



## **Regulation for Master of Philosophy (MPhil)/Doctor of Philosophy (PhD)**

(This regulation stems from Section 33 of the BOU Act, 1992)

### **SECTION A: ADMINISTRATION OF THE RESEARCH DEGREES**

#### **1. Research Policy**

Bangladesh Open University (BOU) has the policy to maintain a strong focus on researches in pure science, applied science, agricultural science, social sciences, humanities, business, technology, education, distance education and other disciplines offered by different schools of the University [Section 23, BOU Act 1992].

#### **2. Research Degree**

BOU provides various academic programs ranging from certificate to master degree through using open and distance learning (ODL) approach using self-learning materials, radio-TV broadcasts, tutorial support services, interactive virtual classes, video-conferencing classes, on-line course, mobile technology etc. This regulation allows the University to conduct research degrees and to extend its research activities which is not an option but obligatory as is reported in the Section 6 of the BOU Act 1992. Under this Regulation, University offers following research degree programs through its various academic schools.

2.1 Master of Philosophy (MPhil)

2.2 Doctor of Philosophy (PhD)

Bangladesh Open University shall award the MPhil/PhD degree in recognition of the successful completion of the Courses of Studies and Research prescribed by the Academic Council of the University.

#### **3. Central Research Committee (CRC)**

The University shall form a Central Research Committee for three (3) years consisting of the following members:

3.1 **Chairperson** – Vice-Chancellor, BOU or his/her nominee but not below the rank of Associate Professor having PhD.

3.2 **Internal Members** - Deans of the BOU Schools [*The Vice-Chancellor may increase the members of the Committee, if required*]

3.3 **External Member** - One external member being expertise in the respective field(s), as may be necessary.

This Committee shall act as Research Council and would recommend the School-wise selected candidates to the Academic Council for admission, granting Scholarship/Assistantship/Fellowship and other relevant matters.

#### **4. Research Coordinating Committee (RCC)**

Each School shall have Research Coordinating Committee (RCC) for research degree of the discipline/area and also responsible for related administrative works. The RCC will perform the following functions:

- i) Organize all such activities as are relevant to the research program of the Discipline;
- ii) Approve the topic of research, the synopsis, and the allocation of supervisor;
- iii) Assess and approve the progress reports of MPhil/PhD researchers;
- iv) Approve coursework and organize the presentation of term papers (if any), research reviews, seminars and such other components as are prescribed in respect of MPhil/PhD candidates;
- v) Supervision of preparation of question papers by the examiner, moderation, conduct of term-end examination for course work and evaluation of answer script(s) in conformity with the University guidelines;
- vi) Approve change of title of dissertation/thesis, change of supervisor (if required) and status of researcher (full time to part time and vice-voce);
- vii) Recommend extension of tenure of fellowships, if any, beyond the initial of the award;
- viii) Facilitate the finalization of synopsis within six month period of provisional admission/registration of candidates;
- ix) Consider and recommend to the School for approval of the names and the CVs of supervisors in accordance with the Ordinance;
- x) Ensure observance of the admission schedule in each cycle as announced by the central Research committee.

## **SECTION B: MASTER OF PHILOSOPHY (MPhil) PROGRAM**

### **Regulations**

Bangladesh Open University shall award the Master of Philosophy (MPhil) Degree in recognition of the successful completion of the Courses of Studies and Research prescribed by the Academic Council of the University. The MPhil program shall run for two years on full-time and four years on part-time basis. The maximum time to complete M.Phil program will be four years for full time and six years for part-time candidates subject to approval of the CRC. The terms and conditions regarding admission, evaluation and other matters concerning the Degree shall be prescribed by Regulations enacted by the Academic Council and the Board of Governors (BOG) of the University.

