



## Frequently Asked Questions MPhil & PhD Program

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1. How many times in a year, MPhil-PhD admissions/ intakes are conducted?

**Ans:** The MPhil-PhD admissions are conducted twice in year; the admission circular is usually given during the months of January-February and July – August.

2. Can I drop my application for MPhil/PhD Admission at any time of the semester or do I need to wait for the admission notice?

**Ans:** The candidates will submit their application for admission in MPhil/PhD program upon the circulation of admission notice in the BUP website and in national print media. The admission applications should be duly submitted within the stipulated timeline.

3. Can I select a supervisor by myself, or BUP will select the supervisor?

**Ans:** The candidate may select the supervisor for his/her MPhil/PhD study provided that the supervisor is an Associate Professor/ Professor in a reputed university. Also, the proposed supervisor's research expertise should be aligned with the topic of the research synopsis submitted by the candidate (Ref: BUP MPhil/PhD Ordinance 2022).

In addition, BUP can assign supervisors for the selected MPhil/PhD candidates following the above-mentioned criteria as well as BUP MPhil/PhD Ordinance 2022. *\*[Please see the annexure 1 & 2: Supervision & Guidance]*

4. Can I select a supervisor outside BUP?

**Ans:** Yes, the candidate may propose a supervisor outside BUP.

5. What is the total cost of the MPhil-PhD program at BUP?

**Ans:** The present total cost is as follows:

Name of Program	Total tuition fees in BDT	Payment procedure
MPhil	1,20,000	To be paid over 2 (two) years' time period in 4 (four) installments
PhD	1,80,000	To be paid over 3 (three) years' time period in 6 (six) installments

6. What is the equivalence procedure? How much money do I need to pay for the equivalence?

**Ans:** If the candidate for MPhil-PhD Admission has the Diploma/Bachelor/Honors/Equivalent and Masters/ MPhil/ Equivalent from any foreign and private university in Bangladesh, then the candidate will have to apply for equivalence of the degrees.

For the equivalence procedure, the candidate needs to submit an application at CHSR, BUP stating the program applied for and the name of the Degrees and awarding institutions for which he/she is applying for equivalence. In addition, the academic certificates, marksheet/transcripts and other essential documents for which the equivalence need to be done, should be submitted along with the bank deposit slip of the equivalence fees.

The equivalence fees are given below:

Serial No.	Name of Degree	Equivalence Fee		Remarks
		Private University of BD	Any Foreign University	
1	Diploma/Bachelor/Honours/Equivalent	7,000.00	9,000.00	
2	Masters/Equivalent	8,000.00	12,000.00	
3	MPhil/PhD/Equivalent	-	14,000.00	

7. How much money do I need to pay to complete the admission?

**Ans:** The present total amount to be paid during admission is as follows:

Name of Program	Amount of money to be during admission (in BDT)
MPhil	34,650
PhD	36,000

8. How do you take the total tuition fees, yearly or semester-wise?

**Ans:** The tuition fees for MPhil & PhD programs are paid semester-wise. There are two-semesters in a year January to June and July to December. As such tuition fees are to be paid twice in a year, during the months of January and June. The tuition fees of PhD program are to be paid in 6 semesters and for MPhil program, tuition fees are paid in 4 semesters.

9. What is the duration of coursework in the MPhil/PhD program?

**Ans:** The duration of coursework is 1 year (consisting of two semesters).

10. Can I get course exemption in the MPhil-PhD program, if I have a thesis-based Master degree?

**Ans:** In MPhil-PhD program, having thesis-based Master Degree will not be equated to get exemption in coursework. Candidates having MPhil from BUP or transferred from MPhil to PhD program at BUP need not to undergo the coursework.

11. What is the schedule (timing) of coursework (weekends/ weekdays)?

**Ans:** The PhD-MPhil coursework are conducted during the weekends, usually on Fridays, in the afternoon.

12. Can I attend the classes online?

**Ans:** No, the classes are held in-person, at the university premises.

**13.** Do I need to have publications to get admission to the MPhil/PhD program?

**Ans:** Yes, to get enrolled in the PhD program, a candidate must have at least 02 research-oriented publications in the related subject in a recognized national or international journal with ISSN.

To get admission in the MPhil program, having research publications are not mandatory, however, this may add value to the candidacy of the applicant.

**14.** Can I publish my paper in any journal or do you have any list of specific journals for research paper publications?

