



## **THE OPEN UNIVERSITY OF SRILANKA**

Guidelines for students undertaking a programme of study leading to  
the Degree of Doctor of Philosophy (Ph.D)  
and  
the Degree of Master of Philosophy (M.Phil)

These Guidelines are effective from 26<sup>th</sup> July 2019

# GUIDELINES FOR STUDENTS UNDERTAKING A PROGRAMME OF STUDY LEADING TO THE DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D)

## Degree of Doctor of Philosophy (Ph.D)

### 1. Admission requirements

- 1.1 The candidate should have one of the following qualifications:
  - 1.1.1 A Master of Philosophy Degree in the relevant field, or,
  - 1.1.2 A Master's Degree at Sri Lanka Qualification Framework (SLQF) Level 9 or above preferably in the related field with a significant research component, or,
  - 1.1.3 A Bachelor's Honours Degree of Level 6 in the relevant field with a minimum GPA of 3.00 on the scale 0-4 or Second Class (Lower Division).
- 1.2 Applicants who do not possess any of the above qualifications in Section 1.1 but possesses the following qualifications may be accepted for provisional registration subject to the approval of the Senate in accordance with Section 3.4 and its Sub Sections of the By- Law No. 26.
  - 1.2.1 A Bachelor's Honours Degree of Level 6 with a minimum of 30 course credits in a related field, or,
  - 1.2.2 A Bachelor's Honours Degree of Level 6 with registration for an MPhil Degree.
- 1.3 An equivalent or higher qualification acceptable to the Senate.

And

Any other specific requirements stipulated by the relevant faculty.

### 2. Registration

An applicant with the stipulated admission requirements shall be given direct/provisional registration to the PhD programme of study.

- 2.1 Registration shall be valid for twelve (12) months from the date of registration and shall be renewable, subjected to a maximum period prescribed in the relevant Regulation for the award of the PhD Degree.
- 2.2 The effective date of registration shall be recommended by the Dean of the relevant Faculty, and shall be either the date on which the candidate is registered to the degree or the date on which the application is submitted to the Office of the Dean of the Faculty after the approval of the reviewers.
- 2.3 A candidate with the stipulated entry requirements as per the By-Law No. 26 for the award of research degrees of Section 2.1 of the Regulation for the PhD Degree shall be registered directly to the Programme of Study.

- 2.4 An applicant who does not have the stipulated entry requirements for direct registration as specified in the Section 2.2 of the Regulation for the PhD Degree, but possesses alternate qualifications specified in Section 2.2 of the relevant Regulation, may be considered for provisional registration. Such provisional registration shall be valid for a maximum period of twelve (12) months.
- 2.4.1 A candidate so registered shall be required to successfully complete a qualifying examination equivalent to SLQF Level 6 and/or 7 in the same or related field to demonstrate his/her capability to undertake the proposed research.
- 2.4.2 Qualifying examination can be either a presentation or a written examination. Panel of examiners for qualifying examinations shall be appointed by the relevant Faculty Board as specified in the relevant Regulation.
- 2.4.3 Acceptance of the candidate by the relevant Faculty shall be communicated by the Dean of the Faculty to the Higher Degrees & Research Committee, which shall forward its recommendation to the Senate.
- 2.4.4 If accepted by the Senate, the registration shall be effective from the date of first registration as a provisional candidate.
- 2.4.5 If the candidate is not successful in the qualifying examination, the period of provisional registration may be extended by a further period of six (06) months, subject to the maximum period stipulated in Section 3.4 above, during which time the candidate shall be required to complete a second qualifying examination.
- 2.4.6 If the candidate is successful in the second qualifying examination, the registration shall be effective from the date of first registration as a provisional candidate.
- 2.5 A candidate who does not satisfy the requirements specified under Section 2.4 above shall have his/her provisional registration cancelled.
- 2.6 Candidates registered for a Research Degree shall submit progress reports in every six (06) months, to the Chairperson of the Higher Degrees and Research Committee through the supervisor, Head of the Department and the Dean of the Faculty.
- 2.7 The Senate may decide on the recommendations of the Higher Degrees & Research Committee to discontinue the registration of a student who does not show satisfactory progress for a continuous period of twelve (12) months.

