



## Manipal Academy of Higher Education (MAHE)

### Ph. D. Regulations

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## Ph.D. Program at Manipal Academy of Higher Education

The Manipal Academy of Higher Education offers Ph.D. programs in various disciplines through its constituent institutions and departments.

Complete and updated information on Ph.D. and doctoral training program will be available at all times at <https://manipal.edu/mu/academics/phd.html>

### Handbook

The handbook is intended for prospective and present Ph.D. candidates, but the information will also be useful for supervisors, academic and administrative support staff members. Members of expert evaluation committees and support staff members involved in organizing the public defense of thesis will also find useful information. The handbook focuses on the Ph.D. candidates and is therefore structured to meet their needs. The following documents are available at <https://manipal.edu/mu/academics/phd/handbook-and-downloads.html> from the website and are available as annexures in the handbook.

1. Application form
2. Format for PhD protocol submission
3. Course work grade sheet template
4. DAC meeting template
5. Progress report template
6. Synopsis
7. Thesis cover page
8. Certificates
9. Declaration regarding plagiarism
10. Manipal Academy of Higher Education plagiarism policy

1. **Designation of the Course: Doctor of Philosophy (Ph.D.)**

The degree awarded by the Manipal Academy of Higher Education (MAHE), conferred upon a candidate after having satisfactorily completed the prescribed course of study and meeting with other conditions laid down by the University qualifies for the award of Doctor of Philosophy abbreviated as Ph.D.

2. **Admission & Eligibility**

A candidate seeking admission to the Ph.D. program must have

- A postgraduate degree or equivalent from universities/institutions recognized by UGC
- Postgraduate degree in Medical or Dental Sciences
- MBBS or BDS or an undergraduate degree which is of at least 5 years' duration
- Pharm. D. / Pharm. D. (Post Baccalaureate)

3. **Categories of candidates 3.1**

**Full time candidates**

Category 1:

Candidates with UGC - CSIR - NET-JRF/ ICMR -JRF / DBT-JRF (BET)/JEST / INSPIRE Fellowship/qualified any of the UGC recognized national or state level eligibility test with a valid fellowship at the time of admission. Such candidates are exempted from the qualifying written test conducted by Manipal Academy of Higher Education and their selection would be by a panel of experts through interview

Category 2:

Candidates who qualify the MAHE Eligibility Test for Ph.D. programme. These candidates are eligible for grant in aid instituted by MAHE under the Dr TMA Pai Ph.D. Scholarship Programme. More than 150 fellowships per year would be awarded to eligible candidates, who would be called the Dr TMA Pai PhD scholars. Call for submitting application for Dr TMA Pai Scholarship would be made in leading newspapers and the university website. There would be two calls annually, one in February and the second in August. Selection of shortlisted candidates would be finalized through written test / interview.

Category 3:

Candidates who work in a funded project within the University or in research centres who are affiliated and collaborating with MAHE.

Category 4:

Integrated M Sc PhD program:

MAHE offers integrated M Sc -PhD programs at the Manipal Centre for Natural Sciences, Kasturba Medical College and School of Life Sciences.

<https://manipal.edu/mcns-manipal.html>

<https://manipal.edu/kmc-manipal/program-list/msc-clinical-embryology.html>

<https://manipal.edu/sls-manipal/program-list/master-of-science--m-sc--by-research-in-life-sciences-.html>

Category 5: Jointly awarded PhD or Co-supervised PhD with International Universities.

### **3.2 Part time candidates**

Candidates who are the faculty/employees of MAHE in pursuit of advancing their academic qualification are eligible to induct into the Ph.D. programme, upon recommendation from the Institutional Head, Research Supervisor and Doctoral Advisory Committee. This provision is for those candidates who shall take an undertaking that their routine responsibilities would be duly attended and under no circumstances compromised. The university shall reserve the rights to reconsider the registration of candidates who do not adhere to these guidelines.

#### **4. Duration of the Program**

The duration of the program will be from the time of registration till the submission of thesis.