#### **1. Eligibility for Admission**

- 1.1 A candidate having Master Degree in any Discipline from a recognized university with two First Classes/Division equivalent/GPA/CGPA 3 (on a scale of to 4), in academic life of which at least one in graduate or in post-graduate level.
- 1.2 A candidate having at least second class with minimum 50% marks in both 3-year Honours and 1-year Masters or CGPA/GPA 3.00 (on a scale of 4.00) in both Honours & Masters examination and at least second division or GPA 4.00 (on a scale of 5.00) in both SSC & HSC and equivalent examinations.
- 1.3 A candidate having at least second class with minimum 50% marks in both 4-year Honours and 1-year Masters or CGPA/GPA 3.00 (on a scale of 4.00) in both Honours & Masters examination and at least second division or GPA 4.00 (on a scale of 5.00 ) in both SSC & HSC or equivalent examinations
- 1.4 Candidates holding Masters degrees serving in recognised research organizations/institutions/bodies having at least three (3) years experience and preferably one research article solely authored by the candidate in research work and published in peer-reviewed recognised journal subject to satisfying any one of the above academic qualifications.

#### **2 Tuition Fee**

MPhil program fee is of Tk. 60,000/- (Sixty thousand) which is inclusive of the coursework. The fee is subject to revision as decided by the University from time-to-time.

#### **3 Admission**

- 3.1 The University shall advertise - in the print and electronic media - for the research program once in academic year.
- 3.2 The advertisement will be placed on the University website indicating the Disciplines which are offering Research Program for particular year.
- 3.3 The candidate shall apply in the prescribed Application Form [**Annexure 1**] which will be placed on the Website.

- 3.4 Candidates shall download and/or collect the Application Form from the Research Committee and fill in details. The candidate should respond to each and every item contained in the Application Form. If there is inadequate or wrong information, application will be rejected. Only word processed Application Form is to be accepted.
- 3.5 The applicant must ensure that copies of all documents testifying the information in the Application Form are attached along with the Application Form. The Degree obtained shall be cancelled in any time if any fraudulent document is found in support of the Application.
- 3.6 The applicant shall attach a 'Research Proposal' with the Application Form to be prepared as per the Research Proposal Guidelines [**Annexure 2**]. If the applicant intends to have a supervisor who is not a BOU faculty, he/she will have to attach a CV of the supervisor and a '**Letter of Consent**' from the proposed Supervisor. Both candidate and the proposed supervisor shall sign the research proposal.
- 3.7 Upon the receipt of the Application Form by Central the Research Committee, an initial scrutiny will be made to examine whether all the essential conditions of eligibility are met and relevant documents are attached with the Application. The committee should contact the applicant, if the application has minor lapse, for required corrections.
- 3.8 Thereafter, all information contained in the Application Form is to be recorded in the Data Base of the Central Research Committee. The Application Form is then sent to the concerned School for consideration.
- 3.9 The School's RCC (SRCC) in each discipline which is vested with the power to decide and manage admissions in the research program. The SRCC will examine the Application Form and may get in touch with the candidate to advise, revise and resubmit the Research Proposal within reasonable time. The SRCC would thus shortlist candidates who are found to be suitable for making their presentations before the Committee.
- 3.10 The CRC in cooperation with School, will call candidates for Interview/Viva/Presentation of 'Research Proposal' before the SRCC of the Discipline. It is at the discretion of the SRCC to conduct Interview/Viva/Presentations according to the convenience of the Experts. In some cases, audio and/or video conferencing may be accepted; this is also dependent on the discretion of the Committee.
- 3.11 The details of candidates who are finally selected by the SRCC along with the allotted Supervisor (s) in each case will be sent to the Central Research Committee for consideration.
- 3.12 The admission of the candidates recommended by the Central Research Committee will be placed for final approval to the Academic Council after which an **Offer Letter** for provisional Admission/Registration will be sent by the SRC to the candidates. The **Offer Letter** will inform the candidate about his selection and advise her/him to deposit the required fee for the MPhil Program within a stipulated time.
- 3.13 If candidate's topic of research and the Research Proposal are not finalized at the time of Interview he/she may be given a maximum of six months time to work on his/her research topic to finalize the title, methodology, research approach, and such aspects of the work as are advised by the SRCC. The candidate will be guided by his/her Supervisor(s) in this matter and he/she should finalize the Research Proposal within six months for provisional Admission/Registration.

