



**Academic and Financial Regulations for
Master of Philosophy (MPhil)**

**Academic and Financial Regulations for
Doctor of Philosophy (PhD)**

BANGLADESH OPEN UNIVERSITY

Academic Regulation for Master of Philosophy (MPhil)/Doctor of Philosophy (PhD)

(This regulation stems from Section 33 of the BOU Act, 1992)

SECTION A: ADMINISTRATION OF THE RESEARCH DEGREES

1. Policy

Bangladesh Open University (BOU) has the policy to maintain a strong focus on research in sciences, applied sciences and technologies, agricultural sciences, engineering sciences, health sciences, textile and leather sciences, biological sciences, business administration, international and development economics, social sciences, humanities and languages, law, teacher education, distance education and other disciplines offered by different schools of the University [Section 23, BOU Act 1992].

2. Research Degree

BOU provides various academic programs ranging from certificate to Doctor of Philosophy (PhD) through face to face as well as open and distance learning (ODL) approach using self-learning materials, radio-TV broadcasts, tutorial support services, interactive virtual classes, video-conferencing, on-line learning platform, mobile technologies, etc. This regulation allows the University to conduct research degrees and to extend its research activities which is obligatory as per Section 6 of the BOU Act 1992. Under this Regulation, University offers following research degree programs through its different academic schools.

- 2.1 Master of Philosophy (MPhil)
- 2.2 Doctor of Philosophy (PhD)

BOU shall confer the MPhil and PhD degrees upon successful completion of the Courses of Studies and Research Works approved by the Academic Council and Board of Governors of the University.

3. Central Research Committee (CRC)

The University shall form a Central Research Committee for three (3) years consisting of the following members:

- 3.1 **Chairperson** – Vice-Chancellor, BOU or his/her nominee but not below the rank of Professor having PhD.
- 3.2 **Internal Members** - Pro-Vice Chancellor, BOU
Treasurer, BOU
Deans of the BOU Schools
- 3.3 **External Member**- One external member having PhD in the respective field(s) not below the rank of Professor.
- 3.4 **Member Secretary** – Registrar, BOU
[The Vice-Chancellor may increase the members of the Committee, if required]

This Committee shall act as highest Research Council at the university. CRC shall scrutinize the shortlisted candidates and the corresponding supervisors proposed by the concerned Research Coordination Committee (RCC) and recommend the finally selected candidates to the Academic Council for approval for admission, granting Scholarship/Assistantship/Fellowship and other relevant matters.

4. Research Coordination Committee (RCC)

Each School shall have Research Coordination Committee (RCC) for research degree. The Central Research Committee will form the RCC for three (3) years consisting of the following members:

- 4.1 **Chairperson** – Dean of the concerned school or his/her nominee but not below the rank of Associate Professor having PhD.
- 4.2 **Internal Members** - All Professors of the School [*The Vice-Chancellor may increase the members of the Committee, if required, but not below the rank of Associate Professor*]
- 4.3 **External Members** - Two external members having PhD in the respective field(s) not below the rank of Professor.

RCC shall be responsible for all the administrative works relating to MPhil and PhD at school level. The RCC will perform the following functions:

- i) Organize all such activities as are relevant to the research program of the discipline;
- ii) Approve the topic of research, the synopsis, and the allocation of supervisor;
- iii) Assess and approve the progress reports of MPhil/PhD researchers;
- iv) Approve course work and organize the presentation of assignments (if any), research reviews, seminars and such other components as are prescribed in respect to the MPhil/PhD candidates;
- v) Coordinate preparation of question papers by the examiners, moderation, arrangement of semester-end examinations for course works and evaluation of answer script(s) in conformity with the University guidelines;
- vi) Approve change of dissertation/thesis title, change of supervisor (if required) and status of researcher (full time to part time and vice-versa);
- vii) Recommend extension of fellowships/scholarships/assistantship tenure, if any, beyond the time-period specified in the initial offer letter of the award;
- viii) Facilitate the finalization of synopsis within six-month period of provisional admission/registration of candidates;
- ix) Consider and recommend to the School for approval of the names and the CVs of supervisors in accordance with the regulations;
- x) Ensure observance of the admission schedule in each cycle as announced by the CRC;
- xi) Shortlist the candidates and recommend to the CRC for the fellowships/scholarships/assistantships;

5. Research Ethical Committee (REC)

There will be a Research Ethical Committee to look after the ethical issues concerning MPhil and PhD research works. The formation of the REC will be proposed by the CRC to the Academic Council for approval.

SECTION B: MASTER OF PHILOSOPHY (MPhil) PROGRAM

Academic Regulations

Bangladesh Open University shall confer the Master of Philosophy (MPhil) Degree upon successful completion of the courses work and research works approved by the Academic Council of the University. The minimum duration of the MPhil program shall be two years for full-time and three years for part-time candidates. The maximum duration of the MPhil program will be four years for full time and six years for part-time candidates. The terms and conditions regarding admission, evaluation and other matters concerning the Degree shall be governed by Regulations enacted by the Academic Council and the Board of Governors (BOG) of the University.

1. Eligibility for Admission

1.1 A candidate having Bachelor (Honours) degree and Master degree in any academic discipline from a recognized university with two First Class/Division or GPA/CGPA 3 (out of 4) or equivalent.

Or

1.2 A candidate having at least Second Class with minimum 50% marks or CGPA/GPA 3.00 (out of 4.00) or equivalent in both 3-year/4-year Bachelor (Honours) degree and one-year Master and at least second division or GPA 4.00 (out of 5.00) or equivalent in both SSC & HSC and equivalent examinations.

Or

1.3 Candidates holding Bachelor (Honours) degree and Master degree serving at recognized research organizations/academic institutions/bodies having at least 2 (two) years experience and one research article published in peer-reviewed journal.

1.4 Foreign candidates shall also have the opportunity to enroll into this program upon satisfying the above requirements. In addition, the foreign candidates have to fulfill the following criteria:

1.4.1 Overall IELTS score minimum 5.5.

1.4.2 Candidates from English speaking countries need not to fulfill the Criterion 1.4.1. However, they will need to produce proper documents with the application.