- 4.1 The minimum duration for the postgraduates qualified for Full Time Ph.D. shall be 3years from the date of registration. Extension beyond the minimum period will be based on the recommendation of the Doctoral Advisory Committee(DAC). The maximum duration shall not exceed 6 years.
- 4.2 The minimum duration for the postgraduates qualified for Part Time Ph.D. shall be 4years from the date of registration. Extension beyond the minimum period will be based on the recommendation of the Doctoral Advisory Committee (DAC). The maximum duration shall not exceed 7 years.

#### **5. Admission to the Doctoral Programme**

Admission to MAHE Ph.D. programme will be undertaken on the following basis:

- 5.1 Applications for the Ph. D. program will be received by the University throughout the year and will be processed quarterly.
- 5.2 Research Scholars sponsored by funding agencies must submit their application along with a synopsis of the project and details of funding. This refers to individual Junior Research Fellowship holders (UGC/CSIR/ICMR/ DBT/Inspire Fellowship) selected on the basis of interview. There will be no separate notification by MAHE.
- 5.3 Whenever University faculty members have research grants with provision for appointing research scholars, the selection of candidates will be based on the guidelines of funding agency and of MAHE.
- 5.4 MAHE employees who seek admission to Ph.D. program must submit their application through proper channel.
- 5.5 Candidates selected under the Dr TMA Pai Ph.D. Scholarship scheme, must submit a copy of their scholarship approval along with their application.
- 5.6 Candidates intending to carry out research in collaborative research centres must submit a no objection letter from the appropriate authority of such centre. The applications must be forwarded by the research centres.

#### **6. Registration Procedure**

- 6.1 Every candidate has to register through one of the constituent institutions of MAHE.
- 6.2 There must be one registered supervisor / Co-supervisor from MAHE institution. (Procedure for registration of supervisor / co-supervisor is given in section 7.)
- 6.3 The candidate has to submit the following to the Head of Institution/Research Coordinator of the respective MAHE institution.

- I. The application in the prescribed format
- II. Copies of the Master's degree certificate
- III. Copies of the master's degree marks / grade sheets
- IV. Two copies of the research proposal\$ (soft, black bound, 15 20 pages)
- V. Soft copy of the research proposal
- VI. Plagiarism check/Similarity index report signed by the candidate and supervisor

The research proposal should highlight the proposed research plan clearly stating the following:

- I. Introduction to the proposed research
- II. Literature survey
- III. Research gaps identified
- IV. Objectives
- V. Detailed methodology
- VI. Expected outcomes
- VII. Importance of the proposed research
- VIII. Research plan schedule
- IX. Pilot study/Preliminary work done
- X. Expenses and funding
- XI. References

- 6.4 The research proposal should be explanatory, about 15- 20 pages, printed on A4 size paper, 1 inch margins on all the sides with black soft bind. Font size for headings should be 14Bold, subheadings should be 12 Bold and text should be 12 normal with 1.5 line spacing. The references should follow a standard format and all the references should be cited in the text.
- 6.5 If the proposal involves use of animals or human subjects/materials, proper ethical approval should be submitted along with the application.
- 6.6 If the proposal involves use of transgenics / recombinant DNA technology, institutional bio-safety committee approval should be submitted.
- 6.7 The Head of Institution/Research coordinator in consultation with the Supervisor will form a Doctoral Advisory Committee (DAC) for each candidate (Organization of DAC is given in Section 10).
- 6.8 The Head of Institution/Research coordinator will arrange for a protocol presentation by the candidate at the institution. The institutional research committee and DAC should be a part of this meeting. It is advisable to have an external member to be a part of this meeting in order to get an outsider's perspective and feedback. Participation of this member through online mode is acceptable.
- 6.9 Once the proposal is accepted, the Head of Institution/Research coordinator will send the following documents:
  - I. Covering letter from the Head of the Institution
  - II. Copy of the signature sheet of DAC members
  - III. Recommendations of the DAC
  - IV. List of DAC members with address, phone number and e-mail ID
  - V. Sanction letter of funding (if any)
  - VI. Duly completed application form
  - VII. Change of name affidavit (if there is any change)
  - VIII. Copy of the Master's degree certificate
  - IX. Copies of Master's degree marks / grade sheets
  - X. One copy of the research proposal (soft, black bound, 15-20 pages)
  - XI. Soft copy of the research proposal
  - XII. Plagiarism check/similarity index report signed by the candidate and supervisor to:

