



## BY-LAWS OF DOCTOR OF PHILOSOPHY DEGREE

### BHIKSU UNIVERSITY OF SRI LANKA

**By-law Number: 01/2025**

#### **Preambles**

By-laws approved by the Council of the Bhiksu University of Sri Lanka, in accordance with the Buddhasravaka Bhiksu University Act No. 26 of 1996, and amended by Act No. 15 of 2012.

These by-laws will be cited as Doctor of Philosophy by-laws No. 1 of 2025, and be effective from 7<sup>th</sup> February 2025. The term 'University' is referred to the Bhiksu University of Sri Lanka.

01	<p>i. The minimum permitted duration to complete the “Doctor of Philosophy”- by Research (PhD) shall be three (03) academic years. The maximum duration to complete the degree shall be eight (08) academic years.</p> <p>ii. Every PhD candidate should undertake research and submit a thesis to qualify for the award of the degree.</p> <p>iii. On successful completion of the research component, thesis defence examination, and publication requirement, the candidate shall be awarded the degree of Doctor of Philosophy.</p>	<b><i>Structure of the Degree Programme</i></b>
02	<p>Conditional on these by-laws, a candidate may be awarded the PhD satisfying the following requirements;</p> <p>i. Fulfilled all the admission requirements for the degree programme as set out in Section No. 1 of the by-laws of Doctor of Philosophy,</p>	<b><i>General Conditions for Fulfillment of the Degree</i></b>

	<p>ii. Registered in the degree programme for the period prescribed in the governing by-laws,</p> <p>iii. Pursued the programme of study in the University to the satisfaction of the University Senate prescribed by these by-laws and other rules and regulations of the University,</p> <p>iv. Paid in full, all prescribed fees and other dues to the University.</p>	
03	<p>The minimum requirements for the registration of the Doctor of Philosophy degree should be,</p> <p>i. A Master of Philosophy Degree (SLQF 11) in the relevant field of study,</p> <p style="text-align: center;"><b>or</b></p> <p>ii. Master’s Degree (SLQF 10) in the relevant field of study,</p> <p style="text-align: center;"><b>or</b></p> <p>iii. A Bachelor’s Honors Degree of Level 6 with a GPA of 3.7/ at a scale of 0-4/ First Class honours in the relevant field,</p> <p style="text-align: center;"><b>or</b></p> <p>iv. A holder of Bachelor’s degree Honours of Level 6 who has registered to follow a MPhil degree may be upgraded to PhD level after a minimum period of one year provided that his research competencies are of exceptional merit and obtain the approval from the Higher Degree Committee and the Senate (section 36),</p> <p style="text-align: center;"><b>or</b></p> <p>v. Any other equivalent qualifications acceptable to the Senate, Bhiksu University of Sri Lanka upon qualifying examination/ interview and recommendation of the Higher Degree Committee, Bhiksu University of Sri Lanka.</p>	<b>Eligibility for Admission</b>
04	<ul style="list-style-type: none"> <li>▪ Application for registration for the PhD Degree is open throughout the year.</li> <li>▪ The application shall be on the prescribed form providing the information as candidate may be required to submit, including the candidate’s qualifications for undertaking the course of study.</li> </ul>	<b>Application Procedure</b>

	<ul style="list-style-type: none"> <li>▪ The candidate shall forward the following documents along with the application <ul style="list-style-type: none"> <li>➤ Certified copies of the educational qualifications</li> <li>➤ Certified copies of other relevant professional qualifications</li> <li>➤ Academic transcripts (Bachelor’s, Master’s degrees, and MPhil of the candidate should be sent directly to the Director of the Unit of Postgraduate, External Degrees, and Extension Courses (UPEDEC) by the respective Universities from where the applicant has obtained the degrees.)</li> <li>➤ A certified copy of the Birth Certificate</li> <li>➤ Copy of NIC/Passport</li> <li>➤ Two passport-sized photographs</li> <li>➤ Two letters of recommendation from academics (only from foreign candidates)</li> <li>➤ Copies of any other documents to support the admission requirements</li> <li>➤ Letter of consent from the prospective Supervisor along with his/her CV, if applicable.</li> <li>➤ Concept note of the proposed research, including the field of research, the tentative title, purpose/objectives of the research, research methodology along with the name/s and institutional affiliations of supervisor/s selected to supervise the research work.</li> <li>➤ Proof of evidence of funds/financial support to conduct the research work, if applicable.</li> <li>➤ Declaration of release of the student from work by the employer, if applicable</li> <li>➤ Declaration regarding <i>samaneras/upasampada</i> Bhikshu under section 41 of the Buddhist Temporalities ordinance No. 19 of 1931 (Only for the Buddhist Monks).</li> </ul> </li> <li>▪ Dully-filled applications will be scrutinized by the Higher Degree Admission Committee.</li> </ul>	
05	i. The Higher Degree Committee shall examine the information stated by the candidate in the application and if required, shall call for an interview for selection.	<b>Selection Process</b>

	ii. The names of selected candidates shall be presented to the Senate of the University, by the Higher Degree Committee for approvals.	
06	On acceptance by the Higher Degree Committee and the Senate of the University, a person shall be registered as a postgraduate student of the University upon payment of the programme fee prescribed pby the University.	<b>Registration</b>
07	The period of registration shall be commenced from the date of registration. Any registration shall be for a period of one year.	<b>Registration Validity</b>
08	The effective date of the registration shall count from the date of appointment of the supervisors and approval of the research topic by the Senate.	<b>Effective Date of the Registration</b>
09	The registration for the Doctor of Philosophy shall be deemed to have lapsed at the expiry of its period of validity. A candidate whose registration has so lapsed may renew for a further period, provided that the candidate is considered eligible for such re-registration by the University Senate.	<b>Renewal of Registration</b>
10	A candidate who wishes to make changes to any initially accepted terms and conditions of registration should submit such requests to the Higher Degree Committee with the recommendation of supervisor/s. All such changes in registration should receive the recommendation of the Higher Degree Committee and approval of the Senate.	<b>Changes in Registration</b>
11	The University shall have the right to cancel the registration of a candidate at any time, notwithstanding anything stated contrary to the above.	<b>Cancellation of Registration</b>
12	The total programme fee is not refundable in any case.	<b>Refund Policy</b>
13	If the Higher Degree Committee recommends the candidate to fulfil the required course/s related to the research component, the candidate should follow such courses and obtain a minimum pass grade.	<b>Required Courses</b>
14	Candidate shall access to the library for required study materials including publication archives and journal databases.	<b>Library Facility</b>
15	i. Supervisor/s should have a minimum qualification of SLQF Level 12 equivalent and made a significant & original academic contribution to the advancement of the relevant field of study.	<b>Research Supervisor/s</b>

