



PROGRAM ORDINANCE

- Ph.D.

**BIOTECHNOLOGY AND GENETIC
ENGINEERING DISCIPLINE**

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Khulna University | Khulna-9208 | Bangladesh



Ordinance for the Degree of Doctor of Philosophy

(Amended in May 2022; Effective from July 2022)¹



Khulna University
Khulna 9208, Bangladesh

July 2022

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¹ Updated as on 11.04.2023

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1 Preamble

The degree of “Doctor of Philosophy” will be offered by Khulna University to a candidate subject to fulfilment of the rules and regulations as described hereunder and of other relevant rules and regulations to be promulgated by the competent authorities of Khulna University, i.e., Executive Committee (EC) of the School, Board of Advanced Studies (BOAS), Academic Council (AC), and Syndicate from time to time.

2 Title and Commencement of the Ordinance

In exercise of the power conferred by Rule 27 and regulations thereunder of the Khulna University Act 1990, the Academic Council hereby makes the ordinance for the degree of Doctor of Philosophy. The ordinance is cited as “The ordinance for the degree of Doctor of Philosophy of Khulna University 2015 (Amended in 2022)” and the amendment comes into force with effect from July 2022 pursuant to the further transitory provisions made in this ordinance.

3 Definition of Terms

In this ordinance, unless there is anything repugnant in the subject or context—

“Academic Council”, abbreviated to AC in this ordinance, means the highest academic body of the university under Section 27 of Khulna University Act 1990.

“Academic Session” means the duration comprising two consecutive terms for a program of study.

“Academic Year” means generally a period of twelve months and the dates for the commencement and end determined by the relevant authorities of the university.

“Applicant” means any person applied for the Doctor of Philosophy program in any Discipline/Institute/Centre of the university.

“Board of Advanced Studies”, abbreviated to BOAS in this ordinance, means a statutory body of the university constituted through statutory provision made under Section 31 of Khulna University Act 1990 for the development of postgraduate studies and research.

“Centre” or “Institute” means an academic unit other than the Disciplines/Schools/IER.

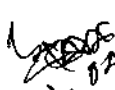
“Co-supervisor” means a person appointed pursuant to the provisions stipulated in this ordinance from amongst the teaching staffs of any recognized university or a member of staff of an overseas academic/research institute having good research profile and expertise in the relevant field whose supervisory services are required to complete the doctoral study of a candidate.


“Course” means a unit of study for a prescribed period, usually in one term, which contributes credit(s) to the candidature of the Doctor of Philosophy program.

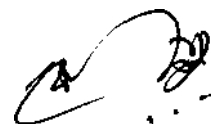
“Credit” means a quantitative measurement which reflects the learning volume or learning load required to achieve the respective learning outcomes.²

“Credit-hour” means a system of credit calculation based on actual teaching-learning hours including all types of teaching, learning, and research activities required to achieve the specified learning outcomes.

² ‘One credit’ will be treated as equivalent to ‘one point’.


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“Dean” means the Dean of a School of the university appointed under Article 28(4) of Khulna University Act 1990.

“Defense” means viva voce/oral examination of the candidate’s research work to ascertain that the dissertation embodies the candidate’s own research works. It will test the candidate’s general comprehension of the research within which the subject of the dissertation falls.

“Director” means the Director of an academic Institute/Centre appointed under relevant section of Khulna University Act 1990 or ordinance made thereof.

“Discipline” means a Discipline under a School.

“Dissertation” means the written product of a research undertaken in relation to the degree of Doctor of Philosophy.

“Executive Committee (EC) of the School” means the executive committee of the concerned School constituted under Section 2(2) of the first statute of the Khulna University Act 1990.

“External Examiner” means a person not being a full-time, part-time, or adjunct teacher/researcher of Khulna University appointed pursuant to the regulations of this ordinance to examine a candidate’s doctoral dissertation and conduct defense.

“Faculty” means any teaching staff of the university/institute/center.

“Full-time student” means one who regards study and research for the Doctor of Philosophy degree as a full-time occupation.

“Head of Discipline” means Head of a Discipline of a School of Khulna University.

“Internal Examiner” means a full-time teacher of Khulna University appointed pursuant to the regulations of this ordinance to conduct defense of a doctoral candidate’s dissertation.

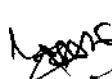
“Part-time student” is one who, because of employment or other reasons, is unable to devote himself/herself full-time to study and research subject to the condition that the period of enrolment for part-time studentship entails at least one year of continuous full-time study.

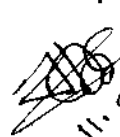
“PhD candidate” means a person registered for the Doctor of Philosophy program of the university and has completed required coursework, got approval of the PhD research proposal by the BOAS and AC, and received approval of the University Research Ethical Clearance by the University Research Ethical Clearance Committee. A doctoral student will be termed as a PhD candidate.

“PhD student” means a person registered for the Doctor of Philosophy program of the university and has not yet completed required coursework, did not get approval of the PhD research proposal by the BOAS and AC, and has not received approval of the University Research Ethical Clearance by the University Research Ethical Clearance Committee.

“Point” means a quantitative measurement which reflects the learning volume or learning load required to achieve the respective learning outcomes in PhD in Research Mode.

“School” means a School of the university established under Article 28(1) of Khulna University Act 1990.


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“Seminar” means the oral presentation given in public by a doctoral student on topics related to his/her doctoral dissertation.

“Supervisor” means a person appointed pursuant to the provisions stipulated in this ordinance from amongst the teaching staffs of the concerned Discipline/Institute/Centre of the university to supervise a Doctor of Philosophy student’s study.

“Term” means generally a period of six months prescribed in an academic session.

“University” means Khulna University.

“Vice-Chancellor” means the chief executive of the university appointed under Article 11(1) of Khulna University Act 1990.

4 Vision of the PhD Programs

PhD programs at Khulna University strive to excel in research and innovation to address the present and emerging global needs and serve the society.

5 Mission of the PhD Programs

The missions of the PhD programs at Khulna University are:

- (i) to stimulate an appropriate research environment and culture of world repute to attract researchers from across the globe
- (ii) to get the individual researchers acquainted with the state-of-the-art knowledge as well as the transdisciplinary approaches to research in their respective disciplines
- (iii) to promote effectiveness in graduate research studies for nurturing critical, creative, and inquisitive learners who would develop new knowledge and fresh insights in their respective fields of research
- (iv) to develop researchers’ readiness in carrying out research independently and in partnership
- (v) to prepare individuals with research and professional skills together with fostering their ethical values so that they can positively contribute to the society, nation, and the world at-large


6 Degree Offered

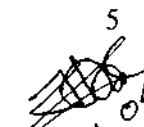
Khulna University offers the degree of “Doctor of Philosophy”, abbreviated to PhD, in subjects studied in all the Disciplines/Institutes/Centers of the university.

7 Modes and Duration of the Study

- (i) Khulna University offers PhD programs in Mixed Mode and Research Mode which can be carried out in full-time or part-time studentship.
- (ii) The duration of PhD program is as follows:

| Program Mode | Duration (Years/Terms) | | | |
|---------------|------------------------|-----------------------|-----------------------|-----------------------|
| | Full-time | | Part-time | |
| | Minimum | Maximum | Minimum | Maximum |
| Mixed Mode | 03 Years/ 06 Terms | 07 Years/ 14 Terms | 04 Years/ 08 Terms | 07 Years/ 14 Terms |
| Research Mode | 03 Years/ 06 Terms | 07 Years/ 14 Terms | 04 Years/ 08 Terms | 07 Years/ 14 Terms |


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- (iii) Failure to obtain the degree by the 7th year/14th term from the first enrolment (date of registration), his/her studentship will stand cancelled.
- (iv) There will be two consecutive terms (Term-I and Term-II) in an academic year. Each term will be utilized as follows:

| Sl. No | Description | Week |
|--------|---|----------|
| 1 | Classes | 14 Weeks |
| 2 | Preparatory leave before term final examination | 02 Weeks |
| 3 | Term final examination | 04 Weeks |
| 4 | Term Break | 02 weeks |
| 5 | Total | 22 Weeks |

8 Admission Requirements

Following are the requirements for admission into the PhD program:

(A) A candidate with a Master's degree must fulfil the following admission requirements:

- (i) (a) Master's degree in the relevant/allied subjects from Khulna University/any other public universities of Bangladesh/any other universities/institutes from home and abroad recognized by the University Grants Commission (UGC) of Bangladesh;

OR

Master's degree in any subject from Khulna University/any other public universities of Bangladesh/any other universities/institutes from home and abroad recognized by the University Grants Commission (UGC) of Bangladesh provided that the applicant has studied at least one course in the proposed/allied field of study and has published at least one article as the first author in a peer-reviewed journal;

- (b) Degrees from the universities/institutes of home and abroad must be recognized as equivalent to Master's by the UGC of Bangladesh;

- (ii) The candidate must have completed at least 17 years of schooling at the time of application;

OR

In case of 16 years of schooling, the candidate must have at least three years of teaching/research experience and one publication in the relevant area of study in a peer-reviewed journal;

- (iii) (a) One first division or equivalent result (CGPA 3 on a scale of 4 and CGPA 3.5 on a scale of 5) in SSC or HSC or their equivalents;
- (b) One first class or equivalent result in Bachelor or Master's (CGPA 3 on a scale of 4 and CGPA 3.5 on a scale of 5);
- (c) No third division/class or equivalent result at any level;
- (iv) (a) At least one peer-reviewed publication as the first author for the applicant having a Master's degree without thesis/dissertation;
- (b) Publication is not mandatory for the applicant having a Master's degree with thesis/dissertation;

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(v) Applicants for the Research Mode PhD program must have at least two publications in the proposed/allied field of PhD study of which at least one as the first author in the indexed journals. However, applicants having two publications of which at least one as the first author in the peer-reviewed journals can be considered in the Arts and Humanities School and Fine Arts School.

(B) A candidate with a Master's of Philosophy (MPhil)/Master's by Research must fulfil the following admission requirements:

(i) (a) Masters of Philosophy (MPhil)/ Master's by Research degree in the relevant/allied subject from Khulna University/any other public universities of Bangladesh/any other universities/institutes from home and abroad recognized by the UGC of Bangladesh;

OR

Masters of Philosophy (MPhil)/ Master's by Research degree in any subject from Khulna University/any other public universities of Bangladesh/any other universities/institutes from home and abroad recognized by the University Grants Commission (UGC) of Bangladesh provided that the applicant has studied at least one course in the proposed/allied field of study and has published at least **one article** in the peer-reviewed journal;

(b) Degrees from the universities/institutes of home and abroad must be recognized as equivalent to MPhil/Master's by Research by the UGC of Bangladesh;

(ii) (a) One first division or equivalent result (CGPA 3 on a scale of 4 and CGPA 3.5 on a scale of 5) in SSC or HSC or their equivalents;

(b) At least a second class/division or equivalent CGPA in Bachelor and Master's (CGPA 2.75 on a scale of 4 and CGPA 3.25 on a scale of 5);

(c) No third division/class or equivalent result at any level.

(iii) Applicants for the Research Mode PhD program must have at least two publications in the proposed/allied field of PhD study of which at least one as the first author in the indexed journals. However, applicants having two publications of which at least one as the first author in the peer-reviewed journals can be considered in the Arts and Humanities School and Fine Arts School.

9 Admission Procedure

(i) There will be a circular in the newspaper as well as on the university website for admission into PhD by the Registrar of Khulna University twice in a year.

(ii) An applicant seeking admission into PhD will apply in a prescribed form (Appendix 1). The applicant will submit the application form with a research proposal (Appendix 2), supervisor's consent form (Appendix 3), necessary documents (e.g., academic transcripts and certificates, publications, job experience certificate, and anything mentioned in the circular) and a non-refundable fee within the deadline mentioned in the advertisement.

(iii) The application will be placed before the Doctoral Admission Committee (hereinafter referred to as DAC) to be constituted as stated under Section 9(iv) and the Subsections that follow.

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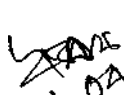
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(iv) **(A) For Discipline:**

- (a) A DAC will be formed for each intake.
- (b) DAC will comprise five members.
- (c) The Dean of the School will act as the Chair. If the Dean cannot act as the Chair for any reason, he/she will find his/her replacement.
- (d) The Head of the Discipline of the concerned applicant will act as the Member-Secretary. If the Head cannot act as the Member-Secretary for any reason, he/she will be replaced by his/her selection.
- (e) Three qualified (a teacher not below the rank of an Assistant Professor having PhD) faculty members of the Discipline as members. If a Discipline does not have sufficient number of qualified faculties to be member of the DAC, maximum two qualified faculty members of related/allied disciplines of Khulna University can be included in the DAC.
- (f) The membership in the DAC will be rotated among the qualified faculties of the Discipline in order of seniority.
- (g) No one below the rank of Assistant Professor without a PhD degree can be included in the DAC as the Chair, Member-Secretary, or a member.
- (h) The same person cannot act in two positions, e.g., as the Chair as well as Member-Secretary or as the Member-Secretary and a member of the DAC.
- (i) For any other difficulties regarding formation of the DAC not mentioned above, the Executive Committee of the School will decide.

(B) For Institute of Education and Research (IER):

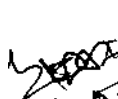
- (a) A DAC will be formed for each intake.
- (b) DAC will comprise five members.
- (c) The Dean of the School will act as the Chair. If the Dean cannot act as the Chair for any reason, he/she will find his/her replacement.
- (d) The Director of IER will act as the Member-Secretary. If the Director cannot act as the Member-Secretary for any reason, he/she will be replaced by his/her selection.
- (e) Three qualified (a teacher not below the rank of an Assistant Professor having PhD) faculty members of IER as members. If the IER does not have sufficient number of qualified faculties to act as the member of the DAC, maximum two qualified faculty members of related/allied disciplines of Khulna University can be included in the DAC.
- (f) The membership in the DAC will be rotated among the qualified faculties of IER in order of seniority.
- (g) No one below the rank of Assistant Professor without a PhD degree can be included in the DAC as the Chair, Member-Secretary, or a member.
- (h) The same person cannot act in two positions, e.g., as the Chair as well as Member-Secretary or as the Member-Secretary and a member of the DAC.



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- (i) For any other difficulties regarding formation of the DAC not mentioned above, the Chairman of the BOAS will decide on the issue.
- (C) For other Institutes/Centers (e.g., IISSCE):**
- (a) A DAC will be formed for each intake.
- (b) DAC will comprise five members.
- (c) The Director of the Institute/Centre will act as the Chair. If the Director cannot act as the Chair for any reason, he/she will find his/her replacement.
- (d) A qualified (a teacher not below the rank of an Assistant Professor having PhD) faculty of the Institute/Centre chosen by the Director in order of seniority and by rotation will act as the Member-Secretary. If any faculty of the Institute/Centre cannot act as the Member-Secretary for any reason or if an Institute/Centre does not have a qualified faculty to act as the Member-Secretary of the DAC, the Chairman of the BOAS will decide on the issue.
- (e) Three qualified (a teacher not below the rank of an Assistant Professor having PhD) faculty members of the Institute/Centre as members. The membership in the DAC will be rotated among the qualified faculties of the Institute/Centre in order of seniority. If an Institute/Centre does not have sufficient number of qualified faculties to act as the member of the DAC, the Chairman of the BOAS will decide on the issue.
- (f) No one below the rank of Assistant Professor without a PhD degree can be included in the DAC as the Chair, Member-Secretary, or a member.
- (g) The same person cannot act in two positions, e.g., as the Chair as well as Member-Secretary or as the Member-Secretary and a member of the DAC.
- (h) For any other difficulties regarding formation of the DAC not mentioned above, the Chairman of the BOAS will decide on the issue.
- (v) The DAC will invite the applicant for an oral presentation on the submitted research proposal. In addition, the DAC may also apply other means to evaluate the candidature.
- (vi) If the DAC does not find the applicant qualified and/or the research proposal suitable, the committee will reject the application for admission straightaway. If the applicant is found eligible and competent for admission, the DAC, considering the area of research interest and the research proposal of the applicant, will approve the proposed supervisor as the supervisor of the student. The DAC will send a list of the selected applicants to the Office of the Head/Director and inform this to the Office of the Registrar.
- (vii) Upon recommendation of the DAC, the applicant will be admitted to the PhD program of the Discipline/Institute/Centre on payment of prescribed fees. The Office of the Head or the Director of the Institute/Centre will make necessary arrangements for the PhD admission and send a list of admitted students to the Office of the Dean and the Registrar.
- (viii) The recommendations of the DAC, written consent of the respective supervisor(s), and the list of admitted PhD students will be reported by the Dean of the School or the Director of the Institute/Centre to the BOAS, which will be subsequently ratified by the AC.
- (ix) The admitted PhD student must register with the PhD program within the deadline of course registration in the first-term decided by the concerned School/Institute/Centre, otherwise his/her admission will stand cancelled.


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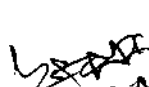
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- (x) If it is found that the student has submitted forged or false information in connection with his/her application for admission into the program, his/her studentship will be terminated on recommendation of the BOAS by the AC. The case of termination will be sent to the BOAS by the Head of the Discipline or Director of the Institute/Centre through the Dean of the School or the Director of the Institute/Centre.

