



MANIPAL ACADEMY OF HIGHER EDUCATION

Ph.D. Guidelines November- 2021

Contact Officer	The Deputy Director Centre for Doctoral Studies Directorate of Research Ground Floor, Advanced Research Centre Manipal Academy of Higher Education Manipal-576104 Karnataka India Tel: +918202922017 Email: cds.mahe@manipal.edu
Associated Documents	Available on https://manipal.edu/mu/academics/phd/handbook-and-downloads.html <u>For Ph.D. Supervisors:</u> <ul style="list-style-type: none">• Application form for recognition of Ph.D. Supervisor / Co-Supervisor <u>For Candidates:</u> Application forms for Admission <ul style="list-style-type: none">• National Scholars• Project Fellows• Staff of MAHE institutions• Research centre candidates University Ph.D. protocol presentation related <ul style="list-style-type: none">• Application for University Ph.D. Protocol presentation (Dr T.M.A. Pai Scholarship, Self-sponsored category and candidates from Integrated Ph.D. program)• Application for University Ph.D. Protocol presentation (For National scholarship candidates, Project fellows, Staff of MAHE Institutions, Research Centre Candidates)• Documents required along with University Ph.D. protocol Application• Ph.D. Protocol Submission Format• DAC Members List Template• Checklist Course Work <ul style="list-style-type: none">• Courses available at MAHE Institutions• Ph.D. Course work and credits & grades requirements• Course Work grade sheet for candidates admitted in October 2021 and later• Course work grade sheet template for students registered after January, 2020• Course work grade sheet template for students registered before December 31, 2019 DAC presentation related <ul style="list-style-type: none">• DAC recommendation sheet• Progress Report Template NOC Requirements for Thesis Submission <ul style="list-style-type: none">• Declaration of Originality of Research• List of required documents for NOC issuance• Publication Details List Final Thesis Submission <ul style="list-style-type: none">• Certificates• Synopsis Template• Thesis Cover Page• Transcript Template



TABLE OF CONTENTS	
1. Designation of the course: Doctor of Philosophy (Ph.D.)	02
2. Eligibility criteria	02
3. Category of candidates	02
4. Duration of the programme	04
5. Admission to the Ph.D. programme	04
6. University protocol presentation procedure	10
7. Recognition of Ph.D. Supervisor	11
8. Doctoral Advisory Committee (DAC) and presentations	13
9. Progress report preparation and approval by DAC	14
10. Course work	15
11. Fee structure	16
12. Leave rules and extension of programme duration	16
13. Cancellation of admission	16
14. Thesis submission guidelines	16
15. Thesis evaluation	18
16. Originality of work	20
17. Results	20
18. Award of degree	20
19. Publication of thesis	20
20. Uploading of full text Ph.D. thesis on Shodhganga	20

Ph.D. Program at Manipal Academy of Higher Education

The Manipal Academy of Higher Education offers Ph.D. programs in various disciplines through its constituent institutions and departments.

Complete information on Ph.D. program is available at:

<https://manipal.edu/mu/academics/Ph.D..html>

1. Designation of the Course: Doctor of Philosophy (Ph.D.)

The aim of the Ph.D. program is to develop a competent researcher who can conduct independent research in his or her chosen area. The degree, Doctor of Philosophy abbreviated as Ph.D. awarded by the Manipal Academy of Higher Education (MAHE) is conferred upon a candidate after having satisfactorily completed the prescribed course of study and meeting with other conditions laid down by the University.

2. Eligibility criteria

A candidate seeking admission to the Ph.D. program MUST have an aggregate of 60 % or an equivalent grade, in any of the following qualifying degree in full-time mode.

1.1 Indian Qualifications

- a. Medicine & Dentistry
MBBS / BDS / an undergraduate degree of atleast 5-years duration or MD / MS / MDS / PG Diploma from an institution recognized by National Medical Council (NMC) (erstwhile Medical Council of India (MCI)) / Dental Council of India (DCI)
- b. Pharmacy
Doctor of Pharmacy (PharmD or PharmD Post Baccalaureate) from an institution/university recognized by Pharmacy Council of India (PCI)
- c. Others
Master's Degree of minimum two years' duration or equivalent from an institution / university recognized by UGC / respective regulatory body

1.2 Foreign Qualifications

- a. Candidates with Master's degrees or equivalent from foreign universities will have to produce a certificate of recognition / equivalency by the Association of Indian Universities (AIU), as equivalent to the corresponding Indian degrees, for the purpose of higher studies.

3. Categories of candidates

Category 1: Candidates with national fellowship

Candidates with UGC - CSIR - NET-JRF/ ICMR -JRF / DBT-JRF (BET)/JEST / INSPIRE/NDF Fellowship/qualified in any of the UGC recognized national or state level eligibility test with a valid fellowship at the time of admission and candidates under AICTE/QIP program are eligible to apply for Full time. Such candidates are exempted from the qualifying written test conducted by Manipal Academy of Higher Education and their selection would be by a panel of experts through interview.



Category 2: Dr. T.M.A. Pai Scholars

Candidates who qualify the MAHE Eligibility Test for Ph.D. programme. These candidates are eligible for grant in aid instituted by MAHE under the Dr TMA Pai Ph.D. Scholarship Programme. 300 fellowships per year would be awarded to eligible candidates, who would be called the Dr TMA Pai Ph.D. scholars. Call for submitting application for Dr TMA Pai Scholarship would be made in leading newspapers and the university website. There would be two calls annually, one in February and the second in August for July and January admissions respectively. These candidates are required to appear for All India online Ph.D. Manipal Entrance Test (MET) conducted by MAHE and shortlisted candidates will be subjected to an institute / department level interview.

Category 3: Project fellows

Candidates who work in a funded project within the University.

Category 4: Self sponsored

These candidates are required to appear for All India online Ph.D. Manipal Entrance Test (MET) conducted by MAHE and shortlisted candidates will be subjected to an institute / department level interview.

Category 5: Integrated M.Sc. Ph.D. program

MAHE offers integrated M.Sc.-Ph.D. programs at the Manipal Centre for Natural Sciences, Kasturba Medical College, Manipal and Manipal School of Life Sciences.

<https://manipal.edu/mcns-manipal.html>

<https://manipal.edu/kmc-manipal/program-list/msc-clinical-embryology.html>

<https://manipal.edu/sls-manipal/program-list/master-of-science--m-sc--by-researchin-life-sciences-.html>

Category 6: Integrated MD/MS Ph.D. program

MAHE offers integrated MD/MS Ph.D. program at the Kasturba Medical College, Manipal.

