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# **Integrated MD / MS - PhD Program Guidelines**

## **MAHE Manipal**

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**MANIPAL**  
ACADEMY of HIGHER EDUCATION  
*(Institution of Eminence Deemed to be University)*

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Link to download annexures: <https://www.manipal.edu/mu/academics/phd/annexures.html>

## 1. Introduction

Manipal Academy of Higher Education (MAHE) offers Integrated MD / MS – PhD program to encourage physician scientists to take up a research career and for channelizing existing clinical resources into meaningful and quality research output for better patient care.

## 2. Commencement of Guidelines

The following guidelines will be applicable to the students admitted in the Academic Year 2022-23 and onwards.

## 3. Eligibility Criteria

MD / MS students admitted through PG NEET Counselling by DGHS / MCC and KEA to any of the medical disciplines at

- Kasturba Medical College (KMC) Manipal
- Kasturba Medical College (KMC) Mangalore

## 4. Program Duration

Integrated MD / MS - PhD course will be offered on a full-time basis for a period of 5 years, with exit option available on successful completion of MD / MS.

- As the MD/MS course is of 3 years duration, the minimum duration of Integrated MD / MS - PhD course is of minimum 5 years duration and maximum duration will be 7 years.
  - The provisional admission to Integrated MD/MS PhD program stands cancelled if the PhD scholar is not able to complete MD/MS course within 4 years of admission to MD/MS course.
  - In case of exit on completion of MD / MS program, the provisional admission order issued for the Integrated MD / MS - PhD program must be returned back to Centre for Doctoral Studies (CDS) and withdrawal process to be completed before leaving the institution.

## 5. Program Fees

- The fee structure applicable for MD / MS program is applicable for the first 3 years of integrated MD / MS PhD program.
- After the completion of MD / MS course, the fee prescribed for the PhD course is applicable.
  - Refer <https://manipal.edu/phd> for Course fees
- 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% per annum from the due date till the date of payment.
- The fee can be paid through the student portal of MAHE
  - URL: [sis.manipal.edu](http://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.

## 6. Admission Process

- The availability of integrated MD / MS PhD program will be announced to newly admitted batch of MD / MS postgraduates during orientation session conducted by the respective institutions.

- Interested candidates will submit their intent to join the program to the Dean of their respective institution within 4 weeks of orientation.
- The final selection of candidates will be based on an interview.
- Institution will allot guide to the selected candidate and the allotted guide will guide the candidate on his / her MD / MS as well as PhD thesis.
- Following the allotment of guide, the candidates will apply for admission to integrated MD / MS PhD program of MAHE as per **Annexure 55** to Centre for Doctoral Studies (CDS).
- The provisional admission process to the integrated MD / MS PhD course will be completed within 3 months of joining the MD / MS course.

## 7. Provisional registration

- Ph.D Scholar MUST submit the joining report along with undertaking to the CDS as per template (joining report: Annexure 56 ; undertaking: Annexure 57), within 3 days of joining integrated MD/MS program.
- CDS will issue provisional registration letter to the PhD scholar marking copy to HOI, HOD, Guide, Co- guide (if any), PhD coordinator and other MAHE offices.
  - Provisional Registration letter should be kept as reference for all future communications from PhD scholars, guide, and institution.
- Provisional Registration letter will reflect candidature details, course requirements, timelines for fee payment and PhD course timelines.

## 8. Registration to PhD

PhD registration number will be issued to the PhD scholar after the completion of MD/MS course. For this, the scholar required to submit a request to CDS immediately following the successful completion of MD/MS course. This requires recommendation from the guide, HOD, PhD coordinator and HOI.

## 9. Renewal of Registration

Date of joining the integrated MD/MS PhD program is considered as the date of provisional registration.

All PhD Scholars are required to renew their registration every semester for the subsequent semester after the provisional registration to integrated MD/MS PhD program.

- Semester-wise registration renewal should be done by Ph.D. Scholars (**Annexure 58**) with approval from the Guide based on
  - Status of work done
  - No dues from the MAHE finance department
- Registration renewal should be an independent process and will **NOT** depend on DAC / IPAC meetings.
  - If registration is **NOT** renewed, the student will **NOT** be on roll for that semester.
    - Duration will be extended by the same delay period.
- CDS will confirm the renewal of registration based on satisfactory report submitted by the institute.
- Renewal is applicable during the extension period also.

## 10. Financial Support

MAHE Manipal provides financial support for students admitted to the Integrated MD / MS – PhD program, as follows

- Junior Resident's stipend will be provided for the first 3 years of the MD / MS program
- Stipend applicable to Senior Resident for the next 2 years (ie; year 4 & year 5) of the integrated MD / MS PhD program.
- Incentive in the year 4 and year 5 based on the performance during PhD course

- In addition, a contingency grant (a total of Rs. 1,00,000) for year 4 & year 5 of the integrated MD / MS PhD program will be given for research work of the PhD student to cover expenses of consumables.
- Financial assistance (Registration / TA / DA / Accommodation), to a maximum of Rs. 30,000 (Rupees Thirty Thousand) for the 3<sup>rd</sup> and 4<sup>th</sup> year of the Ph.D.
  - This amount can be utilized before the submission of thesis.
  - This financial assistance can be utilised for the following, with due recommendations from the guide and HOI
    - Presenting Paper(s) / Poster(s) at National / International conference(s)
    - Attending workshop(s)
  - Above facilities can be availed with prior approval from MAHE Manipal (to apply use **annexure 48**)
- Candidates will **NOT** accept additional salary / stipend etc, from any other source during this period.