In case he/she fails to do so, the admission will be cancelled and the amount deposited by the candidate as fee will not be returned. It is to be mentioned here that it is the candidate's responsibility to finalize the Research Topic and Research Proposal within the six months period.

- 3.14 After the finalization of the Research Proposal and also approval in due course the candidate will be issued a Confirmation Letter. With this candidate's admission into the University's MPhil Program is formalised.

#### **4 Courses of Studies**

- 4.1 Candidates admitted to the MPhil program as full-time shall take study leave from the employers.
- 4.2 Candidates admitted to the MPhil program as part-time shall not take study leave from the employers.
- 4.3 The respective School will prescribe the Courses of Studies which must be chronologically approved by the School's RCC, Central Research Committee, Academic Council and the Board of Governors;
- 4.4 In addition, the MPhil candidates shall compulsorily complete the courses titled “**Research Methodology**” and “**Statistics**” (course related subject to be decided by the CRC in consultation with the relevant school/SRCC). The RCC may relax the provision for coursework for the research degree in the discipline of literature and/or any other relevant discipline.
- 4.5 MPhil candidates shall complete the coursework by the First Year of the study maintaining the Examination Rules of the University.
- 4.6 There will be two question-setters for each course including the courses teacher and the questions will be moderated.
- 4.7 There shall be an Examination Committee consisting three members: two internal members of whom supervisor will be the Convener and another one external member.
- 4.8 Supervisor will propose at least 5 experts as examiners from which the school committee will select the required number of examiners.
- 4.9 The School Committee [formed as per the Section 4 of the BOU 1st statute] will recommend the members of the Examination Committee to the approval by academic council on recommendation of the Vice-Chancellor.
- 4.10 The qualifying mark in each course is 60% in the average of the written papers and 60% on the oral examination, if any.
- 4.11 The candidate, who fails to get the pass mark or is unable to appear at the written examination or cannot complete the courses of studies for valid personal reasons, may be allowed one more chance to sit for the examination but only in the next academic session on re-admission. The permission of extension will be given by the Vice-Chancellor on the recommendation of the supervisor and the RCC the concerned School.

4.12 Scholarships /Assistantship/Fellowship if any, will not be renewed for a candidate who fails to pass the coursework.

## **5 Supervisor (s)**

5.1 The candidate will perform the research work under the supervision of a teacher from the respective School of BOU/and/or a faculty members a public university who will be of the rank of an Associate Professor with PhD or Professor;

5.2 There may be Co-supervisor, if the supervisor desires.

## **6 Seminar on Research Work**

One seminar will be offer after completion of background of research work and another one will be placed based on the draft dissertation.

## **7 Transfer to PhD Program**

7.1 After completing successfully the coursework and dissertation, an MPhil degree will be awarded. But, MPhil is always a leading degree; therefore, considering the following MPhil may be transfer to the PhD Program:

7.2 MPhil leading to PhD program: Candidates who successfully completes with CGPA on a 3.5 (on a scale of 4) first year MPhil Courses of Studies and the Program may be transferred to the PhD program on the recommendation (s) of the supervisor (s) certifying the satisfactory progress of research work through the prescribed form [**Annexure 3**] and the recommendation of the RCC of the concerned school.

7.3 The SRCC shall recognize the supervisors' recommendations and send it with the Committee recommendation to the Central Research Committee for final approval by the Academic Council and the Board of Governors.

## **8 Submission and Evaluation of Dissertation**

8.1 After successful completion of the course work in the discipline, the candidate shall take up the dissertation work. The candidate shall submit four spiral/hard bound copies of the dissertation along with one in the electronic form to the CRC through the Dean concerned. The thesis shall include a certificate signed by the supervisor(s) about the originality of the work [**Annexure 4**].

8.2 If the candidate fails to submit his/her dissertation in due time he/she will apply for extension before the expiry of the stipulated time on the recommendation of the Supervisor (s) and the SRCC.

8.3 After evaluation of the dissertation by the examiner, the viva-voce shall be conducted by a panel comprising the supervisor of the candidate (Convener of the panel) and one internal member and other external member as examiners. The report of the evaluation will be given on a prescribed format [**Annexure 5**].

