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Rules for the Degree of Doctor of Philosophy (PhD) 2019

May 6, 2019

In terms of Section 22, sub section (2) of the Martin Luther Christian University Act 2005, read with Statute 6.3.1 of the Martin Luther Christian University Statutes and Rules 2016, and as recommended and approved by the Academic Council held on July 29, 2015, April 20, 2016, February 14, 2017, February 16, 2018 and April 20, 2019 the following amendments to the PhD Regulations are hereby notified.

Preamble:

The University aspires to contribute to the advancement of knowledge in disciplines and fields that will promote the attainment of the vision and mission of the University. The research studies conducted in the University should be beneficial for the community, state, region and country and to humanity as a whole. The University believes that the primary motivation for undertaking research must come from the doctoral candidate herself/himself and that the candidate should have a passion for solving an important and specific problem. The University will play the prime role in designing the study along with the candidate and the Supervisor will guide the domain discipline course work and the implementation of the study. The following regulations for doctoral study are made under the relevant Statute of the University and are recommended to the Academic Council.

1. **Degree and designation**

The University shall award the PhD degree to candidates who have satisfactorily completed the requirements in this scheme of regulations. The degree certificate shall indicate the faculty under which the degree was pursued and shall mention the title of the thesis.

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[4] Amended vide Academic Council, February 16, 2018
2. **Duration of the program**

   a. The minimum duration of the program shall be three years [except for candidates who are admitted under section 4c, the minimum duration may be 2 years.]

   b. The maximum duration shall be six years, extendable up to a period of one year only in special circumstances by the Doctoral Committee.

   c. [After the candidates have completed six years and the extension period, the candidate will have to re-register which will include the entrance tests and course work and the fees applicable will be the current fee structure. Such candidates have to petition to the doctoral committee and the candidate will have to get the approval of the doctoral committee.]

   d. The duration shall be counted from the date of [admission i.e. announcement of the Entrance test results[1]].

   e. [The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of one year for M.Phil and two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of M.Phil/Ph.D. for up to 240 days.]

3. **Eligibility**

   a. A master’s degree (or equivalent) in the relevant subject

   b. At least two years of experience, relevant to the study being undertaken for the doctoral work is [preferable[2]].

4. **Admission to the program**

   a. The candidate shall apply to the University in the prescribed form, attaching the required documents and required fees. Along with the application, the candidate shall submit an essay of about 500 words on why the applicant wishes to do a PhD and a tentative research proposal of approximately 1500 words with 5-10 academic references.

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[1-Amended vide Academic Council, July 29, 2015]
[2-Amended vide Academic Council, April 20, 2016]
[3-Amended vide Academic Council, February 14, 2017]
[4-Amended vide Academic Council, February 16, 2018]
[5-Amended vide Academic Council, April 20, 2019]
b. [All candidates shall ordinarily be admitted on the basis of satisfactory performance in an entrance test and interview]. [The qualifying marks for an Entrance Test shall be 50%]. Upon being declared successful in the entrance test and interview, the candidate will have to submit a research proposal to the Doctoral Committee after completing the prescribed coursework. The research proposal should be of ten to fifteen thousand words and conform to the following format:

[Title
Table of Contents (with page numbers)
1. Introduction
2. Statement of the Problem
3. Research question(s)
4. Objectives
5. Hypothesis
6. Operational Definitions
7. Scope of the Research Study
8. Literature Review with scholarly references
9. Methodology
   a. Area of the research study
   b. Research Design
   c. Sampling Design
      i. Sampling unit
      ii. Sampling method
      iii. Sampling Size
   d. Methods of Data Collection
   e. Data Management
      i. Data Entry
      ii. Data Analysis

10. Ethical Considerations

[1-Amended vide Academic Council, July 29, 2015]
[2-Amended vide Academic Council, April 20, 2016]
[3-Amended vide Academic Council, February 14, 2017]
[4-Amended vide Academic Council, February 16, 2018]
[5-Amended vide Academic Council, April 20, 2019]
11. Annexure
   1. Questionnaire/Interview Schedule/ Observation Check List
12. References in APA Style of Referencing, 6th Edition
13. Gantt Chart
14. Background of the scholar indicating educational qualification, experiences related to the field of study, scholarly presentations and papers within 200 words only.

