

Ordinance for the Degree of Doctor of Philosophy



Khulna University
Khulna 9208, Bangladesh

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1. SHORT TITLE AND COMMENCEMENT

In exercise of the powers conferred by Rule 27 and regulations thereunder of the Khulna University Act 1990, the Academic Council hereby makes the following ordinance:

This ordinance shall be cited as THE ORDINANCE FOR THE DEGREE OF DOCTOR OF PHILOSOPHY OF KHULNA UNIVERSITY 2015 and shall come into force with effect from 1 July 2014 pursuant to the further transitory provisions made in this ordinance.

2. DEFINITION AND INTERPRETATION

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

“Applicant” means any person who has applied for the PhD program for any of the Discipline/ Institute/ Research Center/Centre of the University;

“Candidate” means any person who has registered for the PhD degree program of the University and is used interchangeably with the word “student” in this ordinance;

“Dean” means the Dean of a School of the University appointed under Khulna University Act 28(4) and may include any Director of Institute, Academy or Centre appointed under relevant section of the said Act or ordinance made thereof;

“Dissertation” means the written product of a research undertaken in relation to a Doctor of Philosophy degree program of study by way of Coursework and Research;

“School” means any School of the University established under Khulna University Act 28(1) and may include any Centre, Academy or Institute of the University established under relevant section of the said Act or ordinance made thereof;

“Discipline” means any discipline of a School including any department of study of the School, Centre, Academy or Institute;

“Faculty” means any teaching staff of the university;

“Head of Discipline” means Head of any Discipline of a School including the Chairman of any department of study of the School, Centre, Academy or Institute or Program Coordinator, as the case may be;

“Credit” means any quantitative measurement which reflects the learning volume or learning load required to achieve the respective learning outcomes;

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

“Course” means a unit of study for a prescribed period, usually in one term, which contributes credit to the candidate;

“Seminar” means the oral presentation given in public by a PhD candidate on topics related to the candidate’s field of study, which contributes credit to the candidate;

“Vice-Chancellor” means the chief executive and academic officer of the University appointed under Section 11(1) of Khulna University Act 1990;

“Internal Examiner” means any full-time teacher of Khulna University appointed pursuant to the regulations of this ordinance to conduct defense of a PhD candidate’s dissertation to ascertain that the dissertation embodies the candidate’s own research work;

“External Examiner” means any person not being a full-time or part-time teacher of Khulna University appointed pursuant to the regulations of this ordinance to examine a candidate’s PhD dissertation and to conduct defense to ascertain that the dissertation embodies the candidate’s own research work;

“Supervisor” means a person appointed pursuant to the provisions stipulated in this ordinance from amongst the teaching staff of the concerned Discipline/ Institute/ Research Center of the University to supervise a PhD candidate’s study;

“Co-supervisor” means a person appointed pursuant to the provisions stipulated in this ordinance from amongst the teaching staff of any recognized University or member of staff of an overseas academic/research institute whose supervisory services are required to complete the PhD study of a candidate;

“Term” means a prescribed period in an academic session;

“Academic session” means the period of study for a program of study comprising two terms;

“Academic year” means a period of twelve months and the dates for the commencement and the end determined by the relevant authority of the University;

“Full-time candidate” means one who throughout the calendar year regards study and research for the degree of Doctor of Philosophy as a full-time occupation;

“Part-time candidate” 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 candidates entails at least one year of continuous full-time study;

“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.

“Board of Advanced Studies”, abbreviated in this ordinance as BOAS, 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;

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

"University" means Khulna University.

3. AIM AND OBJECTIVE

- (1) This ordinance set forth necessary particulars relating to different Disciplines, Schools, Institutes, Centers and Research Centers of Khulna University for the Degree of Doctor of Philosophy.
- (2) The operational framework and guidelines of this ordinance are set in the pursuit of excellence in research and education of students enrolled for the Degree of Doctor of Philosophy.

4. DEGREE OFFERED

Khulna University shall offer the degree of **Doctor of Philosophy** in all academic Disciplines under different Schools. The degree of Doctor of Philosophy shall be abbreviated as **PhD**. In addition, all degree offering entities of Khulna University may also offer PhD degree subject to the provision of the relevant ordinances.

5. ADMISSION REQUIREMENTS

A candidate for admission to the PhD program must fulfill the following admission requirements:

- (1) Master’s degree from the Discipline in which the candidate wishes to enroll or an allied Discipline/Department from Khulna University or any other public university of Bangladesh or any national/foreign degree recognized as equivalent by the University Grants Commission (UGC) of Bangladesh provided the candidate has completed at least 17 years of schooling at the time of application.

- (a) Applicants from private university shall provide proof that the institute which issued the certificate (Bachelor and/or Master's) has approval from the UGC of Bangladesh.
- (b) Applicants from private university shall also provide proof that the degree program has been offered at an UGC approved campus.
- (2) One first division or equivalent result (CGPA 3 in a scale of 4 and CGPA 3.5 in a scale of 5) in SSC or HSC or their equivalents and one first class or equivalent result in Bachelor or Masters (CGPA 3 in a scale of 4 and CGPA 3.5 in a scale of 5).
- (3) No third division/class or equivalent result at any level.
- (4) In case of Master's degree without thesis, at least one peer-reviewed publication as the first author in a journal/conference proceeding/book chapter.

6. ADMISSION PROCEDURE

There shall be a circular in newspaper for PhD admission by the Dean of concerned School concurrently with concerned discipline's Master's program or one term following the admission in Master's program.

- (1) A candidate seeking admission to PhD program shall apply in a prescribed form (Appendix I) obtainable from the Office of the Dean of concerned School by paying a nonrefundable fee within the specific time furnishing the information stipulated therein together with copies of necessary documents.
- (2) The application shall be placed before the **Post Graduate Studies Committee** (hereinafter referred to as **PGSC**) to be constituted as stated under Section 6(3) and the Sub-sections that follow.
- (3) In each Discipline capable of offering PhD program there shall have a **PGSC** comprising the Dean of the respective School, Head of the Discipline and three faculty members of the Discipline.
- (a) The faculty members shall be rotated in order of seniority among the teachers having PhD and not below the rank of Associate Professor. The PGSC will be constituted for a term of two years. The Dean will act as the chairman while Head will act as the member secretary of the committee.
- (b) The PGSC may hold written/ oral/ other mode of tests for admission.

- (c) If the PGSC does not *prima facie* find the applicant qualified and/or the research proposal suitable, it may recommend rejection of the application for registration straightaway. PGSC may also direct the candidate to submit a revised proposal in seven working days incorporating the recommendations made by the committee.
- (4) If the candidate is found eligible and competent for admission the PGSC, considering the area of research interest of a PhD candidate, shall recommend a Supervisor having proven expertise in the relevant field of study being proposed from within the discipline and a Co-supervisor, if deemed necessary, for each candidate from Khulna University or any other public university pursuant to the further provisions stipulated under Article 7 of this ordinance.
- (5) The recommendation of the PGSC along with the written consent of the Supervisor(s) and Co-Supervisor(s) (if any) with a list of students already registered for PhD under him/her/them, as the case may be, will be sent by the Dean to the Vice-Chancellor for approval and subsequently for ratification by the Board of Advanced Studies (hereinafter referred to as BOAS) and the Academic Council (herein after referred to as AC).
- (6) If approved, the candidate shall be admitted and registered for the PhD program of the concerned Discipline/School on payment of prescribed fees (vide Article 18).
- (7) On recommendation of BOAS, AC shall have the power to terminate the candidature of any PhD candidate who is found to have submitted forged or false information in connection with his application for admission into the University.

7. SUPERVISOR AND CO-SUPERVISOR

Supervisors shall provide guidance and assistance to students so that they may carry out their research and present their results/ findings/ outcomes to the best advantage. Supervisors will assist their students to design and conduct their research, systematically and to be aware of the University's rules and regulations, particularly the regulations governing research and other standards. S/he ensures that the student completes all credits, submits all reports duly and that the PhD dissertation satisfies the requirements pursuant to these regulations. Supervisors also have a responsibility to ensure that other members of the Supervisory team are kept informed of the student's progress.

- (1) Any teacher of this university not below the rank of Associate Professor having PhD degree can act as a Supervisor provided he/she holds proven expertise in the field of study being proposed.
- (2) A Supervisor shall be able to supervise maximum five PhD students at any time provided not more than two students are accepted at any session. However, for reckoning the number of students under a Supervisor the number of students for whom he/she is acting as a Co-supervisor shall not be taken into account.

- (3) A teacher having PhD and not below the rank of Associate Professor of any recognized university can act as a Co-supervisor.
- (4) Notwithstanding the provisions of Section 7(3) member of staff of an academic or research institution from other countries may be appointed as a Co-supervisor for the purpose of fellowship or any such matter as deemed appropriate on the recommendation of the Supervisor.
- (5) The number of students for whom a teacher can act as a Co-supervisor shall not exceed two excluding the number of students for whom the same teacher is acting as a Supervisor as mentioned in Section 7(2).
- (6) For the purpose of reckoning the number of students under a Supervisor and/or Co-supervisor those candidates who have already submitted their draft theses for pre-defense, as mentioned in Sub-section 12(2)(b), shall not be taken into account.
- (7) Individuals who have a family relationship with the PhD candidate, or have a relationship with the PhD candidate that impairs their objectivity, do not qualify for the position of Supervisor/Co-supervisor.
- (8) 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. However, a supervisor who is on leave for more than one year shall cease to be a Supervisor although he/she may continue as a Co-supervisor while the original Co-supervisor, when available, will take over the responsibility of the Supervisor.
 - (a) In the event that no Co-supervisor was assigned initially, the Doctoral Research Advisory Committee (DRAC), to be constituted as stated in Article 8 below, will recommend one member of DRAC as a Supervisor and one faculty member from the same Discipline/relevant field of study of Khulna University as a member of DRAC to BOAS for approval
 - (b) In the event that DRAC cannot recommend any of its members pursuant to the provision of Section 7(2) it shall recommend another faculty member from the same Discipline as the Supervisor.
 - (c) If a Supervisor on leave has valid grounds for not being able to act as a Co-supervisor s/he may suggest for a replacement to BOAS for approval through Head and Dean.
 - (d) If the Supervisor has not made any nomination or in the event that no Co-supervisor was assigned initially, DRAC shall co-opt one faculty member from

relevant Discipline of Khulna University and shall recommend such matter to BOAS for approval.

(e) A Supervisor whose PhD student has already submitted his/her draft dissertation shall remain as a Supervisor even if he/she is on leave for more than one year or is on retirement.

(f) In all cases mentioned under Section 7(8) above any provision stipulated in Article 7 shall not be violated.

8. DOCTORAL RESEARCH ADVISORY COMMITTEE

Every PhD candidate shall have a **Doctoral Research Advisory Committee** (hereinafter referred to as **DRAC**) to advise the candidate on matters pertaining to the prerequisite credit requirements and research works as well as to develop the graduate attributes for the candidate's qualification.