## 11. MD / MS Thesis

- The topic of MD / MS thesis **MUST** be linked to PhD theses with additional objectives
- The candidate will submit the protocol of MD / MS thesis to Doctoral Advisory Committee (DAC) within 6 months of joining the MD / MS program
- Data collection will begin after review and approval of the protocol by DAC and other regulatory approvals if applicable.
- Candidates will present half yearly report to the DAC.
  - The DAC recommendations and reports will be maintained in the candidate's file in the department / institution.
- Final MD / MS thesis to be submitted to the university at the end of 30 months ie; 2 years, 6 months; after joining the MD / MS course as per institutional policy.
  - DAC recommendation is mandatory for the submission of thesis.
- Candidates meeting MD / MS course requirements will be awarded the MD / MS degree as per program guidelines.

## 12. Institutional PhD Protocol Approval Committee (IPAC) presentation

The proposed protocol of PhD thesis **MUST** be submitted to the Institution for Institutional Protocol Approval Committee (IPAC) for presentation and approval

- It **MUST** be submitted within 14 - 16 months of admission to integrated MD / MS PhD program.
- Part of MD / MS thesis work **MUST** be submitted as pilot work of PhD thesis.
- In case of delay in the submission of protocol to institution for IPAC approval
  - Duration of whole program will be extended by the same delay period.
- PhD scholars **MUST** submit following documents to PhD office of Institution for IPAC presentations
  - DAC Committee Members List signed by guide and HOI (**Annexure 22**)
  - DAC meeting minutes/recommendation duly signed by HOI/Chairman (**Annexure 23**)
  - Interim DAC meeting minutes if any (**Annexure 23**)
  - Check list duly signed by the PhD Scholar and the Guide/Co-Guide (**Annexure 24**)
  - EC / IAEC / Bio-safety or any other approval letters or evidence of submission for approval
  - Research protocol soft copy (pdf) (**Annexure 25**) approved and signed by guide/s.
  - The research protocol should include the following in the prescribed format and all 15 sections are mandatory
    - Title, PhD Scholar 's Name and Affiliation
    - Guide / Co-guide's Name and Affiliation

- Introduction
  - Literature Review
  - Research Gaps identified
  - Objectives
  - Detailed Methodology
  - Expected outcome
  - Importance of proposed research investigation and link to sustainable Development Goals (SDGs)
  - Research Time plan
  - Pilot study / Preliminary work details
  - 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 PhD Scholar should **NOT** be listed under research related expenses mentioned above.
  - References
  - List of Course works suggested by DAC with credits
  - Similarity check report having total word count, similarity index < 15% and exclude matches < 3 words; duly signed by the PhD scholar and guide.
- The research protocol should be self-explanatory with the following
    - Pages: 15- 20 pages of A4 page size
    - Margins: 1 inch on all the sides
    - Font size
      - Headings: 14 & Bold
      - Subheadings: 12 & Bold
    - Text size: 12 normal with 1.5 line spacing
    - References: Standard format (Vancouver or Harvard or APA etc.,) and all references should be cited in the text.

## Important

- If the proposal involves use of animals or human subjects / materials, Institutional Ethics Committee approval/proof of submission should be submitted along with the application.
- 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.

### 12.1. Constitution of IPAC by HOI for each protocol

- IPAC for each protocol will be constituted by HOI with following members
  - Two domain experts
    - These experts should not be part of DAC, and preferably from other departments of the institution or other institutions of MAHE.
      - For protocols where domain experts are not available at MAHE, non-MAHE experts may be invited for IPAC presentation.
      - Non MAHE domain experts may attend online/offline and to be remunerated as per MAHE norms.

- All the members of DAC constituted for the PhD scholar.
- One MAHE representative
  - Should be from other institution of MAHE and should not be part of DAC.
  - Need not be a domain expert.
  - If the domain expert is from other institution of MAHE, same person may also perform the role of MAHE representative. However, in this case, domain expert must attend the presentation offline.

## 12.2. Responsibilities of IPAC members

- Provide key constructive feedback/suggestions on protocol during Q & A session
- Share additional feedback if any on email on the protocol to the coordinator of Institution
- Maintain confidentiality of protocols
- Maintain professionalism in their communication
  - Institution is responsible for communicating above expectations to all IPAC members

## 12.3. Responsibilities of MAHE representative

- MAHE representative may participate online or offline
- Responsibilities include
  - Observing the proceedings using the checklist provided by CDS (**Annexure 26**)
  - Communicate concerns/deviations if any, to HOI and CDS
  - Submission of observations in checklist (**Annexure 26**) to CDS

## 12.4. Scheduling IPAC presentations

- Institution PhD coordinator/s will schedule IPAC presentations within 14 days of submission of protocol.
- Institution will communicate the date and slots of presentation to IPAC members along with protocol at least 7 days prior to presentation.
- Institutions will communicate the date and slot to PhD scholar, guide, co-guide/s if any, HOD, HOI at least 7 days before the presentation

## 12.5. PhD Protocol presentation to IPAC by the PhD scholar

- Format of the presentation: Power point presentation, max. 35 slides, as per the sections in the protocol.
- Duration: 20 min followed by Q & A session for 10 min
- The presence of guide is mandatory. In the absence of guide, co-guide/s should attend the presentation. This requires prior approval from the HOI.