### **3 Procedure for Registration**

Applicants who are eligible to register should first contact the relevant Head of the Department who in turn will refer the applicant to prospective supervisor/s.

The applicant should prepare a research proposal of between 1,500 and 2,500 words in consultation with the supervisor. The proposal should contain sufficient information on the background, justification, objectives, research plans and research methodology, as well as a brief literature review, to enable a determination of whether the proposal is suitable for an advanced

research degree. The proposal should also conform to any specific guidelines set out by the relevant Faculty.

The supervisor shall recommend the proposal and forward the completed application form to the Dean of the relevant Faculty through the Head of the Department.

The Dean shall forward the proposal and application to the relevant Faculty Research Committee to review the proposal by two reviewers.

The application and research proposal will be scrutinized by the Faculty Research Committee and Higher degrees and Research Committee and submitted to the Senate with its recommendation. The decision of the Senate will be conveyed to the applicant within three months of submission of the application.

If the application is accepted, the student will be requested to register by submitting proofs of educational qualifications and payment of fees.

Such registration will be effective from the date of the Senate decision.

#### **4 Fees**

Please refer Annex 1

#### **5 Duration**

The minimum duration for the Doctor of Philosophy (Ph.D) Degree is 3 years and the maximum period is 7 years.

Any extension of this period may be granted under exceptional circumstances as determined by the Senate.

#### **6 Submission of the Thesis**

The title of the thesis could be changed, only with the approval of the Senate.

Any communication from the candidate with regard to the thesis should be notified through the Supervisor, Head of the Department and Dean of the relevant Faculty to the Deputy Registrar/Academic Administration.

The thesis should include a critical review of literature and provide evidence of originality of the work which has made sufficient contribution to the knowledge in the area of study.

A candidate shall give the University three-month notice in writing, in the prescribed form of her/his intention to submit the thesis for examination.

Notice of intention to submit the thesis will lapse automatically after the expiry of three months. In that event, the candidate will be required to submit a fresh notice in the prescribed form.

Three copies of the thesis must be submitted for examination in conformity with the guidelines on the preparation of the thesis.

## **7 Scheme of Assessment**

7.1 A candidate for the Research Degree is assessed on the

- (1) Thesis and
- (2) Oral Examination

7.2 Examiners for the assessment of the thesis and the Oral Examination shall be appointed by the Senate on the recommendations of the Higher Degrees & Research Committee for the evaluation.

7.3 A minimum of two (02) examiners from outside the University, with at least one (01) from outside Sri Lanka, shall be appointed to assess the thesis. All examiners may be appointed from within the country only under the exceptional circumstances.

7.4 The thesis may be referred to a third examiner in the case of the two(02)examiners differ in their evaluation.

7.5 The Oral examination of the student shall be carried out by a Panel of Examinersconstituted as per the By-Law No 26 as follows:

- Dean of the relevant Faculty (Chairperson)
- Head/s of the relevant Department/s
- Examiner/s

7.6 All supervisors shall be invited as observers and at least one (01) supervisor shall be present at the oral examination.

7.7 In the oral examination a candidate is required to do an oral presentation followed by a thesis defence.

7.8 The Panel shall make the final decision for the acceptance of the thesis as specified in Part VII of the By-Law No 26.

7.9 Candidate shall have published two (02) research papers for a Doctoral level research degree, in peer reviewed journals acceptable to the Higher Degrees and Research Committee.

## **8 Acceptance of Thesis**

8.1 The thesis submitted for the award of the Research Degree may be found to be

- 8.1.1 acceptable to the Panel of Examiners, or
- 8.1.2 acceptable on the certification of the supervisor that minor corrections/modifications suggested by the Panel of Examiners have been satisfactorily incorporated by the candidate, or
- 8.1.3 acceptable after major revision. Re-submission should be made within a maximum period of twelve (12) months and re-examination by two (02) examiners followed by an oral examination.

- 8.2 The thesis shall be rejected,
- 8.2.1 if both examiners recommend rejection, or,
  - 8.2.2 if two (02) among three (03) examiners recommend the rejection at re-examination or
  - 8.2.3 even if one (01) of the examiners recommends major revisions or rejection at re-examination
- 8.3 Award of the degree shall be based on the recommendation of the examiners as given in sections 8.2 and 8.3 and candidate's success at the Oral Examination.
- 8.4 However, in case of Doctoral Research, the thesis may be acceptable for the award of MPhil Degree upon the recommendation of the Panel of Examiners with the candidate's consent as in Section 3.5.1 of the Regulation for Doctor of Philosophy.

