**PhD Ordinance**

**(Effective from 1 April 2021)**

**1. Degree to be offered**

The degree of “Doctor of Philosophy”, hereinafter referred to as PhD, will be offered by the Bangladesh Agricultural University (BAU), Mymensingh following subjects of specialization : Anatomy and Histology; Microbiology; Public Health & Food Hygiene; Physiology; Pharmacology; Parasitology; Pathology; Medicine; Surgery ; Theriogenology; Agronomy; Soil Science; Entomology; Horticulture; Plant Pathology; Crop Botany; Genetics & Plant Breeding; Agricultural Extension Education; Agricultural Chemistry; Biochemistry & Molecular Biology; Agroforestry; Biotechnology; Environmental Science; Seed Science & Technology; Animal Breeding & Genetics; Animal Science; Animal Nutrition; Dairy Science; Poultry Science; Agricultural Economics; Agricultural Finance & Banking; Agricultural and Applied Statistics; Agribusiness and Marketing; Rural Sociology; Farm Structure & Environmental Engineering; Farm Power & Machinery; Irrigation & Water Management; Food Technology; Food Engineering; Fisheries Biology & Genetics; Aquaculture; Fisheries Management; and Fisheries Technology. In addition, PhD degree will be offered from such departments as may be approved by the university.

**2. Admission**

* 1. Eligibility

An applicant for admission to a course of study for PhD degree must possess at least one 1stclass/Grade B in either Bachelor degree or Master’s degree with Thesis from Bangladesh Agricultural University. Also those having an equivalent degree (to be judged by a committee) from any other public university with at least a 1stclass/Grade B and having one publication in relevant field and at least one year experience in teaching/research/extension/development/industry after being employed at the entry officer level. However, the requirement of the 1st class may be relaxed to 2nd class if an applicant has a minimum of five years’ experience in the stated fields and at least three publications in recognized scientific journals. An applicant having a 1st class with distinction (A+/GPA = 4) in both or one of the Bachelor and Master’s Degrees is eligible for admission into PhD course without any experience and publication. The maximum age limit for PhD admission is 50 years on the date of admission.

**2.2. Procedure of application**

Application for PhD admission will have to be made in a prescribed form available in the office and website of the Coordinator of Committee for Advanced Studies and Research (CASR). The filled in application will have to be submitted to the office of the Coordinator. Those who are in any formal employment (in government, non-government or other organizations) must submit their application through proper channel.

**2.3. Time schedule**

The academic year shall be counted from the date of admission and the maximum period permissible for submission of PhD dissertation will ordinarily be four years. A candidate can get admission into PhD course normally in April or October. However, in special requirement by the Funding Authority, the time of admission may be changed.

**2.4. Admission committee**

The eligibility of the applicant for admission shall be examined by an Admission Committee on the basis of the applicant’s academic and professional background, research experience, merit of the research proposal for dissertation, proficiency in English language, and performance in the interview.

The Admission Committee shall consist of:

1. Coordinator of the CASR - Chairman
2. Proposed Supervisor - Member
3. Chairman of Board of Studies - Member
4. One Expert (to be nominated as Member by the Vice-Chancellor)

After receiving a panel of not less than three experts from the Head of Department, the Coordinator shall initiate action towards obtaining Vice-Chancellor's nomination for formation of the Committee. The committee will provide opinion on the applicant’s eligibility for admission into PhD course.

**2.5. Foreign student**

Any foreign student seeking admission into the PhD course will have to submit application through the respective government agencies to the CASR with a certificate of proficiency in English language and letter of recommendation from two referees. The application will be processed as per Section 2.4. However, the foreign and Bangladeshi applicants residing abroad are required to appear before the Admission Committee for an interview through virtual system.

**2.6. Enrolment**

An applicant for PhD course will be admitted upon recommendation of the Admission Committee and approval by the CASR, and subsequently on payment of prescribed fees. The applicant shall get admitted into the PhD course within the maximum period of three months from the date of approval by the CASR. An applicant in employment must submit official letter of leave/deputation granted for PhD study period by his/her employer during admission.

**3. Programme of studies**

3.1. Supervisory committee

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

1. Supervisor
2. Co-supervisor (2)

The Co-supervisor shall be chosen from amongst the supervisors recognized by the CASR. The Supervisory Committee shall review the progress of the course and research works of the student and send the progress report annually to the Coordinator of the CASR through the Head of Department.

**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 in employment must take at least two years of leave/deputation from his/her employer to work as a resident student. The maximum period of residential requirement will be recommended by the Supervisory Committee and approved by the CASR within three months from the date of admission. Part of the residential requirement may be met in an Educational/Research Institute recognized by BAU for the purpose of research on recommendation of the Supervisory Committee and approved by the CASR.

3.3. PhD dissertation proposal

A PhD student will submit a dissertation proposal in prescribed format to the Coordinator of CASR through the Supervisory Committee and Head of the Department for approval within one year from the date of admission. The CASR will accord approval ordinarily within three months from the date of receipt of the dissertation proposal. Submission of dissertation proposal should be preceded following a seminar presented by the student and organized by the Head of Department.

