Integrated MD / MS - PhD Program Guidelines MAHE Manipal

MANIPAL
ACADEMY *of* HIGHER EDUCATION
(Institution of Eminence Deemed to be University)

Index

1. Introduction

Manipal Academy of Higher Education (MAHE) offers Integrated MD / MS – PhD program to encourage physician scientists to take up a research career and for channelizing existing clinical resources into meaningful and quality research output for better patient care.

2. Commencement of Guidelines

The following guidelines will be applicable to the students admitted in the Academic Year 2022-23 and onwards.

3. Eligibility Criteria

MD / MS students admitted through PG NEET Counselling by DGHS / MCC and KEA to any of the medical disciplines at

- Kasturba Medical College (KMC) Manipal
- Kasturba Medical College (KMC) Mangalore

4. Program Duration

Integrated MD / MS - PhD course will be offered on a full-time basis for a period of 5 years, with exit option available on successful completion of MD / MS.

- As the MD/MS course is of 3 years duration, the minimum duration of Integrated MD / MS - PhD course is of minimum 5 years duration and maximum duration will be 7 years
  - o In case of exit on completion of MD / MS program, the provisional admission order issued for the Integrated MD / MS - PhD program must be returned back to Centre for Doctoral Studies (CDS) and withdrawal process to be completed before leaving the institution.

5. Admission Process

- The availability of integrated MD / MS PhD program will be announced to newly admitted batch of MD / MS post graduates during orientation session conducted by the respective institutions.
- Interested candidates will submit their intent to join the program to the Dean of respective institution within 4 weeks of orientation.
- These candidates are required to appear for Institute level test and final selection will be based on interview.
- Institution will allot guide to the selected candidate and the allotted guide will guide the candidate on his / her MD / MS as well as PhD thesis.
- Following the allotment of guide, the candidates will apply for admission to integrated MD / MS PhD program of MAHE as per **Annexure 1** to Centre for Doctoral Studies (CDS).
- The provisional admission process to the integrated MD / MS PhD course will be completed within 3 months of joining for MD / MS course.

6. Financial Support

MAHE Manipal provides financial support for students admitted to the Integrated MD / MS – PhD program, as follows

- Junior Resident's salary will be provided for the first 3 years of the MD / MS program
- Senior Resident's salary for the next 2 years (ie; year 4 & year 5) of the integrated MD / MS PhD program.

In addition, a contingency grant (a total of Rs. 1,00,000) for year 4 & year 5 of the integrated MD / MS PhD program will be given for research work of the PhD student to cover expenses of consumables.

- Candidates will **NOT** accept additional salary / stipend etc, from any other source during this period.

7. **MD / MS Thesis**
   - The topic of MD / MS thesis **MUST** be linked to PhD theses with additional objectives
   - The candidate will submit the protocol of MD / MS thesis to Doctoral Advisory Committee (DAC) within 6 months of joining the MD / MS program
   - Data collection will begin after review and approval of the protocol by DAC and other regulatory approvals if applicable.
   - Candidates will present half yearly report to the DAC.
     - The DAC recommendations and reports will be maintained in the candidate's file in the department / institution.
   - Final MD / MS thesis to be submitted to the university at the end of 30 months ie; 2 years, 6 months; after joining the MD / MS course as per institutional policy.
     - DAC recommendation is mandatory for the submission of thesis.
   - Candidates meeting MD / MS course requirements will be awarded the MD / MS degree as per program guidelines.

8. **PhD Protocol Presentation**

The proposed protocol of PhD thesis **MUST** be submitted to Centre for Doctoral Studies (CDS) for presentation and approval by the university
   - It **MUST** be submitted within 14 - 16 months of admission to integrated MD / MS PhD program.
   - Part of MD / MS thesis work **MUST** be submitted as pilot work of PhD thesis.