Director, Centre for Doctoral Studies  
Ground Floor, Advanced Research Centre  
Manipal Academy of Higher Education  
Manipal-576104 |Karnataka |India  
Tel: +918202922017  
Email: cds.mahe@manipal.edu

- 6.10 The candidate will be called to present the research proposal to the MAHE-Ph.D. Protocol Approval Committee (PPAC) on a date notified by the University.
- 6.11 Presence of Supervisor/Co-Supervisor is mandatory during the presentation.
- 6.12 Final registration will be permitted after approval by the MAHE - PPAC
- 6.13 If approved, the date of presentation at MAHE - Ph.D. Committee will be the date of registration.
- 6.14 If modifications are suggested, date of submitting the modified proposal to the Office of Director, Centre for Doctoral Studies (CDS), MAHE will be the date of Registration.

## 7. Recognition of Supervisor

### 7.1 Eligibility:

- a) For Non-Medical: Five research publications in SCOPUS indexed Journals after Ph.D. registration of which three should be after award of PhD or should have completed atleast two years post-doc research. All the five papers should be a first author publication or corresponding author publication.
- b) For Medical/Dental: Must be a postgraduate medical teacher as per MCI/DCI guidelines (or 5 years teaching experience after MD/MS/MDS) and have 5 original research publications in SCOPUS indexed Journals. All the five papers should be a first author publication or corresponding author publication.

### 7.2 The Completed application must be submitted to the Head of Institution/ research coordinator of the respective institution through proper channel along with a) Attested copies of the Degree Certificates

- b) Copies of Five original research articles in Scopus Indexed Journals in the relevant field.

### 7.3 The Head of Institution/Research coordinator, along with a separate recommendation letter, has to send the application to:

**Director, Centre for Doctoral Studies**  
Ground Floor, Advanced Research Centre  
Manipal Academy of Higher Education  
Manipal-576104 |Karnataka |India  
Tel: +918202922017

### 7.4 The Director, CDS, MAHE will forward the applications to MAHE-Ph.D. Core Committee(PCC) for approval.

### 7.5 A formal communication will be sent to the approved Supervisor.

### 7.6 Director, CDS, will obtain the approval of the MAHE Academic Senate.

### 7.7 Guidelines for recognized Supervisors:

#### 7.7.1 A recognized Supervisor should have

- a) Not more than 8 Ph.D. students registered with him as Supervisor at any given time as a Chief Supervisor
- b) Not more than two students per calendar year

#### 7.7.2 The supervisor and the co-supervisor(s) should not be closely related to each other and to the candidate.

7.7.3 The supervisor should not have completed 65 years of age at the time registration of the candidate.

7.8 In case of absence of the supervisor for a prolonged period of time, the Vice-Chancellor may appoint another Supervisor who is qualified, with the recommendation of the DAC.

7.9 If no new candidate registers under a supervisor for a period of 5 years from the date of registration of a previous candidate, guideship will be discontinued.

7.10 Obligation of the Research Supervisor

The Supervisor is expected to supervise the progress of the student at every stage of the programme. He/She is expected to inculcate ethics and good conduct of research. The other responsibilities include:

- a) Constitution of the DAC in consultation with the DAC chairperson (See 8.1a)
- b) Conducting six-monthly DAC meetings and submission of the minutes of meetings.
- c) Submission of the panel of 10 examiners along with their CV and list of publications with the approval of DAC six months before the submission of thesis.
- d) Organization of an open pre-submission presentation of the candidate.

## 8. Doctoral Advisory Committee (DAC)

8.1 The Doctoral Advisory Committee has to be constituted for each research candidate, consisting of

- a) Chairperson\* (Head of the Institution or his/her nominee)
- b) Research Coordinator for Ph.D. programme
- c) Head of the Department
- d) Supervisor
- e) Co-Supervisor (if recommended)
- f) Two Subject Experts(should have a Ph.D. / MD / MS / MDS / MCh / DM degree) \*If the HOI is the supervisor, a university representative will be the chairperson.