## 12.6. Role of Institution PhD coordinator/s

- IPAC presentations must be coordinated by the institutional PhD coordinator/s identified by the institution.
- Responsibilities of PhD coordinator/s include:
  - Conduct the presentations and minute suggestions (**Annexure 27**)
  - Share the suggestions and timeline for the submission of revised protocol with PhD scholar marking copy to guide, co-guides and HOD
  - Review the revised protocol and obtain confirmation of incorporation of suggestions by IPAC member/s
    - If protocol is approved during the IPAC presentation, the date of presentation to IPAC will be the date of protocol approval.



- If modifications are suggested by IPAC, the date of submission of final revised proposal to the institution will be the date of protocol approval.

## 12.7. IPAC Reports submission to CDS and confirmation of IPAC approval by CDS

- PhD coordinator will submit the following documents to CDS within 5 days of IPAC approval for obtaining confirmation of IPAC approval from CDS.
  - IPAC presentation minutes (**Annexure 27**)
  - DAC committee members list signed by guide and HOI (**Annexure 22**) – hard copy.
  - DAC committee members list (.doc) on email (**Annexure 22**)
  - DAC meeting minutes/recommendation duly signed by HOI/Chairman (**Annexure 23**)
  - Interim DAC meeting minutes if any (**Annexure 23**)
  - Checklist and certification by guide (**Annexure 24**)
  - Final Approved Protocol Soft copy with all sections on email (pdf) (**Annexure 25**)
- CDS will communicate IPAC approval confirmation to PhD scholar / guide / Coordinator / HOD / HOI within 15 days of complete document submission.

## 13. Ph.D. Supervisor Eligibility & Responsibilities

Full time faculty of MAHE institutions registered as MAHE PhD guides meeting following eligibility criteria may be appointed as supervisors for candidates admitted under Integrated MD / MS - PhD program

### 13.1 Eligibility for Guideship (as Primary Supervisor)

- **MUST** be a postgraduate medical teacher as per NMC (erstwhile MCI) guidelines with 5 years of teaching experience after M.D. / M.S.

### 13.2 Eligibility for Co-guideship (as co-supervisor)

- **Researchers with M.D. / M.S. / M.D.S**
  - **MUST** be a Postgraduate medical teacher as per NMC (erstwhile MCI) / DCI guidelines at the level of Associate Professor or above
  - **MUST** have three original research publications in SCOPUS / JCR indexed Journals.
    - In all these three publications, the researcher should be either first author or corresponding author only
- **Researchers with Ph.D.**
  - **MUST** have a minimum of three original research publications in SCOPUS / JCR indexed Journals.
    - In all these three publications, the researcher should be either the first author or corresponding author, only

### 13.3 Process for Guideship / Co-Guideship Recognition (Applicable to faculty from MAHE institutions)

The application format (**Annexure 21**) may be downloaded from <https://manipal.edu/phd>

- Applicant will submit application to Institutional Ph.D. coordinator to screen the application for eligibility
- Only the completed application with all required documents **MUST** be forwarded to the Head of Institution (HoI) for recommendation and further processing
- PhD coordinator will forward the completed application to CDS in hard copy.
- CDS will screen the applications for eligibility.
  - Incomplete / applications **NOT** meeting criteria, will be returned back to the PhD coordinator.

- On successful completion of scrutiny, CDS will formally communicate the decision to the Supervisor / Co-Supervisor within thirty (30) days from the date of submission of completed application.
- The approval will be ratified by the MAHE Academic Council (AC)

### 13.4 Process of non-MAHE researchers for Co-Supervisor Recognition

Applicants will submit co-guide application (**Annexure 21**) to MAHE recognized PhD guide. The application is available on <https://manipal.edu/phd>

- MAHE Guide's institution will forward the application to CDS with HOD and HOI's recommendation.
- Along with the application, applicants will submit No Objection Certificate (NOC) from their employer
  - This is **NOT** required if MAHE has Memorandum of Understanding (MoU) with their university / Institution / Lab
- CDS will screen the applications for eligibility
  - On successful completion of scrutiny, CDS will formally communicate the decision to the Co-Supervisor within thirty (30) days from the date of submission of completed application.
  - The approval will be ratified by the MAHE Academic Council (AC)

### 13.5 Guidelines for Recognized Supervisors / Co-Supervisors

A recognized Supervisor can

- **NOT** have more than 8 Ph.D. scholars admitted at any given time
- **NOT** have more than 2 Ph.D. scholars admitted in the current academic year, as Supervisor
- Guide up to 2 International Ph.D scholars on a supernumerary basis, over and above the permitted number of Ph.D. scholars

A Recognized Co-Supervisor should have

- **NOT** more than 8 Ph.D. scholars admitted at any given time
- **NOT** more than 2 Ph.D. scholars should have been admitted in the current academic year, as Co-Supervisor

#### **Note**

The number of PhD scholars admitted will be considered for the above purpose, and **NOT** the number of PhD scholar who have completed the Institutional Protocol Approval Committee (IPAC) presentations.

In addition,

- The Supervisor and Co-supervisor(s) should **NOT** be closely related to each other, and to the PhD scholar
- The Supervisor / Co-Supervisor should **NOT** have completed 60 years of age at the time of admission of the PhD scholar.
- It is mandatory to have a co-supervisor if a supervisor has completed 57 years of age and wishes to admit PhD scholar under him/her.
- At the time of resignation / transfer / superannuation, CDS may permit the supervisor to continue guiding already admitted students based on the progress made and on case-to-case basis. This requires recommendation from Head of the department and Institute.
- In case of absence of the supervisor for a prolonged period of time, CDS may appoint another supervisor who is qualified, with the recommendation of the Doctoral Advisory Committee (DAC)

- If **NO** new PhD scholar is admitted under a supervisor for a period of 5 years from the date of guideship approval or from the date of admission of a previous PhD scholar, guideship will be discontinued.