8.1 Submission procedure

The Head of Institution (HOI) will schedule the Ph.D. protocol presentation at the institute.
   - Candidate **MUST** make a power point presentation (max. 35 slides) of the protocol in physical mode
     - The institutional research committee (IRC) and DAC will be part of this meeting
   - On acceptance of the proposal and PowerPoint presentation, the institute PhD coordinator will send hard copy of candidate's application for university Ph.D. protocol presentation **(Annexure 2)** along with relevant documents (one set) to CDS after verification.
     - In addition, Institute will forward the soft copies of following documents to CDS
       - DAC Committee Members List in template (doc format)
       - Research protocol (PDF format)
         - The research protocol should include the following in the format and all 15 sections are mandatory
           - Title, Candidate 's Name and Affiliation
           - Guide / Co-guide's Name and Affiliation
           - Introduction
           - Literature Review
           - Research Gaps identified
           - Objectives
           - Detailed Methodology
           - Expected outcome
           - Importance of proposed research investigation
           - Research Time plan
           - Pilot study / Preliminary work details

- o Details of expenses (detailed break-up of research related expenses for consumables / software / equipment / travel etc.) to be given along with details of source of funding.
    - If the study does not require funding, same to be mentioned with justification. Scholarships / fellowships awarded to the candidate should **NOT** be listed under research related expenses mentioned above.
  - o References
  - o List of Course works suggested by DAC with credits
  - o Similarity check report having total word count, similarity index < 15% and exclude matches < 3 words; duly signed by the candidate and guide.
- o The research protocol should be self-explanatory with the following
  - Pages: 15- 20 pages, of A4 page size
  - Margins: 1 inch on all the sides
  - Font size
    - o Headings: 14 & Bold
    - o Sub headings: 12 & Bold
  - Text size: 12 normal with 1.5 line spacing
  - References: Standard format (Vancouver or Harvard or APA etc.,) and all references should be cited in the text.

Important
- *If the proposal involves use of animals or human subjects / materials, Institutional Ethics Committee approval/proof of submission should be evidenced along with the application.*
- *If the proposal involves use of transgenic / genetically modified organisms (GMOs), living modified organisms (LMOs) / recombinant DNA materials or technology, institutional bio-safety committee approval should be submitted.*

- o CDS will screen the documents for completeness and incomplete documents will be rejected.
  - o If the documents are complete, the candidate will be called to present the research protocol (power point presentation; Max. 35 slides) to the MAHE - Ph.D. Protocol Approval Committee (PPAC) for 20 min on a date notified by the University.
    - This can happen between 25 - 40 days of complete document submission.
    - The content of PPT presentation should be as per the format of the protocol
  - o Every candidate has to present the protocol to PPAC constituted by CDS
    - Presence of Supervisor / Co-Supervisor is mandatory during the presentation.
  - o If approved, the date of presentation at MAHE - PPAC will be the date of protocol approval by University.
    - If modifications are suggested, date of submission of final revised proposal to CDS will be the date of protocol approval by University.

9. Ph.D. Supervisor Eligibility & Responsibilities
Full time faculty of MAHE institutions <u>registered as MAHE PhD guides</u> meeting following eligibility criteria may be appointed as supervisors for candidates admitted under Integrated MD / MS - PhD program

9.1 Eligibility for Guideship (as Primary Supervisor)
- **MUST** be a postgraduate medical teacher as per NMC (erstwhile MCI) guidelines with 15 years of teaching experience after M.D. / M.S.

9.2 Eligibility for Co-guideship (as co-supervisor)

- **Researchers with M.D. / M.S. / M.D.S**
  - o **MUST** be a Postgraduate medical teacher as per NMC (erstwhile MCI) / DCI guidelines at the level of Associate Professor or above
  - o **MUST** have three original research publications in SCOPUS / JCR indexed Journals.
    - ▪ In all these three publications, the researcher should be either first author or corresponding author only
- **Researchers with Ph.D.**
  - o **MUST** have a minimum of three original research publications in SCOPUS / JCR indexed Journals.
    - ▪ In all these three publications, the researcher should be either the first author or corresponding author, only