Format Requirements

1. Title Page: Font – 14 (Title page is page 1)
   a. Title of the Study
   b. Submitted to: Doctoral Committee
   c. Date:
   d. Name of Scholar:
   e. Registration No:
   f. Middle Justification
2. Left justification for all other pages
3. Margins: 1 inch on top, bottom and right side, 1¾” left margin
4. Font: Times New Roman
5. Font size: 12
6. Space between lines: double spacing
7. No of words – 10,000 to 15000 words.[]

c. [Candidates with an MPhil degree may be exempted from the coursework only if they pass an additional test on research methodology in addition to the common entrance test. The candidates will also have to present their proposed areas of research during the interview. It will be expected that these candidates will pursue the research study based on their previous research work completed for their MPhil degree. Such candidates must obtain an approval for their research proposal within 3 months of admission into the programme, to

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[4-Amended vide Academic Council, February 16, 2018]
[5-Amended vide Academic Council, April 20, 2019]
be eligible for placement in the 2 years track.]

d. [If a candidate does not complete the prescribed course work, the entrance test will be valid only up-to two years after which the candidate will have to re-appear for the entrance test.]

e. [The candidate shall not have simultaneous PhD Registration with the other Universities/Institutions.]

5. Fees

a. [All applicants will submit the application fee along with the filled in application form and required documents. On being eligible to appear for the entrance test, the candidate will have to pay the entrance test fee.]

b. Applicants who pass the entrance test [] interview shall pay the [admission fee] and the first year course fees together. Thereafter the annual course fees shall be payable for an additional two years.

c. [On approval of the research proposal, the candidate shall have to pay the registration fees.]

d. Candidates who do not complete the PhD within three years are required to pay additional fees for the subsequent duration of their PhD research.

e. Candidates will be required to pay the examination fees along with the submission of the thesis.

6. Coursework and Competencies

a. Each candidate will be required to take coursework as may be prescribed by the Doctoral Committee. Ordinarily the coursework shall consist of

   i. Research methods

   ii. Computer Applications

   iii. Theoretical framework of the discipline in the context of the research study. This component of the coursework shall be undertaken under the supervision of the Supervisor, who shall certify its completion.

[1-Amended vide Academic Council, July 29, 2015]
[2- Amended vide Academic Council, April 20, 2016]
[3- Amended vide Academic Council, February 14, 2017]
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[5- Amended vide Academic Council, April 20, 2019]
iv. Other course work as may be prescribed by the Doctoral Committee and/or Supervisor

b. As part of the coursework, the candidate will write a review article, in a format suitable for publication.

c. Each candidate will be expected to demonstrate the competencies prescribed by the Doctoral Committee before submission of the thesis. The Supervisor will certify the attainment of these competencies in the manner prescribed by the Doctoral Committee.

d. [The credit assigned to the M.Phil. or Ph.D. course work shall be a minimum of 08 credits.

e. All candidates admitted to the M.Phil. and Ph.D. programmes shall be required to complete the course work ordinarily in the initial one or two semesters.

f. A M.Phil./Ph.D. scholar has to obtain a minimum of 55% of marks in the course work in order to be eligible to continue in the programme and submit the thesis.]

g. Each candidate will be provided a transcript of the coursework completed.