	<p>ii. If necessary, the Higher Degree Committee shall appoint interim supervisor/s to support prospective PhD candidates in developing their concept notes until the main supervisor and co-supervisors are appointed by the Senate upon the recommendation of the Higher Degree Committee.</p>	
<p>16</p>	<p>i. The candidate has the liberty to select the prospective supervisor/s for the research within and outside of the University, by inquiring directly from the prospective supervisor/s or with the support of the Academic Coordinator.</p> <p>ii. The candidate shall develop the concept note/research proposal with the guidance of an interim supervisor/supervisor.</p> <p>iii. Proposal presentation should be done within one month from the date of approval of the topic by the Senate.</p> <p>iv. The proposal evaluation panel should consist of two subject experts among other members of the Higher Degree Committee.</p> <p>v. The candidate should present the completed research proposal in front of the proposal evaluation panel and finalise the research proposal after incorporating the comments given by the panel within the period of one month.</p> <p>vi. The candidate should submit the completed research proposal after addressing written comments received from the two outside experts. In cases where the candidate disagrees with the comment/s raised by the evaluation panel, they should be properly justified in a response statement.</p> <p>vii. The main supervisor and one or maximum of two co-supervisors shall be appointed by the University Senate upon the recommendation of the Higher Degree Committee by considering the suggestions made by the interim supervisor.</p> <p>iv. The main supervisor, or in a case where the research study</p>	<p><b><i>Appointments of Supervisor/s and Procedure for Research Proposal Evaluation</i></b></p>

	is supervised by more than one supervisor that one of whom, should be from Bhiksu University of Sri Lanka. In the case of the unavailability of a supervisor in the relevant subject area within the University academic community, approval shall be taken from the Senate to appoint a relevant supervisor from outside the University.	
17.	The evaluation panel shall consist of the following members appointed by the Higher Degree Committee. <ul style="list-style-type: none"> <li>i. Director / Dean (Chairperson)</li> <li>ii. Dean of the relevant faculty</li> <li>iii. HoD of the relevant Department</li> <li>iv. Academic Coordinator</li> <li>v. Two subject experts (relevant subject /research methodology)</li> <li>vi. Supervisor/s (observer)</li> </ul>	<b><i>Proposal Evaluation Panel</i></b>
18	In the case the appointed supervisor/s is/are unavailable due to any circumstances, the Higher Degree Committee shall appoint a new supervisor/s after obtaining approval from the University Senate.	<b><i>Unavailability of Supervisor/s</i></b>
19	Conducting of all examinations and thesis writing shall be in Sinhala or English.	<b><i>Medium of Examinations</i></b>
20	Regulations related to examinations in the Bhiksu University of Sri Lanka are applicable for the Degree. The decision of the Senate on any examination matter shall be the final.	<b><i>Examination Regulation</i></b>
21	The ethical clearance shall be obtained from a relevant ethical clearance body, before commencement of the research, if required. The candidate must include such a clearance in the thesis.	<b><i>Ethical Clearance</i></b>
22	In the case of changing the research title, the candidate shall obtain the recommendation from the Higher Degree Committee, and approval from the University Senate.	<b><i>Change of Research Title</i></b>
23	<ul style="list-style-type: none"> <li>i. The candidate should submit a progress report of the research work with the recommendation of the supervisor/s at the end of every six months. The progress report shall be submitted to the UPEDEC to be forwarded to the Higher Degree Committee.</li> <li>ii. If a candidate fails to submit the progress report within the stipulated time, a warning letter shall be issued after two reminders by the Higher Degree Committee.</li> </ul>	<b><i>Research Progress</i></b>

24	If the candidate cannot finish PhD degree in the stipulated period, he should request a period of extension to the Higher Degree Committee through the supervisor/s and register for the extended period. The maximum period of extension shall be eight (08) academic years from the date of first registration.	<b><i>Extension of the Degree Programme</i></b>
25	The thesis shall consist of the candidate's own account of his research. It must provide a distinct contribution to knowledge and afford evidence of originality. Only research conducted after registration will be considered for the PhD. The thesis should be submitted in the format (Thesis Guidelines-Annex 1) in accordance with the Regulations made under this by-law.	<b><i>Thesis Guideline</i></b>
26	<p>i. The thesis shall demonstrate the candidate's ability to make a significant and critical contribution to the chosen field of study and the work should also represent a creative and seminal contribution to new knowledge.</p> <p>ii. The students shall be required to submit a thesis prepared in accordance with the guidelines approved by the University Council. The candidate can be submitted the thesis two months before the deadline of the eligible period if he has completed the research. However, the thesis defence examination shall only be conducted after completion of the minimum period of two years.</p> <p>iii. The candidate should have at least two full-length manuscripts being accepted or published in Humanities and Social Science Indexed/ refereed journals before the submission of the thesis.</p> <p>iv. By the time of thesis submission, the candidate should have completed all the identified courses prescribed by the Higher Degree Committee with satisfactory grades.</p> <p>v. Three (03) softbound copies of the thesis should be submitted to the UPEDEC with the signature/s of all supervisors along with the application for defence.</p> <p>vi. At least three months prior to submission of the thesis to the Higher Degree Committee, the candidate shall, with the approval of the supervisor/s, inform the UPEDEC of his intention to submit the thesis, enabling the Higher Degree Committee to proceed with making necessary arrangements</p>	<b><i>Thesis Submission for Evaluation</i></b>

	for a pre <i>viva voce</i> and to appoint examiners.	
27	<p>i. Maintenance of intellectual integrity and avoidance of plagiarism shall be the sole responsibility of the candidate when the thesis is prepared for submission. Every candidate working on the research shall appraise himself and be fully aware of the necessity to ensure and uphold intellectual integrity and desist from any act of plagiarism. Candidates should be aware that the Academic Coordinator shall check the submitted thesis for plagiarism and the similarity should not exceed 20% excluding technical terms, affiliations, and other obvious expressions alike.</p> <p>ii. In case of violation of this condition at any point before or after graduation, the Higher Degree Committee shall recommend to the Senate to take action against such candidate according to the University rules relating to examination offences and punishments, which may include the cancellation of registration of the candidate and debarment of the candidate from further registration with the University.</p>	<b><i>Maintaining Intellectual Integrity and Avoid Plagiarism</i></b>
28	<p>Upon completion of the research, the Higher Degree Committee shall nominate the following panel for the thesis evaluation and defence examinations of PhD upon receipt of the application by the candidate. Senior Assistant Registrar of UPEDEC shall be the Convener. The composition of the thesis defence examination shall be;</p> <ol style="list-style-type: none"> <li>a. Vice Chancellor / Director UPEDEC (Chairperson)</li> <li>b. Academic Coordinator</li> <li>c. Two examiners for thesis evaluation</li> <li>d. Oral Examiner (only for the defence examination)</li> <li>e. Research Supervisor/s (Observer/s)</li> <li>f. One member from the Higher Degree Committee (Observer)</li> </ol> <p>The Higher Degree Committee shall recommend two examiners (at least one from outside the University), for the approval of the University Senate. The evaluation shall be done by the two Examiners and the oral Examiner. The SAR/UPEDEC, shall send the thesis to the examiners and arrange the thesis defence examination within a period of three (03) months from the date</p>	<b><i>Thesis Evaluation and Defence Panel</i></b>