## **9 Effective Date and the Award of the Research Degree**

- 9.1 If the thesis is accepted by the examiners without any revision and the student successfully completes the oral examination, the effective date of the award shall be the date of submission of thesis, provided that the thesis in the bound form with a digital copy is handed over to the Deputy Registrar / Academic Administration within one (01) month of the oral examination.
- 9.2 If the thesis is accepted by the examiners with minor revisions and the student successfully completes the oral examination, the effective date of the award shall be the date of submission of thesis, provided that the corrected thesis is submitted in the bound form, with a digital copy along with a certification from the Supervisors to the effect that all revisions required by the Panel of Examiners have been made and is handed over to Deputy Registrar / Academic Administration within three months of the oral examination.
- 9.3 If the thesis requiring minor revisions has not been submitted within the specified period as in Sections 9.1 and 9.2 above, the effective date of the award shall be the date on which the thesis is re-submitted in the bound form with the digital copy to Deputy Registrar / Academic Administration
- 9.4 If the thesis requires major revisions, the effective date of the award shall be the date on which the thesis is re-submitted in the bound form with the digital copy as determined by Sections 9.1, 9.2 and 9.3, taking into consideration the re-submitted date.
- 9.5 No thesis shall be accepted one (01) year after successfully complete the oral examination.
- 9.6 The award of the Research Degree in respect of a student shall be determined by the Board of Examiners, and the results shall be submitted to the Senate for confirmation. The Board of Examiners shall be constituted as follows:

Vice-Chancellor (Chairperson)

Dean of the relevant Faculty

Head/s of the relevant Department/s

## **10 Submission of Progress Reports**

Students registered for the Degree of Doctor of Philosophy are required to submit progress reports every six months. These reports should be submitted at the end of June and the end of December of every year. The Progress Reports should be submitted through the supervisor, Head of the Department of the relevant Faculty to the Deputy Registrar. Supervisors are required to endorse the progress Report and indicate whether the progress of the student has been satisfied or not.

## **11 Cancellation of Registration**

The Senate may decide on the recommendation of the Research Committee to cancel the Registration of a student who does not show satisfactory progress for a continuous period of 12 months.

## **GUIDELINES FOR STUDENTS UNDERTAKING A PROGRAMME OF STUDY LEADING TO THE DEGREE OF MASTER OF PHILOSOPHY (M.PHIL)**

### **1. Admission requirements for the direct registration**

- 1.1 The candidate should have one of the following qualifications:
  - 1.1.1 A qualification of Sri Lanka Qualification Framework (SLQF) Level 7 or above in the relevant field, or,
  - 1.1.2 A Bachelor's Honours Degree at Sri Lanka Qualification Framework (SLQF) Level 6 with a minimum of thirty (30) course credits in the relevant field.
- 1.2 Applicants who do not possess any of the above qualifications in Section 1.1, but possess the following qualifications may be accepted for provisional registration subject to the approval of the Senate in accordance with Section 3.4 and its Sub Sections of the By- Law No. 26 for the award of Research Degrees.
  - 1.2,1 A Bachelor's Degree of Sri Lanka Qualification Framework (SLQF) Level 5 with a minimum GPA of 3.00 on the scale of 0-4 or Second Class (Lower Division) in the same or related field, or,
  - 1.2.2 Completion of NVQ Level 7 with a minimum GPA of 3.00 in the scale of 0-4 as determined by the Senate.
- 1.3 An equivalent or higher qualification acceptable to the Senate.

And

Any other specific requirements stipulated by the relevant faculty.

### **2 Admission requirements for provisional registration**

An applicant who does not have the stipulated entry requirements but possesses alternate qualifications as given below and/or professional and/or research experience relevant to the selected area of study may be considered for provisional registration. Such provisional registration shall be valid for a period of six months.