8.2 The candidate should present the research proposal to the DAC

8.3 The committee may recommend/suggest modification/reject the proposal 8.4 If recommended, the candidate's application along with supporting documents (given in section 6.9) has to be sent to Director, CDS, MAHE.

8.5 After the approval of MAHE-Ph.D. committee, the DAC will meet twice a year to monitor the progress of research work of the candidate. The candidate has to present the progress to the DAC once in 6 months.

8.6 Every six months, proceedings of the DAC meeting along with the report submitted by the candidate has to be forwarded to the Director, CDS, MAHE.

8.7 At the end of research work, the candidate has to present the complete work to the DAC, called Pre-Synopsis presentation.

8.8 Copies of the DAC recommendation should be sent to the candidate, Director, CDS, MAHE and Registrar-Evaluation, MAHE.

8.9 Obligation of DAC

The members of the DAC have to be proactive in enhancing the quality of the research work, publications and thesis through periodic evaluation. The DAC meeting must be conducted with a minimum of 4 members participating. Specific functions:

- a) To review the research proposal and finalize the topic of research
- b) To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.

- c) To periodically review and assist in the progress of the research work of the research scholar
- d) A research scholar shall appear before the Doctoral Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance.
- e) In case the progress of the research scholar is unsatisfactory, the Doctoral Advisory Committee shall record the reasons for the same and suggest corrective measures.
- f) If the research scholar fails to implement these corrective measures, the Doctoral Advisory Committee may recommend to the University with specific reasons for cancellation of the registration of the research scholar.

## 9. Course Work

- 9.1 The candidate has to complete a course work of 12 credits during the first year of research work. (Credits are based on the workload of the learner, with one credit point generally corresponding to 35 to 40 learning hours)
- 9.2 One or two (Only) of the courses can be chosen from the list provided below. These are offered at the MAHE Campus (for students in the Manipal Campus).
- 9.3 The specific courses pertaining to thesis work may be in the form of hands on training/attending workshops / MOOCs suggested by the DAC. Some of the credits can be obtained through course work done outside the home institution, preferably in a well-known research institute, pertaining to the candidates' area of research.
- 9.4 The course work must include “Research Methodology” as one of the courses with a minimum of four credits.
- 9.5 The minimum requirement for PhD related coursework is 55% in institutions where marking scheme is followed. In institutions following MAHE 10-point grading system, the PhD candidate should complete the coursework suggested by the DAC with a minimum CGPA of 8. Minimum grade allowed in any of the coursework taken shall be C. For students who do not qualify, the DAC should suggest that the course may be repeated or take alternate courses that are equivalent and ongoing, to avoid delay in coursework completion.
- 9.6 The DAC Chairperson will issue the comprehensive grade sheet, in the format specified by the university, to the candidate after successful completion of course work by the candidate, a copy of which is to be sent to Director, CDS, MAHE.