- 8.4 For successful completion of the MPhil program, the candidate shall secure minimum 60% marks in each course, the dissertation work as well as the viva-voce.
- 8.5 The unanimous recommendation of the examiners will be placed before the Academic Council which shall recommend to the Board of Governors for the award of the Degree.
- 8.6 In case the candidate fails in the dissertation work, the SRCC shall communicate the report of the examiner to the candidate.

## **9 For Teachers only**

- 9.1 The School determines the teaching load of the MPhil supervision and the supervisor shall count this load.
- 9.2 Teachers will take attendance in the first year course work of the MPhil candidates who must attend at least 60% of the face-to-face contact sessions.
- 9.3 BOU teacher will supervise maximum three research candidates at a time.

## **SECTION C: DOCTOR OF PHILOSOPHY (PhD) PROGRAM**

### **Regulations**

Bangladesh Open University shall award the Doctor of Philosophy (PhD) degree in recognition of the successful completion of the Courses of Studies and Research prescribed by the Academic Council of the University. The PhD program shall run for three years on full time and the five years on part-time basis. The maximum time to complete PhD program will be five years for full time and seven years for part-time candidates subject to approval of the CRC. The terms and conditions regarding admission, evaluation and other matters concerning the Degree shall be obliged by Regulations enacted by the Academic Council and the Board of Governors of the University.

#### **1 Eligibility for Admission**

- 1.1 A candidate from BOU or from any other Public University of Bangladesh recognized foreign university having Honour's degree in the relevant subject and satisfying any of the relevant conditions will be eligible for admission to the PhD program.
- 1.2 A candidate having an MPhil degree or MS degree or second Masters from Honors abroad having at least second class with minimum 50% marks in both Honours and Masters degree or CGPA/GPA 3.00 (on a scale of 4.00) in graduation (Honours) and Post graduation (Masters) examination and at least second division or GPA 4.00 (on a scale of 5.00) in both SSC & HSC or equivalent examinations.
- 1.3 A teacher of the BOU with 2 year teaching experience and at least one publication in a recognized journal authored by himself/herself..
- 1.4 A teacher of any other public university of Bangladesh with 3 years teaching experience who have got Hons. and a Masters with at least 50% marks or CGPA/GPA 3.00 and 3.00 (on a scale of 4.00) in Honours and Masters examination and at least second division or GPA 3.00 (on a scale of 5.00) in both SSC & HSC or equivalent examinations and having shown clear evidence of research ability in the form of publications (at least two articles) in peer - reviewed journals.
- 1.5 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 academic qualifications mentioned in clause 1.4. or
- 1.6 A teacher of Government Medical College affiliated by 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. or
- 1.7 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 academic qualifications mentioned in clause 1.4.



- 1.8 Provide further that candidates who are employees of the BOU shall have completed at least five years of service in the University on the date they submit the application for admission having academic qualification mentioned in clause 1.4.
- 1.9 Some of the disciplines under Schools may impose specific eligibility criteria for keeping in view specialization that are required for a particular discipline/area. General criteria for admission into PhD shall be considered subject to no specific eligibility criteria (if any) prescribed by the discipline of the School.

## **2 Tuition Fee**

- 2.1 Tuition fee of the PhD program fee is of Tk. 150,000/- (One Lac fifty thousand only) which is inclusive of the coursework. The fee is subject to revision as decided by the University from time-to-time.