7. **Presentation and format of the thesis**

a. Traditional format

   i. Written: mostly text with tables and figures

   ii. Generally 50,000 to 80,000 words

   iii. Chapterised with annexures

b. Non-traditional formats

Non-traditional formats may include a collection of published articles, a portfolio or a creative work. These may range from mixed traditional and non-traditional components to a largely non-traditional format. The doctoral thesis may be presented as a complete work in the form of digital, video, artistic, performance materials (i.e. no written text, chapters or references in the main body of work), accompanied by an explanatory short dissertation.

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The purpose of encouraging non-traditional formats is to achieve better dissemination so that the applications and other benefits of the thesis will find a wider audience in this era of wider use and appreciation of multimedia presentations. A non-traditional thesis may be more effective for certain disciplines and in societies where English is not the first language of the candidate or audience.

All the non-traditional formats will include or be accompanied by a short dissertation which will include an abstract, research question(s), objectives and references/bibliography. The short dissertation may not have all the chapters of a traditional thesis but must effectively elucidate and contextualise the work. The creative work and dissertation will be examined as an integrated whole.

The final submission must demonstrate higher order problem solving, use of analytical skills, selection of rigorous approaches for the collection and presentation of data leading to substantiated inferences. It must be grounded in the context of existing knowledge and demonstrate skill of communicating pertinent messages and conclusions.

i. Traditional with non-traditional elements
   In this format, the thesis is largely composed of text, but may include photographs, video clips, animation, Pecha Kucha and music or other creative elements.

ii. Compilation of published articles
   The candidate may present a set of published articles which are tied together by a common research question.

iii. Portfolio
   Thesis by portfolio may be particularly suitable for certain disciplines such as education in which two or more elements may be included such as a new curriculum or curriculum design, teaching-learning resource material, evaluation plan, professional development design, policy brief, funding proposal or a publishable manuscript. These elements may have audio or video components. In other

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disciplines such as management studies, the portfolio may be made up of two or more
case studies. In computer sciences, the portfolio may include software programs or
digitized leaning or other products. The portfolio may include related or unrelated
pieces.

iv. Creative works and documentaries

In the creative arts disciplines or in using a documentative medium, the thesis may take
the form of art, music, poetry, fiction, drama, design or other artistic expressions
presented as video documentary, multimedia, exhibition or performance. The creative
work should be appropriate to the subject matter, and must be original and aesthetically
effective.

It should be presented in a sufficiently professional manner and should demonstrate a
high standard of literary, visual, digital, musical or performance quality. Where a
portion of the thesis is presented as a public exhibition or performance,
video/photographic evidence should be annexed with the dissertation.

8. Supervisor

a. Each candidate shall work under the supervision of a Supervisor.

b. For certain candidates, a Co-Supervisor may be appointed on the recommendation of the
   Doctoral Committee

c. The Supervisor shall usually be a senior academician of the rank of a professor or
   [associate professor1] or [an adjunct Professor1] in a particular discipline having research
   experience and scholarly publications could also be a Supervisor. A Co-Supervisor should
   be at least of the rank of an assistant professor with a PhD, and having research experience
   and scholarly publications.

d. A Supervisor may be from the faculty/[adjunct1] faculty of the University provided he/she
   is not a faculty member of any other university.

e. The panel of Supervisors and Co-supervisors of the University shall be appointed by the
   Doctoral Committee. A Co-supervisor will be appointed from the MLCU faculty for all
   candidates [with an adjunct Professor as the1] Supervisor.

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[3-Amended vide Academic Council, February 14, 2017]
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[5-Amended vide Academic Council, April 20, 2019]
f. A Supervisor may have up to eight candidates under his/her supervision at any time. However, subject to exigencies, the Doctoral Committee may approve an increase of this number.

g. For a candidate who is pursuing his/her research in a greenfield or indigenous knowledge discipline, a Mentor with special knowledge in the field, may be appointed, apart from the Supervisor.

h. [In case of topics which are of inter-disciplinary nature where the Doctoral Committee feels that the expertise in the topic has to be supplemented from another discipline, the Doctoral Committee may appoint a Research Supervisor and a Co-Supervisor from a discipline that is suitable to the study.]