Sl. No	Course	Offered at	Contact details	No. of Credits
1	Certificate Course in Biostatistics, Epidemiology & Research Methodology	Dept. of Statistics, MAHE	Stats.mahe@manipal.edu	Six
2	Certificate Course in Bioinformatics	School of Life Sciences, MAHE	office.mlsc@manipal.edu	Three
3	Project Management	Department of Humanities & Social Science, MIT	<a href="mailto:humanities.mit@manipal.edu">humanities.mit@manipal.edu</a>	Four
4	Advanced Research Methodology			Four
5	Certificate Course in Bioethics	Centre for Bioethics, MAHE	Bioethics.mu@manipal.edu	Two/Four
6	Research Methodology (Includes Academic Writing)	Manipal Centre for Philosophy and Humanities	<a href="mailto:Office.mcph@manipal.edu">Office.mcph@manipal.edu</a>	Three
7	Systematic Review and Meta-analysis	PHESA	<a href="mailto:Ph.cochrane@manipal.edu">Ph.cochrane@manipal.edu</a>	Four
8	Certificate Course in Biosecurity	Department of Public Health	Publichealth.mu@manipal.edu	Five
9	Certificate Course on Research Methodology, Epidemiology and Biostatistics	Kasturba Medical College	<a href="mailto:communitymed@manipal.edu">communitymed@manipal.edu</a>	Six
10	Certificate course in Laser Applications in Biology and Medicine	Department of Atomic and Molecular Physics (DAMP)	Email: <a href="mailto:camp.mu@manipal.edu">camp.mu@manipal.edu</a> Phone: 0820 2925073	Two
11	Certificate course in Nanoscience and Technology	Department of Atomic and Molecular Physics (DAMP)	Email: <a href="mailto:camp.mu@manipal.edu">camp.mu@manipal.edu</a> Phone: 0820 2925073	Two
12	Advanced Laser Technology Course Code: MSP 701	Department of Atomic and Molecular Physics (DAMP)	Email: <a href="mailto:camp.mu@manipal.edu">camp.mu@manipal.edu</a> Phone: 0820 2925073	Four
13	Optical Communication and Devices Course Code Course Code: MSP 703	Department of Atomic and Molecular Physics (DAMP)	Email: <a href="mailto:camp.mu@manipal.edu">camp.mu@manipal.edu</a> Phone: 0820 2925073	Four
14	Non-Linear Optics Course Code: MSP 705	Department of Atomic and Molecular Physics (DAMP)	Email: <a href="mailto:camp.mu@manipal.edu">camp.mu@manipal.edu</a> Phone: 0820 2925073	Four
15	Nano photonics Course Code: MSP 707	Department of Atomic and Molecular Physics (DAMP)	Email: <a href="mailto:camp.mu@manipal.edu">camp.mu@manipal.edu</a> Phone: 0820 2925073	Four
16	Nanomaterials Course Code: MSN 701	Department of Atomic and Molecular Physics (DAMP)	Email: <a href="mailto:camp.mu@manipal.edu">camp.mu@manipal.edu</a> Phone: 0820 2925073	Four
17	Nano chemistry MSN Course Code: MSN 703	Department of Atomic and Molecular Physics (DAMP)	Email: <a href="mailto:camp.mu@manipal.edu">camp.mu@manipal.edu</a> Phone: 0820 2925073	Four

18	Advanced Nanotechnology Course Code: MNS 705	Department of Atomic and Molecular Physics (DAMP)	Email: <a href="mailto:camp.mu@manipal.edu">camp.mu@manipal.edu</a> Phone: 0820 2925073	Four
19	Primer to Medical Genetics	Department of Medical Genetics. KMC, Manipal	<a href="mailto:medical.genetics@manipal.edu">Email: medical.genetics@manipal.edu</a> Phone: 0820 2923149	Two

9.7 A seminar related to the research work has to be given by the Ph.D. candidate on completion of research work, before submission of synopsis and thesis, at the institution, which is open to all and mandatory for the DAC members to participate.

## 10. Progress Report

- 10.1 The candidate has to submit the progress report of the research to the Director, CDS, every six months through proper channel.
- 10.2 The progress report must contain the details of the work carried out in the previous six months. It should be explanatory in about 10-12 pages/3000-3500 words and should be soft, black bound.
- 10.3 The progress report has to be shared with the DAC members prior to the presentation.
- 10.4 The HOI/ research coordinator/supervisor will arrange for the meeting of DAC. The candidate has to present the progress of the research to the DAC on the prescribed date.
- 10.5 The following documents need to be forwarded to the Director, CDS, MAHE:
  - i. Copy of the signature sheet of DAC meeting
  - ii. Recommendations of the DAC
  - iii. One copy of the progress report

## 11. Fee Structure

The candidate has to pay the prescribed fee to MAHE through online transfer. The details for online transfer are given below:

Beneficiary Name & Address	Manipal Academy of Higher Education
Bank Account Number	007201000089
Name of Bank	ICICI Bank Ltd
Branch Name & Address	Manipal Branch Kasturba Hospital Complex, Main Road Manipal-576104, Udupi District
RTGS/NEFT IFSC Code	ICIC0000072
MICR Code	576229002
Account Type	SB
Swift Code	ICICINBBXXX
E-mail Intimation	sfin.fee@manipal.edu; sfin.mahe@manipal.edu

## **12. Extension of Programme Duration**

- 12.1 Two months grace period will be given for thesis submission after the due date for submission. This grace period is not applicable to the candidates who have taken extension.
- 12.2 The programme duration may be extended beyond 3 years (for full time) / 4 years (for part time) on the recommendation of DAC if there are genuine reasons. However, the approval for extension must be obtained from the university.
- 12.3 Additional course fee has to be paid by the candidate for the extended period at prorate monthly.

