GUIDELINES FOR

POSTGRADUATE RESEARCH

DEGREES

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1. Guidelines for appointing Supervisors for Postgraduate Research Degrees

1.1   Supervision of Ph.D. Degrees
Principal supervisor should have:

a. Ph.D., M.D. or equivalent*, and
b. Minimum of three publications in peer-reviewed standard indexed journals in accordance with the KDU Publication Policy.

Co-supervisor should have:

a. Ph.D., M.D., or equivalent*

1.2   Supervision of M.Phil. Degrees
Main supervisor should have:

a. Ph.D., M.D., M.Phil., or equivalent*, and
b. Minimum of three publications in peer-reviewed indexed journals in accordance with the KDU Publication Policy.

Co-supervisor should have:

a. Ph.D., D.M., D.Eng., M.D., M.Phil., or equivalent*

∗ *Senate may consider other qualifications (i.e. Research/ Inventions/ Innovations/Professorship granted under the UGC evaluation basis) under special circumstances.*

1.3   Evaluators/Examiners of Ph.D. Degrees
should have:

a. Ph.D., M.D. or equivalent*, and
b. Minimum of three publications in peer-reviewed indexed journals in accordance with the KDU Publication Policy.

1.4   Evaluators/Examiners of M.Phil. Degrees
should have:

a. Ph.D., M.D., M.Phil., or equivalent*, and
b. Minimum of three publications in peer-reviewed indexed journals in accordance with the KDU Publication Policy.

∗ *Senate may consider other qualifications (i.e. Research/ Inventions/ Innovations/Professorship granted under the UGC evaluation basis) under special circumstances.*

2.   Composition of Boards of Study

The Faculty of Graduate Studies shall have such number of Boards of Study as may be agreed upon from time to time by the university. Each Board of Study comprises a minimum of seven (07) and maximum of eleven (11) members consisting of 2-3 Professors or senior academia with good record in research, nominated by the Faculty Board of relevant faculties. (However, the Senate may consider inclusion of other members under special circumstances.) In addition, all coordinators of postgraduate courses/programmes will be affiliated members to the Board of Study. Assistant Registrar of the Faculty of Graduate Studies will convene all the Boards of Study. Where necessary, the Deans of the relevant faculties and the supervisor may be invited to the Board of Study meetings.

Each Board of Study shall have a Chairperson appointed by the Board from among the Professors and Senior Academics on the recommendation of the Dean of the Faculty of Graduate Studies. A quorum must be present for the BOS in order to reach decisions on the agenda items. A quorum exists when 50% of Board of Study members (excluding the affiliated-members) are present including the chairperson. The absence (including excuses) in 3 consecutive BOS meetings will cancel the membership of the Board of Study member to the board.

3.   Responsibilities of Boards of Study

1. To consider and report on any matter referred to it by the Faculty Board of Faculty of Graduate Studies
2. To present recommendations and report to the Faculty Board of Faculty of Graduate Studies on all matters connected with the courses of study, study programmes and examinations of that Boards of Study;
   This includes:
   a) Reporting to FGS on the available research areas/ vacancies for postgraduate studies under Window I each year.
   b) Evaluation and screening of applications with regard to eligibility criteria, availability of internal expertise etc. for postgraduate studies under Window I
   c) Calling for 'expression of interest' from the academic staff of relevant faculties, to supervise the shortlisted applicants, as the supervisor from KDU.
   d) Making recommendations on nominees for supervisors for students under Window I[1]
   e) Recommending evaluators for proposal evaluation of Window I candidates, and making recommendations on the decision of the acceptance of proposals to the Dean, Faculty of Graduate Studies, based on the comments made by the Proposal Evaluation Committee (PEC).

f) Evaluation of applications of postgraduate studies under Window II with regards to eligibility criteria, suitability of supervisors, research proposal etc.

g) Making recommendations on qualifying examinations to fulfil the eligibility criteria if necessary

h) Making recommendations on additional supervisors for postgraduate research under Window II where necessary, with the concurrence of the main supervisor [2].

i) Getting the research proposals of Window II candidates evaluated by two subject experts.

j) Ensuring ethical approval for research where necessary

k) Evaluation of progress reports, recommending progress evaluation panel meetings as necessary and making recommendations on them to the Dean, Faculty of Graduate Studies.

l) Evaluation of applications for upgrading from MPhil to PhD and making recommendations on calling the candidate for a progress evaluation panel meeting to consider the upgrade, based on the comments by the evaluators, and then recommending the suitability of the candidate to be upgraded based on the recommendation of the evaluation penal to the Dean, Faculty of Graduate Studies.

m) Evaluation of requests from candidates connected to the study programme and examinations

n) Recommending nominees as thesis examiners

o) Making recommendations on relevant course modules to be followed by postgraduate students when necessary, etc.

