

Students' Handbook on Preparation of Research Project Report (4200 series)



Faculty of Agriculture
University of Peradeniya
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About the Handbook

This handbook was prepared with the intention of providing guidelines in preparation of the final year research project report. The handbook carries only the information about the formatting of the report in preparation of undergraduate project reports of the Faculty of Agriculture, and those formats could be acceptable for any report writing but are unique for the Faculty of Agriculture.

The handbook was produced by compilation of guidelines already developed by different Departments of study, with the aim of bringing a common set of guidelines acceptable for the Faculty and assuring uniformity of the project report produced across all the departments of study. In this process, already developed guidelines by Departments of Animal Science, Crop Science, Agricultural Biology and Agricultural Engineering were pursued.

The handbook provides only the formatting requirement, and no descriptive information on the content of the report is included. Those who need a comprehensive description on writing a dissertation are advised to refer 'How to write your dissertation' by Ratnapala *et al.* (2003)¹, which provides a clear guide in preparation of a dissertation, especially for undergraduates of the Faculty of Agriculture

In addition to guidelines, this handbook will also provide an opportunity for students to improve their technical writing skills in preparing a scientific report according to a specified format. This handbook is an effort in bringing the uniformity in producing a research project report by undergraduate students in the Faculty.



¹Ratnapala, A., Perera, B.M.K., Wickramasuriya, H., Sangakkara, R. and Salgado, M. 2003. How to write your dissertation. Department of Agricultural Extension, Faculty of Agriculture, University of Peradeniya, Sri Lanka.

The Research Project
on
Agricultural Technology and Management (AgTech & Mgt) Degree
Food Science and Technology (FST) Degree
Animal Science and Fisheries (AS & F) Degree

Introduction

University education is a blend of diverse learning experiences ranging from in-class learning activities to problem based independent learning experiences. Conduct of an independent research project is one such learning activity that every student in each of the degree program offered by the Faculty of Agriculture under goes.

Conducting the research project and compiling the activities and outcomes of the research study are incorporated into respective curricula to produce the fully pledged graduate holding the degree AgTech & Mgt / FST/ AS & F, who is capable of demonstrating professionalism in scientific arena in future world. Hence, the learning outcomes expected by conducting the research project are as follow:

- Identify the researchable scientific problem and design appropriate procedure for investigation with situation analysis.
- Apply appropriate sampling, data collection and analytical methods suitable for scientific investigation within clearly defined constraints of time, finance and technical resources.
- Make reflective judgment based on evidence/ information available.
- Achieve research targets within a specified period of time under given circumstances
- Communicate and convey scientific information effectively in English in the form of structured report.
- Exhibit behaviours of responsibility for own actions, honesty, initiative, tolerance, adaptability and respect for intellectual property

Course Description:

Research project is the only single course carrying the highest number of credits in respective degree programs. The research project is a core course in AgTech

& Mgt degree program carrying six credit units, and compulsory component in FST and AS & F degree programs carrying eight and six credit units, respectively.

Course Capsules of the Research Project in respective degree programs are as Follow:

AgTech & Mgt and AS & F degrees

“Problem identification, investigation, data collection, analysis and interpretation, conclusions; Scientific writing; Scientific presentations”

Source: Prospectus, Faculty of Agriculture (2016-2020), pages 50 and 142

FST degree

“Self-learning exercise guided by a supervisor”

Source: Prospectus, Faculty of Agriculture (2016-2020), page 122

The Research Project Report

The research project report is an important part of the conduct of research project. A high proportion of marks will be allocated to the preparation of project report where a clear description of research project is produced as a form of report in English language. A sizable fraction of evaluation components of ‘Conduct of the project and preparation of the project report’ and the ‘Student Profile’ will be given based on the quality of the report produced. Since it is a written document which will be deposited in the University/ Faculty repository system, and hence long lasting in the system, the quality of the report produced should be given a proper attention and due consideration.

