the degree for which he/she has registered.

#### **2. Eligibility Requirements for Registration**

##### **2.1 For all Faculties except for the Faculty of Humanities & Social Sciences and Management & Finance**

- 2.1.1 A candidate for M.Phil. Degree shall have a minimum of a Bachelor's Degree in the relevant field from a recognized University. On the recommendation of the Supervisor(s) the Faculty may recommend to the Senate an upgrading of the registration for Ph.D. or D.M. or D.Eng. Degree on the basis of research done for a minimum of one year after registration for a M.Phil. Degree.
- 2.1.2 A candidate for the Ph.D. Degree shall have a four-year Bachelor's Degree or a Master's Degree or MBBS Degree as the case may be, in the relevant field from a recognized University.
- 2.1.3 (a) A candidate for D.M. Degree shall have the Degree of MBBS.  
(b) A candidate for D.Eng. Degree shall have the Degree of B.Sc.Eng.
- 2.1.4 A candidate before registering for the M.Phil., Ph.D., D.M. or D.Eng. Degree may be required to pass at a qualifying written examination and/or a viva-voce examination as prescribed by the relevant Board of Studies and conducted by the relevant Department.
- 2.1.5 A candidate shall be exempted from qualifying examination if he/she holds
  - (a) a Master's Degree in the relevant field of study,
  - (b) a Bachelor's Degree in the relevant field of study with First or Second Class Honors,

- (c) a Special Pass Degree with minimum of one year Research experience after completing the degree, or
- (d) a MBBS Degree

2.1.6 A candidate who has not exempted from qualifying examination shall be provisionally enrolled to the programme on the approval of the Senate. Such provisional enrollments must be confirmed, on the completion of a qualifying examination, within a period of nine months.

## 2.2 For the Faculty of Humanities & Social Sciences

2.2.1 A candidate for M.Phil. Degree should have a minimum of a Bachelor's General Degree with First Class Honors or Bachelor's Special Degree with a Second Class Upper Division or a M.A. Degree (minimum one year) in the relevant field from a recognized University. On the recommendation of the Supervisor(s) and the Board of Study, the Board of Graduate Studies may recommend to the Senate an upgrading of the registration for Ph.D. Degree on the basis of research done for a minimum of one year after registration for a M.Phil. Degree.

2.2.2 A candidate for Ph.D. Degree shall have a Bachelor's (Special) Degree with First Class Honours or a M.Phil. Degree or a M.A. Degree (minimum two years) with a research component as the case may be, in the relevant field from a recognized university.

## 2.3 For the Faculty of Management & Finance

2.3.1 A candidate for M.Phil. Degree shall have a minimum of a Bachelor's Degree in the relevant field from a recognized University. On the recommendation of the Supervisor(s) the Faculty may recommend to the Senate an upgrading of the registration for Ph.D. Degree on the basis of research done for a minimum of one year after registration for a M.Phil. Degree.

2.3.2 A candidate for Ph.D. Degree shall have a minimum of Master degree with a research component from a recognized university

## 3. Registration

3.1 A candidate seeking registration for any of the above Degrees shall submit the followings to the Head of the relevant Department.

- (a) The prescribed registration form completed in duplicate and signed by the Supervisor(s).
- (b) The title and a synopsis not exceeding 500 words of the intended research project recommended by the Supervisor(s). In case the medium of study is not English, an English translation of the title should also be provided.
- (c) A brief notes on the '*novelty*', '*relevance*' and '*impacts of the research*' (not exceeding 250 words in total) should be written separately & attached to the synopsis with the recommendation of Supervisor(s).
- (d) At least one Supervisor should be from the relevant Department of Study of University of Ruhuna. If the Board of Study feels, the candidate can be asked to submit the full proposal and then Board of Study can send the proposal to one or two outside experts to get their views/comments on the research project.
- (e) A letter of ethical approval where applicable as decided by the relevant Board of Study.

