



**UNIVERSITY OF COLOMBO
SRI LANKA**

FACULTY OF ARTS

MASTER OF PHILOSOPHY/DOCTOR OF PHILOSOPHY

By-Laws

2021

Approved at the University Council's 576th meeting on 13.01.2021

**UNIVERSITY OF COLOMBO, SRI LANKA
POSTGRADUATE RESEARCH DEGREES
FACULTY OF ARTS**

MASTER OF PHILOSOPHY/DOCTOR OF PHILOSOPHY

By-Laws made by the Council of the University of Colombo under section 135 of the Universities Act, No. 16 of 1978.

Whereas the University of Colombo has been conducting the program leading to the Master of Philosophy and Doctor of Philosophy in the Faculty of Arts since 1978, under the By-Laws made in that year;

Whereas the said By-Laws have thereafter been amended by the University and the programs have been conducted in terms of the said amended By-Laws , and that students who have been registered under the said By-Laws whose registration is still in operation;

Whereas the University Grants Commission has published the Sri Lanka Qualifications Framework, and has required universities to implement programs in accordance with its norms in relation to levels of achievement, credit numbers, and qualifications;

Whereas, it has now become necessary to revise the By-Laws pertaining to the Master of Philosophy and Doctor of Philosophy degrees in accordance with the requirements of the Sri Lanka Qualifications Framework;

The Council of the University of Colombo, on the recommendation of the Senate, the Faculty Board and the Higher Degrees Committee of the Faculty of Arts, do hereby make the following By-Laws .

BY - LAWS

1. These By-Laws shall be cited as the By-Laws governing the award of the Degrees of Master of Philosophy and Doctor of Philosophy in the Faculty of Arts No **02 of 2021** and shall come into operation on.....

Part 1 - General

2. Subject to these By-Laws a person may be awarded the Degree of **Master of Philosophy (M.Phil.) / Doctor of Philosophy (Ph.D.)** as the case may be, if such person has:

- (a) been duly admitted and registered as a student of the programme leading to the degree of M.Phil./Ph.D., as the case may be, in the Faculty of Arts, University of Colombo for the period prescribed by these By-Laws;

Approved at the University Council's 576th meeting on 13.01.2021

- (b) pursued the programme of study in the University as prescribed by these By-Laws, and other Regulations and Rules of the University in respect of examination leading to the degree;
- (c) satisfied the Examiners at the prescribed written examinations, proposal presentations, progress presentations, research publications and any other assignments, submission and acceptance of a thesis as approved by the Higher Degrees Committee/Faculty Board of the Faculty of Arts and the Senate;
- (d) paid such registration annually, tuition, supervision and examination fees and other dues as may be payable by her/him to the University; and
- (e) fulfilled all other requirements prescribed by these By-Laws and the Regulations and Rules of the University.

3. Applications

3.1. Applications for registration shall be invited by way a notice in the newspapers widely circulating in the country, university noticeboards and official websites and social media platforms of the Department, Faculty and/or University. In addition, a prospectus/handbook shall be issued with the application form; concurrently, the relevant advertisement, application form, and the prospectus/handbook will be available on official websites of the Department, Faculty and/or University.

3.2. A person who intends to be enrolled as a candidate for the degree of Master of Philosophy or Doctor of Philosophy shall submit a two (2) page synopsis of the proposed research and an application to the Department concerned. This synopsis and application shall be evaluated by a panel of three faculty members from the Department, appointed by the Head of the relevant Department in consultation with the Coordinator of the M.Phil. /Ph.D. programme (hereafter referred to as Coordinator).

3.3. Once the process of 3.2 is completed and if the Department approves of the application, the Department shall provide a letter addressed to the Senior Assistant Registrar, Academic and Publications, University of Colombo, stating the candidate's eligibility to enrol.

3.5. Once the selections are finalized by the Department, the list of provisionally-selected candidates shall be presented to the Higher Degrees Committee for its consideration and thereafter shall be referred to the Faculty Board and the Senate of the University for approval.

4. Procedure for Registration

4.1. On acceptance of candidature of any applicant by the Higher Degrees Committee, Faculty Board and the Senate, such applicant shall be granted provisional registration for the M.Phil. /Ph.D. programme for which such applicant has been selected.