9. The Doctoral Committee

a. The Doctoral Committee shall be constituted by the Registrar on the advice of the Vice Chancellor and shall be ratified by the Academic Council.

b. The Committee shall consist of at least three members, but not more than seven, who shall be senior academicians of the rank of associate professor or professor, or eminent experts in their discipline. The members of the Committee shall represent a range of disciplines i.e. humanities, sciences, fine arts etc., and may be from within the faculty of MLCU or outside. Members shall serve for three years and may be renominated.

c. The Vice-Chancellor or a professor/associate professor appointed by the Vice Chancellor shall be the Chairman of the Committee, and a Secretary will be appointed by the Vice-Chancellor from the MLCU faculty as the non-member secretary.

d. [In case of the absence of the Chairman, an Acting Chairman may be appointed by the members who are present.]

e. The Doctoral Committee shall meet at least twice a year, and there shall be a quorum of at least half the members for each meeting.

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[5-Amended vide Academic Council, April 20, 2019]
f. Powers of the Doctoral Committee

i. To consider applications of candidates for the doctoral program and make recommendations for their admission to the University.

ii. To recommend the names for Supervisors/Co-supervisors and Mentors.

iii. To recommend policies and regulations for the doctoral program to the Academic Council from time to time.

iv. To evaluate affiliated institutions for conducting doctoral research

v. To assist the University in arranging for the evaluation of submitted theses

and in conducting the examinations/viva voice/public defence

vi. To exercise overall supervision of the doctoral program

10. Department Research Advisory Committee

There shall be a Department Research Advisory Committee (DRAC), to support the Ph.D. scholars. A Department has to have at least three faculty with PhD for the DRAC to be constituted in the Department. This Committee shall have the following responsibilities:

a. To review the research proposal and recommend to the Doctoral Committee.

b. To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she/may have to do.

c. To periodically review and assist in the progress of the research work of the research scholar.

d. A research scholar shall appear before the DRAC once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the DRAC to the Doctoral Committee.

e. In case the progress of the research scholar is unsatisfactory, the DRAC shall record the reasons for the same and suggest corrective measures. If the research

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scholar fails to implement these corrective measures, the Committee may recommend with specific reasons for cancellation of the registration of the research scholar to the Doctoral Committee. 

11. **Recognition as College/Institute for offering M.Phil./Ph.D: Academic, administrative and infrastructure requirements to be fulfilled**

   a. Collaborating colleges/institutions may be considered eligible to be recognized as M.Phil./Ph.D study centres if they satisfy the availability of eligible Research Supervisors, required infrastructure and supporting administrative and research promotion facilities.

   b. Collaborating colleges/institutions should have at least two Ph.D. qualified teachers/scientists/other academic staff in the Department, eligible to be PhD Supervisors or Co-Supervisors.

   c. For science and technology disciplines, research laboratories with equipment as specified by the University with provision for adequate space per research scholar along with computer facilities and essential software, and uninterrupted power and water supply should be available.

   d. Library resources including books, Indian and international journals, e-journals, extended working hours, and adequate space for research scholars in the library for reading, writing and studying and research materials should be available.

   e. Collaborating colleges/institutions may access the facilities of neighbouring institutions. 

12. **Progress of the candidate**

   a. The research proposal should generally be submitted to the Doctoral Committee within one year of admission and completing the prescribed coursework.

   b. If a candidate has not completed [the course work and has not] received approval for his/her research proposal from the Doctoral Committee within two years of [admission], his/her candidature will be terminated.