- (1) DRAC shall be formed within three months from the date of admission of the student. The committee shall consist of five members including Supervisor, Co-supervisor (if any), one faculty member nominated by Dean of School and other faculty members from relevant fields of study nominated by the Supervisor from within/outside the Discipline of Khulna University. The Supervisor shall act as the Chairman of DRAC.
- (2) All the members of DRAC must have PhD degree and not below the rank of Associate Professor.
- (3) DRAC will function till completion of the PhD dissertation of a candidate. It will advise the student on course works and research works on a regular basis. The committee may suggest any change in the topic of research for approval by the relevant body.
- (4) DRAC should meet from time to time to review and record in writing the progress of the student. These records shall be maintained at the Discipline and the Chairman of DRAC shall arrange to send six-monthly progress reports using the format provided in Appendix II for each PhD student to BOAS. Progress report(s) shall be submitted before the end of each term, even if the Supervisor is on leave for one year or less; otherwise the student(s) shall not be allowed to register for the following term.

9. CREDIT AND OTHER REQUIREMENTS

In addition to a PhD dissertation and a journal article thereof, every PhD candidate shall earn a total of at least 13 credits during his/her study period (vide Article 10) to be considered eligible for the degree. Credits can be earned from course works, seminars and conference presentations as described in the following sections.

- (1) Each student shall complete at least nine credit-hours but not less than three courses. DRAC shall determine the courses from those offered by the same Discipline or any relevant Discipline(s) of Khulna University subject to the fulfillment of further provisions mentioned in the following Sub-sections:
 - (a) The student shall complete suggested course works pursuant to the Undergraduate and/or Master Ordinance of the concerned Discipline of Khulna University within the two academic years of his/her admission.
 - (b) Save as otherwise referred to in Sub-section 9(1)(c) for the teachers of Khulna University all other students shall earn credits from the courses registered if a he/she can obtain at least GPA 3 in each course.
 - (c) On recommendation of DRAC, teachers of Khulna University may transfer required credits if the offered course(s) has already been completed previously.
- (2) Student can earn maximum two credits from two public seminars to be arranged by DRAC. Each seminar presentation shall be treated as one credit earned by the student subject to further provisions stipulated in the following Sub-sections.
 - (a) The interval between two public seminars shall not be less than six months.
 - (b) DRAC members shall evaluate the content and style of the presentations individually using the prescribed form (Appendix III) and DRAC Chairman shall compile the grades and send a copy of the same to the Controller of Examinations within two weeks of each seminar.
 - (c) Completion of seminar shall also be mentioned in the next six-monthly progress report (vide Section 8(3)).
- (3) Student can earn maximum four credits from conference presentation. Each conference presentation shall be treated as two credits for his/her earnings provided the student is the first author.
 - (a) A proof of conference presentation attested by the Supervisor shall be sent to the Controller of Examinations within two weeks for record keeping and the same shall be mentioned in the next six-monthly progress report.
 - (b) Khulna University may bear the cost of the conferences for the PhD students as per relevant rules and regulations of the university.
- (4) Student shall publish at least one article in peer-reviewed journals indexed in Web of Science (Arts & Humanities Citation index, Science Citation Index Expanded, Social Science Citation Index); IEEE, Scopus, Current Contents and Index Chemicus provided the article is an output of his/her own PhD work and s/he is the first author of the article.

- (5) Notwithstanding the provision stated in Sub-section 9(4) in case where DRAC has the reason to believe that it is in the best interest of the student to allow alternatives it shall provide an explanation along with a list of journals (Appendix IV) of similar standards at the end of 5th term or afterwards as appropriate to BOAS whose decision shall stand final.
- (6) Student shall send a copy of such article immediately after publication or a proof of acceptance to the Controller of Examinations through Head and Dean with an attestation by the Supervisor that the journal conforms to the regulations stipulated in this ordinance and the same shall be mentioned in the next six-monthly progress report of the student.

10. PERIOD OF REGISTRATION AND STUDY

- (1) Full-time PhD students shall be required to register for at least six terms and not more than fourteen terms. The period of registration for part-time PhD student shall not be less than eight terms and more than fourteen terms under any circumstances.
- (2) Every registered candidate shall get himself/herself enrolled on payment of prescribed fees and other dues as per university rules (vide Article 18) within one week from the start of each term and within another one week with late registration fees.
- (3) A full-time student shall not be allowed to be in the employment in any organization. If a full-time student becomes an employee of any other organization in the middle of a term, he/she may, with the recommendation of the Supervisor and the Employer, be allowed to continue as a full-time student for that term. From the next term, the candidate shall be treated as a part-time PhD student.
- (4) Candidate serving in any organization shall be admitted as a part-time student while continuing in employment with a written consent of the employer that the candidate will be allowed to pursue PhD in Khulna University and that the organization will grant the candidate necessary study leave to comply with the residency condition mentioned in Section 10(5) below.
- (5) The part-time PhD student serving in any organization other than Khulna University shall fulfill the residency requirement for a period of at least one year within the two years of his/her PhD admission.
- (6) Absence from research work by students due to illness, maternity leave or other circumstances must be reported by the Supervisor(s) to BOAS through Head of the Discipline and Dean of the School.
- (7) Neglect of research work or any other acts of indiscipline including but not limited to unethical practices 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.

- (8) Student(s) can participate in joint-PhD program/collaborative PhD program with overseas institution(s) subject to the agreement signed between Khulna University and the partner institution(s).

11. RESEARCH PROPOSAL DEFENSE

- (1) Every student shall prepare a detailed research proposal following the format provided in Appendix V and defend his/her research proposal before DRAC in presence of faculty members and graduate students within six months of his/her admission. However, individual School/Institute may prescribe alternate format other than the aforementioned one. If the proposal is found suitable, DRAC will recommend it for approval by BOAS and AC through Dean. Otherwise, the candidate shall defend the proposal once again within the next three months but not earlier than one month.
- (2) Research works by the full-time PhD students shall be carried out in Khulna University or at a place(s) approved by Head and Dean on recommendation of DRAC.
- (3) Part-time PhD students are expected to do research works in Khulna University and/or in their place of employment. However, they shall undergo such course work, examination and research work as may be prescribed by DRAC for at least one year in this University pursuant to the residency requirement mentioned in Section 10(5).

12. 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 understanding/examination/investigation and judgment. It must be satisfactory as far as its language and presentation are concerned.

(1) Language of Dissertation

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

(2) Dissertation Submission

- (a) A student can submit his/her PhD dissertation after accumulating the required credits from those mentioned under Article 9. However, the defense (vide Article 16) will not be held until the publication/acceptance of journal article as mentioned in Section 9(4) of this ordinance.
- (b) One hard copy and one soft copy of the dissertation in the draft form must be submitted to the Chairman of DRAC following the guidelines for dissertation preparation (Appendix VI) and a format for dissertation including citation and referencing styles (Appendix VII). Students should, however, always consult concerned school/discipline for additional guidelines and/or format. In particular, the layout of dissertation can be different depending on the field of study.
- (c) DRAC Chairman shall send the soft copy to DRAC members and shall arrange a pre-defense upon consultation with the Head of Discipline. Apart from DRAC members, other faculty members and graduate students of Khulna University should be present in the pre-defense.
- (d) The student must satisfy DRAC members that s/he has addressed the research problems/ issues arguably, achieved targeted objectives explicitly, and produced expected outcomes satisfactorily by dint of his/her research skills and intellectual capacity.
- (e) After evaluation in pre-defense by DRAC the student shall make necessary corrections, if any, and then submit four printed copies of the dissertation in the final draft form to the Chairman of the Dissertation Evaluation Committee, as constituted under Article 13, with a copy to the Controller of Examinations.
- (f) DRAC shall ordinarily stand dissolved once the candidate submits the draft dissertation. However, it shall be available till the end of defense (vide Article 16) for monitoring and advising candidates for whose dissertation examiners have recommended modifications, corrections, etc., to be incorporated in the dissertation before the defense.

13. DISSERTATION EVALUATION COMMITTEE

For each PhD student there shall have a **Dissertation Evaluation Committee** (hereinafter referred to as **DEC**) who shall examine the PhD dissertation and conduct defense of that student to decide whether the student has achieved sufficient academic merit to be awarded the PhD degree.

- (1) DEC shall be appointed by BOAS and it shall consist of:
 - (a) Supervisor of the concerned student as Chairman;
 - (b) One faculty member of the university nominated by the Dean from within or outside the Discipline as Internal Examiner.
 - (c) Two External Examiners from two different recognized universities of the country and one External Examiner from an overseas university/research institute from a panel of six furnished by DRAC subject to the further provision mentioned in Section 13(3).
- (2) The three External Examiners of DEC shall examine the PhD dissertation whereas all five members of DEC shall normally conduct defense subject to further provisions mentioned in Articles 15 and 16 of this ordinance.
- (3) Six weeks in advance of submission of final draft dissertation following pre-defense the Supervisor shall convene a meeting of 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 panel must contain at least two Examiners from overseas university/research institute. DRAC shall send the panel to the Controller of Examinations who shall arrange to obtain necessary approval for appointment.
- (4) DEC members must not have a family relationship with the PhD candidate or a relationship with him/her that could impair their independent judgment.
- (5) All members of DEC shall meet the same criteria as set for the DRAC members as mentioned in Section 7 (2) except the position/rank of the foreign examiner.
- (6) DEC shall consider the examiners' reports with regard to the dissertation of a candidate, conduct defense and arrive at a decision regarding the level of achievement of the candidate and recommend such matter as deemed appropriate to BOAS.

14. DISSERTATION EXAMINATION

- (1) The dissertation shall be examined by three External Examiners as mentioned in Section 13(2). The examiners shall submit a report using a prescribed format (Appendix VIII) as soon as possible but not exceeding six weeks from the date the dissertation was delivered.
- (2) In case the first panel of six names of External Examiners is unable to examine the dissertation, DRAC will suggest a second panel of six examiners. If the additional panel is also unable to examine the dissertation, Dean of the School shall appoint examiner(s) as required and report such matter to BOAS for ratification.

- (3) Based on the reports provided by three External Examiners, DEC shall decide whether or not the dissertation has provided sufficient proof of competency to allow the PhD candidate to appear for defense. The unanimity of opinions of the three examiners shall be binding for arranging the defense.