4.2. Any selected applicant shall pay the prescribed non-refundable registration, tuition, and any other fees, at the time of registration.

4.3. If the applicant is a permanent staff member of the University of Colombo, such applicant shall be exempted from the payment of registration and tuition fees. Such applicant shall however pay the prescribed examination fees. The candidate shall make a written request for exemption from registration and tuition fees to the Senior Assistant Registrar Academic and Publications through the Coordinator, Head of Department and the Dean.

4.4. A candidate shall initially be registered for the degree of Master of Philosophy (M.Phil.) with a provision for upgrading to Doctor of Philosophy (Ph.D.) level after one year in accordance with 10.1, on the basis of performance. A candidate shall renew his/ her registration by paying the required fee every year.

4.5. The list of duly registered candidates shall also be presented to the Higher Degrees Committee, and thereafter shall be referred to the Faculty Board and the Senate of the University for approval.

4.6. A candidate who already possesses an M.Phil. degree from a recognized university in a relevant field and so satisfies the requirements for direct entry into the Ph.D. programme can be registered for the Ph.D. programme on the recommendation of an expert panel appointed by the Head of the Department subject to the approval of the Higher Degrees Committee, Faculty Board and the Senate.

5. Study Period

5.1. The minimum period of study for the degree of Master of Philosophy shall be two years and for the degree of Doctor of Philosophy shall require three years.

5.2. The maximum period of study for the degree of Master of Philosophy shall be five years and the degree of Doctor of Philosophy seven years, from the date of provisional registration.

5.3. Failure to Complete During the Stipulated Time

5.3.1. Candidates who do not complete either study programme within the stipulated minimum period of registration shall be considered as a continuing student. Under the continuing student status candidates shall pay a continuation fee.

5.3.2. There will be a maximum of three further years for M.Phil. degree and four further years for the Ph.D. degree for continuing students on the recommendation of the Supervisor/s subject to the approval of the Higher Degrees Committee, Faculty Board and the Senate.

5.3.3. The continuation fee will be 50% of normal course fees and the annual registration fee. He/she who becomes a continuing student shall also pay the prescribed examination fee for either M.Phil. or Ph.D. as the case may be, before the submission of the thesis for examination.

5.3.4. A candidate who has failed to successfully complete the programme within the maximum period stipulated, shall cease to be a candidate of the programme for which she/he has registered.

5.4. If a candidate fails to successfully complete the programme within the maximum period due to illness or any other legitimate reasons to be supported by medical certificates or relevant documentation, the candidate may be provided with an extension to complete the degree. The decision on the request, and if the request is approved, the duration of the extension, shall be decided by the Higher Degrees Committee. The decision on this request shall be approved thereafter by the Faculty Board and Senate.

6. Appointments

6.1. Coordinator

The Coordinator(s) shall be appointed by the Dean of the Faculty of Arts on the recommendation of the relevant Head of the Department of study.

6.2. Supervisors

6.2.1. For each student registered as a candidate for an M.Phil. /Ph.D. degree, the Coordinator, in consultation with the Head of Department shall appoint a Supervisor and/or Co-Supervisor where necessary. In the case where the principal Supervisor is appointed from outside the University of Colombo, a Co-Supervisor(s) shall be appointed from within the University.

6.2.2. The appointment of the principal Supervisor and Co-Supervisor(s) shall be approved by the Higher Degrees Committee, Faculty Board and the Senate.

6.2.3. During the period of registration, the candidate shall carry out the research under the guidance of the principal Supervisor and where appointed, the Co-Supervisor(s) appointed by the University.

6.2.4. A candidate or Supervisor may request a change of Supervisor through the Coordinator to the Head of Department. The appointment of a new Supervisor is subject to the approval of the Higher Degrees Committee, Faculty Board and the Senate.

7. Coursework in Research Methodology

7.1. As per the Department requirements, there shall be a Research Methodology Course at the very outset as an orientation to M.Phil. /Ph.D. candidates to facilitate the development of their research proposal. This course work shall not contribute to the credit accumulated towards the qualification.

