



# PhD Program

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## **1. INTRODUCTION**

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Mazumdar Shaw Medical Foundation (MSMF) offers PhD Program and the degree is awarded by Manipal Academy of Higher Education (MAHE). This document serves as the guideline to be followed by the applicants and guides to participate in the program.

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## 2. PARTICIPANTS

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### 2.1 Applicant

- Students with (i)Masters degree in any branch of science or (ii)BTech degree in any branch of Technology or (iii)MBBS or (ii)BDS can apply by December 30<sup>th</sup> or June 30<sup>th</sup> .

### 2.2 Supervisor

- A laboratory head (Principal Investigator) approved by MAHE is eligible to guide the applicant
- A practicing doctor from Narayana Health (NH) with sufficient research experience (more than 5 publications in peer reviewed journal or with a PhD degree) may be approved as a guide by MAHE. However, the doctor cannot be an independent supervisor, must have an approved laboratory head as a co-supervisor.
- The host clinical organization of the practicing doctor should have an agreement and/or MOU with the research organization of the Co-Supervisor
- A supervisor can enroll 2 candidates per calendar year and can have a maximum of 8 PhD students at a time.

### 2.3 Co-Supervisor

A laboratory head approved by MAHE can co-sponsor the research work in an approved laboratory and guide the applicant

### 2.4 Industry

An Industry can participate in this program by

- Initiating a project ready to be translated
- providing a research grant to the Research institute of the guide/co-supervisor
- The grant can be in cash or kind or a mixture of both

Percentage of IP right will be determined on the basis of individual project.

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## 3. DURATION

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### 3.1 Regular

- Minimum 3 years with a maximum extension of 2 more years.

### 3.2 Grace Period

- 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.
- The Program duration may be extended beyond 3 years on the recommendation of DAC if there are genuine reasons. However, the approval for extension must be obtained from the university.

- Additional course fee has to be paid by the candidate for the extended period at prorated monthly.

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## **4. SPONSORSHIP**

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### **4.1 Cost of experiments**

- Cost of the experiments would be borne by the guide/co-supervisor in his/her respective labs.
- Publication costs will be borne by the corresponding author
- An Industry partner can fully or partly bear the cost of the experiments. IP sharing would be subjected to the percentage of sponsorship

### **4.2 Registration and Student-ship Fees and associated cost**

Registration, studentship and all associated costs (Travel to MAHE etc) will be borne by the applicant through own fund or through an approved grant like DBT, CSIR fellowship, Wellcome Trust, ICMR or an Industry grant subject to the discretion of the supervisor or co-supervisor.

### **4.3 Stay at Manipal**

MAHE will provide accommodation for the student and the guide/co guide during the registration or thesis submission procedure

### **4.4 Fellowship of the student**

- Applicants are encouraged to have their own fellowships through CSIR, DBT or ICMR entrance tests
- Will be borne by the supervisor or co-supervisor

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## **5. PROCEDURE AT A GLANCE**

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1. Eligibility and Selection: Eligible candidates will be selected through admission test of the organization or through CSIR, DBT or ICMR – Detailed in section 6
2. Registration –
  - a. The research proposal has to be chosen and penned by the candidate, supervisor and co-supervisor as detailed in section 7.1
  - b. Formation of Internal-DAC (without the external expert) – DAC should be formed by the PhD Program coordinator as per section 7.2
  - c. Submission of Proposal – Detailed in section 7.3
  - d. Payment of fees – Detailed in section 7.4
  - e. Cancellation of registration – Detailed in section 7.5
3. Course Work – Detailed in section 8
4. Research and Review -Detailed in section 8
5. Completion and Award of degree – Detailed in section 9

Any deviation from the procedure should be informed to the Deputy Registrar-Academics at MAHE through the Research Program Coordinator

## 6. ELIGIBILITY AND SELECTION

### 6.1 Eligibility

- Students with at least a Masters degree in any branch of science or BTech degree in any branch of Technology or MBBS or BDS can apply
- Applicants with their own CSIR, DBT or ICMR fellowships are encouraged to apply

### 6.2 Intention

- Candidates aspiring to do PhD at the organization should approach the PI of their choice and confirm project funding and interest in the project before applying

### 6.3 Application

- Candidates can apply by December 20th or June 20<sup>th</sup> every year
- Application format is given in Annexure I

### 6.4 Selection

- By first week of January and July an admission test will be conducted.
- Applicants with their own CSIR, DBT or ICMR fellowships and practicing clinicians are exempted from writing the admission tests
- Applicants qualifying in the admission test would be informed within 15 January or 15 July

## 7. REGISTRATION

Registration to a PhD program is a multistep procedure as detailed below.