9.3 Guidelines for recognized Supervisors / Co-Supervisors

A recognized Supervisor can have

- Maximum 8 Ph.D. scholars admitted with him at any given time
  - o The number of candidates admitted will be considered for the above purpose and not the number of candidates who have completed the university protocol presentation at CDS, MAHE.
  - o **NOT** more than two scholars should have been admitted in an academic year.
  - o **NOT** more than 8 students admitted with him as co-guide at any given point of time in which and not more than two students admitted under him as co-supervisor per academic year

In addition,

- The supervisor / co-supervisor(s) / candidate should **NOT** be related to each other
- The supervisor / co-supervisor should **NOT** have completed 60 years of age at the time of admission of the candidate to integrated MD / MS PhD program.
- In case of absence of the supervisor for a prolonged period of time, the MAHE PhD Core Committee may appoint another supervisor who is qualified, with the recommendation of the DAC

9.3.1. Obligation of the Research Supervisor

- The Supervisor is expected to supervise the progress of the student through regular meetings with the candidate and facilitate candidate's research at every stage of the whole programme. In addition, He / She is expected to
  - o Ensure that the candidate meets the course outcomes & requirements
  - o Inculcate ethics and good conduct of research.

- Constitution of the DAC in consultation with the DAC chairperson as per the time-line.
- Ensuring that the DAC meetings / synopsis presentation are conducted as per the time-line by liaising with institution, PhD coordinator and DAC members.
- Single Point of contact (SPOC) for the PhD related activities of the candidate for the research scholar, institution, PhD coordinator and DAC members.
- Ensuring submission of course work details / progress report / synopsis and minutes of DAC meeting to PhD coordinator / Institution.
- Meeting requirements as supervisor of MS / MD thesis as per the institutional guidelines.
- Submission of the panel of 10 examiners to the Registrar (Evaluation) MAHE Manipal during the submission of PhD thesis (refer section 17).

10. Doctoral Advisory Committee (DAC) and Presentations

The DAC has to be constituted for each research candidate within one month of provisional admission to integrated MD / MS PhD program and should consist of the following members

- Chairperson (Head of the Institution / his representative)
  - If the HOI is the supervisor, a university representative will be the chairperson.
- Research / PhD Coordinator of the institution
- Head of the Department (HOD)
- Supervisor
- Co-Supervisor (if recommended)
- Two Subject Experts (should have a Ph.D. / M.D. / M.S. / M.D.S. / M.Ch. / D.M. degree) related to the area of research, preferably one from outside the department / institution

All the Ph.D. related documents to be processed and activities to be organized at the Guide / primary supervisor's institution.

10.1. Progress Report Preparation

The progress report must contain the details of the work carried out in the previous six months.

- It should be explanatory in about 2000 - 2500 words. Click here to download the template
- Scholar has to share the half-yearly progress report approved by the guide with DAC members on student portal of MAHE before the due date.
  - Scholar will **NOT** be able to upload the report on or after the due date.
- The DAC members will review progress report and provide comment / decision within 1 week of upload
- Once the report is accepted by at least 4 DAC members, the institution will schedule the meeting of DAC.
  - The candidate has to present the progress of the research to the DAC on the scheduled date

10.2. DAC meetings

Timely scheduling of DAC presentation is Institutional / HOI responsibility.

- DAC has to meet within 2 months from date of the candidate joining the integrated MD/MS PhD program, to finalise the research area, course work (minimum 12 credits) and the tentative date of submission of protocol to the university.
- DAC meeting to be scheduled with one-week prior notice to all DAC members
  - The DAC meeting **MUST** be conducted with a minimum of 4 members participating.
- DAC will meet mandatorily 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.
    - This presentation should happen irrespective of research progress made by the candidate.
    - Half yearly report of the candidate approved by the guide to be shared with all members prior to the presentation.
  - In DAC 1 meeting which is conducted 6 months after admission, DAC will ratify the course work suggested for the candidate and same has to be minuted in the DAC recommendation sheet.
  - In subsequent DAC meetings (DACs: 2 - 4), DAC members will review the status of course work.
    - If there are any deficit credits / grades seen and if courses do **NOT** fulfil the course work guidelines, the DAC will ask the candidate to take a repeat test to meet the criteria or complete courses as per the requirements.