The project report carries a particular format and every candidate needs to follow the specified format in producing the report of his/her research project finding. The following is the guide for preparation of the project report. The description and format of the entire report are given in **Section 1** and the guidelines and formats for different sections are given in **Section 2**

SECTION 1

1. General Structure of the Project Report

The project report carries two sets of pages; i.e. front pages and the content pages of the report. Front pages include a guide for the report. The components included in the front pages are as follow:

A. Front Pages

- Title Page
- Dedication (optional)
- Abstract
- Acknowledgements
- Table of Contents
- List of Tables
- List of Figures
- List of Plates
- List of Abbreviations (optional)

The content pages include the description of the research project under different sections listed below.

B. Sections of the Report

- Introduction
- Review of Literature
- Materials and Methods (for natural science research)
Methodology (for social science research)
- Results and Discussion
- Conclusions and Recommendations
- References
- Appendices (optional)

The entire report has to produce under general guidelines specified by the Faculty. The students are advised to follow those formats in producing the research project report. Thus, it will help students to develop the skills in producing a scientific communications following specified guidelines in their future careers.

2. General Format of the Project Report

A. Format for the Entire Report

Criteria	Specification
Paper size	A4 (210 x 297 mm)
Margins	Left - 3.0 cm (1.5"), all others - 2.5 cm (1")
Spacing between lines	1.5 except for front pages, all levels of headings, headings of Tables/Figures/Plates
Line spacing before and after sub headings	1 space
Line spacing before and after table heading	1 space
Paragraph separation	1 space and no indentation
Font	Times New Roman regular, except for non-English terms and scientific names
Font size of body of the text	12
Abbreviations	Except for all standard abbreviated terms (Ltd., SAARC etc.), all the abbreviations need to be defined when it is first appeared in the report.
Non English Technical Terms (NETT)	All NETTs should be in italics (<i>e.g., et al., viz, Yala, Maha, in situ, ex situ, Oryza sativa L., Bos taurus</i> Linnaeus, 1758).
Justification	<ul style="list-style-type: none">• Full justification of the body of the text• Title page and all the headings need to be centred• Left justification for all sub headings, headings of Tables/Figures/ Plates
Page numbering	<ul style="list-style-type: none">• Bottom of the page, middle position.• 10 cpi, Arabic numbers except for front pages which should carry Roman numbers.

B. Font Sizes of the Headings and Subheadings in entire report:

Item	Font size	Font type	Other formatting
Major Headings	12	Upper case, bold	New page, 2 line spacing after the heading, centred
Subheadings	12	Lower case except for the first letter of the word, bold	Sequential numbering according to the Major Heading, left aligning
Sub-sub headings	12	Lower case except for the first letter of the word, bold	Sequential numbering according to the subheading, left aligning

Example:

2. MAJOR HEADING

2.1 Subheading Title

Plagiarism is the stealing and publication of another author's work or ideas and the representation of them as one's own original work.

2.1.1 Sub-Subheading Title

Plagiarism is the stealing and publication of another author's work or ideas and the representation of them as one's own original work.

2.1.2

C. Spellings, Numbers and Statistical Analyses

Criteria	Specification
Speller	Use either United Kingdom Speller (British English) or United States Speller (American English). Be consistent with the speller throughout the report.
Cardinal (e.g., 1, 2, 3) and ordinal (1 st , 2 nd , 3 rd) numbers	<ul style="list-style-type: none"> • Cardinal numbers should be spelled out in the following cases: <ol style="list-style-type: none"> 1. when a number begins a sentence 2. when in a title. • Ordinals need to be spelled out when a single-digit ordinal number is used as adjectives or adverbs (e.g. fifth week). If the number is more than a single digit ordinal the numeric form is used (90th percentile) • International System of Units (SI) should be used and a space must be left between the value and the unit (e.g. 0.5 kg, 2 M, 3 mL, 4 h) • Use zeros left of the decimal for numbers less than 1 (e.g. 0.2 kg). • Use a comma separator for numbers of 4 digits or more, except for years (e.g.2,016 kg in the year 2016; Rs. 2,430,456.60). • Decimal points in social sciences should be restricted to 2 decimal points (e.g. 14.55 not 14.5467). Other cases also do not include unnecessary decimal numbers (e.g. for percentages one decimal point can be used, 14.5%).
Statistical analyses	In reporting the statistical analyses the terms "significant" needs to be indicated with <i>p</i> value; $p < 0.05$ or $p < 0.01$.