1.4.3 The RCC and CRC will have the right to waive the English language test scores where required subject to the recommendation of the RCC.

2. Discipline

Concerned RCC will decide the discipline of the research program and shall recommend to the CRC for approval through the school committee.

3. Admission

- 3.1 The University shall advertise - in the print and electronic media - for the research program.
- 3.2 The candidate shall apply in the prescribed Application Form online or offline or both as specified in the advertisement.
- 3.3 The Degree obtained shall be cancelled in any time if any fraudulent document found in support of the Application.
- 3.4 The applicant shall attach a 'Research Proposal' with the Application Form to be prepared as per the Research Proposal Guidelines provided by the CRC. The guideline may vary depending on the specific requirements of the specific discipline.
- 3.5 If the applicant intends to have a supervisor who is not a BOU faculty, he/she will have to attach a CV of the supervisor and a '**Letter of Consent**' from the proposed supervisor. Both candidate and the proposed supervisor shall sign the research proposal.
- 3.6 Upon the receipt of the Application Form by Research Degree Unit (RDU), an initial scrutiny will be made to examine whether all the essential criteria of eligibility are met and relevant documents are attached to the Application.
- 3.7 After the scrutiny, the Applications shall be sent to the concerned RCC for further scrutiny. The RCC will recommend the short-listed candidates based on their academic suitability for the program.
- 3.8 The CRC will call short-listed candidates for Interview/Viva-voce/Presentation on their Research Proposals before the RCC. The Interview/Viva/Presentation may be conducted through audio and/or video conferencing subject to the approval of the CRC.
- 3.9 The details of candidates who are finally selected by the RCC along with the allotted Supervisor (s) in each case will be sent to the CRC for consideration.
- 3.10 The list of candidates shortlisted by the CRC will be placed before the Academic Council for final approval. Then an **Offer Letter** for provisional Admission/Registration will be sent by the CRC to the candidates. The **Offer Letter** will inform the candidate about her/his selection and advise her/him to deposit the required fee for the MPhil Program within a stipulated time.
- 3.11 If candidate's Research Proposal is not finalized at the time of Interview, he/she may be given a maximum of six months time to work on his/her research topic to finalize the title, methodology, research approach, and such aspects of the research work as are advised by the concerned RCC. The candidate will be guided by his/her Supervisor(s) in this matter and he/she should finalize the Research Proposal within six months from provisional Admission/Registration. In case he/she fails to do so, the admission will be cancelled and the amount deposited by the candidate as fee will not be returned. It is to be mentioned here that it is the candidate's responsibility to finalize the Research Title and Research Proposal within the six months period.
- 3.12 After the finalization of the Research Proposal and approval in due course, the candidate will be issued a Confirmation Letter.
- 3.13 Candidates admitted to the MPhil program shall take permission from the employers where applicable.

4. Total Number of Semesters in the MPhil Program

- 4.1 Full-time: Minimum – 4 (four) semesters [2(two) years]
Maximum – 8 (eight) semesters [4(four) Years]
- 4.2 Part-time: Minimum - 6 (six) semesters [3(three) years]
Maximum – 12 (twelve) semesters [6(six) Years]

5. Courses of Studies

- 5.1 The concerned RCC shall recommend the Courses of Studies to CRC through the school committee to process it for approval of the Academic Council and the Board of Governors.
- 5.2 MPhil candidates shall compulsorily complete **Research Methodology** course and one subject related course to be decided by the RCC and approved by CRC. The CRC may exempt the candidate from coursework subject to her/his application and the recommendation of RCC.
- 5.3 MPhil candidates shall complete the coursework within the first and second Semester (First Year) of the study period.
- 5.4 The pass mark in each course will be 50% in written examination and 50% on the oral examination, if any.
- 5.5 The candidate, who fails to get the pass mark or is unable to appear at the written examination or cannot complete the courses of studies for valid reasons, may be allowed one more chance to sit for the examination but only in the next academic session on re-admission. The permission of extension will be given by the university authority on the recommendation of the supervisor and the RCC of the concerned School.
- 5.6 There shall be an Examination Committee for course works consisted of three members: a chairman, an internal subject expert and an external subject expert. If there is no internal subject expert available, both the subject experts will be external.
- 5.7 RCC will propose the examination committee to the school committee, which will be approved by university authority.
- 5.8 The Examination Committee will propose the names of the examiners from the panel of examiners for approval of the university authority.
- 5.9 There shall be two question setters for each course, to be moderated by the concerned examination committee.
- 5.10 Scholarships /Assistantship/Fellowship from BOU will not be renewed for a candidate who fails to pass the coursework depending on the decision of the CRC.

6. Mode of delivery and course waiver

- 6.1 Candidates have to attend the face-to-face sessions or complete online modules (where required) for the prerequisite courses. Candidates will not be permitted to sit the final exam if the class participation becomes less than 60 percent in the case of face-to-face courses.

- 6.2 A candidate may have the opportunity to get waiver from the prerequisite courses if –
- obtained 60% marks to the respective course(s)
 - the candidate must attend a viva-voce and prove their competency before the concerned RCC.
- 6.3 Candidate can apply for course waiver along with proper documents to the RDU.

7. Supervisor(s)

- 7.1 The candidate shall perform the research work under the supervision of a supervisor who will be a teacher from the respective School of BOU/and/or an external faculty-member from renowned university/academic institute/research institute not below the rank of an Associate Professor with PhD.
- 7.2 There may be maximum two co-supervisors subject to the recommendation of supervisor and the approval of RCC and CRC.
- 7.3 Every candidate registered for the MPhil program shall be required to pursue the program under the approved research supervisor(s) of the University. Independent supervision/Joint Supervision for candidates shall be assigned by the concerned RCC (discipline wise).
- 7.4 The concerned RCC shall recommend to the CRC a panel of experts to be recognized as research supervisors who may or may not belong to the University.
- 7.5 A research supervisor shall not guide more than 6(Six) candidates at a time in both MPhil and PhD programs. The University may allow a change of supervisor under exceptional circumstances on the recommendation of the RCC and approved by CRC.