- (a) The alternate qualifications which may be considered for provisional registration are;
  - Special degree (pass) in the relevant discipline from a recognized University.
  - Three year degree -with relevant subject/s from a recognized university with at least a Second classes (Lower division) pass
  - Three year degree with relevant subject/s and appropriate postgraduate qualification from a recognized university
  - Three year degree with relevant subjects and stipulated performance at the Examination
  - Professional qualification as determined by the relevant Department and Faculty.
- (b) A candidate so registered shall be required to make a presentation to the relevant Faculty within six months of the provisional registration to demonstrate her/his capability to undertake the proposed research.



- (c) Acceptance of this presentation by the relevant Faculty shall be communicated to the Research Committee which shall determine the suitability of the candidate for registration. If accepted, the date of registration shall be effective from the date of first registration as a provisional candidate.
- (d) If the presentation is not accepted by the relevant Faculty, the period of provisional registration may be extended by a further period of six months during which time the student is required to make another presentation at a research seminar
- (e) If accepted, the date of registration shall be backdated to the 'date of the first presentation or a date six months prior to the second presentation whichever occurs later.
- (f) If not accepted at the 2nd attempt the registration will lapse.

### **3 Registration**

An applicant with the stipulated admission requirements shall be given direct/provisional registration to the M.Phil programme of study.

- 3.2 Registration shall be valid for twelve (12) months from the date of registration and shall be renewable, subjected to a maximum period prescribed in the relevant Regulation for the award of the M.Phil Degree.
- 3.3 The effective date of registration shall be recommended by the Dean of the relevant Faculty, and shall be either the date on which the candidate is registered to the degree or the date on which application is submitted to the Office of the Dean of the Faculty after the approval of the reviewers.
  - 3.3 A candidate with the stipulated entry requirements as per the By-Law No. 26 for the award of research degrees of Section 2.1 of the Regulation for the M.Phil Degree shall be registered directly to the Programme of Study.
  - 3.4 An applicant who does not have the stipulated entry requirements for direct registration as specified in the Section 2.2 of the Regulation for the M.Phil Degree, but possesses alternate qualifications specified in Section 2.2 of the Regulation, may be considered for provisional registration. Such provisional registration shall be valid for a maximum period of twelve (12) months.
    - 3.4.1 A candidate so registered shall be required to successfully complete a qualifying examination equivalent to SLQF Level 6 and/or 7 in the same or related field to demonstrate his/her capability to undertake the proposed research.
    - 3.4.2 Qualifying examination can be either a presentation or a written examination. Panel of examiners for qualifying examinations shall be appointed by the relevant Faculty Board as specified in the relevant Regulation.
    - 3.4.3 Acceptance of the candidate by the relevant Faculty shall be communicated by the Dean of the Faculty to the Higher Degrees and Research Committee, which shall be forwarded its recommendation to the Senate.

- 3.4.4 If accepted by the Senate, the registration shall be effective from the date of first registration as a provisional candidate.
- 3.4.5 If the candidate is not successful in the qualifying examination, the period of provisional registration may be extended by a further period of six (06) months, subject to the maximum period stipulated in Section 3.4 above, during which time the candidate shall be required to complete a second qualifying examination.
- 3.4.6 If the candidate is successful in the second qualifying examination, the registration shall be effective from the date of first registration as a provisional candidate.
- 3.5 A candidate who does not satisfy the requirements specified under Section 3.4 above shall have his/her provisional registration cancelled.
- 3.6 Candidates registered for a Research Degree shall submit progress reports in every six (06) months, to the Chairperson of the Higher Degrees and Research Committee through the supervisor, Head of the Department and the Dean of the Faculty.
- 3.7 The Senate may decide on the recommendations of the Higher Degrees and Research Committee to discontinue the registration of a student who does not show satisfactory progress for a continuous period of twelve (12) months.

#### **4 Procedure for Registration**

Applicants who are eligible to register should first contact the relevant Head of the Department who in turn will refer the applicant to prospective supervisors.

The applicant should prepare a research proposal of between 1,500 and 2,500 words in consultation with the supervisor. The proposal should contain sufficient information on the background, justification, objectives, research plans and research methodology, as well as a brief literature review, to enable a determination of whether the proposal is suitable for an advanced degree. The proposal should also conform to any specific guidelines set out by the relevant Faculty.