10 .Supervision

- (i) (a) The supervisor/co-supervisor will provide guidance and assistance to a student so that he/she can accomplish his/her research systematically. The supervisor will make the student aware of the university's rules and regulations, particularly the regulations governing research and other standards. He/she ensures that the student registers for required terms duly, earns all credits/points, submits all reports duly, fulfil other requirements, and that the PhD dissertation satisfies the requirements pursuant to these regulations. The supervisor also has a responsibility to ensure that the co-supervisor is kept informed of the student's progress.
- (b) If a supervisor fails to act as per Section 10(i)(a), he/she may be discouraged to take new PhD students for the next two years.
- (ii) Any teacher of this university including the adjunct faculties not below the rank of Assistant Professor having a PhD degree can act as a supervisor provided, he/she holds expertise in the relevant/allied field of applicant's proposed study.
- (iii) A teacher of this university including the adjunct faculties or any recognized university not below the rank of Assistant Professor having PhD can act as a co-supervisor provided, he/she holds expertise in the relevant/allied field of applicant's proposed study. A researcher from a national/international research institute/center with the equivalent qualification may also act as a co-supervisor.
- (iv) Individuals who have a family relationship (e.g., husband/wife, blood relatives, and in-laws) with the PhD student or have a relationship with the PhD student that impairs their objectivity, do not qualify for the position of supervisor/co-supervisor.
- (v) Pursuant to the leave rules of Khulna University, a supervisor can be absent from Khulna University for a maximum period of one year while continuing as a supervisor. The supervisor may also decline to continue as a supervisor in such a case. But a supervisor who is on leave for more than one year may continue as a co-supervisor. If the leave period of the supervisor exceeds one year or the supervisor declines to continue as a supervisor for valid reasons, the Dean of the School or the Director of the Institute/Centre may appoint the co-supervisor (if anyone from this university) as the supervisor or find a new supervisor and report this change to the BOAS, which will be ratified by the AC. For any other complexities, the Dean of the School or the Director of the Institute/Centre will send the case to the BOAS for solution.
- (vi) A co-supervisor can also remain absent for a maximum period of one year while continuing as a co-supervisor. He/she may also decline to continue as a co-supervisor in such a case. If the leave period of the co-supervisor exceeds one year or the co-supervisor declines to continue as a co-supervisor for valid reasons, the Dean of the School or the Director of the Institute/Centre may appoint a new co-supervisor upon recommendation of the supervisor and report this change to the BOAS, which will be ratified by the AC. For any other complexities, the Dean of the School or the Director of the Institute/Centre will send the case to the BOAS for solution.


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- (vii) In the event that no co-supervisor was assigned initially, the Dean of the School or the Director of the Institute/Centre may appoint a co-supervisor upon recommendation of the supervisor and report this appointment to the BOAS, which will be ratified by the AC. If the co-supervisor is appointed from the DRAC, a new DRAC member can be recruited upon recommendation of the supervisor.
- (viii) The supervisor/co-supervisor leaving this university permanently will cease to be a supervisor/co-supervisor. But a supervisor/co-supervisor who has completed supervision and/or whose research student has submitted the dissertation will remain supervisor/co-supervisor.
- (ix) Teachers of this university who are on active service up to the age of 65 years are eligible for acting as a supervisor/co-supervisor. But if any supervisor thinks that he/she will attain the age of 65 years before his/her research student can complete the degree, he/she will take a co-supervisor. However, the age bar will not be applicable in case of a professor with extraordinary contributions in the field of study (e.g., Professor Emeritus, National Professor, Chair Professor, Supernumerary Professor etc.).
- (x) A supervisor will be able to supervise maximum six PhD students at a time provided not more than two students are accepted at any academic session. The number of PhD students for whom he/she is acting as a co-supervisor will not be taken into account for reckoning the number of PhD students under him/her as a supervisor. To mention, one cannot co-supervise more than six PhD students at a time. For the purpose of reckoning the number of PhD students under a supervisor and/or co-supervisor, those PhD candidates who have already submitted their dissertations for evaluation will not be taken into account.
- (xi) If a student wants to change his/her supervisor/co-supervisor for any valid reason, he/she needs to apply in a prescribed form (Appendix 4) to the Dean of the School or the Director of the Institute/Centre through proper channel (e.g., Head of the Discipline or the Director of the Institute/Centre). The Dean of the School or the Director of the Institute/Centre will send the application to the Executive Committee (EC) of the School/Board of Governors of the Institute/Centre for solution. In case of the replacement, the EC of the School/Board of Governors of the Institute/Centre will inform the decision to the BOAS and the AC.
- (xii) The supervisor/co-supervisor may also apply in a prescribed form (Appendix 5) to the Dean of the School or the Director of the Institute/Centre to decline his/her position as a supervisor/co-supervisor for any valid reason. The Dean of the School or the Director of the Institute/Centre will send the application with his/her opinion to the EC of the School/Board of Governors of the Institute/Centre for solution. The EC of the School/Board of Governors of the Institute/Centre will take necessary steps to find a replacement if necessary and inform the decision to the immediate BOAS meeting and the BOAS will get this ratified by the AC.
- (xiii) (a) If a supervisor is suspended for any reason for more than one year, the co-supervisor will act as the supervisor provided that the co-supervisor is a faculty of Khulna University.
- (b) If a supervisor is suspended for any reason for less than one year, the co-supervisor will act as the supervisor until the suspension of the supervisor is withdrawn provided that the co-supervisor is a faculty of Khulna University.
- (c) If the co-supervisor is from outside the Khulna University, the Dean of the School or the Director of the Institute/Centre will nominate a DRAC member (a faculty of

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Khulna University) to act as the supervisor until the suspension of the supervisor is withdrawn.

- (d) If no co-supervisor was appointed, a co-supervisor can be appointed as per Section 11(iii) to help the student continue his/her research effectively.
- (e) If the suspension of the supervisor is not withdrawn before at the time of submission of the dissertation, the acting supervisor will be appointed as the supervisor by the Dean of the School or the Director of the Institute/Centre. This appointment will be reported to the BOAS and AC for ratification through EC. The same will be informed to the DRAC and the Head of the Discipline or the Director of the Institute/Centre.

11 Doctoral Research Advisory Committee

- (i) Every PhD student will have a Doctoral Research Advisory Committee (hereinafter referred to as DRAC) to monitor the progress of PhD research work.
- (ii) DRAC will be formed within one week from the date of admission of the student. The committee will be constituted as:

| Chairman | Supervisor |
|----------|--|
| Member | Co-supervisor (if any) |
| | One faculty member from the relevant fields of study from within the Discipline/Institute/Centre of the university |
| | One faculty member from the relevant fields of study from within/outside the Discipline/Institute/Centre of the university |
| | One faculty member from the relevant fields of study from within/outside the university |

- (iii) The supervisor will propose the DRAC (Appendix 6) through proper channel (e.g., Head of the Discipline, Director of IER) to the Dean of the School or the Director of the Institute/Centre. The Dean of the School or the Director of the Institute/Centre will approve the DRAC and inform this to the supervisor, Head of the Discipline/Director of the Institute/Centre and report it to the BOAS, which will be subsequently ratified by the AC.
- (iv) All the members of the DRAC must not be below the rank of Assistant Professor with PhD.
- (v) If any change is required in the DRAC, the Chairman of the DRAC may suggest necessary changes through proper channel (e.g., Head of the Discipline, Director of IER) to the Dean of the School or the Director of the Institute/Centre who will approve the change and report this to the BOAS, which will be subsequently ratified by the AC.
- (vi) If any member of the DRAC declines to continue, he/she may inform the Dean of the School or the Director of the Institute/Centre in writing through proper channel (e.g., Head of the Discipline, Director of IER) (Appendix 7). The Dean of the School or the Director of the Institute/Centre will discuss the matter with the supervisor and other DRAC members and address the issue. If replacement is unavoidable, the Dean of the School or the Director of the Institute/Centre will appoint a new member upon consultation with the supervisor and inform the decision to the Head of the Discipline or Director of the Institute/Centre as well as report this to the BOAS, which will be subsequently ratified by the AC.

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- (vii) (a) DRAC should meet every six months to review and record in writing the progress of the student.
- (b) The Chairman of the DRAC will prepare a six-monthly progress report using the prescribed template (Appendix 8) for each PhD student based on the outcome of the DRAC meeting.
- (c) The record will be maintained in the office of the School and Discipline/Institute/Centre.
- (d) The Chairman of the DRAC will send the progress report to the Dean of the School or the Director of the Institute/Centre through proper channel (e.g., Head of the Discipline) who will send the report through EC to the BOAS and the BOAS will get it ratified by the AC.
- (e) Progress report will be submitted before the end of each term, even if the supervisor is on leave; otherwise, the student will not be allowed to register for the following term.
- (f) The student will collect the progress report submission confirmation letter (Appendix 9) from the Office of the Dean and a copy of this confirmation letter must be attached with registration form of the following term.
- (viii) The Chairman of the DRAC also has a responsibility to ensure that the members of the DRAC are kept informed of the student's progress time to time.
- (ix) DRAC will ordinarily stand dissolved once the PhD candidate submits the dissertation after the defense of the dissertation.

12 Period of Registration and Studentship Status

- (i) Study leave is not required for the students who are unemployed.
- (ii) A full-time PhD student, if employed, must have to take at least three years study leave from the inception of the program, whereas a part-time student, if employed, is not required to take a study leave. If a full-time student becomes an employee of any organization in the middle of a term, he/she, with the recommendation of his/her supervisor and the employer, may continue as a full-time student for that term without taking a study leave. From the next term, the student will have to take study leave to continue as a full-time student or be treated as a part-time PhD student.
- (iii) A PhD student serving in any organization will be admitted as a part-time student while continuing in employment with a written consent of the employer that the student will be allowed to pursue PhD in Khulna University.
- (iv) Teachers/staffs of Khulna University may pursue a PhD degree as a part-time student while continuing in employment with a written consent of the authority without taking a study leave.
- (v) Change of studentship status from full-time to part-time or vice-versa may be allowed once in PhD program. The student must apply in a prescribed form (Appendix 10) for a change of status through supervisor and/or Head of the Discipline/Director of the Institute/Centre to the Dean of the School or the Director of the Institute/Centre who will approve the change and report it through EC to the BOAS and AC. The calculation of the remaining period of study will be made accordingly, e.g., if a part-time student changes his/her status after two terms (i.e., 25%), he/she will be required to complete his/her degree in at least five terms (i.e., 75% [$75/16.67=4.49$ terms ~ 5 terms, here 16.67 comes from $100/6$ terms]).


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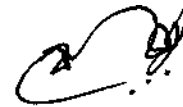
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13 Curriculum and Syllabus

- (i) A PhD program must have an outcome-based curriculum consistent with the Bangladesh National Qualifications Framework (BNQF) for higher education. It should be comprehensive enough to guide the faculty and students towards systematic attainment of learning outcomes and fulfilment of missions and objectives of the program.
- (ii) The curriculum should include courses with clearly defined course learning outcomes and mapped with Programs Learning Outcomes (PLOs) and learning domains of BNQF.
- (iii) The curriculum must contain a set of comprehensive syllabuses/course outlines.
- (iv) Consistent with its resilient policy to keep pace with new developments in the field of knowledge, the curricula and syllabuses will be updated at frequent intervals (at least once in every three years). Such updating aims at including the expanding frontiers of knowledge in various fields of the respective PhD program.


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14 Course Patterns and Structures

Course Pattern and Structure [Example for a Full-time Candidate of Economics Discipline]

| Serial No. | Course Type | Course Code | Applicable Year & Term | Credit/Point (Mixed Mode) | Credit/Point (Research Mode) | Registration requirement | Result publication requirement | Remarks |
|------------|---|--|--------------------------------------|---------------------------|------------------------------|--------------------------------|---|---------|
| 1.1 | Coursework (from Undergraduate / Master's curriculum) | as per Undergraduate / Master's curriculum | PhD 11 PhD 12 PhD 21 PhD 22 | Min. 9.0 | - | Yes (in applicable terms only) | Yes (in applicable terms only) | * |
| 1.2 | Coursework (Not available in Undergraduate / Master's curriculum) | 0311 15 Econ 5149 ³ | | | | | | |
| 2.1 | Dissertation | 0311 15 Econ 101102 ⁴ | PhD 11 | 5.0 | 10.0 | Yes | Only in the final term of the candidate | - |
| 2.2 | Dissertation | 0311 15 Econ 101202 | PhD 12 | 5.0 | 10.0 | Yes | | |
| 2.3 | Dissertation | 0311 15 Econ 102102 | PhD 21 | 5.0 | 10.0 | Yes | | |
| 2.4 | Dissertation | 0311 15 Econ 102202 | PhD 22 | 5.0 | 10.0 | Yes | | |
| 2.5 | Dissertation | 0311 15 Econ 103102 | PhD 31 | 5.0 | 10.0 | Yes | | |
| 2.6 | Dissertation | 0311 15 Econ 103202 | PhD 32 | 5.0 | 10.0 | Yes | | |
| 2.7 | Dissertation | 0311 15 Econ 104102 | PhD 41 | Non-credit | Non-credit | Yes | | |
| 2.8 | Dissertation | 0311 15 Econ 104202 | PhD 42 | Non-credit | Non-credit | Yes | | |
| 2.9 | Dissertation | 0311 15 Econ 105102 | PhD 51 | Non-credit | Non-credit | Yes | | |
| 2.10 | Dissertation | 0311 15 Econ 105202 | PhD 52 | Non-credit | Non-credit | Yes | | |
| 2.11 | Dissertation | 0311 15 Econ 106102 | PhD 61 | Non-credit | Non-credit | Yes | | |
| 2.12 | Dissertation | 0311 15 Econ 106202 | PhD 62 | Non-credit | Non-credit | Yes | | |
| 2.13 | Dissertation | 0311 15 Econ 107102 | PhD 71 | Non-credit | Non-credit | Yes | | |
| 2.14 | Dissertation | 0311 15 Econ 107102 | PhD 72 | Non-credit | Non-credit | Yes | | |

³ The last four-digit (5149) will vary depending on year, term, course nature etc.

⁴ As per BNQF, '10' refers to qualification level of PhD.

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| Serial No. | Course Type | Course Code | Applicable Year & Term | Credit/Point (Mixed Mode) | Credit/Point (Research Mode) | Registration requirement | Result publication requirement | Remarks |
|------------|--------------------------------------|----------------------------------|------------------------|---|---------------------------------|--------------------------------|--------------------------------|---------|
| 3. | Doctoral Proposal Defense | 0311 15 Econ 101112 ⁵ | PhD 11 (usually) | 1.0 | 1.0 | Yes (in applicable terms only) | Yes (in applicable terms only) | - |
| 4. | Doctoral Seminar | 0311 15 Econ 101222 | PhD 12 | 2.0/Seminar; Total: 4.0-6.0 | 2.0/Seminar; Total: 4.0-10.0 | No | Yes (in applicable terms only) | * |
| | | 0311 15 Econ 102122 | PhD 21 | | | | | |
| | | 0311 15 Econ 102222 | PhD 22 | | | | | |
| | | 0311 15 Econ 103122 | PhD 31 | | | | | |
| 5. | Conference Presentation/ Proceedings | 0311 15 Econ 101132 ⁶ | PhD 11-72 | 2.0-3.0/Unit ⁷ ; Total: 4.0-8.0 | 2.0-3.0/Unit; Total: 4.0-8.0 | No | Yes (in applicable terms only) | * |
| 6. | Publication | 0311 15 Econ 101142 ⁸ | PhD 11-72 | 10.0 or more ⁹ | 15.0 or more ¹⁰ | No | Yes (in applicable terms only) | * |
| - | All | - | PhD 11-72 | 60.0 | 90.0 | - | Yes | - |

* Not mandatory for a candidate to register in all the terms. Earning minimum required credits/points will be sufficient.

N.B.:

• PhD 11 refers to PhD First Year First Term; PhD 12 refers to PhD First Year Second Term; PhD 21 refers to PhD Second Year First Term and so on. In case there is any conflict of this document with the related others, specifically, sections 14 and 26(iii) of the 'Khulna University Ordinance for the Degree of Doctor of Philosophy – 2022' in terms of course coding and numbering, the provisions of this document shall prevail.

⁵ If a student fails in the 'Doctoral Proposal Defense', he/she may repeat it not more than twice in three months interval but not earlier than one month from the date of the last proposal defense. The course code will be 0311 15 Econ 101212, 0311 15 Econ 102112 etc. depending on the corresponding year and term. For unsuccessful defense of the proposal in the third time, his/her studentship will stand cancelled.

⁶ The course code will be 0311 15 Econ 101232, 0311 15 Econ 102132, 0311 15 Econ 102232 etc. depending on the corresponding year and term.

⁷ 2.0/Unit for national conference and 3.0/Unit for international conference.

⁸ The course code will be 0311 15 Econ 101242, 0311 15 Econ 102142, 0311 15 Econ 102242 etc. depending on the corresponding year and term.

⁹ In compliance with clause 16(iii)(A)(k) of the 'Ordinance for the Degree of Doctor of Philosophy – 2022'.

¹⁰ In compliance with clause 16(iii)(B)(g) of the 'Ordinance for the Degree of Doctor of Philosophy – 2022'.

