

Ordinance for awarding the Degree of Doctor of Philosophy 2016



বঙ্গবন্ধু শেখ মুজিব মেডিক্যাল বিশ্ববিদ্যালয়
Bangabandhu Sheikh Mujib Medical University

Shahbag, Dhaka-1000, Bangladesh.



২৩-১০-২০২১ তারিখ শনিবার সকাল ৯.০০টায় অনুষ্ঠিত একাডেমিক কাউন্সিলের
৬৫তম সভার কার্যবিবরণী

সিদ্ধান্ত

পিএইচডি অর্ডিন্যান্স এর সংশোধনীসমূহ

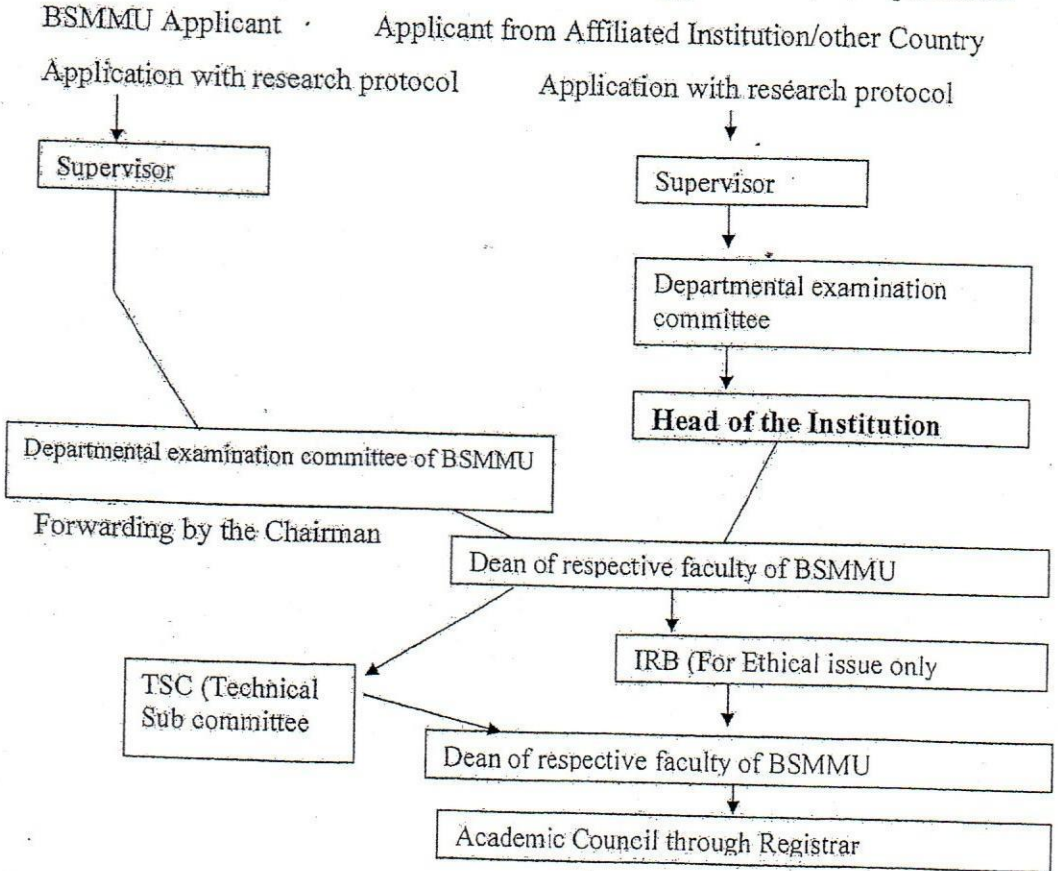
পিএইচডি ডিগ্রী অর্ডিন্যান্স সংশোধন সংক্রান্ত ৩/৮/২০২১ এবং ১৪/৯/২০২১ তারিখে অনুষ্ঠিত ডীন'স কমিটির সুপারিশ
অনুযায়ী নিম্নরূপ Ordinance for awarding the Doctor of philosophy-2016 অনুমোদন করা হলো।

Ordinance for awarding the Doctor of philosophy-2016

সংশোধন কল্পে বিস্তারিত আলোচনা হয়। উক্ত Ordinance যুগোপযোগী করার জন্য নিম্নলিখিত ধারা গুলি
সংশোধন করার সিদ্ধান্ত গৃহীত হয়।

