

**University of Chittagong**  
**Chittagong, Bangladesh.**



**Ordinance**  
**For**

**THE DEGREE OF**  
**DOCTOR OF PHILOSOPHY (Ph.D)**

**SESSION: 2018-2019**

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# UNIVERSITY OF CHITTAGONG

## ORDINANCE FOR THE DEGREE OF

### DOCTOR OF PHILOSOPHY (Ph.D)

With effect from the Session 2018-2019

#### 1. THE NATURE OF THE DEGREE

The degree of Doctor of Philosophy (Ph.D) may be awarded by this University in the Faculties of Arts and Humanities, Science, Social Sciences, Business Administration, Law, Biological Sciences, Engineering, Education, Medicine, or any other Faculty to a candidate in recognition of his/her successful completion of advanced studies and research.

#### 2.(a) ELIGIBILITY FOR ADMISSION

A candidate of this University or from any other Public University of Bangladesh having requisite degree in the respective relevant subject and satisfying any of the relevant conditions will be eligible for admission to the program of study and research leading to the degree of Ph. D.

i. A candidate having an M. Phil. degree.

ii. A candidate having Second Masters from abroad having at least second class with minimum 50% marks in both Honours and Master degree or CGPA/GPA 3.25 (on the scale of 4.00) in both Honours and Master degree and at least second division with minimum 55% marks or GPA 3.50 (on the scale of 5.00) in both S.S.C. & H.S.C. or equivalent examinations.

iii. A teacher of this university with 1 year teaching experience in this university.

iv. A teacher of any other public university of Bangladesh with 3 years teaching experience in public university and who has got Honours and Master degree with at least 50% marks or CGPA/GPA 3.50 (on the scale of 4.00) in Honours and Master degree and at least second division or GPA 3.50 (on the scale of 5.00) in both S.S.C. & H.S.C. or equivalent examinations and having shown clear evidence of research ability in the form of publications (at least two articles) in peer - reviewed journals.

v. A teacher of an affiliated college under National University of Bangladesh having at least seven years of teaching experience out of which five years in Honours and Post-Graduate levels and having shown clear evidence of research ability during his/her teaching period in the form of publications (at least two articles) in peer-reviewed journals subject to satisfying any one of the above academic qualifications.



- vi. A teacher of Government Medical College affiliated to the University having Masters/ M. Phil. with at least five years of teaching experience and having shown clear evidence of research ability during his/her teaching period in the form of publications (at least two articles) in peer-reviewed journals.
- vii. A Research Officer serving in Government research organizations/ Institutions/bodies with second Masters from abroad/M. Phil. degree having at least ten years of research experience and minimum two research articles published in peer reviewed journals subject to satisfying any one of the above academic qualifications

### 2.(b) OTHER CONDITION(S) FOR ADMISSION

The age limit of a candidate should be within 45 years on the dead-line of submission of the applications.

### 3. ADMISSION PROCEDURES AND REGISTRATION

- i. After notification by the University, a candidate shall apply for admission into PhD. Program in a prescribed form (**Annexure-1B**) supplied by the office of the Registrar with necessary documents and with the recommendations of his/her proposed Supervisor and Joint Supervisor, if any, and submit it to the Registrar office along with a research proposal not exceeding 1000 words. The Registrar will send all applications to the concerned Departments/institutes.
- ii. The Academic Committee of the Department/Institute will then forward the applications of the candidates with comments to the respective Dean office within 15 days. The Dean office will forward the application to the Registrar with the recommendation of the Faculty meeting within one month.
- iii. Incomplete application(s) will not be accepted.
- iv. A teacher of this university may apply for admission into Ph.D at any time of the year. Such application will be processed through the Supervisor and the Academic Committee of the Department/Institute concerned.
- v. The Registrar, with the approval of the Board of Advanced Studies shall issue a letter to the successful candidate(s) for admission into the Ph. D. program and also inform the unsuccessful candidates specifying the reasons.
- vi. The candidate shall complete his/her admission and registration on payment of necessary fees prescribed by University (**Annexure-2B**) and submit a joining report to the Registrar, along with the attested copy of registration card or bank receipt through the Supervisor and Joint Supervisor, if any, and the Chairman/Director of the Department/Institute.



vii. Advertisement and admission process shall be conducted in January every year and academic session shall begin in July every year.

4. **FORMAT OF THE COURSE**

The course will be divided into Course Work and Thesis Writing.

5. **DURATION OF STUDY AND RESEARCH**

A candidate for Ph.D shall be required to be registered as a full-time research student for at least one year. This condition will be relaxed for CU teachers. The thesis must be completed within seven years from the date of registration. But the minimum duration to submit the thesis is 3 (three) years from the date of registration. The registration should be renewed each year paying session fees and other charges, if applicable, and submit the attested copy of the receipt to the Higher Studies Cell and Academic section. Under no circumstances will the registration be extended beyond the seventh year. All renewals of registration will be processed through Academic Committee, Board of Advance Studies and Academic Council.