8. Seminar and Defense on Research Work

- 8.1 A formal Seminar shall be offered upon finalization/confirmation of the research proposal. RCC will arrange the seminar within 2 (two) months after the submission of the research proposal.
- 8.2 After submission of the draft dissertation, the candidate will be called for defense/final viva-voce. CRC will arrange the defense/viva-voce within 3 (three) months after the submission of the draft dissertation.

9. Seminar Committee

- 9.1 There shall be a Seminar Committee (for research works) consisting three members: a convener (Preferably, the supervisor) and two subject experts including one external. If no internal expert is available, both the subject experts will be external.
- 9.2 RCC will propose the names of the seminar committee for approval by the CRC.

10. Defense Committee

10.1 The defense committee shall consist of a convener, one external examiner and one internal examiner. If no internal expert is available, both the subject experts will be external. The supervisor(s) shall be invited as observer(s).

10.2 RCC will propose the **defense** committee for approval by Academic Council through CRC.

11. Progress of MPhil candidates

11.1 Every candidate shall carry out the study and related research tasks under the supervision of his/her research supervisor(s). Monitoring the routine progress of the MPhil candidate shall be the responsibility of the supervisor(s).

11.2 The six monthly Progress Reports are to be submitted to his/her supervisor(s) in the prescribed format. The Dean of the School concerned shall report the recommendations of Research Supervisor(s) to the RCC and also forward the same to the CRC.

11.3 Each candidate shall give at least one seminar during the whole duration of the program.

11.4 Every candidate has to clear coursework on '**Research Methodology**' and 1(one) subject related courses, if any, prescribed by the concerned RCC. The RCC may relax the coursework as the course exemption rules.

12. Transfer to PhD Program

12.1 MPhil program may be transferred to the PhD Program. If the candidate who successfully completes MPhil Courses of Studies with CGP 3.5 (out of 4)/70% marks upon the recommendation (s) of the supervisor (s) and the concerned RCC.

12.2 If a candidate wants to transfer his/her degree from MPhil to PhD, he/she will apply to concerned RCC. RCC shall send the application with recommendation to the CRC for final approval by the Academic Council and the Board of Governors.

13. Submission and Evaluation of Dissertation

13.1 After successful completion of the course work in the discipline, the candidate shall take up the dissertation work. The candidate shall submit four hard bound copies of the dissertation along with one in the electronic form to the Research Degree Unit (RDU). RDU will send the dissertation to examination division through CRC for further processing. The dissertation shall include a certificate of originality of work (in prescribed format) signed by the candidate and endorsed by the supervisor(s).

13.2 If the candidate fails to submit his/her dissertation in due time, he/she will apply for extension before the expiry of the stipulated time on the recommendation of the Supervisor (s) and the RCC, which will be placed to CRC for final approval.

13.3 On the receipt of the unanimous recommendations of all the examiners, the Defense Committee will fix a date and venue for the final viva-voce. After taking the vive-voce, the

convener of the Defense Committee will send the consolidated report on a prescribed format to Controller of Examinations with a copy to the CRC clearly stating whether the candidate should be awarded the degree or not.

13.4 The unanimous recommendation of the defense committee will be placed before the Academic Council which shall recommend to the Board of Governors for the award of the Degree.

13.5 In case the candidate is unsuccessful, the RDU shall communicate the report of the examiners to the candidate.

14. Extension of Program Registration

If a student fails to complete the program within the maximum program duration s/he has to apply for DE-NOVO Registration.

14.1 DE-NOVO registration policy facilitates students whose registration period has been expired without completing the degree requirements. Students failed to submit the dissertation within the maximum program period will be eligible to apply for the DE-NOVO registration. Such eligible student has to apply to the concerned RCC for DE-NOVO registration before 6 (six) months of the expiry of the said duration. Under DE-NOVO registration, a student will be allowed maximum one year for the submission of dissertation.

14.2 RRC shall recommend for the DE-NOVO registration through committee to the CRC for approval.

15. Cancellation for MPhil Registration

15.1 The candidate's registration into the MPhil program shall remain valid during the regular program duration plus the DE-NOVO registration period unless the candidate falls under any of the following categories:

- cancellation or suspension of registration by BOU, or
- discontinuation (non-payment of fees for two consecutive semesters), or
- Adoption of unfair means.
- Breaching the ethical issues

15.2 If any student fails to complete the program successfully within the said program duration (including DE-NOVO), his/her registration with the BOU will automatically be cancelled.

15.3 In the event of any misconduct or breach of any regulations of BOU by any student, the University may take necessary disciplinary action against such student as per the BOU rules.

15.4 Activities to be considered as Adoption of Unfair Means by a Student are as follows:

- i. Copying from another thesis;
- ii. Copying in the examination hall by using any means;
- iii. Unruly behavior or misbehavior with the tutors and invigilators.

15.5 The punishment for the adoption of the unfair means will be settled as per the Disciplinary Rules of BOU.

15. Student Identification Number

Candidate will be given a specific Student Identification (SID) number at the time of registration into the program. The candidate must use complete SID number for all purposes including assignment submission, examination, dissertation submission and communications with BOU.

16. Semester Registration and Deferment

If a candidate finds it difficult to continue a semester, the candidate may take a break for that semester. For having the semester break, candidate will have to submit an application to the RCC two months before of the commencement of the concerned semester. The candidate can avail this opportunity not more than one semester during his/her whole study period.

17. Academic Year and Semesters of the Program

The academic year of the program shall start from January of each calendar year and shall end in December of the year. Tentative schedule of the activities in each academic year shall be divided into two semesters as follows:

Semesters	Duration*	Registration time
First semester	January – June	December
Second semester	July – December	June

* May be changed as the authority's decision.

18. Plagiarism Check

Originality of work of the candidate shall be examined through a standard plagiarism checker. The acceptable limit of the similarity index would be maximum 25 percent. The candidate has to submit the similarity index report along with the dissertation. This condition may be relaxed in the case of the languages where plagiarism checker is not available.

19. Ethical Issues

The Research Ethical Committee (REC) shall scrutinize all irregularities including unethical issues concerned with the candidate's research work.