- If there is a delay or a shortfall, the DAC should make sure that it is resolved before the DAC 5 meeting. The status of course work completion/deficit and the status of action taken to be documented in the DAC minutes of meeting.
    - The DAC approved half yearly report along with DAC recommendation to be submitted to CDS within 15 days of DAC presentation.
- For the first 2 year and 6 months of the program, the progress report of MD / MS thesis and PhD thesis may be presented in the same DAC meeting.
    - However, half yearly MD / MS thesis and PhD thesis progress reports to be prepared separately and submitted to relevant offices with DAC recommendations.
- Half-yearly DAC presentation and report submission is applicable even during the extension period.
- DAC presentations / reports should not be combined.
- The DAC may recommend further process/ suggest modification / reject the proposal / progress reports.
- If the half-yearly reports are not submitted regularly or if > 2 months delay, scholarship for that candidate will be withheld and registration shall be cancelled after show cause notice and core committee approval
- At the end of PhD research work, the candidate has to present the summary of complete work to the DAC, called 'Synopsis presentation' (PPT presentation for one hour) at the Institution with one week prior notice through All Exchange Users which shall be open to all faculty, research scholars and students. It is mandatory for the DAC members to participate.
    - Synopsis presentation shall be conducted after the first draft of thesis is ready, approved by guide and candidate has conformity to requirements.
    - Synopsis and thesis should be written in the prescribed format.
    - Click here to download the formats
- Thesis to be submitted to the Registrar Evaluation, MAHE within three months of synopsis presentation

10.3. Progress report submission to CDS

After DAC meeting, the institution/Ph.D. coordinator will send following documents to the Deputy Director, CDS MAHE

- One hard copy DAC recommendation sheet with minutes and signatures in the template.
    - Recommendations for registration renewal/protocol submission for university presentation / thesis or/and synopsis submission / title change / extension / course work status etc., to be clearly mentioned in the minutes.
    - In addition, items discussed in the DAC meeting and actions to be taken before the next DAC meeting to be discussed with the research scholar during the meeting and must be recorded in the recommendation sheet.
    - Synopsis meeting minutes in DAC recommendation sheet.
    - The quality of research scholar's overall progress in last 6 months must be indicated in the recommendation sheet.
- One hard copy of approved synopsis/ half-yearly progress report mentioning the progress report number and date of DAC presentation in the template.
    - One copy of above documents to be given to the research scholar.
    - The Institution will file original documents pertaining to all DAC meetings in the research scholar's file.
- Any extension requests from the candidate to be sent to CDS in the template as a separate document with approval from DAC.
- Any request for title change, to be sent to CDS in the template as a separate document with approval from DAC.
- Any change in the DAC to be communicated to CDS with the approval of DAC in the template.
    - Click here to download all the templates

- Any other matter that are not within the framework of MAHE PhD guidelines to be communicated with clear DAC recommendation to CDS. In such circumstances, MAHE PhD Core Committee (VC, Pro VC and Registrar) will take decision on case-to-case basis.

10.4. 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.

- Specific functions
    - o To review the research proposal and finalize the topic of research
    - o 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.
    - o To periodically review and assist in the progress of the research work of the research scholar.
    - o A research scholar shall appear before the DAC once in six months to make a presentation of the progress of his/her work for evaluation and further guidance.
    - o Review and ascertain the conformity to requirements.
    - o In case the progress of the research scholar is unsatisfactory, the DAC shall record the reasons for the same and suggest corrective measures.
    - o If the research scholar fails to implement these corrective measures, the DAC may recommend to the University with specific reasons for cancellation of the registration of the research scholar.
    - o To ensure that the candidate has
        - ▪ developed sufficient breadth of knowledge through course work
        - ▪ developed ability to identify research problem
        - ▪ become expert in his area of research for independently performing research
        - ▪ established ability to write and present results
        - ▪ developed ability to write a grant proposal
        - ▪ developed skills to interact productively with people from diverse backgrounds

11. Course Work & Grading Scheme

As a part of course work, candidates are required to take up courses having assessment, recommended by DAC.

