

## **Rules for the award of Doctor of Philosophy (PhD) degree**

In exercise of the power contained under Section 38 (GA) 43 (1,3) of Chittagong Veterinary and Animal Sciences University, Act 2006, the Academic Council may frame the following rules for awarding the degree of Doctor of Philosophy.

Title: The amended rules for the award of Doctor of Philosophy (PhD) degree

### **1.0 Degree Offered**

1.1. The degree of Doctor of Philosophy hereinafter referred to as PhD shall be offered by the Chittagong Veterinary and Animal Sciences University (CVASU), from the following department:

- (a) Department of Anatomy and Histology
- (b) Department of Medicine and Surgery
- (c) Department of Microbiology
- (d) Department of Pathology and Parasitology
- (e) Department of Physiology, Pharmacology and Biochemistry
- (f) Department of Animal Science and Nutrition
- (g) Department of Genetics and Animal Breeding
- (h) Department of Dairy and Poultry Science

In addition, PhD Degree shall be offered in such departments as may be approved by the University.

### **2.0 Admission**

#### **2.1 Eligibility**

An applicant for admission to a course of studies for PhD Degree shall possess either an MS, MSc or MPhil degree with thesis obtaining at least a second class or an MS degree with thesis obtaining at least an upper second class or a CGPA of B<sup>+</sup> (3.25) in the semester system from this university or an equivalent degree from any other recognized universities determined by CASR and at least one year experience in teaching/research, and also at least two scientific publications in relevant fields in peer reviewed journals. A candidate having five years DVM degree with a CGPA not less than 3.75 and one scientific publication in a relevant field in peer reviewed journal shall be eligible for enrolment in MPhil leading to PhD.

#### **2.2 Procedure for Application**

Application for admission shall be made in the prescribed form obtainable from and submitted to the Co-ordinator, CASR. Those who are in service must submit their applications through proper channel.

### **2.3 Academic Calendar**

The academic year shall be counted from the date of admission and the maximum allowable period for submission of PhD dissertation shall ordinarily be four years from the date of admission. It may be extended up to 5 years with prior permission from competent authority.

### **2.4 Committee for Admission**

The eligibility of the applicant for admission shall be examined by an admission committee on the basis of applicant's academic and professional background, research experience, objectives of the proposed dissertation work, proficiency in English language and performance in the interview.

The Admission Committee shall consist of:

- |      |   |          |
|------|---|----------|
| i.   | Co-ordinator, CASR                                  | Chairman |
| ii.  | Proposed supervisor                                 | Member   |
| iii. | Chairman of the relevant department                 | Member   |
| iv.  | One expert (to be nominated by the Vice-Chancellor) | Member   |

After receiving the panel of not less than three experts from the Head of the relevant department, the Co-ordinator shall initiate action towards obtaining the Vice-Chancellor's nomination for formation of the committee. If the admission committee finds the applicant's deficiency in any subject (s) relevant to the proposed field or research, it may recommend course(s) and refer this matter to the Supervisory Committee mentioned hereafter under section 3.1. The Supervisory Committee shall certify to the Co-ordinator that the student has covered these deficiencies within a period of three years from the date of admission, failing which the admission to the PhD programme shall stand cancelled.

### **2.5 Admission of Foreign Student**

A foreign student seeking admission to the PhD Programme shall submit application through the respective government agencies (Embassy/High commission) to the CASR with a certificate of proficiency in English language and letters of recommendation from two referees. The admission shall be processed according to section 2.4.

### **2.6 Enrolment**

An applicant selected for admission to the PhD Programme will be enrolled upon recommendation of the Admission Committee approved by CASR. The applicant shall get enrolled in the PhD programme within three months from the date of approval by the CASR.

## **3.0 Programme of Studies**

### **3.1 Supervisory Committee**

A student admitted to PhD Programme shall work under the guidance of a Supervisor recognized by the CASR. The CASR shall also approve the Supervisory Committee proposed by the Supervisor in consultation with the Head of the Department within three months from the date of enrolment of the student. The Supervisory Committee may consist of three members:

- (a) Supervisor - Chairman
- (b) Co-supervisor and - Member
- (c) One member if necessary for research may be from within or outside the department. - Member (Optional)

The members of the Supervisory Committee shall be chosen from amongst the supervisors recognized by the CASR. The student shall present the progress report every year in an open presentation session. She/He will submit this progress report to the Supervisory Committee. The Supervisory Committee shall review the progress of research work of the student and send the progress report annually to the Co-ordinator, CASR, through proper channel.

### **3.2 Residential Requirement**

A PhD student shall undertake a programme of study for a minimum period of two years as a resident student at this university. The student, who is an employee, must take at least two years of study leave/deputation from the respective employer to work as resident student. The period of this residential requirement shall be recommended by the Supervisory Committee and approved by the CASR within one year from the date of admission.

### **3.3 Dissertation proposal**

A PhD student shall submit a dissertation proposal through the Supervisory Committee and Head of the Department of approval ordinary within six months from the date of enrolment as per proforma obtainable from the office of the Co-ordinator, CASR. The CASR shall accord approval ordinary within three months from the date of receipt of the dissertation proposal. Submission of dissertation should normally be preceded by a seminar presented by the student and organization by the Head of the Department of relevant Department.