	of thesis submission.	
29	<p>i. The examiners appointed by the Senate for the evaluation of the thesis shall submit written evaluation reports to the SAR/UPEDEC, within two months.</p> <p>ii. The Senate, on the recommendation of the Higher Degree Committee shall appoint additional examiner/s in the event that the examiner/s does/do not comply with the requisite time period for evaluation.</p> <p>iii. The examiner/s has/have options in his report to recommend the thesis as it is or recommend it with suggested minor/major corrections or not recommend the thesis. The report shall be submitted within a period of preferably two months. In the case that the thesis is not recommended, the examiner/s should provide the reasons and justification.</p> <p>iv. If the examiners accept/recommend the thesis (at least 55% marks separately obtained by both examiners), the candidate shall be eligible for the thesis defence examination and shall call for the <i>viva voce</i>.</p> <p>v. In the case where one thesis examiner does not recommend the thesis (less than 55% marks) for defence, the thesis shall be sent to a third examiner upon approval of the Senate with the recommendation of the Higher Degree Committee. The final marks will be determined by averaging the marks given by the third examiner and selecting the marks from the first or second examiners that closely align with the marks of the third examiner.</p> <p>vi. If both examiners do not recommend the thesis (each examiner marks less than 55%), the candidate has to re-submit the thesis addressing the recommendations given by the examiners. In such a case, the candidate should bear the cost of re-evaluation of the thesis.</p>	<b>Thesis Evaluation</b>
30	If the examiners recommend to re-submit the thesis during thesis evaluation, the candidate should resubmit the thesis only after a period of six months and before one year from the date of the first attempt. This thesis shall be re-examined. Such a candidate shall not call for the thesis defence examination. The	<b>Re-submission of Thesis</b>

	<p>candidate should submit three (03) softbound 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. The candidate should follow the thesis submission guidelines as mentioned in section 25. In such a situation, the candidate should register for the respective academic year.</p>	
31	<p>For a student to be eligible to sit for a thesis defence examination, he shall be required to;</p> <ul style="list-style-type: none"> <li>i. obtain at least a minimum of 55% of marks for the thesis evaluation.</li> <li>ii. keep the registration in force during the semester until the final thesis is submitted, and should have successfully completed the necessary courses prescribed by the Degree Programme.</li> <li>iii. the student should have paid in full all remaining dues.</li> </ul>	<p><b><i>Eligibility for Thesis Defence Examination</i></b></p>
32	<ul style="list-style-type: none"> <li>i. The purpose of the thesis defence (<i>viva-voce</i>) examination is to evaluate the originality of the work, candidate's ability to present and support his thesis, and answer questions on the work and the subject matter of his suitability to receive the degree.</li> <li>ii. The candidate should settle all dues before applying for the thesis defence examination.</li> <li>iii. At the time of thesis defence, the candidate should have at least two publications in Humanities and Social Science Indexed journals or a manuscript submitted to refereed journals, accepted for publication.</li> <li>iv. The final decision of the thesis defence examination shall be taken at the thesis defence with the decision of the majority of the examiners.</li> <li>v. The candidate may receive decisions of satisfactory or unsatisfactory for the defence. Further, the panel shall inform the status of the thesis evaluation whether it is accepted as it is or accepted with minor/major revisions.</li> <li>vi. If a candidate receives an unsatisfactory decision, he shall receive a maximum of three attempts, including the first, to</li> </ul>	<p><b><i>Thesis Defence (Viva-voce) Examination</i></b></p>

	defend the thesis.	
33	The Higher Degree Committee may provide the option of the video-conferencing facility to conduct a thesis defence examination with the approval of the Director UPEDEC in an unavoidable circumstance. In such a situation, the candidate should make a written request through the main supervisor to the Director UPEDEC.	<b>Video Conferencing Facility</b>
34	If a candidate is absent for the thesis defence examination, he should inform the Higher Degree Committee and if it is on medical grounds, he should submit a valid medical certificate/s, approved by a Government Medical Officer within 14 days to the SAR /UPEDEC. If a candidate is absent, he shall defer one attempt for the thesis defence.	<b>Absence from the Thesis Defence Examination</b>
35	<p>i. If there are minor corrections recommended by the examiners, the candidate should submit the corrected three (03) hardbound thesis within a period of one (01) month with the approval of the main supervisor.</p> <p>ii. If there are major corrections recommended by the examiners, the thesis should be submitted within a period of 3 to 6 months with the approval of the main supervisor,</p> <p>iii. All the corrections should be submitted 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.</p>	<b>Final Thesis Submission</b>
36	<p>i. Any candidate can apply for 'Upgrading of Registration' from MPhil to PhD through their supervisors to the Higher Degree Committee.</p> <p>ii. Application for such an upgrade should be made after completing 12 months from the date of registration to the MPhil Degree Programme.</p> <p>iii. The application shall escort with the documentation underlined in Annex 2.</p> <p>iv. The Higher Degree Committee will appoint an upgrading committee to evaluate the student's potential for upgrading the proposal.</p> <p>v. Based on the written submissions (research progress and planned programme of the research leading to the PhD), presentation and follow-up discussion, the examiners evaluate the progress made by the candidate and make</p>	<b>Upgrading the MPhil Degree to PhD</b>