## **3 Admission**

- 3.1 The advertisement for the program shall be issued once a year, indicating in the advertisement names of research degree programs and Schools offering such programs. The applications in the prescribed format shall be received by the CRC of the University. All eligible applications after initial scrutiny shall be sent to respective School.
- 3.2 The advertisement will be placed on the University website indicating the Disciplines which are offering Research Programs for particular year. The PhD application may be collected throughout the year if supervisors are available.
- 3.3 The candidate shall apply in the prescribed Application Form [**Annexure 1**] which will be placed on the University Website.
- 3.4 Candidates shall download and/or collect the Application Form from the Research Degree Unit and fill in details. It is necessary to mention that the candidate should respond to each and every item contained in the Application Form. If there is inadequate or wrong information, application will be rejected. Only word processed Application Form is to be accepted.
- 3.5 The applicant must ensure that copies of all documents testifying the information submitted by him in the Application are attached along with his/her Application Form. The Degree obtained shall be cancelled in any time if any fraudulent document found in support of the Application
- 3.6 The applicant should attach a 'Research Proposal' with the Application to be prepared as per the Research Proposal Guidelines [**Annexure 2**]. If the applicant intends to have a supervisor who is not a BOU faculty, he/she will have to attach a CV of the supervisor and a letter of consent from the proposed Supervisor.
- 3.7 Upon the receipt of the Application by the CRC, an initial scrutiny will be made to examine whether all the essential conditions of eligibility are met and relevant documents are attached with the Application Fee. The Unit may communicate the applicant if any lapse found in the application to do the needful.

- 3.8 Thereafter, all information contained in the Application Form is to be recorded in the Data Base of the CRC. The Application Form is then sent to the concerned Discipline through the related School for consideration.
- 3.9 The School's (SRCC) in each Discipline which is vested with the power to decide and manage admissions in the Research Programs. The SRCC will examine the Application Form and may get in touch with the candidate to advise revising and resubmitting the Research Proposal with reasonable time. The SRCC would thus shortlist candidates who are found to be suitable for making their presentations before the SRCC.
- 9.4 The CRC, in cooperation with School, will call candidates for Interview/Viva/Presentation of Research Proposal before the SRCC of the Discipline. It is at the discretion of the SRCC to conduct Interview/Viva/Presentations according to the convenience of the Experts. In some cases, audio and/or video conferencing may be accepted; this is also dependent on the discretion of the Committee.
- 3.10 The details of candidates who are finally selected by the CRC along with the allotted Supervisor/s in each case will be sent to the CRC for consideration.
- 3.11 The admission of the candidates recommended by the Central Research Degree Committee will be placed for final approval to the Academic Council after which an **Offer Letter** for provisional Admission/Registration will be sent by the Research Degree Unit to the candidates. The **Offer Letter** will inform the candidate about his selection and advise her/him to deposit the required fee for the PhD Program within a stipulated time.
- 3.12 If candidate's topic of research and the Research Proposal are not finalised at the time of Interview he/she may be given a maximum of six months time to work on his/her research topic to finalize the title, methodology, research approach, and such aspects of the work as are advised by the School's Research Degree Committee. The candidate will be guided by his/her Supervisor/s in this matter and he/she should finalize the topic and Research Proposal within six months for provisional Admission/Registration. In case he/she fails to do so, the admission will be cancelled and the amount deposited by the candidate as fee will not be returned. It is to be mentioned here that it is candidate's responsibility to finalize the Research Topic and Research Proposal within the six month period.
- 3.13 After the finalization of Research Proposal and approval in due course the candidate will be issued a Confirmation Letter. With this candidate's admission into the University's PhD Program is formalised.

#### **4 Coursework**

- 4.1 The respective School prescribes the Courses of Studies which must be chronologically approved by the SRCC, Central Research Committee, Academic Council and the Board of Governors;
- 4.2 In addition, the PhD candidates shall compulsorily complete the courses titled "**Research Methodology**" and "**Statistics**" (course related subject to be decided by the CRC in consultation with the SRCC). The PhD Fellow who has MPhil or transferred his/her program from Mphil shall not do these two coursework. But, the PhD fellow shall complete other courses, if imposed by the SRCC.

- 4.3 PhD candidates shall complete the coursework by the First Year of the study maintaining the Examination Rules of the University.
- 4.4 There will be two question-setters for each course including the courses teacher and the questions are dully to be moderated;
- 4.5 There shall be an Examination Committee consisting three members: two internal members including one supervisor and another one will be the Chairperson and one external member;
- 4.6 The School Committee [formed as per the Section 4 of the BOU 1st statute] will recommend the members of the Examination Committee to be approved by the Academic Council on the recommendation of the Vice-Chancellor.
- 4.7 The qualifying mark in each course is 60% in the average of the written papers and 60% on the oral examination
- 4.8 The candidate, who fails to get the pass mark or is unable to appear at the written examination or cannot complete the courses of studies for valid personal reasons, may be allowed one more chance to sit for the examination but only in the next academic session on re-admission. The permission of extension will be given by the Vice-Chancellor on the recommendation of the supervisor and the RCC of the concerned School.
- 4.9 Scholarship/Assistantships/Fellowship, if any, will not he renewed for a candidate who fails to pass the coursework,