20. Forms and Letters

All the formats of the forms and letters will be decided by CRC in consultation with concerned RCCs.

SECTION A

Financial Regulation for MPhil Program

MPhil program related fees and charges will be deposited into a separate SND (Short Notice Deposit) account to be opened and operated by BOU authority.

1. Fees for the Students (Local)

Descriptions and Fees	
A.	<i>Compulsory Fees:</i>
	<i>Application Form</i> BDT. 1,000.00
	<i>Course Registration Fee per course</i> 6,000.00
	<i>Semester Registration Fee per semester</i> 19,500.00
B	<i>Situational Fees:</i>
	<i>Library Fee</i> 4,000.00
	<i>Digital ID Card Fee</i> 200.00
	<i>Program Transcript Fee</i> 500.00
	<i>Original Certificate Fee</i> 1,000.00
	<i>Provisional Certificate Fee</i> 500.00
	<i>Graduation Ceremony Fee</i> 3,000.00
	<i>Testimonial Fee</i> 500.00
	<i>Retake Per Course</i> 4,000.00
	<i>Late Registration Fee</i> 500.00
	<i>Academic Calendar Fee</i> 100.00

2. Fees for the Students (Foreign)

Descriptions and Fees	
A.	<i>Compulsory Fees:</i>
	<i>Application Form</i> BDT. 2,000.00
	<i>Course Registration Fee per course</i> 10,000.00
	<i>Semester Registration Fee per semester</i> 32,500.00
B	<i>Situational Fees:</i>
	<i>Library Fee</i> 4,000.00
	<i>Digital ID Card Fee</i> 200.00
	<i>Program Transcript Fee</i> 500.00
	<i>Original Certificate Fee</i> 1,000.00
	<i>Provisional Certificate Fee</i> 500.00
	<i>Graduation Ceremony Fee</i> 3,000.00
	<i>Testimonial Fee</i> 500.00
	<i>Retake Per Course</i> 4,000.00
	<i>Late Registration Fee</i> 500.00
	<i>Academic Calendar Fee</i> 100.00

3. Honorarium for the Supervisor(s) and Course Teacher(s)

Descriptions	Honorarium
1. Supervisor	Tk. 30,000
2. Co-Supervisor	Tk. 20,000
3. Course teacher	Tk. 50,000

4. Honorarium for Question Setter

Descriptions	Honorarium
Question Setter (Per Course)	Tk.2,000

5. Honorarium for Question Moderation

Descriptions	Honorarium
1. Chairman	Tk. 3,000
2. Internal member	Tk. 3,000
3. External member	Tk. 3,000

6. Honorarium for invigilation and Script evaluation (Course Work Examination)

Descriptions	Honorarium
Invigilation – Final Exam	Tk. 1500 per person
Per script	Tk. 100 (Minimum TK. 500)
Officer	Tk. 700 per person
Staff	Tk. 500 per person

7. Honorarium of the 1st Seminar

Descriptions	Honorarium
Convener	2,000/-
Reviewer -1	2,000/-
Reviewer-2	2,000/-

8. Honorarium of the 2nd Seminar

Descriptions	Honorarium
Convener	3,000/-
Reviewer -1	3,000/-
Reviewer -2	3,000/-

9. Honorarium of the Thesis Evaluation

Examiner -1	4,000/-
Examiner -2	4,000/-

10. Honorarium of the Viva-voce

Convener	3,000/-
Examiner-1	3,000/-
Examiner-2	3,000/-
Officer	750/-
Staff	500/-

11. Other expenditure:

T/A, D/A, refreshment, purchase of equipment etc. and other expenditure will be born from BOU central budget as per university rules.

12. Any revision to the rules and regulations related to financial administration must be approved by the BOU authorities. In the case of sudden addition/ change of any expenditure head, the Research Coordination Committee (RCC) will send the proposal to Central Research Committee (CRC) for approval of the concern statutory bodies.

SECTION C: DOCTOR OF PHILOSOPHY (PhD) PROGRAM

Academic Regulations

Bangladesh Open University shall confer the Doctor of Philosophy (PhD) degree upon successful completion of the Courses work and Research works approved by the Academic Council of the University. The minimum duration of the PhD program shall be three years for full-time and five years for part-time candidates. The maximum duration of the PhD program will be five years for full time and seven years for part-time candidates. The terms and conditions regarding admission, evaluation and other matters concerning the Degree shall be governed by Regulations enacted by the Academic Council and the Board of Governors (BOG) of the University.

1. Eligibility for Admission

1.1 A candidate having an MPhil degree/ MS degree/ Master degree from abroad or equivalent and having at least second class with minimum 50% marks or CGPA/GPA 3.00 (out of 4.00) or equivalent in Bachelor (Honours) degree. The candidate shall also have at least second division or GPA 4.00 (out of 5.00) or equivalent in both SSC & HSC or equivalent examinations.

Or

1.2 A teacher of the BOU with 2 years teaching experience and at least two research articles published in peer-reviewed journal.

Or

1.3 A teacher of any university of Bangladesh with 3 years teaching experience who got Bachelor (Honours) degree and Master degree with minimum 50% marks or CGPA/GPA 3.00 (out of 4.00) or equivalent. The candidate shall also have at least two research articles published in peer - reviewed journals.

Or

1.4 A teacher of an affiliated college under National University of Bangladesh having at least five years of teaching experience in which four years in Bachelor and Master levels. The candidate also shall have at least second class with minimum 50% marks or CGPA/GPA 3.00 (out of 4.00) or equivalent in Bachelor (Honours) and Master degree and having at least second division or GPA 4.00 (out of 5.00) or equivalent in both SSC & HSC and equivalent examinations. The candidate shall have at least two articles published in peer-reviewed journals.

Or

1.5 A teacher/researcher of Medical College/Institute affiliated by a public university having FCPS/MD/MS/MPhil or equivalent with at least 2 years of teaching/research experience and having at least two research articles published in peer - reviewed journals.