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Course Pattern and Structure [Example for a Part-time Candidate of Economics Discipline]

| Serial No. | Course Type | Course Code | Applicable Year & Term | Credit/Point (Mixed Mode) | Credit/Point (Research Mode) | Registration requirement | Result publication requirement | Remarks |
|------------|---|--|--------------------------------------|---------------------------|------------------------------|--------------------------------|---|---------|
| 1.1 | Coursework (from Undergraduate / Master's curriculum) | as per Undergraduate / Master's curriculum | PhD 11 PhD 12 PhD 21 PhD 22 | Min. 9.0 | | Yes (in applicable terms only) | Yes (in applicable terms only) | * |
| 1.2 | Coursework (Not available in Undergraduate / Master's curriculum) | 0311 15 Econ 5149 ¹¹ | | | | | | |
| 2.1 | Dissertation | 0311 15 Econ 101104 ¹² | PhD 11 | 3.75 | 7.5 | PT | Only in the final term of the candidate | |
| 2.2 | Dissertation | 0311 15 Econ 101204 | PhD 12 | 3.75 | 7.5 | PT | | |
| 2.3 | Dissertation | 0311 15 Econ 102104 | PhD 21 | 3.75 | 7.5 | PT | | |
| 2.4 | Dissertation | 0311 15 Econ 102204 | PhD 22 | 3.75 | 7.5 | PT | | |
| 2.5 | Dissertation | 0311 15 Econ 103104 | PhD 31 | 3.75 | 7.5 | PT | | |
| 2.6 | Dissertation | 0311 15 Econ 103204 | PhD 32 | 3.75 | 7.5 | PT | | |
| 2.7 | Dissertation | 0311 15 Econ 104104 | PhD 41 | 3.75 | 7.5 | PT | | |
| 2.8 | Dissertation | 0311 15 Econ 104204 | PhD 42 | 3.75 | 7.5 | PT | | |
| 2.9 | Dissertation | 0311 15 Econ 105104 | PhD 51 | Non-credit | Non-credit | PT | | |
| 2.10 | Dissertation | 0311 15 Econ 105204 | PhD 52 | Non-credit | Non-credit | PT | | |
| 2.11 | Dissertation | 0311 15 Econ 106104 | PhD 61 | Non-credit | Non-credit | PT | | |
| 2.12 | Dissertation | 0311 15 Econ 106204 | PhD 62 | Non-credit | Non-credit | PT | | |
| 2.13 | Dissertation | 0311 15 Econ 107104 | PhD 71 | Non-credit | Non-credit | PT | | |
| 2.14 | Dissertation | 0311 15 Econ 107104 | PhD 72 | Non-credit | Non-credit | PT | | |

¹¹ The last four-digit (5149) will vary depending on year, term, course nature etc.

¹² As per BNQF, '10' refers to qualification level of PhD.

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| Serial No. | Course Type | Course Code | Applicable Year & Term | Credit/Point (Mixed Mode) | Credit/Point (Research Mode) | Registration requirement | Result publication requirement | Remarks |
|------------|--------------------------------------|-----------------------------------|------------------------|--|---------------------------------|--------------------------|--------------------------------|---------|
| 3. | Doctoral Proposal Defense | 0311 15 Econ 101112 ¹³ | PhD 11 (usually) | 1.0 | 1.0 | Yes | Yes (in applicable terms only) | - |
| 4. | Doctoral Seminar | 0311 15 Econ 101222 | PhD 12 | 2.0/Seminar; Total: 4.0-6.0 | 2.0/Seminar; Total: 4.0-10.0 | No | Yes (in applicable terms only) | * |
| | | 0311 15 Econ 102122 | PhD 21 | | | | | |
| | | 0311 15 Econ 102222 | PhD 22 | | | | | |
| | | 0311 15 Econ 103122 | PhD 31 | | | | | |
| 5. | Conference Presentation/ Proceedings | 0311 15 Econ 101132 ¹⁴ | PhD 11-72 | 2.0-3.0/Unit ¹⁵ ; Total: 4.0-8.0 | 2.0-3.0/Unit; Total: 4.0-8.0 | No | Yes (in applicable terms only) | * |
| 6. | Publication | 0311 15 Econ 101142 ¹⁶ | PhD 11-72 | 10.0 or more ¹⁷ | 15.0 or more ¹⁸ | No | Yes (in applicable terms only) | * |
| - | All | - | PhD 11-72 | 60.0 | 90.0 | - | Yes | - |

* Not mandatory for a candidate to register in all the terms. Earning minimum required credits/points will be sufficient.

N.B.:

- PhD 11 refers to PhD First Year First Term; PhD 12 refers to PhD First Year Second Term; PhD 21 refers to PhD Second Year First Term and so on.
- In case there is any conflict of this document with the related others, specifically, sections 14 and 26(iii) of the 'Khulna University Ordinance for the Degree of Doctor of Philosophy – 2022' in terms of course coding and numbering, the provisions of this document shall prevail.

¹³ If a student fails in the 'Doctoral Proposal Defense', he/she may repeat it not more than twice in three months interval but not earlier than one month from the date of the last proposal defense. The course code will be 0311 15 Econ 101212, 0311 15 Econ 102112 etc. depending on the corresponding year and term. For unsuccessful defense of the proposal in the third time, his/her studentship will stand cancelled.

¹⁴ The course code will be 0311 15 Econ 101232, 0311 15 Econ 102132, 0311 15 Econ 102232 etc. depending on the corresponding year and term.

¹⁵ 2.0/Unit for national conference and 3.0/Unit for international conference.

¹⁶ The course code will be 0311 15 Econ 101242, 0311 15 Econ 102142, 0311 15 Econ 102242 etc. depending on the corresponding year and term.

¹⁷ In compliance with clause 16(iii)(A)(k) of the 'Ordinance for the Degree of Doctor of Philosophy – 2022'.

¹⁸ In compliance with clause 16(iii)(B)(g) of the 'Ordinance for the Degree of Doctor of Philosophy – 2022'.

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15 Offering Courses

- (i) The courses to be offered in a particular term will be announced and published in the course curriculum along with a tentative term schedule before the commencement of the term. The courses to be offered in any term will be decided by the respective Discipline/Institute/Centre.
- (ii) Each course will usually be conducted by one teacher. However, in special circumstances the Head of the Discipline or the Director of the Institute/Centre may assign two teachers to teach a specific course. The course teacher(s) will be responsible for maintaining the expected standard and for the assessment of the students' performance.


16 Credit/Point¹⁹ & Other Requirements and Registration

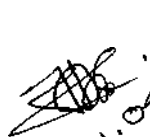
- (i) Every PhD student will be required to register for each term, if not dropped, until defending the dissertation (within the Term limit) on payment of prescribed fees as per university rules (vide Section 34) within one week from the start of each term without fine, while with late registration fees in the second week.
- (ii) If a student wants to drop any term due to serious illness or any other reasons satisfactory to the Supervisor and DRAC, he/she will have to apply using prescribed form (Appendix 11) to the Dean of the School or the Director of the Institute/Centre through proper channel (e.g., Supervisor and/or Head of the Discipline or Director of the Institute/Centre). The Dean of the School or the Director of the Institute/Centre will take decision on the matter and report it through EC to the BOAS and AC.
- (iii) **(A) Mixed Mode:**
 - (a) A PhD dissertation bearing 30 credits/points;
 - (b) A total of minimum 30 credits/points from coursework, doctoral proposal defense, doctoral seminars, conference presentations, and publications as per the following table:

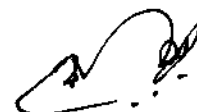
| Items | Credits/Points |
|-------------------------------------|----------------|
| Coursework | 09 |
| Doctoral Proposal Defense | 01 |
| Doctoral Seminar | 04-06 |
| Conference presentation/proceedings | 04-08 |
| Publication | ≥10 |

- (c) At least nine credits/points but not less than three theory courses must be completed from those offered by the Discipline/Institute/Centre of Khulna University registering in their relevant terms chosen in consultation with the supervisor and DRAC.
- (d) These suggested courses will be completed from the Undergraduate/Master's curricula of the concerned Discipline/Institute/Centre of Khulna University. If the suggested courses are not available in the Undergraduate and Master's curricula, they can be studied as special courses/independent study courses to be considered a course of a Master's program of the concerned Discipline/Institute/Centre of Khulna University.

¹⁹ 'One credit' will be treated as equivalent to 'one point'.


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- (e) Coursework must be completed within the 4th term from the admission, failure to which studentship will stand cancelled. Failure to complete the coursework within this stipulated period will be communicated by the Chairman of the DRAC to the Head of the Discipline or Director of the Institute/Centre. The Head of the Discipline or Director of the Institute/Centre will send the matter to the Dean of the School or the Director of the Institute/Centre who will report it to the BOAS and AC through EC.
- (f) (1) The student may be exempted from the above stated nine credits/points (maximum) coursework or allowed to transfer nine credits/points (maximum) by the DRAC, if he/she has completed the contents of these courses in an Undergraduate/Master's program accomplished from a recognized university.
- (2) The student has to apply for the exemption or transfer of credits/points (Appendix 12) through the supervisor to the DRAC after course registration. The DRAC will take decision on the application and inform the decision to the Head of the Discipline or the Director of the Institute/Centre who will take necessary steps to send the decision to the Controller of Examinations in prescribed format (Appendix 13) for publication.
- (3) The exemption/transfer will be granted against relevant courses available in the Undergraduate/Master's programs of the concerned Discipline/Institute/Centre of Khulna University.
- (4) The number of credits/points for exemption/transfer will be calculated as per the existing curricula and syllabus of the Discipline/Institute/Centre of Khulna University. For example,

| Completed credits/points | Existing credits/points in KU | Exempted/Transferred credits/points |
|--------------------------|-------------------------------|-------------------------------------|
| 3 | 3 | 3 |
| 3 | 2 | 2 |
| 2 | 3 | 2 |

- (5) The letter "E" will be mentioned in place of earned letter grade in the transcript for "Exempted/Transferred Course(s)".
- (6) In case of credit transfer, the transferred credits/points along with the details of the courses including course code, course title, course credits/points, earned credits/points, and grades will be mentioned in the transcripts as per Khulna University guidelines.
- (g) (i) Each student will register for dissertation as a course titled "Dissertation" every term whether he/she registers for any other courses or not.
- (ii) The course will carry 5 credits/points for the full-time students and 3.75 credits/points for the part-time students.
- (iii) A full-time student will register for this course until the 6th/final term (5 credits/points x 6 terms = 30 credits/points), while a part-time student will register for this course until the 8th/final term (3.75 credits/points x 8 terms = 30 credits/points).
- (iv) If the limit of minimum-term requirement for the degree (6 terms for full-time and 8 terms for part-time studentship) exceeds, the students will be required to register for "Dissertation" in every additional term as a "Non-credit" course.

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- (2) The result of dissertation will not be published every term but it will be published upon completion of the total 30 credits/points after the final term.
- (h) (1) The student will register for “Doctoral Proposal Defense” in the first term and earn its credit by successfully defending it by the end of the term. If failed, the “Doctoral Proposal Defense” may be repeated not more than twice in three months interval but not earlier than one month from the date of the last proposal defense.
- (2) The proposal defense will be held in public but the evaluation will be made by at least three members including the Chairman of the DRAC.
- (3) DRAC members will evaluate the content and style of the presentations and grade each seminar as “P” for Passed and “F” for Failed upon discussion.
- (4) The title of the dissertation will normally be fixed in the proposal defense. However, any modification in the fixed title, if required, might be made until the final submission for evaluation. The proposed changes must be communicated using a prescribed form (Appendix 14) through the Chairman of the DRAC, Head of the Discipline or Director of the Institute/Centre to the Dean of the School or Director of the Institute/Centre who will report it to the BOAS and AC through EC.
- (5) The proposal finalized in the proposal defense will be sent by the Chairman of the DRAC through the Head of the Discipline or Director of the Institute/Centre to the Controller of Examinations for preservation until the final defense of the dissertation.
- (6) The Chairman of the DRAC will inform in writing the credit earned from the defense following the template (Appendix 15) within two weeks to the Head of the Discipline or the Director of the Institute/Centre who will take necessary steps to send the result to the Controller of Examinations for publication.
- (7) Completion of dissertation proposal defense will also be mentioned in the next six-monthly progress report (vide Section 11(viii)).
- (8) For unsuccessful defense of the proposal in the third time, his/her studentship will stand canceled. This will be reported by the Chairman of the DRAC (Appendix 16) to the Dean of the School or Director of the Institute/Centre through the Head of the Discipline or the Director of the Institute/Centre. The Dean of the School or Director of the Institute/Centre will report the decision to the BOAS and AC through EC.
- (i) (1) The student will register for “Doctoral Seminar” on his/her PhD research work between the second and the fifth term and earn a minimum of four credits/points.
- (2) The seminars will be arranged by the DRAC in consultation with the Head of the Discipline or the Director of the Institute/Centre. The seminars must be held in public in presence of at least three DRAC members including the Chairman.
- (3) Each seminar presentation will be treated as two credits/points earned by the student.
- (4) DRAC members will evaluate the content and style of the presentations and grade each seminar as “P” for Passed and “F” for Failed upon discussion.
- (5) The Chairman of the DRAC will inform in writing the credits/points earned from the seminar following the template (Appendix 17) within two weeks to the Head of the Discipline or the Director of the Institute/Centre who will take necessary steps to send the result to the Controller of Examinations for publication.

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(6) Completion of a seminar will also be mentioned in the next six-monthly progress report (vide Section 11(viii)).

(7) Two public seminars will be arranged in the separate terms.

(j) (1) The student will earn minimum four credits/points from a national or international peer reviewed conference presentation on his/her PhD research work as a presenting author before submission of the dissertation.

(2) Each national conference presentation will be treated as two credits/points, while an international conference presentation as three credits/points earned by the student.

(3) The student will submit documents related to the presentation (e.g., registration acknowledgement, presentation certificate, and copy of the proceeding) to the DRAC.

(4) DRAC members will grade each conference presentation as "P" for Passed upon discussion.

(5) The Chairman of the DRAC will inform in writing the credits/points earned from the conference presentation following the template (Appendix 18) within two weeks to the Head of the Discipline or the Director of the Institute/Centre who will take necessary steps to send the result to the Controller of Examinations for publication.

(6) Conference presentation status will also be mentioned in the next six-monthly progress report (vide Section 11(viii)).

(7) Khulna University may bear the cost of the conference for the PhD students as per relevant rules and regulations of the university.

(k) (1) The student will earn minimum ten credits/points for publication from his/her PhD research work as the first author as per the following table before submission of his/her dissertation for evaluation.

| Sl. No. | Description | Credits/ Points |
|---------|--|--------------------|
| 1 | Articles published in journals having JCR Impact Factor (Q1) | 09 |
| | Articles published in journals having JCR Impact Factor (Q2) | 08 |
| | Articles published in journals having JCR Impact Factor (Q3) | 07 |
| | Articles published in journals having JCR Impact Factor (Q4) | 06 |
| 2 | Articles published in journals having no Impact Factor, but listed in Clarivate Analytics or Scopus database | 05 |
| 3 | Articles published in the peer reviewed central journal of a public university/central journal of an independent research institute/professional society | 04 |
| 4 | Articles published in the peer reviewed journal of a faculty/institute/department/center of a university | 03 |
| 5 | All other peer reviewed journals | 02 |

* JCR= Journal Citation Report

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(2) The student must publish at least one article of 5 or above credits/points as mentioned in the table above. However, the student of Arts and Humanities School and Fine Arts School must publish at least one article of 4 or above credits/points as mentioned in the table above.

(3) The student will send a copy of the article(s) immediately after publication or a proof of acceptance for publication to the DRAC.

(4) The student will submit documents related to the status of publication (e.g., copy of journal impact factor status, ranking/indexing, quality of journal) to the DRAC.

(5) DRAC members will grade each paper publication as "P" for Passed upon discussion and the credits/points will be determined as per table in Section 16(ii) (A)(k)(1).

(6) The Chairman of the DRAC will inform in writing the credits/points earned of the paper publication following the template (Appendix 19) within two weeks to the Head of the Discipline or the Director of the Institute/Centre who will take necessary steps to send the result to the Controller of Examinations for publication.

(7) Paper publication status will also be mentioned in the next six-monthly progress report (vide Section 11(viii)).

(8) Khulna University may bear the cost of publication for the PhD students as per relevant rules and regulations of the university.

(B) Research Mode:

(a) A PhD dissertation bearing 60 credits/points;

(b) A total of minimum 30 credits/points from doctoral proposal defense, doctoral seminars, conference presentations, and publications as per the following table:

| Items | Credits/Points |
|------------------------------------|----------------|
| Doctoral Proposal Defense | 01 |
| Doctoral Seminar | 04-10 |
| Conference presentation/proceeding | 04-08 |
| Publication | ≥15 |

(c) (i) Each student will register for dissertation as a course titled "Dissertation" every term whether he/she registers for any other courses or not.

(ii) The course will carry 10 credits/points for the full-time students and 7.5 credits/points for the part-time students.

(iii) A full-time student will register for this course until the 6th/final term (10 credits/points x 6 terms = 60 credits/points), while a part-time student will register for this course until the 8th/final term (7.5 credits/points x 8 terms = 60 credits/points).

(iv) If the limit of minimum-term requirement for the degree (6 terms for full-time and 8 terms for part-time studentship) exceeds, the students will be required to register for "Dissertation" in every additional term as a "Non-credit" course.

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- (2) The result of dissertation will not be published every term but it will be published upon completion of the total 60 credits/points after the final term.
- (d) (1) The student will register for “Doctoral Proposal Defense” in the first term and earn its point by successfully defending it by the end of the term. If failed, the “Doctoral Proposal Defense” may be repeated not more than twice in three months interval but not earlier than one month from the date of the last proposal defense.
- (2) The proposal defense will be held in public but the evaluation will be made by at least three members including the Chairman of the DRAC.
- (3) DRAC members will evaluate the content and style of the presentations and grade each seminar as “P” for Passed and “F” for Failed upon discussion.
- (4) The title of the dissertation will be finalized in the proposal defense. The decision must be communicated using a prescribed form (Appendix 14) through the Chairman of the DRAC, Head of the Discipline or Director of the Institute/Centre to the Dean of the School or Director of the Institute/Centre who will report it to the BOAS and AC through EC.
- (5) The proposal finalized in the proposal defense will be sent by the Chairman of the DRAC through the Head of the Discipline or Director of the Institute/Centre to the Controller of Examinations for preservation until the final defense of the dissertation.
- (6) The Chairman of the DRAC will inform in writing the point earned from the defense following the template (Appendix 15) within two weeks to the Head of the Discipline or the Director of the Institute/Centre who will take necessary steps to send the result to the Controller of Examinations for publication.
- (7) For unsuccessful defense of the proposal, his/her studentship will stand cancelled.
- (8) For unsuccessful defense of the proposal in the third time, his/her studentship will stand canceled. This will be reported by the Chairman of the DRAC (Appendix 16) to the Dean of the School or Director of the Institute/Centre through the Head of the Discipline or the Director of the Institute/Centre. The Dean of the School or Director of the Institute/Centre will report the decision to the BOAS and AC.
- (e) (1) The student will register for “Doctoral Seminar” on his/her PhD research work between the second and the fifth term and earn a minimum of four credits/points.
- (2) The seminars will be arranged by the DRAC in consultation with the Head of the Discipline or the Director of the Institute/Centre. The seminars must be held in public in presence of at least three DRAC members including the Chairman.
- (3) Each seminar presentation will be treated as two credits/points earned by the student.
- (4) DRAC members will evaluate the content and style of the presentations and grade each seminar as “P” for Passed and “F” for Failed” upon discussion.
- (5) The Chairman of the DRAC will inform in writing the credits/points earned from the seminar following the template (Appendix 17) within two weeks to the Head of the Discipline or the Director of the Institute/Centre who will take necessary steps to send the result to the Controller of Examinations for publication.
- (6) Completion of a seminar will also be mentioned in the next six-monthly progress report (vide Section 11(viii)).