- Coursework proposed by the DAC shall be at Masters Level or higher.
    - o If the candidate takes online courses / courses without assessments for fulfilling Ph.D. credit requirements, the evaluation of candidates shall be conducted by the guide / department and reported in the DAC meeting.
- The minimum credit requirement for Ph.D. coursework shall be 12.
- One credit equals to 15 contact hours for theory-based teaching or 30 hours of contact time for practical or activity-based teaching
- Ph.D. coursework includes the mandatory & specific courses
    - o Mandatory courses
        - ▪ Research Methodology course with minimum 4 credits
        - ▪ Research and Publication Ethics' with 2 credits
    - o Specific courses
        - ▪ Specific courses could be additional research area specific courses proposed by DAC.
        - ▪ The specific courses pertaining to thesis work may be in the form of hands on training / attending workshops suggested by the DAC.

- Candidates are required to complete mandatory courses within 1 year and research specific courses within 2 years of admission to integrated MD / MS - PhD program.
  - o 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. Evaluation of candidate is mandatory.

Candidates must complete the coursework securing minimum 'C' grade in each course with an overall CGPA ≥ 7.5 out of 10. For absolute grading, refer Table 1 for grade conversion.

- For students who did **NOT** complete course as per the requirement, 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 (refer section 9).
- Course completion certificate issued by institution/organizer will have the details of the courses taken as part of Ph.D. work with credits & grades along with the CGPA.
- Credit and grades with % marks or grading scheme followed must be mentioned in the course completion certificate.
- The Institution will send the course work details, in the format specified by the university to the CDS. Click here to download the format
- Following verification, CDS will forward course work details of the candidate to the Registrar Evaluation, MAHE for the issuance of consolidated course work grade sheet.
  - o For all PhD scholars, the consolidated course work grade sheet issued by Registrar Evaluation, MAHE which will be considered for NOC issuance for thesis submission.
  - o The institution will retain a copy of consolidated grade sheet in the candidate's file and the original to be given to the candidate.

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Table 1: Grading Scheme

% of marks	85 - 100	75 - 84	65 - 74	55 - 64	50 - 54	< 50
Grade	A+	A	B	C	D	F
Grade Value	10	9	8	7	6	0

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12. Renewal of Registration

Candidates are required to renew their PhD registration every 6 months after the admission to Integrated MD / MS - PhD program.

- For the renewal, 6-monthly DAC presentation and DAC recommendation based on the satisfactory progress made by the candidate are mandatory. Application for renewal to be submitted to CDS through proper channel as per institutional policy.
  - o The monitoring of progress of the candidate during MD/MS thesis and PhD course is the responsibility of guide, DAC and Institution.
  - o Candidates admitted under integrated MD/MS-PhD program must devote specific number of their working hours as junior/senior residents for thesis related work.

13. Program Fees

The fee structure applicable for MD / MS program is applicable for the first 3 years of integrated MD / MS PhD program.

- After the completion of MD / MS course, the fee prescribed for the PhD course is applicable.
- The candidate has to pay the prescribed fee within the due dates. The fee paid after the due date will be levied a penalty of 12% per annum from the due date till the date of payment.

- The fee can be paid through the student portal of MAHE
  - o URL: sis.manipal.edu → student/parent login
    - User ID: Registration No and password: Date of birth dd/mm/yyyy
    - Dues → Fee Kart → Course fee
    - Candidate will be redirected to the payment gateway where he/she can pay through debit/credit card or net banking.
      - o When the candidate login for the first time he/she will have to register email id and mobile number so that the fee receipt generated may be sent.

