

# GUIDELINES FOR SUBMISSION OF DISSERTATION -FACULTY OF GRADUATE STUDIES University of Ruhuna

*(Applicable Only to Taught Master's Degree Programs with a Research Component Exceeding Five 05 Credits)*

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## 1. General Applicability

These guidelines apply **only to Taught Master's Degree Programs with a research component exceeding five (05) credits** conducted under the Faculty of Graduate Studies (FGS), University of Ruhuna.

These guidelines **do not apply** to MPhil or PhD degree programs.

All candidates are required to strictly adhere to these guidelines when submitting their dissertation for evaluation and final approval.

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## 2. Pre-Submission Requirements

Prior to submission, the candidate must ensure the following:

### 2.1 Supervisor Approval

- Written confirmation from the Supervisor that the dissertation is ready for submission.

### 2.2 Completion of Academic Requirements

- Completion of all required coursework components.
- Completion of the minimum period of study as specified in the relevant degree regulations.
- Submission of required progress reports (if applicable).

### 2.3 Compliance with Regulations

- Obtained ethical clearance where applicable.
- Compliance with the University plagiarism policy (similarity index must be below 25%).

### 2.4 Financial Clearance

- Settlement of all outstanding university payments.
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## 3. Initial Submission for Evaluation

### **3.1 Number of Copies**

- Two (02) temporarily bound copies (or as instructed by the Program Coordinator/Board of Study).  
Additional copies may be requested by the Board of Study (BOS) if required.

### **3.2 Temporary Binding Requirements**

- Soft cover binding.
  - Secure binding (spiral binding is not acceptable unless specifically approved).
  - Printed clearly on A4 paper (minimum 80 gsm).
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## **4. Format and Layout Requirements**

### **4.1 Language**

- The dissertation shall be written in English unless prior approval has been granted to submit in another language.

### **4.2 Paper and Printing**

- A4 size paper.
- Printed on one side only.
- 1.5 line spacing.
- Margins:
  - Left: 3.5–4.0 cm
  - Right: 2.5 cm
  - Top: 2.5 cm
  - Bottom: 2.5 cm

### **4.3 Font and Formatting**

- Standard font (e.g., Times New Roman).
  - Font size 12 for main text.
  - Consistent formatting throughout the document.
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## **5. Structure of the Dissertation**

The dissertation shall contain the following sections in order:

1. Title Page
2. Candidate's Declaration
3. Supervisor's Certification
4. Acknowledgements
5. Abstract (as per prescribed word limit)
6. Table of Contents
7. List of Tables

8. List of Figures
  9. List of Abbreviations
  10. Main Text (Chapters)
  11. References / Bibliography
  12. Appendices (if applicable)
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## **6. Title Page Requirements**

The first appropriate page inside the dissertation must clearly state:

- Title of the Dissertation
- Full Name of the Candidate
- Academic and Professional Qualifications
- Degree for which the dissertation is submitted
- Month and Year of Submission
- Faculty of Graduate Studies
- Board of Study
- University of Ruhuna

The dissertation title must exactly match the title approved by the Senate.

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## **7. Plagiarism and Academic Integrity**

- The dissertation must be the original work of the candidate.
  - Proper citation and referencing style (APA / Harvard / Vancouver or discipline-specific format) must be followed.
  - Similarity index must be below 25%.
  - A plagiarism/similarity report must be submitted (hard and soft copy where required).
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## **DRAFT DISSERTATION SUBMISSION REQUIREMENTS**

### **8. General Information (To be Completed by Candidate)**

Submission must be made within the approved time period. Late submissions will not be accepted. Submission need to be made with covering letter with proper channels. The following details must be provided with covering letter :

- Name of Candidate
  - Registration Number
  - Board of Study (BOS)
  - Degree Program
  - Approved Dissertation Title
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## 9. Proper Submission Channel

Submission must be forwarded with a covering letter through the proper channel:

- Supervisor
  - Program Coordinator
  - Chairperson, Board of Study
  - Faculty of Graduate Studies/ Program Coordinator (As instructed by BOS)
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## 10. Copies to be Submitted (Final Submission)

### 10.1 Hard-Bound Copies

- Two (02) hard-bound copies (or as instructed by FGS).

Each copy must include:

- Original signature of the Candidate (digital signatures are not accepted).
- Original signature of the Supervisor (digital signatures are not accepted).