### 13.6 Obligations of the Supervisor and Co-Supervisor

The Supervisor & Co-Supervisor (if any) **MUST** guide and supervise the progress of the Ph.D. scholar through regular meetings with the PhD scholar and facilitate research at every stage of the whole programme.

- He / She is expected to
  - Ensure that the Ph.D. scholar fulfills the course outcomes & thesis submission requirements.
  - Meeting requirements as supervisor of MS / MD thesis as per the institutional guidelines.
  - Monitor progress of the PhD scholar on weekly basis by reviewing their research log book for status of tasks assigned, results, pending research questions/objectives and course work.
  - Review all deliverables / requests of PhD scholars before submission to DAC / IPAC / PhD coordinator / Institutions / CDS / Journals.
  - Inculcate ethics & good conduct of research.
  - Ensure that the PhD scholar submits the thesis to the University on time.

The other responsibilities include

- Constitution of the Doctoral Advisory Committee (DAC) in consultation with the DAC chairperson (*Section 13*) as per the timeline
- Ensuring that the DAC meetings / Synopsis presentation are conducted as per the time-line by liaising with institution, PhD coordinator and DAC members.
- Be the Single Point of contact (SPOC) for the Ph.D. scholar, institution, PhD coordinator and DAC members.
- Ensuring submission of course work details / progress report / synopsis and minutes of DAC meeting to PhD coordinator / Institution.
- Submission of the panel of 10 examiners with the approval of DAC to the Registrar (Evaluation) MAHE during the submission of thesis.
- Ensuring PhD scholar receives appropriate guidance / support if he / she is on leave/vacation.
- Assign primary guide to the PhD scholar in consultation with HOD / HOI / PhD coordinator, if on leave for > 6 months duration / resigning / superannuation / deputation.

### 14. Doctoral Advisory Committee (DAC) and presentations

On completion of the admission process, the Supervisor in consultation with the HOI and Institution Ph.D. coordinator will form a Doctoral Advisory Committee (DAC) for each Ph.D. scholar, within 1 month of joining and should consist of the following members

- Chairperson (HOI **OR** their representative)
  - If the HOI is the supervisor, a university representative will be the chairperson.
- PhD Coordinator of the institution
- Head of the Department (HOD)
- Supervisor
- Co-Supervisor (desirable)
- Two Subject Experts (should have a Ph.D. / MD / MS / MDS / MCh / DM degree) related to the area of research, one **MUST** be from outside the institution/university.

## Note

- For administrative purposes, PhD scholar will be admitted in Guide / primary supervisor's institution
- DAC will be constituted in the Guide / primary supervisor's institution. It is suggested to have co-guide / subject expert from the PhD Scholar's institution.
- All the Ph.D. related documents to be processed and activities to be organised by the Guide / primary supervisor's institution

### 14.1 Expectations from 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
  - To review the research proposal and finalize the topic of research
  - To guide the Ph.D. scholar to develop the study design and methodology of research, and also identify the course work of study.
  - To periodically review and assist in the progress of the research work of the Ph.D. scholar.
  - A research scholar shall appear before the DAC once in 6 months to make a presentation of the progress for evaluation and further guidance.
  - Review and ascertain the conformity to requirements.
  - In case the progress of the research scholar is unsatisfactory, the DAC shall record the reasons for the same and suggest corrective measures.
  - If the research scholar fails to implement these corrective measures, the DAC may recommend to the University with specific reasons, for cancellation of the registration of the Ph.D. scholar.
  - To ensure that the PhD scholar 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
    - met journal and conference publication requirements as per MAHE policy from the PhD research work

### 14.2 Progress Report Preparation

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.
- Scholar has to share the half-yearly progress report (**Annexure 28**) approved by the guide with DAC members on student portal of MAHE or via email before the due date.
  - Scholar will **NOT** be able to upload the report on or after the due date.
- The DAC members will review progress report and provide comment / decision within 1 week of upload
- Once the report is accepted by at least 4 DAC members, the institution will schedule the meeting of DAC.
  - The candidate has to present the progress of the research to the DAC on the scheduled date

### 14.3 DAC meetings

Timely scheduling of DAC presentation is Guide and HOI responsibility.