SECTION 2

1. Descriptions and Formats of Different Sections of the Report

The different sections of the report have different formats to highlight the purpose of the section and to differentiate sections from one another. The following sections describe the specificities of each component and the formatting needed for each respective section of the report.

A. Front Pages

i. Title Page/Approval Page

The title page carries the details of content of the report

See **Annex 1 and 2** for the approved title and approval pages

ii. Dedication (optional)

State in brief to whom the thesis is dedicated. No formatting has been specified.

Example: Affectionately dedicated to my loving parents and teachers

iii. Abstract

The abstract should be clear, descriptive and should consciously convey the scope of the research. It should not contain any references and must be able to stand on its own without references to the main text. It should outline objectives and methodology together with important results and conclusions. The formatting specifications are as follow;

Item	Formatting
Heading	12, Bold and uppercase font, centre justification
Line spacing after heading	2
Body of the abstract	12, Regular font, full justification,
Line spacing	1.5
Length	Maximum one page is advisable
Keywords	11, Regular font, full justification

iv. Acknowledgements

Acknowledgements is the place to thank the people who supported you during the project period and help you achieve your objectives, such as supervisor/s, academic staff, academic-support staff, colleagues, friends, institutes and others.

Item	Formatting
Heading	12, Bold and uppercase font, centre justification
Line spacing after heading	1
Body of the acknowledgement	12, Regular font, full justification,
Line spacing	1
Length	Maximum one page is advisable

v. Table of Contents (ToC)

ToC could be auto-generated using the facilities provided in the MS Word program. The following are the specifications in generating the Table of Contents.

Item	Formatting
Heading	12, Bold and uppercase font, centre justification
Line spacing after heading	1
Body of the content	12, Regular font, full justification,
Line spacing	Single, two line spacing to separate chapters/ main headings
Indentation	Main headings, sub-headings, sub-subheadings separated by indentation.

Example for Table of Contents:

TABLE OF CONTENTS	
ABSTRACT.....	i
....	
ACKNOWLEDGMENTS.....	ii
....	
TABLE OF CONTENTS.....	ii
LIST OF TABLES.....	i
LIST OF FIGURES.....	iv
LIST OF PLATES.....	v
LIST OF ABBREVIATIONS.....	vi
1 INTRODUCTION.....	1
1.1 Objectives.....	2
2 REVIEW OF LITERATURE.....	4
2.1 History of Domestic Chicken.....	4
2.1.1 Commercial Chicken.....	5
2.1.2 Village Chicken.....	5
2.2 Structure of Chicken Industry.....	6
2.2.1	8

vi. Lists of Tables/Figures/Plates

Item	Formatting
Heading	12, Bold and uppercase font, full justification
Line spacing after heading	1
Body of the content	12, Regular font, Capitalize each word, full justification,
Line spacing	Single
Numbering	Tables/Figures/Plates are numbered using the Chapter number (see below)

Example for List of Tables

LIST OF TABLES	
Table 2.1: Composition of egg albumen.....	10
Table 2.2: Grades of eggs.....	13
Table 3.1: Sampling structure.....	16
Table 4.1: External quality measurement of eggs.....	28
Table 4.2: Internal quality measurement of eggs.....	30
Table 4.3: Functional property measurements.....	34

Example for List of Abbreviations

LIST OF ABBREVIATIONS	
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DoA	Department of Agriculture
GEF	Global Environmental Facility
LCDZ	Low Country Dry Zone
PA	Protected Area
UES	University Experimental Station

B. Body of the Report

The text of the report is separated into different sections as described above. Those sections include;

