



# **Guidelines for the Preparation and Submission of Final Year Research Project & Thesis**

Faculty of Fisheries and Marine Sciences & Technology  
University of Ruhuna

2<sup>nd</sup> Version - 2025

## **1. Responsibilities of the Student**

1. Students must submit a research proposal in the approved format available in the Deans' office (Annex 1).
2. Students are requested to communicate with the appointed Supervisors by the Department (at least one supervisor should be a confirmed academic staff member from the Department/ Faculty).
3. Students should discuss the research project with all supervisors to finalize research project and formulate the objectives/ hypothesis.
4. After finalising the project proposal, students should present it (initial presentation) in the presence of examiners.
5. Ethical clearance should be obtained before commencing the research whenever necessary.
6. Students should maintain a logbook to record the progress of their research. The logbook recommended by the supervisor/s should be submitted with the first draft of the thesis.
7. All field visits should be informed to the supervisor/ s.
8. Transport facilities for field visits will not be provided to students alone, and they should be accompanied by academic/academic supportive/non-academic staff assigned by the Department.
9. If the student receives any assistance from any other person for the research work, it should be acknowledged in the thesis.
10. Each student must contact the Department Technical Officer regarding the use of facilities.
11. Completion of the project within the stipulated time is the responsibility of the student.
12. The first draft thesis should be checked for Plagiarism and use of AI tools according to the guidelines of the University of Ruhuna for undergraduate research. If the thesis does not fulfil the requirement of the Plagiarism Prevention Policy, the thesis should be resubmitted.
13. The Plagiarism report signed by the supervisor should be attached to the first draft of the thesis
14. The first draft of the thesis (soft copy and hard copy) signed by the supervisor should be submitted to the Head of the Department on or before the due date.

## **2. Evaluation of Final Year Research Project**

- 2.1. Research Proposal (Research proposal presentation - 10% of the Total Marks)

The following subtopics should be included in the proposal presentation, and marks are allocated accordingly.

- Literature review
- Research problem/ gap and significance of the research.
- Objectives
- Methodology
- Research plan

## 2.2. Thesis (60% of the total Marks)

The marks are allocated for abstract, introduction, materials and methods, results, discussion, conclusion, recommendations, references, overall organisation of the thesis, and English mechanics (Annex 2)

Note: The submitted thesis should be checked for Plagiarism and use of AI tools according to the guidelines of the University of Ruhuna for undergraduate research.

## 2.3 Final Presentation/ viva-voce (20% of the total Marks)

The final presentation should consist of the topics mentioned in the thesis (Annex 3)

## 2.4 Continuous assessment of the research project (10% of the total Marks) (Annex 4)

## 3. Project Roadmap

Week		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Submission of research proposal																	
Proposal presentation																	
Research and data collection																	
Analysis of results																	
Thesis writing																	
Submission of the first copy of the thesis and the logbook																	
Final Presentation/Viva Voce																	

Submission of the final copy of the thesis																	
-----------------------------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

#### 4. Department Responsibility

1. Each Department should discuss the submitted project proposal and appoint a minimum of two supervisors for each project.
2. At least one supervisor should be a Senior/ Confirmed lecturer of the Department.
3. The other supervisor/ s may be academics, research officers, or scientists with appropriate postgraduate qualifications, and he/she could be from another Department or institution.
4. Each Department should identify the availability of facilities (infrastructure, equipment, consumables, etc.), and wherever assistance from outside institutions is needed, official arrangements should be made to ensure the smooth functioning of the project.
5. Departments should not provide transport to students if an academic/ academic supportive/non-academic staff member assigned by the Department is not accompanied.
6. Concerning limited facilities (infrastructure, equipment, etc.), it is essential to make suitable arrangements to share the facilities without hindering any of the project activities.

#### 5. Thesis

1. The thesis should reflect the Intended Learning Outcomes of the course unit.
2. The first draft of the thesis (soft copy and hardcopy) should be submitted to the Head of the Department on or before the due date
3. The revised thesis, together with the responses to the examiner's comments, should be submitted to the supervisor/ s.
4. Two hard-bound copies of the final thesis (black cover page) signed by the supervisors and Head of the Department should be submitted to the office of the Dean.
5. Degree certificate/ Academic transcript will not be issued until the hard-bound copy of the thesis is submitted to the office of the Dean.
6. The thesis must be prepared strictly as specified below.