8. Research Proposal

8.1. The candidates who have been registered for an M.Phil. /Ph.D. degree shall prepare a research proposal. The research proposal shall be presented to a panel, nominated by the Higher Degrees Committee of the Faculty of Arts, comprising:

- i. Head of the relevant Department
- ii. Coordinator of M.Phil. /Ph.D. programme
- iii. Supervisor/s
- iv. Two or more experts in the relevant field of study

Approved at the University Council's 576th meeting on 13.01.2021

9. Progress Reports and Seminars

9.1. The candidate shall meet the Supervisor/s regularly, as arranged, to report on the progress made on the research. Each time the candidate meets the Supervisor/s, she/he shall obtain the Supervisor's observations on the progress achieved up to that point and the signature of the Supervisor/s on the official form provided to the candidate (**Annexure I**).

9.2. At the end of every six months, the candidate shall submit a progress report on his/her research work, through the Supervisor/s. The progress report shall be submitted to the Head of the Department through the Coordinator to be forwarded to the Higher Degrees Committee for information.

9.3. The candidate shall be required to make oral presentations annually on the progress of his/her research. This will be arranged by the Coordinator in consultation with the Head of the Department.

10. Upgrading to Ph.D.

10.1. The Faculty shall consider upgrading a candidate registered for the M.Phil. Degree to Ph.D. level after a minimum period of one year provided that his/ her research competencies are of exceptional merit.

10.2. The Supervisor/s shall make a written request to the Coordinator of the programme for upgrading to Ph.D. level.

10.3. The candidate shall submit the following documents for upgrading.

- i. the report of the progress of research;
- ii. at least three draft chapters of the thesis and/or
- iii. any other publications and/or conference papers presented during the study period.

10.4. The Coordinator shall make a written request along with the recommendation of Supervisor(s) to the Higher Degrees Committee to appoint two Examiners to evaluate the submitted chapters for upgrading.

10.5. Upon the receipt of evaluation reports of the Examiners, the Coordinator shall arrange an upgrading presentation before an expert panel. The panel shall be appointed by the Higher Degrees Committee on the recommendation of the Head of the Department. The panel shall determine the suitability of the candidate for upgrading to Ph.D. level or determine if the candidate should continue with the M.Phil. programme.

10.6. The upgrading presentation panel shall consist of,

- i. Head of the relevant Department
- ii. Two Examiners
- iii. A senior member of another Department
- iv. The Coordinator of the postgraduate program (as observer)
- v. The Supervisor(s) (as observers)

11. Unsatisfactory progress

11.1. If in the opinion of the Higher Degrees Committee, based on the confidential progress reports of the Supervisor/s, a candidate is not making satisfactory progress, the Higher Degrees Committee and Faculty Board may recommend to the Senate to suspend or cancel the registration of the said candidate. Thereafter, upon acceptance of such recommendation by the Senate, such candidate shall cease to be a registered candidate for the respective research degree. Under no circumstances shall the fees paid be refunded.

12. Change of Tentative Title of the Thesis

12.1. On the recommendations of the Supervisor/s, the Higher Degrees Committee shall have the power to recommend the modification of the tentative title without deviation from the approved area of the thesis at least six months before the date of the submission of the thesis. Such change of title shall be submitted to the Faculty Board and Senate for approval.

13. Submission of the Thesis

13.1. The thesis shall be in English/ Sinhala/ Tamil.

13.2. A candidate for the M.Phil. /Ph.D. shall be required to submit the thesis on the approved subject demonstrating the attributes prescribed by the Sri Lanka Qualifications Framework.

13.3. The thesis submitted for examination shall reflect accurate language and be in the format prescribed by the Faculty of Arts (Annexure II). It shall also adhere to ethical standards stipulated by the Faculty of Arts.

13.4. The thesis shall be submitted within the required period of study, unless the Senate on the recommendation of the Higher Degrees Committee and the Faculty Board direct otherwise. If an extension is required, the candidate shall make a request to that effect, through the Supervisor, to the Coordinator, giving the required duration and justification for such an extension, to be forwarded to the Senate for approval, with the recommendation of the Higher Degrees Committee and the Faculty Board.

13.5. At least three months prior to the submission of the thesis to the University, the candidate shall, with the approval of the Supervisor/s, inform the Head of the relevant Department of his/her intention to submit, enabling the University to proceed with making arrangements to appoint examiners.