15. EVALUATION OF DISSERTATION EXAMINATION REPORTS

- (1) 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.
- (2) In the event that all the three examiners unanimously recommend award of degree with/without minor changes, the Chairman of DEC shall fix up a date in consultation with Head of Discipline for a defense pursuant to the regulations under Article 16.
- (3) In the event that two or more examiners reject the dissertation, the dissertation shall be rejected and the name of the student shall be removed from the rolls of the University.
- (4) In the event that one examiner accepts the dissertation, one examiner rejects the dissertation and one examiner recommends resubmission, or in the event that two examiners recommend resubmission and one examiner recommends rejection, the dissertation shall be rejected and registration of the candidate closed.
- (5) In the event that two of the three examiners recommend the award of degree and the third examiner recommends rejection, the dissertation shall be referred to the fourth examiner to be selected by the Dean of School from out of the original panel of examiners.
- (6) In the event that two examiners recommend resubmission and one examiner recommends acceptance of the dissertation or all three examiners recommend resubmission, the candidate shall be required to revise and resubmit the dissertation as per the rules governing resubmission of dissertation.
- (7) In the event that two of the three examiners recommend the award of degree and the third examiner recommends resubmission, the reports of the examiners shall be sent by the Controller of Examinations to the Chairman of DEC who shall prepare a Summary of the Recommendations of the reports and a Summary of the Technical Parts of the reports provided by the three External Examiners. These two summaries are to be submitted along with original reports to BOAS.
- (8) BOAS shall either require the candidate to revise and resubmit the dissertation or refer the dissertation to the fourth examiner to be selected as mentioned below in Section 15(12).

- (9) 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 Controller of Examinations through the Chairman of DEC.
- (10) The resubmitted dissertation shall be examined only by the same External Examiner(s) unless they or any of them are/is unable or unwilling to act as the examiner.
- (11) The dissertation may only be resubmitted once and a unanimous verdict of the three External Examiners shall be final and binding.
- (12) In case BOAS decides to refer the dissertation to the fourth examiner, the same shall be selected from out of the original panel of examiners. The fourth examiner so appointed shall be informed of the recommendations of the other three examiners. The recommendation of the fourth examiner shall be final and binding on the dissertation. Such a dissertation, examined by the fourth Examiner, shall not be allowed to be resubmitted or marked to any further examiner and the registration of the candidate shall be closed.
- (13) A candidate required to resubmit his dissertation for re-examination shall continue with his registration as a candidate and pay all the fees concerned.
- (14) Pursuant to the regulations stated under Article 10, a candidate shall 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 DEC shall not be counted as part of the maximum period of the candidate's candidature.

16. PhD DEFENSE

The defense is an essential and important part of the examination of the 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.

- (1) On the favorable recommendation of the examiners, the Chairman of DEC shall arrange and fix up a date in consultation with Head of Discipline for a defense of the student.
- (2) DEC shall conduct the defense in presence of the Internal Examiner and at least two External Examiners.

- (3) The Head of discipline and Co-supervisor (if any) should be invited to attend the defense for the purpose of advising on matters under discussion.
- (4) The Supervisor (present in the capacity of DEC chairman), Co-supervisor and Head of Discipline shall not have the right to participate in the consideration and the results of the examination of the candidate's dissertation. They should seek to ensure that, during the defense, the student is given a fair opportunity to defend his/her work and that the Examiners are aware of any extenuating circumstances which have a bearing on the student's case.

17. EVALUATION OF PhD DEFENSE

The Chairman of DEC shall convey to the Controller of Examinations the result of such defense, duly endorsed by the Examiners.

- (1) A candidate who is successful in the defense shall be declared to have qualified for the PhD degree with effect from the date of the defense.
- (2) A student who, after the defense, has not been able to satisfy majority of the examiners:
 - (a) May be required to appear at a further defense within a period of three months;
 - (b) May be deemed to have failed and shall not be recommended for the award of the PhD degree.
- (3) Following the defense DEC shall complete and sign the report form (Appendix IX) and shall come to a consensus on the recommendation on the award (or not) of the degree. Such decision of the examination committee shall be submitted by the Chairman of the committee to the Controller of Examinations for getting approval of the syndicate through BOAS and AC.
- (4) Upon approval of the syndicate the degree of Doctor of Philosophy shall be conferred upon the student.

18. ACADEMIC FEES

Academic fees shall be as per Appendix X and shall be reviewed and determined from time to time by the appropriate authority of the university.

19. REPEAL AND TRANSITORY PROVISIONS

- (1) 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.
- (2) Notwithstanding Section (1), the candidature of a candidate registered after 1 July 2014 under the ORDINANCE FOR THE DEGREE OF DOCTOR OF PHILOSOPHY 2006 and addendum made thereafter, shall upon the commencement of this ordinance continue to subsist and have the like effect as if the candidate had been registered under this ordinance, but thereafter the candidature of the candidate shall be governed by this ordinance.

20. FINAL PROVISIONS

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

Prepared and Submitted by the Khulna University Masters and PhD ordinance amendment committee comprising of

Prof. Dr. Md. Nazmul Ahsan
Dean, Life Science School

Chairman

Dr. Ahmed Ahsanuzzaman
Prof., English Discipline

Member

Prof. Dr. Afroza Parvin
Head, Architecture Discipline

Member

Prof. Dr. Md. Noor Un Nabi
Head, Business Administration Discipline

Member

Dr. Nihar Ronjon Singha
Asst. Prof., Print Making Discipline

Member

Dr. Md. Nazrul Islam
Prof., Forestry and Wood Technology Discipline

Member Secretary

Application Form for PhD Program

Attach complete Research Proposal as per the prescribed format (**Form 1**)

Attach Supervisor's Consent Form (**Form 2**)

Attach copies of all certificates, transcripts, publications and, if applicable, other documents



Full Time

Part Time

Name (in English) :

Name (in Bengali) :

Father's Name :

Mother's Name :

Present Address :

.....

Permanent Address :

.....

Nationality : Date of Birth:

Photo
(1.5" x 2")

Educational Qualification:

Education	Name of Degree	Passing Year	Marks/CGPA	Board/University	Academic Duration (yrs)	Cumilitive Duration
SSC/Equivalent					10	10
HSC/Equivalent					2	12
Bachelor						
Masters with Thesis						
Masters without Thesis						
M.Phil.						
					Total	

No. of Publications :

Name of the Discipline/Institute/Research Center: :

Proposed Field of Research :

Have you graduated from the same Discipline/Department you intend to pursue PhD?

Name and Position of Proposed Supervisor :

.....

.....
Date and Signature of Applicant

For office use only:

Name of the recommended Supervisor	
------------------------------------	--

.....
Date and Signature of Committee Members

.....
Date and Signature of PGSC Chairman

.....
Date and Signature of Head

Form 1: PhD Research Proposal

General Instructions:

Khulna University requires a research proposal to accompany the application to study PhD. Please provide an outline proposal in 1000 - 2000 words (2 - 4 pages, A4, single spaced, 11 or 12 point) with the style and headings indicated below. Detailed quantities, values or procedures are not required, but enough information should be present to permit the Post Graduate Studies Committee to judge the feasibility, level, novelty and value of the proposed work. You are strongly advised to discuss the proposal with the proposed supervisor (if known) in advance and to write in a style suitable for a non-specialist in the field to understand.

Applicants are advised to visit the individual school websites for the respective guidelines on the format of research proposal required (if any).

Applicant's Name:

Working title or area of study:

[This is not a thesis title, but a broad indication of the proposed topic.]

Background:

[This should provide the introductory material that explains the motivation for and aims and objectives of the study: context, rationale, theory or observations that prompt the question or questions you propose to address.]

Materials and Methods:

[This indicates in broad terms the kinds of information sought, the approaches to be taken, and the materials, equipment, subjects, methods, data analysis and so on, as appropriate.]

Significance:

[Explain the expected outcomes and their significance to the various fields of application or contexts, the anticipated impacts or value of the results and their interpretation.]

References:

[Each of the above sections should have appropriate representative or key primary references, preferably from the recent literature where this exists.]

Form 2: Consent of Supervisor

Full Time Part Time

Name of Applicant :.....

Title of Research
:.....

.....

1. No. of PhD student(s) you are -

(i) supervising (ii) co-supervising

2. Please write down your expertise in the proposed study area (50-100 words).

3. How does the proposed research topic match with the Discipline's research interest (50-100 words)?

4. Please describe the necessary infrastructure and research supports of the Discipline that might be necessary for successful completion of the proposed research (50-100 words).

PhD Progress Report Form

This form is the means by which progress of PhD studies is periodically assessed by the student and supervisory team, and reported via the Head and Dean of the concerned School to the BOAS. It is a means by which any problem or issue may be identified and appropriate action determined. This form is to be used to monitor students' progress and ensure that supervision is effective

Submission of progress report at the end of each term is an enrolment requirement under the PhD Ordinance of Khulna University. Failure to fulfil this regulation may lead to termination of the enrolment.



This form consists of three different sections

Section A: Progress Report – to be completed by the Student

Section B: Comments – to be completed by the Supervisor on behalf of DRAC

Section C: Recommendations and Signatures – to be completed by DRAC, Head and Dean

Section A: STUDENT'S COMMENTS

Name			Admission session		
Student ID Number			Discipline:		
Enrolment status	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time			
Current session			Year		
			Term		

Supervisory team

Supervisor		
Co-Supervisor (if any)		

Outline below your progress and achievements over the last 6 months. Indicate what milestones have been achieved, detailing what experiments, chapters or sections of your dissertation have been completed/ written in draft or final form (200-300 words).

Outline below your research goals for the next 6 months. Indicate what milestones have been set for the next 6 months, detailing what experiments, chapters or sections of your dissertation you plan to complete/ write in this period (100-150 words).

1. I rate the **quality** of my work as:

a. Very Good	<input type="checkbox"/>	c. Satisfactory	<input type="checkbox"/>
b. Good	<input type="checkbox"/>	d. Below my expectations	<input type="checkbox"/>

If (d), what measures have you taken to address this?

2. I assess my **rate of progress** as:

a. Very Good	<input type="checkbox"/>	c. Satisfactory	<input type="checkbox"/>
b. Good	<input type="checkbox"/>	d. Below my expectations	<input type="checkbox"/>

If (d) what measures have you taken to address this?

3. In the past 6 months I have:

- | | | |
|--------------------------------------|------------------------------|-----------------------------|
| Given proposal defence | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Given a seminar based on my research | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Attended a conference(s) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Research output(s) published | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

(e.g. journal articles; book chapters; conference proceedings; creative works)

If yes, please give details:

- | | | |
|--|------------------------------|-----------------------------|
| 4. I have submitted work to my Supervisor/DRAC | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| I have received written feedback | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

5. I have outstanding resource issues concerning my research Yes No

If Yes, please detail (50-100 words):

6. How often and by what means do you and your Supervisor/DRAC maintain contact?

Detail the means of contact and the frequency of each contact.

7. Contact with my Supervisor/DRAC could be improved? Yes No

If Yes, please provide details below of any way that you think your supervisory team could improve its support of your studies (50-100 words):

8. Any other issues you want to mention regarding your thesis work? Yes No

If Yes, please comment (50-100 words):

Section B: SUPERVISOR'S COMMENTS

1. Please provide comments on the student's progress and achievements in the last 6 months (50-100 words):

2. Please provide comments on the student's dissertation goals and milestones for the next 6 months (50-100 words):

3. The quality of the student's work is:

- a. Very Good c. Satisfactory
b. Good d. Below accepted standard

If (d) what measures have you taken to address this (25-50 words)?

4. The student's **rate of progress** as:

- a. Very Good c. Satisfactory
b. Good d. Below my expectations

If (d) what measures have you taken to address this (25-50 words)?