6. **COURSE WORK AND ITS EVALUATION**

i. COURSE WORK, COMPREHENSIVE EXAMINATION AND ITS EVALUATION

The course work shall be designed by the supervisor and approved by the Academic Committee of the Department/Institute after registration of the candidate. The candidate will be given a reading list by the course teacher.

The course work shall be done in the first year in the form of tutorials. After the successful completion of the course work the Supervisor will submit a report with comments through the Academic Committee of the Department/Institute to the Controller of Examinations.

At the end of the second year the candidate will have to take a Comprehensive Examination on the reading list conducted by Examination Committee formed by the Academic Committee.

The Examination Committee will be headed by the supervisor along with one internal member and one external member from another public University. Professors and Associate Professors having Ph.D Degree shall be eligible to be examiners and members of the Examination Committees.

The Examination will consist of two 4-hour written paper examinations and each written paper will carry 100 marks. Answer scripts will be evaluated by both internal & external examiners.

Candidates securing at least GPA 3.00 on the scale of 4.00 separately in each paper will be allowed to do thesis work. If a candidate fails to obtain requisite marks in each paper, he/she will be given a second chance to clear the paper(s) under the same Examination Committee within six months from the date of publication of his/her result.

The condition of comprehensive examination shall not apply to those who have completed 'M. Phil. Degree' / 'second Masters degree from abroad'.

The following sub-sections under section 6 (i) are applicable in the faculty of Business Administration only.

- 1) Course Work shall be done in the first six month in tutorial forms.
  - 2) Course Work for comprehensive examination shall be done in the second half of 1<sup>st</sup> year. Rest of the provisions laid down in subsection (i) of sections 6 would remain the same, provided that two seminars would be held at the end of 1<sup>st</sup> half and second half of the first year of course work.
- ii. All Ph.D candidates will have to submit annual progress reports from their supervisors to the Academic Committee of the Department/Institute and Dean of the Faculty.
  - iii. The researchers shall also give two open seminars - (one at the end of the first year) and the second one at the end of the second year in the concerned Department/Institute. The supervisor will submit a copy of the seminar report to the Chairman /Director of the Department/Institute. The Chairman/Director with the consent of Academic Committee will then forward the report to the concerned Dean, Controller of Examinations and Higher Studies & Research Section.
  - iv. Before submission of the thesis at least one publication on his/her research area in a peer reviewed journal is compulsory.

#### 7. ELIGIBILITY OF THE SUPERVISOR

- i. A Professor of this University with a Ph.D degree / M.Phil degree /second Masters degree from abroad.
- ii. An Associate Professor of this University with a Ph. D. degree.
- iii. A Professor from any other public University with Ph.D/M.Phil degree, A Professor/retired Professor of medical faculty of this University, Some one from any government research organization/institution with position equivalent to a Professor of this University and at least fifteen years of active teaching/research experience may act as a Joint Supervisor.
- iv. A Supervisor after retirement from this University shall be allowed to guide the students but there should be a joint Supervisor or a new Supervisor ( if necessary ) may be nominated by the Academic Committee of the respective Department/Institute.
- v. If a Supervisor goes on leave of any kind for a period exceeding one year, Academic Committee will nominate a new Supervisor and the nomination will have to be approved by the Board of Advanced Studies.
- vi. Before one year of PRL, the Professors/Associate Professors are not entitled to enroll the research student under his/her supervision.



## 8. THESIS AND ORAL EXAMINATION COMMITTEE

- i. The thesis for Ph.D shall be examined by a Board of Examiners consisting of: 1. Convener & Examiner - Professor from another public University with Ph.D. and at least 15 years of Teaching Experience. ; 2. Member & Examiner – Supervisor; 3. One External Member & Examiner (at home or abroad) - Professor/Retired Professor from another public University/Officer from Government Research Organization (holding a post equivalent to Professor) with Ph.D degree and with at least 12 years of teaching/research experience; a Professor with at least 10 years of teaching experience/ Associate Professor/Retired Associate Professor with Ph.D with at least 12 years of Teaching experience 4. One alternate External Member and Examiner having academic experience similar to 3 in case of refusal/unavailability of a member.
- ii. The Supervisor shall request the Chairman/Director of the Department/Institute to form the Examination Committee and the Chairman/Director shall take necessary action in this regard through the Academic Committee of the Department/ Institute.
- iii. The Controller of Examinations shall appoint the examiners on the recommendation of the Academic Committee of the Department/Institute and the Faculty concerned and duly approved by the Academic Council and the Syndicate.

## 9. CHANGE OF RESEARCH TITLE

The researcher may change the title of his/her research title partially with the approval of the Vice-Chancellor within four years of starting the enrollment as research student with the recommendation of the Academic Committee of the Department/Institute. The Approval of BAS is necessary in this regard.