- 3.2 The application, with the recommendation of the Head of the Department, shall be considered and recommended by the relevant Board of Study and by the Board of Graduate Studies
- 3.3 The board of Study can call supervisor(s) for any clarification regarding the application and synopsis / proposal
- 3.4 In situations where inputs from subject specialists appear necessary, the Board of Study shall suggest additional supervisors with the concurrence of the existing supervisor(s).
- 3.5 On the recommendation of the candidature by the Board of Study, it shall be forwarded to the Dean, Faculty of Graduate Studies, of the University of Ruhuna, for approval by the Senate.
- 3.6 An applicant enrolled (or provisionally enrolled) must register for the Degree having paid the prescribed fees.
- 3.7 The effective date of registration shall be the date of commencement of the programme as approved by the Senate on the recommendation of the Board of Study. The date of registration shall be backdated to a maximum of six months on the recommendation of the Board of Study and the Board of Graduate Studies, if the candidate has conducted research in the relevant field for at least six months prior to the submission of the application for registration. For applicants who are provisionally enrolled, the effective date of registration shall be the last date of qualifying examination.
- 3.8 All candidates must renew registration annually until the effective date of the Degree. It shall be the responsibility of the candidate to ensure that he/she will remain continuously registered.
- 3.9 A candidate who fails to conform to the By-Law in respect of registration is liable to be regarded as having withdrawn from the candidature.
- 3.10 If in the judgment of the Supervisor and the Head of Department of study, the performance of the candidate is consistently unsatisfactory for a period of twelve months, the Senate on the recommendation of the Head of Department and the Board of Study may cancel the candidate's registration.

#### **4. Duration of the Programme**

- 4.1 The duration of the Programme is reckoned as the period between the effective date of registration and the effective date of the Degree offered.
- 4.2 The minimum duration of the programme leading to the Degree of
  - 4.2.1 Master of Philosophy shall be:
    - (a) 24 months for full-time students
    - (b) 36 months for part-time students
  - 4.2.2 Doctor of Philosophy, Doctor of Medicine or Doctor of Engineering, shall be:
    - (a) 36 months for full-time students
    - (b) 54 months for part-time students
- 4.3 The permitted duration to complete the Degree of
  - 4.3.1 Master of Philosophy shall be:
    - (a) 48 months for full-time students
    - (b) 72 months for part-time students
  - 4.3.2 Doctor of Philosophy, Doctor of Medicine or Doctor of Engineering, shall be:
    - (a) 72 months for full-time students
    - (c) 96 months for part-time students
- 4.4 The Senate may extend the period in any particular case on the recommendation of the relevant Board of Study and the Board of Graduate Studies under exceptional circumstances.
- 4.5 A candidate may be allowed to change over from part-time registration to full-time registration or vice-versa. In such occasions, the Senate in accordance with clauses 4.2 and 4.3 shall decide the minimum period and the maximum period.
- 4.6 A full-time candidate may undertake academic work or official duties at the University of Ruhuna or at an Institution approved for the research under section 5.1 with the

permission of Supervisor(s) and the Head of the Department, for a maximum of 10 hours of practical works / official duties or 3 lecture/tutorial hours per week.

- 4.7 A part-time candidate shall present at the University / Institute, for a minimum period of time prescribed by the principal supervisor and the Board of Study and approved by the Senate and at particular hours prescribed by the Supervisor(s) and the Head of the Department.

## **5. Research Programme**

- 5.1 The Degree programme is a full-time or part-time research programme as approved by the Senate that has to be carried out under the supervision of Supervisor(s) at:
- (a) The University of Ruhuna or
  - (b) An Institution approved by the Senate of the University of Ruhuna on the recommendation of the relevant Board of Study and the Board of Graduate Studies or
  - (c) Partly at the University of Ruhuna and partly at any other Institution approved as in 5.1 (b)
- 5.2 Candidates expecting to conduct research as approved under clause 5.1 (b) and 5.1(c) shall present the following additional information:
- (a) A statement regarding the location at which the research will be carried out together with the details of the facilities available.
  - (b) A statement regarding the number of hours per week and the total period going to be spent by the candidate for research works at the other institution
  - (c) In the case, the candidate is permitted to undertake part or the whole of his/her research away from the University, an external Supervisor shall be appointed by the Senate on the recommendation of the Faculty Board.
  - (d) The external Supervisor shall certify the statements under clauses 5.2 (a) and 5.2(b) and the progress reports under clause 5.3 for the relevant period.
- 5.3 Each candidate shall submit a report on the progress of the research project every six months to the Dean of the Faculty of Graduate Studies through the internal Supervisor, the Head of the Department, Board of Study, and the Board of Graduate Studies. The Board of Study shall review the progress of the candidate and forward the report with their recommendations to the Dean, Faculty of Graduate Studies.
- 5.4 Candidates should satisfactorily complete the required course modulus before the submission of the thesis as approved by the Senate on the recommendation of the Board of Graduate Studies as suggested by the Board of Study Supervisor(s).