- a. Presentation of the Proposal and approval by DAC – Detailed in section 7.3
- b. Presentation of the proposal to the PhD committee at MAHE, Manipal - Detailed in section 7.4
- c. Registration – Detailed in section 7.5

### 7.1 Research Proposal

A clinically relevant research proposal has to be chosen and penned by the candidate with the approval of the supervisor and co-supervisor.

#### 7.1.1 Content

The research proposal should highlight the following content.

Section	Heading (Details)
<b>8.</b>	Introduction to the proposed research (Abstract of the proposal)
I.	Literature survey
II.	Importance of the proposed research (Clinical Relevance and translational outcome)
III.	Aims and Objectives (Two Aims with multiple objectives under each aim)
IV.	Detailed methodology (For each objective)

V.	Research plan schedule (Gantt Chart)
VI.	Pilot study/Preliminary work done
VII.	Expenses and funding (Current and planned)
VIII.	References

### 8.1.1 Format

The research proposal should be 10-15 pages, printed on A4 size paper, 1 inch margins on all the sides with black soft bind. Font size for headings should be 14 Bold, subheadings should be 12 Bold and text should be 12 normal with 1.5 line spacing. The references should follow a standard

### 8.1.2 Regulatory Documents

- If the proposal involves use of animals or human subjects/materials, proper ethical approval should be submitted within three months of registration.
- If the proposal involves use of transgenics or recombinant DNA technology, institutional bio safety committee approval should be submitted within three months of registration.

## 8.2 Formation of Doctoral Advisory Committee (DAC)

The Research Program coordinator in consultation with the supervisor will form a Doctoral Advisory Committee (DAC) for each candidate.

### 8.2.1 Composition

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

- a) Chairman (Head of the Institution or Head of the Department)\*
- b) Research Coordinator for Ph.D. Program
- c) Supervisor
- d) Co-Supervisor {if required}
- e) One or Two Subject Experts (from another reputed university or hospital) – Should be included after the candidate had registered for PhD

\*If the HOI or HOD is the supervisor, the program coordinator will be the chairperson.

### 8.2.2 Obligation and Functioning of DAC

- The research program coordinator and 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 prior to registration with all members (except the external expert), with a minimum of 4 members for every review meeting (External expert can join on Skype) and all members for the synopsis presentation.
- The committee may suggest modification or reject the proposal or progress report or synopsis of the thesis.

- Proceedings of the DAC meeting along with the proposal or report or synopsis has to be forwarded to the Deputy Registrar-Academics at MAHE by the candidate through the Research Program Coordinator.

### **8.3 Submission of Proposal**

#### **8.3.1 Presentation to DAC**

The Supervisor will arrange for presentation of the proposal by the candidate to the DAC. The DAC might call for a repeat presentation or suggest changes before submission. Upon incorporation of the final suggestion, the candidate will send the following documents to The Deputy Registrar -Academics, Manipal University, 3rd Floor,University building, Madhav Nagar,Manipal 576104, Karnataka

- Covering letter from the Head of the Institution and/or Research Coordinator (Annexure II)
- Recommendations of the DAC with list of DAC members with address, phone number, e-mail ID and signature (Annexure III)

Application in the prescribed format with signature of all participants (To be downloaded from MAHE website <https://manipal.edu/mu/academics/phd/handbook---downloads.html>)

- Resume of the candidate
- Copies of the degree certificate
- Copies of the marks sheets
- Two copies of the research proposal (soft, black bound, 15-20 pages)
- Soft copy of the research proposal
- Plagiarism check/Similarity index report signed by the candidate and supervisor and cosupervisor
- Sponsorship letter from the company, if any

#### **8.3.2 Presentation to PhD Committee, MAHE, Manipal**

The Deputy Registrar will forward the applications to MAHE-Ph.D.Core Committee(PCC) for approval. Within 4-6 weeks after submission, 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. Presence of Supervisor/Co-Supervisor is mandatory during the presentation. Final registration will be permitted after approval by the PPAC. If approved, the date of presentation at MAHE - Ph.D. Committee will be the date of registration. If modifications are suggested, date of submitting the modified proposal to the Office of Deputy Registrar Academics,MU will be the date of Registration.