13.6. On completion of his/her work, the candidate for the M.Phil. /Ph.D. degree shall submit, to the Examinations Branch of the University of Colombo, three copies of the thesis prepared in accordance with the format prescribed by the Faculty (**Annexure II**).

13.7. The candidate shall obtain the recommendation of the Supervisor/s for submission of the thesis. The signature/s of the Supervisor/s must appear on the three copies of the thesis.

13.8. The candidate should submit a soft copy (PDF) of the thesis if the Department requests.

14. Maintenance of Intellectual Integrity

Approved at the University Council's 576th meeting on 13.01.2021

14.1. Maintenance of intellectual integrity including research ethics and avoidance of plagiarism shall be the sole responsibility of the candidate when the thesis is prepared for submission. He/she working on the research should be fully aware of the necessity of ensuring and upholding intellectual integrity including research ethics and desist from any act of plagiarism.

14.2. In case of violation of this condition, the Higher Degrees Committee, through the Faculty Board shall recommend to the Senate to take action against such candidate according to the university rules relating to plagiarism under examination offences and punishments.

15. Evaluation of the Thesis

15.1. The Higher Degrees Committee, through Faculty Board shall recommend to the Senate the appointment of two Examiners for the evaluation of the thesis. At least one examiner must be appointed from outside the Department.

15.2. If the candidate is a staff member of the University of Colombo, none of the examiners shall be appointed within the University, and the results of all examinations shall be determined in the same manner as prescribed in these By-Laws.

15.3. The Examiners appointed by the Senate on the recommendation of the Higher Degrees Committee and Faculty Board, for the evaluation of the thesis shall submit written reports on the thesis to the AR/SAR/DR/ Examinations. The report must be submitted by the Examiner within a period of 03 months after receiving such report. The Senate on the recommendation of the Higher Degrees Committee and Faculty Board shall have the power to appoint another Examiner in the event that the Examiner does not comply with the requisite time period for evaluation. In a case where there is significant disparity between the reports of the Examiners, the Senate on the recommendation of the Higher Degrees and the Faculty Board shall appoint a third Examiner.

16. Viva-voce examination

16.1. Upon the receipt of evaluation reports of the Examiners, the candidate should successfully defend the thesis at a viva-voce examination in order to qualify for the award of the M.Phil./Ph.D. degree. The viva-voce is held to ascertain the originality of the work, the candidate's ability to present, support and defend the thesis, and to determine the suitability of the candidate for the award of the degree. The Board of the viva-voce examination shall consist of:

- i. Dean of the Faculty of Arts (Chairperson)
- ii. Head of respective Department
- iii. Thesis Examiners
- iv. Coordinator (as observer)
- v. Supervisor/s (as observer/s)

16.2. Special circumstances

16.2.1. If one of the thesis examiners is not available to serve on the viva-voce examination, the Senate shall appoint a suitable examiner to serve on the *viva-voce* Board on the recommendation of the Higher Degrees Committee and the Faculty Board.

16.2.2. Where necessary, available communication technology can be used to facilitate the *viva voce* for the participation of panel members who are unable to be physically present. In such a

Approved at the University Council's 576th meeting on 13.01.2021

situation, if the candidate is outside Sri Lanka, the candidate shall face the viva voce by presenting themselves at the relevant consular office or a recognized institution. Credible evidence for authentication of the candidate should be provided.

16.3. After consideration of the reports of the examiners on the thesis and the performance of the candidate at the viva-voce examination, the Board of Examiners shall decide on one of the following:

- (i) The degree for which the candidates has submitted himself/ herself for examination shall be awarded.

Or

- (ii) The degree for which the candidate has submitted himself/ herself for examination, shall be awarded subject to minor amendments/ corrections to the thesis, as may be specified by the Board of Examiners and re-submitted within a maximum period of 3 months with a certification and an attestation by the Supervisor or a nominee of the Board of Examiners that the corrections have been made.

Or

- (iii) In case of major corrections/revisions the candidate shall be permitted to resubmit the thesis within a maximum period of one year. The revised thesis shall be reevaluated by the same examiners as far as possible, and the candidate shall be summoned for another *viva-voce* examination. Thereafter examiners shall decide on (i)/ (ii)/ (iv)/ (v).