**Ans:** Candidates should make research-oriented publications in the related subject in recognized national or international academic journal with ISSN/ e-ISSN. BUP currently does not limit the scope of journals for potential publication opportunities.

**15.** Is the MPhil-PhD program at BUP part-time or full-time?

**Ans:** The MPhil-PhD program at BUP is a part-time study. However, researchers may also pursue their study on a full-time basis.

**16.** Do I need to take leave from my job to do MPhil/PhD at BUP?

**Ans:** Taking leave from the current employer organization is not required for MPhil-PhD study at BUP.

**17.** Is it mandatory to provide a copy of the NOC during the submission of the admission form? Or can I submit it after the circulation of the selection result?

**Ans:** NOC of the employer form should be provided along with the other necessary documents during the submission of the application form for MPhil-PhD admission.

**18.** How many years does it take to complete the MPhil-PhD program?

**Ans:** Standard duration for MPhil program is 2 years and for PhD program, the duration is 3 years.

**19.** Do you have any hostel/ dormitory/ residency facility for the students?

**Ans:** At present no such facilities are available. However, in future, with the expansion of the academic and administrative support services at the university, such arrangements can be considered.

**20.**What is the admission procedure for MPhil-PhD program?

**Ans:**

- i. After the circulation of MPhil & PhD admission notice, the candidates will have to submit the hardcopies of the filled in application form (which can be collected from BUP website), Bank deposit slip of the admission processing fee, necessary academic and professional documents along with the research synopsis as instructed in the admission notice. These documents have to be submitted with the specified deadline at the Centre for Higher Studies and Research (CHSR), BUP, Mirpur Cantonment, Dhaka 1216.
- ii. Upon assessment of the submitted MPhil & PhD applications and synopsis, a list of eligible candidates for Viva-voce is published. Through the viva-voce, the candidates are required to make a ppt presentation of their synopsis in front of the selection board based on which a notice on the final list of selected candidates for the respective programs are published with the detail instructions of admission and registration procedure to be completed.

**21.**Is there any written exam for MPhil-PhD admission?

**Ans:** No written exam is needed.

**22.**Do I need to complete the equivalence procedure before admission or after the admission procedure?

**Ans:** The equivalence procedure should be completed before the admission of the candidate in the specific program.

**23.**Can I submit the application online? Can I apply online?

**Ans:** No, the hardcopies MPhil-PhD admission forms and other necessary documents must be submitted in person.

**24.**Where (at which office) do I need to come to submit my admission application?  
(location of CHSR)

**Ans:** The admission documents have to be submitted at the Centre for Higher Studies and Research (CHSR), Room No.-1214, 12th Floor, Academic Block of BUP, Mirpur Cantonment, Dhaka 1216.

**25.**Do you have any specific format of research synopsis?

**Ans:** Yes, while applying for PhD & MPhil program, the research synopsis have to be prepared following the specified format, stated below:

- (1) Title.
- (2) Abstract.
- (3) Introduction.
- (4) Problem statement.
- (5) Rationale of the study.
- (6) Research Questions or Hypothesis.
- (7) Research Objectives.
- (8) Literature Review.
- (9) Research Gap.
- (10) Methodology.
- (11) References.

Candidates may prepare the research proposal/synopsis in consultation with an academician having Ph D from reputed public/private university/research organization.

**26.** Is there any scholarship/ funding opportunity for the researchers?

**Ans:** Yes, during the progression of the MPhil-PhD research, the researchers are provided with a specific amount of research grant. The research grants are paid in two installments for MPhil program and in three installments for PhD program as specified below:

Name of Program	Total amount of research grant in BDT allocated for the researcher	Research grant payment procedure
MPhil	50,000	To be disbursed over 2 (two) equal installments (i) First installment, after the completion of the proposal seminar (ii) Second installment is given after the completion of the pre-submission seminar.
PhD	75,000	To be disbursed over 3 (three) equal installments

		<ul style="list-style-type: none"> <li>(i) First installment, after the completion of the proposal seminar</li> <li>(ii) Second installment is given after the completion of the research advancement seminar.</li> <li>(iii) Third installment is given after the completion of the pre-submission seminar.</li> </ul>
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**27.** Do you provide transportation facilities for the students?

**Ans:** At present no such facilities are available.

**28.** Is the MPhil-PhD program thesis-based/ publication based?

**Ans:** BUP includes both the preparation of a thesis along with the required number of related publications.

**29.** At BUP, do you offer/consider/ allow joint PhD Program with other national or international universities or reputed research/ educational institutions?