More information is available on <https://manipal.edu/kmc-manipal/program-list/md-Ph.D.-ms-Ph.D.-kmc-manipal.html>

Category 7:

Jointly awarded Ph.D. or Co-supervised Ph.D. with International Universities.

Category 8: Staff of MAHE institutions

Candidates who are the faculty/employees of MAHE in pursuit of advancing their academic qualification are eligible to induct into the Ph.D. programme, upon recommendation from the Institutional Head, Head of the department and Research Supervisor. This provision is for those candidates who shall take an undertaking that their routine responsibilities would be duly attended and under no circumstances compromised. The university shall reserve the rights to reconsider the admission of candidates who do not adhere to these guidelines.

Category 9: Candidates/Faculty conducting research at MAHE recognised research centres.

4. Duration of the Program

Table 1: Category wise duration of the Ph.D. Course

Category	Description	Minimum Duration	Maximum duration from admission
1	National Scholars	3 years 6 months from admission	6 years
2	Dr T.M.A. Pai Scholars	3 years 6 months from admission	6 years
3	Project fellows	3 years from the date of successful protocol presentation/final revised protocol submission to the university	6 years
4	Self-Sponsored	3 years 6 months from admission	6 years
5	Integrated M.Sc.-Ph.D. Program	3 years from the date of successful protocol presentation/final revised protocol submission to the university	6 years for Ph.D. alone
6	Integrated MD/MS Ph.D. program	2/3 years from the date of successful protocol presentation in the university/final revised protocol submission to the university	6 years for Ph.D. alone
7	Joint Ph.D./Co-Supervised Ph.D.	As per the guidelines of individual program	As per the guidelines of individual program
8	Staff of MAHE institutions	4 years 6 months from admission	7 years
9	Candidates from research centres	• National scholars/candidates working in projects: 3 years 6 months from admission	6 years
		• Faculty: 4 years 6 months from admission	7 years

- 4.1 Admission gets cancelled if the candidate leaves the Institution before the completion of minimum duration.
- 4.2 Extension beyond the minimum period will require recommendation of the Doctoral Advisory Committee (DAC) and approval from CDS.
- 4.3 The admission stands cancelled after the completion of maximum duration.

5. Admission to the Ph.D. Programme

For Dr. T.M.A. Pai scholars and candidates from self-sponsored categories, the entire admission process happens at the Admission office, MAHE. Whereas, for other categories, CDS will facilitate the admission to Ph.D. course and candidates are required to submit the application along with necessary documents to CDS through proper channel.

Application forms are available on:

<https://manipal.edu/mu/academics/phd/handbook-and-downloads.html>

The salient features of admission process are as follows:

5.1 Candidates with valid national fellowships

- a. Candidates with UGC / CSIR - NET - JRF / ICMR - JRF / DBT - JRF (BET) / JEST / INSPIRE / NDF and having a valid fellowship at the time of admission and candidates under AICTE-QIP program are eligible to apply for Full-Time Ph.D. program under this category



MANIPAL

ACADEMY of HIGHER EDUCATION

(Institution of Eminence Deemed to be University)

- b. These candidates are exempted from appearing the All India online Ph.D. Manipal Entrance Test (MET).
- c. The candidates are admitted in four sessions (January, April, July and October).
- d. Candidates seeking Ph.D. admission under this category are required to submit application along with expression of interest with resume, award letter, bachelor and master degree certificates to CDS.
- e. CDS will scrutinize the application for eligibility and if eligible will forward the documents to concerned Institution/teaching department of MAHE.
- f. The Institution/teaching department of MAHE will form a selection committee (consisting of the prospective supervisor, co-supervisor if any, HOD, Ph.D. coordinator of the Institution/Teaching department, HOI/Institutional representative and an external member nominated by CDS/Director of Research, MAHE).
- g. Selection committee shall assess the candidates based on his/her academic and research credentials through presentation and interview. Committee will also decide the probable Ph.D. topic and supervisor and co-supervisor (if required).
- h. Selection committee shall submit the interview results to CDS.
- i. Director Admission will issue the admission order of the successful candidates and the CDS will communicate the same to the candidate, guide and respective head of the institution/teaching department.
- j. The candidate shall initiate the process of fellowship activation once he/she joins and the department/institution will facilitate the process.
- k. The Doctoral Advisory Committee (DAC) for the candidate will be constituted at the Institution/teaching department of MAHE after the admission.
- l. The candidate is required to submit Ph.D. protocol to CDS for university presentation within 6 months of admission.
- m. The minimum duration of Ph.D. course for such candidates is 3 years 6 months from the date of admission. Admission gets cancelled if the candidate leaves the Institution/joins new job before the completion of minimum duration.
- n. Extension beyond the minimum period will be based on the recommendation of the DAC and this requires approval from CDS.
- o. The maximum duration of Ph.D. program is 6 years. The admission stands cancelled after the completion of maximum duration.
- p. Selected candidates are exempted from paying the course fee.
- q. Contingency grant of Rs.1,50,000 per year, for 3 years will be given for research work of the Ph.D. scholar to cover equipment, consumables and publication costs. This amount cannot be used for the manpower and travel.
- r. Financial assistance to a maximum of Rs.30,000/- during the Ph.D. program will be provided for presenting paper/poster at national/international conference(s) or/and attending workshop/s with due recommendations from the guide and HOI. This amount can be utilised within 4 years of admission or before the submission of thesis whichever is earlier. As a part of mandatory requirements of Ph.D. course candidate shall present paper/poster pertaining to her/his Ph.D. research work in two conferences.
- s. Facilities mentioned above (Sl. No. q-r) can be availed with prior approval from MAHE, Manipal
- t. Candidate is eligible for leaves as per the applicable fellowship scheme norms. All the leaves availed to be communicated to CDS.
- u. If the candidate avails additional leaves with DAC approval, the duration of Ph.D. will be extended by leave period availed. This requires prior approval from CDS.