	<p>recommendations to the Higher Degree Committee.</p> <p>vi. The upgrading committee shall consist of,</p> <ol style="list-style-type: none"> <li>a. Director UPEDEC (Chairperson)</li> <li>b. Two outside Examiners in the relevant field</li> <li>c. Two internal academics from the relevant field</li> <li>d. All Supervisors</li> </ol> <p>vii. Upon the recommendation from the examiners and the committee, the Higher Degree Committee shall recommend the upgrading to the Senate for approval.</p> <p>viii. The date of registration of the upgraded degree will be the same as the degree he initially applied for.</p> <p>ix. The request for an upgrade should accompany the 'Upgrade Fee'.</p>	
37	<p>Upon the agreement of two-thirds of the examiners in the thesis defence examination, the candidate shall recommend the award of the degree. If two-thirds of the examiners disagree to award the degree, he shall receive a maximum of three attempts, including the first, to defend the thesis. The candidate should settle all financial dues of the degree programme.</p>	<b><i>Award of Degree</i></b>
38	<p>The board of examiners shall consist of the following members.</p> <ol style="list-style-type: none"> <li>a. Vice Chancellor (Chairman)</li> <li>b. Director UPEDEC</li> <li>c. Deans of the Faculties</li> <li>d. Heads of Departments</li> <li>e. Academic Coordinator</li> <li>f. Senior Assistant Registrar of the UPEDEC (Observer)</li> <li>g. Senior Assistant Registrar/ Assistant Registrar examination (Secretary/ Convener)</li> </ol>	<b><i>Results Board</i></b>
39	<ol style="list-style-type: none"> <li>i. The effective date of the PhD degree shall be the date on which the candidate submits the softbound copies of the thesis to the UPEDEC, only if the candidate could submit the hardbound copy within one (01) month of the thesis defence examination.</li> <li>ii. If a candidate fails to submit the final bound copy of the thesis within the stipulated time, the effective date shall be the date on which he submits the final hardbound copy of the thesis.</li> <li>iii. If the candidate passes the thesis defence examination, with recommended major corrections, the effective date shall be</li> </ol>	<b><i>Effective Date of the Degree</i></b>

	<p>the date on which he submits the final hardbound copy of the thesis.</p> <p>iv. If a candidate receives an unsatisfactory decision at the thesis defence examination, the candidate shall face the fresh thesis defence examination. In such a case the effective date shall be the date on which he submits the final hard bound copy of the thesis.</p> <p>v. A candidate shall pay registration fees from the date of first registration up to the date the final hardbound thesis is submitted in order to qualify for the award of the degree.</p>	
40	The fees payable for a certificate or statement of results or a transcript shall be determined by the Higher Degree Committee.	<b><i>Detailed Certificate and Transcript</i></b>
41	<p>i. If a candidate who requires an early exit has completed two years of research or at the time of thesis evaluation or receives an unsatisfactory grade at the thesis defence, he should forward a written request to the Higher Degree Committee to award a MPhil degree. Upon his performance, the Higher Degree Committee shall recommend his request to the Senate for approval.</p> <p>ii. Such a candidate should have at least two full-length manuscripts being accepted or published in Humanities and Social Science Indexed/ refereed journals before the submission of the thesis.</p>	<b><i>Early Exit or Fallback Option</i></b>
42	<p>i. The Doctor of Philosophy degree is designed to be a self-financed programme and programme fees shall be decided by the Higher Degree committee and approved by the University Finance Committee.</p> <p>ii. Programme fee shall be subjected to change by the Higher Degree Committee followed by the approval of the University Finance Committee as may be deemed necessary by the circumstances.</p> <p>iii. A maximum of two instalments could be allowed to pay from the full amount of the PhD programme fee upon the approval of the Higher Degree Committee.</p>	<b><i>PhD Degree Programme Fee</i></b>
43	There shall be a Higher Degree Committee, which serves as an Advisory Committee.	<b><i>Higher Degree Committee</i></b>

44	<p>The composition of the Higher Degree Committee for the Doctor of Philosophy shall consist of the following members,</p> <ul style="list-style-type: none"> <li>i. Ex-Officio members: <ul style="list-style-type: none"> <li>a. Director UPEDEC</li> <li>b. Deans of the faculties</li> <li>c. Heads of the Departments</li> <li>d. Academic Coordinator</li> <li>e. Director/ Coordinator, Unit of International Affairs</li> <li>f. Professors and Associate Professors</li> </ul> </li> <li>ii Appointed members: <ul style="list-style-type: none"> <li>a. Three distinguished external members appointed by the Senate.</li> </ul> </li> <li>iii. On invitation Subject expert / Supervisor.</li> <li>iv. In Attendance: Senior Assistant Registrar of the UPEDEC – (Secretary/Convener)</li> </ul> <p>The term of office of the Higher Degree Committee nominees shall be for three years.</p>	<b>Composition of Higher Degree Committee</b>
45	<p>The quorum of the Higher Degree committee shall be one-third of its total membership.</p>	<b>Quorum of the Higher Degree Committee</b>
46	<p>The Higher Degree Committee makes recommendations to the Postgraduate Degree programmes, especially in the following aspects.</p> <ul style="list-style-type: none"> <li>a. Identification of suitable research supervisors.</li> <li>b. Evaluation of the progress of the research programmes.</li> <li>c. Recommendation of examiners.</li> <li>d. Any other recommendations to improve the academic standards of the PhD degree programme.</li> </ul>	<b>Function of the Higher Degree Committee</b>

47	<p>There shall be a Director (a senior academic member of the University) for the postgraduate programme who shall be appointed by the Vice Chancellor on the recommendation of the Council.</p> <p><b>Role of the Director UPEDEC</b></p> <ul style="list-style-type: none"> <li>a. Management of the entire programme (i.e. planning, organizing and controlling the entire programme of study).</li> <li>b. Monitoring of the entire programme when it is run throughout.</li> <li>c. Liaising with the Registrar/ Senior Assistant Registrar on the administration of the programme.</li> <li>d. Liaising with supervisors and examiners.</li> <li>e. Director UPEDEC is the overall in charge of the degree programme under the guidance of the Higher Degree Committee and the Senate and finally accountable to the Vice Chancellor of the University.</li> </ul>	<b>Director UPEDEC</b>
48	<p>A Senior academic member shall be appointed as the Academic Coordinator by the Vice Chancellor on the recommendation of the Higher Degree Committee.</p> <p><b>Role of the Academic Coordinator</b></p> <ul style="list-style-type: none"> <li>a. Assisting the Director UPEDEC in planning, organizing, and controlling the programme for its smooth functioning.</li> <li>b. Assisting the Director UPEDEC in liaising with the Supervisors, Examiners, and students.</li> <li>c. Monitoring and evaluation of the research programmes.</li> <li>d. Any other duties as directed by the Director UPEDEC.</li> </ul>	<b>Academic Coordinator</b>
49	<p><b>Role of the Senior Assistant Registrar of UPEDEC</b></p> <ul style="list-style-type: none"> <li>a. Assisting the Director UPEDEC in the work pertaining to student registration.</li> <li>b. Assisting the Director UPEDEC in all other administration work pertaining to conduct study programme.</li> <li>c. Assisting with the Director UPEDEC in the work pertaining to the examinations.</li> <li>d. Any other duties as directed by the Director UPEDEC.</li> </ul>	<b>Senior Assistant Registrar</b>