- 1) 5-5.2 → Maximum Duration instead of 5 Years it will be 6 years from the date of provisional registration.
For 2nd year it must be approved by VC & 3rd year Approved by the academic council.
- 2) 6-6.1 → Teaching experience of supervisors instead of 7 years it will be 8 years.
- 6-6.3 → 3 publications in index journal.
- 3) 7-7.5 → Supervisor of PhD may continue the thesis guide up to end of thesis examination.
- 4) 11-11.5 →

Flow chart of application procedure and approval of Ph.D protocol:



- 27) → Paid amount
1. Application fee : 4000 BDT
 2. Registration fee : 35000 BDT
 3. Examination fee : 10000 BDT
 4. Renewal fee : Every one year 15000 BDT(After Completion of 3 Years)

1. Preamble:

1.1 The essence of an University is the continuous generation of new knowledge. This is particularly relevant to a health related university due to very rapid advancement in biomedical sciences and technologies. Doctoral Program is universally acknowledged as one of the principle means of driving advanced research and thus produces high-level academic and research manpower for the country. Bangabandhu Sheikh Mujib Medical University (BSMMU) is the premier university of health related disciplines in the country and it is already playing a vital role in the teaching and training of medical manpower.

1.2 In exercise of the clause 41 (1) GA) of the University Ordinance 1998, the Academic Council ratify and forward to the Syndicate following ordinance in the name of "**Doctor of Philosophy (Ph.D.)** in Medical, Dental and Health Sciences at BSMMU, which are subject to modifications from time to time as decided by the Academic Council of this University.

2. Definitions:

2.1 "University" means Bangabandhu Sheikh Mujib Medical University

2.2 "Syndicate" means the syndicate of Bangabandhu Sheikh Mujib Medical University

2.3 "Academic council" means the Academic council of Bangabandhu Sheikh Mujib Medical University

2.4 " Faculty" means Faculty of Bangabandhu Sheikh Mujib Medical University, unless specified.

2.5 "IRB" (Institutional Review Board) is an enacted body of the University for the Ethical evaluation of the proposed research works.

2.6 Technical Sub Committee " means a committee duly constituted by the Dean of the respective faculty of Bangabandhu Sheikh Mujib Medical University for the purpose of PhD program as detailed in the ordinance.

2.7 Discipline (Department), As per University act.

2.8 "Departmental Examination Committee" means a committee duly constituted as per Faculty Ordinance.

2.9 "Supervisor" means any Professor/ Associate Professor as per the clause 6 of this ordinance " Criteria of the Supervisor"

2.10 "Examiner" means a competent person proposed by the Departmental Examination Committee as per rule set by the Dean of the respective Faculty and approved by the Academic Council.

2.11 "Convener" means the examiner who has been nominated by the Dean of the respective Faculty of Bangabandhu Sheikh Mujib Medical University among the recommended examiners for co-coordinating the examination of the thesis.

2.12 "Thesis" means any PhD thesis under this ordinance.

2.13 BMDC" means Bangladesh Medical and Dental Council.

2.14 "Institution" means any institution, including medical colleges accredited by Bangabandhu Sheikh Mujib Medical University for academic, training or research purposes.

3. The Degree of Doctor of Philosophy (Ph.D.) is awarded to a candidate, who, as per these regulations, has submitted a thesis on the basis of original research work done by him/her in any particular discipline or more than one discipline (Inter-disciplinary), that makes a contribution to the advancement of knowledge in Medical/Dental/Health Sciences or to innovate methods of application of existing knowledge in Medical, Dental and Health Sciences so as to contribute to the betterment of lives of the people and has had the thesis approved by suitably constituted examiners as required.

4. Eligibility

The Ph.D. degree shall be awarded by this University under any one of the Faculties of this University.

4.1 Academic qualification: The applicant must have a MBBS, BDS or an equivalent degree (recognized by BMDC).

4.2. The applicant must have MD/MS/M.Phil/FCPS/MPH or any equivalent qualification (recognized by the BMDC and BSMMU) in respective discipline.

5. Duration of Research Work

5.1: The candidates registered for the Degree of Doctor of Philosophy (Ph.D.) shall be a full time research scholar and undergo research work for a minimum period of three years from the date of provisional registration. He/she shall attend the department for research on all working days, except for periods of official leave as well as other appointment connected with research for a period permitted by the concerned Supervisor.