The supervisor shall recommend the proposal and forward the completed application form to the Dean of the relevant Faculty through the Head of the Department.

The Dean shall forward the proposal and application to the relevant Faculty Research Committee to review the proposal by two reviewers.

The application and research proposal will be scrutinized by the Faculty Research Committee and Higher Degrees and Research Committee and submitted to the Senate with its recommendation. The decision of the Senate will be conveyed to the applicant within three months of submission of the application.

If the application is accepted the student will be requested to register by submitting proofs of educational qualifications and payment of fees.

Such registration will be effective from the date of the Senate decision.

## **5 Fees**

Please refer Annex 1

## **6 Duration**

The minimum duration for the Master of Philosophy (M.Phil) Degree is 2 years and maximum period is 5 years.

Any extension of this period may be granted under exceptional circumstances as determined by the Senate.

## **7 Submission of the Thesis**

The title of the thesis could be changed, only with the approval of the Senate.

Any communication from the candidate with regard to the thesis should be notified through the Supervisor, Head of the Department and Dean of the relevant Faculty to the Deputy Registrar/Academic Administration.

A candidate shall give the University three-month notice in writing, in the prescribed form of her/his intention to submit the thesis for examination.

Notice of intention to submit the thesis will lapse automatically after the expiry of three months. In that event, the candidate will be required to submit a fresh notice in the prescribed form.

Three copies of the thesis must be submitted for examination in conformity with the guidelines on the preparation of the thesis.

## **8. Scheme of Assessment**

A candidate for the Research Degree is assessed on the

- (1) Thesis and
- (2) Oral Examination

8.1 Examiners for the assessment of the thesis and the Oral Examination shall be appointed by the Senate on the recommendations of the Higher Degrees & Research Committee for the evaluation.

8.2 A minimum of two (02) examiners from outside the University, with at least one (01) from outside Sri Lanka, shall be appointed to assess the thesis. All examiners may be appointed from within the country only under the exceptional circumstances.

8.3 The thesis may be referred to a third examiner in the case of the two(02) examiners differ in their evaluation.

8.4 The Oral examination of the student shall be carried out by a Panel of Examiners constituted as per the By-Law No 26 as follows:

Dean of the relevant Faculty (Chairperson)

Head/s of the relevant Department/s

Examiner/s

8.5 All supervisors shall be invited as observers and at least one (01) supervisor shall be present at the oral examination.

8.6 In the oral examination a candidate is required to do an oral presentation followed by a thesis defence.

8.7 The Panel shall make the final decision for the acceptance of the thesis as specified in Part VII of the By-Law No 26.

8.8 Candidate shall have published/have the acceptance for publication as at least one (01) research paper for a MPhil research degree.

## **9. Acceptance of Thesis**

9.1 The thesis submitted for the award of the Research Degree may be found to be

9.1.1 acceptable to the Panel of Examiners, or

9.1.2 acceptable on the certification of the supervisor that minor corrections/modifications suggested by the Panel of Examiners have been satisfactorily incorporated by the candidate, or

9.1.2 acceptable after major revision. Re-submission should be made within a maximum period of twelve (12) months and re-examination by two (02) examiners followed by an oral examination.

9.2 The thesis shall be rejected,

9.2.1 if both examiners recommend rejection, or,

9.2.2 if two (02) among three (03) examiners recommend the rejection at re-examination or

9.2.3 even if one (01) of the examiners recommends major revisions or rejection at re-examination

9.3 Award of the degree shall be based on the recommendation of the examiners as given in Sections 8.2 and 8.3 and candidate's success in the Oral Examination.