## **6. Examination Criteria**

- 6.1 A candidate is required to show ability to conduct original and independent research.
- 6.2 The examination shall consist of submitting a thesis and a viva-voce followed by a presentation on the subject of the thesis. In exceptional instances, the Senate may exempt a candidate from the viva-voce examination.
- 6.3 The thesis comprising a description of original work in the specified field of study and a relevant discussion shall be prepared and submitted in the format in accordance with the Regulations 10.1-2012 made under this By-Law.
- 6.4 The candidate is required to have disseminated the results of the study before the viva-voce examination as follows.
- (a) M.Phil. candidates should have at least two presentations in scientific meeting/conferences or one publication in a refereed journal.
  - (b) Ph.D. candidates should have at least two presentations in scientific meetings/conferences and one publication in a refereed journal.
- 6.5 The language of submission of the thesis shall be decided at registration in consultation with the Supervisor(s).

- 6.6 The thesis must demonstrate critical reasoning and expression in agreement with the accepted procedure of scientific writing (such as use of footnotes, appendices, methods of denoting references and the tabulation of a bibliography etc.).
- 6.7 The candidate should make all payments including the examination fees before the submission of the thesis for examination.
- 6.8 The thesis shall be submitted to the Dean, Faculty of Graduate Studies through the Supervisor(s), the Head of the Department and the Chairman of the Board of Study
- 6.9 If there is a change in the title of the thesis from that of proposed at the registration, it shall be submitted to the University Senate through the relevant Faculty Board for approval at least three months before the submission of the thesis for examination. However, modifications to the title as suggested by the examiners can be made at the viva-voce examination.
- 6.10 The thesis shall be evaluated by two examiners from a recognized Institution or University other than from the relevant Faculty of the University of Ruhuna, approved by the Senate provided that at least one examiner shall be from outside the University of Ruhuna.
- 6.11 As soon as possible or preferably within four weeks from the submission of the evaluation reports by the examiners, the candidate may be summoned for a viva-voce examination.
- 6.12 The viva-voce examination shall be conducted by a Panel of Examiners comprising following members.
- (a) The Dean, Faculty of Graduate Studies (Chairperson)
  - (b) The Chairman of the relevant Board of Study (Alternative Chairperson of the Panel, when Dean, Faculty of Graduate Studies is not available)
  - (c) The Chair professor of the relevant subject (only in cases where a chair professor is appointed)
  - (d) The Head of the relevant Department of study
  - (e) The Supervisor(s) of the candidate
  - (f) The Examiners appointed under 6.10 of this By-Law.
- 6.13 When an Examiner {6.12 (e)} is unable to present physically at the viva-voce examination, his/her evaluation report shall be considered at that viva-voce examination as well as at the Board of Examiners. (An examiner may join the viva-voce examination through radio/teleconferencing facility)
- 6.14 The Panel of Examiners shall have the power to recommend whether;
- (a) to accept the thesis as submitted, or
  - (b) to accept the thesis subject to such revision as indicated by the Panel, or
  - (c) to reject the thesis.
- In appropriate cases, the Panel of Examiners shall have the power to recommend that a candidate who has submitted a thesis for Ph.D./D.M/D.Eng. Degree be awarded the Degree of Master of Philosophy.
- 6.15 A candidate whose thesis has been accepted subject to revision shall submit four bound copies of the revised thesis certified by the Supervisor(s), with a separate letter indicating the changes made in a tabular form including the revisions suggested, actions taken and the relevant page numbers of the thesis, within a maximum of four months of the viva-voce examination through official channels as indicated in 6.8.
- 6.16 A candidate whose thesis has been rejected may resubmit the thesis only once more, after payment of the examination and thesis evaluation fees, within 12 months from the date of rejection in a suitably revised form. The thesis should be evaluated preferably by the same Examiners. The candidate should appear for a viva-voce examination by the Panel of Examiners as defined in clause 6.12.
- 6.17 (a) The Dean, Faculty of Graduate Studies shall summon the Board of Examiners within two weeks of the receipt of the four copies of the thesis and the letter certified by the Supervisor as indicated in clause 6.15.