## **13. Cancellation of Registration**

- 13.1 Registration will be cancelled if there is no progress in work as evidenced by nonsubmission of progress reports/recommendation of the DAC
- 13.2 Registration will be cancelled if the candidate fails to submit the thesis before the maximum stipulated period.

#### 14. Grace Period

- 14.1 Two months grace period will be given for thesis submission after the due date for submission.
- 14.2 After the grace period, the course fee has to be paid by the candidate at prorate monthly.

#### 15. Synopsis Submission Guidelines

- 15.1 The candidate has to give an open pre-synopsis presentation at the institution. It should be notified well in advance to enable participation of other researchers. The presence of DAC members in this meeting is mandatory.
- 15.2 Two first author journal publications indexed in SCOPUS or Web of Science, in the field of research are mandatory for submitting the synopsis and thesis. The publications shall be related to the subject of the thesis. One of the two papers could be a review paper.

##### Quality of the paper:

If a candidate has ONE original article as first author in a journal in first quartile, with impact factor more than 3, he/she will be allowed to submit the thesis. The articles must be published/ accepted for publication before submission of thesis to Registrar-Evaluation

- 15.3 Ph.D. scholars must make two paper presentations in conferences/seminars before the submission of the dissertation/thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.
- 15.4 The DAC must approve the synopsis by analyzing the contribution of the research in the form of visible outputs like Publications, Patents, etc. or suggest modifications.
- 15.5 The candidate has to incorporate all the suggestions of DAC before submission of the synopsis.
- 15.6 The following documents are to be sent to The Director, CDS:
  - i) DAC recommendations
  - ii) Copies of 2 publications having MAHE affiliation
  - iii) Copies of conference attendance certificates
  - iv) Plagiarism check/Similarity index report with the signatures of the candidate and supervisor.
- 15.7 The candidate has to submit the following to:
  - The Registrar (Evaluation)
  - MAHE
  - 2nd Floor, Manipal.edu building, Madhav Nagar, Manipal - 576 104.
  - i) DAC recommendations
  - ii) 2 hard copies of synopsis
  - iii) One soft copy in PDF format along with thesis (refer section 16.1 for number of copies of thesis)

## 16. Thesis and Examination

- 16.1 Each candidate for the award of degree of Doctor of Philosophy shall submit two(02) copies of his thesis and one soft copy in PDF format (one or more files of less than 10 MB size each), not earlier than the prescribed minimum period and not later than the prescribed maximum period.
- 16.2 Full time candidates and Research Scholars have to submit the No Dues certificate from the library, hostel and laboratories of the institution through which the candidate has registered, the Finance Department of MAHE and NOC from Director, CDS, along with the thesis.
- 16.3 The supervisor in consultation with the Doctoral Advisory Committee shall submit a panel of examiners with their brief CV and list of publications in the relevant field, at least ONE month before the expected date of submission of the thesis. The panel shall include 10 examiners from India, preferably from outside the state of Karnataka. However, accomplished examiners from reputed institutions within the state may also be included. International examiners, if included, should be in addition to the 10 Indian examiners.
- 16.4 The examiners must be the acknowledged leaders in the field of study undertaken by the candidate.
- 16.5 A board of two examiners shall be appointed by the Registrar- Evaluation for assessment of the thesis. The University reserves the right to select suitable examiners who may not figure in the submitted list.
- 16.6 The university shall ascertain from the external examiners their willingness to offer themselves as examiners for a particular thesis. A copy of the synopsis of the thesis shall be sent to the external examiners. On acceptance of the willingness, the thesis will be sent to them.
- 16.7 The examiners shall submit a detailed critique on the thesis. Their recommendations for acceptance of the thesis must accompany a precise certificate that the candidate's work has advanced the existing knowledge on the subject and is a standard research work suitable for publication. In case, any of the examiners is of the opinion that the thesis has failed to achieve the desired standard, and is, therefore rejected, precise reasons for such rejection must be stated by the examiner. If the examiner feels that the thesis can be accepted after revision, he/she shall state the points on which revision is needed.
- 16.8 The examiner may be requested to send some questions to be asked to the candidate at the time of viva voce examination to seek clarifications on the points raised by him/her. These questions / comments shall be made available to the examiners appointed for conducting the viva-voce examination before the commencement of the viva-voce examination.
- 16.9 If the thesis is rejected by the examiners, it will stand rejected and shall not be referred to any other examiner.
- 16.10 In the event that the thesis is rejected by only one examiner, it will be referred to another examiner from the approved panel. In case the thesis is approved by this examiner, it will be considered as unanimously approved.
- 16.11 If one or more examiners recommend re-submission of the thesis after modifications, it shall be done within a maximum period of six months from the date on which the candidate is so informed by the university.