INTRODUCTION

LITERATURE REVIEW

MATERIALS AND METHODS (OR METHODOLOGY)

RESULTS AND DISCUSSION AND

CONCLUSIONS

- Each of the above sections should start on a fresh page
- The formatting of the body of the report is given under the section on “General Format of the Project Report”.
- Maintaining uniformity in the format throughout the report is important. Specific content relevant to each section is given below.
- **Need to avoid plagiarism (see Box 1)**

i. INTRODUCTION

The “Introduction” should describe the reasons for conducting the study and give a general background for the study. At the end of the introduction, the general and specific objectives of the study should be clearly stated under the sub-heading ‘Objectives’.

ii. LITERATURE REVIEW

This section should provide supporting facts from previous works, which are relevant to the present work.

Text from others’ works should not cut and paste. University follow zero tolerance on plagiarism. Hence, reviewing the information and giving due credit for others work by correct citation is necessary (see section below on plagiarism, for more details)

iii. MATERIALS AND METHODS (OR METHODOLOGY)

Materials used and/or methods adopted should be described in detailed using clear language. Sufficient details should be included to allow direct repetition of

the work by others. Statistical analyses carried out need to be clearly described where applicable.

BOX 1: PLAGIARISM

UNIVERSITY OF PERADENIYA ADAPTED ZERO TOLERANCE POLICY ON PLAGIARISM.

Plagiarism is the stealing of someone else's work and ideas. It is the incorporation of facts, ideas, or specific language that is not common knowledge, is taken from another source, and is not properly cited.

According to the Merriam-Webster online dictionary, to "plagiarize" means:

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source

For easy reference, all of the following are considered plagiarism:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not
- Copying images from other sources to paste them into your own papers/documents.
- Making a video using footage from others' videos
- Performing another person's copyrighted music.
- Use of scanned copyrighted image
- Re-creating a visual work in the same or different medium
- Re-mixing or altering copyrighted images, video or audio, even if done so in an original way.

Most cases of plagiarism can be avoided by citing sources. Simply acknowledging the information/materials used, and providing your audience with the information necessary to find the source of information are enough to prevent plagiarism.

iv. RESULTS AND DISCUSSION

Results and the interpretation of findings should be clearly and logically stated. Tables and Figures should not duplicate the contents of the body of this section. Same content should not duplicate in a Figure and a Table. Findings should be framed with respect to prevailing knowledge as described in the Literature Review. Unqualified statements and conclusions not completely supported by data, should be avoided.

v. Tables, Figures and Plates

- Titles for each Table, Figure and Plate need to include a brief and self-explanatory caption
- All Tables, Figures and Plates need to be numbered according to chapter numbers. For example, Table 2.1, Table 4.1, Figure 2.1 etc
- All Tables, Figures and Plates need to be referred in the body of the text before they appears.
- Tables should be left justified, Figures and Plates should be centre justified.

Formats of the headings of Tables, Figures and Plates.

Type of headings	Formatting
Table heading	12 font, bold single spacing, First letter of the title should be upper case (sentence case), full justified. Heading should appear on top of the table. One line spacing between the heading and the table. 1 line spacing before table heading after text.
Figure and plates headings	12, bold single spacing, First letter of the title should be upper case (sentence case), full justified. Heading should appear at the bottom of the figures/ plates One line spacing between the heading and the figure/ plate. 1 line spacing after figure/ plate heading before text.
Footnotes ¹	10, regular single spacing No line spacing between the Table/ and the footnote should appear directly below the table indicated by a superscript.

¹ References are based on Harvard Referencing System

- **Tables**
 - Tables should be clear and intelligible without reference to the text and should not repeat the data in the table elsewhere in the report.
 - Unit of measurements, if any, should be indicated in parentheses in the heading of each column.
 - Vertical lines should not be used and horizontal lines should be used only in the heading and at the bottom of the table.

Example of Table

Table 2: Physical and chemical parameters of the experimental site at the top soil and sub soil in the two seasons.