- b) The recommendation of the Panel of Examiners who conducted the viva-voce examination along with the evaluation reports and the bound copies of the thesis with the certification letter from the supervisor shall be submitted to the Board of Examiners comprising following members.
    - (i) The Vice-Chancellor (Chairman)
    - (ii) The Dean, Faculty of Graduate Studies
    - (iii) The Chairman of the relevant Board of Study
    - (iv) The Head of the Department of Study
    - (v) The Supervisor(s) of the candidate
- 6.18 (a) The recommendation made by the Panel of Examiners specified in 6.12 shall not be invalid for the reason of absence of any member(s) of the said Panel appointed provided that at least 50% of the members, inclusive of an Examiner appointed under 6.10, was present at the meeting where such a recommendation was made.
- (b) The decision arrived at the Board of Examiners specified in 6.17 shall not be invalid for the reason of absence of any member(s) of the said Board, provided that at least 50% of the members inclusive of the Vice-Chancellor of the said Board, was present at a meeting where such a decision was arrived at.
- 6.19 (a) A candidate shall become eligible for the appropriate Degree when the Board of Examiners decides in favour of the award of the Degree.
- (b) The effective date for all postgraduate degrees shall be considered as the first day of the month following the date of receipt of the thesis by the Dean, Faculty of Graduate Studies provided that the thesis is accepted with minor corrections. In a case, where the thesis is accepted with major corrections the effective date would be the date of receipt of the thesis by the Dean, Faculty of Graduate Studies after revision provided that the revised thesis is accepted for the award of Degree.
- 6.20 The Dean, Faculty of Graduate Studies shall inform the candidate of the outcome of the examination after the Board of Examiners has made its decision subject to the confirmation by the Senate.
- 6.21 The results of the examination shall be submitted Dean, Faculty of Graduate Studies to the Senate for the confirmation.

## 7. Final Thesis Submission

The candidate shall collect five copies of the accepted thesis duly certified by the Dean, Faculty of Graduate Studies and deposit four copies as follows:

- (a) Main Library of the University of Ruhuna
- (b) Library of the relevant Faculty
- (c) Chief Supervisor
- (d) Dean, Faculty of Graduate Studies

In addition to the Hard copy, the candidate should submit a soft copy (*i.e.* pdf file) also of the thesis to the main Library.

The candidate shall submit to the Dean, Faculty of Graduate Studies the receipt of such depositions.

## 8. Schedule of Fees

- 8.1 The Schedule of fees for the Degree programme shall be as laid down by the Council on the recommendation of the Senate and set out in Regulation 10.2-2013.
- 8.2 The applicable schedule of fees, except the examination fees, for a particular candidate shall be as determined at the time of initial registration of the candidate.
- 8.3 The examination fees for a particular candidate shall be as determined at the time of submitting the thesis.

## 9. Publication of Thesis

- 9.1 Where relevant, the University on the recommendation of the Board of Examiners should indicate to the candidate whether the thesis could be published partly or totally or not at all. Without such an approval, the candidate is not permitted to publish the thesis partly or totally.
- 9.2 The candidate may, with the consent of Supervisor(s), publish any part(s) of his/her work leading to the thesis in scientific journals or present it orally at meetings of learned bodies, provided acknowledgement is made that the work so reported is part of a research project the candidate is pursuing for a Degree of the University of Ruhuna.
- 9.3 Work published as in 9.2 may be bound as annexure when the thesis is presented for examination and/or submitted at the viva-voce examination.

## 10. Regulations and Revisions

- 10.1 The provisions prescribed in this By-Law are subjected to revisions from time to time.
- 10.2 Regulations made under this By-Law, including the schedule of fees, may be changed/revised independently of the By-Law, but in keeping within the provisions given in the by-law.
- 10.3 All common regulations applicable to Universities in Sri Lanka, and to the University of Ruhuna in particular, are also applicable to students registered for this programme.

## 11. Interpretations

- 11.1 In this By-Law unless the context otherwise requires:

"Council" means the Council of the University of Ruhuna constituted by the Universities Act No.16 of 1978, amended by the Universities Act No.7 of 1985.

"Senate" means the Senate of the University of Ruhuna constituted by the Universities Act No. 16 of 1978, amended by the Universities Act No.7 of 1985.

"Faculty of Graduate Studies" means the Faculty of Graduate Studies of University of Ruhuna established under the Section 48A (1) of the Act, and the Faculty of Graduate Studies Ordinance No.03 of 1987, (Gazette of the Democratic Socialist Republic of Sri Lanka - Extraordinary No 473/9 – 30.09.1987)

"Board of Graduate Studies" means the Board of Graduate Studies, Faculty of Graduate studies, University of Ruhuna, as constituted by the Universities Act No.7 of 1985 and Faculty of Graduate Studies Ordinance No.03 of 1987.

"Board of Study" means the Board of Study, Faculty of Graduate studies, University of Ruhuna as constituted by the Universities Act No.7 of 1985 and Faculty of Graduate Studies Ordinance No.03 of 1987

"Head of the Department" means the Head of the Department of study where the student is enrolled.

- 11.2 By "revision" means a change in the content of the thesis.

- 11.3 Any question regarding the interpretation of this By-Law shall be referred to the Council whose decision thereon shall be final and conclusive.