**4. Course-credit requirements**

4.1. Sixteen lectures/ contact hours, each of one-hour duration, for a theory course in a semester shall be considered as one credit-hour.

4.2. A minimum total number of credits, required for obtaining a PhD degree, shall be 76, out of which at least 24 credits shall be for course work.

4.2.1. A student shall be required to complete a minimum of 11 credits of courses in one of the two "course" semesters to earn total 24 credits in two semesters.

4.2.2. The details of credits for a PhD student under different heads are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. no. | Item | Credit | Means of evaluation |
| i. | Compulsory courses (6 courses, each of 3 credits) | 18 | Grading |
| ii. | Elective courses (2 to 3 courses, each of 2 to 3 credits) | 6 | Grading |
| iii. | Seminars (2) | 2 + 2 = 4 | Satisfactory |
| iv. | Research reports (end of first and third year) | 2 + 2 = 4 | Satisfactory |
| v. | Research | 23 | Satisfactory |
| vii. | Dissertation evaluation | 15 | Satisfactory |
| viii. | Dissertation defense | 6 | Satisfactory |
|  | Total= | 76 |  |

A PhD student shall have to take 3 compulsory courses and 1 to 2 elective courses in each of the first two semesters of his/her PhD study. If any student becomes unsuccessful in any course(s) (not more than 2) in a semester, he/she must pass that course(s) within the sixth semester. If a student gets F grade in three or more courses in a semester, the concerned semester shall be deemed “crashed” and the student shall have to re-enroll to fulfill the course-credit requirement in available semester(s). However, if a student fails to appear at the semester final examination marks obtained by him/her in the class room examination and the assignments will be forfeited. However, a PhD student may be required to take one or more audit courses if desired by his/her supervisor under intimation to the Coordinator, CASR.

4.3. Each course will be taught and evaluated by one or two teachers that will be decided by the Board of Studies.

4.4. There shall be at least two classroom examinations and one final examination for each course in a semester. The classroom examinations shall carry 40 (20 + 20) percent marks and the final examination covering the entire course shall carry 40 percent of the total marks carried by a particular course. The remaining 20 percent of the marks shall be assigned to report writing, homework or any other assignments given by the course teacher(s). Assignments must be presented before the course teacher(s) using standard presentable form. The duration of final examination will be 3 hours for a 3 credit course and 2 hours for a 2 credit course. Regardless of differences in credit and duration of examination, all courses will be evaluated conveniently on 100 marks in total (covering class tests, assignments and final examination).

In order to qualify for final examination, a student must attend at least 75 percent of the classes for each course. A student must submit the examination entry form to the Controller of Examination through Head of the Department and Coordinator of the CASR.

4.5. Numerical marks given on all components of examinations/evaluations (for courses, dissertation evaluation, dissertation defense, etc.) shall be finally pooled and converted to letter grade and grade point (4-point scale) as follows:

|  |  |  |
| --- | --- | --- |
| Marks obtained | Latter Grade | Grade Point |
| 80% and above | A+ | 4.00 |
| 75% to 79% | A | 3.75 |
| 70% to 74% | A- | 3.50 |
| 65% to 69% | B+ | 3.25 |
| 60% to 64% | B | 3.00 |
| 55% to 59% | B- | 2.75 |
| 50% to 54% | C | 2.50 |
| <50% | F | 0.00 |

Percentage of numerical marks shall be calculated in round figure. A fraction of 0.5 or above shall be considered as the next higher integer.

**5. PhD examination**

5.1. Examination entry form

A PhD student shall submit a duly filled in Examination Entry Form to the Controller of Examination through Head of the Department and Coordinator of the CASR and shall pay the prescribed fee for PhD Examination before submission of the dissertation for evaluation.

5.2 Submission of dissertation

A student will be eligible to submit his/her dissertation to be evaluated for the award of the degree of Doctor of Philosophy, PhD, after a minimum period of 3 (three) years but normally not later than 4 (four) years from the date of admission. Before submission of dissertation the candidate must publish at least one research paper (review paper will not be considered for this requirement) from his/her PhD research work during research period in peer reviewed journal or any national/international journal governed by active editorial board and published by recognized professional publisher society/ organization/ institution but not in any predator journal. The student shall prepare dissertation and submit one hard copy in simple bound form and one pdf copy in a good quality CD to Head of the Department for onward transmission to the Chairman of the Examination Committee for further necessary actions. If a student fails to submit the dissertation within the total period of 4 (four) years from the date of enrolment, the enrollment shall automatically stand cancelled. If, however any student fails to submit the dissertation for reasons beyond his/her control and for reasons satisfactory to the Supervisory Committee and the Coordinator of the CASR, he/she may apply for a re-admission with recommendation of the Supervisory Committee to the CASR for consideration. In such case, the student must have to submit an up-to-date report of PhD dissertation through Supervisory Committee along with an application. Depending on the merit of the application, CASR may approve his/her for re-admission.