- DAC has to meet within 2 months from date of the candidate joining the integrated MD/MS PhD program, to finalise the research area, course work (minimum 12 credits) and the tentative date of submission of protocol to the university.
- DAC meeting to be scheduled with one-week prior notice to all DAC members
  - The DAC meeting **MUST** be conducted with a minimum of 4 members participating.
- 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 report of the candidate approved by the guide to be shared with all members prior to the presentation.
  - In DAC 1 meeting which is conducted 6 months after admission, DAC will ratify the course work suggested for the candidate and same has to be minuted in the DAC recommendation sheet.
  - In subsequent DAC meetings (DACs: 2 - 4), DAC members will review the status of course work.
    - If there are any deficit credits / grades seen and if courses do **NOT** fulfil the course work guidelines, the DAC will ask the candidate to take a repeat test to meet the criteria or complete courses as per the requirements.
    - If there is a delay or a shortfall, the DAC should make sure that it is resolved before the DAC 5 meeting. The status of course work completion/deficit and the status of action taken to be documented in the DAC minutes of meeting.
  - The DAC approved half yearly report along with DAC recommendation to be submitted to CDS within 15 days of DAC presentation.
- For the first 2 year and 6 months of the program, the progress report of MD / MS thesis and PhD thesis may be presented in the same DAC meeting.
  - However, half yearly MD / MS thesis and PhD thesis progress reports to be prepared separately and submitted to relevant offices with DAC recommendations.
- Half-yearly DAC presentation and report submission is applicable even during the extension period.
- DAC presentations / reports should not be combined.
- If the PhD scholar's progress in the PhD research and course work is **NOT** satisfactory, DAC may recommend for the cancellation of registration.
  - The status of course work completion / deficit and the status of action taken to be documented in the DAC minutes of meeting.
  - The minutes of the meeting should be recorded on DAC meeting template (**Annexure 23**) and filed in the institution and copy should be sent to CDS within 10 days of meeting.
- In DAC meetings, DAC may recommend for the cancellation of registration or withholding of scholarship if the progress is **NOT** satisfactory [if the progress is poor or very poor as per the grading rubric (**Annexure 29**)].
  - If PhD scholar's progress is not satisfactory,
    - Repeat (interim) DAC presentation should be conducted within 3 months.
    - Scholarship (if any) will be resumed only after DAC recommends for the continuation of scholarship.
- The DAC may suggest modification / reject the proposal / title / objectives / progress reports / synopsis / thesis.
- DAC must ensure that the PhD scholar has met publication and conference presentation requirements as per MAHE policy and they are from the PhD research work of the PhD scholar.
- In all DAC meetings, most importantly in DACs 1-3, DAC must critically analyze challenges encountered by the PhD scholar in completing objectives and suggest/recommend suitable modifications in research questions/objectives/methodology deemed necessary.

- DAC must ensure the timely completion of PhD by the scholar.

## 14.4 DAC Reports and DAC meeting minutes submission to CDS

- Following DAC meeting, PhD coordinator will send DAC approved half yearly report to CDS and one hard copy of DAC recommendation/meeting minutes to CDS within 10 days of DAC presentation.
  - If Two (02) DAC half-yearly/ semester reports are **NOT** submitted as per the timeline, registration will be cancelled and paid scholarship (if any), should be refunded back to the university within 1 month of cancellation.
  - Half-yearly/ semester DAC presentation and report submission is applicable even during the extension period.
  - DAC reports should **NOT** be combined.
  - Recommendations for registration renewal/protocol submission for IPAC presentation / synopsis or thesis submission / title change / extension / course work status etc., to be clearly mentioned in the DAC meeting minutes.
  - In addition, items discussed in the DAC meeting and actions to be taken before the next DAC meeting to be discussed with the PhD scholar during the meeting and must be recorded in the recommendation sheet.
  - The quality of Ph.D. scholar's overall progress in the last 6 months, **MUST** be indicated in the recommendation sheet as per the PhD progress grading rubric (**Annexure 29**)
  - Any extension requests from the PhD scholar **MUST** be sent to CDS in the template (**Annexure 45**) as a separate document with approval from DAC.
  - Any request for title change **MUST** be sent to CDS in the template (**Annexure 46**) as a separate document with approval from DAC.
  - Any change in the DAC **MUST** be communicated to CDS with the approval of DAC in the template (**Annexure 22**).
  - Any other matter that are not within the framework of MAHE PhD guidelines, **MUST** be communicated with clear DAC recommendation to CDS. In such circumstances, MAHE PhD Core Committee (VC, Pro VC and Registrar) will take decision on case-to-case basis.
- One copy of above documents to be given to the Ph.D. scholar.
- The Institution will file original documents pertaining to all DAC meetings in the Ph.D. scholar's file.

## 15 Course Work & Grading Scheme

As a part of course work, PhD scholars are required to take up courses having assessment, recommended by DAC.

- Coursework proposed by the DAC shall be at Masters Level or higher.
  - If the PhD scholar takes online courses / courses / training / workshops without assessments for fulfilling Ph.D. credit requirements, the evaluation of PhD scholars shall be conducted by the guide / department and reported in the upcoming DAC meeting.
- If MAHE approved courses are not available, guide may design customized course for the PhD scholar. This requires approval from Board of Studies (BOS) of the Institution and ratification by the Academic Council of MAHE.
- All the identified PhD courses including subject specific courses conducted online or on-site to be presented to BOS for approval.
- The minimum credit requirement for Ph.D. coursework shall be
  - 12 for PhD Scholar with master degree
  - 18 for PhD scholar with bachelor's degree
- One (01) credit equals to