5.2 Maximum duration:

The maximum period of research shall not exceed five years from the date of provisional registration. However, first year extension beyond initial three years may be done by the respective Dean but for second year it must be approved by the Academic council.

5.3. Research Outside the University

During the course of the Ph.D. program, for reasons approved by the TSC, a candidate may be permitted by the University to spend upto one year in an Institution or on a project approved for the purpose outside the University for carrying out research in the areas related to the subject of investigation.

6. Criteria of Supervisor:

A supervisor for the PhD degree shall have following criteria:

6.1 Have to be a Professor/Associate Professor at post graduate(MD/MS/FCPS/M.Phil or equivalent) level with at least 7 years teaching experience in the relevant discipline.

6.2 Having experience of supervising of a PhD thesis or supervising five MD/MS/M.Phil /equivalent level thesis.

6.3 Two publications in international Journal with 10 publications in BMDC recognized journal.

6.4 Previous record of high integrity.

7. Supervisorship:

7.1 All Ph.D. candidates are required to work under the guidance of a recognized Supervisor from the University.

7.2 A Supervisor is expected to Supervise a candidate till the end of the research work and successful defense of the thesis.

7.3 When a Supervisor of a candidate happens to be away from the University, for a period not more than three months may continue to Supervise the candidate through electronic media or other means. But if the expected duration of absence is more than 3 months but less than 12 months, a Supervisor belonging to the same discipline of the Faculty shall be officially nominated as a co-Supervisor by the TSC after obtaining the necessary approval from the AC. After the return of the original Supervisor the newly appointed Supervisor shall cease to work but the contribution shall be mentioned in the Supervisor's approval letter of the thesis

7.4 If the Supervisor leaves the University, a new Supervisor belonging to the same discipline of the Faculty shall be appointed by the TSC after obtaining the necessary approval from the AC.

8. Recognition of Research Centres

Various Regional and National Laboratories / Institutions / Organizations / Industrial establishments are eligible to admit candidates for Ph.D. provided they possess official recognition from the University to be the Research Centres. Institutions desirous of getting recognition must apply in the prescribed form to the University for securing recognition as Centres of Research. The University will get these institutions assessed through a committee before awarding the recognition wherever necessary after scrutiny on adequately qualified scientist, adequate research capability including machineries and other hardware and software.

9. Number of Candidates per Supervisor

A Supervisor shall supervise not more than three doctoral candidates at any time. However, the Supervisor may supervise two more candidates as a Co-Supervisor.

10. Technical Sub-Committee (TSC)

10.1 Shall be formed by the Dean of the respective faculty for the particular research proposal.

10.2 The TSC shall consist of 4 members: I) Chairman of the Committee will be Dean of the respective faculty. II) Two Members : Professors/ Associate Professors from the respective discipline having equivalent status to a Supervisor/Co-supervisor. III) One member with

equivalent status to a Supervisor/Co-supervisor and having research background but not from the same discipline where the work shall be performed

10.3 The role of TSC will be to evaluate the research proposal in presence of Supervisors (as an observer). This committee will evaluate the technical aspect and practicality or flexibility of the research proposal for further processing. After reviewing the proposal TSC will recommend it to the respective Dean.

11. Enrolment procedure:

11.1 Application procedure:

11.1.1 The applicants have to apply in a prescribed form procured from the office of the controller of examinations of BSMMU.

11.1.2 He or She will choose a Supervisor from the discipline where the research shall be initiated.

11.1.3 The completed application form with an acceptance letter and recommendations from the Supervisor and forwarding by the Chairman of the respective discipline have to be submitted to the office of the Dean of respective faculty of BSMMU.

11.2 The application must be submitted along with the detailed research proposal. The proposal must be presented and discussed amongst the faculties of the respective discipline in presence of the supervisor and chairman. An invited expert in the respective field of research may be in the presentation, if felt necessary. The proposal shall be forwarded by the Chairman only when there is a consensus amongst the Faculties of the discipline after presentation and relevant corrections.

11.2.1 Eight copies of a research proposal have to be submitted by the applicant. The research proposal will follow the University guideline for submission of research proposal.

