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

Faculty of Fisheries and Marine Sciences & Technology
University of Ruhuna

Version 1.4 Oct. 2013

1. Responsibilities of the Student

1. Students are requested to submit the project proposal according to the given format.
2. The department has the responsibility to nominate the Principal Supervisor and Co-supervisor/s, and whenever the whole project or the component of the project is conducted outside the University, Principal and/or Co-supervisors should be appointed from respective institutions. The Co-supervisor should be an academic staff member of the Faculty or a professorial with relevant experience working in government or private sector outside the University.
3. Student should discuss with both supervisors to finalize the project and to formulate the objectives/ hypothesis.
4. After finalizing the project proposal student should make a presentation (Interim Presentation) on the project concept/ plan in the presence of all permanent academic staff of the Department & relevant academic staff members from other departments of the Faculty.
5. *Logbook*: each student should maintain a logbook (A4 Hardback notebook or Science Book) and it should be stamped from the departmental office. In this book student will keep a log of weekly work. Student must get this signed (and dated) by supervisor every week. It will be handed in with the final report, and should cover the following headings:
    i. Progress (from previous week) sentence
    ii. Problems & Queries,
    iii. Objectives (for next week)
6. If the student needs any assistance from any other member of the academic &/or research staff, they should be given the liberty to do so and such assistance should be acknowledged in the final report submitted after completion of the project.
7. Each student must consult the Department Technical Officer regarding the use of Departmental facilities. This should be done by making an appointment with the appropriate Technical Officer, on first come first served basis.
8. Completion of the project within the stipulated time is a responsibility of the student and no reason will be considered once finalizing the project proposal but under certain unavoidable circumstances academic board/ faculty board? will decide on extension of the project period

2. Final Year Project Learning Outcomes

On successful completion of this module students will be able to achieve the following:

	Learning Outcome	Methods of Evaluation
1	Develop and present a project plan making best use of latest literature and identifying resources required to complete the research.	**A & B**
2	Demonstrate the ability to think creatively and find suitable solutions to problems of significant complexity.	**B**
3	Work as an individual, with support from the supervisor, co supervisor and other relevant sources, formulating solutions to day-to-day problems by integrating knowledge and experience gained on the course and outside the course.	**B**
4	Demonstrate the ability to produce a formal report, substantive in nature, with proper and complete structure, layout, grammar, spelling, cross-refereeing of figures, tables and text, and referring of previous works.	**C**
5	Provide a clear motivation and set of objectives for the project, a critical review of previous work in the field, and a theoretical foundation and coherent justification for the approach taken in the project.	**A & C**
6	Describe experimental apparatus and/or models, and analysis procedures in a clear, complete and unambiguous manner making best use of latest information technology.	**A & C**
7	Present results clearly, making best use of latest information & technology; by critically analyzing results, draw objectives and attaining reasonable conclusions and suggestions for future work.	**A & C**
8	Produce a substantial project outcome, which demonstrates a significant level of effort on the part of the student, consisting of at least one of the following: a. experimental results, b. theoretical result, c. numerical results, e. physical prototype, f. experimental rig, g. originality?	**A, B & D**

The project evaluation is divided into four sections

A. Interim Presentation (10%)

B. Overall Project Performance (all)

C. Final Year Project Thesis (70%)

D. Final Presentation/Viva Voce (20%)

3. Project Roadmap

Week		**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**	**16**
Call of research proposals																	
Appointment of supervisors																	
Submission project plan																	
Interim Report																	
Interim Oral Presentation																	
Research and data collection																	
Analysis of results																	
Thesis writing																	
Submission of first copy																	
Final Presentation/Viva Voce																	
Submission of the final copy																	

4. Department Responsibility

1. Each Department should discuss the submitted project proposal and should appoint a Principal Supervisor and a Co-supervisor.
2. Principal Supervisors should be member of the senior academic staff or senior research officers/scientists with appropriate postgraduate qualifications, and they could be from other institutions.
3. Each Department should identify the availability of facilities (infrastructure, equipment, consumables, etc.) and wherever assistance from outside institutions are needed official arrangements should be made, to ensure smooth functioning of the project.
4. Departments should not provide transport to students alone and they should be accompanied by the Supervisor or Co-supervisor, whenever possible and whenever it is not possible a permanent member of the academic/non academic staff should accompany them.