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[5-Amended vide Academic Council, April 20, 2019]
c. [Upon approval of the research proposal by the Doctoral Committee, the candidate will be registered in the PhD programme of the University. ]

d. Upon approval of the research proposal by the Doctoral Committee, the topic of the thesis and the research study design shall be considered to be finalized. Any major change of the topic or major modification shall have to be approved by the Doctoral Committee.

e. After obtaining the approval of the research proposal by the Doctoral Committee, the candidate shall obtain the approval of the University Research Ethics Committee (UREC). The research work may commence only after the approval of the UREC.

f. A yearly progress report, approved by the Supervisor, shall be submitted by the candidate to the Doctoral Committee.

g. [A candidate shall give a presentation once a year of the progress of his/her work and submit a six monthly progress report, approved by the Supervisor for evaluation and further guidance].

h. Each candidate is expected to present his/her work, or part thereof, at an appropriate academic conference, preferably national or international, and/or submit or publish the research work in a peer-reviewed journal.

i. A pre-submission presentation, approved by the Supervisor, shall be made upon completion of the main part of the research work.

j. [The candidates on submission of the final thesis, has to report the findings to the community in a suitable manner from which the data has been collected. The scholar shall submit a report to the Secretary, Doctoral Committee before the public defense].

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a. The candidate shall submit the thesis, in the prescribed style and format, in five copies [along with a soft copy¹], duly attested and approved by the Supervisor and Co-supervisor, if any, to the University, not earlier than six months before the prescribed minimum period.

b. The Chairman of the Doctoral Committee, in consultation with the Supervisor, shall recommend at least two suitable examiners.

c. Each examiner shall submit, within one month, a critical evaluation of the thesis to the University.

d. Based on the evaluation of the examiners, the candidate shall revise the thesis if necessary, on the advice of the Supervisor, and resubmit the thesis in three copies, along with a soft copy of the thesis.

e. After approval of the thesis by at least two of the examiners, [out of which at least one shall ordinarily be from outside the State ²] and a public defence will be conducted, at which the presence of the Supervisor is recommended.

f. The date and venue of the public defence shall be announced in advance, so that scholars and interested members of the public may attend. Any member of the audience may pose questions to the candidate, pertaining to the research project or its general field.

g. The performance of the candidate at the public defence shall be evaluated by the members of the Doctoral Committee who are present, and the recommendation to be made to the Doctoral Committee may be announced by the Chairman of the Doctoral Committee at the end of the public defence.

h. Ordinarily, the process of evaluation and public defence should be completed within six months of the submission of the thesis.

i. [In case any form of plagiarism is found, the University Policy on Plagiarism will be applicable for all doctoral candidates. ³]

¹-Amended vide Academic Council, July 29, 2015
²-Amended vide Academic Council, April 20, 2016
³-Amended vide Academic Council, February 14, 2017
⁴-Amended vide Academic Council, February 16, 2018
⁵-Amended vide Academic Council, April 20, 2019
14. Results and Award of Degree

a. The Chairman of the Doctoral Committee shall declare the eligibility of the candidate to be awarded the PhD degree or otherwise, immediately upon the conclusion of the public defence, and convey the recommendation to the University.

b. The Doctoral Committee shall ratify the eligibility of the candidates for the award for the Doctoral degree and forward the names to the Academic Council.

c. The candidates should have fulfilled all obligations to the University before the award of the degree.

d. Successful candidates will be awarded the degree of Doctor of Philosophy, under the seal of the University and signature of the Vice-Chancellor. [Along with the degree certificate, a Provisional Certificate shall be issued certifying that the degree has been awarded in accordance with the provisions to these regulations of the UGC.]

e. A copy of the successful thesis shall be kept in the University library and disseminated appropriately to the academic community.

f. [The copyright of the unpublished thesis rests with the researcher, the university and the community from which the data has been collected. A declaration of copyright claim will kept as part of the thesis.]

g. Announcement of the PhD degrees awarded and synopsis shall be sent to University News, Association of Indian Universities and the University Grants Commission.

h. Candidates who have submitted the PhD thesis, but have not attained the required competencies as prescribed by the Doctoral Committee may be recommended for the award of an MPhil degree by the Doctoral Committee.

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