11.3 Proposal processing for enrolment: This part shall be performed by the respective Dean

11.3.1 After receiving the research protocol the respective Dean will send the proposal to the IRB for the ethical clearance and to the TSC for technical and scientific review within 15 working days. The student along with the Supervisor shall be present both at the IRB meeting and TSC meeting. The TSC shall finally approve the proposal after IRB clearance.

11.3.2 After approval from the TSC the respective Dean will send the proposal to the Registrar within seven working days for inclusion in the agenda of the next Academic Council meeting. After approval from the AC the candidate will be registered as a Ph.D. student in BSMMU for his/her research work towards a degree.

11.4 A student can apply for Ph.D. program throughout the year but enrollment will be in ~~March or September~~ each year after the approval of the AC.

11.5 After approval of the protocol by the AC, the applicant have to be registered as a Ph.D. student of BSMMU on payment of the prescribed fees. Then he/she can start the research work after getting official letter from Registrar.

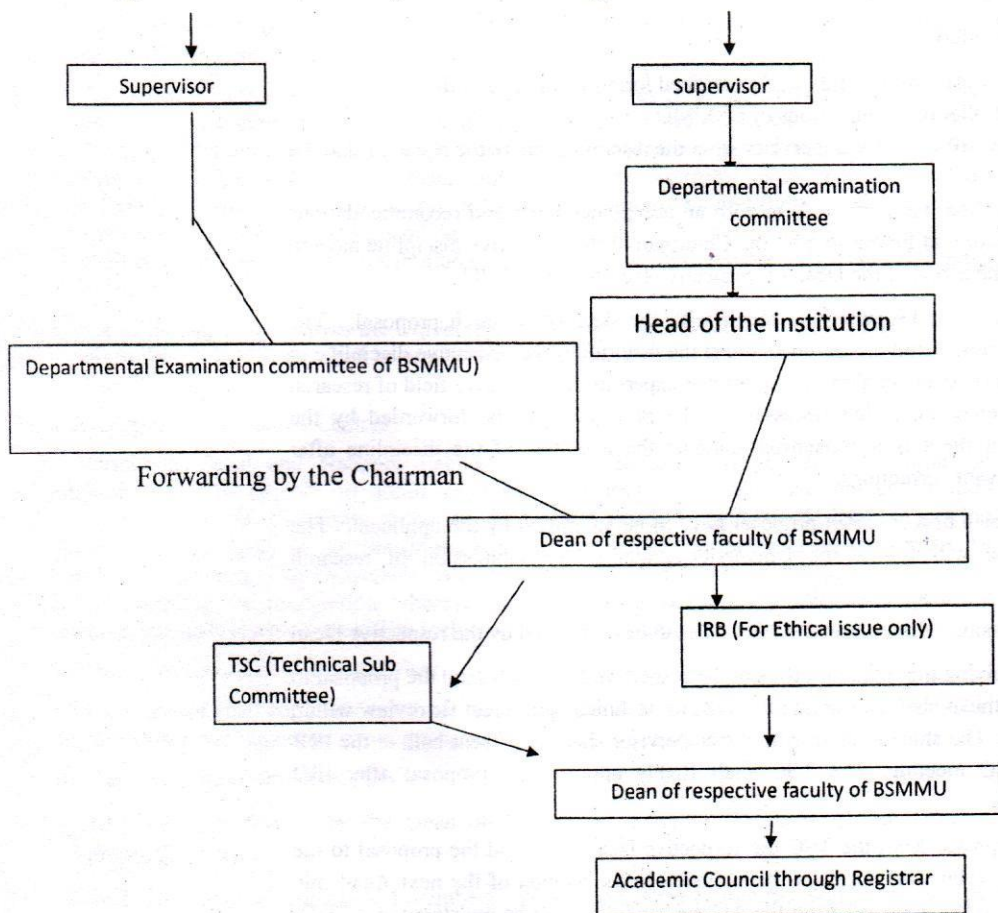
Flow chart of application procedure and approval of Ph.D. protocol:

BSMMU Applicant

Applicant from Affiliated Institution/
other Country

Application with research protocol

Application with research protocol



12. Monitoring the Progress of Candidates:

12.1 Log Book/Portfolio:

12.1.1 Every candidate shall maintain a structured log book. The structure shall be developed by the candidate while developing the protocol. This will be the framework of the research activities including manpower management, work management, financial management and should be made in 6 monthly period.