## **10. Effective Date and the Award of the Research Degree**

- 10.1 If the thesis is accepted by the examiners without any revision and the student successfully completes the oral examination, the effective date of the award shall be the date of submission of thesis, provided that the thesis in the bound form with a digital copy is handed over to the Deputy Registrar / Academic Administration within one (01) month of the oral examination.
- 10.2 If the thesis is accepted by the examiners with minor revisions and the student successfully completes the oral examination, the effective date of the award shall be the date of submission of thesis, provided that the corrected thesis is submitted in the bound form, with a digital copy along with a certification from the Supervisors to the effect that all revisions required by the Panel of Examiners have been made and is handed over to Deputy Registrar / Academic Administration within three months of the oral examination.
- 10.3 If the thesis requiring minor revisions has not been submitted within the specified period as in Sections 10.1 and 10.2 above, the effective date of the award shall be the date on which the thesis is re-submitted in the bound form with the digital copy to Deputy Registrar/Academic Administration
- 10.4 If the thesis requires major revisions, the effective date of the award shall be the date on which the thesis is re-submitted in the bound form with the digital copy as determined by sections 10.1, 10.2 and 10.3, taking into consideration the re-submitted date.
- 10.5 No thesis shall be accepted one (01) year after successfully complete the oral examination.
- 10.6 The award of the Research Degree in respect of a student shall be determined by the Board of Examiners, and the results shall be submitted to the Senate for confirmation. The Board of Examiners shall be constituted as follows:

Vice-Chancellor (Chairperson)

Dean of the relevant Faculty

Head/s of the relevant Department/s

## **11. Submission of Progress Reports**

Students registered for the Degree of Master of Philosophy are required to submit progress reports every six months. These reports should be submitted at the end of June and the end of December of every year. The Progress Reports should be submitted through the supervisor, Head of the Department of the relevant Faculty to the Deputy Registrar. Supervisors are required to endorse the progress Report and indicate whether the progress of the student has been satisfied or not.

## **12. Cancellation of Registration**

The Senate may decide on the recommendation of the Research Committee to cancel the Registration of a student who does not show satisfactory progress for a continuous period of 12 months.

## ANNEX 1

Fee Category	Fee for Local Candidates (LKR)		Fee for Foreign Candidates # (LKR)
	PhD	MPhil	
Registration fee	5,000.00 (Per Annum)	5,000.00 (Per Annum)	
Tuition fee*	50,000.00 (Per Annum)	40,000.00 (Per Annum)	
Library fee	5,000.00 (Refundable Deposit)	5,000.00 (Refundable Deposit)	
Examination fee	40,000.00	35,000.00	
Bench fee**	10,000.00 (minimum per Annum)	10,000.00 (minimum per Annum)	
Administration fee	5000.00 (Per Annum)	5000.00 (Per Annum)	
Supplementary fee	500.00	500.00	

\*Tuition fee shall be paid annually until the submission of thesis. Registration fee shall be paid until the awards of the degree.

\*\*To be determined by the respective Head of the Department on the basis of the statement of sources of funding sent by the candidate and subject to minimum Rs. 10,000/= per annum)

# For foreign candidates - Three times increase of charges for all fee categories.

**Note:**

For the employees of the OUSL, based on the relevancy of the programme, a fee waiver may be granted from all types of fees.

## NOTES REGARDING THE THESIS

Three copies of the thesis shall be submitted in the manner prescribed in the attached document to the Registrar through the Dean of the faculty where studies have been undertaken by the student and shall be accompanied by:

- (i) Three additional copies of the abstract of the thesis signed by supervisor.
- (ii) A statement (Form A) in the prescribed form by the Supervisor and the Head of the Division of study that the candidate has satisfied the requirements of the by-laws for the degree together with any condition which may have been laid down by the Senate at his registration as a candidate for the degree.
- (iii) A certificate in the prescribed form (Form B) by the Deputy Registrar that fees in the relevant schedule have been duly paid

The thesis should be submitted in an unbounded manuscript form. Binding should be done only after the Interview and should incorporate corrections, if any. The confirmation of the results by the senate would be made only after the receipt of the bound copy.

## FORMAT AND BINDING OF THESIS

### FORMAT

#### 1. PRELIMINARY PAGES :

This shall consist of the parts **a-g** listed below. Parts **a-d** shall be mandatory, parts **e & f** only if appropriate and part **g** shall be optional.

- (a) Title page :  
The title page should consist of the following information:  
Title of thesis (This should be in large characters) Author's full Name  
Name of degree for which thesis is submitted  
Name and the Division & Faculty  
Open University of Sri Lanka  
Month & Year of presentation
- (b) Declaration in the following form :  
"I certify that thesis does not incorporate without acknowledgement any material previously submitted for a degree or diploma in any University or Higher Educational Institution in Sri Lanka or abroad 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) Abstract – 500 words to 1000 words

(d) Table of contents :

This must contain the main divisions of the thesis, the sub divisions, the bibliography, the appendix and index. The page numbers too must be given.