The student shall have to 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 have been satisfied. If the student fails to submit the dissertation within that period (five years from the date of his/her admission) his/her admission shall stand cancelled automatically and no further re-admission will be allowed.

**5.3. Examination committee**

There will be an examination committee for evaluating reports of the dissertation examiners and for conducting the dissertation defense. The Board of Studies will nominate the chairman of the examination committee ordinarily from amongst the professors of the student’s own department or, in case of unavailability, of other departments. The chairman of the examination committee must be recognized by the CASR to act as supervisor for PhD students. The committee shall comprise:

1. Chairman- (to be nominated by the Board of Studies)
2. Supervisor of the student - Member
3. Chairman of the Board of Studies -Member
4. One of the dissertation examiners -Member (to be nominated by the examination committee from among the in-country examiners)
5. One member to be nominated by the Co-ordinator of the CASR from any department of BAU who is well acquainted with the Ph D evaluation process-Member

The Controller of Examination will issue appointment letters to all members of the examination committee after obtaining approval of the Vice-Chancellor through the Coordinator of the CASR.

5.4.1. Criteria for dissertation examiners

1. At least one of the examiners must be from foreign Universities or Research Institutes outside Bangladesh;
2. All examiners must have research experiences and expertise in the general area of the dissertation (a copy of short CV in a prescribed form to be submitted with proposal of examination committee);
3. All examiners must be free from any real or apparent conflict of interest in the examination of the dissertation.

5.4.2. Appointment of dissertation examiners

The appointment of Dissertation Examiners of a student shall normally be made after two years but not later than three years from the date of admission. The Board of Studies shall send a panel of 6 (six) examiners (with telephone, fax, e-mail and postal address) with at least two from foreign Universities/Institutes to the Coordinator of the CASR who will forward the panel to the Vice-Chancellor for nomination of the examiners **(any three examiners including one foreign examiner).** The panel must not include any member of the Supervisory Committee of the student. After nomination by the Vice-Chancellor, the CASR office will communicate with the examiners for their willingness to evaluate the dissertation. After getting consent from the examiners the Coordinator of the CASR will send the final panel of Examiners to the Controller of Examination who will then send the final list of the examiners to the Chairman of the Examination Committee with the intimation of the Coordinator of the CASR.

5.5.1. Examination of dissertation

The Head of Department will forward the dissertation (both hard and soft copies) to the Chairman of the Examination Committee, who will send a soft copy of dissertation along with examination form and other necessary documents to each examiners. The examiners will send the examination report in pdf form to the Chairman of Examination Committee and Coordinator, CASR.

5.5.2. Student–examiner relation

1. The examiners may consult one another, but must formally inform Coordinator of the CASR of any such consultation. Each examiner is required to submit an independent evaluation report.
2. A candidate must not discuss any aspect of the dissertation examination with his/her examiners during the period from submission of the dissertation until an evaluation report is obtained by the CASR.
3. The supervisor or/and the Head of Department must not discuss any aspect of the examination with the examiners until an evaluation report is obtained by the CASR except when a prior approval is obtained from the CASR if necessity arises.
4. Deception by a student (including, but not limited to, plagiarism and falsification of research results) is a disciplinary offence. Any such falsification will be dealt strictly by the CASR primarily not offering the PhD degree to the student.

5.5.3. Delay in providing report by examiner

i) If an examiner does not provide an evaluation report of the dissertation within three months after receiving the dissertation for examination, the Coordinator of the CASR, on request from the Chairman of the Examination Committee, may appoint a new examiner in that examiner’s place from the panel with approval from the Vice-Chancellor.

5.6. Dissertation defense

The Examination Committee shall examine the reports of the Dissertation Examiners. If any correction and/or modification of any part of the dissertation based on the examiners’ reports are necessary, the committee will instruct the student to make the necessary corrections/modifications. The committee shall ensure incorporation of necessary corrections and modifications, and submission of the final dissertation to the Chairman of the Examination Committee (one hard copy and one pdf copy) within the period specified by the Examination Committee before holding the Dissertation defense.

If the reports of at least two examiners are found satisfactory, the Chairman of the Examination Committee will fix a date for Dissertation defense of the student under intimation to the Coordinator of the CASR and the Controller of Examination. On satisfactory completion of the Dissertation defense, the Examination Committee, with consent from majority of the members, shall recommend the student to the CASR for award of the PhD degree with all the relevant papers and a final bound copy of the dissertation. The Chairman of the Examination Committee will forward one bound copy of the dissertation to the library and another bound copy of the same to Head of the Department for preservation in the library/storage of the department.

5.7 Re-submission of dissertation

If the report of at least one dissertation examiner is satisfactory, the student shall be given a chance to re-submit the dissertation within six months from the date of notification by the Examination Committee. Thereafter, the procedure as stated under Section 5.5 and Section 5.6 .

5.8 Second defense

If the performance of the student in the first viva-voce examination is unsatisfactory, he/she may be allowed to appear at a second viva-voce examination within a period of 6 (six) months from the date of first viva-voce examination.

5.9. 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 PhD degree shall finally be awarded to the student by the Syndicate of the University.

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