**Ans:** At present, no such provision is available.

**30.** Do I need to take full time study leave for the completion for the completion of MPhil or PhD degree?

**Ans:** Taking study leave is an optional requirement. If researcher wants, he/she can take study leave from his/ her employer organization / work place.



## Bangladesh University of Professionals (BUP)

### Ordinance for Degree of Master of Philosophy (MPhil)-2022

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#### Supervision and Guidance

Candidates of MPhil program shall be required to conduct their research work under the guidance of supervisor. The criteria of supervisor are as under:

- a. The supervisor must have a PhD degree in related discipline from a reputed university.
- b. Supervisor's research interest and publications should be commensurate with the field of the proposed research so that the supervisor can contribute as an appropriate resource person.
- c. He/she should at least be an Associate Professor/equivalent in a reputed university.
- d. He/she should have at least 05 years of postgraduate teaching experience and presently teaching postgraduate students or 10 years of sponsored research experience from any public university; or from nationally/internationally renowned research institutions.
- e. One having a PhD degree from any foreign/private university or having an online PhD should first apply to the University Equivalence Committee for necessary approval.
- f. One fulfilling the above criteria and having publications in National/International journals with ISSN will get preference to be appointed as supervisor.
- g. The Selection Board (Referred to para 4.g.) will look into the fulfillment of the above criteria before appointing supervisors. Approval of Academic Council must be taken for appointing the supervisor.



- h.** A supervisor for the field of Public Health/Preventive Medicine research should be a PhD in Medical Science or related discipline with 05 years of Post-graduate teaching experience.
- i.** A supervisor shall take at best 6 (Six) research fellows including both the programs i.e., PhD and MPhil at a time.
- j.** Any change of supervisor shall have to be recommended by the Board of Advanced Studies and approved by the Academic Council. In such case, written consent of both present and proposed supervisors has to be produced.
- k.** The supervisor may have the right to modify or bring minor change in the title of the thesis which will be relevant to the research proposal and the same shall be placed before the Academic Council for approval after duly recommended by the Academic Committee and Board of Advance Studies.
- l.** Co-supervisor may also be appointed where necessary. The qualification of the Co-supervisor will be as same as the Supervisor.
- m.** The honorarium of supervisor and Co-supervisor will be as per the policy formulated by BUP.



## Bangladesh University of Professionals (BUP)

### Ordinance for Degree of Doctor of Philosophy - 2022

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#### Supervision and Guidance

- Candidates of PhD program shall be required to conduct their research work under the guidance of supervisor. The criteria of supervisor are as under:
  - a. The supervisor must have a PhD degree in related discipline from a reputed university.
  - b. Supervisor's research interest and publications should be commensurate with the field of the proposed research so that the supervisor can contribute as an appropriate resource person.
  - c. He/she should at least be an Associate Professor/equivalent in a reputed university.
  - d. He/she should have at least 05 years of postgraduate teaching experience and presently teaching postgraduate students or 10 years of sponsored research experience from any public university; or from nationally/internationally renowned research institutions.
  - e. One having a PhD degree from any foreign/private university or having an online PhD should first apply to the University Equivalence Committee for necessary approval.
  - f. One fulfilling the above criteria and having publications in National/International journals with ISSN will get preference to be appointed as supervisor.
  - g. The Selection Board (Referred to para 4.g.) will look into the fulfillment of the above criteria before appointing supervisors. Approval of Academic Council must be taken for appointing the supervisor.

- h.** A supervisor for the field of Public Health/Preventing Medicine research should be a PhD in Medical Science or related discipline with 05 years of Post-graduate teaching experience.
- i.** A supervisor shall take at best 6 (Six) research fellows including both the programs i.e., PhD and MPhil at a time.
- j.** Any change of supervisor shall have to be recommended by the Board of Advanced Studies and approved by the Academic Council. In such case, written consent of both present and proposed supervisors has to be produced.
- k.** The supervisor may have the right to modify or bring minor change in the title of the thesis which will be relevant to the research proposal and the same shall be placed before the Academic Council for approval after duly recommended by the Academic Committee and Board of Advance Studies.
- l.** Co-supervisor may also be appointed where necessary. The qualification of the Co-supervisor will be as same as the Supervisor.
- m.** The honorarium of supervisor and Co-supervisor will be as per the policy formulated by Treasurer Office, BUP.