## **5 Supervisor (s)**

- 5.1 The candidate will perform the research work under the supervision of a teacher from the respective School of BOU/and/or a faculty member of a public university who will be of the rank of an Associate Professor with PhD or Professor. There may be Co-supervisor, if the supervisor desires.
- 5.2 Every candidate registered for the PhD program shall be required to pursue the program under the approved research supervisor(s) of the University. Independent supervision/Joint Supervision for candidates shall be assigned by the School RCC (discipline wise).
- 5.3 Supervisors approved by the School's RCC/other competent bodies shall only be considered for guiding research candidates.
- 5.4 The SRCC concerned shall recommend to the CRC a panel of experts to be recognized as research supervisors who may or may not belong to the University.
- 5.5 List of internal supervisors of the University and some of the external supervisors who are willing to guide/supervise research candidates are available with School of the University. Candidates can opt for any of the supervisor(s) subject to availability and expertise in the area/ discipline, of research being pursued by the candidate.
- 5.6 At any time, a research supervisor shall not guide more than 3 candidates prescribed for M.Phil/PhD candidates by the University taking into consideration independent supervision/joint supervision of candidates to be taken for research guidance. The University may allow a change of supervisor under exceptional circumstances, on the recommendation of the CRC.

5.7 All the BOU Professors and the Associate Professors with PhD degree shall be eligible to be research supervisors in the discipline concerned of the University.

## **6 Progress of PhD candidates**

6.1 Every candidate shall carry out the study and related research tasks under the supervision of his/her research supervisor(s). Monitoring the routine progress of the PhD candidate shall be the responsibility of the supervisor(s).

6.2 The Six monthly Progress Reports are to be submitted to his/her supervisor(s) in the prescribed format [**Annexure 5**]. The Dean of the School concerned shall report the recommendations of Research Supervisor(s) to the SRCC and also forward the same to the CRC. A format of the progress report is placed at **Annexure 4**.

6.3 Each candidate shall give at least three Seminars during the whole duration of the program before the SRCC.

6.4 Every candidate has to clear coursework on ‘**Research Methodology**’ and ‘**Statistics** and other related courses, if any, prescribed by the SRCC of the discipline/area. The SRCC may relax the coursework for discipline of literature.

## **7 Submission and Evaluation of PhD Dissertation**

7.1 After the research supervisor(s) is/are satisfied that the candidate has acquired a sound understanding of the substance of the thesis and the relevant research approaches, the research supervisor shall permit the candidate to proceed with the submission of her/his thesis.

7.2 At least one research paper in the area of the study for PhD should be published/accepted for publication in a peer reviewed/referreed journal before the pre-submission Seminar.

7.3 The candidate shall present her/his thesis work in a ‘pre-submission seminar’ to be convened exclusively for this purpose by the Dean of the School concerned. The audience of the ‘pre-submission seminar’ may remain the same as that of the SRCC.

7.4 After the seminar, the candidate and research supervisors shall consider the reactions and observations expressed by the participants. The Dean of the School concerned and supervisor(s) will then assess whether the candidate has attained the expected level in conceptualization and quality of research work. If their assessment is in the affirmative, the candidate shall be allowed to submit the thesis to the University. However, if it is realized that the expected level has not been reached the supervisor(s) shall suggest to the candidate specific tasks to be accomplished before submission of the thesis. On satisfactory completion of the assigned tasks, she/he shall be allowed to submit the thesis.

7.5 The candidate shall submit a copy in electronic form and five hard copies of the Summary of the thesis duly approved by the supervisor(s) at least 45 days before the submission of the thesis to the School concerned and the same shall be sent to the SRCC.