Parameter	Top Soil (0 - 25 cm)	Sub Soil (25 - 50 cm)
pH	7.15±0.24	7.19±0.25
EC (ds/m)	0.04±0.01	0.04±0.03
Olsen P (mg/kg)	9.59±4.95	9.27±4.37
Exchangeable K (mg/kg)	134.17±18.1	127.25±22.8
OM (g/kg)	3.20±0.28	3.18±0.34
Total N (g/kg)	0.30 ± 0.05	0.25 ± 0.05
Bulk Density (g/cm ³)	1.63±0.12	1.77±0.09
Soil texture	Sandy loam	Sandy clay loam

- **Figures and Plates (Illustrations)**
 - All graphical presentations, flow charts and line drawings are considered as figures and photographs are considered as plates.
 - Figures should be clearly labelled and legends should carry the description of elements found in the Figure, if applicable.
 - The final readability of colour images, photographs, diagrams, etc, will depend on whether they are printed in colour or in black & white. Check their readability of each illustration before producing the hard bound copy.

- Use high-resolution images as far as possible to improve readability on the hard copy.

Example of Plate



Plate 2. *Cyathea australis* in Sri Lanka.

Note: Well established *Cyathea australis* population at Pidurutalagala mountain (A), about seven meters tall mature individual of *Cyathea australis* (B), persistent petiole bases (C) and Arrangement of sori (D).

Example of Figure

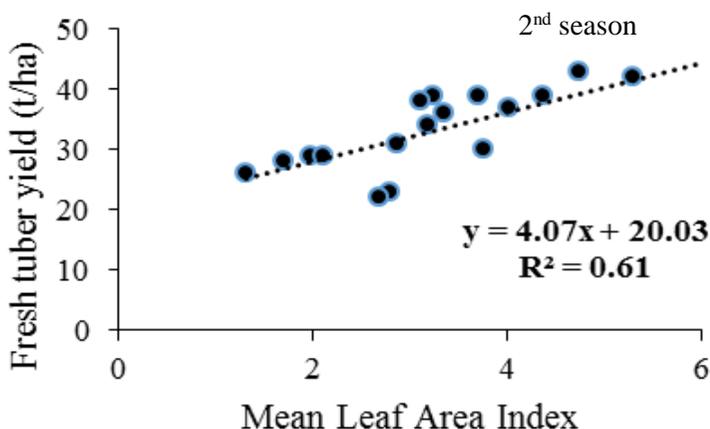


Figure 5: Relationships between mean leaf area index (LAI) and fresh tuber yield for *Dioscorea alata*, grown under six fertilizer regimes.

If you have colour images, photographs, diagrams, etc, their final readability will depend on whether you print in colour or in black and white. Check their readability before producing the hard bound copy. It is also advisable to use high-resolution images, etc in order to improve readability after printing.

vi. CONCLUSIONS AND RECOMMENDATIONS

The conclusions should be presented logically based on the important findings of the study. The Recommendations should only be based on conclusions made using findings of the study. Unqualified conclusions and recommendations those are not supported by data should be avoided. According to the authors' discretion, conclusions and recommendations could go together or placed under two separate subheadings.

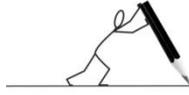
REFERENCES

A. General format of the bibliography

Recommendation is to follow Harvard System of Referencing (<https://libweb.anglia.ac.uk/referencing/harvard.htm>). All publications cited throughout the report should be presented in the list of references and vice-versa.

Criteria	Format
Spacing	Single within the References section. Leave one space between two references
Order	According to the alphabetical order If one author is listed more than once, those references need to appear chronologically per author. If the author is listed more than once with co-authors alphabetical order of co-authors should be considered. Refer example given under listing of references
Font	12, regular font. No bold or Italic fonts except for scientific names etc.
Indentation	Left indent. 1.5 cm left indentation of the second line of each reference Example: Smith, A.B.C. (1991). Effect of water on milk yield of Friesian cow. Journal of Animal Production 119 (2): 123-145.
Author/s name/s	Last name with initials. Comma after the last name and full-stop and a space after each initial. If there more than one author, use 'and' before the surname of the last author.
Journal name	State the full name of the journal and not the abbreviation. Example: Journal of Agronomy and Crop Science

and **NOT** J. Agron. Crop Sci.