### **8.4 Payment of Fees**

The candidate has to pay the prescribed fee every year 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; <a href="mailto:sfin.mahe@manipal.edu">sfin.mahe@manipal.edu</a>

### 8.5 Cancellation

- Registration will be cancelled if the candidate fails to obtain a B grade in at least 6 credits and A in at least 6 credits within the first two years of registration.
- Registration will be cancelled if there is no progress in work as evidenced by non-submission of progress reports/recommendation of the DAC at least once a year.
- Registration will be cancelled if the candidate fails to submit the thesis before the maximum stipulated period.

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## 9. RESEARCH AND REVIEW

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PhD students have to be prepared for, guided through and regularly reviewed for the research work. Research work has to be regularly (at least once a month) reviewed by the supervisor and co-supervisor and twice a year by the DAC.

### 9.1 Course Work

In preparation to research work MSMF offers courses from Jan till Dec

#### 9.1.1 Courses

- Courses will be announced by end of Jan and classes will commence from February till November. Evaluations will be done by December
- Upon consultation with the supervisor/cosupervisor the PhD student has to qualify in courses of at least 12 credits within 2 years of registration.
- One credit point should correspond to 16 learning hours.

#### 9.1.2 Grades

SCALE		
<b>S</b>	>91%	Excellent
<b>A</b>	81-90%	V.Good
<b>B</b>	71-80%	Average
<b>C</b>	56-70%	Repeat Exam
<b>D</b>	<55%	Repeat Course(Fail)



### 9.1.3 Evaluation and Grades

- The student has to score a minimum of 71% or B grade in 50% of the modules and A (>80%) or above in 50% of the modules to qualify for the credits in order to be eligible to continue in the Program and submit the dissertation/thesis.
- Depending on the student's background and the quality of the examination the PhD supervisor/Cosupervisor has the discretion of deciding in which courses the student can get a B grade (strictly not more than 50% of the courses).
- The DAC Chairman 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 Deputy Registrar Academics, Manipal University.

### 9.2 Internal Review

In order to ensure smooth progress of the work the research findings need to be reviewed by the DAC periodically

- The candidate has to submit the progress report of the research to the Deputy Registrar every six months through proper channel (the DAC including the external expert).
- 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.
- The following documents need to be forwarded to the Deputy Registrar-Academics, MAHE:
  - I. Recommendations of the DAC with signature of all DAC members
  - II. One copy of the progress report
- A work presentation once a year in front of the DAC is mandatory. DAC might ask for a six monthly presentation too.
- The supervisor might decide not to have a DAC meeting if she/he feels that the candidate has not generated enough data for calling a DAC meeting. In such cases the opinion of the supervisor should be documented and sent to MAHE
- The registration of the candidate will be cancelled if the candidate fails to have two consecutive progress report and at least one DAC meeting ie for 1 year.

### 9.3 Peer Review

#### 9.3.1 Publication

At least two publications in journals with impact factor not less than 3.0 in the field of research are mandatory for submission of 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. The candidate should be the first author in both publications. The articles may be published/ accepted for publication before submission to Registrar-Evaluation.

#### 9.3.2 Conference

Ph.D. scholars must make two paper and/or poster 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.

