

HANDBOOK FOR MPhil AND PhD RESEARCH PROGRAM
OFFICE OF THE HIGHER STUDIES AND RESEARCH (OHSR)
BANGLADESH UNIVERSITY OF PROFESSIONALS (BUP)

1. **Introduction.**

a. Office of the Higher Studies and Research (OHSR) is responsible for conducting research under UGC and BUP Research Fund and also responsible for organizing MPhil and PhD Research Program. It offers MPhil and PhD Program in the field of Arts and Social Sciences, Business Administration, Disaster Management, Development Studies, Security and Strategic Studies, Management and Leadership and Human Resource Development. Scholars from diverse professional groups, college and university teachers, civil servants of different cadres and the like from all over the country join the MPhil and PhD Programs of BUP. This office organizes national and international seminars, symposia, workshop and lectures by outstanding scholars from home and abroad on different important contemporary issues of Bangladesh.

b. This office also supports the faculty, affiliated researchers and students for higher studies on the basis of their performance in course and/or research work. It seeks to develop closer interaction among government resource personnel and university teachers and faculty members through seminars, symposia and research. It also seeks to provide link between the University and the society at large through field research.

2. **Research Degree Program.**

a. **Program.** MPhil and PhD constitute BUP's research program.

b. **Duration.**

(1) **MPhil.**

(a) The duration of MPhil Program is of two years out of which 1st year is for course work and 2nd year is for the research.

(b) The duration of registration is of four years. This may be extended up to another two years by the Academic Council.

(c) MPhil Researchers are expected to submit their dissertation after two years from the date of enrolment in the university. Academic Council may extend another two years (up to the tenure of registration i.e. four years) on the recommendation of the Supervisor, Academic Committee and Board of Advanced Studies.

(d) A Researcher, on special ground, may be given more time for submitting his/her dissertation but he/she must complete the Program by six years. In this circumstance, the recommendations of Supervisor and Academic Committee with the approval of Board of Advanced Studies are to be placed before Academic Council for final approval.

(2) **PhD.**

(a) The duration of PhD Program is of three years out of which 1st year is for course work and rest two years are for the research.

(b) The duration of registration is of five years. This may be extended up to another two years by the Academic Council.

(c) PhD Researchers are expected to submit their dissertation after three years from the date of enrolment in the university. Academic Council may extend another two years (up to the tenure of registration i.e. five years) on the recommendation of the Supervisor, Academic Committee and Board of Advanced Studies.

(d) A Researcher, on special ground, may be given more time for submitting his/her dissertation but he/she must complete the program by seven years. In this circumstance, the recommendations of Supervisor and Academic Committee with the approval of Board of Advanced Studies are to be placed before Academic Council for final approval.

3. **Credit Distribution.**

a. **PhD Program.**

(1) **Part – I.**

(a)	4X Theoretical subjects (3 Credit each)	= 12 Credit
(b)	1X Oral Examination	= 03 Credit
		<u>Total = 15 Credit</u>

(2) **Part – II.**

(a)	Thesis	= 15 Credit
(b)	3X Seminar (3 Credit each)	= 09 Credit
(c)	Defence	= 03 Credit
		<u>Total = 27 Credit</u>
	Grand Total	= 42 Credit

b. **MPhil Program.**

(1) **Part – I.**

(a)	3X Theoretical subjects (3 Credit each)	= 09 Credit
(b)	1X Oral Examination	= 03 Credit
		<u>Total = 12 Credit</u>

(2) **Part – II.**

(a)	Thesis	= 12 Credit
(b)	2X Seminar (2.5 Credit each)	= 05 Credit
(c)	Defence	= 03 Credit
		<u>Total = 20 Credit</u>
	Grand Total	= 32 Credit

4. **Course Work.** All MPhil and PhD researchers have to attend a one-year course-work. This office offers following courses for MPhil and PhD Researchers:

a. **Courses for PhD Researchers.** All PhD Researchers are required to undertake following courses during their first year of Course Work:

- (1) Advanced Research Methodology;
- (2) Socio-economic and Political History of Bangladesh;

- (3) Regional and International Affairs; and
- (4) Statistical Packages for Advanced Data Analysis.

b. **Courses for MPhil Researchers.** All MPhil Researchers are required to undertake following courses during their first year of Course Work:

- (1) Advanced Research Methodology;
- (2) Socio-economic and Political History of Bangladesh; and
- (3) Regional and International Affairs.

5. **Research Work.** After completion of Course Work, MPhil and PhD researchers will conduct research on their approved field of research for at least one year and two years respectively.