(e) List of tables :

For each table, its number, full title, and page number must be listed on a page separate from that on which the table of contents is entered.

(f) List of figures :

Figures, graphs, photographs and other illustrative material are to be listed on a page separate from those containing tables. Number, title and page are to be given. Figures must be numbered in Arabic numerals consecutively in order of appearance and captioned.

(g) Acknowledgement :

This should not be more than one page in length. It must contain the acknowledgement of the help given or work carried out by any other person or organization.

## 2. TEXT

This shall consist of the following parts listed below.

Introduction

Main body of text

Bibliography /References

In addition the following may be included if necessary,

Appendix –

Index-

## 3. PREPARATION SPECIFICATIONS

These include the size of paper, type of print layout of type script, margins spacing, facing of pages, photographs mounting of figures, tables and photographs, duplicating and reducing of figures and paging.

(a) Size of paper :

“A4” will be the standard size of paper to be used. Higher quality white paper shall be used throughout. If other sizes of paper has to be used it shall be mounted or folded to A4 size.

(b) Layout of type script :

These must b at least 50mm (2”) on the left or binding edge,20 mm (3/4”) on the head and tail margins and 25 mm (1”) on the right hand edge every page in type scripts.



(c) Spacing :

The printed matter must be double spaced except block quotations; notes foot notes, captions on table and figures, the appendix and index. These may be single spaced with double spacing between the entries. The bibliography should be single spaced but with double spacing between entries.

(d) Facing of pages :

Captions to illustrative material may be placed on pages facing their illustrations when the length of the captions makes this the only solution. Such pages must be typed, or printed, on one side only and numbered on the left of the pages.

(e) Photographs :

Photographs or other illustrations may be spread to the edge of the page provided their significant details are within the prescribed margins and they given page numbers.

(f) Mounting figures, tables, photographs etc. :

They should be dry mounted. Scotch tape or similar adhesives must not be used.

(g) Notes :

Should be inserted notes where necessary either at the foot by the relevant page or at the end of the chapter. If too voluminous, to be practical' should be placed in an appendix.

(h) Duplicating and reducing of figures :

Special care must be taken in both duplicating and reducing figures (tables, drawings, photographs, maps etc.). Figures must not be reduced beyond easy legibility.

(i) Paging :

The preliminary pages must be numbered in small Roman numerals (i.e. ii, iii, iv etc.) While the text is in Arabic numerals: The title page is "i" but is not numbered.

(j) Binding :

a) Draft Copy

Spiral binding is adequate when submitting initially for the marking examiners.

b) Final Copy

Sewn & bounded in strong, waterproof material (wine red color for Ph.D. and Burntsienna a color for M.Phil) both with stiff covers, Thickness should normally exceed 65 mm (2 1/2"). If thickness exceeds 65 mm the thesis should be bound in two or more volumes, as appropriate.

(k) Lettering on outer cover of all copies :

Gold lettering

On front boards

Title & author's name, (both in capitals)

On spine

On the spins of the Title shall be given in gold lettering of suitable size, the degree, name of the author and year of presentation (in that order). If the lettering will not fit horizontally across the spine, it shall run vertically from top to bottom.

PRESCRIBED FORM A TO BE SUBMITTED WITH THE THESIS  
OF ANY STUDENT FOR THE AWARD OF A POST-GRADUATE DEGREE

Registrar  
Open University of Sri Lanka

We certify that..... has satisfied  
the requirements of the by-laws for the..... degree  
together with any condition laid down by the Senate at his registration as a candidate for the degree.

.....

Signature of Head  
Of the Department

.....  
Signature of Supervisor

PRESCRIBED **FORM B** TO BE SUBMITTED WITH THE THESIS  
OF ANY STUDENT FOR THE AWARD OF A POST-GRADUATE DEGREE

Registrar  
Open University of Sri Lanka

I certify that.....candidate for  
the..... degree has paid all  
the fees as mentioned in the relevant fees schedule for post-graduate degrees.