50	<p>i. All payments should be made to the credit of the Bhiksu University of Sri Lanka.</p> <p>ii. The application fee should be paid at the time of submitting the application.</p> <p>iii. All prescribed fees and other dues should be paid to the University.</p> <p>iv. Fees shall be charged for the replacement of a lost student identity card or a lost library card at the rates determined by the Council.</p> <p>v. Financial matters will be handled according to the financial regulations of the Bhiksu University of Sri Lanka.</p> <p>vi. To ease the activities of the postgraduate programme, a separate ledger account called “Postgraduate Fund” (PF), is maintained by the University with the approval of the Governing Council of the University and all the income shall be credited to the PF.</p> <p>vii. In case of remittance by cheques, authorized officers of the University should sign the cheques.</p>	<b>Financial Procedures</b>
51	<p>i. Sources and Income All funds generated from Postgraduate degree programmes, are subject to the approval of the Finance Committee.</p> <p>ii. Disbursement and Expenditure of the Fund The funds generated through the Postgraduate degree programmes shall be used for the payment of advertisement, inauguration, lecturer fees, Higher Degree Committee, monitoring and administration, examination, overheads, and other expenses as described in the budget. A percentage of income shall be credited to the funds of the university that approved by the Council as per the University requirement.</p>	<b>Income and Expenditure</b>

52	<p>In these by-laws unless the context otherwise requires.</p> <p>“Council” means the Council of Bhiksu University of Sri Lanka, constituted by the University Act No. 26 of 1996, and amended by Act No. 15 of 2012.</p> <p>“Senate” means the Senate of the Bhiksu University of Sri Lanka, constituted by the University Act No. 26 of 1996, and amended by Act No. 15 of 2012.</p> <p>“Higher Degree Committee” means, the Higher Degree Committee appointed by the 151<sup>st</sup> Senate of the Bhiksu University of Sri Lanka.</p> <p>“UPEDEC” means the Unit caters for Postgraduate External Degrees and Extension Courses.</p>	<b><i>Interpretations</i></b>
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**Bhiksu University of Sri Lanka - Anuradhapura**  
**Unit of Postgraduate, External Degrees and Extension Courses (UPEDEC)**

**Guidelines for the Documentation and Submission of Postgraduate Thesis**

**01. Introduction**

All postgraduate students who are registered for Postgraduate programmes in the Bhiksu University of Sri Lanka, are expected to read the following guidelines carefully and adhere to the instructions given below before submitting applications for their Thesis/Dissertation.

Thesis/Dissertation is a logical and coherent writing, advancing an original point of view or a hypothesis, arising from a candidate's original research in partial fulfillment of requirements for a MA, MPhil or a PhD Degree. **The final copies of the Thesis /Dissertation may not be accepted if the students have not prepared the Thesis /Dissertation according to the required guidelines.**

**02. General Instructions**

**1. Number of Copies and Minimum Words**

By adhering to number of words, the student must submit soft and hard bound copies of the Thesis /Dissertation to the Director of Unit of Postgraduate, External Degrees and Extension Courses (UPEDEC), Bhiksu University of Sri Lanka, as mentioned in the table below, on due time before the stipulated deadlines.

Degree Program	Number of words	Number of soft bound copies	Number of hard bound copies
Master of Arts (MA)	30,000 - 50,000	02	03
Master of Philosophy (MPhil)	60,000 - 80,000	02	03
Doctor of Philosophy (PhD)	80,000 - 100,000	02	03

**2. Page Format**

**2.1. Paper format:** A4 white paper of good quality (80 gsm) should be used. Other papers may be used if required (e.g.: for maps) on the instructions of the Supervisor.

**2.2 First submission for Examiners:** Two (02) soft-bound copies of the Thesis/Dissertation with word-processed and **single-sided** should be submitted to the UPEDEC for the use of examiners. Required line spacing should be 1.5, except for the abstract, tables and indented quotations where single line spacing may be accepted.

2.3 **Final Submission:** Three (03) hard-bound copies of the final Thesis/Dissertation to be submitted to the UPEDEC with word-processed and **single-sided**. One and a half line spacing is required, except for the abstract, tables and indented quotations where single line spacing may be accepted.

2.4 **Fonts:** **Times New Roman** or **Times Ext Roman** should be used for documentation in English and **FMAbhaya** or **Sinhala Unicode** should be used for documentation in Sinhala.

- **Chapter Heading:** Title Case (only for English documents) - 16 Font size, Bold
- **Section Heading:** Title case -14 Font size, Bold
- **Section Sub-Heading:** Sentence case (only for English documents) -12 Font size, Bold
- **Body of the Text:** Sentence case (only for English documents) - 12 Font size
- **Tables and Illustrations:** Font size may be varied while ensuring legibility.

2.5 **Margins:** Margins of 1.5 inches on left and 1 inch on top, bottom & right should be used.

### 3. **Pagination**

Each page should have a page number except on the Cover and inner Pages.

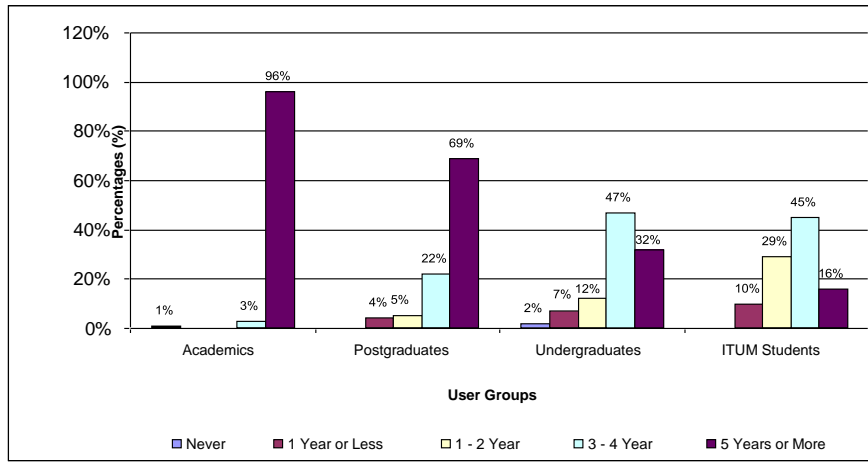
Lower case **Roman Numerals** should be assigned centered at the bottom of the page to all preliminary pages (Eg. Refer Appendix II; i - ix in content page).

Pagination of the body text and appendices is to be in **Arabic Numerals** centered at the right bottom of the page. (Pagination of body text starts from the first page of the first chapter.)

### 4. **Tables and Illustrations**

Tables and grids consisting of columns and rows that present numerical or verbal facts by categories. Figures include charts, graphs, diagrams, photographs, maps, examples, drawings and other images. All these types of non-textural material are collectively referred to as illustrations.

**All tables and figures must be referred to in the text by number (not by a phrase such as "the following table")**. Charts, graphs, maps, and tables that are larger than the standard page should be attached as Appendices. Tables and illustrations should be centered. All figure titles should appear at the bottom of the figure and all table titles should appear at the top of the table. If a figure or table is directly taken from any other source, the source needs to be indicated clearly at the bottom of the figure or the table (Eg. See figure 1 and table 1).