14. Leave Rules

The leave rules applicable are as follows

- During MD/ MS program, prevailing leave rules of junior resident (JR) is applicable.
- After the completion of MD / MS, prevailing senior resident (SR) rules of university are applicable.
- If the candidate avails additional leaves any time during 5 years of MD/ MS PhD program with DAC approval, the duration of Ph.D. will be extended by leave period availed. This requires approval from CDS.

15. Program Extension

The programme duration may be extended beyond the minimum duration on the recommendation of DAC if there are genuine reasons. However, the approval for extension must be obtained from the CDS.

- Minimum duration of extension approved at a time is 6 months and maximum of one year.
- Renewal of registration is applicable for extended period (refer section 11). Additional course fee has to be paid by the candidate for each semester (6 months) extension obtained.

If the candidate fails in the MD / MS final examination, the period between the declaration of MD / MS exam results and subsequent course completion will be considered as academic break.

- The course duration will be extended by the duration of academic break.
- Scholarship will not be paid during academic break and extended period.

16. Cancellation of Admission

Admission will be cancelled if

- There is **NO** progress in work as evidenced by non-submission of progress reports / recommendation of the DAC.
- The candidate leaves the Institution before the completion of minimum duration.

If the scholar wants to discontinue the course, the request to be forwarded to CDS through guide and HOI with remarks along with Ph.D. dues clearance.

- The institution should initiate the withdrawal process and same to be communicated to CDS once the process is completed.

17. Publication and Conference Presentation Requirements

The publication requirements for thesis submission is as follows

- Journal Publications
  - o Two first author journal publications indexed in SCOPUS or Web of Science (JCR indexed), 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 and another should be original research article from the thesis.
    - Only one PhD candidate can be the first author in the publications claimed for meeting PhD requirements.
  - o If a candidate has ONE original research article as first author in a journal in first quartile, with impact factor equal to or more than 3, he/she will be allowed to submit the thesis.
  - o The articles must be published/ accepted for publication before the synopsis presentation and submission of thesis to Registrar-Evaluation.

- Conference Presentations
  - o Ph.D. scholars **MUST** make two research paper / poster presentations in conferences / seminars before the submission of the thesis for adjudication, and produce evidence for the same in the form of presentation certificates.

18. Thesis Submission

The guidelines for submission of final thesis is as follows

- The candidate has to present a summary (synopsis) of Ph.D. research in an open 'synopsis presentation' at the institution.
  - o Candidate is permitted to make synopsis presentation after candidate has conformity to course requirements
  - o It should be notified well in advance to enable participation of other researchers (Refer Section 9). The presence of DAC members in this meeting is mandatory.
- After the presentation, the DAC must approve the synopsis (summary) or suggest modifications.
  - o The candidate has to incorporate all the suggestions provided by the DAC in the synopsis and thesis before submission to Registrar Evaluation, MAHE.
- No objection certificate (NOC) from CDS for thesis submission
  - o Ph.D. coordinator will screen following documents for NOC issuance for thesis submission and the institution will forward one set of hard copy to CDS.
    - Covering letter from the research scholar forwarded by the guide and HOI
    - Turnitin report/Plagiarism report of whole final thesis with total word count, similarity index <15%, and exclude matches < 3 Words, issued by Central Library, MAHE
    - Minimum two first author publications indexed in SCOPUS/WoS (JCR) with MAHE affiliation
    - Declaration of originality in template
    - Publication details in template
    - Consolidated coursework grade sheet issued by the Registrar Evaluation
    - Two conference presentation certificates
    - Ph.D. dues clearance certificate
      - To avail the dues clearance certificate, please contact or write to the Students Finance sfin.mahe@manipal.edu
    - All DAC Meeting and recommendation details
    - In case of Change in Guide / Co-Guide / Thesis Title, prior approval to be availed from Deputy Director, Centre for Doctoral Studies, MAHE, Manipal (refer section 9). Request to be submitted through proper channel along with DAC recommendation details.
  - o Click here to download the templates
  - o CDS will screen documents and issue NOC in 10 days from the date of submission of complete documents. Incomplete documents will not be processed further.