## **4. PhD Examination**

### **4.1 Examination Entry Form:**

A PhD student shall submit the Examination Entry form, duly filled in, to the Controller of Examinations through Head of the relevant Department and the Co-ordinator, CASR and shall pay the prescribed fees for PhD examination before submission of the dissertation.

### **4.2 Submission of dissertation**

A candidate shall be eligible to submit the dissertation for the award of the degree of Doctor of Philosophy after 3(three) years but normally not later than 4(four) years from the date of enrolment. The candidate shall prepare the dissertation and submit four copies of dissertation temporary bound form to the relevant Head of the Department for onward transmission to the Chairman, Examination Committee for further necessary action. Before submission of the dissertation, candidate shall have to deliver at least one seminar presentation on her/his research work.

Any candidate failing to submit fails to submit dissertation within specified time for reasons satisfactory to the Supervisory Committee and the Co-ordinator, CASR, may be allowed one more year for submission of the dissertation. But if a candidate fails to submit the dissertation

within the total period of 5 (five) years from the date of enrolment, the enrolment shall automatically stand cancelled.

If, however, a candidate fails to submit the dissertation for reasons beyond his/her control, the candidate may apply for readmission with recommendation of the Supervisory Committee and the CASR may consider the case for readmission. In such case, the candidate shall submit the dissertation within one year from the date of cancellation of admission with the privilege of carrying over the past research work, provided that other academic requirements for the PhD degree course are fulfilled by the candidate. If the candidate fails to submit the dissertation within that period, the admission of the candidate shall stand cancelled automatically and no further readmission will be allowed.

#### **4.3 Examination Committee**

There shall be an Examination Committee for examining reports of the dissertation examiners and for conducting the Viva-voce Examination. The relevant Academic Committee (AC) shall nominate the Chairman of the Examination Committee ordinarily from amongst the Professor of the Department who are recognized by CASR to act as supervisor for PhD student. The Committee shall comprise of:

i.	Chairman (to be nominated by the relevant Departmental Academic Committee)		
ii.	Supervisor of the Candidate	-	Member
iii.	Chairman of the Relevant Departmental Academic Committee	-	Member
iv.	At least one of the Dissertation Examiners (to be nominated by the Examination Committee)	-	Member
v.	One member to be nominated by the CASR	-	Member

#### **4.4 Appointment of Dissertation Examiners**

The appointment of Dissertation Examiners of a Student shall be made within two years from the date of admission. The relevant Departmental Academic Committee shall recommend a panel of 6 (six) examiners (with address), of which at least two shall be from foreign Universities/Institutes, to the Co-ordinator, CASR, the Vice-Chancellor shall appoint three Examiners, including at least one from foreign Universities/Institutes. The panel shall not include members of the Supervisory Committee of the candidate. Having received the appointment of Dissertation Examiners from the Vice-Chancellor, the Co-ordinator, CASR, will send the final panel of Examiners to the Controller of Examinations. The Controller of Examinations shall make final contract with the appointed examiners and get their consent. He/She will then send the list of the examiners to the Chairman of the Examination Committee.

#### **4.5 Examination of Dissertation**

The Head of the Department shall forward the dissertation to the chairman of the Examination Committee and the Chairman shall then send three copies of dissertation to the three Examiners.

#### **4.6 Viva-voce Examination**

The examination Committee shall examine the reports of the Dissertation Examiners. If any corrections and /or modifications of any part of the dissertation based on the Examiners' report are necessary, the Committee shall instruct the candidate to make the corrections and/or modifications accordingly. The committee shall ensure incorporation of necessary corrections and modifications, and submission of the dissertation in bound form to the Chairman of the Examination Committee in triplicate within the period specified by the Examination Committee before holding the Viva-voce Examination. If the reports of at least two of the Examiners are found satisfactory, the Chairman of the Examination Committee shall fix a date for Viva-voce

Examination of the candidate with intimation to the Co-ordinator, CASR and the Controller of Examinations. On satisfactory completion of the Viva-voce Examination, the Examination Committee with consent from majority of the members shall recommend the candidate to the CASR for award of the PhD degree with all the relevant papers and a final copy of the dissertation. The Chairman of the Examination Committee shall forward one copy of the dissertation to the library and to the relevant Head of the Department for preservation.

#### **4.7 Re-submission of Dissertation**

If the report of at least one of the thesis examiners is satisfactory, the candidate shall be given a chance to re-submit the dissertation within six month from the date of notification by the Examination Committee. Thereafter, the procedure as stand under section 4.5 and section 4.6 shall be followed.

#### **4.8 Second Viva-Voce Examination**

If the performance of the candidate in the first Viva-voce Examination is unsatisfactory, the candidate may be allowed to appear at the second Viva-Voce Examination within a period of 3 (three) months from the date of first Viva-voce Examination.

#### **4.9 Award of the Degree**

After considering the report of the Examination Committee, the CASR shall forward its recommendations to the Academic Council and on the recommendation of the Academic Council; the degree shall finally be awarded to the PhD candidate by the approval of the Syndicate.

**5.** Anything not covered by this Ordinance may be referred to the Academic Council through the CASR for decision.