6. **Responsibility of OHSR and Different Faculties of BUP for MPhil and PhD Programs.** The University vested the responsibility on the OHSR and different faculties of BUP for the smooth conduct of MPhil and PhD Research Program. Detail responsibility is described in subsequent paragraphs:

7. **Responsibility of OHSR.**

- a. OHSR will invite application for admission to MPhil and PhD program.
- b. It will arrange the selection process through competitive selection test in conjunction with the Board of Advanced Studies of BUP.
- c. It will prepare detail academic calendar both for MPhil and PhD program covering whole duration.
- d. It will arrange for the selection of adjunct professors for conducting course work.
- e. It will arrange for the selection of Supervisors for each and every researcher in conjunction with the Board of Advanced Studies.
- f. It will get the selected researchers, their topic of research and supervisors approved by the Academic Council.
- g. It will allocate researchers to faculties based on their field of research.

- h. It will arrange Supervisors-researchers meet.
- i. It will hand over supervisor and researcher's detail to concerned faculties.
- j. It will hand over detail guideline for the program to the Supervisor, Researcher and concerned faculty, covering details about the schedule of seminar, research progress reporting, submission of Dissertation/Thesis Papers, Defense, Examination etc.

8. **Responsibility of Different Faculties, Supervisor and Researcher.**

- a. Concerned faculty will monitor and ensure progress of research as per the academic calendar and detail guideline.
- b. Faculties will ensure seminar presentation by the researchers as per the academic calendar:

(1) **PhD Researcher.**

(a) PhD researcher will present research proposal, significance of the subject, objectives planned to attain, research methodology, list of literature which will be reviewed; scope and limitation etc during their first seminar. Researcher will incorporate any correction/direction rendered by his supervisor and other academician present in the seminar.

(b) After completion of literature review and some part of research as per the guidance of supervisor, the researcher will present her/his second seminar. S/he will incorporate any correction/direction rendered by his supervisor and other academician present in the seminar.

(c) Once the research is completed, the researcher will present Pre-submission seminar (third seminar) prior to the submission of her/his final research/thesis paper. The researcher will submit research/thesis paper at least one month prior to the pre-submission seminar.

(d) After each seminar researcher will collect seminar certificate from the faculty.

(e) If any seminar is not accepted by the board, the researcher has to present the same as per the date given by the faculty.

(2) **MPhil Researcher.**

(a) MPhil researcher will present research proposal, significance of the subject, objectives planned to attain, research methodology, list of literature which will be reviewed; scope and limitation etc during their first seminar. Researcher will incorporate any correction/direction rendered by her/his supervisor and other academician present in the seminar.

(b) After completion of literature review and research as per the guidance of supervisor, the researcher will present her/his second seminar prior to the submission of her/his dissertation paper. S/he will incorporate any correction/direction rendered by her/his supervisor and other academician present in the seminar.

(c) After each seminar researcher will collect seminar certificate from the faculty.

(d) If any seminar is not accepted by the board, the researcher has to present the same as per the date given by the faculty.

c. **Submission of Research/Thesis and Dissertation Paper.**

(1) **PhD Researcher.**

(a) After successful completion of the research, researcher will submit five copies of research/thesis paper to concerned faculty through her/his supervisor. Each thesis must be type-written or printed and bound.

(b) Researcher will submit soft copy of her/his thesis in five CD/DVD along with the hard copy.

(2) **MPhil Researcher.**

(a) After successful completion of the research, researcher will submit five copies of dissertation paper to concerned faculty through her/his supervisor. Each dissertation paper must be type-written or printed and bound.

(b) Researcher will submit soft copy of her/his dissertation paper in five CD/DVD along with the hard copy.

d. **Examination of Research/Thesis and Dissertation Paper.**

(1) **PhD Research.**

(a) The Supervisor will submit a proposal of Thesis Examination Committee of six members – (i) Supervisor her/himself; (ii) Three External Examiners from public university of Bangladesh; and (iii) two External Examiners from abroad.

(b) Respective faculty will send a proposal of examination committee to the Office of the Controller of Examinations. The examination committee will be comprised of three members out of the six examiners as proposed by the supervisor – (i) Supervisor her/himself; (ii) One external examiner from public university of Bangladesh; and (iii) One external examiner from abroad. There shall be one alternative against each examiner except for the supervisor. The Dean of respective faculty will be the Chairman of Examination Committee.

(c) Controller of Examinations will appoint the examination committee for each researcher and circulate the same to the concerned faculty informing OHSR.

(d) Respective faculty will hand over one hard copy and one CD/DVD containing soft copy of research/thesis paper to the Supervisor and one external examiner at home. Soft copy of thesis should be mailed to the external examiner abroad allowing her/him two months time to examine.

(e) Thesis will be examined by all three members of the examination committee. After examination of the thesis, all three examiners shall send their reports in sealed envelope to the Chairman of Examination Committee (Foreign examiner will forward pdf copy through mail).

(f) On the basis of positive opinion from at least two examiners that satisfies the thesis as standard and justified for oral examination, the Dean of respective faculty in consultation with Controller of Examinations shall arrange an oral examination for the researcher to defend her/his thesis. Dean will chair during the oral examination.