- o CDS will communicate NOC to Registrar Evaluation via email with a copy to the candidate, research coordinator, guide and Institution.
- Ph.D. Thesis submission to The Registrar – Evaluation, MAHE, 2nd Floor, manipal.edu Building, Madhav Nagar, Manipal – 576 104.
    - o The guide/Institution has to submit the following with a covering letter addressed to Registrar Evaluation, MAHE through proper channel as per institutional policy not earlier than the prescribed minimum period and not later than the prescribed maximum period.
    - o Soft copy of the synopsis (max. 24 pages) in the prescribed format. Click here to download the template
    - o One soft copy of thesis in PDF format (one or more files of less than 10 MB size each). Thesis shall have following sections
        - ▪ Thesis cover page (refer template provided)
        - ▪ Certificate page (refer template provided)
        - ▪ Abstract (structured within 2000 words)
        - ▪ Declaration of originality (refer template provided)
        - ▪ Acknowledgement
        - ▪ Contents/Index page
        - ▪ List of tables
        - ▪ List of Figures
        - ▪ Abbreviations
        - ▪ First chapter
        - ▪ Second chapter
        - ▪ Chapters …
            - • Content in each chapters in the thesis should be as recommended by DAC.
        - ▪ Summary and conclusion
        - ▪ Bibliography (Vancouver or Harvard or APA style etc., as recommended by DAC)
        - ▪ List of publications from PhD thesis (only) along with list of authors of each publication with their affiliation/s. and list of conference presentations
        - ▪ Annexures
            - • Copy of ethics committee or any other regulatory approvals, questionnaires, maps etc
            - • One-page biodata of the candidate which must include name, age, permanent address, email id and contact number. Additional achievements such as patent/awards/fellowships /any other recognition may also be mentioned here.
    - o Thesis should be printed on A4 size paper, 1 inch of margins on all the sides.
        - ▪ 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 format (Vancouver or Harvard or APA etc.) and all the references should be cited in the text.
    - o DAC approved panel of examiners with one-page CV, publications of each and web link from their University/Institutional website in a sealed cover. The cover to be labelled as 'confidential'.
        - ▪ The panel shall include 10 examiners from India, preferably from outside the state of Karnataka from equal or higher ranked universities.
            - • 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.

- The examiners must be postgraduate medical teachers as per MCI guidelines with minimum 15 years of post-graduate teaching experience and acknowledged leaders in the field of study undertaken by the candidate.

- Synopsis and thesis will be processed further by the Registrar Evaluation after NOC issuance from CDS.
- Thesis evaluation period is approximately 3 - 6 months.
  - The candidate should not contact the University during the period of evaluation.
  - University will send the guidelines regarding further process to the guide after completion of evaluation.
- Candidate is required to submit two hard copies of final version of thesis (hard bound) during the defense viva examination.
- 2 months grace period will be given for thesis submission after the completion of minimum duration (5 years) of the course.
  - Fee is not applicable for the grace period.
  - This grace period is not applicable to the candidates who have taken extension.

19. Originality of Work

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

- Click here to download the plagiarism policy
- 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 Ph.D. 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.

20. Ph.D. Thesis Evaluation

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 by the guide.

- The university shall ascertain from the external examiners their willingness to offer themselves as examiners for a particular thesis.
  - On acceptance of the willingness, the synopsis of the thesis and 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 / 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 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.
- If the thesis is rejected by the both examiners, it will stand rejected and shall **NOT** be referred to any other examiner.
  - o 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.
  - o In case of re-submission / rejection / modifications, the candidate has to submit one soft copy of the revised thesis in PDF format as a single PDF file with file size less than 20 MB.
    - If the file size is larger than 20 MB, compressed file should be submitted.

