

Thesis Preparation and Submission Guidelines for Sri Lanka Institute of Information Technology

January 2020

Thesis Submission and Format

This is in accordance with the general regulations for the postgraduate programs in the faculty of Graduate Studies & Research (FGSR).

1. Submission of the Thesis for Evaluation

The candidate must submit appropriate number of copies of the thesis as specified below, in temporary binding along with the duly filled form (refer the submission form available at FGSR) certified by the supervisor(s) to the faculty, through the Head of the Department where the research work has been conducted. The format of the thesis shall be as specified in section 4.

- **Postgraduate Diploma (PG. Dip.)** – One Printed Copy* + Digital Copy
- **Master of Science in engineering (M.Sc. Eng.), Master of Science (M.Sc.), Master of Business Administration (M.B.A)** - One Printed Copy* + Digital Copy
- **Master of Philosophy (M.Phil.)** –Two Printed Copies* + Digital Copy
- **Doctor of Philosophy (Ph.D.)** - Two Printed Copies*+ Digital Copy

*Supervisor may request for additional copies if required.

2. Mode of Thesis Evaluation

- **Postgraduate Diploma (PG. Dip.)**
 - The thesis evaluation by the Panel of Examiners appointed by the Faculty Board of FGSR.
- **Master of Science in engineering (M.Sc. Eng.), Master of Science (M.Sc.), Master of Business Administration (M.B.A)**
 - The thesis evaluation by the Panel of Examiners appointed by the Faculty Board of FGSR and a presentation/seminar by the candidate to the Panel of Examiners.
- **Master of Philosophy (M.Phil.), Doctor of Philosophy (Ph.D.)**
 - The thesis Examination by Examiners appointed by the Senate (including external members) and viva-voce examination by the Panel of Examiners appointed by the Senate.

3. Seminar / Viva-voce Examinations

(a) The panel of examiners may either accept or reject an examinable copy of the thesis (manuscript). Though inadequate, if it is of sufficient merit, they may recommend that the candidate be allowed to resubmit the said thesis in a revised form within a specified period of time for the same or if applicable, for a lower qualification (exit qualification).

- (b) The quorum for the Panel of Examiners to evaluate a thesis is as follows
- **Postgraduate Diploma (PG. Dip.)** -3(excluding the Supervisor)
 - **Master of Science in engineering (M.Sc. Eng.), Master of Science (M.Sc.)**-3(excluding the Supervisor)
 - **Master of Philosophy (M.Phil.), Doctor of Philosophy (Ph.D.)** -3(excluding the Supervisor)

For MPhil, the Chair of the Panel of Examiners is Dean FGSR or nominee.

For PhD, the Chair of the Panel of Examiners is external to the Institute.

4. Thesis Format

The thesis shall consist of the candidate's own account of his/her research. It must form a distinct contribution to knowledge and afford evidence of originality shown by the exercise of independent critical power and/or by the discovery of new facts. It must be satisfactory as regards to literary presentation.

A candidate shall not submit a thesis or part thereof on which a degree has been conferred upon him/her by this or any other university or higher education institute. A candidate may incorporate into his/her thesis any published work which has not already been embodied in an earlier thesis of the candidate.

Each copy shall be of clear white papers of good quality and A4 size (210*297 mm). One type of paper must be used throughout the thesis report. However, papers of different quality and size may be used for figures, plates, maps etc.

Each copy shall be typewritten or computer printed. Any standard type of font is acceptable, but one size and style must be used throughout the thesis. The use of bold type headings and italics for emphasis is permitted. All typing should be on one side of paper only, double spaced, with the left-hand margin as 40mm. Top, bottom and right hand margins as 30mm. Photocopies should be clearly legible.

(See Annex 01&02)

Drawings, diagrams, maps etc. should be clear and may be produced by photographic or other processes. They carry a title preferably on the same page.