# Guidelines for Postgraduate Research Degrees

## 1. Guidelines for appointing Supervisors for Postgraduate Research Degrees

For supervision of Ph.D., D.M. or D.Eng. Degrees:

Principal Supervisor should have:

- (a) Ph.D., D.M., D.Eng., M.D., or equivalent\*, and
- (b) Minimum of three publications in refereed journals.

Co Supervisor should have:

- (a) Ph.D., D.M., D.Eng., M.D., or equivalent\*.

For supervision of M.Phil. Degrees:

Principal Supervisor should have:

- (a) Ph.D., D.M., D.Eng., M.D., M.Phil., or equivalent\*, and
- (b) Minimum of three publications in refereed journals, and

Co Supervisor should have:

- (a) Ph.D., D.M., D.Eng., M.D., M.Phil., or equivalent\*.

*\* Senate may consider other qualifications (i.e. Research / inventions / innovations) under special circumstances.*

## 2. Composition of Boards of Study

The Faculty of Graduate Studies shall have such number of Boards of Study as may be agreed upon from time to time by the university and the Commission. The Board of Study comprises Dean of the relevant Faculty or his representative, Heads of Departments, Coordinators of postgraduate programs and two research Professors or Senior fellows with good record in research nominated by the Faculty Board. Each Board of Study shall have a Chairman appointed by the Board from among the Research Professors and Senior Fellows on the recommendation of the Dean of the Faculty of Graduate Studies. (However Senate may consider inclusion of other members under special circumstances).

## 3. Responsibilities of Boards of Study:

- (a) to consider and report on any matter referred to it by the Board of Graduate Studies;
- (b) to present recommendations and reports to the Board of Graduate Studies on all matters connected with the courses of study, study programme or programmes and examinations of that Board of Study;

This includes:

- evaluation of research proposals and applications of postgraduate students
- ensuring ethical approval for research where necessary,
- evaluation of revised proposals, amendments and requests for extension of registration period,
- Making recommendations on qualifying examinations proposed by relevant Departments of study,



- Evaluation of progress reports and making recommendations on them, making recommendations on nominees as thesis Examiners
- Making recommendations on additional supervisors for postgraduate research where necessary
- Making recommendations on relevant course modulus to be followed by postgraduate students when necessary, etc.

- (c) to appoint committees, for the purpose of considering and reporting on any special subject or subjects;
- (d) to recommend to the Board of Graduate Studies the requirements for the admission of students to courses of study and examinations;
- (e) to recommend to the Board of Graduate Studies, persons suitable for recognition as teachers and examiners;
- (f) to recommend to the Board of Graduate Studies, persons who having passed the prescribed examinations and having satisfied other
- (g) prescribed conditions, are eligible for the award of Postgraduate degrees and other academic distinctions;
- (h) to recommend to the Board of Graduate Studies, the name of persons suitable for the award of fellowships, scholarships exhibitions, bursaries, medals and other prizes; and
- (i) to recommend to the Board of Graduate Studies schemes for the reorganization of existing Boards of Study and the organization of new boards of Study.

#### **4. Responsibilities of Supervisors of Postgraduate Students**

It is a collective responsibility of all Supervisors to produce high quality postgraduate students and to maintain high quality research in the University. However, the Principal Supervisor in the relevant Department of study has the main administrative responsibility of the student.

Responsibilities:

- (a) Ensure that the student is fully aware of the Degree programme before registering.
- (b) Ensure that the application is complete and the research proposal of the candidate is suitable for the Degree and for the duration.
- (c) Recommend relevant course modules to be followed by the student when appropriate.
- (d) Arrange regular meetings with the candidate.
- (e) Ensure that the student submits progress reports every six months.
- (f) Ensure that the student renews the registration annually.
- (g) Efforts must be taken to get the candidate make presentations on the progress made at every 3-6 months to the Supervisors or Department or any Scientific Forum in the Faculty.
- (h) Ensure that the candidate completes the research project and the thesis within the stipulated period.
- (i) Ensure quality of work carried out by the candidate.
- (j) Ensure that the student achieves minimum required number of publications/presentations as specified in By-Law before the submission of the thesis.

#### **5. Responsibilities of the Ethical Review Committee**

- (a) Consider written applications and provide independent ethics review of research.
- (b) Be available to researchers for consultation on ethical issues.
- (c) To have standard operating procedures for ethics review within the limits of national/international guidelines.
- (d) Conduct and promote research ethics for postgraduate students.