12.1.2 The log book has to be signed by the Supervisor. The logbook shall include the different activities in relation to the research. The log book should be available at the time of Comprehensive Examination and at all other times as deemed by the Supervisor or the members of the TSC.

12.1.3 The log book shall be maintained till the completion of the research work.

12.2 Six monthly progress report shall be sent to the respective Dean by the Supervisor and candidate's copy shall be preserved by the candidate in the logbook/portfolio.

12.3 Failure to submit two consecutive six monthly 'satisfactory' progress reports will entail the cancellation of registration of the candidate.

12.4 A Ph.D. student shall also give at least one seminar talk in the respective faculty every year on a topic related to his/her research works. In case of any modification in the research protocol, the minor correction may be done through departmental committee and respective Dean, but in case of major correction, the respective TSC approval will be required and also should be informed to IRB.

13. Cancellation of Registration

13.1 The registration of a research scholar whose progress is not satisfactory is liable to be cancelled by the University.

13.2 The registration of a research scholar who has not submitted his/her thesis by the end of the prescribed /extended period as provided in the regulations shall be cancelled by the University.

13.3 The registration of a research scholar who is convicted of plagiarism shall be cancelled as per clause 25 of this law

14. Submission of the 'intention to submit the thesis'

14.1 On satisfactory completion of the research work, the PhD scholar shall submit a short synopsis of the research work covering what was done, the findings, how it match to the research objectives, what inference can be drawn and what new information is added to knowledge in the relevant field. Once the Supervisor is satisfied with the work and results, a letter to submit the thesis shall be forwarded to the respective Dean to start the process of thesis defense within next six to nine months. The candidate shall also start writing the full thesis under guidance of the Supervisor.

14.2 Prior to submission of the thesis, the student shall make a pre-Ph.D presentation in the Department that may be open to all faculty members and research students, for getting

feedback and comments, which may be suitably incorporated into the draft thesis under the advice of the Supervisor.

14.3 After submitting the 'intention to submit thesis' letter, the PhD scholar should complete the thesis writing within next three months.

5. Prerequisite for submission of thesis:

15.1 At least two years of direct research work under the Supervisor as per Ordinance.

15.2 At least two articles based on the thesis research have to be published on BMDC recognized Journal or one article published on indexed journal or one article accepted by any internationally recognized journal before examination.

15.3 The candidate must apply in a prescribed form (obtainable from the office of the controller of examination, BSMMU) for appearing at the thesis defence examination.

15.4 Prior to submission of the thesis, the candidate will apply through Supervisor to the respective Dean stating that the thesis contains the results of the candidate's original and own research under his/her supervision.

16. Submission of thesis:

16.1 Six bound copies of the thesis along with a soft copy with the application have to be submitted to the Dean of the respective faculty through the Chairman of the respective discipline along with a forwarding letter from the supervisor at least 60 days before the thesis defence.

16.2 The thesis writing and binding must follow the rules prescribed in the Thesis writing manual of the University.

16.3 Departmental examination committee will propose list of examiners and proposed date for the thesis defence to the Dean of the respective faculty.

16.4 Respective Dean will then do the necessary arrangement for examination as detailed in the ordinance

16.5 Office of the Controller of examinations will arrange the thesis defence examination with 60 days of submission of thesis.

17. Criteria of an Examiner for thesis examination: An examiner shall be either a Professor or an Associate Professor with at least 5 years teaching experience in the relevant discipline.

18. Selection procedure of an Examiner:

18.1 A panel of examiners consisted of 6 teachers of which 3 will be internal and 3 external will be recommended by the Departmental examination committee in consulting with respective supervisor.

18.2, Dean of the respective faculty will nominate 4 Examiners, 2 internal and 2 external from recommended list and will send the list of examiners along with the thesis to office of the controller of examinations.

18.3 The senior (as per BSMMU regulation) internal examiner will be the Convener of the examination.

18.4 The selected examiners will be appointed by the Controller of examination and he will report it to the next academic council.

19. Evaluation of a Candidate for PhD :

19.1 On the basis of the proposal of supervisors the Dean of the respective faculty of BSMMU, will confirm an examination board for every thesis consisting of four examiners as follows:

- Two external examiners from outside BSMMU/accredited institute in the relevant discipline as per set criteria for the examiners (Clause 17).
- Two internal examiners from BSMMU/accredited institute as per set criteria for the examiners (Clause 17).
- The Supervisor will be present as an `observer in the board.
- The Dean of the respective faculty of BSMMU will nominate senior internal examiner as convener (Clause 17).