The general format of the thesis shall be as follows

- Title page (see annex 03)
- Declaration (see annex 04)
- Acknowledgments if any
- Abstract
- Table of Contents (see annex 05&06)
- List of Tables (if any) (see annex 07)
- List of Figures (if any) (see annex 08)
- List of Plates (if any)

List of Abbreviations (if any) (see annex 09)
Main Body of Text (see annex 10)
Appendices (see annex 11,12&13)
List of References (see annex 14,15&16)

(i) The Title

The title shall be the approved title by the **Higher Degrees Committee of the respective faculty where the research has been conducted** or FGSR as applicable

It should be informative and descriptive of the work done.

(ii) Declaration (see annex 04)

The thesis shall contain a statement to the effect that the work is the result of the candidate's own investigation and that it has not been already submitted in candidature for a degree/diploma of this or any other university.

(iii) Abstract

This shall consist of the title of the thesis, name of the author, department of study and degree/diploma and a summary not exceeding 1000 words.

(iv) Acknowledgments

The candidate may declare in the thesis the extent to which assistance has been given by others in the collection of material, design and construction of apparatus, performance of experiments, preparation of the thesis, financial support etc.

(v) Main Body of Text

This shall include introduction, survey of prior research, objectives of the study, research design, results, analysis, discussion and conclusions. References should be cited in the text by author and year or numbered.

Notes may be placed at the foot of each page or in a group at the end of each chapter.

Standard international units should be used wherever possible.

All mathematical formulae should be clearly typed, or computer printed with symbols in correct alignment and adequately spaced. Subscripts and Superscripts should be clear and not too small. The meaning of all symbols should be given immediately after the equation in which they are first used.

(vi) List of References

All references in the text should be listed at the end of the thesis. The references can be in the numeric system or author – date system. Candidate should follow a referencing style authorized by the faculty or department.

(vii) Numbering of Pages (see annex 17&18)

Each page in a thesis should be numbered in consecutive order. This includes illustrative material as well as text.

For the prefatory pages (title page to abbreviations) small Roman numerals should be used and placed 15mm below the midpoint of the top edge of the page. All pages of the main body of the thesis, beginning with the introduction or chapter 1 up to the end of the list for references should be numbered with Arabic numerals. The first page of each major section e.g. the first page of chapter should be numbered 15mm above the midpoint of the bottom edge of the page. All other pages must be numbered in the upper right-hand corner of the page 20 mm from each edge.

(viii) Tables and Figures

Tables and figures should be numbered with Arabic numerals according to chapter number with decimals, e.g. the third figure(or table) in chapter 2 should be numbered as Fig. 2.3 (or Table 2.3) Title of a table should be clear and meaningful, and should be placed at the top of the table. Only relevant data should be presented in any tables included in the thesis. If there are masses of data which take up three to four pages or more, they should be placed in an Appendix and not in the main body of the text. The caption of a figure should be at the bottom of the figure.

5. Final Submission

- (i)** A candidate whose thesis is accepted by the Panel of Examiners for the award of a degree is required to make all corrections, revisions etc. required by the panel and resubmit the 3 copies of the thesis in a fully bound form to the FGSR within the time specified by the Panel of examiners. After the release of the results two (2) of the copies shall become the property of the institute, (one to be kept by the candidate and rest to be submitted to the FGSR)
- (ii) Specified Colours and Binding**

Each copy of the thesis should be hard bounded. The cover should be in the colour specified for the particular degree with gold lettering.

- **MSc Eng, MSc: Hard Bound in Black Colour (HTML Hex Color Code - #000000) and Gold Lettering**
- **MBA: Hard Bound in Dark Green Colour (HTML Hex Color Code - #006400) and Gold Lettering**

- **MPhil: Hard Bound in Dark Blue Colour (HTML Hex Color Code - #00008B) and Gold Lettering**
- **PhD: Hard Bound in Maroon Colour (HTML Hex Color Code - #800000) and Gold Lettering**

The cover should carry the full title of the thesis, name of candidate, Degree /Diploma sought and year of Degree/Diploma. The spine shall also carry the title, name of candidate, degree/diploma sought and year of degree/diploma. If the approved title is too long, the approved short title should be printed on the spine.

The candidate will be requested to sign a release form which would permit the Institute the use of the thesis for scholarly purposes.

A specimen for the cover page and the first page to follow: **(see annex 03)**

Director Academic Affairs
SLIIT
January 2020