- (e) Liaise with other ERC in matters of common interest.
- (f) To consider social or scientific value and validity (justification, methodology, proposed analytical methods etc.) of the research.
- (g) To ensure fair participant selection for the research.
- (h) Justification of predictable risk and inconvenience weighed against anticipated benefits for the research subjects and concern communities.
- (i) Suitability of the investigator's qualifications and experience for the proposed study.
- (j) To review all research that involves the use of animals (not only human) to ensure that animals are humanely treated.
- (k) Research in epidemiology though often un-intrusive should be subjected to ethics review.
- (l) In externally sponsored research and multi-centre studies, to ensure:
  - a) there is a local collaborator (co-investigator) from Sri Lanka with equal responsibility.
  - b) availability of a written agreement regarding sample/data ownership, publication strategy (issues such as authorship, right to publish data pertaining to Sri Lanka) and intellectual property rights.
  - c) ethical clearance obtained from the sponsor country.
  - d) clearance obtained for transport of biological material out of the country (eg.MRI, Dept. of Forestry etc.)
  - e) fate of biological material at conclusion of studies.
- (m) Informed consent process:
  - f) adequate information regarding the research be provided to participants.
  - g) consent to be obtained by a signature.
- (n) To find respect for potential and enrolled participants and communities of the research.

*Senate No. 272 Date: 27.03.2013, Council No. 321 Date: 08.04.2013, Effective Date: 08.04.2013*

## Postgraduate Research Degrees Regulation 10.1-2013

### University of Ruhuna Regulation 10.1-2013 : Format of the Thesis

**Regulation 10.1-2013 made by the Senate under the By-Law No.10.1-2013 of the University of Ruhuna and under section 135 of the Universities Act No. 16 of 1978.**

#### 10.1 Format of the Thesis

10.1.1 The text of the thesis must be typed single side on white paper of A4 size. One and half line spacing should be used for the main text, and single spacing for footnotes where necessary. There should be a margin of 35 mm on the left-hand side 20 mm on the right-hand side, 30 mm on the top and 20 mm on the bottom of each page. Times New Roman (Sinhala Unicode) fonts of size 12 pts is recommended for the text. All copies must be sewn and bound as indicated below with lettering on the spine and cover in gold as shown in schedule 1 of this Regulation.

M. Phil. thesis shall be bound in BLACK cloth.

Ph. D. thesis shall be bound in RED cloth.

D. M. thesis shall be bound in LIGHT BLUE cloth.

D. Eng. thesis shall be bound in DARK BLUE cloth.

The candidate may submit five copies of the thesis initially in a temporarily bound form for evaluation.

10.1.2 The title of the thesis, the name of the candidate, his/her Academic and Professional Qualification, the Degree for which the thesis is submitted together with the month and year of submission, should be printed on the first appropriate page inside. The address of the Department should be given on this page (See the schedule 1).

10.1.3 The page following the title page shall carry a declaration of the candidate that the work presented in the thesis is his/her own and that no part of this thesis has been submitted earlier or concurrently for any other academic qualification. The declaration must be certified by the Supervisor(s). Names and addresses of the Supervisor(s) shall be given on this page (See the schedule 2).

10.1.4 The pages following the declaration shall be in following order;

Acknowledgement  
Table of contents  
Abbreviations and Interpretations  
List of tables  
List of Figures  
List of Plates  
Abstract  
Main body of the thesis  
References  
Annexes

10.1.5 The abstract should not exceed 500 words and shall be considered as the part of the thesis to be examined.

10.1.6 The main body of the thesis shall organize with several chapters divided appropriately in such a way that the thesis should appear as a single piece of work to the reader. In the case of study of several sub topics a separate chapter shall be allocated for each sub topic in consultation with the Supervisor(s). However, the general introduction, conclusion and discussion shall be common to all chapters while individual chapters shall include an introduction, conclusion and discussion specific to the sub topic.

10.1.7 SI units should be used. If desired, the "old units" and/or the conversion factor to "old units" may be indicated in parenthesis

- 10.1.8 References in the text of the thesis and the citations of references should be according to the Harvard System. More details are available at:  
<http://libweb.anglia.ac.uk/referencing/harvard.htm>.

Examples for citation of references in the text:

- A single author (Perera, 1984)
- Two authors for the same work (Perera & Green, 1986)
- More than two authors (Green, et al., 1995)
- Several publications by one author (Perera 1992, 1994)
- A publication with no date (Smith, n.d.)
- Author not identifiable (Anon., 1999)
- Personal communication (Personal communication, 5 June 2013)

The Bibliography should be in the following format:

Journal Articles: Author, Initials., Year. Title of article. *Full Title of Journal*, Volume number (Issue/Part number), Page numbers.

Boughton, J.M., 2002. The Bretton Woods proposal: an in-depth look. *Political Science Quarterly*, 42(6), pp.564-78.