5.2 Dr. TMA Pai Scholarship candidates

- a. Candidates meeting the eligibility as per MAHE guidelines can apply for Ph.D. program under this category.
- b. These candidates are required to appear for All India online Ph.D. Manipal Entrance Test (MET) conducted by MAHE and shortlisted candidates will be called for an institute / department level interview.
- c. Candidates shortlisted through the interview process will be eligible for grant-in-aid instituted by MAHE, Manipal under the Dr. TMA Pai Ph.D. Scholarship programme.
- d. Admission order will be issued by the Admissions Office of MAHE.
- e. Candidates are admitted in January and July sessions.
- f. The Doctoral Advisory Committee (DAC) for the candidate will be constituted at the Institution/teaching department of MAHE after the admission.
- g. The candidate is required to submit Ph.D. protocol to CDS for university presentation within 6 months of admission.
- h. The minimum duration of Ph.D. course for such candidates is 3 years 6 months from the date of admission. Admission gets cancelled if the candidate leaves the Institution/joins new job before the completion of minimum duration.
- i. Extension beyond the minimum period will be based on the recommendation of the DAC and this requires approval from CDS.
- j. The maximum duration of Ph.D. program is 6 years. The admission stands cancelled after the completion of maximum duration.
- k. The scholarship will be stopped if a Dr. TMA Pai scholar does not complete the university presentation within 6 months of admission.
- l. Dr. TMA Pai scholars will get the scholarship for a period of 3 years and 6 months from the date of admission. If the period gets extended for any reason - not able to register the topic in time or slow progress of the research work etc. - the student will not get the scholarship for the extended period.
- m. In the event that candidate wishes to discontinue from the Ph.D. program, he / she has to return the full scholarship amount provided so far.
- n. Candidate is eligible for 12 days of casual leave and 15 days of special casual leave (SCL), per calendar year.
- o. If the candidate avails leave over and above the eligibility, the duration of Ph.D. will be extended by leave period availed. This requires prior approval from CDS.
- p. SCL can be availed only for academic enhancement programmes such as conference, workshop, seminars, and symposiums with prior approval from MAHE.
- q. Financial assistance to a maximum of Rs.30,000/- during the Ph.D. program will be provided for presenting paper/poster at national/international conference(s) or/and attending workshop/s with due recommendations from the guide and HOI. This amount can be utilised within 4 years of admission or before the submission of thesis whichever is earlier. As a part of mandatory requirements of Ph.D. course candidate shall present paper/poster pertaining to her/his Ph.D. research work in two conferences. This facility can be availed with prior approval from MAHE.
- r. The candidate shall not accept additional salary/stipend, etc. from any other source during the tenure of the fellowship.
- s. The candidates who get National fellowship while pursuing Ph.D. are required to apply to CDS for switch over approval, through Guide, Co-Guide (if applicable), HOD and HOI with relevant documents.
- t. During the Ph.D. course, the candidate is not allowed to join another new project as Research Assistant (RA) / Junior Research Fellow (JRF) / Senior Research Fellow (SRF) etc which is not related his / her Ph.D. research area.



MANIPAL

ACADEMY of HIGHER EDUCATION

(Institution of Eminence Deemed to be University)

- u. The candidates who are selected as RA/ JRF/ SRF in a project related to Ph.D. research area are required to apply to CDS for switch over approval, through Guide, Co-Guide (if applicable), HOD and HOI with relevant documents.

5.3 Project fellows from MAHE institutions:

- a. Project fellows working under funded projects in institutions/Departments and meeting eligibility criteria specified in MAHE Ph.D. guidelines may apply for full time Ph.D. under this category.
- b. The candidates are admitted in four sessions (January, April, July and October).
- c. Prospective candidates shall apply for Ph.D. admission in a prescribed application form with relevant documents to CDS.
- d. CDS will scrutinize the applications for eligibility and if eligible will forward documents to institutions/departments for assessment of the candidates.
- e. These candidates are required to appear for institute/department level Test and shortlisted candidates will be called for institute / department level interview. The institute/department level test may be exempted for GATE qualified candidates and those with assistant professorship.
- f. During the interview, selection committee constituted for the purpose will assess the candidates based on his/her academic and research credentials through presentation and interview. Committee will also decide the probable Ph.D. topic and supervisor and co-supervisor (if required).
- g. Institution/Department will submit the interview results along with declaration from guide and co-guide (if any) with recommendation from HOD/HOI to CDS through proper channel.
- h. The Ph.D. research topic/protocol must be related to the area in which the candidate is currently working under the project.
- i. In case of having research topic/protocol from a different research area at the time of admission, he/she shall complete the project or resign from the project and then apply for full time Ph.D. as per MAHE guidelines.
- j. The Doctoral Advisory Committee (DAC) for the candidate shall be constituted at the institutions/departments after the admission.
- k. The candidate is required to submit Ph.D. protocol to CDS for university presentation within 6 months of admission.
- l. The minimum duration of Ph.D. course for such candidates is 3 years after the university protocol presentation. Admission gets cancelled if the candidate leaves the Institution/joins a new job before the submission of thesis.
- m. Extension beyond the minimum period will be based on the recommendation of the DAC and the approval of CDS.
- n. The maximum duration of Ph.D. program is 6 years. The admission stands cancelled after the completion of maximum duration.
- o. During the Ph.D. course, the candidate is not allowed to join another new project which is not related his/her Ph.D. research area.
- p. Candidate is eligible for leaves as per the funding agency norms. All leaves availed to be communicated to CDS.
- q. If the candidate avails leave over and above the eligibility with the approval of DAC, the duration of Ph.D. will be extended by leave period availed. This requires prior approval from CDS.

5.4 Self-sponsored candidates

- a. Candidates meeting the eligibility as per MAHE guidelines can apply for Ph.D. program under this category.



MANIPAL

ACADEMY of HIGHER EDUCATION

(Institution of Eminence Deemed to be University)

- b. These candidates are required to appear for All India online Ph.D. Manipal Entrance Test (MET) conducted by MAHE and shortlisted candidates will be subjected to an institute / department level interview.
- c. Admission order will be issued by the Admissions Office of MAHE.
- d. Candidates are admitted in January and July sessions.
- e. The Doctoral Advisory Committee (DAC) for the candidate will be constituted at the Institution/teaching department of MAHE after the admission.
- f. The candidate is required to submit Ph.D. protocol to CDS for university presentation within 6 months of admission.
- g. The minimum duration of Ph.D. course for such candidates is 3 years 6 months from the date of admission. Admission gets cancelled if the candidate leaves the Institution/joins new job before the completion of minimum duration.
- h. Extension beyond the minimum period will be based on the recommendation of the DAC and this requires approval from CDS.
- i. The maximum duration of Ph.D. program is 6 years. The admission stands cancelled after the completion of maximum duration.
- j. Candidate is eligible for 12 days of casual leave and 15 days of special casual leave (SCL), per calendar year
- k. If the candidate avails leave over and above the eligibility with DAC approval, the duration of Ph.D. will be extended by leave period availed. This requires prior approval from CDS.
- l. SCL can be availed only for academic enhancement programmes such as conference, workshop, seminars, symposiums with prior approval from MAHE
- m. Financial assistance to a maximum of Rs.30,000/- during the Ph.D. program will be provided for presenting paper/poster at national/international conference(s) or/and attending workshop/s with due recommendations from the guide and HOI. This amount can be utilised within 4 years of admission or before the submission of thesis whichever is earlier. As a part of mandatory requirements of Ph.D. course, candidate shall present paper/poster pertaining to her/his Ph.D. research work in two conferences. This facility can be availed with prior approval from MAHE.
- n. During the Ph.D. course, the candidate is not allowed to join another new project as Research Assistant (RA) / Junior Research Fellow (JRF) / Senior Research Fellow (SRF) etc which is not related to his / her Ph.D. research area.
- o. The candidates who are selected as RA / JRF / SRF in a project related to Ph.D. research area are required to apply to CDS for approval, through Guide, Co-Guide (if applicable), HOD and HOI with relevant documents.
- p. The candidates who get National fellowship while pursuing Ph.D. are required to apply to CDS for approval, through Guide, Co-Guide (if applicable), HOD and HOI with relevant documents.