(g) On the basis of the negative opinions at least from two examiners that do not satisfy the thesis as standard, the Examination Committee shall decide either to reject the thesis or may recommend to the Academic Council to allow the researcher to resubmit the thesis after necessary revision and modification as suggested by the examiners within 6 (six) months from the date of approval by the Academic Council. The Examination Committee shall report their decision to the Controller of Examinations.

(h) In case, the researcher is unable to satisfy the oral examination even the thesis is adjudged adequate, the Examination Committee through Controller of Examinations, may recommend to the Academic Council that the researcher may be permitted to appear at another oral examination after a time period of 6 (six) months from the date of first oral examination. It is noted that no researcher shall be allowed to appear at the oral examination for the same thesis more than twice.

(2) **MPhil Research.**

(a) The Supervisor will submit a proposal of Dissertation Examination Committee of six members – (i) Supervisor her/himself; and (ii) Five External Examiners from public university of Bangladesh.

(b) Respective faculty will send a proposal of examination committee to the Office of the Controller of Examinations. The examination committee will be comprised of three members out of the six examiners as proposed by the supervisor – (i) Supervisor her/himself; and (ii) Two External Examiner from public university of Bangladesh. There shall be one alternative against each examiner except for the supervisor. The Dean of respective faculty will be the Chairman of Examination Committee.

(c) Controller of Examinations will appoint the examination committee for each researcher and circulate the same to the concerned faculty informing OHSR.

(d) Respective faculty will hand over one hard copy and one CD/DVD containing soft copy of dissertation paper to all three members of the Examination Committee. Members of the Examination Committee will be allowed with one month time to examine.

(e) Thesis will be examined by all three members of the examination committee. After examination of the thesis, all three examiners shall send their reports in sealed envelope to the Chairman of Examination Committee.

(f) On the basis of positive opinion from at least two examiners that satisfies the dissertation as standard and justified for oral examination, the Dean of respective faculty in consultation with Controller of Examinations shall arrange an oral examination for the researcher to defend her/his dissertation. Dean will chair during the oral examination.

(g) On the basis of the negative opinions at least from two examiners that do not satisfy the thesis as standard, the Examination Committee shall decide either to reject the dissertation or may recommend to the Academic Council to allow the researcher to resubmit the dissertation after necessary revision and modification as suggested by the examiners within 6 (six) months from the date of approval by the Academic Council. The Examination Committee shall report their decision to the Controller of Examinations.

(h) In case, the researcher is unable to satisfy the oral examination even the dissertation is adjudged adequate, the Examination Committee through Controller of Examinations, may recommend to the Academic Council that the researcher may be permitted to appear at another oral examination after a time period of 6 (six) months from the date of first oral examination. It is noted that no researcher shall be allowed to appear at the oral examination for the same dissertation more than twice.

9. **Conferment of Degree.**

a. The Chairman Examination Committee (Dean of respective Faculty) will forward the results of PhD and MPhil Researchers to the Controller of Examinations along with following documents:

- (1) Research/Thesis Paper for PhD and Dissertation Paper for MPhil Researcher.
- (2) Three Seminar Certificates for PhD and two seminar certificate for MPhil Researcher.
- (3) Transcript of Course Work.

b. Controller of Examinations, after verifying the results, will put up before the Vice Chancellor for approval. After the approval of the Vice Chancellor the results will be published provisionally.

c. The results will be placed in the Academic Council by the Controller of Examinations for approval/ex-post-facto sanction and then degree will be awarded.

d. A letter of appreciation shall be given to the successful researcher; the Supervisor; and the members of the Examination Committee by the Controller of Examinations.

10. **Meeting between Supervisor and Researcher.** There must be face-to-face meeting between the Supervisor and Researcher at least once a month. Besides, they should have communication between them in each week.

11. **Progress report.** Both the Supervisor and the Researcher shall submit progress report of the Thesis in each month as per the date mentioned in the academic calendar.

12. **Change of Topic.** During the research, if deemed necessary; researchers, with the recommendation of the supervisors, can apply to change the topic of research. Faculties, on receipt of such application, will get the changed topic of research approved by the Academic Council. Hundred percent change of topic will not be accepted. Researchers may resort to change direction of research keeping main strength unchanged.

13. **Transfer to PhD Program.** MPhil researcher may apply to transfer her/his research under PhD program with retrospective registration after fulfilling the following conditions:

- a. Must have recommendation of Supervisor.
- b. Must have completed the first year MPhil courses securing CGPA 3.50 out of CGPA 4.00.
- c. Must have minimum one research publication regarding MPhil research.
- d. Must have given at least one seminar in the field of interest leading to PhD.
- e. Must have requisite academic qualifications for admission to the PhD program.
- f. Such candidates of affiliated institutions will have to give at least one seminar in BUP after fulfilling the conditions of transfer of concerned institutions.
- g. The candidate shall have to submit a synopsis of the PhD program with the recommendation of the Supervisor.
- h. The recommendation for transfer shall be sent to the Board of Advanced Studies and the Academic Council for the final approval.