Books

Use the information from the title page but not from the cover.

Author, Initials/first name., Year. *Title of book*. Edition. (Only include this if not the first edition) Place: Publisher.

Redman, P., 2006. *Good essay writing: a social sciences guide*. 3rd ed. London: Open University in assoc. with Sage. Baron, David P., 2008. *Business and the organisation*. 6th ed. Chester (CT): Pearson.

Thesis

Author, Year of publication. *Title of dissertation*. Level. Place of University (If not clear from the name of the University): Name of University.

Richmond, J., 2005. *Customer expectations in the world of electronic banking: a case study of the Bank of Britain*. Ph. D. Chelmsford: Anglia Ruskin University.

References with missing details

Where there is no obvious publication date, check the content and references to work out the earliest likely date: e.g.

- 1995? for probable year
- ca. 1995 for approximately 1995
- 199- for decade certain but not year
- 199? For probable decade

Occasionally it may not be possible to identify an author, place or publisher. This applies particularly to what is known as 'grey literature', such as some government documents, leaflets and other less formal material.

- Anon when the author is anonymous or not identifiable
- s.l. for unknown place of publication (Latin: sine loco)
- s.n. for unknown publisher (Latin: sine nomine)

## Electronic documents

For websites found on the World Wide Web the required elements for a reference are:

Authorship or Source, Year. *Title of web document or web page*. [Medium] Available at: include web site address/URL (Uniform Resource Locator) and additional details such as or routing from the home page of the source. [Accessed date].

National electronic Library for Health. 2003. *Can walking make you slimmer and healthier? (Hitting the headlines article)*. [Online] (Updated 16 Jan 2005)

Available at: <http://www.nhs.uk.hth.walking> [Accessed 25 December 2012].

(Candidates are advised to take particular care on the reliability of web sites and their information when quoting them as references as the standard of web sites vary in a wider range)

### SCHEDULE 1 (Regulation 10.1-2013)

#### SPINE

#### FRONT COVER PAGE

Year	2009
Name of Candidate (12 pt Gold)	e.g. FERNANDO A.B.C.
Degree	M.Phil.

Title of thesis (14 pt Gold Colour)  
(e.g. INVESTIGATION OF n-Cu<sub>2</sub>O THIN FILMS  
FOR THEIR APPLICATION IN SOLAR CELLS)

Name of candidate(12 pt Gold Colour)  
(e.g. A.B.N. TENNAKONE)

Degree (12 pt Gold Colour)  
(e.g. MASTER OF PHILOSOPHY  
DOCTOR OF PHILOSOPHY  
DOCTOR OF MEDICINE  
DOCTOR OF ENGINEERING)

Year (12 pt Gold Colour)  
(e.g. 2009)

Senate No.272 Date: 27.03.2013, Council No. 321 Date: 08.04.2013, Effective Date: 08.04.2013

**SCHEDULE 2 (Regulation 10.1-2013)**

**DECLARATION**

I, ....., hereby declare that the content of this Doctor/Master of Philosophy thesis named below is a sole research by me, and no any part of this thesis has been submitted at an earlier date or concurrently for any other degree or academic qualification.

Title of the Thesis: .....  
.....

**Name (Print):**

**Signature:**

**Date:**

**Supervisor's Statement**

I/We hereby certify the candidate's declaration above as well as, that this thesis was produced by the candidate under our supervision and instructions.

*Signature with Date*

*Name-Supervisor I*

*address*

*Signature with Date*

*Name-Supervisor II*

*address*

*Signature with date*

*Name –Supervisor III*

*address*

*(Leave at least 75 X 75 mm space here  
to print the 'awarding statement' by the  
Faculty of Graduate Studies)*

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Title of the thesis-.....

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Senate No. 272 Date: 27.03.2013, Council No. 321 Date: 08.04.2013, Effective Date: 08.04.2013

## Postgraduate Research Degrees Regulation 10.2-2013

### University of Ruhuna

#### Regulation 10.2-2013 : Fees

**Regulation 10.2-2009 made by the Senate under the By-Law No. 10-2013 of the University of Ruhuna and under section 135 of the Universities Act No. 16 of 1978.**