### 10.2 Soft Copies

- One (01) soft copy in PDF format (DVD or Pen Drive).
  - One (01) soft copy in MS Word format (DVD or Pen Drive).
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## 11. Mandatory Sections Checklist

The final dissertation must include:

- Abstract (300–500 words or as specified in programme regulations)
  - Acknowledgements
  - Candidate's Declaration
  - Supervisor's Certification
  - Table of Contents
  - List of Figures
  - List of Tables
  - Properly formatted References
  - Clearly numbered and titled Appendices (if applicable)
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## 12. Administrative Requirements

- All required documents attached (including covering letter).
- All due payments settled (or official letter confirming settlement within one month).
- Candidate must be within the valid registration period.

Failure to comply will result in the dissertation not being accepted.

After submission the viva examination will be conducted within three months period.

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## **13. Corrections and Re-Submission (If Required)**

If the dissertation is accepted subject to corrections at the Viva voce examination:

1. The candidate must address all examiner comments.
2. Submit the corrected version through the proper channel.
3. Submit within the stipulated time period.
4. Provide a response sheet indicating how corrections were addressed.

The Supervisor must certify that:

- The language standard is acceptable.
- The plagiarism requirement is satisfied.
- All examiner comments have been addressed.

Failure to comply within the specified period may result in delay of the degree award.

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## **14. Final Submission After Successful Evaluation**

Upon successful completion of examination and approval, the candidate must submit:

- One (01) hard-bound copy (or as instructed by FGS).
- One (01) electronic copy in PDF format.

### **14.1 Hard Binding Specifications**

- Black or approved colour cover (as instructed by FGS).
  - Gold lettering on the front cover and spine.
  - Spine must include:
    - Candidate's Name
    - Degree
    - Year
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## **15. Copyright and Repository**

- The approved dissertation becomes part of the University Library collection.
  - It may be made available for academic reference unless restricted under approved confidentiality conditions.
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## 16. Important Notes

- Non-compliance with formatting or procedural requirements may result in rejection or delay of approval.
  - Submission deadlines must be strictly adhered to.
  - All official communication must be made through the relevant Board of Study and the Faculty of Graduate Studies.
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### Suggested Submission documents with dissertation

1. Covering Letter
2. Submission Checklist
3. Plagiarism Report
4. Two Hard-Bound Dissertation Copies
5. PDF Copy (Pen Drive/DVD)
6. MS Word Copy (Pen Drive/DVD)
7. Financial Clearance (if required)
8. Correction table for the final submission
9. Any additional forms required by the Board of Study/FGS

**Please see below**

## DISSERTATION SUBMISSION CHECKLIST (To be Completed by Applicant)

### Applicant Details

- Name of Candidate: \_\_\_\_\_
  - Registration Number: \_\_\_\_\_
  - Degree Program: \_\_\_\_\_
  - Board of Study (BOS): \_\_\_\_\_
  - Dissertation/Thesis Title: \_\_\_\_\_
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### Documents Submitted

No.	Item	Submitted (✓)
1	Covering Letter through proper channel	<input type="checkbox"/>
2	Hard-bound Dissertation Copy 1	<input type="checkbox"/>
3	Hard-bound Dissertation Copy 2	<input type="checkbox"/>
4	Additional Hard-bound Copy (for MPhil/PhD, if applicable)	<input type="checkbox"/>
5	Soft Copy in PDF Format (Pen Drive/DVD)	<input type="checkbox"/>
6	Soft Copy in MS Word Format (Pen Drive/DVD)	<input type="checkbox"/>
7	Plagiarism/Similarity Report (below 25%)	<input type="checkbox"/>
8	Candidate's Declaration with Original Signature	<input type="checkbox"/>
9	Supervisor's Certification with Original Signature(s)	<input type="checkbox"/>
10	Abstract Included	<input type="checkbox"/>
11	Acknowledgements Included	<input type="checkbox"/>
12	Table of Contents Included	<input type="checkbox"/>
13	List of Figures Included (if applicable)	<input type="checkbox"/>
14	List of Tables Included (if applicable)	<input type="checkbox"/>
15	References/Bibliography Included	<input type="checkbox"/>
16	Appendices Included (if applicable)	<input type="checkbox"/>
17	Financial Clearance / Payment Settlement Confirmation	<input type="checkbox"/>
18	Ethical Clearance (if applicable)	<input type="checkbox"/>
19	Within the accepted period	<input type="checkbox"/>

### Applicant Declaration

I certify that all required documents and materials listed above have been submitted together with my dissertation/thesis in accordance with the Faculty of Graduate Studies requirements.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Correction table for final Thesis submission

<b>Examiners Suggestion</b>	<b>Before the revision</b>	<b>Page no</b>	<b>After the revision</b>	<b>Page no</b>

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Candidate's signature  
signature

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Supervisor's