5. How often and by what means do you and/or your DRAC members maintain contact?

Detail the means of contact (e.g., face-to-face; email; Skype) and the frequency of each.

6. Is the DRAC satisfied with the frequency and means of contact? Yes No

If No, please provide details below of any way that you think to improve the support of the studies (50-100 words):

7. Are there any technical/practical issues which have not been resolved? Yes No

If Yes, please provide details below (50-100 words):

8. Are there any issues that the concerned Head or Dean should be aware of?

Yes

No

If Yes, please provide details below (50-100 words):

PART C: RECOMMENDATIONS AND SIGNATURES

C1: Doctoral Research Advisory Committee (DRAC) to complete

We have discussed those comments with the student:

Yes

No

Please outline any issues that emerged from the discussion with the student (25-50 words):

We recommend that the student's enrolment be:

Continued

Continued subject to specified conditions as outlined below

Terminated

Specified conditions of continued enrolment:

DRAC members to sign below

Supervisor
Signature and Date

Co-Supervisor/ Member
Signature and Date

Member
Signature and Date

Member
Signature and Date

Member
Signature and Date

C2: Head of the Discipline to complete

Please comment below on the student's progress and goals based on the comments made by the student and by DRAC:

I recommend that the candidate's enrolment be:

Continued

Continued subject to specified conditions as outlined below

Terminated

Specified conditions of continued enrolment:

Date and Signature of Head

C3: Dean of the School to complete

Please comment below on the student's progress and goals based on the comments made by the student and by DRAC:

I recommend that the candidate's enrolment be:

- Continued
- Continued subject to specified conditions as outlined below
- Terminated

Specified conditions of continued enrolment:

Date and Signature of Dean

Seminar Evaluation Form

*DRAC members shall evaluate the content and style of the presentations.
DRAC chairman shall make average of the grades and send a copy of the same
to the Controller of Examinations within two weeks of each seminar.*



To be completed by DRAC Chairman

Date:

Full time

Part time

Seminar No.

Name of the Student :.....Admission session:.....

Student ID :.....Year.....Term.....Current session.....

Title of Research :.....

Title of Seminar :.....

Presentation scale (4 = Excellent, 3 = Very Good, 2 = Good, 1 = Satisfactory, 0 = Fail)

Overall Grade Point Average:

General Comments (if any):

Date and Signature of DRAC Chairman

Date and Signature of Head

Date and Signature of Dean

Seminar Evaluation Form

DRAC members shall evaluate the content and style of the presentations.
DRAC chairman shall make average of the grades and send a copy of the same to the
Controller of Examinations within two weeks of each seminar.



To be completed individually by each DRAC member

Date:

Full time

Part time

Seminar No.

Name of the Student :.....Admission session:.....

Student ID :.....Year.....Term.....Current session.....

Title of Research :.....

Title of Seminar :.....

Presentation Scale (4 = Excellent, 3 = Very Good, 2 = Good, 1 = Satisfactory, 0 = Fail)

Questions Related to Presentation Content:

- Was the presentation in line with his/her dissertation?
- Was the research problem clearly stated?
- Was the results easily and clearly interpreted?

Questions Related to Visual Aids:

- Was the presentation clear, catchy slides and not overcrowded?
- Was legible figure/image/diagram conveying finding/outcome effectively?

Questions Related to Performance:

- Was there a smooth transition from issue to issue?
- Was the material relevant and up to date?

General Questions:

- Was the provided information logically organized?
- Were questions answered accurately, clearly, effectively?

Overall Comments (if any):

Name and Signature of DRAC member

Request for Publication in a Journal not Listed in Approved Indexing Service



Answer the following questions and write title of the journals you intend to publish your article in and submit this form at the end of 5th term or afterwards.

Full time

Part time

Date:

Name of the Student :.....Admission session:.....

Student ID :.....Year.....Term.....Current session.....

Title of Research :.....

1. Have you submitted your article in any of the journals mentioned in Section 9(4) of THE ORDINANCE FOR THE DEGREE OF DOCTOR OF PHILOSOPHY OF KHULNA UNIVERSITY 2015?

Yes

No

If yes, answer to questions a and b.

a. Write title(s) of the journal(s) where the article has been submitted.

b. Has the article been reviewed by the editor(s)/ reviewers? Yes No

If yes, the article along with the editorial decision and reviewer(s) comments, if any, must be attached herewith.

2. Write title of at least five journals where you intend to submit your article. Provide current volume, name and address of the publisher for each journal.

a)

b)

c)

d)

e)

3. Provide justification for submitting the article to the intended journal(s) (150 – 200 words).

Format of PhD Proposal for Proposal Defense

Every student shall prepare a detailed research proposal following this format and defend his/her research proposal before DRAC in presence of faculty members and graduate students within six months of his/her admission



[Title of research proposal, Times New Roman, 18 point]

[Name of the Student, Times New Roman, 14 point]

[Student ID and Admission session, Times new Roman, 14 point]

Full time

Part time

Complete Research proposal
for
PhD Research Proposal Defense

Date:

Table of Contents

	Page No
1. Introduction	
2. Background of the Study	
3. Literature Review	
4. Objectives of the Research	
4.1 General Objectives	
4.2 Specific Objectives	
5. Research Methodology	
5.1 Research Approach	
5.2 Research Methods	
6. Expected Research Outcome	
6.1 Contribution to Knowledge	
6.2 Contribution to Society or Professional Field	
7. Feasibility of the Research	
8. Detail Schedule of the Work	
9. List of Reference	
Appendices, if any	

1. INTRODUCTION

This section establishes the context of the work going to be done. It accomplishes by discussing the relevant primary research literature (with citations) and summarizing the current understanding of the problem you are going to investigate. It should also include the purpose of the work in the form of the hypothesis, question, or problem you going to investigate; and, briefly explain your rationale and approach and, whenever possible, the possible outcomes of your study. Introduction is certainly the most read section of any deliverable, and it largely determines the attitude of the reader/ reviewer will have toward the work. Therefore, it is probably the most delicate part of the writing of a proposal.

The research proposal have to be typed, using Times New Roman with 12 Point font having one and half line spacing.

2. BACKGROUND 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 on the research problem you are dealing. The purpose of a background study is to help you to prove the relevance of your research question and to further develop your dissertation. Tables, figures, etc can be added in this section with appropriate references. This section can have sub-section(s) depending of the necessity.

3. LITERATURE REVIEW

The aim of a literature review is to show your reader that you have read, and have a good grasp of, the main published work concerning a particular topic or question in your field. The review will be guided by your research objective or by the issue or research question you are arguing and will provide the framework for your further work. It is very important to note that your review should not be simply a description of what others have published in the form of a set of summaries, but should take the form of a critical discussion, showing insight and an awareness of differing arguments, theories and approaches. It should be a synthesis and analysis of the relevant published work, linked at all times to your own purpose and rationale. A good literature review, therefore, is critical of what has been written, identifies areas of controversy, raises questions and identifies areas which need further research.

4. OBJECTIVES OF THE RESEARCH

While the previous section deals with the problem formulation and describe the aim of your research, the objectives provide an accurate description of the specific actions you will take in order to reach the aim. Objectives are divided into general and specific objectives.

4.1 General Objectives

The general objective of a study states what researchers expect to achieve by the study in general terms. It is possible and advisable to break down a general objective into smaller,

logically connected parts. These are normally referred to as specific objectives. Specific objectives should systematically address the various research questions. They should specify what you will do in your study, where and for what purpose.

4.2 Specific Objectives

Each specific 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 dissertation. The more precisely you formulate your specific objectives, the simpler it will be to define the type of study and which method(s) you will use in your further research. Your specific objectives will signal your level of aspiration as well as where you will place the greatest effort in your dissertation.

5. RESEARCH METHODOLOGY

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

A well laid out and logical methodology will provide 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 of the relevant information.

5.1 Research Approach

Research approaches are plans and the procedures for research that span the steps from broad assumptions to detailed methods of data collection, analysis, and interpretation. There might be different approaches to achieve the research objectives such as qualitative, quantitative, and mixed methods approaches. In this section, you need to write which approach you will best suit your research.

5.2 Research Methods

The methods section of a research paper provides the information by which a study's validity is judged. Therefore, it requires a clear and precise description of how an experiment will be done, and the rationale for why specific experimental procedures are chosen. Where applicable, it should be linked back to the literature to explain why you are using certain methods, and the academic basis of your choice. The methods section should also explain how the results will be analysed.

6. EXPECTED RESEARCH OUTCOME

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 objectives and goals of the research.

6.1 Contribution to Knowledge

A convincing statement is required as to why your topic merits scientific research, i.e. how it will contribute to and enrich the academic knowledge and theory. This contribution results from the systematic investigation of your research activities, which will be conducted to discover new information, as well as to expand and verify existing knowledge.

This contribution does not simply imply the gathering of new data and a description thereof, i.e. the *What?* questions. There are many things we do not know and that we could find out. This is data-gathering. The contribution to be made by doctoral research goes beyond this and requires the *So what?* questions, i.e. explanations, relationships, generalisations and theories.

6.2 Contribution to Society or Professional Field

This section describes how the expected outcomes would contribute to the development of the society and/ or in the professional field as appropriate.

7. FEASIBILITY OF THE RESEARCH

This section should discuss whether or not the proposed work can be done with the amount of resources and the expertise available. Also explain how you propose to overcome the anticipated limitations and constraints.

8. DETAIL SCHEDULE OF THE WORK

This section describes the outline of a set of objectives and activities by which you will accomplish those objectives, offering the reader a better understanding of the scope of the dissertation. Provide the detailed work plan by objectives and activities with time frame in the form of bar chart to denote the term-wise activities as follows.

Objectives	Activities	Year 1		Year 2		Year 3*	
		Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
1.	1.1. 1.2.						

* Add extra column (year 4) if you are a part time student

9. REFERENCES

A full list of references to key texts and articles must be included according to the reference style mentioned in the Ph.D. dissertation guideline and format.

Guideline & Format for PhD Dissertation Preparation

One hard and one soft copy of the dissertation in draft form are required for pre-defense. After evaluation, student shall make necessary corrections, if any, and then submit four printed copies of the dissertation in the final draft form.



This guide is designed to provide students with the formatting requirements for PhD dissertation. It covers structure, layout, form, and style.

A complete dissertation format including citation and referencing styles are given in Appendix VII of the PhD ordinance

Dissertations shall be written in English, unless otherwise permitted by BOAS and AC.

1. Required and Optional Sections

Dissertation front matter should be in the following order. The front matter refers to the title page through the end of the table of contents/supplemental materials. Required sections are indicated in bold while optional sections are italicized.