B. Examples of different references

i. Journals:

Single author

Smith, A.B.C. (1991). Effect of water on milk yield of Friesian cow. *Journal of Animal Production* 119 (2):123-145.

Two authors

Smith, A.B.C. and John, E.F. (1981). Effect of water on milk yield of Friesian cow. *Journal of Animal Production* 119 (2):123-145.

Three authors

Smith, A.B.C., John, E.F. and Brown, G. (1982). Effect of feed on milk yield of Friesian cow. *Journal of Dairy Production* 23 (1): 234-244.

If published online:

Smith, A.B.C., John, E.F. and Brown, G. (1982). Effect of composition of dietary protein on milk yield of Friesian cow. *Dairy Production in Tropics* 43 (3): 123-145. doi:10.1186/1471-2156-10-86.

ii. Books/e-Books:

Smith, A.B.C. and Brown, G. (2002). *Dairy cattle production*. 3rd edition. Springer, New York, USA.

Fishrman, R. (2005). *The rise and fall of suburbia*. [e-book]. Castle Press, Chester. Available through: Anglia Ruskin University Library web site <<http://libweb.anglia.ac.uk>>. [Accessed 12 May 2016]

iii. Chapter of a book:

John, E.F. and Paul, H. (2010). Cattle diseases. pp.134-176. In: *Diseases of farm animals*. Cambridge University Press, Cambridge, UK.

iv. Unpublished and printed thesis/ dissertation/ project reports

Smart, J.W. (2014). Effect of environmental temperature on ensiling process in mid country farming condition. Research Project Report (Unpublished), Faculty of Agriculture, University of Peradeniya, Peradeniya, Sri Lanka.

v. Abstract publications/ Proceedings:

Smith, A.B.C. and John, E.F. (2011). Effect of organic fertilizer on natural pastures. In: Brown, G. and Paul, H. (eds.), Feeding and feeds in the new millennium. Paper presented at 24th Asian pasture congress, Asian Pasture Association, Singapore, 7-10 December, 2011, p. 281.

vi. Website or Webpage

Example 1 (with author)

Devitt, T. (2013). Lightning injures four at music festival. *The Why? Files*. Retrieved January 23, 2015, from <http://whyfiles.org/137lightning/index.html>.

Example 2 (if no author)

Cite the website along with the date accessed the article within the body of the text where you cite the information

Format –

..... Seed inoculation boosts the crop growth efficiently and helps cutting down the cost of additional fertilizer input (http://etex.lib.virginia.edu/subject_s/pastures/afam.html, accessed on 3/10/2017)...

C. Citation of References

- When the references are cited in the text only author's name (without initial) and year of publication are to be mentioned.

Example:

Single author

“Since Gunasekara (1988) has shown that.....”

Two authors

“.... are the critical factors (Perera and Silva, 2005)”

More than two authors

“ Smith *et al.* (2004) revealed that....”

- If there are more than one reference is cited in a place in the text they should be arranged chronologically.

“.... are the critical factors (Gunasekara, 1988; Perera and Silva, 2005).”

D. Listing of references

- More than one reference by the same author/s need to be arranged chronologically (Lenne, 1995; 2000).

Examples:

Lenne, J.M. (1995). Diseases of multipurpose woody legumes. A review. Nitrogen Fixing Tree Research Reports 10: 13-32.

Lenne, J.M. (2000). Phylogenetic systematic and biogeography of the tribe Robinieae (Leguminaceae). Systematic Botany Monograph 45: 1-160.

- More than one publication of an author with different co-authors, need to be listed according to alphabetical order of co-author/s appear next the main author (Lenne *et al.*, 2005a; 2005b etc).