- 15 contact hours for theory-based teaching
- 30 hours of contact time for practical or activity-based teaching
- Candidates are required to complete mandatory courses within 1 year and research specific courses within 2 years of admission to integrated MD / MS - PhD program.
- Ph.D. coursework includes the mandatory & specific courses
  - Mandatory courses
    - Research Methodology (RM) course with minimum 4 credits
      - This course is offered and coordinated in two modes (on-site and online) by the Department of Data Sciences, Prasanna School of Public Health (PSPH); Department of Humanities, Manipal Institute of Technology (MIT); and Manipal Institute of Communication (MIC) for Health Sciences disciplines, Technology & management disciplines and Law, Humanities & Social Sciences (MLHS) disciplines respectively.
        - Time-line: in two sessions, March-April and September-October
        - PhD scholar may opt for on-site or online sessions based on the recommendation of Institution/DAC/guide.
    - Research and Publication Ethics with 2 credits
      - At MAHE, this course is offered by Directorate of Online Education
    - Immediately after joining, the PhD scholar should register for the mandatory course work.
  - Specific courses
    - Specific courses could be additional research area specific courses proposed by DAC.
    - The specific courses pertaining to thesis work may be in the form of hands on training / attending workshops suggested by the DAC. Evaluation of PhD scholar is mandatory.
- 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 PhD scholar's area of research. Evaluation of PhD scholar is mandatory.
- PhD scholar must complete the coursework securing minimum 'C' grade in each course with an overall CGPA  $\geq 7.5$  out of 10. For absolute grading, refer Table 1 for grade conversion.
- The DAC will review the status of course work at the preliminary and DAC 1 meeting of the PhD scholar.
  - If there are any deficit credits / grades seen and if courses do not fulfil the MAHE PhD course work guidelines, the DAC should ask the PhD scholar to take a repeat test or repeat the course / take alternate courses that are equivalent and ongoing, to avoid delay in coursework completion.
- If there is a delay or a shortfall, the DAC should make sure that it is resolved before the DAC 2 meeting.
- The status of course work completion/deficit and the status of action taken to be documented in the DAC minutes of meeting
- Course completion certificate issued by institution/organizer will have the details of the courses taken as part of Ph.D. work with course code, credits & grades along with the CGPA.
- Credit and grades with % marks or grading scheme followed **MUST** be mentioned in the course completion certificate.
- The Institution will send the course work details, in the format (**Annexure 30**) and excel (**Annexure 31**) specified by the university to the CDS.
- Following verification, CDS will forward course work details of the PhD scholar to the Registrar Evaluation, MAHE for the issuance of consolidated course work grade sheet.
  - For all PhD scholars, the consolidated course work grade sheet issued by Registrar Evaluation, MAHE which will be considered for NOC issuance for thesis submission.



- The institution will retain a copy of consolidated grade sheet in the PhD scholar's file and the original to be given to the PhD scholar.

**Table 1: Course Work Grading Scheme**

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

## 16 Clinical, research and other responsibilities

- Candidates admitted under integrated MD/MS-PhD program must devote specific number of their working hours as junior/senior residents for thesis related work.
- Institutions MUST design and communicate roles/responsibilities to PhD scholars under integrated MD/MS PhD program

## 17 Leave Rules

The leave rules applicable are as follows

- During MD/ MS program, prevailing leave rules of junior resident (JR) is applicable.
  - PhD scholar is eligible for Casual leave (CL, 12 days) and Special Casual leave (SCL, 15 days), per calendar year
    - SCL can be availed only for academic enhancement programs such as conference, workshop, seminars, and symposiums with prior approval from guide and HOD / HOI.
    - Leaves can be availed only with prior approval from guide and institution.
      - If the PhD Scholar avails leave over and above the eligibility, the duration of Ph.D. will be extended by leave period availed.
        - If the PhD scholar avails additional leaves with DAC permission, the minimum duration of Ph.D. will be extended by leave period availed.
          - ✓ This requires prior approval from CDS. The request to be sent to CDS in CDS template (**Annexure 42**).
        - Maternity leave, if availed, to be communicated to CDS along with supporting documents in CDS template (**Annexure 43**).
          - ✓ The minimum duration of PhD program will be extended by leave period

## 18 Program Extension

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.

- Request for course duration extension should be submitted to CDS using a template (**Annexure 45**)
  - Minimum duration of extension approved at a time is 6 months and maximum of one year.
    - Additional course fee has to be paid by the PhD scholar for each semester (6 months) extension obtained.
- Renewal of registration is applicable for extended period.

### Note

- 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 PhD Scholars who have taken extension

If the candidate fails in the MD / MS final examination, the period between the declaration of MD / MS exam results and subsequent course completion will be considered as academic break.

- The course duration will be extended by the duration of academic break.
- Scholarship will not be paid during academic break and extended period.

## 19 Cancellation of Admission

Admission/registration to the Ph.D. program will be cancelled in following situations,

- If two DAC reports are **NOT** presented as per the time-line
- There is **NO** progress in work as evidenced by non-submission of progress reports / recommendation of the DAC.
- If PhD scholar is absent at work for > 1 month without prior approval
- Recommendation from DAC and PhD core-Committee of MAHE for any other reasons
- If the PhD scholar leaves the institution without prior approval from Guide / Department / HOI / CDS etc
- On completion of maximum duration of the course
- If the PhD scholar brings disrepute to the Department / Institution / University in any form
- If the PhD 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.
  - Following the approval from CDS, the institution should initiate the withdrawal process and same to be communicated to CDS once the process is completed.
  - In the event that PhD scholar wishes to discontinue from the Ph.D. program / registration is cancelled by MAHE, he / she has to return the full scholarship amount provided so far.