#### 9.3.3 Patents

The scholar is encouraged to have at least one patent during the course of Ph.D. training

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## 10. COMPLETION

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### 10.1 Submission of Synopsis

- 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.
- The DAC may approve the synopsis by analyzing the contribution of the research in the form of visible outputs like Publications, Patents, etc. or suggest modifications.
- The candidate has to incorporate all the suggestions of DAC before submission of the synopsis.
- The following documents are to be sent to The Deputy Registrar-Academics:
  - I. DAC recommendations
  - II. 2 hard copies of synopsis
  - III. Copies of 2 publications having MAHE affiliation
  - IV. Copies of conference attendance certificates
  - V. Plagiarism check/Similarity index report with the signatures of the candidate and supervisor.
- The candidate has to submit the following to: The Registrar (Evaluation) Manipal University, 2nd Floor, Manipal.edu building, Madhav Nagar, Manipal -576 104.
- Upon approval of the synopsis the thesis can be submitted

### 10.2 Thesis submission and Evaluation

- Each candidate for the award of degree of Doctor of Philosophy shall submit two(02) copies of his/her 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.

- The supervisor in consultation with the Doctoral Advisory Committee shall submit a panel of examiners with their affiliation and website OR brief resume in the relevant field, at least ONE month before the expected date of submission of the thesis. The panel shall include 3-5 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 Indian examiners.
- The examiners must be the acknowledged leaders in the field of study undertaken by the candidate.
- 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.
- 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
- 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.
- 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 and comments shall be made available to the examiners appointed for conducting the viva-voce examination before the commencement of the viva-voce examination.
- If the thesis is rejected by the examiners, it will stand rejected and shall not be referred to any other examiner.
- 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.
- 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.
- 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 10MB size each).

- 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.
- 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.
- 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.
- 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.
- 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 and 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.
- 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.
- At the viva voce examination, the candidate's general proficiency in the subjects allied to the field of his study shall also be evaluated.
- 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.
- 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.
- However, the result of the examination shall be decided solely by the members of the board of examiners.

### 10.3 Award of Degree

- Candidates who qualify for Ph.D. degree under the seal of the university and signed by the Vice Chancellor will be awarded the degree at the next convocation held for conferring degrees.
- 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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## 11. ANNEXURE

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### 11.1 Annexure I: Format of Application to MSMF

Name					
Highest Degree		Grade/Marks Obtained		Institution	

Present Designation		Present Organization	
Supervisor		Co-Supervisor	
Fellowship to be sponsored by			
Name		Organization	
Project cost to be sponsored by			
Name		Organization	
Signature of the Supervisor			
Signature of the Co-Supervisor			
Signature of the candidate			

### 11.2 Annexure II: Cover Letter from HOD to DReg, MAHE

[To be printed on Letter Head]

To

NAME

The Deputy Registrar - Academics Manipal University

Subject; Submission of PhD proposal by *Name of the candidate*

Bangalore

Date

Dear *Name*,

Please find attached the following documents enclosed within (as detailed in Section 6.9 PhD guidelines, Manipal University),, required for the submission of the PhD proposal,

1. Recommendation of the DAC
1. Composition of DAC with address, phone number, e-mail ID and signature
2. Duly completed application form
3. Copy of the Master's degree certificate
4. Copies of Master's degree mark-sheets
5. One copy of the research proposal (soft, black bounds 21 pages)
6. Plagiarism check/similarity index report signed by the candidate and supervisor and cosupervisor (as appropriate)

The study will be conducted by *NAME* under the guidance of Dr. *NAME*. The first DAC meeting was held with all the faculty members listed. For subsequent DAC meeting of *NAME*, the DAC committee will include the Head of the Department, the Research Program Coordinator, the supervisor/ co-supervisor, at least one member of the faculty at Mazumdar Shaw Medical Foundation and the external expert.

As required, the soft copy of the proposal has also been sent to your email address i.e. *ADDRESS@manipal.edu*. The submitted documents are verified to the best of my knowledge as well as the DAC members. Kindly refer the documents and do the needful.

Thank you for your consideration.

Yours sincerely

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### **11.3 Annexure III: Recommendation of the DAC**

*[To be printed on Letter Head]*

#### **RECOMMENDATION OF THE DAC**

The DAC approves the proposal submitted by *NAME* for the registration of his/her PhD degree at Manipal Academi of Higher Education.

Role	Name	Signature
Head of the Organization/Department		
Research Program Coordinator		
Supervisor		
Co-Supervisor		
Internal Member-1		
Internal Member -2		
External Subject Expert		