5.5 Integrated M.Sc. Ph.D. program

Candidates admitted for integrated M.Sc. -Ph.D. programs at the Manipal Centre for Natural Sciences, Kasturba Medical College and School of Life Sciences will be considered to continue for the Integrated Ph.D. program based on the recommendation from the Masters' Advisory Committee.

More details are available on

<https://manipal.edu/mcns-manipal.html>

<https://manipal.edu/kmc-manipal/program-list/msc-clinical-embryology.html>

<https://manipal.edu/sls-manipal/program-list/master-of-science--m-sc--by-researchin-life-sciences-.html>



MANIPAL

ACADEMY of HIGHER EDUCATION

(Institution of Eminence Deemed to be University)

5.6 Integrated M.D./M.S. Ph.D. program: MAHE offers integrated M.D./M.S. Ph.D. program at the Kasturba Medical College, Manipal.

More details are available on

<https://manipal.edu/kmc-manipal/program-list/md-Ph.D.-ms-Ph.D.-kmc-manipal.html>

5.7 Jointly awarded Ph.D. or Co-supervised Ph.D. with International Universities:

MAHE has collaborated with Deakin University Australia to offer opportunities for eligible Scholars to acquire an international Ph.D. degree. A candidate seeking admission to this Ph.D. Program should have completed a postgraduate degree, that comprises a major thesis, from a recognized leading university and must have an aggregate of 70% or an equivalent grade in Master's. Preference will be given to UGC/NET/GATE Qualified candidates and applicants with a publication profile.

These candidates are required to appear for All India online Ph.D. Manipal Entrance Test (MET) conducted by MAHE and shortlisted candidates will be subjected to an institute / department level interview.

5.8 Staff of MAHE institutions:

- a. Full time faculty members of institutions/teaching departments of MAHE and meeting eligibility criteria specified in MAHE Ph.D. guidelines may apply for part-time Ph.D. admission in a prescribed application form with relevant documents and declaration from guide and co-guide (if any) with recommendation from HOD/HOI. The duly filled candidate's application form to be forwarded by the Institutions/teaching departments of MAHE to CDS.
- b. Candidates are admitted in July and January sessions.
- c. The Doctoral Advisory Committee (DAC) for the candidate shall be constituted at the Institution/teaching department of MAHE after the admission.
- d. The candidate is required to submit Ph.D. protocol to CDS for university presentation within 6 months of admission.
- e. The minimum duration of Ph.D. course for such candidates is 4 years 6 months from the date of admission. If the faculty resigns and leaves the institution before the submission of thesis, then the admission gets cancelled.
- f. Extension beyond the minimum period will be based on the recommendation of the DAC and this requires approval from CDS.
- g. The maximum duration of Ph.D. program is 7 years. The admission stands cancelled after the completion of maximum duration.
- h. Candidate is eligible for leaves as per prevailing leave policy for MAHE staff. Maternity leave, if availed, to be communicated to CDS along with supporting documents.
- i. If the candidate avails additional leaves with DAC permission, the duration of Ph.D. will be extended by leave period availed. This requires prior approval from CDS.

5.9 Candidates from research centres

- a. Candidates/Faculty conducting research at MAHE recognised research centres satisfying eligibility criteria specified under clause 2 may apply to Research centres.
- b. Research centres will identify prospective research scholars following procedures as specified in the UGC regulations.
- c. The selected candidates will submit filled application form to CDS with recommendation from the Research centre.
- d. CDS will scrutinize the application and facilitate the admission of the candidate.
- e. Candidates are admitted in January, April, July and October sessions.
- f. The candidate is required to submit Ph.D. protocol to CDS for university presentation within 6 months of admission.

6. University protocol presentation procedure

- 6.1 Every candidate has to present the protocol to university protocol approval committee constituted by CDS.
- 6.2 After the admission, the supervisor in consultation with the Head of Institution/Research centre and Research/Ph.D. coordinator will form a Doctoral Advisory Committee (DAC) for each candidate (Refer section 8 on organization of DAC).
- 6.3 The Head of Institution or Research/Ph.D. coordinator will arrange for a protocol presentation in PowerPoint by the candidate at the institution. The institutional research committee (IRC) and DAC should be a part of this meeting. It is advisable to have an external member to be a part of this meeting in order to get an outsider's perspective and feedback. Participation of this member through online mode is acceptable.
- 6.4 Once the proposal and PowerPoint presentation is accepted, Ph.D. coordinator will submit hard copy of candidate's application for university Ph.D. protocol presentation along with relevant documents (one set) to CDS through Head of Institution.

Application forms are available on:

<https://manipal.edu/mu/academics/phd/handbook-and-downloads.html>

In addition, soft copies of following documents to be emailed to CDS through proper channel:

- a. Research protocol
 - b. DAC Committee Members List in template (.doc)
- 6.5 Research protocol should include the following in the format - all 15 sections are mandatory.
- a. Title, Candidate 's Name and Affiliation
 - b. Guide/Co-guide's Name and Affiliation
 - c. Introduction
 - d. Literature Review
 - e. Research Gaps identified
 - f. Objectives
 - g. Detailed Methodology
 - h. Expected outcome
 - i. Importance of proposed research investigation
 - j. Research Time plan
 - k. Pilot study / Preliminary work details
 - l. Details of expenses (detailed break-up of research related expenses for consumables/software/equipment/ travel etc.,) to be given along with details of source of funding. If the study does not require funding, same to be mentioned with justification. Scholarships/fellowships awarded to the candidate should not be mentioned under research related expenses mentioned above.
 - m. References
 - n. Course work details suggested by DAC with credits
 - o. Similarity check report having total word count, similarity index<15% and exclude matches<3 words duly signed by the candidate and guide.
- 6.6 The research proposal should be explanatory, about 15- 20 pages, printed on A4 size paper, 1 inch of margins on all the sides. Font size for headings should be 14 Bold, subheadings should be 12 Bold and text should be 12 normal with 1.5 line spacing. The references should follow a standard format (Vancouver or Harvard) and all the references should be cited in the text.