## 10. SUBMISSION OF THESIS

On completion of the Ph.D research work, a candidate shall submit the thesis for the Degree, which shall comply with the following conditions:

- i. The thesis should be submitted with a certificate from the supervisor stating that the work constitutes a basic and distinct contribution to the subject(s).
- ii. A candidate shall not be permitted to submit, as his/her thesis, any work which has already been approved by any other institution for any other Degree/Prize etc.
- iii. All Ph.D theses should be written preferably either in English or in Bangla. If any thesis is written in any language other than English or Bangla, a translation either in English or Bangla should be affixed, OR a chapter wise summary not less than 5000 words either in English or Bangla should be affixed at the end of each chapter. The summary must also contain the sources used in writing each chapter. Five copies of the thesis should be submitted through the Chairman/Director of the Department/Institute concerned. Four copies of the thesis shall be sent to the Controller of Examinations. Controller of Examinations will send three copies to the examiners for evaluation and the remaining copy to be sent to the Central Library after award of the degree. One copy of the thesis will be preserved in the seminar library of the Department/Institute. The candidate will submit thesis examination fees (in the form of pay order payable to the Registrar) to the Controller of Examinations office along with the thesis.



## 11. FUNCTIONS OF THE CONTROLLER OF EXAMINATIONS

- a. Before sending the thesis to the examiners, the Controller of Examinations shall check:
  - i. Whether clause 6 (Course Work and its Evaluation) of this Ordinance has been properly observed or not;
  - ii. Whether the candidate has got clearance about his/her liabilities of any kind with the Department/Institute, the Central Library, the Higher studies cell, the Academic Section, or any other, as well as registration status.
- b. The Controller of Examinations will send thesis along with a letter to the examiners requesting them to return evaluation report within one month after receipt of the thesis.


## 12. FUNCTIONS OF THE THESIS AND ORAL EXAMINATION COMMITTEE

- i. The examiners shall send their detailed reports on the thesis to the Controller of Examinations in sealed covers. Reports should have detailed comments on the content (on each chapter), presentation and value of the research. It should also have a comment in the form of 'yes' or 'no' about awarding the particular degree. (The degree will be awarded when the opinion of examiners is unanimous.)
- ii. The Controller of Examinations will open the reports and check whether the recommendations are complete and are according to the university format, and whether the recommendations are unanimous as mentioned in Clause 12(i) above. If the format is not followed in the report(s), the Controller of Examinations will request the examiner(s) to send the detailed/complete report(s) again and if the reports are detailed and examiners are unanimous for awarding the degree then these will be forwarded to the Convener (Chairman of the Examination Committee) for consideration.
- iii. If the examiners unanimously recommend the acceptance of the thesis for the award of the degree, the convener shall fix a date and venue in consultation with the Chairman/Director of the Department/Institute concerned for the Oral Examination. The convener and at least one other member (in special circumstance) of the board shall conduct the oral examination in which the candidate must successfully defend his/her thesis.
- iv. If the examiners recommend the award of the degree with some corrections, the candidate must correct the loopholes/drawbacks of the thesis before the oral examination and the corrected copy of the thesis shall be re-submitted through the supervisor in consultation with the convener with his comments.
- v. If the reports are not unanimous, the candidate will not be called for oral examination. The thesis has to be revised in the light of the report(s) of the differing examiner(s) and

the revised thesis will be re-submitted within six months for re-examination. The convener/Controller of Examinations will again check the unanimity of the report(s) of the examiner(s).

- vi. After the Viva-voce, the Convener shall send the total report, signed by all members present in the board, to the Controller of Examinations as to whether the candidate should be awarded the Degree or not.
  - vii. If the examiners are not unanimous regarding the acceptability of the thesis for the award of the Ph.D degree, the Convener in consultation with other examiners shall decide whether the thesis should be rejected or re-submitted with necessary modifications. If the thesis is inadequate for Ph.D degree, the examiners may, in special cases, recommend that **the degree of M. Phil be awarded** for the thesis. The Convener shall forward the decision to the Controller of Examinations.
  - viii. If the thesis is adequate but the candidate fails to satisfy the Viva-voce Board at the Oral Examination, the Academic Council may, on the recommendation of the Board of Examiners, permit the candidate to appear at the Oral Examination for a **second time** within a reasonable period of time. In this case the candidate will pay fees second time as determined by the University Authority.
13. The Vice-Chancellor shall place the final reports before the Academic Council and the Academic Council on the unanimous recommendation of the Board of Examiners shall consider the award of the Ph.D degree.
  14. All matters relating to candidate(s) admitted before passing of this ordinance, will be resolved by the earlier ordinance(s) and if any dispute arises in implementing this ordinance, the matter should be resolved by the Academic Council.
  15. This ordinance shall be effective from the academic session 2018 – 2019.

*As per recommendation of 236<sup>th</sup> meeting of the Academic Council vide resolution no-54 held on 06-12-2018 & approved by 519<sup>th</sup> meeting of the Syndicate vide resolution no. 2 held on 17-12-2018.*



(K. M. Nur Ahmed)

**Registrar** (In-charge)  
**University of Chittagong**  
Chittagong, Bangladesh.