Examples:

Lenne, J.M., Perera, A.S. and Rathnayake, P. (2005a). Diseases of multipurpose woody legumes. A review. Nitrogen Fixing Tree Research Reports 10: 13-32.

Lenne, J.M., Rupasinghe, K. and Jayalal, K. (2005b). Phylogenetic systematic and biogeography of the tribe Robinieae (Leguminaceae). Systematic Botany Monograph 45: 1-160.

- Publication by the same author(s) in the same year should be differentiated using a letter (Lenne, 1995a, 1995b etc).

Examples:

Lenne, J.M. (1995a). Diseases of multipurpose woody legumes. A review. Nitrogen Fixing Tree Research Reports 10: 13-32.

Lenne, J.M. (1995b). Phylogenetic systematic and biogeography of the tribe Robinieae (Leguminaceae). Systematic Botany Monograph 45: 1-160.

As a thumb rule, complete your list of references as you proceed and do not wait till you complete your entire report. This will help you to avoid any disparity between the list of references and references quoted in the text. This will further save your time, especially when locating something that was read or accessed a long time ago.

APPENDICES

Appendices should be listed in the order in which they are referenced in the body of the text with capitalized roman numerals. It should be placed at the end of the report.

PROOF-READING

Proof-reading your report during all the stages and especially in the final stage of project report is very important and proof-reading your own work can be challenging; it usually takes longer than expected.



Supervisors, Supervision and Assessment Criteria Used for Evaluation of the Research project

Supervisors and Supervision

Each student is assigned a supervisor from the academic staff members of the respective Department of study (internal supervisor). The role of the internal supervisor is to be a continuous advisor during the proposal writing and project period and to monitor the progress and provide feedback on the potential problems and other issues arising during the work. Thus, the internal supervisor supports the student in his/her work to accomplish a report according to the guidelines and assessment criteria, within the given timeframe. It is the student's responsibility to plan and carry out the entire research project.

On some instances, an external supervisor will also be appointed. The external supervisor is the direct advisor of the student's work and is usually from outside the faculty where the project is carried out. Therefore, the external supervisor is an expert of the relevant industry/academic discipline. The student should also regularly discuss the progress of his/her work with the external supervisor and obtain the feedback. It is the duty of the student to make sure that the external supervisor is fully aware of the project objectives. The external supervisor is also invited to take part in the research project presentation sessions.

Since the project is an independent work and will also be assessed by the internal supervisor, the draft project report needs to be submitted well in advance for assessment and also to receive a comprehensive feedback from the internal supervisor.

It is highly recommended to plan your activities with internal and external supervisors, work according to the plan agreed upon, and document all meetings with supervisors in order to minimize the risk of misunderstanding.

Assessment of Dissertation

The Research Project shall have continuous assessment and marks will be allocated accordingly. The final grade for the research project is determined according to the Faculty assessment criteria as specified below. Generally, all the required components of the project are examined separately and the cumulative marks will be used to determine the final grade. The Examination Panel appointed by each Department decides on the allocation of marks for presentation and oral examination components of the research project. Final grading will be allocated based on distribution of marks in the group

Component	Criteria	Marks Allocated
Conduct of research (30%)	Formulation of research objectives	75
	Organization and planning	75
	Conducting research and technical competency	150
Total marks for conducting research		300 (30%)
Project report* (20%)	Components of the report and Intellectual output Introduction, hypothesis, objectives, Literature review, Materials & methods (or methodology), Results, Discussion and conclusion, Reference list / annexure / abstract	180
	Grammar, punctuation, spelling	20
Total marks for project report		200 (20%)
Student profile (10%)	Punctuality and time keeping, Attitude to work / imitativeness, Supervision required, Self-confidence / independence, Attention to detail / neatness, Safety awareness, following protocols, Communication skills, Ability to cope with stress	100
Total marks for student profile		100 (10%)
Seminar presentation (30%)	1. Scientific Content of the Presentation Organization of the content, justification of research question, clarity of the objectives, understanding of methodology, logical interpretation of results, conclusions and recommendations, scientific merit	130
	2. Quality of Visual Aids Clarity and relevance of visual aids, creativity, accuracy, absence of errors (grammar, spelling)	50