3. To appoint committees, for the purpose of considering and reporting on any special subject or subjects;

4. To recommend to the Faculty Board of the Faculty of Graduate Studies the requirements for the admission of students to courses of study and examinations;

5. To recommend to the Faculty Board of Faculty of Graduate Studies, persons suitable for recognition as teachers and examiners;

6. To recommend to the Faculty Board of the Faculty of Graduate Studies, persons who, having passed the prescribed examinations and satisfied other prescribed conditions, are eligible for the award of Postgraduate degrees and other academic distinctions;

7. To recommend to the Faculty Board of the Faculty of Graduate Studies, schemes for the reorganization of existing Boards of Study and the organization of new Boards of Study.

8. Any other responsibilities as may be directed by the Faculty of Graduate Studies.

4. Responsibilities of Faculty of Graduate Studies

Assistant Registrar of Faculty of Graduate Studies shall,

1. Assist the Boards of Study to perform their duties as mentioned above (under Section 3).
2. Call for applications under Window I on appropriate time.
3. Refer the applications to the relevant Boards of Study, for checking eligibility criteria and screening the applications based on the availability of supervisors.
4. Call for interviews for shortlisted applications under Window I.
5. Refer the selected applications under Window I to the Boards of Study for the recommendation of supervisors.
6. Refer on all matters connected with study programmes and examinations to the Boards of Study.

   This includes:

   - Applications under Window II
   - Proposals/ revised proposal submissions
   - Progress report submissions
   - Thesis submissions
   - Requests by candidates

7. Sending the proposals/ progress reports/ thesis to the relevant evaluators/ examiners without delays and obtaining the evaluation reports on time.
8. Arrange and coordinate Proposal Evaluation Committee meetings and Progress Evaluation panel meetings where necessary as directed by the Boards of Study.
9. Arrange for a minimum of 6 Boards of Study meetings per year, in liaison with the Chairpersons of Boards of Study.
10. Closely monitor the timely submission of research proposals, progress reports, thesis within the stipulated time period and report to the Boards of Study of any lapses.
11. Closely monitor the payment of course fees and annual registration fees by the candidates.
12. Communicate with the students on all matters connected with the courses of study, examinations, etc.
    This includes:
    - Acceptance of candidature
    - Proposal evaluation committee meetings
    - Progress evaluation panel meetings
    - Thesis viva voce
    - Decisions on proposals, progress reports, after the relevant recommendations and approvals
    - Any other matters to be conveyed to the students, as recommended by the Boards of Study/faculty Board of Graduate Studies and/or approved by the senate.

13. Arrange learning supports for students as deemed necessary.
14. Carry out any other responsibilities as may be directed by the Senate.

5.   Responsibilities of Supervisors of Postgraduate students

It is a collective responsibility of all supervisors to produce high-quality postgraduate students and to maintain high-quality research in the University. However, the principal supervisor in the relevant Department of study has the main administrative responsibility of the student.

Responsibilities:

1. Ensure that the student is fully aware of the degree programmes before registering
2. Ensure that the application is complete and the research proposal of the candidate is suitable for the degree and for the duration
3. Recommend relevant course modules to be followed by the student when appropriate.
4. Arrange regular meetings with the candidate.
5. Ensure that the student submits progress reports once in every six months.
6. Ensure that the student renews the registration annually.
7. Take efforts to get the candidate to make presentations on the progress made at every 03 to 06 months to the supervisors or department or any scientific forum in the faculty.
8. Ensure that the candidate completes the research project and the thesis within the stipulated period.
9. Ensure quality of work carried out by the candidate.
10. Ensure that the student achieves minimum required number of publications/ presentations as specified in the by-laws before the submission of the thesis.