Or

- (iv) The candidate is considered as failed and the degree shall not be awarded.

Or

- (v) If the candidate has failed to attain the required standard for the Ph.D. degree, and if the M.Phil. standards are met, the candidate shall be awarded the M.Phil. degree.

17. Submission of Copies

17.1. When a thesis is accepted for the award of a degree, three bound copies conforming to the specified format (**Annexure II**) shall be submitted to the AR/SAR/DR/Examinations and one of the copies shall be returned to the candidate with the necessary endorsements.

Part II - Master of Philosophy

18. Purpose and Scope of Qualification

18.1. The purpose of this qualification is to develop the capacity of a graduate with an advanced knowledge in a specific field of study or discipline,

- i. to conduct advanced research.
- ii. to further embark on higher degrees and specialized professional employment.
- iii. to enhance professional capacities.

18.2. For an M.Phil. degree, a candidate shall carry out high level research under guidance of a Supervisor/s holding equal or higher qualifications and make a significant contribution to a particular discipline or field. The research may be purely discipline-based or multidisciplinary. The candidate should submit a thesis incorporating research findings, which is assessed and accepted.

18.3. No person shall seek registration as a candidate for the degree of Master of Philosophy unless she/he possesses:

- (i) A two-year Master's degree with either coursework and research or by research from a recognized university/institution in a discipline relevant/related to the proposed research (an entry-level qualification equivalent to SLQF Level 10);

Or

- (ii) A one-year Master's degree from a recognized university/institution, with experience and/or research in the relevant field (an entry-level qualification equivalent to SLQF Level 9 plus experience and/or research in the relevant field);

Or

- (iii) A Bachelor's Honours degree in the relevant field or related subject with a First Class pass from a recognized university/institution, with experience and/or research in the relevant field (an entry-level qualification equivalent to SLQF Level 6).

18.4. The thesis for the degree of Master of Philosophy shall be between 50,000 and 65,000 words and necessary tables, figures and creative components prepared according to the guidelines prescribed by the Department.

18.5. The degree of Master of Philosophy may be conferred on any person who

- (i) has been registered as a Postgraduate Research student in the M.Phil. programme of the Faculty of Arts, University of Colombo,
- (ii) has thereafter, pursued an approved program of research for at least two years' duration
- (iii) has paid such registration and other fees as prescribed;
- and
- (iv) has fulfilled the following conditions:

- (a) the presentation of a thesis approved by the Supervisor/s on an approved research topic accepted by the Senate
- (b) the acceptance of the thesis by the Board of Examiners
- (c) success at a viva-voce examination.

Part III

DOCTOR OF PHILOSOPHY

19. Purpose and Scope of Qualification

The purpose of this qualification is to develop the capacity of a graduate to generate substantive insights in a particular area of study through

- (i) high quality, original and independent research, and contribution to scholarship
- or
- (ii) enhancing professional and research capacities to enable specialized professional employment at the highest level.

For a Doctoral degree, a candidate is required to carry out high level research under the guidance of a Supervisor/s holding a Ph.D. (SLQF Level 12) or equivalent (unless in exceptional circumstances that will have to be justified in writing before being appointed as a Supervisor/s) and make a significant and original academic contribution creating new knowledge. The candidate should submit a thesis incorporating research findings which are assessed and accepted.

20. No person shall seek registration for the degree of Doctor of Philosophy unless she/he possess:

- (i) A Master of Philosophy degree in a field relevant/related to the proposed research from a recognized university where the study programme is not less than two years full-time or equivalent part-time in duration.
- Or
- (ii) Registered as a candidate for the degree of Master of Philosophy in the Faculty of Arts and has pursued the approved programme of research for a minimum period of one year and has presented the prescribed chapters to the satisfaction of an expert panel appointed by the Higher Degrees Committee of the Faculty of Arts and the expert panel has recommended the candidate be upgraded to the Ph.D. programme.