- 6.7 If the proposal involves use of animals or human subjects/materials, ethics committee approval should be submitted along with the application.
- 6.8 If the proposal involves use of transgenic/ genetically modified organisms (GMOs), living modified organisms (LMOs) / recombinant DNA materials or technology, institutional bio-safety committee approval should be submitted.
- 6.9 CDS will screen documents for completeness. Incomplete documents will be rejected.
- 6.10 If the documents are complete, the candidate will be called to present the research proposal to the MAHE-Ph.D. Protocol Approval Committee (PPAC) on a date notified by the University. This can happen between 25-40 days of complete document submission.
- 6.11 Presence of Supervisor/Co-Supervisor is mandatory during the presentation.
- 6.12 If approved, the date of presentation at MAHE - PPAC will be the date of protocol approval by University.
- 6.13 If modifications are suggested, date of submission of final revised proposal to CDS, MAHE will be the date of protocol approval by University.

7. Recognition of Ph.D. Supervisor

Full time faculty/employee of MAHE institutions and MAHE recognised research centres meeting following criteria are eligible to apply for guideship as Ph.D. supervisor.

7.1 Eligibility for guideship (as primary supervisor):

a. Researchers with MD/MS/MDS:

Must be a postgraduate medical teacher as per MCI/DCI guidelines (or 5 years teaching experience after MD/MS/MDS) and have 5 original research publications in SCOPUS indexed Journals. All the five papers should be a first author publications or corresponding author publication.

b. Researchers with Ph.D.:

Five research publications in SCOPUS/WoS indexed Journals, of which two should be after award of Ph.D. or should have completed at least two years of post-doc research. In all the five publications the researcher should be either first author or corresponding author.

Note: A relaxation can be given on the number of publications after Ph.D., for faculty members with Ph.D. qualification having an externally funded project which can provide scholarship for the Ph.D. scholar, on case to case basis.

7.2 Eligibility for Co-guideship (as co-supervisor):

a. Researchers with M.D./M.S./M.D.S.:

Must be a postgraduate medical teacher as per MCI/DCI guidelines (or 5 years teaching experience after M.D./M.S./M.D.S.) and have three original research publications in SCOPUS/WoS indexed Journals. In all the three publications the researcher should be either first author or corresponding author.

b. Researchers with Ph.D.:

A minimum of three original research publications in SCOPUS/WoS indexed Journals. Proposed co-guide should be either the first author or corresponding author for these three publications.

7.3 Process for supervisor recognition:



MANIPAL

ACADEMY of HIGHER EDUCATION

(Institution of Eminence Deemed to be University)

- a. The completed application with required documents must be submitted to the Head of Institution/ research coordinator of the respective institution/Research centre through proper channel.
- b. Institution/Ph.D. coordinator to screen application for eligibility.
- c. The Head of Institution/Research/Ph.D. coordinator to send the hard copy of the application to CDS.
- d. CDS will screen for eligibility and applications not meeting criteria/incomplete will be rejected.
- e. CDS will formally communicate the decision to the supervisor/co-supervisor within 30 days from the date of submission of complete application.
- f. The approval is ratified by the MAHE Academic Council.

7.4 Guidelines for recognized Supervisors/co-supervisors:

7.4.1 A recognized Supervisor should have

- a. Not more than 8 Ph.D. scholars admitted with him at any given time.
- b. Not more than two scholars should have been admitted in an academic year.
- c. Not more than 8 students admitted with him as co-guide at any given point of time and not more than two students admitted under him as co-supervisor per academic year.
- d. The number of candidates admitted will be considered for the above purpose and not the number of candidates who have completed the university protocol presentation at CDS, MAHE.

7.4.2 The supervisor and the co-supervisor(s) should not be closely related to each other and to the candidate.

7.4.3 The supervisor/co-supervisor should not have completed 62 years of age at the time of admission of the candidate.

7.4.4 In case of absence of the supervisor for a prolonged period of time, the MAHE PhD Core-Committee may appoint another supervisor who is qualified, with the recommendation of the DAC.

7.4.5 If no new candidate is admitted under a supervisor for a period of 5 years from the date of admission of a previous candidate, guideship will be discontinued.

7.4.6 Obligation of the Research Supervisor

The Supervisor is expected to supervise the progress of the student through regular meetings with the candidate and facilitate candidate's research at every stage of the programme. He/She is expected to ensure that the candidate has met course outcomes and requirements and inculcate ethics and good conduct of research. The other responsibilities include:

- a. Constitution of the DAC in consultation with the DAC chairperson (See 8.1).
- b. Conducting DAC meeting before the submission of protocol to the university.
- c. Conducting six-monthly DAC meetings and submission of the minutes of meetings.
- d. Submission of the panel of 10 examiners along with their CV and list of publications with the approval of DAC to the Registrar Evaluation, MAHE during the submission of thesis.
- e. Organization of an open synopsis (summary) presentation of the candidate before thesis submission.