NB! At least one foreign examiner will be encouraged for the evaluation of thesis and if possible for defence examination also.

19.2. In case, no relevant examiner is available in the department, the examiner of related discipline may be recommended by the departmental examination committee and appointed by the respective Dean.

19.3. The Controller of examinations will send a copy of the submitted thesis along with an evaluation format to each examiner at least 21 days before the date of examination. Date, time and venue for the thesis defence examination after consultation with the convener will be communicated to the examiners by the controller of examinations.

19.4. Thesis evaluation shall be done as per prescribed format supplied by the controller of examination office.

20. Evaluation of the thesis : After thesis defence examination, Examination board will recommend the thesis in any one of the following four categories.

- Accepted
- Accepted with minor corrections.
- Accepted with major corrections.
- Unaccepted

20.1 **Accepted :** PhD degree is recommended for the candidate.

Accepted with minor correction: Thesis is accepted but needs some modifications and corrections eg small inclusion/exclusion of section, identified missing references, correction of references, typographical and language problems, etc and to be corrected and submitted within two weeks.

Accepted with major corrections: Task is completed as per protocol with acceptable method but needs major corrections. After necessary corrections thesis has to be resubmitted and defended six months later after payment of schedule Fees of the university

Unaccepted : Work done is not as per protocol or method was faulty . Ph.D is not recommended

Thesis defense : Total marks 100

Qualifying marks : 60% in each compartment

22. Only after submission of the corrected thesis provisional result shall be published by the office of the Controller of examinations after approval from the Vice Chancellor. Final result be published after approval of the Syndicate.

23. Award of Ph.D. Degree:

23.1 If the performance of the research scholar in the thesis defense is satisfactory, he/she will be awarded Ph.D. degree on the recommendation of the Academic council and with the approval of the Syndicate of the University.

23.2 The degree shall be expressed as Doctor of Philosophy followed by the discipline in a bracket from where the research was initiated and conducted

24. Publication of Thesis

24.1 After the examination, the candidate shall submit a copy of the thesis in CD ROM duly certified by the Supervisor that all the corrections have been duly carried out as suggested by the examiners, if any, for UNIVERSITY ARCHIVES

24.2 Papers arising out of the thesis may be published by the candidate. However, the thesis as a whole shall not be published by the candidate without the specific approval of the University.

25. Plagiarism

In the case of research scholars who have copied, as confirmed by a committee, a research work or data or thesis writing shall be rejected and his/her research registration shall be terminated and also he/she shall be debarred from registering for any other academic program leading to a degree in this University.

26. Change of Regulations

The Academic Council of BSMMU may revise, amend or change the regulations from time to time Structured Evaluation Format for PhD thesis and thesis defence

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Bangabandhu Sheikh Mujib Medical University

Guidelines for Assessment of PhD Thesis

Structured Evaluation Format

PhD in (Respective Discipline)

To be provided to the Thesis Examiners.

1:0 Basic Information (To be filled up by Controller of Examinations)									
1:1.	Name of the student:								
1:2.	Title of the thesis:	<div>.....</div> <div>.....</div> <div>.....</div>							
1:3.	Session:	Jan/July					1:4.	Date of examination:	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
1:5	Roll no.								
1:6	Name of the examiner:								

2:0 Guidelines for Assessment of the Thesis.

(Please fill up this part of the Assessment Report while you assess the thesis).

You may prefer to tick with a pencil or put a query if you like to be clarified on any point during thesis defence.)

2:1.0	Front Matter (preliminaries)		
2:1.1	The title is attractive and representative of the thesis regarding research question(s), study design, species etc. (as applicable) with incorporation of the key words.		
2:1.2	The organization of the other elements of the Front matter is logical and in conformity with the BSMMU guidelines		
2:2.0	Introduction		