- **Title Page (required)**
- **Declaration of Authorship (required)**
- **Declaration of Acceptance (required)**
- *Dedication (optional)*
- *Acknowledgements (optional)*
- **List of Articles published/accepted from Dissertation (required)**
- **Abstract (required)**
- **Table of Contents (required)**
- **List of Tables, Figures (required)**
- **List of Abbreviations, Symbols (optional)**
- **Main body of dissertation text (required)**
- **References (required)**
- **Supplementary Materials (questionnaire, maps, etc.) (required, if relevant)**

Title Page

The title page should be a separate page and no longer than one page. All content on this page should be centred horizontally and vertically. Keep in mind that the title must be able to fit on the spine of a bound manuscript.

* The month and year is the date when you are asked to submit the final dissertation following successful completion of the *defense*.

Declaration of Authorship

The author should provide a declaration according to the format.

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 first sentence should be centered, "Research Advisory Committee," and the date of dissertation final defense should be left-aligned, and all other content should be right-aligned.

Dedication and Acknowledgements

Depending on your personal inclination, you may wish to include a dedication, and/ or a set of acknowledgments. The latter are designed to recognize people or agencies to whom you feel grateful for any academic, technical, financial, or personal aid in the preparation of your 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.

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.

Table of Contents

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

Main body of dissertation text

The following presents a framework for a dissertation. The information is offered as a general guideline. Students should always consult their supervisor and/or check concerned school/discipline for additional guidelines. In particular, the layout of dissertation can be different depending on the field of study. Note that each chapter should start on a new page.

Introduction: background; statement of the problem, definition of terms, purpose of the study, theoretical basis, contributions of the study, organization of the remainder of the study.

Literature Review: chronological, categorical or related theoretical viewpoints related to topic.

Proposed Solution/Methodology: research design or approach (quantitative, qualitative or algorithmic); population and / or sample; collection and tabulation of data; and data analysis procedures.

Solution Validation, Analysis of the Data, Results, and Discussion: presentation and discussion of the findings, including limitations.

Conclusions, Recommendations: summarizes the entire research effort; addresses the initial purpose of the study (stated in the introduction); stresses the importance of the work accomplished; leaves a final impression on the reader. It can also include suggestions for further work.

References: references should acknowledge any work done by someone other than the author. The reference should also include work performed by the author if presented or published at an earlier date. References should adopt one of the standard international styles.

Supplementary materials

Append materials too detailed or lengthy for inclusion in the body of the study (e.g. questionnaires, maps). Appendices may also contain information that might clarify the dissertation but is routine in nature or indirectly related to the dissertation. Raw data and examples of calculation could be incorporated.

2. Style and Form

3.1 Paper: Use high-quality acid-free A4-size paper, with only one side of the paper.

3.2 Printing: A high-quality laser printer should be used for the final copy.

3.3 Headings:

The following guidelines may apply for section numbering:

- Chapter Title: 18 – 24 pt size, bold.
- Main Section Headings: can be numbered as chapter-number, section-number (e.g., 3.2 for chapter 3, section 2) in 14 pt size, bold.
- Second Headings: can be numbered as x.y.z (e.g., 3.2.4 for chapter 3, section 2, subsection 4) in 12 pt size, bold.
- First Subheadings: can be numbered as w.x.y.z (e.g., 3.2.4.1 for chapter 3, section 2, subsection 4, sub-subsection 1) in 12 pt size, regular.
- Second Subheadings: preferably unnumbered, 12 pt, italics.

3.4 Text Font: Fonts used in word processing programs include Times Roman 12. Bold and italics should not be used excessively in the text. Furthermore, colour text should not be used.

3.5 Spacing: One and a half spacing is required for the text. Only footnotes, long quotations, bibliography entries (double space between entries), table captions, and similar special material may be single spaced.

3.6 Margins: Left, 4 cm; top, bottom, and right, 2.5 cm. These are necessary to allow for binding and trimming.

3.7 Page Numbering: Preliminary pages of the dissertation, that is, those preceding the main body of text are to be numbered in Roman numerals (i, ii, iii.....) and the number should be placed in the middle of the page. The first page must not show its page number. Pages of the text itself and of all items following the text should be numbered consecutively throughout in Arabic numbers, beginning with number 1 on the first page of the first chapter. Page numbers should be placed in the lower right corner of the page. Only the number should appear (*9 instead of page 9*).

3.8 Tables and Figures: Figures and tables must be referenced in the text and should be inserted at the appropriate place in the text. Figures must have numbers and captions under the figures (Fig. 1. Effect of X and Y). Tables have their titles and numbers above (Table 1. List of X).

- 3.9 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.
- 3.10** High-quality scanned images can also be inserted into the dissertation text. If necessary, photographs can be mounted with glue.
- 3.11 Footnotes:** In disciplines where footnotes are normally used, they should appear at the bottom of the same page as their reference. Footnotes should be numbered in Arabic numerals. The footnote reference is superscripted and the explanation at the bottom of the page begins with the footnote reference number. Footnotes should have a smaller font size than the text (e.g. 10 pt).
- 3.12 Digital copy:** Students have to submit a soft copy of his/her dissertation using appropriate digital media (CD/DVD/SD etc.) having identification with title of research, name of student, student ID and date.
- 3.13 Computer Software:** Describe in separate section in prefatory pages (e.g., list of figures and tables). If applicable, state requirements for the use of the software (e.g., hardware, screen resolution type) and any other information necessary for proper viewing of the software.
- 3.14 Oversized Material:** Oversize foldout pages may be included, though ample margins for binding must be included. Leave oversize page unfolded. The bindery will fold and insert them. All pages must appropriately numbered if found in the text.
- 3.15 Binding:** Binding will be arranged by the library, for a fee, in order to ensure consistency. At least two copies of the dissertation (seminar and central library) should be submitted to the library along with the soft copies.



Khulna University

(Times New Roman, 20 Pt, Bold, Center aligned)

Doctoral Dissertation

(Times New Roman, 14 Pt, Bold, Center aligned)

Dissertation Title

(Times New Roman, 20 Pt, Bold, Center aligned)

Student Name

(Times New Roman, 14 Pt, Bold, Center aligned)

A dissertation submitted in partial fulfillment of the requirements for the degree
of

Doctor of Philosophy

(Times New Roman, 12 Pt, Center aligned)

Name of the Discipline/Institutes/Research Center

(Times New Roman, 14 Pt, Bold, Center aligned)

March (month) 2015 (Year)

(Times New Roman, 14 Pt, Bold, Center aligned)

Declaration of Authorship

(Times New Roman, 18 Pt, Bold, Center aligned)

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

(Times New Roman, 12 Pt, Justified)

- This work was done wholly while in candidature for Ph.D. 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. With the exception of 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:

(Times New Roman, 14 Pt, Bold, Center aligned)

Declaration of Acceptance

(Times New Roman, 18 Pt, Bold, Center aligned)

This dissertation has been accepted by [Discipline/Institute/Centre] under Khulna University, in partial fulfillment of the requirements for the degree of Doctor of Philosophy.

(Times New Roman, 12 Pt, Justified)

Doctoral Research Advisory Committee

(Times New Roman, 14 Pt, Center aligned)

[Signature of Chairman of DRAC]
[Name of Chairman]

(Times New Roman, 12 Pt, Right aligned)

[Signature of Member]
[Name]

[Signature of Member]
[Name]

[Signature of Member]
[Name]

[Signature of Member]
[Name]

[Date of Defense]
Month 1, Year (March 1, 2015)

Dedicated to -

(Times New Roman, 18 Pt, Bold, Right aligned)

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

(Times New Roman, 12 Pt, Justified, 1.5 line spacing)

Acknowledgements

(Times New Roman, 18 Pt, Bold, Center aligned)

The acknowledgements and the people to thank go here.

(Times New Roman, 12 Pt, Justified, 1.5 line spacing)

Abstract

(Times New Roman, 18 Pt, Bold, Center aligned)

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.

(Times New Roman, 12 Pt, Justified, 1.5 line spacing)

Student Name
Date

(Times New Roman, 12 Pt, Right aligned)

List of Articles

(Times New Roman, 18 Pt, Bold, Center aligned)

Write the articles published from this dissertation along with the full citation.

(Times New Roman, 12 Pt, Justified, 1.5 line spacing)

Table of Contents

(Times New Roman, 18 Pt, Bold, Center aligned)

Content	Page	
Declaration of Authorship	(Times New Roman, 12 Pt, Roman numerical (i, ii, iii etc.))	
Declaration of Acceptance		
Dedication		
Acknowledgements		
Abstract		
List of Articles		
List of Figures		
List of Tables		
List of Abbreviations		
List of others, if applicable		
1 Wood Preservation (Chapter Title)		
1.1 Wood Preservatives		
1.2 Types of Preservatives		
1.2.1 Coal-tar creosote		
1.2.2 Water-borne preservative		
1.2.2.1 Fixed type		
1.2.2.2. Leachable		
1.2.3 Oil-borne preservative		
References		

List of Tables

(Times New Roman, 18 Pt, Bold, Center aligned)

Tables	(Times New Roman, 12 Pt, Bold, Center aligned)	Page
1. Distribution of respondents by age group		??
2. Percentage of population suffering from		??

(Times New Roman, 12 Pt, text left aligned, 1.5 line spacing; page no right aligned)

List of Figures

(Times New Roman, 18 Pt, Bold, Center aligned)

Figures	(Times New Roman, 12 Pt, Bold, Center aligned)	Page
1. Chromatographic profile of.....		??
2. Bar diagram depicting percentage of population.....		??

(Times New Roman, 12 Pt, text left aligned, 1.5 line spacing; Page no right aligned)

Abbreviations

(Times New Roman, 18 Pt, Bold, Center aligned)

CCA Copper Chrome Arsenic.

(Times New Roman, 12 Pt, Left aligned, 1.5 line spacing)

Physical Constants

(Times New Roman, 18 Pt, Bold, Center aligned)

Speed of Light $c = 2.997\,924\,58 \times 10^8$ ms⁻¹ (exact)

(Times New Roman, 12 Pt, left aligned, 1.5 line spacing)

Symbols

(Times New Roman, 18 Pt, Bold, Center aligned)

a distance m
P power W (Js⁻¹)
ω angular frequency rads⁻¹

(Times New Roman, 12 Pt, left aligned, 1.5 line spacing)

Chapter 1

Wood Preservation

Many commonly used wood species can deteriorate if exposed to conditions that support growth of wood-degrading organisms. Wood products can be protected from the attack of decay fungi, harmful insects, or marine borers by applying chemical preservatives. Preservative treatments greatly increase the life of wood structures, thus reducing replacement costs and allowing more efficient use of forest resources.

The chapter title will be in Times New Roman font with 20 pt size. The text will be in Times New Roman font with 12 pt size and justified.

1.1 Wood Preservatives

Wood preservatives must meet two broad criteria: (1) They must provide the desired wood protection in the intended end use, and (2) they must do so without presenting unreasonable risks to people or the environment. Because wood preservatives are considered to be a type of pesticide

Main section headings will be numbered as chapter-number and then section-number (e.g., 1.1 for chapter 1, section 1) in 14 pt size and bold.

1.2 Types of Preservatives

Wood preservatives have traditionally been divided into two general classes: (1) Oil-type or oil-borne preservatives, such as creosote and petroleum solutions of pentachlorophenol, and (2) waterborne preservatives that are applied as water solutions or with water as the carrier.