Or

- 1.6 Research Officer serving at recognized research organizations/Institutions/bodies having at least 5 years of research experience and minimum two research articles published in peer reviewed journals. The candidate also shall have at least second class with minimum 50% marks or CGPA/GPA 3.00 (out of 4.00) or equivalent in Bachelor (Honours) and Master degree and having at least second division or GPA 4.00 (out of 5.00) or equivalent in both SSC & HSC and equivalent examinations.

Or

- 1.7 The employees of the BOU having at least 7 years of experience at the University on the date they submit the application for admission and having academic qualification mentioned in clause 1.4 and minimum two research articles published in peer-reviewed journals.
- 1.8 For some of the disciplines such as Agriculture, Engineering, etc., it may require specific eligibility criteria. General criteria for admission into PhD shall be considered if there are no specific eligibility criteria prescribed by the school for a particular discipline/area.
- 1.9 Foreign candidates shall also have the opportunity to enroll into this program upon satisfying the above requirements. In addition, the foreign candidates have to fulfill the following criteria:
 - 1.9.1 Overall IELTS score minimum 6.0.
 - 1.9.2 Candidates from English speaking countries will not need to fulfill criterion 1.9.1. However, they will need to produce proper documents with the application.
 - 1.9.3 RCC and CRC will have the right to waive the English language test scores where required.

2. Discipline

Concerned RCC will decide the discipline of the research program and shall recommend to the CRC through the School Committee for approval.

3. Admission

- 3.1 The University shall advertise once a year - in the print and electronic media - for the research program.
- 3.2 The candidate shall apply in the prescribed Application Form online or offline or both as specified in the advertisement.
- 3.3 The Degree obtained shall be cancelled in any time if any fraudulent document found in support of the Application.
- 3.4 The applicant must ensure that the copies of all documents testifying the information provided in the application process are submitted with the Application Form. The Degree obtained shall be cancelled in any time if any fraudulent document found in support of the Application
- 3.5 The applicant shall prepare a 'Research Proposal' and attach with the Application Form. The Research Proposal must be Guidelines provided by the CRC. The guidelines may vary

depending on the requirements of the specific discipline. If the applicant intends to have a supervisor who is not a BOU faculty, he/she will have to attach a CV of the supervisor and a '**Letter of consent**' from the proposed Supervisor. Both candidate and the proposed supervisor shall sign the research proposal.

- 3.6 Upon the receipt of the Application Form, an initial scrutiny will be made by RDU to examine whether all the essential criteria of eligibility are met and relevant documents are attached to the Application.
- 3.7 After the scrutiny, all the Applications with a summary sheet shall be sent to the concerned RCC for further scrutiny and review. The RCC will recommend the short-listed candidates based on their academic suitability for the program.
- 3.8 The CRC will call short-listed candidates for Interview/Viva-voce/Presentation on their Research Proposals before the RCC. The Interview/Viva/Presentation may be conducted through audio and/or video conferencing subject to the approval of the CRC.
- 3.9 The details of the finally selected candidates along with the list of allotted Supervisor(s) will be sent by RCCs to the CRC for consideration.
- 3.10 The list candidates shortlisted by the CRC will be placed before the Academic Council for final approval. Then an **Offer Letter** for provisional Admission/Registration will be sent by the CRC to the candidates. The **Offer Letter** will inform the candidate about her/his selection and advise her/him to deposit the required fee for the PhD Program within a stipulated time.
- 3.11 If candidate's Research Proposal is not finalized at the time of interview, he/she may be given a maximum of six months time to work on his/her research topic to finalize the title, methodology, research approach, and such aspects of the work as are advised by the concerned RCC. The candidate will be guided by his/her Supervisor(s) in this matter and he/she should finalize the Research Proposal within six months from provisional Admission/Registration. In case he/she fails to do so, the admission will be cancelled and the amount deposited by the candidate as fee will not be returned. It is to be mentioned here that it is the candidate's responsibility to finalize the Research Topic and Research Proposal within the six months period.
- 3.12 After the finalization of the Research Proposal and approval in due course, the candidate will be issued a Confirmation Letter.
- 3.13 Candidates admitted to the PhD program shall take permission from the employers where applicable.

4. Total Number of Semesters to Complete the PhD Program

4.1 Full-Time: Minimum 6 (six) semesters [3(three) years]

Maximum: 10 (ten) semesters [5(five) years]

4.2 Part-Time: Minimum 10 (ten) semesters [5(five) years]

Maximum: 14 (fourteen) semesters [7(seven) years]

5. Courses of studies

- 5.1 The concerned RCC shall recommend the Courses of Studies to CRC through the school committee to process it for the approval of the Academic Council and the Board of Governors;
- 5.2 PhD candidates shall compulsorily complete the courses titled “**Research Methodology**” and 1(one) subject related to be decided by the RCC and approved by the CRC. The CRC may exempt the candidate from coursework subject to her/his application and the recommendation of RCC.
- 5.3 The PhD Fellow who completed MPhil from BOU or transferred his/her program from MPhil to PhD shall be exempted from the coursework.
- 5.4 PhD candidates shall complete the coursework by the first and second semesters of the study maintaining the Examination Rules of the University
- 5.5 The pass mark in each course will be 50% in written examination and 50% on the oral examination, if any.
- 5.6 The candidate, who fails to get the pass mark or is unable to appear at the written examination or cannot complete the courses of studies for valid reasons, may be allowed one more chance to sit for the examination but only in the next academic session on re-admission. The permission of extension will be given by the university authority on the recommendation of the supervisor and the RCC of the concerned School.
- 5.7 PhD candidates shall complete the coursework within the first and second semester (First Year) of the study.
- 5.8 There shall be two question setters for each course, to be moderated by the concerned examination committee.
- 5.9 There shall be an Examination Committee for course works consisted of three members: a chairman, an internal subject expert and an external subject expert. If there is no internal subject expert available, both the subject experts will be external.
- 5.10 RCC will propose the examination committee to the school committee, which will be approved by university authority.
- 5.11 The Examination Committee will propose the names of the examiners from the panel of examiners for approval of the university authority.
- 5.12 Scholarships /Assistantship/Fellowship from BOU will not be renewed for a candidate who fails to pass the coursework depending on the decision of the CRC.

