



PREPARATION, SUBMISSION AND EXAMINATION OF THESES FOR A RESEARCH DEGREE

1 Content of Thesis

A thesis presented for a degree shall not, whether in the same or a different form, have been presented to this or any other University for any degree. Your signature on the 'Notification of Intention to Submit' form acts as a declaration to this effect. Your supervisor's signature on the same form acts as a confirmation that the thesis is the result of work done mainly while you have been registered as a candidate for the degree for which you are submitting at The University.

These provisions shall not preclude a candidate from incorporating in the thesis any part of the work already submitted by them for a degree in this or any other university, provided that in the application to the University for admission to the course for the degree for which s/he is registered, or at an appropriate later date, they state a desire to do so, and in the thesis itself indicate the part of the work so incorporated. In any such case the candidate may be required to produce their previous work.

2 Presentation of Thesis

After the end of your period of registered study (for students on doctoral and MPhil degrees), you are allowed up to one year (for full-time students), or two years (for part-time students), in which to write up and present your thesis for examination unless you hold a scholarship of more than 3 years' duration with terms and conditions requiring you to submit within four years of commencement of course. You will not be permitted to present a thesis after the conclusion of this period without receiving formal approval from the University for an extension of time. Applications for extensions of time should be made through the Regional Director of the University.



3 Graduation

The University would take a time up to six months for evaluating the thesis for award of the degree. The score of graduation may have impacts of prior published papers in refereed International Research Journals from the parts of the submitted thesis to the credits of the author of the thesis (Research Scholar).

4 Restriction on publication

Any work submitted for the degree of MPhil or PhD (or other doctoral degrees) shall normally be free from any restriction on publication or consultation. Senate may, however, in special cases impose a restriction on publication or consultation of a thesis for period not exceeding two years from the date of the award of the degree, with the possibility of an extension of that restriction up to a maximum of five years. Any such restriction shall not affect the award of the degree. If you wish this condition to apply to your thesis, you will need to apply to the Registry in advance of examination.

5 Layout of Thesis

5.1 Softbound version for Examination

Initially a soft bound (spiral bound or plastic bound) version of the thesis is submitted to the head person of the study center for evaluation.

Theses should be presented on single-sided A4 paper, normally with 10 font typescript, with double spacing. There should be a margin of at least 1.5 inches, preferably 2 inches (5cm), on the left side of the page, both for typescript and diagrams, to allow for binding. Other margins should be of at least 1 inch (2.5 cm).

5.2 Hardbound Version for University Library

After evaluation of soft bound versions, two copies of the Hard Bound thesis are submitted, one for the study centre and one for the University.

Theses should be presented on A4 paper, normally with 10 font typescript, with 1.5 line or double spacing, and good quality printing to allow for reproduction. There should be a margin of at least 1.5 inches, preferably 2 inches (5cm), on the left side of the page, both for



typescript and diagrams, to allow for binding. Other margins should be of at least 1 inch (2.5 cm).

CD/DVD: An envelope in the end of the hardbound thesis should contain a CD/DVD burned with soft copy of the thesis, all reference material used for preparation of thesis, Questionnaires, survey results, and other supporting material.

5.3 eTheses Archive

In addition to the hard-copy thesis submission, doctoral and MPhil candidates should submit a copy of their thesis in electronic format. This would be kept in electronics records of the university.

6 Submission

Candidates must submit to the head person of the study centre two soft-bound copies of their thesis, eg spiral-bound or plastic binding. Theses presented in lever-arch or box-files will not be accepted.

After any amendments required by the examiners following the viva voce examination have been made and approved by the Internal Examiner (unless otherwise advised), two hard-bound copies of the thesis **must** be placed with the Regional Director of the University. Doctoral degree and MPhil candidates should be aware that no recommendation for the award of the degree will be put forward without receipt of the final hard-bound thesis and the following:

- 2 copies of a short abstract (not more than 300 words)
- 2 copies of hard bound thesis
- 2 copies of CD/DVD burned with with soft copy of the thesis, all reference material used for preparation of thesis, Questionnaires, survey results, and other supporting material. (CD/DVDs should be pasted in an envelope in the end of the hard bound thesis)
- Declaration of the candidate and the supervisor that the presented work is their original research work, and they would take responsibility of any violation of copyrights or other legal implications.