8. Doctoral Advisory Committee (DAC) and presentations

- 8.1 The Doctoral Advisory Committee has to be constituted for each research candidate within one month of admission, consisting of
 - a. Chairperson* (Head of the Institution/research centre or his/her nominee). If the HOI is the supervisor, a university representative will be the chairperson.
 - b. Research Coordinator for Ph.D. programme
 - c. Head of the Department
 - d. Supervisor
 - e. Co-Supervisor (if recommended)
 - f. Two Subject Experts (should have a Ph.D./M.D./M.S./M.D.S./M.Ch./D.M. degree)
- 8.2 In case a Ph.D. scholar registers in an institution other than that where he is employed:
For administrative purposes, candidates (both full time and part-time) will be admitted in Guide/primary supervisor's institution and DAC will be constituted in the Guide/primary supervisor's institution. It is suggested to have co-guide/subject expert from the candidate's institution.
- 8.3 All the Ph.D. related documents to be processed and activities to be organised by the Guide/primary supervisor's institution.
- 8.4 The DAC meeting must be conducted with a minimum of 4 members participating.
- 8.5 DAC has to meet within 2 months from date of the candidate joining the institution, to decide on the research area, course work (minimum 12 credits) and the tentative date of submission of protocol to the university.
- 8.6 After the approval of protocol by the university, the DAC will meet mandatorily twice a year to monitor the progress of research work of the candidate. The candidate has to present the progress to the DAC once in 6 months. This presentation should happen irrespective of research progress made by the candidate. Half-yearly DAC presentation and report submission is applicable even during the extension period.
- 8.7 Candidate is required to adhere to the time-line specified in the protocol approval letter issued by the CDS.
- 8.8 At the end of research work, the candidate has to present the summary of complete work to the DAC, called 'Synopsis presentation' at the Institution which is open to all and mandatory for the DAC members to participate.
- 8.9 Synopsis and thesis should be written in the format as suggested and approved by the Doctoral Advisory Committee.
- 8.10 DAC presentations/reports should not be combined.
- 8.11 The committee may recommend/suggest modification/reject the proposal/progress reports.
- 8.12 After DAC meeting the institution/Ph.D. coordinator will send following documents to the Deputy Director, CDS, MAHE:
 - a. One hard copy DAC recommendation sheet with minutes and signatures. Recommendations for protocol submission for university presentation/thesis submission/title change/extension etc., to be clearly mentioned in the minutes. In addition, items discussed in the DAC meeting and actions to be taken before the next DAC meeting to be discussed with the research scholar during the meeting and must be recorded in the recommendation sheet. The quality of research scholar's overall progress in last 6 months must be indicated in the recommendation sheet.
Link to download the DAC recommendation sheet template:
<https://manipal.edu/mu/academics/phd/handbook-and-downloads.html>



MANIPAL

ACADEMY of HIGHER EDUCATION

(Institution of Eminence Deemed to be University)

- b. One hard copy of final half-yearly progress report mentioning the progress report number and date of DAC presentation.
 - c. Any extension requests from the candidate to be sent to CDS as a separate document with approval from DAC.
 - d. Any request for title change, to be sent to CDS as a separate document with approval from DAC.
 - e. Any change in the DAC to be communicated to CDS in the template available on Ph.D. webpage with approval from DAC.
<https://manipal.edu/mu/academics/phd/handbook-and-downloads.html>
 - f. Any other matter that are not within the framework of MAHE PhD guidelines to be communicated with clear DAC recommendation to CDS. In such circumstances, University will take decision on case-to-case basis.
- 8.13 One copy of above documents to be given to the research scholar.
- 8.14 The Institution will file original documents pertaining to all DAC meetings in the research scholar's file.
- 8.15 If the half-yearly reports are not submitted regularly, the scholarship for that candidate will be terminated and registration will be cancelled.
- 8.16 **Obligation of DAC**
The members of the DAC have to be proactive in enhancing the quality of the research work, publications and thesis through periodic evaluation.
Specific functions:
- a. To review the research proposal and finalize the topic of research
 - b. To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
 - c. To periodically review and assist in the progress of the research work of the research scholar.
 - d. A research scholar shall appear before the Doctoral Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance.
 - e. In case the progress of the research scholar is unsatisfactory, the Doctoral Advisory Committee shall record the reasons for the same and suggest corrective measures.
 - f. If the research scholar fails to implement these corrective measures, the Doctoral Advisory Committee may recommend to the University with specific reasons for cancellation of the registration of the research scholar.
 - g. To ensure that the candidate has
 - developed sufficient breadth of knowledge through course work
 - developed ability to identify research problem
 - become expert in his area of research for independently performing research
 - established ability to write and present results
 - developed ability to write a grant proposal
 - developed skills to interact productively with people from diverse backgrounds

9. Progress report preparation and approval by DAC

9.1 The progress report must contain the details of the work carried out in the previous six months. It should be explanatory in about 2000-2500 words.

9.2 Link to download the template:

<https://manipal.edu/mu/academics/phd/handbook-and-downloads.html>

- 9.3 Scholar has to share the half-yearly progress report with DAC members on student portal of MAHE before the due date. Scholar will not be able to upload the report on or after the due date.
- 9.4 The DAC members will review progress report and provide comment/decision in one week.
- 9.5 Once the report is accepted by at least 4 DAC members, the HOI/research coordinator/supervisor will arrange for the meeting of DAC. The candidate has to present the progress of the research to the DAC on the prescribed date.

10. Course work

- 10.1 As a part of course work, candidates are required to take up courses having assessment.
- 10.2 If the candidate takes online courses/courses without assessments for fulfilling Ph.D. credit requirements, the evaluation of candidates shall be conducted by the guide/department.
- 10.3 The minimum credit requirement for Ph.D. coursework shall be, 12 for candidates with Master's degree, 18 for candidates with Bachelor's degree with honours.
- 10.4 Ph.D. coursework includes the mandatory courses defined by MAHE ('Research methodology' with minimum 4 credits and 'Research and Publication Ethics' with 2 credits) and additional research area specific courses proposed by DAC. Candidates have to complete it within ONE year of admission.
- 10.5 Coursework proposed by the DAC shall be at Masters Level or higher.
- 10.6 The specific courses pertaining to thesis work may be in the form of hands on training/attending workshops suggested by the DAC. Some of the credits can be obtained through course work done outside the home institution, preferably in a well-known research institute, pertaining to the candidates' area of research. Evaluation of candidate is mandatory.
- 10.7 One credit equals to 12 contact hours for theory based teaching or 24 hours of contact time for practical or activity based teaching.
- 10.8 Candidates must complete the coursework securing minimum 'C' grade in each course with an overall CGPA ≥ 7.5 out of 10. For absolute grading, refer Table 2 for grade conversion.
- 10.9 For students who did not complete course as per the requirement, the DAC should suggest that the course may be repeated or take alternate courses that are equivalent and ongoing, to avoid delay in coursework completion.
- 10.10 Course completion certificate will have the details of the courses taken as part of Ph.D. work with credits & grades along with the CGPA.
- 10.11 Credit and grades with % marks or grading scheme followed must be mentioned in the course completion certificate.
- 10.12 The research coordinator will send the comprehensive grade sheet, in the format specified by the university, to the CDS for the signature of Deputy Director, CDS, MAHE.
- 10.13 CDS will send signed grade sheet back to the research coordinator.
- 10.14 The institution will retain a copy of comprehensive grade sheet in the candidate's file and the original to be given to the candidate.

Table 2: Grading Scheme

% of marks	85-100	75-84	65-74	55-64	50-54	<50
Grade	A+	A	B	C	D	F
Grade Value	10	9	8	7	6	0

11. Fee Structure

- 11.1 The candidate has to pay the prescribed fee within the due dates. The fee paid after the due date will be levied a penalty of 12% pa from the due date till the date of payment.
- 11.2 The fee can be paid through the student portal of MAHE - the navigation is sis.manipal.edu > student/parent login (User ID - Registration no and password - date of birth dd/mm/yyyy) > dues > Fee Kart > Course fee. Candidate will be redirected to the payment gateway where he/she can pay through debit/credit card or net banking. When the candidate login for the first time he/she will have to register email id and mobile number so that the fee receipt generated may be sent.