6. Mode of delivery and course waiver

- 6.1 Candidates have to attend the face-to-face sessions or complete online modules (where required) for the prerequisite courses. Candidates will not be permitted to sit the final exam if the class participation becomes less than 60 percent in the case of face-to-face courses.

- 6.2 A candidate may have the opportunity to get waiver from the prerequisite courses if –
- obtained 60% marks to the respective course(s) at post graduate level
 - the candidate must attend a viva-voce and prove their competency before the concerned RCC.
- 6.3 Candidate can apply for course waiver along with proper documents to the RDU.

7 Supervisor(s)

- 7.1 The candidate shall perform the research work under the supervision of a supervisor who will be a teacher/researcher from the respective School of BOU/and/or an external faculty-member from renowned university/academic institute/research institute not below the rank of an Associate Professor with PhD.
- 7.2 There may be maximum two co-supervisors, subject to the recommendation of the supervisor and approval of RCC and CRC.
- 7.3 Every candidate registered for the PhD program shall be required to pursue the program under the approved research supervisor(s) of the University. Independent supervision/joint supervision for candidates shall be assigned by the concerned RCC (discipline wise).
- 7.4 The concerned RCC shall recommend to the CRC a panel of experts to be recognized as research supervisors who may or may not belong to the University.
- 7.5 A research supervisor shall not guide more than 6 candidates at a time in both MPhil and PhD programs. The University may allow a change of supervisor under exceptional circumstances on the recommendation of the RCC and approved by CRC.

8 Seminar and Defense on Research Work

- 8.1 Seminar ONE: Seminar one will be offered upon finalization of the research proposal. RCC will arrange the seminar within two months after the submission of the research proposal.
- 8.2 Seminar TWO: Seminar Two will be offered after the completion of the research work and draft dissertation. RCC will arrange the seminar within two months after the submission of the draft dissertation.
- 8.3 Defense/Viva-voce: After incorporating all the suggestions on the draft dissertation, the candidate will be called for defense/final viva-voce. RCC will arrange defense/viva-voce within three months after the submission of draft dissertation.

9 Seminar Committee

- 9.1. There shall be a Seminar Committee (for research works) consisting three members: a convener (preferably, the supervisor) and two subject experts including one external. If no internal expert is available, both the subject experts will be external.
- 9.2. RCC will propose the names of the seminar committee for approval by the CRC.

10 Defense Committee

10.1 The defense committee shall consist of a convener and two external examiners. If internal experts are not available, external members can be included instead. The supervisor(s) shall be invited as observer(s).

10.1 RCC will propose the **defense** committee for approval by Academic Council through CRC.

11 Progress of PhD candidates

11.1 Every candidate shall carry out the study and related research tasks under the supervision of his/her research supervisor(s). Monitoring the routine progress of the PhD candidate shall be the responsibility of the supervisor(s).

11.2 The Six monthly Progress Reports are to be submitted to his/her supervisor(s) in the prescribed format. The Dean of the School concerned shall report the recommendations of Research Supervisor(s) to the RCC and also forward the same to the CRC.

11.3 Each candidate shall give at least two seminars during the whole duration of the program.

11.4 Every candidate has to clear coursework on ‘**Research Methodology**’ and 1(one) subject related courses, if any, prescribed by the concerned RCC. The RCC may relax the coursework as the course exemption rules.

12 Extension of Program Registration Duration

If a student fails to complete the program within the maximum program duration s/he has to apply for De-NOVO Registration.

13.1 DE-NOVO registration policy facilitates students whose registration period has been expired without completing the degree requirements. Students failed to submit the dissertation within the maximum program period will be eligible to apply for the DE-NOVO registration. Such eligible student has to apply to the concerned RCC for DE-NOVO registration before 6 (six) months of the expiry of the said duration. Under DE-NOVO registration, a student will be allowed maximum two years for the submission of dissertation.

13.2 RRC shall recommend for the DE-NOVO registration through committee to the CRC for approval.

14 Cancellation for Program Registration

14.1 The candidate’s registration into the PhD program shall remain valid during the program registration duration plus the DE-NOVO registration period unless the candidate falls under any of the following categories:

- cancellation or suspension of registration by BOU
- discontinuation (non-payment of fees for two consecutive semesters)
- adoption of unfair means
- breaching the ethical issues.

14.2 If any student fails to complete the program successfully within the said program registration (including DE-NOVO) duration, his/her registration with the BOU will be automatically cancelled.

14.3 In the event of any misconduct or breach of any regulations of BOU by any student, the University may take necessary disciplinary action against such student as per the BOU rules.

14.4 Activities to be considered as Adoption of Unfair Means by a Student are as follows:

- (i) Copying from another thesis;
- (ii) Copying in examination hall by using any means;
- (iii) Unruly behavior or misbehavior with the tutors and invigilators.

14.5 The punishment for the adoption of the unfair means will be settled as per the Disciplinary Rules of BOU.

15 Student Identification Number

Candidate will be given a specific Student Identification (SID) number at the time of registration into the program. The candidate must use complete SID number for all purposes including assignment submission, examinations, dissertation submission and communications with BOU.

16 Semester Registration and Deferment

If a candidate finds it difficult to continue a semester, the candidate may take a break for that semester. For having the semester break, candidate will have to submit an application to the RCC two months before of the commencement of the concerned semester. The candidate can avail this opportunity not more than two semesters during his/her whole study period.

17 Academic Year and Semesters of the Program

The academic year of the program shall start from January of each calendar year and shall end in December of the year. Tentative schedule of the activities in each academic year shall be divided into two semesters as follows:

Semesters	Duration*	Registration time
First semester	January – June	December
Second semester	July – December	June

* May be changed as per the authority's decision.

18 Submission and Evaluation of PhD Dissertation

18.1 After completion of research if supervisor(s) is/are satisfied that the candidate has acquired a sound understanding of the substance of the thesis and the relevant research approaches, the research supervisor shall permit the candidate to proceed with the submission of her/his thesis.