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- (7) Two public seminars will be arranged in the separate terms.
- (f) (1) The student will earn minimum four credits/points from a national or international peer reviewed conference presentation on his/her PhD research work as a presenting author before submission of the dissertation.
- (2) Each national conference presentation will be treated as two credits/points, while an international conference presentation as three credits/points earned by the student.
- (3) The student will submit documents related to the presentation (e.g., registration acknowledgement, presentation certificate, and copy of the proceeding) to the DRAC.
- (4) DRAC members will grade each conference presentation as “P” for Passed upon discussion.
- (5) The Chairman of the DRAC will inform in writing the credits/points earned from the conference presentation following the template (Appendix 18) within two weeks to the Head of the Discipline or the Director of the Institute/Centre who will take necessary steps to send the result to the Controller of Examinations for publication.
- (6) Conference presentation status will also be mentioned in the next six-monthly progress report (vide Section 11(viii)).
- (7) Khulna University may bear the cost of the conference for the PhD students as per relevant rules and regulations of the university.
- (g) (1) The student will earn minimum fifteen credits/points for publication from his/her PhD research work as the first author as per the following table before submission of his/her dissertation for evaluation. However, the minimum credits/points for publication will be ten for the students of Arts and Humanities School and Fine Arts School.

| Sl. No. | Description | Credits/ Points |
|---------|--|-----------------|
| 1 | Articles published in journals having JCR Impact Factor (Q1) | 09 |
| | Articles published in journals having JCR Impact Factor (Q2) | 08 |
| | Articles published in journals having JCR Impact Factor (Q3) | 07 |
| | Articles published in journals having JCR Impact Factor (Q4) | 06 |
| 2 | Articles published in journals having no Impact Factor, but listed in Clarivate Analytics or Scopus database | 05 |
| 3 | Articles published in the peer reviewed central journal of a public university/central journal of an independent research institute/professional society | 04 |
| 4 | Articles published in the peer reviewed journal of a faculty/institute/department/center of a university | 03 |

* JCR= Journal Citation Report

(2) The student must publish at least one article of 5-point or above. However, the students of Arts and Humanities School and Fine Arts School must publish at least one article of 4 or above credits/points as mentioned in the table above.

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(3) The student will send a copy of the article(s) immediately after publication or a proof of acceptance for publication to the DRAC.

(4) The student will submit documents related to the status of publication (e.g., copy of journal impact factor status, ranking/indexing, quality of journal) to the DRAC.

(5) DRAC members will grade each paper publication as "P" for Passed upon discussion and the credits/points will be determined as per table in Section 16(ii)(B)(g)(1).

(6) The Chairman of the DRAC will inform in writing the credits/points earned from the paper publication following the template (Appendix 19) within two weeks to the Head of the Discipline or the Director of the Institute/Centre who will take necessary steps to send the result to the Controller of Examinations for publication.

(7) Paper publication status will also be mentioned in the next six-monthly progress report (vide Section 11(viii)).

(8) Khulna University may bear the cost of publication for the PhD students as per relevant rules and regulations of the university.

- (iii) The PhD candidate required to retake any coursework, redefend proposal, resubmit his/her dissertation, or redefend his/her dissertation will need to register paying all the fees concerned.
- (iv) If a PhD student/candidate fails to register within the period of course registration decided by the Discipline/Institute/Centre in the second or subsequent terms, the supervisor will try to contact with the student/candidate via different means (e.g., email, text message, social media, phone, surface mail). If the student/candidate does not respond or does not act accordingly within the concerned term, the supervisor must report this in writing (Appendix 20) in the beginning of the preparatory leave of that term to the Dean of the School or Director of the Institute/Centre via the Head of the Discipline or Director of the Institute/Centre with proper documents. The Dean of the School or Director of the Institute/Centre will send the matter to the BOAS and AC for decision.
- (v) For any issues related to registration not mentioned above, the BOAS will decide upon recommendation of EC.

17 Examination Procedures for Coursework

- (i) Undergrad examination ordinance will be followed for examination of undergrad courses, while the master's ordinance will be followed for examination of master's courses.
- (ii) Examinations committees of the Undergraduate and Master's programs will be responsible for administration of examinations of courses taken by the PhD students from the Undergraduate and Master's program respectively.
- (iii) Coursework result (where applicable) will be mentioned in the next six-monthly progress report by the DRAC (vide Section 11(viii)). A transcript will need to be attached with the progress report.

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18 Backlog/Retake

'Backlog/Retake' related issues will be handled as per the ordinance(s) of Undergraduate and/or Master's programs of Khulna University.

19 Research Work

Research work by a PhD student will be carried out in Khulna University or at a place(s) approved by the DRAC and this will be informed to the Head of the Discipline or the Director of the Institute/Centre.

20 Dissertation

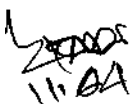
The dissertation must be a piece of fundamental research work characterized either by the discovery of new facts, or by a fresh interpretation of facts or theories. In either case, it should demonstrate the candidate's scholarly capacity of developing his/her own philosophical stands through critical investigation/understanding and judgment. It must be satisfactory as far as its language and presentation are concerned.


(a) Language of Dissertation

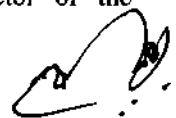
- (i) The dissertation will be written in English unless otherwise stated in this ordinance.
- (ii) Upon request from a PhD candidate enrolled in Bangla Discipline, the BOAS can give him/her permission to write the dissertation in Bangla provided that an English translation of the Title and the Executive Summary of the dissertation containing at least 1500 words have been added.

(b) Dissertation Submission

- (i) A PhD candidate can submit his/her PhD dissertation only after accumulating all the prerequisites mentioned under Section 16.
- (ii) A dissertation cannot be submitted before completing the 5th term in case of the full-time studentship and the 7th term in case of the part-time studentship.
- (iii) The candidate must submit plagiarism check report (e.g., *Turnitin*) along with the print and digital versions of the dissertation. Less than 20% text matching with ten consecutive words excluding end-text references and direct quotation could be acceptable.
- (iv) Five hard copies and one soft copy of the dissertation in the draft form must be submitted to the Chairman of the DRAC following the guidelines for dissertation preparation and citation and referencing styles (Appendix 21). Candidates should, however, always consult concerned School/Discipline/Institute/Centre for additional guidelines and/or format. In particular, the layout of dissertation can be different depending on the field of study.
- (v) DRAC Chairman will send a hard copy along with the soft copy of the draft dissertation to the DRAC members and will arrange a pre-defense upon consultation with the Head of the Discipline or the Director of the Institute/Centre.
- (vi) The candidate must satisfy the DRAC members that he/she has addressed the research problems/issues arguably, achieved objectives explicitly, and produced expected outcomes satisfactorily by dint of his/her research skills and intellectual capacity.
- (vii) After evaluation in pre-defense by the DRAC, the candidate will make necessary corrections, if any. He/she will prepare five printed copies of the dissertation in the final draft form following the guidelines (Appendix 21) and submit them to the Discipline/Institute/Centre. The Head of the Discipline or the Director of the


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Institute/Centre will send the copies of the dissertation to the Controller of Examinations who will send them to the dissertation examiners, as mentioned under Section 22, for evaluation.

- (vii) Pursuant to the regulations stated under Section 12, a candidate will submit his/her dissertation for examination within the maximum period of candidature. However, the period that is taken for the examination of the dissertation and any period for corrections or further work on the dissertation as may be required by the DEC will not be counted as part of the maximum period of the candidate's candidature.

21 Dissertation Evaluation Committee

- (i) For each PhD candidate, there will have a Dissertation Evaluation Committee (hereinafter referred to as DEC) who will examine the PhD dissertation and conduct defense of the candidate to decide whether the candidate has achieved sufficient academic merit to be awarded the PhD degree. DEC will be appointed by BOAS and it will be constituted as follows:

| | |
|-----------------|---|
| Chairman | Supervisor |
| Internal Member | Co-Supervisor (if any) |
| External Member | Two faculty members who have proven expertise in the relevant fields of study from the recognized universities of the country |
| | One faculty member who has proven expertise in the relevant fields of study from an overseas university/institute/center |

- (ii) Six weeks in advance of submission of the final draft dissertation following pre-defense, the Chairman of the DRAC will convene a meeting of the DRAC to prepare a panel of six External Examiners who are qualified and possess expertise relating to the area of research of the candidate's dissertation. The examination panel must contain at least two Examiners from overseas university/institute/center. The DRAC will prepare the examination panel (Appendix 22) taking consent of each of its member along with their CVs. The Chairman of the DRAC will send the panel together with the CVs through proper channel (e.g., Head of the Discipline or the Director of the Institute/Centre) to the Dean of the School or Director of the Institute/Centre who will send the panel through EC to the BOAS for approval.
- (iii) All members of the DEC will meet the same criteria as set for the DRAC members as mentioned in Section 11(iv).
- (iv) The DEC members must not have a family relationship with the PhD candidate or a relationship with him/her that could impair their independent judgment.
- (v) The three External Examiners of the DEC will examine the PhD dissertation, whereas normally all members of the DEC will conduct defense subject to further provisions mentioned in Section 23 and Section 24 of this ordinance. In case of unavailability of any member, majority of the dissertation examiners must be present to conduct the defense.

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- (vi) DEC will consider the dissertation examiners' reports, conduct defense, and arrive at a decision regarding the level of achievement of the candidate and recommend such matter as deemed appropriate to BOAS.

22 Dissertation Examination

- (i) The dissertation will be examined by three External Examiners as mentioned in Section 21(1). Each examiner will submit a report using the prescribed format (Appendix 23) as soon as possible but not exceeding eight weeks from the date the dissertation was received by him/her.
- (ii) If any examiner is unable to accept the appointment or has to relinquish his/her appointment before/during the examination of the dissertation or fails to respond by the stipulated time of examination of the dissertation (eight weeks), the Controller of Examinations in consultation with the Chairman of the DEC may arrange to replace the examiner from the approved panel of examiners and do the needful for getting the dissertation examined.
- (iii) In case the required number of examiners from the examination panel are unable to examine the dissertation, the DRAC will suggest a second panel of six examiners. If the second panel is also unable to examine the dissertation, the Dean of the School or the Director of the Institute/Centre will appoint examiner(s) as required and report this matter to BOAS for ratification.
- (iv) After receiving the three examination reports from the examiners, the Controller of Examinations will submit them to the Chairman of the DEC who will open the reports in presence of the Controller of Examinations and decide whether or not the PhD candidate will be eligible to appear for defense in public based on the evaluation of the examiners reports as per Section 23.

23 Evaluation of Dissertation Examination Reports

- (i) The examiners may recommend that the degree be awarded subject to satisfactory defense of the dissertation, or that the dissertation may be rejected, or that the dissertation be resubmitted.
- (ii) In the case that all the three examiners recommend award of the degree (with/without observation), the candidate will be advised to defend his/her dissertation before the defense board.
- (iii) In the case that two examiners recommend award of the degree and one examiner recommends resubmission of the dissertation, the candidate will be advised to defend his/her dissertation before the defense board. The defense board must be held in presence of the examiner recommended for resubmission of the dissertation.
- (iv) In the case that one examiner recommends award of the degree and two examiners recommend resubmission of the dissertation, the candidate will be required to revise and resubmit the dissertation as per the rules governing resubmission of dissertation.
- (v) In the case that two examiners recommend award of the degree and one examiner recommends rejection of the dissertation, the dissertation will be referred to the fourth examiner to be selected by the DEC from out of the original panel of examiners. If the rejection is recommended by the foreign examiner, the fourth examiner must be the foreign examiner and vice versa.

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- (vi) In the case that one examiner recommends award of the degree and two examiners recommend rejection of the dissertation, the dissertation will be rejected and registration of the candidate will be closed.
- (vii) In the case that one examiner accepts the dissertation, another examiner rejects it, and the other examiner recommends its resubmission, the candidate will be required to revise and resubmit the dissertation as per the rules governing resubmission of dissertation.
- (viii) In the case that two examiners recommend resubmission of the dissertation and one examiner recommends its rejection, the candidate will be required to revise and resubmit the dissertation as per the rules governing resubmission of dissertation.
- (ix) In the case that two examiners recommend rejection of the dissertation and one examiner recommends its resubmission, the dissertation will be rejected and registration of the candidate will be closed.
- (x) In the event that all three examiners recommend resubmission, the candidate will be required to revise and resubmit the dissertation as per the rules governing resubmission of dissertation.
- (xi) In the case that three examiners reject the dissertation, the dissertation will be rejected and the name of the candidate will be removed from the rolls of the university.
- (xii) In case of resubmission, the dissertation must be resubmitted within one year but not earlier than six months from the date of supply of comments of the examiners to the candidate by the Chairman of the DEC through the Controller of Examinations.
- (xiii) (a) The candidate required to resubmit his/her dissertation for re-examination will register as a candidate paying all the fees concerned within fifteen days from the decision for resubmission during any stage of the term.
(b) The Head of the Discipline or the Director of the Institute/Center will take necessary steps for the registration of the concerned student(s).
- (xiv) The dissertation will only be resubmitted once.
- (xv) The resubmitted dissertation will be examined only by the same three examiners unless they or any of them are/is unable or unwilling to act as the examiner. In case of inability or unwillingness to act as the examiner, the dissertation will be got examined by other examiners from the panel.
- (xvi) After examination of the re-submitted dissertation, the candidate can be advised for the defense only upon positive recommendations by all/the majority examiners but no rejection by any examiner.
- (xvii) The dissertation will be graded as "P" for Passed and "F" for Failed.

Summary Table regarding Evaluation of Dissertation Examination Reports

| Clause | Examiner 1 | Examiner 2 | Examiner 3 | Defense will take place | Remarks |
|----------|--------------|--------------|--------------|-------------------------|----------------------------|
| 23(ii) | Recommend | Recommend | Recommend | Yes | - |
| 23(iii) | Recommend | Recommend | Resubmission | Yes | * |
| 23(iv) | Recommend | Resubmission | Resubmission | No | Resubmission |
| 23(v) | Recommend | Recommend | Rejection | No | 4 th examiner** |
| 23(vi) | Recommend | Rejection | Rejection | No | Rejection*** |
| 23(vii) | Recommend | Rejection | Resubmission | No | Resubmission |
| 23(viii) | Resubmission | Resubmission | Rejection | No | Resubmission |

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| Clause | Examiner 1 | Examiner 2 | Examiner 3 | Defense will take place | Remarks |
|--------|--------------|--------------|--------------|-------------------------|--------------|
| 23(ix) | Rejection | Rejection | Resubmission | No | Rejection*** |
| 23(x) | Resubmission | Resubmission | Resubmission | No | Resubmission |
| 23(xi) | Rejection | Rejection | Rejection | No | Rejection*** |

* Presence of Examiner 3 (who recommended for resubmission) is needed in the defense

** Subject to compliance with the concerned clause of the ordinance.

*** The registration of the candidate will be cancelled.

24 PhD Defense

- (i) The defense is an integral part of evaluation of the PhD candidate. It will normally include questions designed to ascertain that the dissertation embodies the candidate's own research work. It will test the candidate's general comprehension of the field of study within which the subject of the dissertation falls. It will test the candidate's acquaintance with the general literature of the subject, knowledge of the relation of the work to the wider field of which it is a part, and the respects in which the work advances, modifies, or otherwise affects this wider field of study.
- (ii) On the considerable recommendation of the examiners according to Section 23, the Chairman of the DEC will fix a date for defense in consultation with the Head of the Discipline or the Director of the Institute/Centre and arrange it. The notification of the defense will, however, be made by the Controller of Examinations.
- (iii) The Chairman of the DEC will send the examiners' reports to the candidate at least one month before the date of the defense. The candidate needs to prepare an edited version through addressing the observations of the examiners' reports (if any) and submit one (01) soft bound copy and send the edited version through email to the DEC Chairman at least one week before the date of the defense and keep one (01) soft bound copy with himself/herself to be brought to the defense board.
- (iv) A candidate appearing at the PhD defense will be required to bring with him/her a copy of his/her dissertation paged in the same way as the copies submitted for examination and another edited copy after addressing the observations of the examiners' reports (if any).
- (v) The defense will be started with presentation slides by the candidate followed by a question-answer session before the DEC in presence of the faculty members, the graduate students, and others interested.

25 Evaluation of PhD Defense

- (i) A candidate who is successful in the defense will be declared to have qualified for the PhD degree with effect from the date of the defense.
- (ii) A candidate who has not been able to satisfy majority of the examiners at the defense:
 - (a) May be required to appear at the defense once again within a period of three months;
 - OR**
 - (b) May be deemed to have failed to be awarded the PhD degree but he/she may be recommended for a Master's by Research in the relevant field.
- (iii) If failed to satisfy majority of the examiners at the re-defense, the candidate will be recommended for a Master's by Research in the relevant field.
- (iv) Following the defense, the DEC will come to a consensus on the recommendation of the award of the degree and duly complete and sign the report form (Appendix 24). Such a decision of the DEC will be submitted in sealed envelope by the Chairman of the DEC

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via the Head of the Discipline or the Director of the Institute/Centre to the Controller of Examinations for getting approval by the Syndicate through BOAS and AC.