	2:2.1	Relevant, clearly phrased research problem(s) was / were defined.	
	2:2.2	Sufficient and logical theoretical context and conceptual framework of the research was established	
	2:2.3	Understandable research rationale for the research was developed (noting unanswered questions, flaws in previous research designs, contradictory findings by different workers, relevance of repeating the work in Bangladesh etc.).	
	2:2.4	Original ideas were developed or known ideas were interwoven in a new way.	
	2:2.5	Research question(s), hypothesis / hypotheses and / or objectives (as applicable) were clearly formulated.	
2:3.0	Review of Literature-		
	2:3.1	Adequate background information required to understand the thesis has been provided.	
	2:3.2	Familiarity with, and comprehensive understanding of, related literature have been demonstrated.	
2:4.0	Materials and Methods		
	2:4.1	The study design was appropriate for the research objective(s).	
	2:4.2	Inclusion and exclusion criteria, method of sample size determination (where essential) and sampling methods for the study materials were appropriate.	
	2:4.3	Selection of variables, data collection instruments and data collection methods were valid, reliable and verifiable.	
	2:4.4	New (or modified) and better data-collection instrument(s) or method(s) were devised.	
	2:4.5	Operational definitions were justifiable and adequate descriptions and referencing of the methods have been provided in the thesis (with appropriate figures) to allow others to reproduce the study.	
	2:4.6	Appropriate statistical methods were used to analyze data where and as applicable.	

2:5.0	Results		
	2:5.1	The presentation of results has a logical flow in addressing every specific objective of the research.	
	2:5.2	Simple and self-explanatory <u>tables</u> have been used for presenting data-usingsame tablesrelated data and separate tables for unrelated data, and providing adequate explanations in the footnotes.	
	2:5.3	Appropriate types of simple <u>figures</u> have been chosen for presenting data (avoiding repetition of already tabulated data)- providing proper marking, magnification and keys. The figure legends indicate specific descriptions of what are shown, rather than giving a mere 'title' of the figure.	
	2:5.4	The data are correct and have been interpreted correctly in order to answer the research question(s).	
	2:5.5	Coherent and understandable <u>text</u> has been used to present interpretations of the data (rather than merely presenting or repeating the data presented in the tables and figures).	
2:6.0	Discussion & Conclusion(s)		
	2:6.1	Critical analyses of the study results and of relevant available literature have been done in the context of the research question(s).	
	2:6.2	The discussion has addressed every specific objective in a logical sequence.	
	2:6.3 Statistically significant / non-significant results as well as obvious trends that fell short of statistical significance were given due considerations.		
	2:6.4 Interrelationships among the findings (rather than mere mentioning of them in the present and other studies) have been indicated- taking care about confounders.		
	2:6.5 Generalisationof the results are justified and supported by facts, and the arguments made are clearly distinguishable from speculations.		
	2:6.6 Strengths and limitations of the research have been clearly outlined.		
	2:6.7 Conclusions are scientifically well-founded, pragmatic answers to the research question(s), and any failure to conclude has been explicitly pointed out.		
	2:6.8 Implications of the research have been correctly indicated and valid recommendations have been made, where required. Intelligent suggestions for subsequent studies in the field have been outlined.		

2:7.0	<p style="text-align: center;">Referencing</p>	
2:7.1	References have been put wherever they were required (e.g., in Introduction, Review of Literature, Materials and Methods and Discussion)	
2:7.2	In referring to the sources (published, electronic and others) of textual material, tables and figures in the body of the thesis as well as in mentioning their details a referencing system accepted by BSMMU has been followed properly.	
2:8.0	<p>Appendices</p> <p>All the documents and information that were very relevant in carrying out the study, analysing the data and establishing the authenticity of the study (but the inclusion of which in the main body of the thesis would disrupt its flow) have been presented eg.evidences of correspondence, permissions, lab testing etc., written consent form, instruments of data collection (e.g., questionnaire, data-recording sheets), details of uncommon methods used for measurement, calculation, microscopy etc. and master table of data.</p>	
2:9.0	<p>Abstract</p> <p>The Abstract has followed word limitations and is coherent and understandable- adequate to create interest in and to indicate what is there in the thesis. It has provided all the essential information on the context (background), study design, place and time of study, objective(s), materials and methods, results and conclusions(s) following the structure provided in the 'PhD guidelines'. Nothing has been included that has not been mentioned in the thesis itself.</p>	

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Signature of examiner

4:0 Overall Results of the Thesis Examination

Part of the exam.	Marks allotted	Marks obtained (Pass marks 60 %) (To be decided by the examiners.)
a) Thesis	200	
b) Thesis presentation and Thesis Defence	100	
Total Marks :		

Name and Signatures of the Examiners

1. Internal(convener)
2. Internal
3. External
4. External