## 20 Mandatory Publications, Conference Presentations and other Requirements

The mandatory publication and conference presentation requirements for thesis submission are as follows

- Journal Publications
  - Two (02) first author journal publications indexed in SCOPUS or Web of Science (JCR indexed), in the field of PhD research are **Mandatory** for submitting the synopsis and thesis.
    - The publications shall be related to the subject of the thesis.
    - The articles published during the course of PhD study will be considered for meeting the mandatory requirement for thesis submission
    - One of the two papers could be a review paper and another should be original research article from the thesis
      - PhD Scholar, supervisor (s) and authors from MAHE should adhere to MAHE advisory on multiple affiliations
      - If two PhD scholars are first authors in the publications, among two, one PhD scholar can claim it for meeting PhD requirements.
  - If a PhD scholar has one (01) original research article as first author in a journal in first quartile, he/she will be allowed to submit the thesis.
  - The articles must be published/ accepted for publication before the synopsis presentation and submission of thesis to Registrar (Evaluation)
- Conference Presentations
  - Ph.D. scholars **MUST** make two (02) research paper / poster presentations in a reputed national & international conferences before the submission of the thesis for adjudication, and produce evidence for the same in the form of presentation certificates.

- PhD supervisors **MUST** ensure that presentations in predatory conferences are avoided.
- Other requirements
  - Attendance recording on all working days
  - Maintain research logbook recording the PhD related tasks performed on daily basis including their status, results, pending research questions/objectives, status of course work and other PhD requirements.
    - The logbook to be submitted to PhD supervisor on weekly basis for review and approval. This serves as an official record of contact between PhD scholar and supervisor/s.
    - The logbook to be submitted to the supervisor before seeking NOC from CDS for thesis submission.
  - Half yearly DAC presentations as per the timeline
  - Course work completion as per MAHE requirements
  - Synopsis presentation

## 21 Ph.D. Synopsis Presentation

At the end of PhD work, the PhD scholar has to present the summary of complete work to the DAC as 'Synopsis presentation'

- Synopsis (**Annexure 32**) should be written in the prescribed format.
- 1-hour PPT presentation **MUST** be scheduled at the Institution with one (01) week prior notice, which shall be open to all faculty, PhD scholars and students.
- Synopsis presentation shall be scheduled only when the PhD scholar has met the submission requirements.
- It is mandatory for the DAC members to participate
  - DAC **MUST** evaluate and provide their feedback in the form of **APPROVED** or **SUBMIT WITH MINOR / MAJOR REVISIONS**
    - If Minor Revision is suggested, supervisor (s) may review the revised synopsis and provide approval for thesis writing and submission
    - If Major Revision is suggested, DAC **MUST** suggest the timeline for resubmission and provide approval for thesis writing and submission after satisfactory evaluation of the presentation
- The meeting minutes should be recorded in Synopsis presentation proceedings (**Annexure 33**)

## 22 Originality of Work

Plagiarism in the thesis in any form or part thereof is viewed seriously and penalized as per MAHE norms.

- [Click here](#) to download the plagiarism policy
- While submitting the thesis for evaluation, the dissertation / thesis shall have an undertaking from the research scholar and a certificate from the Supervisor/s 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.
- All Ph.D. thesis submitted should be accompanied by a similarity index report and certified by **MAHE (KMC/MIT) Library** 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 of PhD scholar which are included as annexures can be excluded.

## 23 Ph.D. Thesis Submission

The guidelines for submission of final thesis is as follows

- Thesis **MUST** be submitted to the Registrar (Evaluation), MAHE immediately after obtaining No objection certificate (NOC) from CDS.
- Within three (03) months from the date of DAC approval for thesis submission PhD scholar **MUST** obtain **NOC** from CDS for thesis submission
  - Institute / Department Ph.D. coordinator will screen following documents for NOC issuance for thesis submission and the institution will forward one set of hard copy to CDS.
    - Request for NOC in CDS template (**Annexure 34**)
    - Declaration of originality in template (**Annexure 35**)
    - Turnitin report / Plagiarism report of whole final thesis with total word count, similarity index <15%, and exclude matches < 3 Words, issued by Central Library, MAHE
    - Minimum two (02) first author publications indexed in SCOPUS/WoS (JCR) with MAHE affiliation (*refer section 19*)
    - Undertaking if thesis word count is < 30,000 (**Annexure 40**)
    - Publication details in template (**Annexure 36**)
    - Two conference presentation certificates
    - Consolidated coursework grade sheet issued by the Registrar Evaluation
    - Synopsis presentation proceedings (**Annexure 33**)
    - Ph.D. dues clearance certificate
      - To avail the dues clearance certificate, please contact or write to the MAHE Students Finance [sfin.mahe@manipal.edu](mailto:sfin.mahe@manipal.edu)
    - In case of Change in Guide / Co-Guide / Thesis Title, prior approval to be availed from Deputy Director, Centre for Doctoral Studies, MAHE, Manipal (*refer section 13.4*).
      - Request to be submitted through proper channel along with DAC recommendation details.
  - 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.
  - CDS will communicate NOC to Registrar Evaluation via email with a copy to the PhD scholar, PhD coordinator, guide and Institution.
- After receiving NOC from CDS, Ph.D. scholar **MUST** proceed for thesis submission to The Registrar (Evaluation), MAHE, 2nd Floor, manipal.edu Building, Madhav Nagar, Manipal – 576 104.
  - One soft copy of the synopsis in PDF format (max. 24 pages) in the prescribed format (**Annexure 32**).
  - One soft copy of thesis with all sections in PDF format (one or more files of less than 10 MB size each) (**Annexure 37**). Thesis shall have following sections
    - Thesis cover page (**Annexure 38**)
    - Certificate page (**Annexure 39**)
    - Abstract (structured within 2000 words)
    - Declaration of originality (**Annexure 35**)
    - Acknowledgement
    - Contents/Index page
    - List of tables
    - List of Figures
    - Abbreviations
    - First chapter
    - Second chapter
    - Chapters ...
      - Content in each chapters in the thesis should be as recommended by DAC.