7.6 Five soft-bound copies of the final thesis and one in the electronic form shall be submitted concerned. The thesis will include a certificate signed by the supervisor(s) about the originality of the work to the SRCC.

- 7.7 After successful completion of the course work in the discipline, the candidate shall take up the dissertation work. The candidate shall submit two spiral/hard bound copies of the dissertation along with one in the electronic form to the SRCC. The thesis shall include a certificate signed by the supervisor(s) about the originality of the work [**Annexure 4**].
- 7.8 If the candidate fails to submit his/her dissertation in due time he/she will apply for extension before the expiry of the stipulated time on the recommendation of the Supervisor (s) and the SRCC.
- 7.9 The dissertation shall be examined by 3 examiners one of them must be outside the BOU. An external examiner nominated by the Vice Chancellor from a list of at least 10 experts submitted by the School through the SRCC.
- 7.10 After evaluation of the dissertation by the examiners, the viva-voce defense shall be conducted by a panel comprising the external examiner, the supervisor of the candidate ( Convenor of the panel) and the Chairman of the Thesis Evaluation Committee. The report of the evaluation will be given on a prescribed format [**Annexure 5**].
- 7.11 For successful completion of the PhD program, the candidate shall secure minimum 50% marks in each course, the dissertation work as well as the viva-voce defense.
- 7.12 The unanimous recommendation of the examiners will be placed before the Academic Council which shall recommend to the Board of Governors for the award of the Degree.
- 7.13 In case the candidate fails in the dissertation work, the CRC shall communicate the report of the examiner to the candidate.

## **8 Evaluation of PhD Thesis & Viva-voce**

- 8.1 The thesis shall be examined by three external experts nominated by the Vice- Chancellor. From a list of 7-10 experts submitted by the supervisor(s) through the SRCC concerned.
- 8.2 The examiners will submit their Evaluation Reports to the Controller of Examinations.
- 8.3 On the unanimous recommendation of the examiner for the award of a PhD degree, defense of the convener of the thesis shall be conducted at the place of research by a panel comprising one of the external examiners, to be nominated by the Vice-Chancellor, and one of the supervisor(s) of the candidate. The convener of the thesis evaluation committee would be the Chairperson of the panel. The defense shall be open to all interested participants.
- 8.4 The examiners' reports shall be shown to the candidate before hand to enable her/him to address the issues raised therein while preparing to defend the thesis during the open defense.
- 8.5 In case any examiner suggests certain modifications and re-submission of the thesis, the same should be communicated to the candidate, who will be asked to resubmit the thesis with all the modifications within six months. The research supervisor(s) will ensure that the suggestions of the examiner(s) are adequately addressed before resubmission of the thesis. The modified thesis shall be referred again to the examiner(s) concerned for re-evaluation.

8.6 The date, time and venue of the defense, along with a one-page abstract of the thesis, shall be notified to all concerned by the SRCC.

8.7 The report of the defense prepared by the Thesis Evaluation Committee along with examiners' report shall be placed before the Controller of Examinations for approval by the Vice-Chancellor.

## **9 Award of PhD**

9.1 A candidate shall be awarded the PhD Degree, with the recommendation of the Academic Council and approval by the Board of Governors of the University.

9.2 The Vice Chancellor shall issue the Provisional/Original Certificate to all qualified candidates.

## **10 For PhD supervising teachers only**

10.1 The School determines the teaching load of the PhD supervision and the supervisor shall count this load.

10.2 Teachers will take attendance in the first year classes of the PhD candidates who must attend at least 60% of the face-to-face contact sessions.