- (v) The candidate will submit the final dissertation within four weeks from the defense incorporating the corrections and suggestions given by the dissertation examiners and the defense board following the prescribed template (Appendix 21).
- (vi) The Chairman of the DEC will check whether the given comments and observations (if any) by the examiners and the defense board are duly addressed in the corrected version of the dissertation before the final submission after the defense.
- (vii) (a) Upon approval by the Syndicate, the degree of Doctor of Philosophy will be conferred upon the candidate.
(b) In case of the recommendation for the award of the Master's by Research in the relevant field, the candidate will be conferred a Master's by Research degree in the relevant field upon the approval by the Syndicate.

26 Results Preparation and Publication

- (i) (a) The results for the coursework will be prepared and published according to the courses completed in the respective programs (i.e., Undergraduate/Master's).
(b) DRAC will act as the examination committee for coursework (where applicable). The Chairman of the DRAC will take necessary steps to make tabulation collecting records from the Chairman of the concerned undergrad and master's examination committee(s). The result will be sent to the Head of the Discipline or the Director of the Institute/Centre who will take necessary steps to send the result to the Controller of Examinations for publication. The committee will get remuneration for result preparation.
- (ii) **Grading Scale:**

| Numerical Grade | Letter Grade | Grade Point |
|----------------------|---------------|-------------|
| 80% or above | A+ (A plus) | 4.00 |
| 75% to less than 80% | A (A regular) | 3.75 |
| 70% to less than 75% | A- (A minus) | 3.50 |
| 65% to less than 70% | B+ (B plus) | 3.25 |
| 60% to less than 65% | B (B regular) | 3.00 |
| 55% to less than 60% | B- (B minus) | 2.75 |
| 50% to less than 55% | C+ (C plus) | 2.50 |
| 45% to less than 50% | C (C regular) | 2.25 |
| 40% to less than 45% | D | 2.00 |
| Less than 40% | F | 0.00 |
| Incomplete | I | |
| Withdrawn | W | |
| Continuation | X | |
| Passed | P | |
| Failed | F | |
| Exempted/Transferred | E | |

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(iii) **Calculation of GPA:**

Grade Point Average (GPA) is the weighted average of the grade points obtained in all the coursework passed/completed by a student. For example, if a student passes/completes three courses in a term having credits/points of C₁, C₂, and C₃ and his/her grade points in these courses are G₁, G₂, and G₃ respectively then,

$$\text{GPA} = \frac{\sum C_i G_i}{\sum C_i}, \text{ where } i = 1, 2, 3$$

For example: If a student completes three courses in a Term and obtains the grades as shown in the following Table, his/her GPA for the term will be computed as follows:

$$\text{GPA} = 3(4.0) + 3(3.0) + 3(3.75) / (3 + 3 + 3) = 3.58$$

| Course ²⁰ | Credit | Grade | Grade Points |
|----------------------|--------|-------|--------------|
| 0311 15 Econ 101102 | 3 | A+ | 4.00 |
| 0311 15 Econ 101112 | 3 | C+ | 3.00 |
| 0311 15 Econ 101132 | 3 | A | 3.75 |

(iv) **Performance Evaluation:**

The performance of a student will be evaluated in terms of three indices, viz. Term Grade Point Average (TGPA), Yearly Grade Point Average (YGPA) and Cumulative Grade Point Average (CGPA). The TGPA is computed by dividing the total grade points earned in a Term by the number of Credit Hours taken in a Term. The YGPA is computed by dividing the total grade points earned in two terms in a year by the number of credits/points earned that year. The CGPA is computed by dividing the total grade points accumulated up to date by the total credits/points earned. For example, a student who has earned 275 grade points in earning 100 credits/points of courses will have a CGPA of 2.75.

27 Review of Results

- (i) Re-scrutiny of any coursework answer script may be possible/allowed if the student applies in writing following prescribed procedure and paying appropriate fee within 15 days after publication of the results. In such case, the chairman of the Examination Committee will make arrangement for re-scrutiny of answer script in question consulting with the Head of the Discipline or the Director of the Institute/Centre.
- (ii) A student can have his/her results re-examined by applying to the Controller of Examinations via the Head of the Discipline or the Director of the Institute/Centre within one (01) week from the date of publication of results. The Controller of Examinations will take measures in consultation with the concerned committee.
- (iii) Result following the re-scrutiny or re-examination is final and binding.

28 Earned Credits/Points²¹

Only that coursework in which a student obtains at least "D" will be counted as credit earned by him/her and this grade will be shown on the transcript.

²⁰ Details are available in section 14.

²¹ 'One credit' will be treated as equivalent to 'one point'.

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29 Application for Graduation and Award of Degree

- (i) A PhD awardee who has fulfilled all the requirements for the PhD degree will have to apply to the Controller of Examinations through his/her Head of the Discipline or the Director of the Institute/Centre for graduation. Provisional certificate will be awarded by the Syndicate on the recommendations of the Academic Council. Original certificates will normally be awarded through convocation or thereafter.
- (ii) A Master's by Research awardee will have to apply to the Controller of Examinations through his/her Head of the Discipline or the Director of the Institute/Centre for graduation. Provisional certificate will be awarded by the Syndicate on the recommendations of the Academic Council. Original certificates will normally be awarded through convocation or thereafter.

30 Joint/Collaborative PhD

- (i) A student can participate in a joint/collaborative/cotutelle PhD program with overseas institution(s) subject to the agreement signed between Khulna University and the partner institution(s).
- (ii) Supervision of the PhD degree as well as the award of the degree will be provided by Khulna University and the partner institution(s).

31 Code of Conduct

Neglect of research work or any other acts of indiscipline including but not limited to unethical practices and misconduct such as plagiarism and misrepresentation of data must be recorded and reported to BOAS and AC for action pursuant to the statutory provisions of Khulna University.

32 Repeal and Transitory Provisions

- (i) The ORDINANCE FOR THE DEGREE OF DOCTOR OF PHILOSOPHY 2006 approved at the 120th Syndicate meeting of Khulna University and addendum made thereafter are hereby repealed.
- (ii) Notwithstanding Section (1), the academic and administrative activities of a candidate will be governed by the concerned ordinance under which he/she is admitted.

33 Final Provision

In all cases not covered by this ordinance or any issues concerning procedure or interpretation of the provisions contained in this ordinance will be referred to the Syndicate for resolution.

34 Academic Fees

- (i) Academic fees will be reviewed and determined from time to time by the appropriate authority of the university.
- (ii) For July 2022 academic session, the fees are proposed as follows:

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| Sl. No | Fee Item | Payment schedule | Local student | Foreign student |
|---|--|---|---------------|-----------------|
| Payable to University: | | | | |
| 1. | Application | At the time of application | | |
| 2. | Admission | Once at the time of admission | | |
| 3. | Tuition | Every Term at the time of registration | | |
| 4. | Central Library Caution (Refundable) | Once at the time of admission | | |
| 5. | Central Library Card | Once at the time of admission | | |
| 6. | Central Library Charge | Every Term at the time of registration | | |
| 7. | ID Card | Once at the time of admission | | |
| 8. | Health Card | Once at the time of admission | | |
| 9. | Medical | Every Term at the time of registration | | |
| 10. | BNCC | Every Term at the time of registration | | |
| 11. | Sports | Every Term at the time of registration | | |
| 12. | Cultural Activities | Every Term at the time of registration | | |
| 13. | Student Welfare | Every Term at the time of registration | | |
| 14. | Transportation | Every Term at the time of registration | | |
| 15. | Fee Book | Per Copy | | |
| 16. | Course Registration (For credit or noncredit) | Every Term at the time of registration | | |
| 17. | Dissertation Registration | Every Term at the time of registration | | |
| 18. | Course Late-registration (For credit or noncredit) | Every Term at the time of registration | | |
| 19. | Dissertation Late-registration | Every Term at the time of registration | | |
| 20. | Coursework Examination | Every Term at the time of registration | | |
| 21. | Answer Script Re-examination | Once at the time of applying for re-examination of the answer script(s) | | |
| 22. | Answer Script Re-scrutiny | Once at the time of applying for re-scrutiny of the answer script(s) | | |
| 23. | Dissertation Examination | Once at least one month before the submission of the dissertation for examination | | |
| 24. | Dissertation Re-examination | Once at least one month before the resubmission of the dissertation for examination | | |
| 25. | Dissertation Defense | Once at least two weeks before the Dissertation Defense | | |
| 26. | Dissertation Re-defense | Once at least two weeks before the Dissertation Re-defense | | |
| 27. | Grade-sheet | Per grade-sheet at the time of application for grade-sheet | | |
| Payable to School: | | | | |
| 1. | Coordination | Once at the time of admission | | |
| 2. | Development | Once at the time of admission | | |
| Payable to Discipline: | | | | |
| 1. | Development | Once at the time of admission | | |
| 2. | Seminar Library | Every Term at the time of registration | | |
| 3. | Bench | Once at the time of admission | | |
| Payable to Hall: | | | | |
| 1. | Hall Attachment | Once at the time of admission | | |
| 2. | Yearly Hall Charge | Every Term at the time of registration | | |
| Note: (i) Amount is in BDT for the local students and USD for the foreign students. (ii) Teachers of Khulna University are exempted from paying the tuition fee. | | | | |

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Application Form for Doctor of Philosophy Program

Appendix 1



Attach a complete Doctoral Research Proposal as per Appendix 2.
 Attach the supervisor's consent form as per Appendix 3.
 Attach copies of all certificates, transcripts, publications, and other documents.

[Before filling out this application form, please read the PhD ordinance carefully]

Part I: To be Filled in by the Applicant

Discipline/Institute/Centre:

School:Session:

Mode of Study: (a) Mixed Mode (b) Research Mode (Circle the appropriate option)

Studentship Status: (a) Full Time (b) Part Time (Circle the appropriate option)

| Personal Information | | Passport Size Photo | | | |
|--|------------------------|---------------------|--------|-----------------|------------------|
| Name (in English) | : | | | | |
| Name (in Bengali) | : | | | | |
| Father's Name | : | | | | |
| Mother's Name | : | | | | |
| Date of Birth | : | | | | |
| Nationality | : | | | | |
| NID Number | : | | | | |
| Permanent Address (With Mobile phone number and email id) | : House No.: | Road No.: | | | |
| | Locality/Village: | Police Station: | | | |
| | Post Office: | District: | | | |
| | Email: | Mobile Phone No.: | | | |
| Present Address (With Mobile phone number and email id) | : House No.: | Road No.: | | | |
| | Locality/Village: | Police Station: | | | |
| | Post Office: | District: | | | |
| | Email: | Mobile Phone No.: | | | |
| | Emergency Contact No.: | | | | |
| Educational Qualifications | | | | | |
| Qualification | Name of Degree | Board/University | Result | Year of Passing | Duration (years) |
| MPhil | | | | | |
| Master's with Thesis | | | | | |
| Master's without Thesis | | | | | |
| Bachelor | | | | | |
| HSC/Equivalent | | | | | |
| SSC/Equivalent | | | | | |

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| | | |
|--|---|------------------|
| Job Profile | | |
| Status | : Employed/Unemployed (Circle the appropriate option) | |
| Designation (if employed) | : | Date of Joining: |
| Name of the Organization: | | |
| <i>Note: If employed, please submit proof of job experience.</i> | | |
| Publication Profile | | |
| Total Number of Publications: | | |
| List of Publications (<i>Please list only relevant latest publications</i>): | | |
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| <i>Note: Please attach the first page of each publication.</i> | | |
| Proposed Research Information | | |
| Field of Research | | |
| Title | | |
| Supervisor (Name & Designation) | | |
| Declaration: <i>To the best of my knowledge, the above information is true, correct, and complete. I understand that Khulna University may withdraw or amend my offer, cancel my enrolment, or take any measure if information or documents submitted in connection with this application are found to be false, incorrect, and incomplete.</i> | | |

.....
Date and Signature of the Applicant

PART II: To be Filled in by the Chairman of the Doctoral Admission Committee (DAC)

Decision of the DAC: Recommended/Not recommended for admission (Circle the appropriate option)

Name and Designation of the Recommended Supervisor:

.....
Date and Signature of the DAC Members

.....
Date and Signature of the DAC Chairman

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Guide to Doctoral Research Proposal Preparation

This guide is designed to provide students with general guidelines and instructions for preparing and formatting of doctoral research proposal for PhD application. It covers structure, layout, form, style, and referencing along with citation.



General Information

1. Proposal Title

The proposal must have a working title. The title will be finalized consulting with the supervisor and the DRAC.

2. Word Limit and Paper Size

The length of the proposal will be between 1000 to 2000 words. The recommended paper size is A4.

3. Language

A proposal will be written in English. However, a proposal on Bangla language, linguistics, literature, and culture may be written in Bangla language provided that an English translation of the Title and an Executive Summary of the proposal containing at least 500 words have been added. British or American English should be used consistently if the proposal is written in English, while *Sadhu* or *Cholito* form of Bangla should be maintained throughout the proposal, if written in Bangla.

4. General Formatting

4.1 Page Size

The proposal must be printed on A4 size page (8.27" x 11.69") with white background and black font for the text.

4.2 Margins

The margins must be 1 inch in every side in every page. Text should be justified.

4.3 Font

Times New Roman font should be used to prepare the proposal in English, while *SutonnyMJ/Nikosh* font for the proposal in Bangla. Font size will be as: Title on the Title page 14-point; headings and sub-headings 12-point; texts in tables, figures, charts, diagrams, graphs, and images 10-point, footnotes and endnotes 8-point, and all other texts 12-point. Bold and italics may be used according to APA Publication Manual (7th ed.). "Capitalize Each Word" may be used for Headings.

4.4 Line Spacing

Line spacing will be as: SINGLE line space in tables, charts, diagrams, graphs, images, footnotes and endnotes; SINGLE line space for caption of tables, figures, charts, diagrams, graphs, and images; SINGLE line space for footnotes of tables, figures, charts, diagrams, graphs, and images; 1.5-point line space for other parts of the proposal; and DOUBLE line space between paragraphs and entries of references, footnotes, endnotes, and block quotation.

4.5 Indentation

1st line of the 1st paragraph in a section should be with justified aligned, not indented. This style should be maintained after an extract or block quotation. First line of the second and subsequent paragraphs under a heading or sub-heading, however, should be intended by 0.5-inch. Block quotation should also be left indented only by 0.5-inch.

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4.6 Page Numbering

Page numbers (Arabic numeral) should appear at the center of the bottom of the page starting from the page next to the title page. The position of the page numbers should not change even on pages with landscape mode illustrations.

4.7 Footnotes and Endnotes

Footnotes are allowed sparingly placed at the bottom of each page for easy reference, but endnotes are discouraged. The footnote reference is superscripted and the explanation at the bottom of the page begins with the footnote reference number. Footnotes and endnotes should be numbered in Arabic numeral consecutively using word processor.

4.8 Abbreviations

Term abbreviations should only be used if the abbreviation is relevant and useful to the readers and is used frequently. Use the full term first with abbreviation in parenthesis followed by abbreviation only subsequently. Consistency should be maintained in using abbreviations throughout the manuscript.

4.9 Quotations

Quotations are to be used and cited according to the APA Publication Manual (7th Edition).

4.10 Documentation

Authors will be required to follow the APA Publication Manual (7th ed.) for in-text citation as well as reference.

4.11 Tables, Figures, Charts, Diagrams, Graphs, and Images

Tables, figures, charts, diagrams, graphs, and images should be provided in the highest quality and placed next to the relevant text but not at the end of the proposal. Tables must be included as editable text and not as images. Vertical lines and shading in table cells should be avoided. Legends of tables, figures, charts, diagrams, graphs, and images should be succinct but thorough. Tables, figures, charts, diagrams, graphs, and images, and their legends and footnotes should all be understandable without referring to the text. All abbreviations, symbols, and units of measurement must be defined in the footnotes of tables, figures, charts, diagrams, graphs, and images, and significant statistical values should be foregrounded. All tables, figures, charts, diagrams, graphs, and images must have relevant captions, and these must be numbered separately but consecutively based on their appearance in the proposal. Figures must have numbers and captions under the figures (Fig. 1. Effect of X and Y), while Tables have their titles and numbers above (Table 1. List of X). They must be placed with center alignment.

4.12 Drawings

Any material which cannot be typed, or computer generated should be drawn with permanent black ink in neat and heavy lines. Photographs of drawings are acceptable. Xerox and photoshop reproductions of drawings and/or photographs are acceptable if they are of high contrast. High-quality scanned images can also be inserted into the proposal text. If necessary, photographs can be mounted with glue and photocopied.

4.13 Headings and sub-headings in main text

Heading 1: Level 1 heading style (Bold, not Italicized) (Introduction, Literature review, Objectives of the study/Research questions/Hypotheses, Methodology,

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Expected results, and Conclusion should be in the Heading 1).

Heading 2: Level 2 heading style (Bold and Italicized) (e.g., Heading 2 “Instrumentation” under the Heading 1 “Methodology”)

Heading 3: Level 3 heading style (No Bold but Italicized) (e.g., Heading 3 “Pilot Study” under Heading 2 “Instrumentation”)

Heading 4: Level 3 heading style (No Bold but Italicized). (Put a colon after the heading and start the texts after the colon)

4.14 **Bulleted & numbered lists**

- For bulleted lists
- (1) For numbered lists

4.15 **Print Quality**

Clear, clean, and sharp copies are required. A high-quality laser printer should be used for printing the proposal manuscript. In the case of photocopied materials, there should not be any fading, extraneous marks or grey background.

4.16 **Printing**

The proposal should be printed on a single-sided format.