- 18.2 At least two research papers in the area of the study for PhD should be published/accepted for publication in peer reviewed/referred journals before the defense.
- 18.3 The candidate shall present her/his thesis work in a 'pre-submission seminar (Seminar 2)' to be convened exclusively for this purpose by the Chairman of RCC concerned. The audience of the 'pre-submission seminar' may remain the same as that of the concerned RCC.
- 18.4 After the seminar, the candidate and research supervisors shall consider the reactions and observations expressed by the participants. The Chairman of RCC concerned and supervisor(s) will then assess whether the candidate has attained the expected level in conceptualization and quality of research work. If their assessment is in the affirmative, the candidate shall be allowed to submit the thesis to the University. However, if it is realized that the expected level has not been reached the supervisor(s) shall suggest to the candidate specific tasks to be accomplished before submission of the thesis. Upon satisfactory completion of the assigned tasks, she/he shall be allowed to submit the thesis.
- 18.5 The candidate shall submit an electronic copy, five hard copies of the thesis and a one-page abstract of the thesis duly be approved by the supervisor(s) to the RDU for further processing.
- 18.6 The thesis will include a certificate signed by the supervisor(s) about the originality of the work to the concerned RCC. In addition, the candidate shall submit the plagiarism report (if applicable) along with the thesis.
- 18.7 If the candidate fails to submit his/her dissertation in due time he/she will apply for extension before the expiry of the stipulated time on the recommendation of the Supervisor (s) and the concerned RCC.
- 18.8 The dissertation shall be examined by 2(Two) examiners one of them must be outside the BOU and the examiners will be nominated by the university authority from a list of at least 10 experts submitted by the RCC through the School.
- 18.9 The examiners will submit their Evaluation Reports to the Controller of Examinations.
- 18.10 On the receipt of the unanimous recommendations of all the examiners, the Convener of the Defense Committee will fix a date and venue for the final viva-voce. After taking the vive-voce, the convener of the Defense Committee will send the consolidated report on a prescribed format to Controller of Examinations clearly stating whether the candidate should be awarded the degree or not.
- 18.11 The unanimous recommendation of the defense committee will be placed before the Academic Council which shall recommend to the Board of Governors for the award of the Degree.
- 18.12 In case the candidate fails in the dissertation work, the CRC shall communicate the report of the examiner to the candidate.
- 18.13 In case any examiner suggests certain modifications and re-submission of the thesis, the same should be communicated to the candidate, who will be asked to resubmit the thesis with all the modifications within two semesters. The research supervisor(s) will ensure that the suggestions of the examiner(s) are adequately addressed before resubmission of the

thesis. The modified thesis shall be referred again to the examiner(s) concerned for re-evaluation. This opportunity shall be given maximum two times.

18.14 The date, time and venue of the defense, along with a one-page abstract of the thesis, shall be notified to all concerned by the RCC.

19 Plagiarism Check

Originality of work of the candidate shall be examined through a standard plagiarism checker. The acceptable limit of the similarity index would be maximum 25 percent. The candidate has to submit the similarity index report along with the dissertation. This condition may be relaxed in the case of the languages where plagiarism checker is not available.

20 Award of PhD

20.1 A candidate shall be awarded the PhD Degree with the recommendation of the Academic Council and approval of the Board of Governors of the University.

20.2 The Vice Chancellor shall issue the Provisional/Original Certificate to all successful candidates.

21 For PhD supervising teachers only

21.1 The School determines the teaching load of the PhD supervision and the supervisor shall count this load.

21.2 A course teacher will take attendance in the first year classes of the PhD candidates who must attend at least 60% of the face-to-face contact sessions. For online delivery, the requirements will be defined separately.

22 Ethical Issues

The Research Ethical Committee (REC) shall scrutinize all irregularities including unethical issues concerned with the candidate's research work.

23. Forms and Letters

All the formats of the forms and letters will be decided by CRC in consultation with concerned RCCs.

SECTION B

Financial Regulation for PhD Program

PhD program related fees and charges will be deposited into a separate SND (Short Noticed Deposit) account to be opened and operated by BOU authority.

1. Fees for the Students (Local)

Descriptions and Fees	
A.	<i>Compulsory Fees:</i>
	<i>Application Form</i> BDT. 1,000.00
	<i>Course Registration Fee per course</i> 6,000.00
	<i>Semester Registration Fee per semester</i> 34,500.00
B	<i>Situational Fees:</i>
	<i>Library Fee</i> 4,000.00
	<i>Digital ID Card Fee</i> 200.00
	<i>Program Transcript Fee</i> 500.00
	<i>Original Certificate Fee</i> 1,000.00
	<i>Provisional Certificate Fee</i> 500.00
	<i>Graduation Ceremony Fee</i> 3,000.00
	<i>Testimonial Fee</i> 500.00
	<i>Retake Per Course</i> 4,000.00
	<i>Late Registration Fee</i> 500.00
	<i>Academic Calendar Fee</i> 100.00

2. Fees for the Students (Foreign)

Descriptions and Fees	
A.	<i>Compulsory Fees:</i>
	<i>Application Form</i> BDT. 2,000.00
	<i>Course Registration Fee per course</i> 10,000.00
	<i>Semester Registration Fee per semester</i> 57,500.00
B	<i>Situational Fees:</i>
	<i>Library Fee</i> 4,000.00
	<i>Digital ID Card Fee</i> 200.00
	<i>Program Transcript Fee</i> 500.00
	<i>Original Certificate Fee</i> 1,000.00
	<i>Provisional Certificate Fee</i> 500.00
	<i>Graduation Ceremony Fee</i> 3,000.00
	<i>Testimonial Fee</i> 500.00
	<i>Retake Per Course</i> 4,000.00
	<i>Late Registration Fee</i> 500.00
	<i>Academic Calendar Fee</i> 100.00

Fees for the Students can be charged after the approval of BOU authority.