**Example - Figure 1:** The Internet Experience of the Participants  
(Mention the source - If Any)

**Example - Table 1:** Kruskal - Wallis Test results for the Internet experience vs. user category

User Category	N	Median	Ave Rank	Z
Academics	73	5.000	233.5	6.90
Postgraduates	87	5.000	189.9	2.78
Undergraduates	139	4.000	130.1	-5.75
ITUM Students	31	4.000	95.5	-4.29
Overall	330		165.5	

(Mention the source - If Any)

## 5. Photographs

High-quality coloured or black-and-white photographs or reprints with sufficient clarity may be incorporated. Photographs with glossy finish and dark backgrounds should be avoided where possible. State **“Original in Colour”** in the title where necessary.

## 6. Additional Materials

Additional materials if any (Eg: software, audio, video etc.), could be enclosed in a CD/DVD as an Appendix. These CDs/DVDs must be submitted in a pocket pasted inside back cover. Both CD label and the pocket should carry the following information: Name, Title of submission with Registration number, Date of submission (example: May 2019), Degree and Department. (Example: MA in Education Science, Department of Social Science and Comparative Studies)

## 7. Binding

### 7.1. Cover Page

See the **Appendix - I** for the format of the cover page. Lettering on the Cover should be in **GOLD**.

### 7.2. Draft

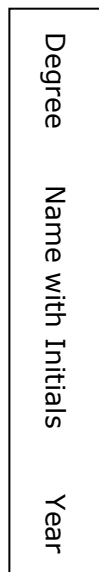
The draft to be submitted to the examiners should be soft bound.

### 7.3. Final Submission

The final corrected copy of the Thesis/Dissertation must be free from typographical, grammatical and other errors. After making the alterations mentioned by the examiners, **three (03) hardbound copies** of the Thesis/Dissertation should be submitted with the appropriate colour of the relevant Degree as follows.

<i>PhD</i>	- Red
<i>MPhil</i>	- Green
<i>MA</i>	- By Research: Blue

**Short Name of the Degree and the Year submitted** should be indicated at 40mm and 80 mm from the bottom of the spine respectively. The name of the candidate with initials should be mentioned at 20mm from the top of the spine (See figure 2). **Lettering on cover should be in GOLD (Times New Roman or Times Ext Roman/ FMAbhaya or Sinhala Unicode) and Font Size should be 16.**



**Figure 2: Sample**

### 03. Components

#### 1. A Thesis/Dissertation should contain the following parts in the given order.

1.1	Cover Page
1.2	Inner page
1.3	Declaration page of the candidate & supervisor
1.4	Dedication (if any)
1.5	Acknowledgements
1.6	Abstract
1.7	Table of contents
1.8	List of figures (if any)
1.9	List of tables (if any)
1.10	List of abbreviations (if any) Local and Technical Terms, (if any) Conversion Tables (if any)
1.11	The body of the Thesis/Dissertation
1.12	Reference list
1.13	Appendices (if any)
1.14	List of Plates <b><u>(Not included in the text. if any)</u></b>

##### 1.1 Cover Page

A sample cover page is available in **Appendix I**.

##### 1.2 Inner Page

The first page should be the Inner page (see **Appendix - III**). It should contain:

- The title & subtitle of the Thesis/ Dissertation
- Candidate's full name
- Registration number
- Official name of the Degree to which the Thesis/ Dissertation is submitted
- Official name of the Department of the University
- The month and year of submission

1.3 Declaration, Copyright Statement and the Statement of the Supervisor

Declaration of the Candidate :-

**“I declare that this Thesis/ Dissertation is my own original work and it does not incorporate any material previously submitted for a Degree or Diploma in any other university or institute of higher learning and, to the best of my knowledge and belief, it does not contain any material previously published or written by another person except where the acknowledgement is made in the text”.**

**Signature of the Candidate :**

**Date :**

අපේක්ෂකයාගේ ප්‍රකාශය :-

“මෙය මා විසින් සිදු කරන ලද ස්වාධීන පර්යේෂණයක් / නිබන්ධයක් බවත් වෙනත් විශ්වවිද්‍යාලයක හෝ උසස් අධ්‍යාපන ආයතනයක උපාධියක් හෝ ඩිප්ලෝමාවක් සඳහා මීට පෙර ඉදිරිපත් කරන ලද්දක් නොවන බවත් මාගේ දැනුම හා විශ්වාසය අනුව නියමිත පරිදි පිළිගැනීමකින් තොරව වෙනත් පුද්ගලයෙකු විසින් ප්‍රකාශයට පත් කරන ලද හෝ ලියා ඇති තොරතුරු මෙහි ඇතුළත් නොවන බවත් ප්‍රකාශ කර සිටිමි.”

අපේක්ෂකයාගේ අත්සන :

දිනය :

Declaration of the Supervisor/ Supervisors :-

**The above candidate has carried out this research for the MA/MPhil/PhD degree under my supervision.**

**Name of the Supervisor:**

**Signature:**

**Date:**

**Name of the Supervisor:**

**Signature:**

**Date:**

උපදේශකවරයා/උපදේශකවරුන්ගේ ප්‍රකාශය :-

ඉහත අපේක්ෂකයා මාගේ අධීක්ෂණය යටතේ ශාස්ත්‍රපති (පර්යේෂණ)/දර්ශනපති/දර්ශන විශාරද උපාධිය සඳහා මෙම පර්යේෂණය සිදු කරන ලදී.

උපදේශකවරයාගේ නම :

අත්සන :

දිනය :

උපදේශකවරයාගේ නම :

අත්සන :

දිනය :

#### 1.4 Dedication

May be included if desired, (except names of teachers and supervisors)

#### 1.5 Acknowledgements

In the acknowledgment section, the student is required to declare the extent of assistance which has been given by his/her faculty/department staff, fellow students & external bodies or others in the collection of materials and data, the design & construction of apparatus (if any), the analysis of data and preparation of the Thesis/Dissertation. If the research was sponsored, it is necessary to mention the name of the funding organization and other details (if any). In addition, it is appropriate to highlight the supervision and advice given by the Thesis/Dissertation supervisor.

#### 1.6 Abstract

Every copy of the Thesis/Dissertation must have an abstract. Abstract must provide a brief introduction to the subject in addition to the concise summary of methodology, tests, results, conclusions and recommendations (300 words or less). If the Thesis is written in a language other than English, an English translation of the abstract should also be include in the Thesis.

It should also accompany a list of Keywords (3-5) in alphabetical order, which could improve the accessibility of the Thesis/Dissertation in an online environment.