The upgrading presentation panel shall consist of:

- i. Head of the relevant Department
- ii. Two Examiners
- iii. A senior member of another Department
- iv. Coordinator /s of M.Phil. /Ph.D. programme
- v. Supervisor/s (as observers)

21. The thesis for the degree of Doctor of Philosophy shall be between 70,000 and 100,000 words, including all content in the chapters of the thesis, and excluding front and back matter.

22. The degree of Doctor of Philosophy may be conferred on any person who,

- (i) has been registered as a student in the Ph.D. programme, Faculty of Arts, University of Colombo

Approved at the University Council's 576th meeting on 13.01.2021

- (ii) has thereafter pursued an approved programme of research of at least three years of duration.
- (iii) has paid such registration and other fees as prescribed, and
- (iv) has fulfilled the following:
 - (a) submitted a thesis recommended by the Supervisor/s on the approved research topic accepted by the Senate
 - (b) the thesis has been accepted by the Board of Examiners.
 - (c) succeeded at a viva-voce examination.

23. PhD by publication

23.1. The candidate shall obtain provisional registration for the proposed degree by paying the provisional registration, preliminary evaluation and other relevant fees as prescribed.

23.2. The published work to be considered for the degree shall be original work and of a standard required from the thesis of the degree.

23.3. The candidate should present three publications published in peer-reviewed indexed journals.

23.4. The published work shall be evaluated first by a panel of experts at the Faculty of Arts appointed with the approval of the Higher Degrees Committee, the Faculty Board and the Senate.

23.3. If the candidate has been successful at such preliminary evaluation, she/he shall seek a formal registration by paying the relevant fees. Thereafter, the process will be followed according to the provisions in these By-Laws and providing that the candidate

- (i) has paid such registration and other fees as prescribed;
and
- (ii) has fulfilled the following conditions:
 - (a) the presentation of published work;
 - (b) the acceptance of published work by the Board of Examiners; and
 - (c) success at a *viva-voce* examination.

Part IV

INTERPRETATIONS

24. In these By-Laws, unless the context otherwise requires.

“Coordinator” means the Coordinator for the degrees of Master of Philosophy and Doctor of Philosophy appointed by the Dean of the Faculty of Arts on the recommendation of the Head of the Department.

“Consular office” means the office which provides consular services to Sri Lankans in any other country, be it named High Commission or Consulate.

“Council” means the Council of the University of Colombo constituted by the Universities Act No 16 of 1978 as amended subsequently.

“Faculty Board” means the Faculty Board of the Faculty of Arts of the University of Colombo constituted under the Universities Act No 16 of 1978 as amended subsequently.

“Higher Degrees Committee” means an academic body established by the Faculty Board of the Faculty of Arts of the University of Colombo for the purpose of monitoring and advising on the higher degrees offered by the Faculty.

“Communication technology” means any digital platform that provides the means for communication between panel members and the candidate, which will enable a secure service for the purpose of a viva voce.

“Registrar” means the Registrar of the University of Colombo.

“Senate” means the Senate of the University of Colombo constituted by the Universities Act. No 16 of 1978 as amended subsequently.

“Sri Lanka Qualifications Framework (SLQF)” means the nationally consistent framework for higher education qualifications offered in Sri Lanka approved by the University Grants Commission in 2015.

26. Any questions regarding the interpretation of these By-Laws shall be referred to the Council whose decision thereon shall be final.

27. The Vice Chancellor shall have the authority, in consultation with the Dean of the Faculty of Arts, to give such direction not inconsistent with the principles underlying the provisions of these By-Laws, as appears to her/him to be necessary or expedient for the purpose of removing any difficulties that may arise in the interpretation of these provisions or for which there is no provision in these By-Laws or in the case of candidates who had followed or have been

following the degree programmes under the existing arrangements approved by the Senate and the Council.