10.3 No teacher will supervise more than three research candidates at a time.



# BANGLADESH OPEN UNIVERSITY

## Annexure 1

Application Form (Please tick mark in the box):

- Master of Philosophy (MPhil)  
 Doctor of Philosophy (PhD)

Photo
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Filled in Form along with the copies of certificates and transcripts should be sent to the Central Research Committee (CRC), Bangladesh Open University Gazipur 1705 Bangladesh
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1. Discipline	:
a. Part/Full Time	:
b. Scholarship obtained or to receive? if yes, please give details	:

2. Name	
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3. Father	
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4. Mother	
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5. Mailing Address : Village/Street:	
Thana/Area:	
City/District:	
Postal code:	
Country:	
Email:	
Telephone:	
Fax:	
Cell:	

6. Permanent address - Vill./Street:	
Thana/Area:	
City/District:	
Postal code:	
Country:	
Email:	

Fax:																				
Telephone:																				
Cell:																				

7. National ID No.				
8. Passport No. (If any)	:			
9. Date of birth	:			
10. Marital status (Please tick)	Married		Unmarried	
11. Employed (Please tick)	Employed		Unemployed	

12. Education [Starting from SSC/Equivalent onwards to Research Degree. Please attach attested photocopies of certificates/degrees along with mark sheets]

Examinations	Year	Subjects	Grade obtained	Board/University
(a) Academic:				
(b) Professional:				
(c) Training:				

13. Experience (Please give details chronologically)

Name & address of the organization	Post held	Nature of the organization	No. of years of experience	Comments

14. Publications (Pl. insert rows if required)

(a) Journal publications:
(b) Books/manuals:
(c) Popular articles:



15. Research theme [which you would like to undertake for your thesis work]

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16. Tentative title of the proposed thesis:

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17. What kinds of research questions/concerns/problems are uppermost in your mind, which can be tackled through the proposed research?

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18. **Proposal:**

Attach (on separated sheets) a brief research proposal (3000-5000 words) prepared as per BOU guidelines.

Annexure No. 2

19. **Application fee** [Please give details of your payment of fee]

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20. **Declaration**

I declare that the statements made in this application are true and complete to the best of my knowledge and belief. I am aware that if at any stage it is found that the statements made are not true or are incomplete or misleading, the admission, if made will be cancelled and I shall not be entitled to refund of any fee paid by me to the university. Further, I have carefully studied the rules of the university as printed in the prospectus and I accept them and shall not raise any dispute in future over the same rules.

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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Signature of candidate



**Annexure 2**

**BANGLADESH OPEN UNIVERSITY**  
Research Degree Unit, Gazipur

**Research Proposal for MPhil/PhD Program**

The candidate shall prepare a proposal on what he/she decided to explore. This is the architectural design of contributing something original to the world of knowledge through the proposed research. Therefore, the candidates need to develop a write-up what is called MPhil/PhD proposal. The main components of the proposal as is generally expected by the University decision taking bodies, viz. Research Higher Degree Committee, School's Research Degree Committee, School Committee, Admission Committee and Academic Council. The Research Proposal should be between 3000-5000 words. It should contain the following:

**1 Title:**

The proposal should have a proposed research title which would be free from pre-decided terms

**2 Introduction:**

The introduction should have a broad description of proposed Research Work. This section also explains important concepts in the study.

**3 Literature review and Justification of Study:**

The proposal should have review of some important and related published works and analysis of the existing materials in the context of the current study. This section of the proposal establishes the rationale for undertaking the study in the background of work done on that theme or the logic of the originality of your research work and it also identifies gaps in the knowledge and justifies the need for the present study.

**4 Aims and objectives:**

The proposal must have the broad aims of the study and also the specific objectives.

**5 Hypothesis**

The proposal should state the hypothesis, if any, which the research intends to examine. In case the study does not contain explicit hypothesis it may be mentioned so. The Research Higher Degree Committee may exempt this section if the hypotheses are not yet developed at this stage.

**6 Research Methods**

The proposal should have a paragraph on the Research Methodology what are proposed to use in the current research. This section will have:

- Method
- Sampling and population
- Reliability and validity
- Tools and techniques for data analysis

**7 Analysis and Interpretations**

This section will provide analytical directions and possible interpretations for the current research.

**8 Implications**

This section directs implications of the research in the real world and policy developments.

**9 Bibliography and references**

Selected list of references used and proposed for the study should be mentioned (use more space if needed).

**Candidate's signature:** The candidate shall sign the proposal in every page

**Supervisor's Signature:** The supervisor of the research degree program shall recommend and sign the proposal in every page

N.B: it is reported that the scanned signature will not be accepted.