## 6. Thesis specifications

1. The thesis should be written in English, and its length is limited to a maximum of 100 pages. This excludes appendices, contents, dedications, acknowledgements, and nomenclature. Conciseness, together with the sufficiency of detail, should be foremost in the author's mind.
2. It is recommended that the report be submitted on white 80g/m<sup>2</sup> paper, size A4. Wherever possible, the report should be printed double-sided to reduce paper use. In the body of the text, a standard typeface of 12 pitches should be used with one-and-a-half-line spacing.
3. Font type should be Times New Roman. For footnotes and indented quotations, single spacing may be used. Margins at the binding edge should be not less than 40mm, and the other margins not less than 20mm.

### Sample Cover Page

< THESIS TITLE>

(Times New Roman, 18 Font Size)

< Name of Student >

<year>

Faculty of Fisheries and Marine Sciences & Technology

University of Ruhuna,

Wellamadama, Matara, Sri Lanka

## **Sample Front Title Page**

< THESIS TITLE>

(Times New Roman, 18 Font Size)

< Name of Student >

< Student Registration No >

Bachelor of Science Honours in < Relevant Degree >

Principle Supervisor: < name of the thesis Supervisor>

Co-Supervisor: < name of the thesis Supervisor/s>

<year>

University of Ruhuna,

Wellamadama, Matara, Sri Lanka

This dissertation describes work undertaken as a partial fulfilment of the requirement of the Degree of BScHons in..... at the Faculty of Fisheries and Marine Sciences & Technology, University of Ruhuna.

All views and opinions expressed herein remain my sole responsibility and do not necessarily represent those of the Faculty.

<year>

<Student Name>

**Declaration**

This dissertation is an outcome of the original research carried out by me in the Department of ....., Faculty of Fisheries and Marine Sciences & Technology, University of Ruhuna. No part of this research work has been submitted elsewhere.

(name and signature of student)

This dissertation is accepted in partial fulfilment of the requirement of the Degree of BScHons in Fisheries and Marine Sciences in Fisheries/ Aquaculture or BScHons in Marine and Freshwater Sciences in Oceanography and Marine Geology/ Water Sciences and Technology at the Faculty of Fisheries and Marine Sciences & Technology, University of Ruhuna.

Thesis Principle Supervisor:

(name and signature)

Thesis Co-Supervisor:

(name and signature)

Head, Department of .....

(name and signature)

Dean, Faculty of Fisheries and Marine Sciences & Technology

(name and signature)



## **Order of the inner contents**

### **<ABSTRACT>**

The abstract should briefly describe: 1) the focus of research; 2) the experimental design and methods of data collection; 3) a summary of findings and; 4) conclusions. The abstract should be limited to a maximum of 400 words.

### **<TABLE OF CONTENTS>**

### **<LIST OF ILLUSTRATIONS/FIGURES >**

### **<LIST OF TABLES>**

### **<ACKNOWLEDGEMENTS>**

This page expresses appreciation for all those who assisted the student and mentions any permission obtained to quote copyrighted material.

### **<INTRODUCTION>**

States the objectives and aim of the research and relates the project work to an existing body of knowledge on the subject (Review of literature, statement of the problem)

### **<MATERIALS AND METHODS (EXPERIMENTAL DESIGN)>**

This section expands the same section in the proposal. After reading this section, a scientist should be able to replicate your work. Published procedures should be cited and listed in the bibliography.

### **<RESULTS>**

Present the collected data and its analysis.

### <DISCUSSION>

Include data interpretation drawn from your findings. The discussion should accurately reflect the project findings, such as unexpected results, etc. and relate these findings to existing knowledge on the topic.

### <CONCLUSION>

### <LIMITATIONS AND RECOMMENDATIONS>

### < LIST OF REFERENCES>

Every reference cited in the text must appear in the reference list. All the references should be formatted in accordance with the Harvard referencing style (Annex 4).