Main section headings will be numbered as chapter-number and then section-number (e.g., 1.2 for chapter 1, section 2) in 14 pt size and bold.

1.2.1 Water-borne preservative

Waterborne preservatives are often used when cleanliness and paintability of the treated wood are required. Formulations intended for use outdoors have shown high resistance to leaching and very good performance in service. Waterborne preservatives are included in specifications for items such as lumber, timber, posts, building foundations, poles, and piling . Because water is added to the wood in the treatment process, some drying and shrinkage will occur after installation unless the wood is kiln-dried after treatment.

Second section headings will be numbered as chapter-number, section-number and then sub-section number (e.g., 1.2.1 for chapter 1, section 2 and sub-section 1) in 12 pt size and bold.

1.2.1.1 Fixed type

Waterborne preservatives react with or precipitate in treated wood, becoming “fixed.” They resist leaching. Because waterborne preservatives leave a dry, paintable surface, they are commonly used to treat wood for residential applications, such as decks and fences.

Third section headings will be numbered as chapter-number, section-number, sub-section number and then sub-sub-section number (e.g., 1.2.1.1 for chapter 1, section 2, sub-section 1 and sub-sub-section 1.2.1.1) in 12 pt size.

References

(Times New Roman, 18 Pt, Bold, left aligned)

The reference list should be single spaced with 10 pt space between two entries. Each new entry should contain a hanging indent of 0.5 inch for the second and subsequent lines of that entry.

Referencing acknowledges the sources that you use to write your essay or assignment paper. In-text citations are used throughout your writing to acknowledge the sources of your information. The full references for the **Citations** are then listed at the end of your assignment paper in the **References** list.

Intellectual Honesty and Plagiarism

Students are referred to Ordinance for the Degree of Doctor of Philosophy of Khulna University 2015 and other statutory provisions for basic definitions and University policies relating to intellectual honesty, cheating and plagiarism.

1. Citation:

Throughout the text of your paper you need to acknowledge the sources used in your writing. Whenever you present a statement of evidence such as a quote, or when you use someone else's ideas, opinions or theories in your own words (paraphrasing), you must acknowledge your sources. Some examples of how to cite sources within your paper are given below.

- If you use the name of the author(s) in your writing, place the year of publication of the work in parentheses after the author's name.
- If you refer to a work in the text of your paper, place the author's last name and the year of publication of the work in parentheses at the end of the sentence.
- If you use more than one source to write a statement in your paper, the citation can be presented using semi-colons between works.

Single author : Ahsan (2013) or (Haider, 2013)

Two authors : Ahmed and Ahmed (2013) or (Hossen and Hasan, 2013)

Three or more authors: Moni et al. (2013) or (Hamid et al., 2013)

Two or more references together:

Mohsin (2013) and Nasrin and Dutta (2013) or
(Das, 2014; Farjana and Islam, 2014)

Note: When you summarize the general idea of a source in your own words, you must cite the author and year of publication of the work as shown above.

If you directly quote fewer than 40 words, enclose the quotation by **double** quotation marks within the text. The year of publication of the work along with the page number(s)* of the quote should be provided in parentheses. When there are no page numbers, but the sources contain headings or numbered paragraphs, use a section name or paragraph number, e.g. Jones (2008, Introduction section) *or* Roberts (2008, para. 5). If the paragraphs are not numbered, cite the heading and the number of the paragraph following the heading, e.g. Anderson (2005, Discussion section, para. 2).

Mullane (2006) referred to this correlation as a “statistical anomaly” (p. 118), contributing....

or

It was found that the correlation was a “statistical anomaly” (Mullane, 2006, p. 118).

If the quotation is greater than 40 words it should be displayed in a double-spaced, indented block (1.3 cm) without quotation marks.

Mullane (2006) stated that:

If any similar qualitative research is to be undertaken in the future, then stringent controls should be put in place to ensure such statistical anomalies do not occur through lack of methodological rigor, particularly through corruption of data inadequately stored and processed (p. 66).

Example of citation:

Quality enhancement of higher education at Economics Discipline of Khulna University depends on a joint effort of the teachers and students (Haider, 2013). Some other pre-conditions in this regard are availability of infrastructural facilities (Das, 2014; Farjana and Islam, 2014), dedication and morality of students and teachers (Hamid et al., 2013) and access to knowledge base (Hasan and Hossen, 2013). Ahsan (2013), Mohsin (2013) and Nasrin and Dutta (2013) emphasize on linkage expansion with external organizations while Ahmed and Ahmed (2013) and Moni et al. (2013) advocate for upgrading course curriculum regularly to fulfill the ultimate objective of higher education quality enhancement of the discipline.

2. References:

A reference list is a **MUST** at the end of the Dissertation / Project / Research Paper / Internship paper as per prescribed format. A reference list includes details of the sources cited in your paper. It starts on a separate page at the end of your dissertation and is titled **References**. Each item cited in the reference list must have been cited in your paper. All sources appearing in the reference list must be ordered **alphabetically** by **surname**.

In contrast to the reference list, a bibliography also includes details of sources not cited in your paper which were used to support your research. While the Khulna University style does not use bibliographies you may sometimes be required to include one in addition to a References. These items should also be listed in alphabetical order.

Italics is the accepted format for titles of books, journals and videos. Article and chapter titles are not italicised or put in quotation marks. Volume numbers are italicised but not issue no.

Capitalisation should be very specific. For references, the following general rules apply:

Book titles, article, chapter or section titles - Capitalise the First Letter of the First Word of the Title, and the First Letter of the First Word After a Colon.

Nouns, pronouns, acronyms and abbreviations that are normally capitalised in the reference list and citations.

Note that the articles (a, an, the), prepositions (on, at, to, from, by), coordinating conjunctions (and, but, or, for, nor) in a title are not capitalized.

2.1. Journal Paper [Journal Article]

Style: Surname, Initials (year). Title of article, *Journal name*, Volume (Issue / Number) [if applicable], Page(s) [if available], Available at: doi [if available].

e.g. Adger, W.N. (2006). Vulnerability, *Global Environmental Change*, 6(3), pp. 268-281.

e.g. Haider, M.Z. (2013). Determinants of Rice Residue Burning in the Field, *Journal of Environmental Management*, 128, pp. 15-21.

e.g. Haider, M.Z. and Dutta, C.B. (2012). Inflation-Unemployment Trade-off: Evidence from Bangladesh Economy, *Asia-Pacific Journal of Management Research and Innovation*, 8(3), pp. 227-237.

e.g. Chaudhury, A.H., Ahmed, S.N. and Haider, M.Z. (2000). Population, Urbanization and Sustainable Development in Bangladesh, *Khulna University Studies*, 2(2), pp. 381-394.

e.g. Ahsan, M.N. and Warner, J. (2014). The Socioeconomic Vulnerability Index: A Pragmatic Approach for Assessing Climate Change led Risks - A Case Study in the South-western Coastal Bangladesh, *International Journal of Disaster Risk Reduction*, 8(1), pp. 32-49, Available at: <http://dx.doi.org/10.1016/j.ijdr.2013.12.009>.

e.g. Haider, M.Z. and Ahmed, M.F. (2014). Multipurpose Uses of Cyclone Shelters: Quest for Shelter Sustainability and Community Development, *International Journal of Disaster Risk Reduction*, Available at: <http://dx.doi.org/10.1016/j.ijdr.2014.03.007>.

2.2. Book [Book]

Style: Surname, Initials (year). *Title of Book*, Edition [if applicable], Publisher, Place of publication [if applicable], Page(s) [if available], Available at: doi [if available].

e.g. Varian, H.R. (2009). *Intermediate Microeconomics: A Modern Approach*, 8th edition, W.W. Norton and Company, New York.

e.g. Kolstad, C.D. (2003). *Environmental Economics*, Oxford University Press, New York.

e.g. Gupta, P. and Gupta, R. (1993). *Business Statistics*, 2nd edition, Sultan & Chad Publications, New Delhi.

e.g. Gujarati, D.N., Porter, D.C. and Gunasekar, S. (2009). *Basic Econometrics*, 5th edition, McGraw Hill, New York.

e.g. Dae-jung, K., Sen, A., Pei, M., Stiglitz, J., Jang, H., Douglas, W.A., Inoguchi, K., Haggard, S., Fukuyama, F., You, J., Iqbal, F. and You, J. (2001). *Democracy, Market Economics, and Development: An Asian Perspective*, World Bank, Available at: <http://dx.doi.org/10.1596/0-8213-4862-0>.

2.3. Edited Book [Book Section]

Style: Surname, Initials (year). 'Chapter title', in Editor's Surname, Initials (ed.) / (eds.) [as applicable], *Title of book*, Publisher, Place of publication [if applicable], Page(s) [if available], Available at: doi [if available].

e.g. Santhakumar, V., Haque, A.K.E. and Bhattacharya, R. (2005). 'An Economic Analysis of Mangroves in South Asia', in Khan, M. (ed.), *Economic Development in South Asia*, Tata McGraw Hill, New Delhi, pp. 369-437.

e.g. Vincent, J.R. (2011). 'Valuing the Environment as a Production Unit', in Haque, A.K.E., Murty, M.N. and Shyamsundar, P. (eds.), *Environmental Valuation in South Asia*, Cambridge University Press, New Delhi, pp. 36-78.

e.g. Khan, M.Z.H. and Haque, A.K.E. (2011). 'Red Wells, Green Wells and the Costs of Arsenic Contamination in Bangladesh', in Haque, A.K.E., Murty, M.N. and

Shyamsundar, P. (eds.), *Environmental Valuation in South Asia*, Cambridge University Press, New Delhi, pp. 306-327.

e.g. Choyakh, H. (2009). 'Modelling Tourism Demand in Tunisia Using Cointegration and Error Correction Models', in Matias, A., Nijkamp, P. and Sarmiento, M. (eds.), *Advances in Tourism Economics*, Physica-Verlag HD, pp. 71-84, Available at: <http://dx.doi.org/10.1007/978-3-7908-2124-6>.

2.4. Published Conference / Seminar Proceedings [Conference Proceedings]

Style: Surname, Initials (year). 'Title of paper', in Editor's Surname, Initials (ed./eds.) [if/as applicable], *Title of conference*, Conference description and type, Publisher [if applicable], Organizer [if applicable], Place of conference, Date(s) of conference, Page(s) [if available], Available at: URL (Accessed date) [if available].

e.g. Shah, A. (1990). 'Neuro-rehabilitation Services in the Midlands', in Wood, P. (ed.), *Practical Psychology: How to Improve*, Proceedings of the Coventry Conference of Local Psychology Provision, Prentice Hall, Coventry University, London, 7-9 March, pp. 8-20.

e.g. Bulusu, V. and Kodavatiganti, K. (2011). 'Distributed Leadership and its Impact on Teaching, Learning & Job Satisfaction', in Thakur, R.R., Thukral, S., Sahu, N. and Gupta, V. (eds.), *Challenges of Globalization: Strategies for Competitiveness*, Proceedings of the International Conference, Macmillan Publishers India Ltd., Ajay Kumar Garg Institute of Management (AKGIM) Campus, Ghaziabad and National Institute for Entrepreneurship and Small Business Development (NIESBUD), India, 14-15 January, pp. 193-200.

e.g. Jakkilinki, R., Georgievski, M. and Sharda, N. (2007). 'Connecting Destinations with an Ontology-based e-tourism Planner', *Information and Communication Technologies in Tourism 2007*, Proceedings of the 14th Annual Conference of International Federation for IT & Travel and Tourism (IFITT), Springer-Verlag, Vienna, 24-26 January, pp. 21-32, Available at: http://www.abcd.net/publication/221357515_Connecting_Destinations (Accessed on 12 May 2013).