5. With respect to limited facilities (infrastructure, equipment, etc.) it is essential to make suitable programmes to share them without hindering any of the project activities.

5. Thesis

1. The thesis should indicate the following with respect to the candidates performance in the selected field related to Fisheries & Aquatic Sciences
    a. Originality
    b. Research capabilities
    c. Ability to clearly report and analyze the results
    d. Making correct & acceptable conclusions & recommendations and justify them
    e. Prove that the candidate is capable of working independently and methodically on a problem related to the selected field.
2. One week prior to the final examination students must submit the loosely bound copy of the manuscript to the AR/FMST
3. After considering the remarks at the *viva voce* & the recommendations & corrections suggested by the examiners three hard bound copies of the final thesis (black cover page) should be submitted to the Faculty Office.
4. Candidate may consider important recommendations made by the audience, when preparing the final hard-bound copy of the thesis.
5. Final result of the Degree will not be released until the hard-bound copy is handed over to the Faculty Office.
6. The thesis must be prepared strictly in accordance with the specifications set out 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. This figure is a maximum and it is expected that the majority of reports will be shorter than this limit. Conciseness together with sufficiency of detail should be foremost in the author's mind.

2. It is recommended that the report be submitted on A4 size white 80g/m^2 paper. Wherever possible, the report should be printed double-sided to cut down on paper use. A standard typeface of 12 pitches should be used with one-and-a-half line spacing in the body of the text.
3. One of the following typefaces is preferred: Times New Roman, Courier, Helvetica, Arial, New Century School Book. 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 that 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 >

Bachelor of Science in Fisheries and Marine Sciences

Supervisor: < full name of the thesis Supervisor>

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

<year>

University of Ruhuna,

Wellamadama, Matara, Sri Lanka

A thesis submitted in partial fulfillment of the requirements for the degree of

BSc Honours in Fisheries and Marine Sciences/ BSc Honours in Marine and Freshwater Sciences of the

Faculty of Fisheries and Marine Sciences & Technology

Sample Copyright Page

This document describes work undertaken as part of a study at the Faculty of Fisheries and Marine Sciences & Technology (Special Degree in ……). All views and opinions expressed therein remain the sole responsibility of the author, and do not necessarily represent those of the Faculty.

Sample Declaration & Approval Page

Declaration

The work embodied in the dissertation was carried out by me in the Department of ……., Faculty of Fisheries and Marine Sciences & Technology, University of Ruhuna. It has not been submitted for any degree in this university or any other institution.

Researcher (typed name and signature)

This thesis is approved by the Faculty of Fisheries and Marine Sciences & Technology.

Thesis Supervisor: (typed name and signature)

Thesis Co-Supervisor/s: (typed name and signature)

Head, Department of …… (typed name and signature)

Dean, Faculty of Fisheries and Marine Sciences & Technology (typed name and signature)

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<ACKNOWLEDGEMENTS>

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

<ABSTRACT>

The abstract should briefly describe: 1) the focus of research; 2) experimental design and methods of data collection; 3) summary of findings and; 4) conclusions. The abstract should be limited to approximately 250 words and may also be used for the oral presentation submission.

<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 is an expansion of the same section in the proposal. After reading this section a scientist should be able to replicate your work. Previously published procedures should be referenced in the bibliography.

<RESULTS>

Present the collected data and its analysis.

<DISCUSSION>

Include data interpretation and conclusions 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. Any difficulties encountered in the research or recommendations for further study should also be included.

<BIBLIOGRAPHY OR LIST OF REFERENCES>

Every reference cited in the text must appear in the bibliography. Pertinent journal articles and reference texts should be cited using the format of a major Scientific journal.

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