**Abstract Title:** Title case - Times New Roman or Times Ext Roman (in English) or FMAbhaya or Sinhala Unicode (in Sinhala) 12 point Bold (If used other fonts, change the size appropriately)

**Text** : Times New Roman or Times Ext Roman (in English) or FMAbhaya or Sinhala

**Spacing** : Single line

#### 1.7 Table of Contents (see **Appendix - II**)

All the main chapters and subsections of each chapter must be included in the table of contents with their page numbers. The page numbers of abstracts, acknowledgment and others which come first in the Thesis/Dissertation should also be included. If there are any appendices and other addenda, also should be included in the table of contents.

#### 1.8 List of Illustrations (see **Appendix - IV**)

If the Thesis/Dissertation contains any figures, then a separate list should be prepared including the name of the object and the page number. The chapter number should be included in defining the number of figures.

#### 1.9 List of Tables (see **Appendix - V**)

If the Thesis/Dissertation contains any tables, then a separate list should be prepared including the name of the object and the page number. The chapter number should be included in defining the number of tables.

#### 1.10 List of Abbreviations (see **Appendix - VI**)

Abbreviations must for the International Standards. When an abbreviation is used for the first time, it must be explained in the text. A separate list should be prepared for all abbreviations used in Thesis/Dissertation with their full meaning. The abbreviations in the list should be arranged according to the alphabetical order (Eg. IBA UNESCO etc.)

#### 1.11 Body of the Thesis/Dissertation

**The Thesis/Dissertation should be started from an introduction and the last part of the Thesis /Dissertation should include the major findings and conclusions.** All the chapters of **Thesis /Dissertation** should have a title and a chapter number. **Every chapter should be started from a new page.**

**Footnotes may be allowed at the bottom of a text page.** All of them must be numbered as given in the text, and must necessary be short, not exceeding 3-5 lines.

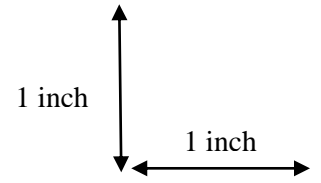
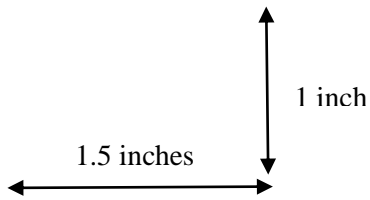
Use of phonetics for Pali and Buddhist words is permitted, provided that, their use is standard and uniform over the whole writing.

### 1.12 Reference List

A reference list is a list of all books, articles, and other source of materials, which were referred and should be listed according to the international referencing method adopted. Necessarily the items of the reference list referred to inside the body text of the Thesis/Dissertation. **APA Style or Harvard Style is recommended.** Chapter-wise reference lists are not necessary.

### 1.13 Appendices (see Appendix - VII)

Long Supplementary material could be included as Appendices rather than in the main text. For example, Appendices may contain questionnaires, detailed descriptions on apparatus (if any), extensive tables of raw data, computer programs, etc. All appendices must have page numbers written in the same typeface and size used for pagination throughout. If appendices contain photocopied material, the photocopies should be of letter quality.



**[Appendix - I: Cover Page]**

**Title of the Thesis/Dissertation (Research Topic)**

**(All Capital - Bold - 18 Font Size - 1.5 Space - Centered)**

(6 Lines: Times New Roman or Times Ext Roman - 16 Font Size - 1.5 Space)

**Full Name (Title Case - 14 Font Size - Centered)**

(Single Line: Times New Roman or Times Ext Roman - 14 Font Size - 1.5 Space)

**Registration Number (Title Case: 14 Font Size - Centered)**

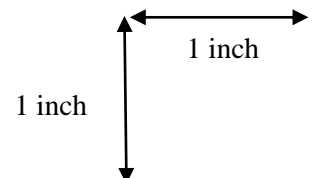
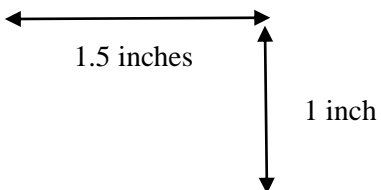
(3 Lines: Times New Roman or Times Ext Roman - 16 Font Size - 1.5 Space)

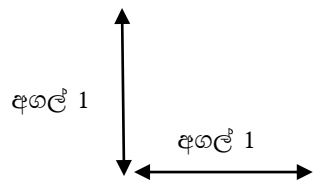
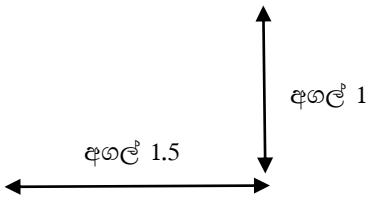
**Bhiksu University of Sri Lanka (Title Case - 14 Font Size, 9.0 inches from top)**

(Single Line: Times New Roman or Times Ext Roman - 14 Font Size - 1.5 Space)

**Submission Month and year (Title Case - 14 Font Size - Centered)**

Eg: January 2019





**(COVER PAGE)**

**නිබන්ධ මාතෘකාව (පර්යේෂණ මාතෘකාව)**

**(FMAbabld හෝ Sinhala Unicode අකුරුවල ප්‍රමාණය 18, ජේලි අතර ඉඩ ප්‍රමාණය 1.5, මධ්‍යස්ථ)**

(ජේලි 6ක ඉඩ, FMAbhaya හෝ Sinhala Unicode, අකුරුවල ප්‍රමාණය 18, ජේලි අතර ඉඩ ප්‍රමාණය 1.5)

**සම්පූර්ණ නම (අකුරුවල ප්‍රමාණය 16, මධ්‍යස්ථ)**

(ජේලියක ඉඩ, FMAbhaya හෝ Sinhala Unicode, අකුරුවල ප්‍රමාණය 16, ජේලි අතර ඉඩ ප්‍රමාණය 1.5)

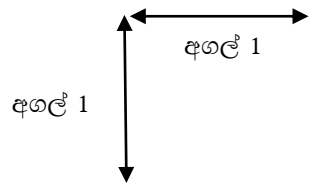
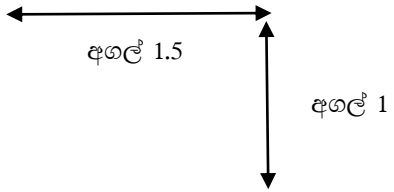
**ලියාපදිංචි අංකය (අකුරුවල ප්‍රමාණය 16, මධ්‍යස්ථ)**

(ජේලි 3ක ඉඩ, FMAbhaya හෝ Sinhala Unicode, අකුරුවල ප්‍රමාණය 18, ජේලි අතර ඉඩ ප්‍රමාණය 1.5)

**ශ්‍රී ලංකා හික්ෂු විශ්වවිද්‍යාලය (අකුරුවල ප්‍රමාණය 16, FMAbhaya හෝ Sinhala Unicode, ඉහළ සිට අගල් 9.**

(ජේලියක ඉඩ, FMAbhaya හෝ Sinhala Unicode, අකුරුවල ප්‍රමාණය 16, ජේලි අතර ඉඩ ප්‍රමාණය 1.5)

**නිබන්ධය භාරදෙන වර්ෂය හා මාසය (අකුරුවල ප්‍රමාණය 16, මධ්‍යස්ථ)  
උදා :- 2019 ජනවාරි**

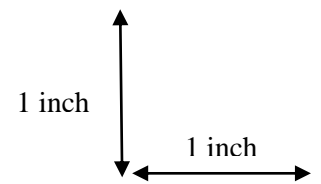
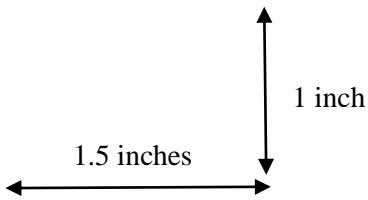


**[Appendix – II: Content Page]**

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❖ Chapterlization can be done according to the research work.