	3. Delivery of Presentation Use of correct language, effective use of visuals, poise and confidence, voice and articulation, use of body language/actions/mannerisms, clarity, eye contact, conveying enthusiasm and interest, conformity to time limit	50
	4. Discussion (Question-answer session) Ability to understand the question and respond, Politeness, Ability to stimulate thinking, Knowledge of the subject	70
Total marks for seminar presentation		300 (30%)
Oral examination (10%)	1. Knowledge about the Project Overall understanding, Analytical thinking, Synthesizing ability, Forward thinking, Thoroughness in answering questions	70
	2. Communication Skills Verbal (voice loudness and tonality), Language skills, Non-verbal communication (facial expressions, gestures and posture), Confidence, Mannerism	30
Total marks for oral examination		100 (10%)
TOTAL MARKS RESEARCH PROJECT		1000 (100%)

*Evaluation should be done on the uncorrected first draft (chapters) written by the student



Submission of the Report

Number of copies	<p>One personal copy and two copies should be submitted (in addition to the personal copies) to the Department</p> <p>One copy to the supervisor (if requested)</p> <p>Additional copies (if needed for the External Institute/Private Sector Organization or co-supervisors)</p>
Binding specifications	<p>Light green cover with binding line (the colour of the binding line varies according to the Department of study)</p> <p>Department of Agricultural Biology –Pink</p> <p>Department of Agricultural Economics & Business management –Yellow</p> <p>Department of Agricultural Engineering –Blue</p> <p>Department of Agricultural Extension –Orange</p> <p>Department of Animal Science – Dark green</p> <p>Department of Crop Science –Red</p> <p>Department of Food Science –Black</p> <p>Department of Soil Science –Brown</p>
Date of submission	As specified in the calendar of dates of the Faculty

Annex 1: Sample of Title Page of Dissertation

Bold letters
Centred

Your Report Title (Capitalize Each Word)

by

Bold letters
Centred

Your Full Name (Edirisinghe Arachchige Perera)

Normal letters
Centred

Write the name of the Department
Faculty of Agriculture
University of Peradeniya
Peradeniya
Sri Lanka

Year of Graduation

Annex 2: Sample of Approval Page of Dissertation

Your Report Title (Capitalize Each Word) ← 1 line spaces

by ← 1 line spaces

Your Full Name (Edirisinghe Arachchige Perera) ← 1 line spaces

A REPORT

Submitted in partial fulfilment of the requirements for the degree of ← 1 line space

Bachelor of Science in (Type Your Degree Program)

The year of Graduation ← 1 line space

Majoring Module: Write the name of the Majoring Module (if applicable)

Write the name of the Department
 Faculty of Agriculture
 University of Peradeniya
 Peradeniya
 Sri Lanka ← 1 line space

approved by

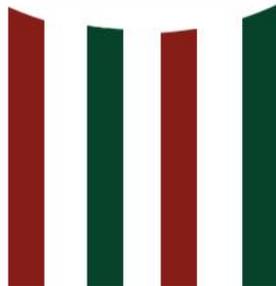
<p>Internal Supervisor ←</p> <p>Name of the Supervisor Designation Department of Faculty of Agriculture University of Peradeniya Peradeniya Sri Lanka</p> <p>Date:</p>	<p>Bold letters</p>	<p>Internal Supervisor →</p> <p>Name of the Supervisor Designation Department of Faculty of Agriculture University of Peradeniya Peradeniya Sri Lanka</p> <p>Date:</p>
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<p>External Supervisor ←</p> <p>Name of Your Supervisor Designation Address of the Affiliation</p> <p>Date:</p>	<p>Bold letters</p>	<p>Head of the Department →</p> <p>Name of the Head Name of the Department Address</p> <p>Date:</p>
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