12. Leave rules and extension of programme duration

- 12.1 Dr. TMA Pai and self-sponsored scholars are eligible for 12 days of casual leave and 15 days of special casual leave (SCL), per calendar year.
- 12.2 SCL can be availed only for academic enhancement programmes such as conference, workshop, seminars with prior approval from MAHE.
- 12.3 Project fellow registered for Ph.D. are eligible for leaves as per the funding agency norms.
- 12.4 Candidates with national fellowship are eligible for leaves as per the applicable fellowship scheme norms.
- 12.5 MAHE staff registered for Ph.D. is eligible for leaves as per prevailing leave policy for MAHE staff.
- 12.6 If the candidate avails additional leaves with DAC approval, the duration of Ph.D. will be extended by leave period availed. This requires approval from CDS.
- 12.7 The programme duration may be extended beyond the minimum duration on the recommendation of DAC if there are genuine reasons. However, the approval for extension must be obtained from the CDS.
- 12.8 Additional course fee has to be paid by the candidate for the extended period at monthly pro rata basis.
- 12.9 Two months grace period will be given for thesis submission after the completion of minimum duration of the course. Fee is not applicable for the grace period. This grace period is not applicable to the candidates who have taken extension.

13. Cancellation of admission

- 13.1 Admission will be cancelled if there is no progress in work as evidenced by non-submission of progress reports/recommendation of the DAC.
- 13.2 Admission will be cancelled if the candidate leaves the Institution before the completion of minimum duration.
- 13.3 If the scholar wants to discontinue the course, the request to be forwarded to CDS through guide and HOI with remarks along with Ph.D. dues clearance. The institution should initiate the withdrawal process and same to be communicated to CDS once the process is completed.

14. Thesis Submission Guidelines

- 14.1 Before the submission of thesis, the candidate has to present a summary (synopsis) of Ph.D. research in an open 'synopsis presentation' at the institution. It should be notified well in advance to enable participation of other researchers. The presence of DAC members in this meeting is mandatory.
- 14.2 Two first author journal publications indexed in SCOPUS or Web of Science, in the field of research are mandatory for submitting the synopsis and thesis. The



- publications shall be related to the subject of the thesis. One of the two papers could be a review paper. Another one should be an original article from thesis.
- 14.3 If a candidate has ONE original article as first author in a journal in first quartile, with impact factor more than 3, he/she will be allowed to submit the thesis. The articles must be published/ accepted for publication before submission of thesis to Registrar-Evaluation.
 - 14.4 Ph.D. scholars must make two research paper/poster presentations in conferences/seminars before the submission of the thesis for adjudication, and produce evidence for the same in the form of presentation certificates.
 - 14.5 Synopsis and thesis should be written in the format as suggested and approved by the Doctoral Advisory Committee.
 - 14.6 The DAC must approve the synopsis (summary) or suggest modifications.
 - 14.7 The candidate has to incorporate all the suggestions of DAC in the synopsis and thesis before submission to Registrar Evaluation, MAHE.
 - 14.8 Ph.D. coordinator will screen following documents for NOC issuance for thesis submission and submit one set of hard copy to CDS.
 - a. Covering letter from the research scholar forwarded by the guide and HOI
 - b. Turnitin report/Plagiarism report of whole final thesis with total word count, similarity index <15%, and exclude matches < 3 Words (hard and soft copy)
 - c. Minimum two first author publications indexed in SCOPUS/WoS with MAHE affiliation
 - d. Declaration of originality in template
 - e. Publication details in template
 - f. Copy of coursework certificates and comprehensive grade sheet
 - g. Proof of two conference attendance/papers presented
 - h. Ph.D. dues clearance certificate:
 - i. MAHE Institution's candidates: To avail the dues clearance certificate, please contact or write to the Students Finance sfin.mahe@manipal.edu
 - ii. MAHE recognized Research Centre's candidates:
 - Research Centre needs to share the dues paid details for the respective candidate till the month of submission of the NOC requirement documents to CDS
 - CDS will coordinate with Student Finance, MAHE, Manipal to get the confirmation of PhD Dues clearance
 - i. All DAC Meeting and recommendation details
 - j. In case of Change in Guide/Co-Guide/Thesis Title, prior approval to be availed from Deputy Director, Centre for Doctoral Studies, MAHE, Manipal. Request to be submitted through proper channel along with DAC recommendation details.
Link to download the templates:
<https://manipal.edu/mu/academics/phd/handbook-and-downloads.html>
 - 14.9 CDS will screen documents and issue NOC in 10 days from the date of submission of complete documents. Incomplete documents will not be processed further.
 - 14.10 CDS will communicate NOC to Registrar Evaluation via email with a copy to the candidate, research coordinator, guide and Institution.
 - 14.11 Thesis submission to The Registrar - Evaluation, MAHE, 2nd Floor, manipal.edu Building, Madhav Nagar, Manipal - 576 104.
The guide/Institution has to submit the following with a covering letter addressed to Registrar Evaluation, MAHE through proper channel not earlier than the prescribed minimum period and not later than the prescribed maximum period.
 - a. Soft copy and one spiral bound hard copy of synopsis with back to back printing



MANIPAL

ACADEMY of HIGHER EDUCATION

(Institution of Eminence Deemed to be University)

- b. DAC approved panel of examiners with one-page CV and publications of each in a sealed cover. The cover to be labelled as 'confidential'. The panel shall include 10 examiners from India, preferably from outside the state of Karnataka. However, accomplished examiners from reputed institutions within the state may also be included. International examiners, if included, should be in addition to the 10 Indian examiners. The examiners must be the acknowledged leaders in the field of study undertaken by the candidate.
 - c. One soft copy of thesis in PDF format (one or more files of less than 10 MB size each), and two spiral/soft bound hard copies of thesis with back to back printing.
 - d. Thesis shall have following sections
 - i. Thesis cover page
 - ii. Certificate page
 - iii. Declaration of originality in template
 - iv. Acknowledgement
 - v. Table of contents
 - vi. Research work section in a format recommended by DAC
 - vii. Candidate's Publications-only first page of articles
 - viii. Duly signed copy of comprehensive course work grade sheet
 - ix. Plagiarism report of thesis
 - x. One-page biodata of the candidate which must include name, age, permanent address, email id and contact number
 - xi. Copy of ethics committee or any other regulatory approvals, if any.
- 14.12 The details for transcript in template (soft copy, maximum two pages) with following components to be submitted to Registrar Evaluation along with final thesis: candidate name, admission number, admission date, guide and co-guide details, institution, thesis title, date of award, Duration of the programme (date of admission to date of award), medium of instruction, structured abstract of the Ph.D. work in 300 words, details of publications/patent/awards/fellowships /any other recognition, conference presentations and course work details.
Link to download the template:
<https://manipal.edu/mu/academics/phd/handbook-and-downloads.html>
- 14.13 Synopsis will be processed further by the Registrar Evaluation after NOC issuance from CDS.
- 14.14 Candidate is required to submit two hard copies of final version of thesis (hard bound) during the defense viva examination.
- 14.15 Thesis evaluation period is approximately 3 - 6 months. The candidate should not contact the University during the period of evaluation. University will send the guidelines regarding further process to the guide after completion of evaluation.