© Kaushlya and Punchihewa 2020

Approved at the University Council's 576th meeting on 13.01.2021

Annexure I

**M.Phil. / PhD. PROGRESS REPORT
FACULTY OF ARTS, UNIVERSITY OF COLOMBO**

Name of the Candidate:
Department:
Name of the principal Supervisor:
Institution:
Faculty:
Name of the Co Supervisor:
1.
Institution:
Faculty:
Name of the Co Supervisor:
2.
Institution:
Faculty:

Title of the M.Phil. / Doctoral thesis:
--

Status of progress: From To
Candidate's assessment of progress in the reporting period:

Approved at the University Council's 576th meeting on 13.01.2021

Details on contributions to seminars/conferences/publications, if any:

Research tasks that have been planned for the next academic year:

Observation and recommendation of the Supervisor:
Signature of the principal Supervisor/Co Supervisor/s
Date:

Annexure II

Guidelines for Postgraduate Extended Essay/Thesis/Dissertation Preparation

These guidelines are to be followed when producing a concluding text reporting research for a postgraduate programme in the Faculty of Arts, University of Colombo. This includes extended essay, minor dissertations, theses and dissertations. Items no. 10 and 11 only apply to the following: Master's degree with a research component, M.Phil and PhD degrees.

1. Each thesis/dissertation to be submitted for a postgraduate degree in the Faculty of Arts, unless otherwise approved by the Faculty, shall be typed double spaced on A4 sized paper on one side only. There should be a margin of at least 3.2 cm (1.25 inches) at the top and bottom of a page. Accepted font type and sizes are Times New Roman font size 12 (English); FM Abhaya or Iskola Pota font size 13 (Sinhala); Bamini or SunRavi font size 12 (Tamil).
2. Three copies of the thesis/dissertation are to be lodged with the Senior Assistant Registrar, Examinations Branch. When submitting soft copies, a PDF of the document (with the signature page included) should be emailed to the SAR/Examinations, copying the relevant postgraduate coordinator and supervisor(s).
3. The thesis/dissertation shall incorporate, in the following order:
 - a. A title page giving the title of the thesis/dissertation, the degree for which it is submitted, along with the name of the Faculty, the full name of the candidate and the date of submission for the degree;
 - b. A declaration page, which includes the following declaration and the candidate's signature:

“I certify that this extended essay/thesis/dissertation does not incorporate without acknowledgment any material previously submitted for a degree or diploma in any University; and to the best of my knowledge and belief it does not contain any material previously published or written by another person except where due reference is made in the text.”;
 - c. An Abstract of approximately 400 words (not more than 1 page)
 - d. An acknowledgement by the candidate of help given or work carried out by any other person and/or organization;
 - e. A table of contents;
 - f. A list of tables with titles and page references (where necessary)
 - g. A list of illustrations with titles and page references (where necessary)
 - h. The main text of the extended essay/minor dissertation/thesis/dissertation;
 - i. Bibliography/References/Works Cited prepared in the style used by the discipline;
 - j. Appendices, if any
 - k. Supervision meeting log

4. The document should be paginated correctly. The title page is not paginated but counts as the first page. The preliminary pages (up to the first page of the main text) should be in Roman numerals; the main text should be in Arabic numerals starting with page 1.
5. A style guide acceptable to the discipline should be used. These include but are not limited to APA, MLA, Chicago, Harvard, etc.
6. Diagrams, figures, photographs, etc. should, wherever practicable be drawn or photographed on quarto paper. All figures should have the legend below the figures. Diagrams, maps, tables, etc., exceeding A4 size should be folded so as to read as a right-hand page when opened. If diagrams, figures and photographs etc. need to be mounted on a page, a dry mounting process should be used.
7. Digital files referenced in the document can be included as supplementary material in a CD accompanying the document.
8. Wherever possible, tables should be inserted in the proper place in the text, but lengthy or bulky tables should appear as appendices. Tables should be numbered and titled.
9. An extended essay/minor dissertation/thesis/dissertation being submitted for examination should be submitted in digital print and soft binding with plastic cover.
10. The format of the thesis/dissertation is the same for submission for examination and for final submission (i.e. post-viva submission). The thesis/dissertation for examination will differ in printing and binding from the final submission copy. These differences are listed in no. 11 below.
11. (a) The thesis/dissertation for final submission shall be trimmed and bound with stiff covers, covered with dark cloth.
(b) On the spine of the thesis/dissertation shall be given in gold lettering of suitable size, the surname of the candidate and the title of the thesis/dissertation, with abbreviations if necessary. If the lettering will not fit across the spine it shall run along the spine reading from top to bottom.
(c) When published papers are submitted as additional evidence of research, they shall be bound at the back of the thesis/dissertation as an appendix.

(End of document)