.....  
Deputy Registrar

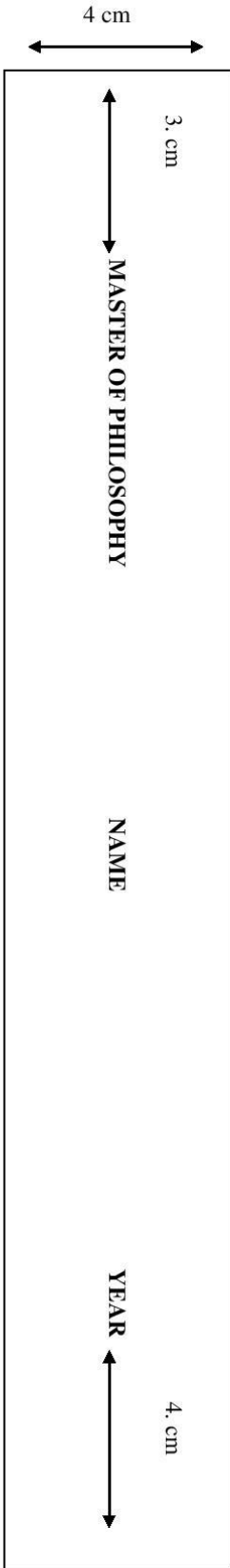
**TITLE OF THESIS**  
(Uppercase, Centered, Bold, 18 gold-colored Font)

**Thesis submitted to**  
**The Open University of Sri Lanka**  
**for the award of degree of**  
**Degree of Doctor of Philosophy**  
(Centered, Bold, 18-Point Font)

**Month & Year**

**Name of the Student**

**Registration Number**  
(Centered, Bold, 18-Point Font)



**NAME OF DEGREE**

**NAME OF STUDENT WITH INITIALS**  
(Uppercase, Centered, Bold, 18 gold—colored Font)

**YEAR**

**TITLE OF THESIS**

(Uppercase, Centered, Bold, 18 gold—colored Font)

**FULL NAME OF STUDENT**

(Uppercase, Centered, Bold, 18 gold—colored Font)

Doctor of Philosophy

Department Name

Faculty Name

The Open University of Sri Lanka

Year

**NAME OF DEGREE**

**NAME OF STUDENT WITH INITIALS**  
(Uppercase, Centered, Bold, 18 gold—colored Font)

**YEAR**

**TITLE OF THESIS**

(Uppercase, Centered, Bold, 18 gold—colored Font)

**FULL NAME OF STUDENT**

(Uppercase, Centered, Bold, 18 gold-colored Font)

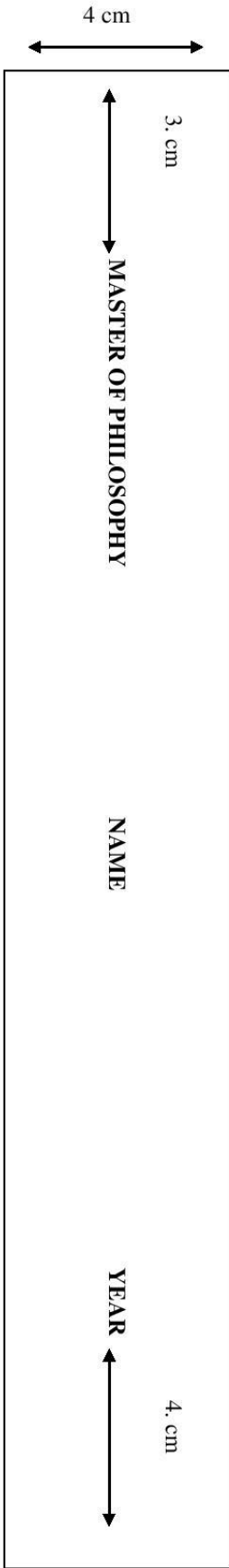
Master of Philosophy

Department Name

Faculty Name

The Open University of Sri Lanka

Year





**TITLE OF THESIS**

(Uppercase, Centered, Bold, 18 gold-colored Font)

**Thesis submitted to**

**The Open University of Sri Lanka**

**for the award of degree of**

**Degree of Master of Philosophy  
(Centered, Bold, 18-Point Font)**

**Month & Year**

**Name of the Student**

**Registration Number  
(Centered, Bold, 18-Point Font)**