- 16.12 In case of re-submission / rejection / modifications, the candidate has to submit one soft copy of the thesis in PDF format (one or more files of less than 10 MB size each).
- 16.13 After the thesis has been approved by the examiners, a public defense of the thesis will be held, as well as the viva voce examination to adjudge the general proficiency of the candidate in the field of research work.
- 16.14 The candidate shall be entitled to appear at the defense of thesis and viva voce examination only if the thesis is unanimously approved by the Board of Examiners.
- 16.15 When the thesis is approved, the candidate has to submit the final thesis (TWO copies in case of MAHE institutions, ONE copy in case of research centres) along with a soft copy in PDF format during the defense viva examination.
- 16.16 If the report from any one of the external examiners is not received within four months, the thesis will be sent to another examiner from amongst the approved panel.
- 16.17 The board of examiners for the viva voce examination shall consist of one external and one internal examiner. Ordinarily, the Supervisor/Co-Supervisor(s) of the thesis / any expert appointed by the university will be the internal examiner. One of the external examiners from India who assessed the thesis of the candidate will be the external examiner at the viva voce-examination.
- 16.18 The topic, date and the time of the defense of thesis shall be announced by the University well in advance so that the faculty members and other interested in the topic of the thesis can be present.
- 16.19 At the viva voce examination, the candidate's general proficiency in the subjects allied to the field of his study shall also be evaluated.
- 16.20 Those attending the public defense, who are not members of the board of examiners, can participate by asking relevant questions with the permission of the examiners.
- 16.21 The board of examiners shall take into consideration the views and criticism, if any, of the faculty members and others participating in the public defense of thesis.
- 16.22 However, the result of the examination shall be decided solely by the members of the board of examiners.

## 17. Originality of work

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

The plagiarism policy can be downloaded at

<https://manipal.edu/mu/academics/phd/handbook-and-downloads.html>

While submitting the thesis for evaluation, the dissertation/thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution.

All PhD theses submitted should be accompanied by a similarity index report where the similarity should not exceed 15%. While scanning for exact matches, option to be selected is "less than 3 words". Bibliography and words quoted can be excluded. First author papers which are included as annexures can be excluded

**18. Publication of Thesis**

- 18.1 The thesis shall not be published as a whole, without the permission of the University.
- 18.2 The university may grant permission for the publication under such conditions as it may impose.

**19. Results**

- 19.1 The candidate shall be declared eligible for the award of the degree of Doctor of Philosophy, only on the unanimous recommendations of the members of the board of examiners after the viva voce examination.
- 19.2 In case, the examiners are not satisfied with the performance of the candidate in the above examinations, the candidate shall be required to reappear for another viva-voce examination after a period of two months provided such specific recommendation is made by the board of examiners.

**20. Award of Degree**

- 20.1 Candidates who qualify for Ph.D. degree under the seal of the university and signed by the Vice Chancellor at the next convocation held for conferring degrees.
- 20.2 The TITLE OF THE THESIS shall be indicated in the degree certificate. The degree certificate shall not indicate the subject or specialty.

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