15. Thesis evaluation

- 15.1 A board of two examiners shall be appointed by the Registrar- Evaluation for assessment of the thesis. The University reserves the right to select suitable examiners who may not figure in the submitted list by the guide.
- 15.2 The university shall ascertain from the external examiners their willingness to offer themselves as examiners for a particular thesis. A copy of the synopsis of the thesis shall be sent to the external examiners. On acceptance of the willingness, the thesis will be sent to them.
- 15.3 The examiners shall submit a detailed critique on the thesis. Their recommendations for acceptance of the thesis must accompany a precise



MANIPAL

ACADEMY of HIGHER EDUCATION

(Institution of Eminence Deemed to be University)

certificate that the candidate's work has advanced the existing knowledge on the subject and is a standard research work suitable for publication. In case, any of the examiners is of the opinion that the thesis has failed to achieve the desired standard, and is, therefore rejected, precise reasons for such rejection must be stated by the examiner. If the examiner feels that the thesis can be accepted after revision, he/she shall state the points on which revision is needed.

- 15.4 The examiner may be requested to send some questions to be asked to the candidate at the time of viva voce examination to seek clarifications on the points raised by him/her. These questions / comments shall be made available to the examiners appointed for conducting the viva-voce examination before the commencement of the viva-voce examination.
- 15.5 If the thesis is rejected by the examiners, it will stand rejected and shall not be referred to any other examiner.
- 15.6 In the event that the thesis is rejected by only one examiner, it will be referred to another examiner from the approved panel. In case the thesis is approved by this examiner, it will be considered as unanimously approved.
- 15.7 If one or more examiners recommend re-submission of the thesis after modifications, it shall be done within a maximum period of six months from the date on which the candidate is so informed by the university.
- 15.8 In case of re-submission / rejection / modifications, the candidate has to submit one soft copy of the revised thesis in PDF format as a single PDF file with file size less than 20 MB. If the file size is larger than 20 MB, compressed file should be submitted.
- 15.9 After the thesis has been approved by the examiners, a public defense of the thesis will be held, as well as the viva voce examination to adjudge the general proficiency of the candidate in the field of research work.
- 15.10 The candidate shall be entitled to appear at the defense of thesis and viva voce examination only if the thesis is unanimously approved by the Board of Examiners.
- 15.11 When the thesis is approved, the candidate has to submit the final thesis (TWO copies in case of MAHE institutions, ONE copy in case of research centres) along with a soft copy in PDF format during the defense viva examination. Candidates shall submit details for transcript as specified in section 14.12
- 15.12 If the report from any one of the external examiners is not received within four months, the thesis will be sent to another examiner from amongst the approved panel.
- 15.13 The board of examiners for the viva voce examination shall consist of one external and one internal examiner. Ordinarily, the Supervisor/Co-Supervisor(s) of the thesis / any expert appointed by the university will be the internal examiner. One of the external examiners from India who assessed the thesis of the candidate will be the external examiner at the viva voce-examination.
- 15.14 The topic, date and the time of the defense of thesis shall be announced by the University well in advance so that the faculty members and other interested in the topic of the thesis can be present.
- 15.15 At the viva voce examination, the candidate's general proficiency in the subjects allied to the field of his study shall also be evaluated.
- 15.16 Those attending the public defense, who are not members of the board of examiners, can participate by asking relevant questions with the permission of the examiners.
- 15.17 The board of examiners shall take into consideration the views and criticism, if any, of the faculty members and others participating in the public defense of thesis.



- 15.18 However, the result of the examination shall be decided solely by the members of the board of examiners.
- 15.19 After the completion of open defense and viva voce, the Examiners will submit joint report and exam results/recommendation to Registrar Evaluation, MAHE.
- 15.20 If the candidate is successful, the date of joint report submission by the examiners is considered as the date of completion of Ph.D.
- 15.21 On completion, the candidate may apply for issuance of provisional degree certificate by the Registrar Evaluation.
- 15.22 The candidate will be awarded the degree certificate in the subsequent MAHE convocation.
- 15.23 The Registrar Evaluation will issue Ph.D. transcript and bonafide certificate to the candidate after the convocation.

16. Originality of work

- 16.1 Plagiarism in the thesis in any form or part thereof is viewed seriously and penalized as per MAHE norms. The plagiarism policy can be downloaded at <https://manipal.edu/mu/academics/phd/handbook-and-downloads.html>
- 16.2 While submitting the thesis for evaluation, the dissertation/thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution.
- 16.3 All Ph.D. theses submitted should be accompanied by a similarity index report where the similarity should not exceed 15%. While scanning for exact matches, option to be selected is "less than 3 words". Bibliography and words quoted can be excluded. First author papers which are included as annexures can be excluded.

17. Results

- 17.1 The candidate shall be declared eligible for the award of the degree of Doctor of Philosophy, only on the unanimous recommendations of the members of the board of examiners after the viva voce examination.
- 17.2 In case, the examiners are not satisfied with the performance of the candidate in the above examinations, the candidate shall be required to reappear for another viva-voce examination after a period of two months provided such specific recommendation is made by the board of examiners.

18. Award of Degree

- 18.1 Candidates who qualify for Ph.D. degree under the seal of the university and signed by the Vice Chancellor at the next convocation held for conferring degrees.
- 18.2 The TITLE OF THE THESIS shall be indicated in the degree certificate. The degree certificate shall not indicate the subject or specialty.

19. Publication of Thesis

- 19.1 The thesis shall not be published as a whole, without the permission of the University.
- 19.2 The university may grant permission for the publication under such conditions as it may impose.

20. Uploading of full text Ph.D. thesis on Shodhganga:

Following the completion of Ph.D., Registrar Evaluation office will upload the thesis on Shodhganga.