2.5. Unpublished Conference / Seminar Paper [Conference Paper]

Style: Surname, Initials (year). ‘Title of paper’, *Name of Conference*, Conference description and type, Organizer, Place of conference, Date(s) of conference, Page(s) [if available], Available at: URL (Accessed date) [if available].

e.g. Haider, M.Z., Mohsin, K.F. and Ahsan, M.N. (2011). ‘Structural Changes of the Industrial Sector: A Study on the South-West Region of Bangladesh’, *Contemporary Issues in Economics (NCCIE)*, National Conference, Shahjalal University of Science and Technology (SUST), Sylhet, 23-24 February.

e.g. Aumueller, D. (2005). ‘Semantic Authoring and Retrieval within a Wiki’, *European Semantic Web Conference (ESWC)*, International Conference, Heraklion, Crete, 29 May - 01 June, Available at: <http://dbs.uni-leipzig.de/file/aumueller05wiksar.pdf> (Accessed on 12 May 2013).

2.6. Working / Discussion / Occasional Paper [Serial]

Style: Surname, Initials (year). Title of the paper, Paper type, Paper Number [if applicable], Institution or organization, Place of organization / publication, Page(s) [if available], Available at: URL (Accessed date) [if available].

e.g. Haider, M.Z. (2012). Options and Determinants of Rice Residue Management in the South-west Region of Bangladesh, Working Paper, No. 71-12, South Asian Network for Development and Environmental Economics (SANDEE), Kathmandu, Available at: http://www.sandeeonline.org/uploads/documents/publication/988_PUB_Working_Paper_71_Ziaul_Haider.pdf (Accessed on 12 May 2013).

e.g. Singh, V.P., Neue, H.U. and Akbar, M. (1994). Coastal Saline Soils for Rice Cultivation, Discussion Paper, No. 4, International Rice Research Institute (IRRI), Manila.

2.7 Organizational Sources (for Report / Book) [Government Document]

Style: Organization(s) name (year). *'Title of the report / book'*, Type of Report [if applicable], Report No. [if applicable], Institution or Organization, Concerned wing of the organization [if applicable], Place of organization, Page(s) [if available].

e.g. BBS (2010). *'Statistical Year Book of Bangladesh 2009'*, Bangladesh Bureau of Statistics (BBS), Ministry of Planning, Government of the People's Republic of Bangladesh, Dhaka.

e.g. UNEP (1999). *'Trade Liberalisation and the Environment - Lessons Learned from Bangladesh, India, Philippines, Romania and Uganda'*, Synthesis Report, UNEP/99/7, United Nations Environment Programme (UNEP), United Nations, New York.

e.g. NACA (2002). *'Shrimp Farming and the Environment: Can Shrimp Farming Be Undertaken Sustainably?'*, Network of Aquaculture Centers in Asia Pacific (NACA), Bangkok.

2.8 Organizational Sources (for Information / Dataset / Map / Image) [Dataset]

Style: Organization(s) name (year). Description of the Information / Dataset / Map / Image, Institution or Organization, Place of organization.

e.g. SRDI (2014). Salinity Dataset, Soil Resource Development Institute (SRDI), Khulna.

e.g. BUP (2014). Agricultural Dataset, Batiaghata Union Parishad (BUP), Batiaghata, Khulna.

2.9 Unpublished Thesis / Dissertation [Thesis]

Style: Surname, Initials (year). *Title of the thesis / dissertation*, Unpublished Undergraduate / Masters / Ph.D [as applicable] Thesis / Dissertation [as applicable], Discipline / Department / Wing [as applicable], Institution or organization, Place of organization, Page(s) [if available].

e.g. Haider, M.Z. (2007). *Structural Changes and International Competitiveness of the Bangladesh Textile and Garment Industry*, Unpublished Ph.D Dissertation, Graduate School of Economics and Management, Tohoku University, Sendai.

e.g. Ahsan, M.N. (2004). *Mongla Seaport and Its Performance*, Unpublished Undergraduate Thesis, Economics Discipline, Khulna University, Khulna.

2.10 Translated Book / Article / Bulletin / etc. [Report]

Style: Surname, Initials (year). *Original Title of the book / report / bulletin / etc.* with name of the original language within [square brackets] and English translated title in another parenthesis, Publisher, Place of publication [if applicable], Page(s) [if available].

e.g. Ahmed, S.N. (2007). *Chingri Prokriakaron Karkhana Sramikder Jibon Jibika O Nunotomo Majuri [in Bengali] (in English: Livelihood Pattern of Labors in Shrimp Processing Plants and their Minimum Wage Level)*, Social Activities for Environment (SAFE), Khulna.

2.11 Newspaper Sources (Authored Items) [Newspaper Article]

Style (for Articles in English): Surname, Initials (year). *Article title*, Newspaper, Date, Place of publication [if available], Page(s).

Style (for Articles in other language): Surname, Initials (year). *Original Title of the article* with name of the *original language* within [square brackets] and *English* translated title in another parenthesis, Newspaper, Date, Place of publication [if available], Page(s).

e.g. Smith, A. (2008). *Money for Old Rope*, Daily News, 21 January, pp. 1, 3-4.

e.g. Himalay, A.H. (2014). *Voirob O Rupsha Nodir Panite Lobonaktotar Oshhavabik Othanama [Bengali], (in English: Abnormal Ups and Downs of Salinity Level in the Water of Voirob and Rupsha River)*, The Daily Purbanchal, 26 April, Khulna, pp. 1, 4.

2.12 Newspaper Sources (Non-authored Items) [Magazine Article]

Style (for Non-authored Articles / News / Editorial / Sub-editorial in English):
Newspaper (year). *Article / News / Editorial / Sub-editorial title* [as applicable],
Date, Place of publication [if available], Page(s).

Style (for Non-authored Articles / News / Editorial / Sub-editorial in other language):
Newspaper (year). *Original title of the Article / News / Editorial / Sub-editorial*
[as applicable] with name of the *original language* within [square brackets] and
English translated title in another parenthesis, Date, Place of publication [if
available], Page(s).

e.g. Daily News (2008). *Small Change*, 2 February, p. 7.

e.g. The Daily Star (2008). *Jute Mill Workers Give Ultimatum to BJMC*, 17 February, p.
5.

e.g. Shamokal (2008). *Oprodorshito Ai Boidho Korar Sujug Abaro [Bengali]*, (*in
English: Another Opportunity to Legalize Undisclosed Income*), 10 June, pp. 1,
17.

2.13 Electronic Sources [Web Page/Web sources]

When referencing electronic resources it is necessary to provide details about the location of the item. Wherever possible the DOI (digital object identifier) should be provided in the reference. Electronic sources should be referenced in the same format as that for a “fixed-media source”, such as a book, with the DOI included at the end. If a DOI is available no further publication or location elements are required. If no DOI is available, provide the direct URL if the item is freely accessible or the home page URL if access is restricted.

Style (for Authored Document): Surname, Initials (year). Title of the document [online],
Available at: URL (Accessed date).

Style (for Non-authored Organizational Information / Dataset / Map / Image):
Organization(s) name (year). Title of the document [if available] **OR** Information
/ Dataset / Map / Image [as applicable] retrieved from the website of the
organization [online], Available at: URL (Accessed date).

e.g. Castle, B. (2005). Introduction to Web Services for Remote Portlets [online], Available at: <http://www-128.ibm.com/developerworks/library/ws-wsrp/> (Accessed on 12 November 2007).

e.g. Wikipedia (2007). Climate Change [online], Available at: http://en.wikipedia.org/wiki/Climate_change (Accessed on 18 April 2014).

e.g. BSCIC (2010). Information retrieved from the website of Bangladesh Small and Cottage Industries Corporation (BSCIC) [online], Available at: <http://www.bscic.gov.bd/> (Accessed on 09 July 2010).

e.g. BEPZA (2014). Dataset retrieved from the website of Bangladesh Export Processing Zones Authority (BEPZA) [online], Available at: http://epzbangladesh.org.bd/investments/investment_report/dhaka-export-processing-zone-2 (Accessed on 15 April 2014).

e.g. Banglapedia (2006). Map of Khulna district retrieved from the website of Banglapedia [online], Available at: http://www.banglapedia.org/HT/K_0311.htm (Accessed on 12 May 2013).

2.14 Encyclopedia Entries (Authored Items) [Encyclopedia]

Style: Surname, Initials (year). 'Title of entry', in Editor's Surname, Initials (ed.) / (eds.) [if/as applicable], Title of Encyclopedia, Edition [if applicable], Publisher [if applicable], Place of publication [if applicable], Page(s) [if applicable], Available at: URL (Accessed date) [if applicable].

e.g. Faden, R. and Shebaya, S. (2010). 'Public Health Ethics', in Zalta, E.N. (ed.), The Stanford Encyclopedia of Philosophy, Summer 2010 edition, Available at: <http://plato.stanford.edu/entries/publichealth-ethics/> (Accessed on 17 April 2014).

e.g. Firdion, J.M. (2004). 'Foster Care', in Levinson, D. (ed.), Encyclopedia of Homelessness, SAGE Publications, Inc., Thousand Oaks, pp. 168-172, Available at: <http://dx.doi.org/10.4135/9781412952569.n50> (Accessed on 12 May 2013).

2.15 Encyclopedia Entries (Non-authored Items) [Online Database]

Style: Title of Encyclopedia (year). ‘Title of entry’, Volume [if applicable], Edition [if applicable], Publisher [if applicable], Place of publication [if applicable], Page(s), Available at: URL (Accessed date) [if applicable].

e.g. Encyclopaedia Britannica (1926). ‘Psychology of Culture Contact’, 1, 13th edition, London, pp. 765-771.

3. Secondary Citation

Secondary sources should be used sparingly, such as when an original work is out of print. In these instances you may quote or paraphrase a source (A) that is referred to within another source (B). You should *not* cite source A as though you read the original work. You must cite source A through the secondary source (B) which you actually read.

In-text citation:

e.g. Kolb (1984; as cited in Knowels et al., 2005) proposed a reflective cycle as the basis of learning from experience.

e.g. The four steps of learning cycle (Kolb, 1984; as cited in Knowels et al., 2005) are described as concrete experience, observation and reflection.