21. Public Defense of Ph.D. Thesis and Provisional Degree Certificate (PDC)

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.
  - o When the thesis is approved, the candidate has to submit the two copies of final thesis along with a soft copy in PDF format during the defense viva examination.
- The board of examiners for the viva voce examination shall consist of one external and one internal examiner.
  - o Ordinarily, the Supervisor / Co-Supervisor(s) of the thesis / any expert appointed by the university will be the internal examiner.
  - o 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.
  - o At the viva voce examination, the candidate's general proficiency in the subjects allied to the field of his study shall also be evaluated.
  - o 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.
  - o 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.
  - o However, the result of the examination shall be decided solely by the members of the board of examiners.
  - o After the completion of open defense and viva voce, the Examiners will submit joint report and exam results / recommendation to Registrar Evaluation, MAHE.
- 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.
  - o 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.
- In case of satisfactory defence but before the declaration of the results, thesis shall be uploaded on **Shodhganga portal** by the Central Library, MAHE initiated by Registrar Evaluation office.
- The date when all the following requirements are submitted to Registrar Evaluation Office is considered as the date of completion of Ph.D.

- o Joint report by the examiners
- o Final corrected thesis
- o Soft copy of thesis in Shodhganga format for uploading
- On successful public defence, the candidate may apply for issuance of provisional degree certificate by the Registrar Evaluation.

22. Award of Ph.D. Degree

Candidates satisfying all requirements will be awarded with MD / MS and Ph.D. degree certificates under the seal of the university and signed by the Vice Chancellor at the convocation held for conferring degrees.

- The TITLE OF THE Ph.D. THESIS shall be indicated in the Ph.D. degree certificate. The degree certificate shall not indicate the subject or specialty.
- The candidate will be awarded the degree certificate in the subsequent MAHE convocation.

23. Ph.D. Transcript

The details for transcript in template (soft copy) with following components to be submitted to Registrar Evaluation after the declaration of the result

- Candidate name, admission/registration number, admission date, guide and co-guide details, institution
- Thesis title, date of award, structured abstract of the Ph.D. work with in 2000 words, Shodhganga link to the thesis
- Details of publications (from thesis only), conference presentations (from thesis only) and course work details.
  - ▪ Click here to download the templates

The Content of transcript provided should be traceable from final thesis/course work details submitted to the university. The Registrar Evaluation will issue Ph.D. transcript and bonafide certificate to the candidate after the convocation.

24. Publication of Thesis

The thesis shall **NOT** be published as a whole, without the permission of the University.

- o The university may grant permission for the publication under such conditions as it may impose.

Annexure 1: Ph.D. Process Flow

The process flow chart of Integrated MD / MS – PhD is as follows

Admission
Candidates qualified in National Eligibility Entrance Test (NEET) for MD/MS course and have taken admission in any of the disciplines at one of the constituent medical colleges of MAHE

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Submission of Intent for Integrated MD / MS – PhD Program
Candidates submit intent at the institution within 4 weeks of admission to MD/MS program

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Admission to Integrated MD / MS – PhD Program
Apply for admission through MAHE Application Form to CDS

←

Supervisor Allotment
On selection, allotment of Supervisor by the institution

←

Selection Process
Selection is through Institute level test and interview

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Integrated MD / MS – PhD Program Admission Order
Admission Order generated by MAHE Admission Office and issued to candidate by CDS within three months of joining MD/MS program

→

Doctoral Advisor Committee (DAC)
Formation of Doctoral Advisory Committee at Primary guide's Institution

↓

DAC Presentation
DAC presentations every 6 month

←

Protocol Approval
MD/MS protocol approval by DAC within 6 months of admission to MD/MS course

←

Research Work
Student starts research work in the institution

↓

MD / MS Thesis Submission
MD / MS Thesis Submission to the university as per the institutional policy at the end of two and half years of joining MD / MS course

→

Final Examination
MD / MS Final Examination

↓

Ph.D. Protocol
Ph.D. protocol approval by university within 16 months of admission to Integrated MD / MS course

→

Ph.D. Protocol
Half yearly report presentation to DAC and submission of PhD thesis to the university at the end of 5 years of joining Integrated MD / MS course

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Thesis Evaluation, Thesis Defence & Award