#### 10.2. Fees

10.2.1 Fees charged for Postgraduate Research Degrees shall be as follows:

	<b>M.Phil</b>	<b>Ph.D./D.M./</b>
	<b>(Rs)</b>	<b>(Rs.)</b>
10.2.1.1 Annual Fee	11000/-	13000/-
10.2.1.2 Supervision fee (per year)	4500/-	7500/-
10.2.1.3 Research fee (per year)**	as estimated	
10.2.1.4 Refundable Library Deposit (Per Programme)	2000/-	2000/-
10.2.1.5 Refundable Science Deposit (Per Programme)	2500/-	2500/-
10.2.1.6 Thesis Evaluation fee***		
Two local Examiners	10000/-	15000/-
One local & one foreign Examiners	20000/-	30000/-
10.2.1.7 Examination fee***	10000/-	10000/-
10.2.1.8 Certificate	1000/-	1000/-
10.2.1.9 Transcript		
(to be sent within Sri Lanka)	500/-	500/-
(to be sent outside Sri Lanka)	1000/-	1000/-
10.2.1.10 Provisional Certificate	250/-	250/-

\* *Registration fee for Non-citizens is listed under 10.2.7*

\*\* *The research cost should be estimated for each programme by supervisors with the consultation of head of the Department including expenses for electricity, water, consumables, etc and considering the depreciation of equipments going to be used, and bench space etc. The total cost estimated and 10% overhead should be paid.*

\*\*\* *If the cost exceeds the stated amount, the candidate should pay the balance.*

The above breakdown should not be given to the candidate. Instead, the total amount that should be paid by the candidate should be given as a lump sum.

10.2.2 A candidate who comes under one of the following categories shall pay 50% of the fees listed under 10.2.1.5 and 10.2.1.6.

- i) A candidate employed on a grant awarded to a member or members attached to the academic staff of the University of Ruhuna.



or

- ii) A candidate pursuing any research project approved by the University of Ruhuna and financed by a recognized institution or a donor agency, provided that the outcome of such research project will be the property of the University of Ruhuna.

or

- iii) A candidate employed in a State institution and if the research is to be carried out in that institution.

10.2.3 A teacher or an officer of the University of Ruhuna wishes to register for a higher degree and who wishes to avail himself/herself of the concession regarding fees shall apply according to the regulations as specified by the University Grant Commission.

10.2.4 A candidate employed in University of Ruhuna on temporary/contract basis for a complete year of study is eligible for reimbursement of following payments at the end of the year of registration.

- a. 50% of Programme fee (10.2.1.3)
- b. Library fee (10.2.1.5)
- c. Internet/Computer fee (10.2.1.6)

10.2.5 All the relevant fees should be paid at registration. In order to renew the registration, the relevant fee(s) should be paid at the beginning of each year, reckoned from the date of first registration. Candidates terminating the programme during the middle of the year are required to pay only for the relevant period of the year on quarterly basis.

10.2.6 Thesis evaluation (10.2.1.8) and examination (10.2.1.9) fees shall be paid prior to evaluation of the thesis.

10.2.7 Registration fee per year (10.2.1.1) for non-citizens shall be as follows.

Citizens of SAARC countries:	M.Phil. = US \$ 250.00	Ph.D. = US \$ 300.00
Citizens of other countries:	M.Phil = US \$ 1000.00	Ph.D. = US \$ 1200.00

10.2.8 Fees paid shall not be refunded.

10.2.9 All fees defined in section 10.2.1 above are subjected to change with the approval of relevant authorities of the University of Ruhuna.

Comments:

1. Refundable Science Deposit (10.2.1.8) could be changed/ignored depending on the requirement of individual Faculties.
2. Supervision fee (10.2.1.2, payments for the supervision as introduced by Commission Circular No. 887) could be waived by the Supervisor(s).

*Senate No272 Date: 27.03.2013, Council No. Date: 321.Date08.04.2013,, Effective Date: 08.04.2013*

## **PROGRESS REPORT - POSTGRADUATE RESEARCH DEGREES**

*(This form must be completed by the candidate and submitted to the Dean of Faculty of Graduate Studies through the Chairman/Study Board, Head of the Dept. of Study and the Principal Supervisor)*

Name of the Candidate			
Faculty		Department	
Degree Registered		Effective Date of Registration	
Full Time/Part Time:	Ruhuna University Grant No.(if any):		
Date of last Progress Report		Name of the Principal Supervisor	
Average number of hours per week spent on research during the last six-month period			

Is the work in progress as scheduled @ Yes/No

Did you encounter any difficulties@

Yes/No

*(If No give reasons on a separate sheet)*

*(If Yes, explain briefly on a separate*

*sheet)*

Summary of the progress during the last six months *(Attach a detail report separately, Include the status of the budget if a University Grant is received):*

Date:

Signature:

### RECOMMENDATIONS

Supervisor *(Attach a separate sheet if needed):*

Date:.....

Signature:.....

Head of the Dept. of Study:

Date: .....

Signature:.....

Board of Study:

Date: .....

Signature (Chairman).....