5. **Sequence of Content**

- 5.1 Background and Justification of the Study
- 5.2 Problem Statement/Research Gap
- 5.3 Objectives of the Study
- 5.4 Conceptual/Theoretical Framework (if necessary)
- 5.5 Research Methodology/Materials and Methods
- 5.6 Expected Research Outcomes
- 5.7 References

6. **Body of Proposal**

Background and Justification of the Study


The background of the study includes a review of the area being researched, current information surrounding the issue, previous studies on the issue, and relevant history on the issue. Ideally, the study should effectively set forth the history and background information of the research problem you are dealing with. The purpose of a background study is to help you prove the relevance of your research questions and to further develop your thesis. Tables, figures, etc. can be added in this section with appropriate references. This section can have sub-section(s) depending on the necessity.

Problem Statement/Research Gap

A statement of problem refers to the critical issue that your research aims to address. In other words, it captures gap in the existing knowledge that your study aims to bridge using reliable results or outcomes. The research problem or gap is identified through an extensive literature review. It can be as little as a few sentences or go all the way to several paragraphs—what matters is it communicates the central focus of your study.

Objectives of the Research

While the previous section deals with the problem formulation, the aim(s) and objectives of your research provide an accurate description of the specific actions you will take to reach the aim(s). The objectives should systematically address the various research questions.


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They should specify what you will do in your study, where, and for what purpose. Each objective consists of one infinitive sentence and should be phrased in a way that makes it possible to draw a conclusion from within the scope of the thesis. The more precisely you formulate your objectives, the simpler it will be to define the type of study and which method(s) you will use in your further research. Your objectives will signal your level of aspiration as well as where you will place the greatest effort in your thesis.

The objectives can be followed by research questions and/or hypotheses. In case of research questions, the researchers' activities will be to find out answers to the research questions, while in case of hypotheses, the researchers will be testing his/her hypotheses to be proved or disproved.

Conceptual/Theoretical Framework (if necessary)

A conceptual framework elucidates what you aim to explore through your research. It defines the key variables for your study and maps out how they might relate to each other. You should construct a conceptual framework before you begin collecting data. It is often represented in a visual format like a diagram or flowchart.

Research Methodology/Materials and Methods

The methodology describes the broad philosophical underpinning to your chosen research methods. It should be linked back to the literature to explain why you are using certain materials, methods, and the academic basis of your choice.

A well laid out and logical methodology will provide you a great backbone for the entire research and will allow you to build an extremely strong results section. The only real difficulty with the methods section is finding the balance between keeping the section short, whilst including all the relevant information. The section will discuss research paradigm, approach, design, sample and sampling, instrumentation, materials used, data collection methods and techniques, data analysis procedures, data interpretation and presentation etc.

Expected Research Outcomes


This section should give a good indication of what you expect to get out of the research. It should join the data analysis and possible outcomes to the theory and questions that you have raised. It will be a good place to summarize the significance of the work. These outcomes should be in line with the aims and objectives of the research. The section will address set research questions and hypotheses.

References

A full list of references to key texts and articles must be included according to the APA Citation Manual (7th ed.).

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Application for Change of Supervisor/Co-supervisor

Supervisor/Co-supervisor can be changed as per Article 11(xi) of the Ordinance.



Part I: To be Completed by the Student (Please circle appropriate option)

To: Dean/Director, School/Institute/Centre, Khulna University, Khulna

| | | | |
|--|---|------------------------|---|
| Name of the Student | : | | |
| Student ID | : | Session | : |
| Date of Admission | : | No. of Terms Completed | : |
| Current Year | : | Current Term | : |
| Dissertation Title | : | | |
| Mode of Study | : (a) Mixed Mode (b) Research Mode (Please circle the appropriate option) | | |
| Studentship Status | : (a) Full-time (b) Part-time (Please circle the appropriate option) | | |
| Present Supervisor/ Co-supervisor | : | | |
| Proposed Supervisor/ Co-supervisor | : | | |
| Reasons for change: | | | |
| | | | |
| ----- Date & Signature of the Student | | | |

(To be submitted to the Proposed Supervisor/Co-supervisor)

Part II: To be Consented by the Proposed Supervisor/Co-supervisor

Date & Signature of the Proposed Supervisor/Co-supervisor

(To be submitted to the Head of the Discipline or Director of the Institute/Centre)

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Part III: To be Forwarded by the Head of the Discipline or Director of the Institute/Centre

Date & Signature of the Head/Director

(To be submitted to the Dean of the School or Director of the Institute/Centre)

Part IV: To be Sent to the EC

Date & Signature of the Dean/Director

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Application for Declining Supervisorship/Co-supervisorship

Supervisor/Co-supervisor can decline his/her position as per Article 11(xii) of the Ordinance.



Part I: To be Completed by the Supervisor/Co-supervisor (Please circle the appropriate option)

To: Dean/Director, School/Institute/Centre, Khulna University, Khulna

| | | | |
|---|---|------------------------|---|
| Name of the Student | : | | |
| Student ID | : | Session | : |
| Date of Admission | : | No. of Terms Completed | : |
| Current Year | : | Current Term | : |
| Dissertation Title | : | | |
| Mode of Study | : (a) Mixed Mode (b) Research Mode (Please circle the appropriate option) | | |
| Studentship Status | : (a) Full-time (b) Part-time (Please circle the appropriate option) | | |
| Name of Supervisor/ Co-supervisor | : | | |
| Reasons for declining Supervisorship/Co-supervisorship: | | | |
| | | | |
| ----- | | | |
| Date & Signature of the Supervisor/Co-supervisor | | | |

(To be submitted to the Head of the Discipline or Director of the Institute/Centre)

Part II: To be Forwarded by Head of the Discipline or Director of the Institute/Centre

Date & Signature of the Head/Director

(To be submitted to the Dean of the School or Director of the Institute/Centre)

Part III: To be Sent to the EC

Date & Signature of the Dean/Director

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Proposal for DRAC Formation



Part I: To be Filled in by the Supervisor

- 1. Name of the Student :
- 2. Discipline:3. Student ID:
- 4. Session:5. Date of Admission:
- 6. Title of the Proposed Research :
-
- 7. Mode of Study: (a) Mixed Mode (b) Research Mode (Circle the appropriate option)
- 8. Studentship Status: (a) Full Time (b) Part Time (Circle the appropriate option)
- 9. Proposed DRAC by the Supervisor:
 - (i) Chairman: Supervisor
 - (ii) Member:
 - (a) Co-supervisor (if any)
 - (b) One faculty member from the relevant fields of study from within the Discipline/Institute/Centre of the university
 - (c) One faculty member from the relevant fields of study from within/outside the Discipline/Institute/Centre of the university
 - (d) One faculty member from the relevant fields of study from within/outside the university

Note: A CV of each member of the DRAC must be attached.

.....
Date and Signature of the Supervisor

Part II: To be Forwarded by the Head of the Discipline/Director of the Institute/Centre

.....
Date and Signature of the Head/Director

Part III: To be Approved by the Dean of the School or Director of the Institute/Centre

.....
Date and Signature of the Dean/Director

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Application for Declining Membership of the DRAC

DRAC Member can decline his/her position as per Article 12(vi) of the Ordinance.



Part I: To be Completed by the Member of the DRAC

To: Dean/Director, School/Institute/Centre, Khulna University, Khulna

| | | | |
|--|---|---|---|
| Name of the Student | : | | |
| Student ID | : | Session | : |
| Date of Admission | : | No. of Terms Completed | : |
| Current Year | : | Current Term | : |
| Dissertation Title | : | | |
| Mode of Study | : | (a) Mixed Mode (b) Research Mode (Please circle the appropriate option) | |
| Studentship Status | : | (a) Full Time (b) Part Time (Please circle the appropriate option) | |
| Name of the DRAC Member | : | | |
| Reasons for declining DRAC Membership: | | | |
| | | | |
| Date & Signature of the DRAC Member | | | |

(To be submitted to the Chairman of the DRAC)

Part II: To be Forwarded by the Chairman of the DRAC

.....
Date & Signature of the Chairman of the DRAC

(To be submitted to the Head of the Discipline or Director of the Institute/Centre)

Part III: To be Forwarded by the Head of the Discipline or the Director of the Institute/Centre

.....
Date & Signature of the Head/Director

(To be submitted to the Dean of the School or Director of the Institute/Centre)

Part IV: Appointment of the New DRAC Member

.....
Date & Signature of the Dean/Director

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Doctor of Philosophy Progress Report Form



Part I: To be Completed by the Student

| | | | | | |
|--|--|--|--------------|---|--|
| Name of the Student | : | | Student ID | : | |
| Admission Session | : | | Current Year | : | |
| Studentship Status | : (a) Full Time (b) Part Time (Circle the appropriate option) | | | | |
| Mode of Study | : (a) Mixed Mode (b) Research Mode (Circle the appropriate option) | | | | |
| Discipline | : | | School | : | |
| How often and by what means have you maintained contact with your supervisor? | | | | | |
| Do you think that you require more support from your supervisor to progress in your PhD work? If yes, how can your supervisor support your study more (maximum 100 words)? | | | | | |
| What milestone have you achieved in the last six months? | | | | | |
| Describe what you have done in the last six months (maximum 300 words). | | | | | |
| What have you failed to accomplish in the last six months though intended to do? What are the causes (maximum 200 words)? | | | | | |
| What do you want to achieve in the next six months (maximum 200 words)? | | | | | |
| I rate the progress of my work as: (a) Very Good (b) Good (c) Satisfactory (d) Below my expectations (Please circle the appropriate option) | | | | | |
| If (d), what are its causes and what measures have you taken to address this (maximum 100 words)? | | | | | |
| ----- Date and Signature of the Student | | | | | |

(To be submitted to the Supervisor)

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Part II: To be Completed by the Supervisor

| |
|--|
| Please comment on the progress and achievements of the students in the last six months (maximum 300 words). |
| The rate of student's progress is: (a) Very Good (b) Good (c) Satisfactory (d) Below my expectations (Please circle the appropriate option) If (d), what are its causes and what measures have you taken to address this (maximum 100 words)? |
| Is there any issue for which the Head or Dean/Director should be aware of? If yes, please provide a detail below (maximum 100 words). |
| ----- Date and Signature of the Supervisor |

(To be submitted to the Chairman of the DRAC)

Part III: To be Completed by the Chairman of the DRAC

| |
|--|
| Please comment on the progress and achievements of the students in the last six months (maximum 300 words). |
| The rate of student's progress is: (a) Very Good (b) Good (c) Satisfactory (d) Below my expectations (Please circle the appropriate option) If (d), what are its causes and what measures can be taken to address this (maximum 100 words)? |
| Is there any issue for which the Head or Dean/Director should be aware of? If yes, please provide a detail below (maximum 100 words). |
| We recommend that the student's enrolment be: (a) Continued (b) Continued subject to specific condition (c) Terminated. If (b), mention the specific condition (maximum 50 words). |

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If (c), mention the reasons (maximum 50 words).

Date and Signature of the DRAC Member

Date and Signature of the DRAC Member

Date and Signature of the DRAC Member

Date and Signature of the DRAC Member

Date and Signature of the Chairman of the DRAC

(To be submitted to the Head of the Discipline or Director of the Institute/Centre)

Part IV: To be Forwarded by the Head of the Discipline or Director of the Institute/Centre

Date and Signature of the Head/Director

(To be submitted to the Dean of the School or Director of the Institute/Centre)

Part V: To be Reported to the BOAS through EC

Date and Signature of the Dean/Director

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Doctor of Philosophy Progress Report Submission Confirmation

This confirmation letter must be attached with the registration form for the second and subsequent terms.



To be Completed by the Office of the Dean or Director of the Institute/Centre

| | | | | | |
|--|---|--|--------------|---|--|
| Name of the Student | : | | Student ID | : | |
| Admission Session | : | | Current Year | : | |
| Studentship Status | : | (a) Full Time (b) Part Time (Circle the appropriate option) | | | |
| Mode of Study | : | (a) Mixed Mode (b) Research Mode (Circle the appropriate option) | | | |
| Discipline | : | | School | : | |
| Comment: | | | | | |
| The six-monthly progress report by the DRAC has been duly submitted. | | | | | |

Date and Signature of the Dean/Director

L. R. DRAC
11.04.2023

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[Signature]

Application for Change of Studentship Status

Studentship status can be changed as per Article 13(v) of the Ordinance.



Part I: To be Completed by the Student (Please circle the appropriate option)

To: Dean/Director, School/Institute/Centre, Khulna University, Khulna

| | | | |
|--|---|------------------------|---|
| Name of the Student | : | | |
| Student ID | : | Session | : |
| Date of Admission | : | No. of Terms Completed | : |
| Current Year | : | Current Term | : |
| Dissertation Title | : | | |
| Mode of Study | : (a) Mixed Mode (b) Research Mode (Please circle the appropriate option) | | |
| Present Studentship Status | : (a) Full Time (b) Part Time (Please circle the appropriate option) | | |
| Proposed Change of Studentship Status | : (a) Full Time (b) Part Time (Please circle the appropriate option) | | |
| Reasons for Change: | | | |
| | | | |
| ----- Date & Signature of the Student | | | |

(To be submitted to the Supervisor)

Part II: To be Completed by the Supervisor (Please circle the appropriate option)

The proposed change of studentship status is: (a) recommended (b) not recommended.

Date & Signature of the Supervisor

(To be submitted to the Head of the Discipline or Director of the Institute/Centre)

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Part III: To be Forwarded by the Head of the Discipline or Director of the Institute/Centre

Date & Signature of the Head/Director

(To be submitted to the Office of the Dean of the School or Director of the Institute/Centre)

Part IV: To be Approved and Reported to the BOAS

Date and Signature of the Dean/Director

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Application for Term Drop

Application must be supported with relevant documents (e.g., medical certificate).



Part I: To be Filled in by the Student

- 1. Name of the Student :
- 2. Discipline:
- 3. Date of Admission:4. Student ID:
- 5. Session:6. Year:.....7. Term:.....
- 8. Title of the Proposed Research :.....
.....
- 9. Mode of Study: (a) Mixed Mode (b) Research Mode (Circle the appropriate option)
- 10. Studentship Status: (a) Full Time (b) Part Time (Circle the appropriate option)
- 11. Reason(s) for dropping a term:

.....
Date and Signature of the Student

Part II: To be Recommended by the Supervisor

.....
Date and Signature of the Supervisor

Part III: To be Forwarded by the Head of the Discipline/Director of the Institute/Centre

.....
Date and Signature of the Head/Director

Part IV: To be Approved by the Dean of the School or Director of the Institute/Centre

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Date and Signature of the Dean/Director

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Application for Coursework Exemption/Credit Transfer

Application must be supported with relevant documents (e.g., copy of previous transcripts and syllabus, copy of KU course registration card).



Part I: To be Filled in by the Student

- 1. Name of the Student :
- 2. Discipline:
- 3. Date of Admission: 4. Student ID:
- 5. Session: 6. Year: 7. Term:
- 8. Title of the Proposed Research :
-
- 9. Mode of Study: (a) Mixed Mode (b) Research Mode (Circle the appropriate option)
- 10. Studentship Status: (a) Full Time (b) Part Time (Circle the appropriate option)
- 11. (a) Description of course(s) for which **EXEMPTION** is applied for:

| Course(s) completed | Course(s) applied for exemption |
|------------------------------|---------------------------------|
| (i) Course Code: | (i) Course Code: |
| (ii) Course Title: | (ii) Course Title: |
| (iii) Course Credits/Points: | (iii) Course Credits/Points: |
| (iv) Earned Credits/Points: | (iv) Earned Credits/Points: |
| (v) Earned GPA: | (v) Earned GPA: |
| (vi) Course Content: | (vi) Course Content: |

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(b) Description of course(s)/credits/points for which **TRANSFER** is applied for:

| Course(s)/Credits/Points completed | Course(s)/Credits/Points applied for transfer |
|------------------------------------|---|
| (i) Course Code: | (i) Course Code: |
| (ii) Course Title: | (ii) Course Title: |
| (iii) Course Credits/Points: | (iii) Course Credits/Points: |
| (iv) Earned Credits/Points: | (iv) Earned Credits/Points: |
| (v) Earned GPA: | (v) Earned GPA: |
| (vi) Course Content: | (vi) Course Content: |

.....
Date and Signature of the Student

Part II: To be Recommended by the Supervisor

.....
Date and Signature of the Supervisor

Part III: To be Forwarded by the Head of the Discipline/Director of the Institute/Centre

.....
Date and Signature of the Head/Director

Part IV: To be Approved by the Dean of the School or Director of the Institute/Centre

.....
Date and Signature of the Dean/Director

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Result Sheet for Course Exemption/Credit Transfer



Part I: To be Filled in by the Chairman of the DRAC

1. Name of the Student :
2. Discipline:
3. Date of Admission: 4. Student ID:
5. Session: 6. Year: 7. Term:
8. Title of the Proposed Research :
9. Mode of Study: (a) Mixed Mode (b) Research Mode (Circle the appropriate option)
10. Studentship Status: (a) Full Time (b) Part Time (Circle the appropriate option)
11. (a) Result of the **EXEMPTED** course(s), if applicable:

| Course Code | Course Title | Claimed Credits/Points | Earned Credits/Points | Letter Grade | Numeric Grade |
|-------------|--------------|------------------------|-----------------------|--------------|---------------|
| | | | | | |
| | | | | | |
| | | | | | |

(b) Result of the **TRANSFERRED** credit(s), if applicable:

| Course Code | Course Title | Claimed Credits/Points | Earned Credits/Points | Letter Grade | Numeric Grade |
|-------------|--------------|------------------------|-----------------------|--------------|---------------|
| | | | | | |
| | | | | | |
| | | | | | |

.....
Date and Signature of the Chairman of DRAC

Part II: To be Forwarded by the Head of the Discipline/Director of the Institute/Centre

.....
Date and Signature of the Head/Director
(To be sent to the Controller of Examinations)

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[Signature]

Application for Change of Title



Part I: To be Completed by the Student (Please circle appropriate option)

To: Dean/Director, School/Institute/Centre, Khulna University, Khulna

| | | | |
|--|---|------------------------|---|
| Name of the Student | : | | |
| Student ID | : | Session | : |
| Date of Admission | : | No. of Terms Completed | : |
| Current Year | : | Current Term | : |
| Name of the Supervisor | : | | |
| Mode of Study | : (a) Mixed Mode (b) Research Mode (Please circle the appropriate option) | | |
| Studentship Status | : (a) Full Time (b) Part Time (Please circle the appropriate option) | | |
| Present Title | : | | |
| Proposed Title | : | | |
| Reasons for change: | | | |
| | | | |
| ----- Date & Signature of the Student | | | |

(To be submitted to the Chairman of DRAC)

Part II: To be Forwarded by the Chairman of the DRAC

Date & Signature of the Chairman of the DRAC

(To be submitted to the Head of the Discipline or Director of the Institute/Centre)

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Part III: To be Forwarded by the Head of the Discipline or Director of the Institute/Centre

Date & Signature of the Head/Director

(To be submitted to the Dean of the School or Director of the Institute/Centre)

Part IV: To be Sent to the EC

Date & Signature of the Dean/Director

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Result of Doctoral Proposal Defense

At least three members including the Chairman must sign the result sheet.