- Summary and conclusion
- Bibliography (Vancouver or Harvard or APA style etc., as recommended by DAC)
- List of publications from PhD thesis (only) along with list of authors of each publication with their affiliation/s.
- List of conference presentations
- Annexures
  - Copy of ethics committee or any other regulatory approvals, questionnaires, maps etc
  - One-page biodata of the PhD scholar which must include
    - ✓ Name, Age, Permanent address, Email id and Contact number
    - ✓ Additional achievements such as patent / awards / fellowships / any other recognition may also be mentioned here.
- Thesis should be 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 or APA etc.) and all the references should be cited in the text.
- After receiving NOC from CDS, PhD supervisor **MUST** submit the following
  - A covering letter addressed to Registrar Evaluation, MAHE through proper channel as per institutional policy, requesting evaluation of the submitted thesis.
  - DAC approved panel of examiners with one-page CV, publications of each examiner and web link from their University / Institutional website 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 from equal or higher ranked universities.
      - 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 postgraduate medical teachers as per MCI / NMC guidelines with minimum 15 years of post-graduate teaching experience and acknowledged leaders in the field of study undertaken by the PhD scholar.
- Thesis evaluation period is approximately 3 - 6 months from the date of successful submission
  - The PhD scholar should **NOT** contact the University during the period of evaluation

## 24 Ph.D. Thesis Evaluation

A board of two (02) 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 examiners list by the guide.

- The university shall ascertain from the external examiners their willingness to offer themselves as examiners for a particular thesis.
  - On acceptance of the willingness, the synopsis of the thesis and thesis will be sent to them.
- The examiners shall submit a detailed review report on the thesis. Their recommendations for acceptance of the thesis **MUST** accompany a precise certificate that the PhD scholar's work has advanced the existing knowledge on the subject and is a standard research work suitable for the award of PhD degree.
  - 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.

- The examiner may be requested to send some questions to be asked to the PhD scholar 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.
- If the report from any one of the external examiners is **NOT** received within 4 months, the thesis will be sent to another examiner from the approved panel.
- If the thesis is rejected by both the examiners, it will stand rejected and shall **NOT** be referred to any other examiner.
  - In case 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.
- 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 PhD scholar is so informed by the university.
  - In case of re-submission / rejection / modifications, the PhD scholar 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 to Registrar - Evaluation.
    - If the file size is larger than 20 MB, compressed file should be submitted.

## 25 Public Defense of Ph.D. Thesis and Provisional Degree Certificate (PDC)

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 PhD scholar in the field of research work.

- The PhD scholar 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.
  - When the thesis is approved, the PhD scholar has to submit the two copies of final thesis along with a soft copy in PDF format during the defense viva examination.
- The board of examiners for the viva voce examination shall consist of one external and one internal examiner.
  - Generally, 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 evaluated the thesis of the PhD scholar will be the external examiner at the viva voce-examination.
- 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.
  - At the viva voce examination, the PhD scholar's general proficiency in the subjects allied to the field of his study shall also be evaluated.
  - 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.
  - 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.
  - However, the result of the examination shall be decided solely by the members of the board of examiners.
  - After the completion of open defense and viva voce, the Examiners will submit joint report and exam results / recommendation to Registrar Evaluation, MAHE.
- The PhD scholar 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.
  - In case, the examiners are not satisfied with the performance of the PhD scholar in the above examinations, the PhD scholar 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.

- The date when all the following requirements are submitted to Registrar Evaluation Office is considered as the date of completion of Ph.D.
  - Joint report by the examiners
  - Final corrected thesis
  - Soft copy of thesis in Shodhganga format for uploading
- On successful public defence, the PhD awardee may apply for issuance of provisional degree certificate by the Registrar Evaluation.

## 26 Uploading of Full Text Ph.D. Thesis on Shodhganga

After the final successful thesis defence before the declaration of results, thesis has to be uploaded on Shodhganga web portal by MAHE Central Library, which will be initiated by MAHE Registrar Evaluation office.

## 27 Award of Ph.D. Degree

Candidates satisfying all requirements will be awarded with MD / MS and Ph.D. degree certificates under the seal of the university and signed by the Vice Chancellor at the convocation held for conferring degrees.

- The TITLE OF THE Ph.D. THESIS shall be indicated in the Ph.D. degree certificate. The degree certificate shall not indicate the subject or specialty.

## 28 Ph.D. Transcript

- The details for transcript in a prescribed template (**Annexure 41**) (soft copy) with following components to be submitted to Registrar Evaluation after the declaration of the result.
  - PhD scholar name, admission/registration number, admission date, guide and co-guide details, institution
  - Thesis title, date of award, structured abstract of the Ph.D. work with in 2000 words, Shodhganga link to the thesis
  - Details of publications (from thesis only), conference presentations (from thesis only) and course work details.
- The Content of transcript provided should be traceable from final thesis/course work details submitted to the university.
- The Registrar Evaluation will issue Ph.D. transcript and bonafide certificate to the PhD awardee after the convocation.

## 29 Publication of Thesis

The thesis shall **NOT** be published as a whole, without the permission of the University.

- The university may grant permission for the publication under such conditions as it may impose.

## Ph.D. Process Flowchart

The process flow chart of Integrated MD / MS – PhD is as follows