Reference:

You need to mention both references in the ‘References’ section following the appropriate style shown previously.

4. Personal Communication / Field Survey

Mention a personal communication, such as a conversation, a letter, an e-mail, an electronic discussion, an interview or a survey, only in text; **do not include in ‘List of References’**. Give the full name of the author of the communication and an exact date.

e.g. According to Mr. ‘X’, the Managing Director of the ‘Y’ company, research in new product development is very important for the firms to sustain in the prevailing competitive environment (Personal Communication, 20 January 2014).

e.g. The introduction of shrimp farming has been exerting negative impacts on fodder availability (Field Survey, 2012).

5. Different works of the same author name

If you have references for multiple works by the same author, each of the works with the same author is listed alphabetically in the reference list by the initials of the first author, irrespective of the names of the other authors or the years. In the text, citations are differentiated by including the first author's initials *even if the year of publication is different*.

In-text citation: Goldberg and Neff (1961) and Goldberg and Wurtz (1972) studied...

Reference list: Goldberg, J.M. and Neff, W.D. (1961)....

Goldberg, J.M. and Wurtz, R.H. (1972)...

For different works by exactly the same author(s), published in the same year, you should differentiate the works by including 'a', 'b' or 'c' etc after the year when citing in-text and in the reference list.

In-text citation: Jones (1999a) stated... Jones (1999b) stated...

Jones (1999a, 1999b) stated... Jones (2008) stated...

Reference list: Jones, C. (1999a). *Assessing hypotheses*. Penrith, Australia: University of Western Sydney.

Jones, C. (1999b). *Forming hypotheses*. Penrith, Australia: University of Western Sydney.

Jones, C. (2008). *Developing hypotheses*. Penrith, Australia: University of Western Sydney.

References of same author and same year are ordered alphabetically by title of the book, article or chapter.

For different works by exactly the same author(s) but published in different years chronological order should be followed for both in-text citation and Reference list.

6. Additional Instructions

Make sure that all the references cited in the main text are also listed in the ‘References’ and vice versa. A 100 percent matching is needed in this regard. If any information is missing or not available in this format, employ your fullest effort to find out first, and if still unavailable, write using the available information only. For still missing or unclear or uncovered issues, follow the American Psychological Association (APA) Referencing Style Guide as a benchmark.

PhD Dissertation Evaluation Format

A PhD dissertation shall be examined by three external examiners using this format as soon as feasible but not exceeding six weeks from the date the dissertation was delivered.



Please evaluate the PhD dissertation's different aspects using the following space. To allow for a comprehensive assessment please try to provide detail explanation of your evaluation regarding each of the following aspects.

This evaluation will be made available to the Chairman of Dissertation Evaluation Committee (DEC) and will be used by the Controller of Examinations when the committee ascertains the qualifications of the PhD candidate. Only when aspects of the dissertation are unacceptable specific comments from the examiner(s) will be made known to the candidate through Chairman of DEC.

Requirements for the PhD degree awarded by Khulna University:

In order to be awarded the degree of Doctor of Philosophy, the candidate must be adjudged by **three External Examiners** to have demonstrated the ability to:

1. Formulate research questions that address research-worthy issues;
2. Carry out original scientific research;
3. Produce manuscripts that are publishable in peer-reviewed journals indexed in Web of Science, Scopus, Current Contents, Index Chemicus etc.;
4. Integrate the research into the discipline in question and put it into a broader scientific context; and
5. The Dissertation must be a piece of 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 capacity for critical examination and scholarly judgment. It must be satisfactory as far as its language and presentation are concerned.

Name of Candidate :

Student ID :

Title of PhD Research :

1. Scientific Quality of PhD Dissertation

1a. Originality of the Research (please select any one from below)

Unacceptable / Acceptable / Satisfactory / Good / Very Good / Excellent

Reason for the selected evaluation (between 25 – 100 words):

1b. Scientific Quality of the (Research) Chapters (please select any one from below)

Unacceptable / Acceptable / Satisfactory / Good / Very Good / Excellent

Reason for the selected evaluation (between 25 – 100 words):

2. Candidate's reflection on the research (please select any one from below)

Unacceptable / Acceptable / Satisfactory / Good / Very Good / Excellent

Reason for the selected evaluation (between 25 – 100 words):

3. Quality of written presentation (please select any one from below)

Unacceptable / Acceptable / Satisfactory / Good / Very Good / Excellent

Reason for the selected evaluation (between 25 – 100 words):

4. Overall assessment (based upon the above evaluations from 1 to 3)

Unacceptable / Acceptable / Satisfactory / Good / Very Good / Excellent

Reason for the selected evaluation (between 25 – 100 words):

The PhD candidate will not be allowed to defend the dissertation if any of the above evaluation criteria are marked as ‘unacceptable’ by any External Examiner. In case of a mark of ‘unacceptable’, please reflect that in your final comment on the suitability of the Dissertation.

5. Conclusion

The undersigned considers that the Dissertation:

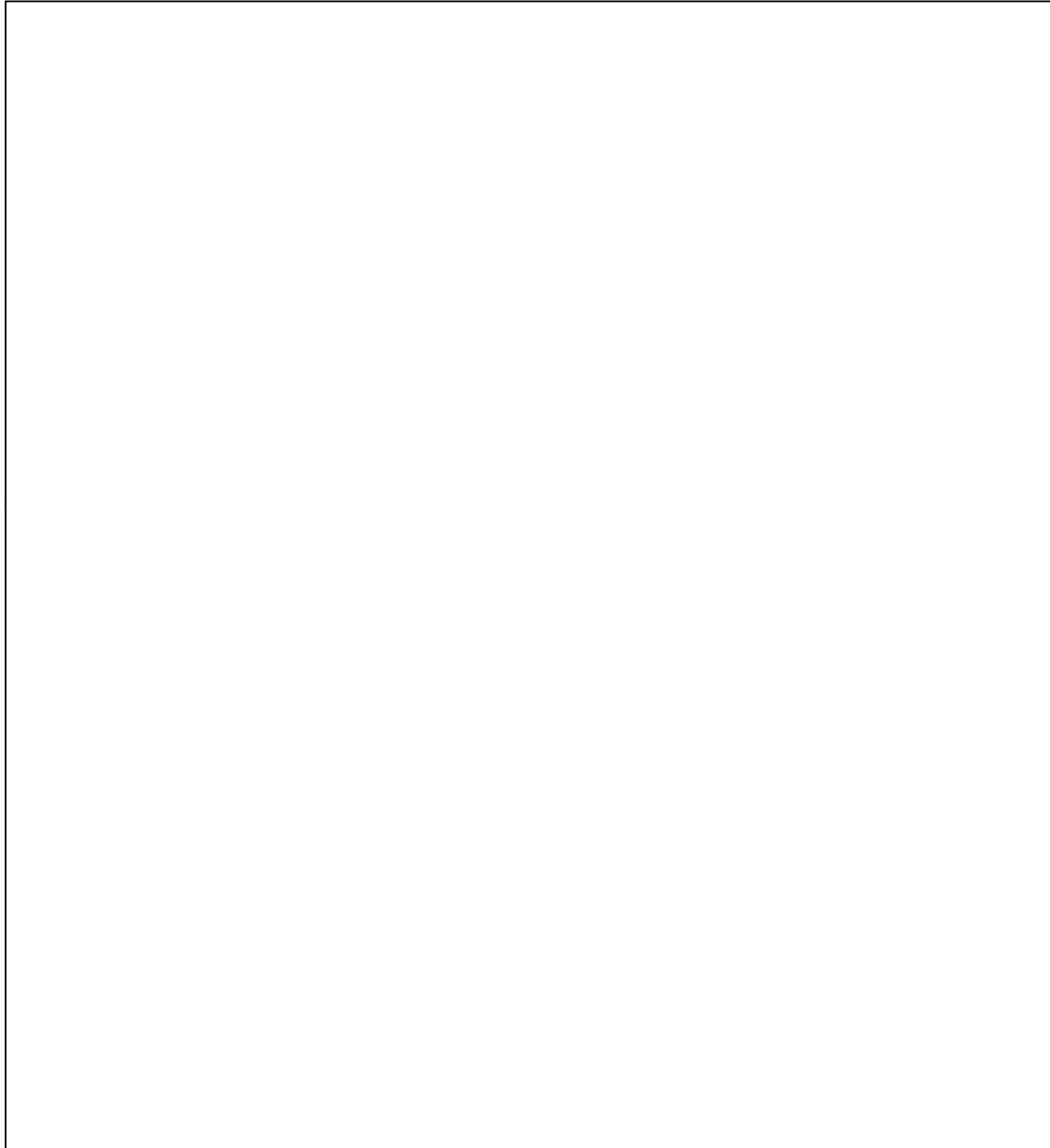
- a. Can be accepted without any modification
- b. Can be accepted with minor modification
- c. Needs major correction that may or may not involve extra works
- d. Lacks sufficient academic merit to be considered for the degree

Please note:

On the favorable recommendation of the examiners (outcome 5a), the candidate will appear for a *defense* to ascertain that the dissertation embodies his/her own research works and that he/she possesses general comprehension of the field of study within which the subject of the research falls.

In case of outcomes 5b, 5c, and 5d please use the text box below to comment on the negative evaluation. If necessary, please attach additional sheet(s) for detailed comments and/or queries and refer to the extra sheet(s) in the same box.

The information in this box and extra sheet(s), if any, will be forwarded to the Dissertation Evaluation Committee (DEC) to take appropriate measures and to arrive at a decision regarding the level of achievement of the candidate.

A large, empty rectangular box with a thin black border, intended for the candidate to provide additional information or attach extra sheets. The box is currently blank.

Name of the External Examiner :

Address of the External Examiner :

Signature of the External Examiner :

Date :

PhD Defense Evaluation Form

PhD defense is to ascertain that the dissertation embodies the candidate's own research works. The DEC shall evaluate the content and style of the presentations and shall send a copy to the Controller of Examinations.

Full time Part time

Date:

Name of the student :.....

Student ID :.....

Title of Research :.....

Questions Related to Presentation Content (Yes / No):

- Is the research problem clearly identified?
- Are the reserach question and hypothesis clearly articulated?
- Are the findings/results and its interpretation clear to audience?
- Are the objectives specific to the research issues achieved?

Questions Related to Visual Aids (Yes / No):

- Is the presentation clear and not overcrowded with text?
- Is the content (statement/figure/data) conveying result/finding effectively?

Questions Related to Performance (Yes / No):

- Is the candidate confident, knowledgable, and clear aboutr the research?
- Is the candidate flexible, honest and enthusiastic?
- Are questions answered accurately, clearly and arguably?

DEC Concludes that the Candidate (put tick mark '✓' in appropraite box)

Has failed to defend that the thesis embodies his/her own research works

Should **appear again** for the defense

Has been **found qualified** for the award of PhD Degree

Signature of DEC Members

Signature of DEC Chairman

Date and Signature of Head

Date and Signature of Dean