Part I: To be Filled in by the Chairman of the DRAC

1. Name of the Student :
2. Discipline:
3. Date of Admission: 4. Student ID:
5. Session: 6. Year: 7. Term:
8. Title of the Proposed Research :
-
9. Mode of Study: (a) Mixed Mode (b) Research Mode (Circle the appropriate option)
10. Studentship Status: (a) Full Time (b) Part Time (Circle the appropriate option)
11. Date of previous proposal defense, if any: (i) First:
(ii) Second:
(iii) Third:
12. Result of the proposal defense I / II / III (Circle the appropriate option):

| Course Code | Course Title | Course Credits/Points | Earned Credits/Points | Latter Grade |
|---------------------|---------------------------|-----------------------|-----------------------|--------------|
| 0311 15 Econ 101112 | Doctoral Proposal Defense | 01 | | P/F |

.....
Date and Signature of the Member of the DRAC

.....
Date and Signature of the Chairman of the DRAC

(To be submitted to the Head of the Discipline/Director of the Institute/Centre)

Part II: To be Forwarded by the Head of the Discipline/Director of the Institute/Centre

.....
Date and Signature of the Head/Director

(To be sent to the Controller of Examinations)

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11.04.2023

Cancellation of Studentship for Unsuccessful Doctoral Proposal Defense

At least three members including the Chairman must sign the result sheet.



Part I: To be Filled in by the Chairman of the DRAC

1. Name of the Student :
2. Discipline:
3. Date of Admission: 4. Student ID:
5. Session: 6. Year: 7. Term:
8. Title of the Proposed Research :
9. Mode of Study: (a) Mixed Mode (b) Research Mode (Circle the appropriate option)
10. Studentship Status: (a) Full Time (b) Part Time (Circle the appropriate option)
11. Dates of proposal defense:
 - (i) First:
 - (ii) Second:
 - (iii) Third:
12. Results of proposal defense I / II / III (Circle the appropriate option):

| Course Code | Course Title | Course Credits/Points | Earned Credits/Points | Letter Grade |
|-------------|------------------------------|-----------------------|-----------------------|--------------|
| | Doctoral Proposal Defense | 01 | 00 | P |
| | Doctoral Proposal Defense | 01 | 00 | P |
| | Doctoral Proposal Defense | 01 | 00 | P |

13. Decision: The studentship of the concerned student stands cancelled as per Section 16(iii)(A)(h)(8).

.....
Date and Signature of the Member of the DRAC

.....
Date and Signature of the Chairman of the DRAC

(To be submitted to the Head of the Discipline or Director of the Institute/Centre)

Part II: To be Forwarded by the Head of the Discipline/Director of the Institute/Centre

.....
Date and Signature of the Head/Director

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(To be sent to the Dean of the School or Director of the Institute:Centre)

Part III: To be Reported to the BOAS

.....

Date and Signature of the Dean/Director



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11.04.2023

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Result of Conference Presentation

At least three members including the Chairman must sign the result sheet.



Part I: To be Filled in by the Chairman of the DRAC

1. Name of the Student :
2. Discipline:
3. Date of Admission: 4. Student ID:
5. Session: 6. Year: 7. Term:
8. Title of the Proposed Research :
9. Mode of Study: (a) Mixed Mode (b) Research Mode (Circle the appropriate option)
10. Studentship Status: (a) Full Time (b) Part Time (Circle the appropriate option)
11. Date of previous conference, if any:
 - (i) First: (ii) Second: (iii) Third: (iv) Fourth:
12. Result of the conference (Circle the appropriate option):

| Course Code | Course Title | Earned Credits/Points | Latter Grade |
|---------------------|----------------|-----------------------|--------------|
| 0311 15 Econ 101132 | Conference I | | P |
| 0311 15 Econ 101232 | Conference II | | P |
| 0311 15 Econ 102132 | Conference III | | P |
| 0311 15 Econ 102232 | Conference IV | | P |
| | | | |

.....
Date and Signature of the Member of the DRAC

.....
Date and Signature of the Chairman of the DRAC

(To be submitted to the Head of the Discipline/Director of the Institute/Centre)

Part II: To be Forwarded by the Head of the Discipline/Director of the Institute/Centre

.....
Date and Signature of the Head/Director

(To be sent to the Controller of Examinations)

11.04.2023

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Result of Article Publication



At least three members including the Chairman must sign the result sheet.

Part I: To be Filled in by the Chairman of the DRAC

1. Name of the Student :
2. Discipline:
3. Date of Admission: 4. Student ID:
5. Session: 6. Year: 7. Term:
8. Title of the Proposed Research :
9. Mode of Study: (a) Mixed Mode (b) Research Mode (Circle the appropriate option)
10. Studentship Status: (a) Full Time (b) Part Time (Circle the appropriate option)
11. Date of previous publication, if any:
 - (i) First: (ii) Second: (iii) Third: (iv) Fourth:
12. Result of the publication (Circle the appropriate option):

| Course Code | Course Title | Earned Credits/ | Latter Grade |
|---------------------|-----------------|-----------------|--------------|
| 0311 15 Econ 101142 | Publication I | | P |
| 0311 15 Econ 101242 | Publication II | | P |
| 0311 15 Econ 102142 | Publication III | | P |
| 0311 15 Econ 102242 | Publication IV | | P |
| | | | |

.....
Date and Signature of the Member of the DRAC

.....
Date and Signature of the Chairman of the DRAC

(To be submitted to the Head of the Discipline/Director of the Institute/Centre)

Part II: To be Forwarded by the Head of the Discipline/Director of the Institute/Centre

.....
Date and Signature of the Head/Director

(To be sent to the Controller of Examinations)

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Student's Irregularity Report Form

Student's irregularity must be reported by the supervisor as per Article 17(v) of the ordinance.



Part I: To be Completed by the Supervisor (Please circle the appropriate option)

To: Dean/Director, School/Institute/Centre, Khulna University, Khulna

| | | | |
|---|---|------------------------|---|
| Name of the Student | : | | |
| Student ID | : | Session | : |
| Date of Admission | : | No. of Terms Completed | : |
| Current Year | : | Current Term | : |
| Dissertation Title | : | | |
| Mode of Study | : (a) Mixed Mode (b) Research Mode (Please circle the appropriate option) | | |
| Studentship Status | : (a) Full Time (b) Part Time (Please circle the appropriate option) | | |
| Irregularity report: | | | |
| | | | |
| ----- Date & Signature of the Supervisor | | | |

(To be submitted to the DRAC)

Part II: To be Forwarded by the Chairman of the DRAC

Date & Signature of the Chairman of the DRAC

(To be submitted to the Head of the Discipline or Director of the Institute/Centre)

Part III: To be Forwarded by the Head of the Discipline or Director of the Institute/Centre

Date & Signature of the Head/Director

(To be submitted to the Dean of the School or Director of the Institute/Centre)

Part IV: To be sent to the BOAS

Date & Signature of the Dean/Director

(To be submitted to the Dean of the School or Director of the Institute/Centre)

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Guide to Doctoral Dissertation Preparation

This guide is designed to provide students with general guidelines and instructions for preparing and formatting of Doctoral dissertation. It covers structure, layout, form, style and referencing along with citation.



General Information

1. Dissertation Title

A PhD student will begin his/her research with a working title of dissertation. The title may be modified or changed at the time of Doctoral Proposal Defense. A minor modification (e.g., rephrasing) in the title may also be allowed at the time of final submission after the successful defense of the dissertation recommended by the examiners. This modification must be endorsed by the DRAC.

2. Word Limit and Paper Size

The length of the dissertation will be at least 20000 words excluding references and appendixes. The recommended paper size is A4.

3. Language

Dissertation on Bangla language, linguistics, literature, and culture may be written in Bangla language. Dissertations on other subjects will be written in English, unless otherwise permitted by BOAS and AC. British or American English should be used consistently if the dissertation is written in English. *Sadhu* or *Cholito* form of Bangla should be maintained throughout the article if written in Bangla.

4. General Formatting

4.1 Page Size

Each copy of the dissertation must be printed on A4 size page (8.27" x 11.69") with white background and black font for the text.

4.2 Margins

The left margin must be 1½ -inch, while the right, top and bottom margins should be 01-inch in every page. Text should be justified.

4.3 Font

Times New Roman font should be used to prepare manuscripts in English, while *SutonnyMJ/Nikosh* font for manuscripts in Bangla. Font size will be as: Title on the Title page 18-point but on other pages 14-point; chapter title 18-point and bold; headings and sub-headings 12-point; texts in tables, figures, charts, diagrams, graphs, and images 10-point, footnotes and endnotes 8-point, and all other texts 12-point. Bold and italics may be used according to APA Publication Manual (7 ed.). "Title Case" may be used for Heading 1, while "Italic" may be used for Heading 2, 3, and 4.

4.4 Line Spacing

Line spacing will be as: SINGLE line space in tables, charts, diagrams, graphs, images, footnotes and endnotes; SINGLE line space for caption of tables, figures, charts, diagrams, graphs, and images; SINGLE line space for footnotes of tables, figures, charts, diagrams, graphs, and images; 1.5-point line space for other parts of the manuscript; and DOUBLE line space between paragraphs and entries of references, footnotes, endnotes, and block quotation.

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4.5 Indentation

1st line of the 1st paragraph in a section should be with justified alignment, not indented. This style should be maintained after an extract or block quotation. First line of the second and subsequent paragraphs under a heading or sub-heading, however, should be indented by 0.5-inch. Block quotation should also be left indented only by 0.5-inch.

4.6 Page Numbering

All pages except the title page must be paginated. The page numbers must appear at the centre of the bottom of the page starting from the page next to the title page. The position of the page numbers should not change even on pages with landscape mode illustrations.

Front matters of the dissertation, i.e., all materials preceding the dissertation proper (the main body of dissertation) are to be numbered in Roman numerals beginning with i.

Pages of the dissertation proper as well as all items following the main body of dissertation should be numbered consecutively throughout in Arabic numerals, beginning with number 1 on the first page of the first chapter.

Published material(s) submitted with the dissertation whether bound in with the dissertation or not, should not be included in the pagination but must maintain the same margins, font type and size.

4.7 Footnotes and Endnotes

Footnotes are allowed sparingly placed at the bottom of each page for easy reference, but endnotes are discouraged. The footnote reference is superscripted and the explanation at the bottom of the page begins with the footnote reference number. Footnotes and endnotes should be numbered in Arabic numeral consecutively using word processor.

4.8 Abbreviations

Term abbreviations should only be used if the abbreviation is relevant and useful to the readers and is used frequently. Use the full term first with abbreviation in parenthesis followed by abbreviation only subsequently. Consistency should be maintained in using abbreviations throughout the manuscript.

4.9 Quotations

Quotations are to be used and cited according to the APA Publication Manual (7th Edition).

4.10 Documentation

Authors will be required to follow the APA Publication Manual (7th Edition) for in-text citation as well as bibliography/references.

4.11 Tables, Figures, Charts, Diagrams, Graphs, and Images

Tables, figures, charts, diagrams, graphs, and images should be provided in the highest quality and placed next to the relevant text but not at the end of the manuscript. Tables must be included as editable text and not as images. Vertical lines and shading in table cells should be avoided. Legends of tables, figures, charts, diagrams, graphs, and

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images should be succinct but thorough. Tables, figures, charts, diagrams, graphs, and images, and their legends and footnotes should all be understandable without referring to the text. All abbreviations, symbols, and units of measurement must be defined in the footnotes of tables, figures, charts, diagrams, graphs, and images, and significant statistical values should be foregrounded. All tables, figures, charts, diagrams, graphs, and images must have relevant captions, and these must be numbered separately but consecutively based on their appearance in the manuscript. Figures must have numbers and captions under the figures (Fig. 1. Effect of X and Y), while Tables have their titles and numbers above (Table 1. List of X). They must be placed with centre alignment.

4.12 Drawings

Any material which cannot be typed, or computer generated should be drawn with permanent black ink in neat and heavy lines. Photographs of drawings are acceptable. Xerox and Photoshop reproductions of drawings and/or photographs are acceptable if they are of high contrast. High-quality scanned images can also be inserted into the dissertation text. If necessary, photographs can be mounted with glue and photocopied.

4.13 Headings and sub-headings in main text

Heading 1: Level 1 heading style (Bold, not Italicized) (Introduction, Literature review, Objectives of the study/Research questions/Hypotheses, Methodology, Results and discussion, and Conclusion should be in the Heading 1).

Heading 2: Level 2 heading style (Bold and Italicized) (e.g., Heading 2 "Instrumentation" under the Heading 1 "Methodology")

Heading 3: Level 3 heading style (No Bold but Italicized) (e.g., Heading 3 "Pilot Study" under Heading 2 "Instrumentation")

Heading 4: Level 3 heading style (No Bold but Italicized). (Put a colon after the heading and start the texts after the colon.)

4.14 Bulleted & numbered lists

- For bulleted lists
- (2) For numbered lists

4.15 Print Quality

Clear, clean, and sharp copies are required. A high-quality laser printer should be used for printing the dissertation manuscript. In the case of photocopied materials, there should not be any fading, extraneous marks, or grey background.

4.16 Printing

The dissertation should be printed on a single-sided format.

5. Sequence of Content

- 5.1 Title page
- 5.2 Declaration of Authorship
- 5.3 Declaration of Acceptance
- 5.4 Dedication (optional)

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11.07.2023

Signature

- 5.5 Acknowledgements
- 5.6 Table of Contents
- 5.7 Abstract
- 5.8 List of Tables
- 5.9 List of Figures
- 5.10 List of Illustrations/Abbreviations
- 5.11 List of Symbols
- 5.12 Main body of dissertation (Chapterization of the main body of dissertation may vary but the following are typical chapters of a dissertation.)
 - (i) Introduction
 - (ii) Literature Review
 - (iii) Methodology
 - (iv) Findings
 - (v) Analysis and Discussion
 - (vi) Conclusion
- 6. List of Reference
- 7. Appendices (if any)

8. Title Page

The title page should be a separate page and no longer than one page. Keep in mind that the title must be able to fit on the spine of a bound manuscript. The title page should contain the following information.

- A logo of Khulna University at the top of the page, Centre aligned
- The words “MA Dissertation” [Times New Roman, 14-point, Bold, Centre aligned]
- Dissertation title [Times New Roman, 20-point, Bold, Centre aligned]
- Name of Student [Times New Roman, 14-point, Bold, Centre aligned]
- Student’ Last Qualification (in bracket) [Times New Roman, 12-point, Centre aligned]
- The words: “A dissertation submitted in partial fulfillment of the requirements for the degree of Master of Arts” [Times New Roman, 12-point, Centre aligned]
- Student’ Discipline: <Name of Discipline > Discipline [Times New Roman, 14-point, Bold, Centre aligned]
- Name of the University: Khulna University, Khulna [Times New Roman, 14-point, Bold, Centre aligned]
- Month and Year of Submission [Times New Roman, 14-point, Bold, Centre aligned]
- The month and year are the date when you are asked to submit the final dissertation following successful completion of the *defense*. If the dissertation is resubmitted in a subsequent year, the year of submission to be indicated on the title page should remain as year of first submission.

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Sample Title Page

Title of Dissertation

Name of the Student

(Student I'd)

A dissertation submitted in partial/fulfillment of the requirements for the degree of
Doctor of Philosophy



Name of Discipline

Khulna University, Khulna

Month, Year

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11.04.2023

9. Declaration of Authorship

The author should provide a declaration according to the following format.

- The words “**Declaration of Authorship**” [Times New Roman, 18-point, Bold, Centre aligned]
- Body of the declaration as written below [Times New Roman, 12-point, justified alignment, Line spacing 1.5-point]
- Author’s signature with date [Times New Roman, 14-point, Left aligned]
- Supervisor’s countersignature, name, and date [Times New Roman, 14-point, Centre aligned]

Sample Declaration of Authorship

Declaration of Authorship

I, Name of the Student, declare that this dissertation titled, 'Dissertation Title' and the work presented in it are my own. I confirm that:

This work was done wholly while in candidature for MA degree at this University. Any part of this dissertation has not previously been submitted for a degree or any other qualification at this University or any other institution. Where I have consulted the published work of others, this is always clearly attributed. Where I have quoted from the work of others, the source is always given. Except for such quotations, this dissertation is entirely my own work. I have acknowledged all main sources of help. Where the dissertation is based on work done by myself jointly with others, I have made clear exactly what was done by others and what I have contributed myself.