**[Appendix - III: Inner Page]**

**Title of the Thesis/ Dissertation (Research Topic)**

**(All Capital - Bold - 18 Font Size - 1.5 Space - Centered)**

(6 Lines: Times New Roman or Times Ext Roman - 16 Font Size - 1.5 Space)

**Full Name (Title Case - 14 Font Size - Centered)**

(Single Line: Times New Roman or Times Ext Roman - 14 Font Size - 1.5 Space)

**Registration Number (Title Case - 14 Font Size - Centered)**

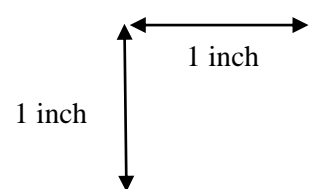
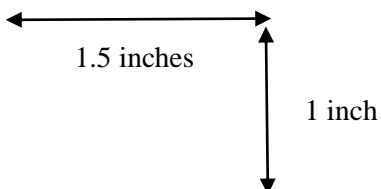
(3 Lines: Times New Roman or Times Ext Roman - 16 Font Size - 1.5 Space)

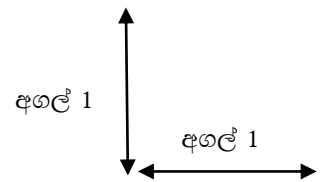
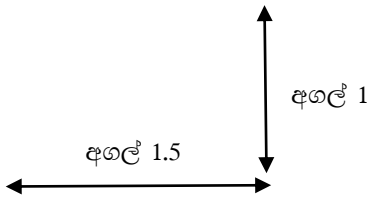
**Bhiksu University of Sri Lanka (Title Case - 14 Font Size - Centered)**

(Single Line: Times New Roman or Times Ext Roman - 14 Font Size - 1.5 Space)

**Submission Month and Year (Title Case - 14 Font Size)**

Eg: January 2019





**(INNER PAGE)**

**නිබන්ධ මාතෘකාව (පර්යේෂණ මාතෘකාව)**

**(FMAbabled හෝ Sinhala Unicode අකුරුවල ප්‍රමාණය 18, ජේලි අතර ඉඩ ප්‍රමාණය 1.5, මධ්‍යස්ථ)**

(ජේලි 6ක ඉඩ, FMAbhaya හෝ Sinhala Unicode, අකුරුවල ප්‍රමාණය 18, ජේලි අතර ඉඩ ප්‍රමාණය 1.5)

**සම්පූර්ණ නම (අකුරුවල ප්‍රමාණය 16, මධ්‍යස්ථ)**

(ජේලියක ඉඩ, FMAbhaya හෝ Sinhala Unicode, අකුරුවල ප්‍රමාණය 18, ජේලි අතර ඉඩ ප්‍රමාණය 1.5)

**ලියාපදිංචි අංකය (අකුරුවල ප්‍රමාණය 16, මධ්‍යස්ථ)**

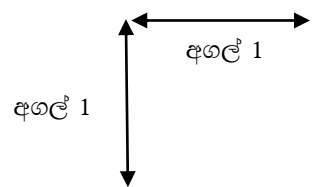
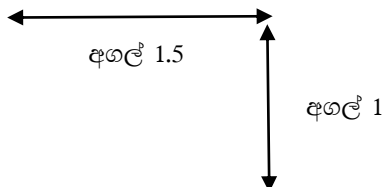
(ජේලි3ක ඉඩ, FMAbhaya හෝ Sinhala Unicode, අකුරුවල ප්‍රමාණය 18, ජේලි අතර ඉඩ ප්‍රමාණය 1.5)

**ශ්‍රී ලංකා හික්ෂු විශ්වවිද්‍යාලය (අකුරුවල ප්‍රමාණය 16, FMAbhaya හෝ Sinhala Unicode, ඉහළ සිට අගල් 9.0)**

(ජේලියක ඉඩ, FMAbhaya හෝ Sinhala Unicode, අකුරුවල ප්‍රමාණය 16, ජේලි අතර ඉඩ ප්‍රමාණය 1.5)

**නිබන්ධය භාරදෙන වර්ෂය හා මාසය (අකුරුවල ප්‍රමාණය 16, මධ්‍යස්ථ)**

උදා :- 2019 ජනවාරි



#### **[Appendix - IV: List of Illustrations]**

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#### **[Appendix - VI: List of Abbreviations]**

##### **LIST OF ABBREVIATIONS**

<b>Abbreviation</b>	<b>Description</b>
ACM -	Association for Computing Machinery
IEEE -	Institute of Electrical and Electronic Engineers
OPAC -	Online Public Access Catalogue

#### **[Appendix – VII: List of Appendices]**

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**Note:- Above Appendixes are only Examples.**

### **The Documents need to be accompanied by upgrading the MPhil to the PhD Degree**

The main Supervisor and the candidate shall hand over the following documents along with the application to the Higher Degree Committee.

The main Supervisor with the consent of co-supervisors need to provide recommendations on;

- Appropriateness of upgrading the research.
- Student's potential to continue the ongoing study and to secure the proposed Degree.
- Availability of facilities for the proposed research work.

The candidate should provide the following documents for the upgrading process.

- Proposal indicating new changes for the MPhil/PhD with justification.
- Any anticipated change to the tentative title.
- Any additional supervisors suggested.
- Scheduled programme with timeframe.
- Need to describe what chapters have already been drafted and what chapters have to be completed.
- Evidence for submission of progress reports.
- Evidence of supervision using the Student Log Book provided to the students at the time of registration.
- Letter/s of recommendation from the supervisor/s
- Availability of leave (a letter of approval certified by the employer should be provided by the full-time students who are employed).
- Proof of the availability of funds for the proposed research work.
- Any other evidence deemed necessary i.e. copies of research papers in journals, abstracts etc.