3. Honorarium for the Supervisor(s) and Course Teacher(s)

Descriptions	Honorarium
1. Supervisor	Tk. 50,000
2. Co-Supervisor	Tk. 30,000
3. Course teacher (Course work per course)	Tk. 50,000

4. Honorarium for Question Setter

Descriptions	Honorarium
Question Setter (Per Course)	Tk.2,000

5. Honorarium for Question Moderation

Descriptions	Honorarium
1. Chairman	Tk. 3,000
2. Internal member	Tk. 3,000
3. External member	Tk. 3,000

6. Honorarium for invigilation and Script evaluation (Course Work Examination)

Descriptions	Honorarium
Invigilation – Final Exam	Tk. 1500 per person
Per script	Tk. 100 (Minimum TK. 500)
Officer	Tk. 700 per person
Staff	Tk. 500 per person

7. Honorarium of the 1st Seminar

Descriptions	Honorarium
Convener	2,000/-
Reviewer -1	2,000/-
Reviewer -2	2,000/-

8. Honorarium of the 2nd Seminar

Descriptions	Honorarium
Convener	3,000/-
Reviewer -1	3,000/-
Reviewer -2	3,000/-

9. Honorarium of the Thesis Evaluation

Examiner-1	5,000/-
Examiner-2	5,000/-

10. Honorarium of the Viva-voce

Convener	4,000/-
Examiner-1	4,000/-
Examiner-2	4,000/-
Officer	1,000/-
Staff	500/-

11. Other expenditure:

T/A, D/A, refreshment, purchase of equipment etc. and other expenditure will be born from BOU central budget as per university rules.

12. Any revision to the rules and regulations related to financial administration must be approved by the BOU authorities. In the case of sudden addition/ change of any expenditure head, the Research Coordination Committee (RCC) will propose to Central Research Committee (CRC) for the approval of the concerned statutory bodies.



BANGLADESH OPEN UNIVERSITY

Annexure 1

Photo

Application Form (Please tick mark in the box):

- Master of Philosophy (MPhil)
 Doctor of Philosophy (PhD)

Filled in Form along with the copies of certificates and transcripts should be sent to the Central Research Committee (CRC), Bangladesh Open University Gazipur 1705 Bangladesh

1.	Discipline	:
	a. Part/Full Time	:
	b. Scholarship obtained or to receive? if yes, please give details	:
2.	Name	
3.	Father	
4.	Mother	
5.	Mailing Address : Village/Street:	
	Thana/Area:	
	City/District:	
	Postal code:	
	Country:	
	Email:	
	Telephone:	
	Fax:	
	Cell:	
6.	Permanent address - Vill./Street:	
	Thana/Area:	
	City/District:	
	Postal code:	
	Country:	
	Email:	
	Fax:	
	Telephone:	
	Cell:	
7.	National ID No.	
8.	Passport No. (If any)	:
9.	Date of birth	:

10.	Marital status (Please tick)	Married		Unmarried	
11.	Employed (Please tick)	Employed		Unemployed	

12. Education [Starting from SSC/Equivalent onwards to Research Degree. Please attach attested photocopies of certificates/degrees along with mark sheets]

Examinations	Year	Subjects	Grade obtained	Board/University
(a) Academic:				
(b) Professional:				
(c) Training:				

13. Experience (Please give details chronologically)

Name & address of the organization	Post held	Nature of the organization	No. of years of experience	Comments

14. Publications (Pl. insert rows if required)

(a) Journal publications:
(b) Books/manuals:
(c) Popular articles:

15. Research theme [which you would like to undertake for your thesis work]

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16. Tentative title of the proposed thesis:

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17. What kinds of research questions/concerns/problems are uppermost in your mind, which can be tackled through the proposed research?

18. **Proposal:**
Attach (on separated sheets) a brief research proposal (3000-5000 words) prepared as per BOU guidelines.

Annexure No. 2

19. **Application fee** [Please give details of your payment of fee]

20. **Declaration**

I declare that the statements made in this application are true and complete to the best of my knowledge and belief. I am aware that if at any stage it is found that the statements made are not true or are incomplete or misleading, the admission, if made will be cancelled and I shall not be entitled to refund of any fee paid by me to the university. Further, I have carefully studied the rules of the university as printed in the prospectus and I accept them and shall not raise any dispute in future over the same rules.

Place: _____

Date: _____

Signature of candidate



Research Proposal for MPhil/PhD Program

The candidate shall prepare a proposal on what he/she decided to explore. This is the architectural design of contributing something original to the world of knowledge through the proposed research. Therefore, the candidates need to develop a write-up what is called MPhil/PhD proposal. The main components of the proposal as is generally expected by the University decision taking bodies, viz. Research Higher Degree Committee, School's Research Degree Committee, School Committee, Admission Committee and Academic Council. The Research Proposal should be between 3000-5000 words. It should contain the following:

1 Title:

The proposal should have a proposed research title which would be free from pre-decided terms

2 Introduction:

The introduction should have a broad description of proposed Research Work. This section also explains important concepts in the study.

3 Literature review and Justification of Study:

The proposal should have review of some important and related published works and analysis of the existing materials in the context of the current study. This section of the proposal establishes the rationale for undertaking the study in the background of work done on that theme or the logic of the originality of your research work and it also identifies gaps in the knowledge and justifies the need for the present study.

4 Aims and objectives:

The proposal must have the broad aims of the study and also the specific objectives.

5 Hypothesis

The proposal should state the hypothesis, if any, which the research intends to examine. In case the study does not contain explicit hypothesis it may be mentioned so. The Research Higher Degree Committee may exempt this section if the hypotheses are not yet developed at this stage.

6 Research Methods

The proposal should have a paragraph on the Research Methodology what are proposed to use in the current research. This section will have:

- Method
- Sampling and population
- Reliability and validity
- Tools and techniques for data analysis

7 Analysis and Interpretations

This section will provide analytical directions and possible interpretations for the current research.

8 Implications

This section directs implications of the research in the real world and policy developments.

9 Bibliography and references

Selected list of references used and proposed for the study should be mentioned (use more space if needed).

Candidate's signature: The candidate shall sign the proposal in every page

Supervisor's Signature: The supervisor of the research degree program shall recommend and sign the proposal in every page

N.B: it is reported that the scanned signature will not be accepted.

**Research Degree Unit
Administration Division**

IP Phone : 09666730730 ext. 198, 865

e-mail : registrar@bou.ac.bd

Website : bou.ac.bd

Cover Design: Md. Al-Amin, Md. Ruman Robin