Signed: _____

Date: _____

Countersigned by the Supervisor

Name:

Date:

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10. Declaration of Acceptance

This page confirms the committee's approval and acceptance of your dissertation. The acceptance page should be a separate page and no longer than one page. Adding lines for the signatures is optional.

- The words "**Declaration of Acceptance**" [Times New Roman, 18-point, Bold, Centre aligned]
- The words "**Dissertation Examination Committee**" [Times New Roman, 14-point, Bold, Centre aligned]
- Name and signature of Examiners [Times New Roman, 12-point, Right aligned]
- Date of Defense [Times New Roman, 12-point, Left-aligned]

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11.04.2023

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11.04.2023



Sample Declaration of Acceptance

Declaration of Acceptance

This dissertation has been accepted by [Discipline] under Khulna University in partial fulfillment of the requirements for the degree of Master of Arts.

Dissertation Examination Committee

Signature of Internal Member
Name

Signature of Internal Member
Name

Signature of Internal Member
Name

Signature of External Member
Name

Signature of Chair
Name

Date of Defense
Month Date, Year
(February 18, 2021)

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11.04.2023



11. Dedication

Depending on your personal inclination, you may wish to include a dedication.

- The words “Dedicated to -” [Times New Roman, 18-point, Bold, Right aligned]
- Dedication body text [Times New Roman, 12-point, Justified, 1.5 line spacing]

Sample Dedication

Dedicated to -

Write the name(s) to whom you may wish to dedicate this dissertation.

12. Acknowledgements

Depending on your personal inclination, you may wish to include a set of acknowledgments to recognize people or agencies to whom you feel grateful for any academic, technical, financial, or personal aid in the preparation of your

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dissertation. As a matter of courtesy, you would ordinarily mention the members of your committee here, as well as institutions that provided funding or anyone else who helped.

- The words “Acknowledgements” [Times New Roman, 18-point, Bold, Centre aligned]
- Acknowledgements body text [Times New Roman, 12-point, Justified, 1.5 line spacing]

Sample Acknowledgements

Acknowledgements

The acknowledgements and the people to thank go here.

13. Table of Contents

Include a table of contents to guide readership of your dissertation.

- The words “Table of Contents” [Times New Roman, 18-point, Bold, Centre aligned]
- Table of Contents body text [Times New Roman, 12-point, Justified, 1.5 line spacing]

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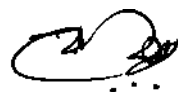


Table of Contents

| | Page |
|---|------|
| Title Page | |
| Declaration of Authorship ----- | ii |
| Declaration of Acceptance ----- | iii |
| Dedication ----- | iv |
| Acknowledgements ----- | v |
| Table of Contents ----- | vi |
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| List of Tables ----- | xi |
| List of Figures ----- | xiii |
| List of Illustration/Abbreviations ----- | xiv |
| List of Symbols ----- | xv |
| 1 Chapter I : Introduction ----- | 1 |
| 2 Chapter II : Literature Review ----- | 20 |
| 3 Chapter III : Methodology ----- | 70 |
| 4 Chapter IV : Findings ----- | 100 |
| 5 Chapter V : Analysis and Discussion ----- | 180 |
| 6 Chapter VI : Conclusion ----- | 230 |
| List of Reference ----- | 245 |
| Appendices (if any) ----- | 260 |

14. Abstract

The abstract page should be a separate page with your name and date on it. The abstract content should be justified. The abstract is double-spaced and limited to 350 to 700 words.

- The words “Abstract” [Times New Roman, 18-point, Bold, Centre aligned]
- Abstract body text [Times New Roman, 12-point, Justified, 1.5 line spacing]
- Student and date [Times New Roman, 12-point, Right aligned]

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Sample Abstract

Abstract

The abstract page should be a separate page with your name and date on it. The abstract content should be justified. The abstract is double-spaced and limited to 350 to 700 words.

Student Name

Date

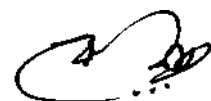
15. List of Tables

Include a table of contents to guide readership of your dissertation.

- The words "List of Tables" [Times New Roman, 18-point, Bold, Centre aligned]
- List of Tables body text [Times New Roman, 12-point, Justified, 1.5 line spacing]

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Sample List of Tables

List of Tables

| Table No. | Title of Tables | Page |
|------------|--|------|
| Table 2.1 | Linguistic profile of Khulna | |
| Table 2.2 | Changes in Bangla language in Modern Bangla period | |
| Table 4.1 | Austroasiatic loanwords on Bangla | |
| Table 4.2 | | |
| Table 4.3 | | |
| Table 4.4 | | |
| Table 4.5 | | |
| Table 4.6 | | |
| Table 4.7 | | |
| Table 4.8 | | |
| Table 4.9 | | |
| Table 4.10 | | |
| Table 4.12 | | |
| Table 4.13 | | |

16. List of Figures

Include a table of contents to guide readership of your dissertation.

- The words “List of Figures” [Times New Roman, 18-point, Bold, Centre aligned]
- List of Figures body text [Times New Roman, 12-point, Justified, 1.5 line spacing]

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Sample List of Figures

List of Figures

| Figure No. | Title of Figures | Page |
|------------|--|------|
| Figure 2.1 | Geographical distribution of ethnic groups in Khulna | |
| Figure 2.2 | Geographical distribution of languages in Chattagram | |
| Figure 4.1 | Location of the study | |
| Figure 4.2 | | |
| Figure 4.3 | | |
| Figure 4.4 | | |
| Figure 4.5 | | |
| Figure 4.6 | | |
| Figure 4.7 | | |
| Figure 4.8 | | |

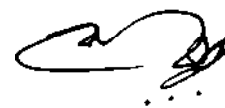
17. List of Illustrations/Abbreviations

Include a table of contents to guide readership of your dissertation.

- The words “List of Illustrations/Abbreviations” [Times New Roman, 18-point, Bold, Centre aligned]
- List of Illustrations/Abbreviations body text [Times New Roman, 12-point, Justified, 1.5 line spacing]

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Sample List of Illustrations/Abbreviations

List of Illustrations/Abbreviations

| Abbreviated Form | Word | Abbreviated Form | Word |
|-------------------------|----------------|-------------------------|-------------|
| Eng. | English | | |
| Pkt. | Prakrit | | |
| Skt. | Sanskrit | | |
| MA | Master of Arts | | |
| | | | |
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18. List of Symbols

Include a table of contents to guide readership of your dissertation.

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- List of Symbols body text [Times New Roman, 12-point, Justified, 1.5 line spacing]

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Sample List of Symbols

List of Symbols

| Symbol | Word | Symbol | Word |
|--------|--------------------|--------|------|
| N | Population | | |
| n | Sample | | |
| M | Matrix | | |
| p | Significance level | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

19. Chapter I: Introduction

Overview of the chapter, Background of the study, Statement of the research problem, Aims and objectives of the study, Conceptual/theoretical framework, Overview of methodology, Significance and contributions of the study, Organization of the dissertation, Working definition of terms, Summary of the chapter

Chapter II: Literature Review

Literature review is chronological, categorical, or related theoretical viewpoints related to topic. It shows your reader that you have read and have a good grasp of the main published work concerning the topic of your research. You do not simply describe what others have published in the form of a set of summaries but discuss them critically showing insights and awareness of differing arguments, theories, and approaches. This is a synthesis and analysis of the relevant published work linked to your own study. A good literature review, therefore, demonstrates critical of what has been written, and identifies areas of controversy, raises questions, and finds out areas which require further research.

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Chapter III: Methodology

Methodology chapter describes the broad philosophical underpinning to your chosen research methods. It explains why you have used certain methods over others and gives the academic basis of your choice. The section discusses research paradigm, approach, design, sample and sampling, instrumentation, data collection methods and techniques, data analysis procedures, data interpretation and presentation etc. of your present study.

Chapter IV: Findings

This chapter identifies results and findings through analysis of data. The findings may be presented as text, table, graph, chart, image and so on.

Chapter V: Analysis and Discussion

This chapter analyses and discusses the findings. It tries to relate the findings to the existing literature and justifies the findings of the present study.

Chapter VI: Conclusion

This chapter summarizes the entire research effort; addresses the initial purposes and objectives of the study (stated in the introduction); stresses the importance of the work accomplished; leaves a final impression on the reader; includes limitations of the study along with suggestions for further work.

References

A full list of references to key texts and articles must be included according to the APA Citation Manual (7th ed.).

Appendices

Any map, chart, graphs, images, data sheet, questionnaire, interview transcript, etc. used can be appended.

20. Cover Page & Binding

The content of the Cover Page includes:

- A logo of the university at the centered aligned mentioned in the sample page
- Title of dissertation [Times New Roman, 20-point, Bold, Centre aligned]
- Name of Student [Times New Roman, 14-point, Bold, Centre aligned]
- Name of Discipline: <Name of Discipline > Discipline [Times New Roman, 14-point, Bold, Centre aligned]
- Name of the University: Khulna University, Khulna [Times New Roman, 14-point, Bold, Centre aligned]
- Month and Year of Submission [Times New Roman, 14-point, Bold, Centre aligned]

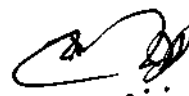
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For submission of your dissertation for examination/re-examination, the dissertation should be bound with soft cover (light blue with black lettering) using saddle-stitch or glued/perfect binding (spiral or ring-back binding is not acceptable). For submission after acceptance of dissertation for the degree to be awarded by the competent authorities, the dissertation should be bound with hard cover (black with golden lettering) using sewn binding.

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11.04.2023



Sample Cover Page

Title of Dissertation

Name of the Student



Name of Discipline

Khulna University, Khulna

Month, Year

~~Signature~~
11.04.2023

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21. Dissertation Spine

The spine of the dissertation should contain only the following information. The font size on the cover should not exceed 16 points:

- Dissertation Title (or an abbreviated title)
- Name of Candidate
- Year of first submission

Sample Dissertation Spine

| Dissertation Title | Name | Year |
|--------------------|------|------|
|--------------------|------|------|

22. Number of Copies to be Prepared and Submitted

A student should prepare six (06) soft bound copies of the dissertation of which five (05) to be submitted to the Discipline for examination and the remaining one (01) will be kept with himself/herself to be brought to the Defense board. After passing the defense successfully, the student will be required to prepare three (03) hard cover bound copies as mentioned above. One (01) copy should be submitted to the Discipline's Seminar Library, one (01) copy to the University's Central Library, and one (01) copy to be kept by the degree awardee himself/herself. Moreover, the degree awardee will be required to email a soft copy of the dissertation to the Head of the Discipline (each Discipline maintains a separate email ID like dissertationecon@ku.ac.bd for receiving dissertation) on the same day he/she submits the hard cover bound copy of dissertation to the Discipline's Seminar Library.

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Proposal for DEC Formation



Part I: To be Filled in by the Chairman of the DRAC

1. Name of the Student :
2. Discipline:3. Student ID:
4. Session:5. Date of Admission:
6. Title of the Proposed Research :
7. Mode of Study: (a) Mixed Mode (b) Research Mode (Circle the appropriate option)
8. Studentship Status: (a) Full Time (b) Part Time (Circle the appropriate option)
9. Proposed DEC by the DRAC:
 - (i) Chairman: Supervisor
 - (ii) Member:
 - (e) Co-supervisor (if any)
 - (f) Two faculty members who have proven expertise in the relevant fields of study from the recognized universities of the country
 - (g) One faculty member who has proven expertise in the relevant fields of study from an overseas university/institute/centre

Note: A CV of each member of the DEC must be attached.

.....
Date and Signature of the Chairman of the DRAC

(To be submitted to the Head of the Discipline/Director of the Institute/Centre)

Part II: To be Forwarded by the Head of the Discipline/Director of the Institute/Centre

.....
Date and Signature of the Head/Director

(To be submitted to the Dean of the School or Director of the Institute/Centre)

PART III: To be Forwarded by the Dean of the School or Director of the Institute/Centre to BOAS

.....
Date and Signature of the Dean/Director

Handwritten signature and date: 11.04.2023

Handwritten signature and date: 11.04.2023

Doctoral Dissertation Examination report Form



Part A: To be Filled in by the Examiner

1. Name of the PhD Candidate:.....

2. Discipline:.....

3. Student ID:.....4. Session:.....5. Year:.....

6. Title of the Dissertation :.....

7. Decision (Please put your signature beside your decision in the signature column):

| Sl. No. | Decision | Signature |
|---------|---|-----------|
| 1 | Can be accepted without any correction. | |
| 2 | Can be accepted with minor correction. | |
| 3 | Can be accepted with major correction. | |
| 4 | Recommended for resubmission. | |
| 5 | Recommended for rejection. | |

Part B: The points to be considered in evaluating the dissertation:

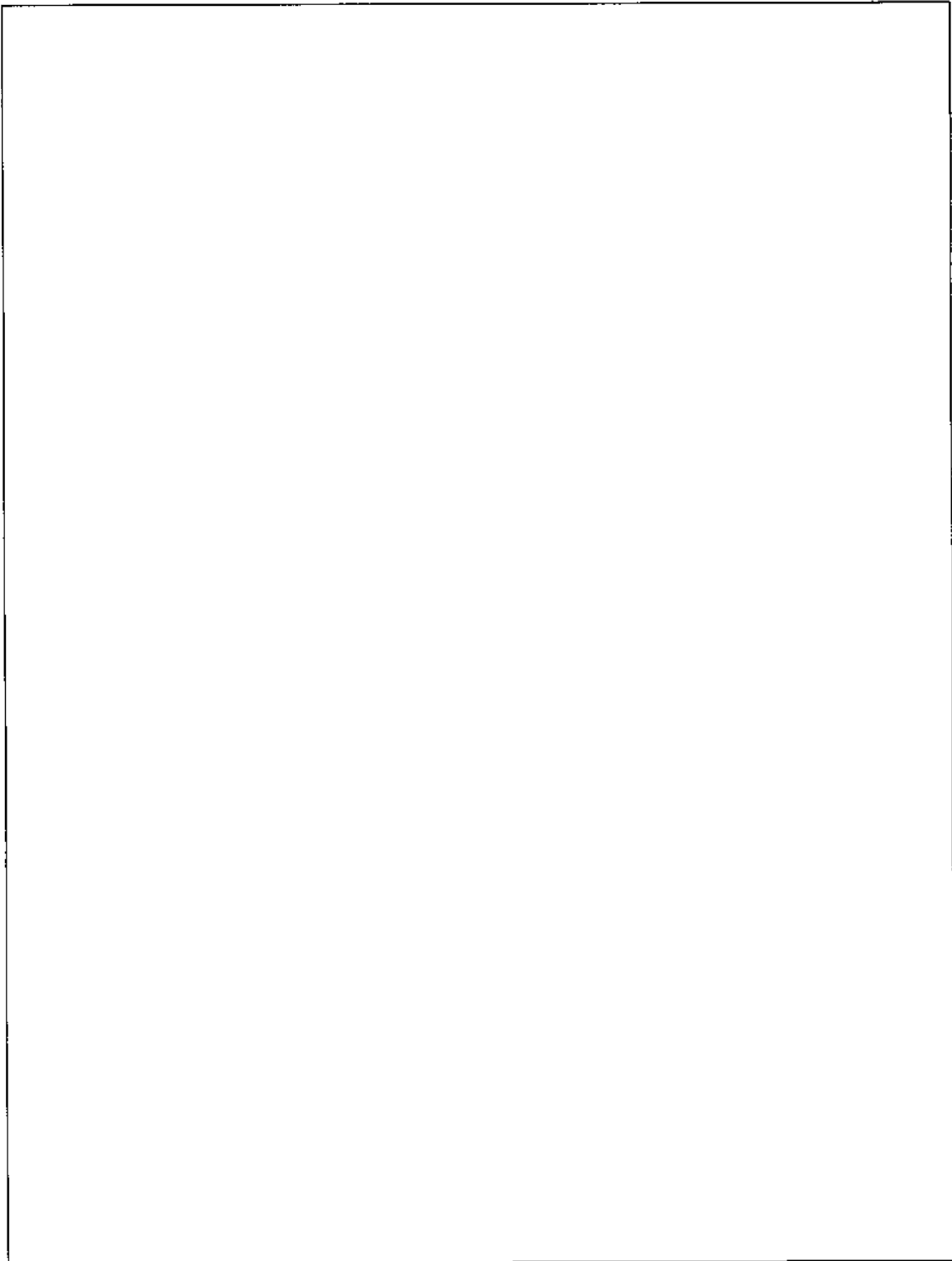
- (i) The dissertation must be an original piece of research work;
- (ii) It must have either discovered new facts or made a fresh interpretation of facts or theories;
- (iii) It has demonstrated the candidate's scholarly capacity of developing his/her own philosophical stands through critical investigation/understanding and judgment;
- (iv) It has satisfied in terms of its use of language and presentation style.

Chapter-wise evaluation (Please attach additional sheets, if necessary, with your signature and stamp):

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11.04.2023

[Handwritten signature]
11.04.2023

[Handwritten signature]



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Signature of the Examiner

Name of the Examiner:

Date:

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Result of Final Defense



To be Filled in by the Chairman of the DEC

1. Name of the PhD

Candidate:.....

2. Discipline:

3. Student ID:4. Session:5. Year:.....

6. Title of the Dissertation :

7. Decision (Please put your signature beside your decision in the signature column):

| Sl. No. | Decision | Signature | |
|---------|---|-------------------------------------|-----------------------------------|
| 1 | Recommended for the award of the Doctor of Philosophy | Member: Member: Chairman: | Member: Member: Member: |
| 2 | Recommended for the award of the Master's by Research | Member: Member: Chairman: | Member: Member: Member: |

Date & Signature of the Member of the DEC
DEC

Name:

Date & Signature of the Member of the

Name:

Date & Signature of the Member of the DEC

Name:

Date & Signature of the Member of the DEC

Name:

Date & Signature of the Chairman of the DEC

Name:

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