

# **POKHARA UNIVERSITY**



## **PhD/MPhil**

## **Curriculum**

**Pokhara University Council for Doctoral Studies (PUCDS)**

**2013**

# POKHARA UNIVERSITY

## Doctoral Programme

### 1. Title

The title of the study programme is “Doctor of Philosophy in Engineering, Doctor of Philosophy in Health Sciences, Doctor of Philosophy in Humanities, Doctor of Philosophy in Management Studies, Doctor of Philosophy in Science and Technology, Doctor of Philosophy in Social Sciences, Doctor of Philosophy in Sustainable Development, or Doctor of Philosophy in Applied Sciences, or any other major field of studies to be decided by Pokhara University in the future.

### 2. Programme Objective

The objective of the Pokhara University Doctoral Programme is to produce expert and specialized high-level human resources for teaching, research and professional services, who shall profess theoretical excellence and practical comprehension in a particular area of humanities, management, science and technology, or social sciences.

### 3. Curricular Structure

The curriculum is designed to equip students with the philosophical base of science and the society, the theoretical and practical base for conducting research, techniques and tools of conducting research, research writing and publication, and successfully academic works in academic seminar with a view to be a bona fide researcher. The coursework gives students a comprehensive perspective on conducting academic research, its presentation and publication. The curriculum comprises the following five distinct components:

- **Philosophy:** The philosophy courses provide students the understanding of science and social sciences as the base of knowledge explaining science and/or society in their widest context.
- **Research Methodology, Research Writing, Research Techniques:** The essence of the doctoral studies is research, which requires professing students in theoretical understanding of research, the practical underpinnings of research, the exhaustive process of research, the skills on conducting a research, and the application of techniques and tools of in research.
- **Specialization:** The substantive core courses in the area of specialization provide students with an opportunity for in-depth and focused knowledge which require the students to consolidate their comprehension in their field of studies.
- **Seminar:** Students are required to proceed with the complete process of giving seminar to equip them with a view to enable them for publication and dissemination of their doctoral research work and beyond.
- **Research:** The major component of Doctoral studies is the independent dissertation research to be conducted by a student, based on primary data and should render

substantial contribution to the body of knowledge and show evidence of originality through the discovery of new facts or the exercise of independence and critical power in the interpretation of theories and facts.

#### **4. Programme Features**

The programme will use a range of pedagogical inputs that includes on-campus learning through classroom discussions, seminars, presentations, group work, case analysis, laboratory tests, and guest lecture series, and off-campus learning through field study, project work, on-line instructions and internet conferencing.

#### **5. The Semester System**

The programme follows the credit system. Each course is assigned a certain number of credit hours depending generally upon its lecture, tutorial and practical work hours in a week. In theory subjects, one lecture per week is assigned to one credit hour as a general rule. That is, a three credit course has 48 class hours. A faculty member is assigned to teach each of the courses. If the course is taught by more than one faculty member, then one of the members is designated as the course coordinator of that particular course.

#### **6. Entry Requirements and Admission Procedures**

##### ***Eligibility***

The Pokhara University Doctoral programme shall be an integrated programme under the “Pokhara University Doctoral Programme”. The programme constitutes the following two tracks:

- (i) Research Only Track** for those who have already completed an MPhil degree
- (ii) Coursework-Research Track** for those who have simply a Master’s degree

Prospective students with the following academic degrees are eligible for application to the Doctoral programme under the specific track.

- i. An MPhil degree in a related area of studies from Pokhara University, or any other university recognized by Pokhara University, or an academic degree that is certified equivalent to MPhil degree of Pokhara University with a CGPA of 3.30 in a scale of 4.00 grading system, or First Division on percentage system of evaluation is eligible for the *Research Only Track* of the Doctoral programme.
- ii. A Master degree in a related area of study from Pokhara University or any other university recognized by Pokhara University, or an academic degree that is certified, equivalent to Master degree of Pokhara University with a CGPA of 3.00 in a scale of 4.00 grading system, or Second Division on percentage system of evaluation is eligible for the *Coursework-Research Track* of the Doctoral programme.

##### ***Documents Required***

The applicant is required to submit the following documents with the application form made available by the concerned School/College by paying a predetermined fee:

- i. *A statement of purpose:* A statement of the applicant's purpose (not more than one page) in applying for Doctoral studies must be submitted, incorporating the reason for Doctoral studies, plans for future occupation or profession, and the contribution of the Doctoral studies in the career of the applicant.
- ii. *A preliminary research proposal:* The applicant shall submit a synopsis of research proposal within 2,000 words for the doctoral degree. It should consist of an introduction, the justification for the study, issues and problems of the research, objectives, hypotheses, methodology, expected outcome of the research, the schedule of the research work, and references along with a selected bibliography of 10 to 20 relevant publications.
- iii. *A portfolio of works* should be submitted incorporating the list of publications and/or research reports (if available) with copies of two publications and/or reports that give an idea of research achievements of the applicant.
- iv. *Letters of recommendation* from two referees, one of which shall be an academic faculty from the student's previous institution shall be submitted in the prescribed official format.
- v. *Copies of Academic Certificates:* An applicant to the Doctoral studies shall submit attested copies of all academic transcripts. If admission is granted, original Migration Certificate must be submitted for admission.

### ***Admission Procedures***

A notice inviting applications for admission is publicly announced. Application forms and information brochures are provided, on request, after the payment of the prescribed fee.

The Doctoral Programme Office scrutinizes the application. The eligible candidates are informed to take the entrance test. The date and time for the entrance test are informed to the applicants by the Doctoral Programme Office.

Admission to the Doctoral programme shall be granted based on the combined score of the following three types of evaluations.

- i. Written entrance test;
- ii. Evaluation of the application documents, i.e. statement of purpose, preliminary research proposal, publications, recommendations, and academic transcripts submitted by the applicant; and
- iii. Interview of the candidate.

A merit list shall be derived from the combined results of the entrance test, evaluation of application documents, and interview of the candidate; and the applicants, who pass the admission tests, shall be offered admission in the Doctoral programme of Pokhara University on the basis of merit list.

Successful candidate for *Coursework-Research Track* may start his/her studies either in March or in September.

Selected applicants shall pay the full required first instalment of fees to be admitted into the programme.

The candidates, who are given provisional admission under special condition, are required to submit all necessary documents within a month of the beginning of the semester. Otherwise, the admission will be canceled.

## **7. Course Registration**

Students are required to register courses at the beginning of each semester. Since registration is a very important procedural part of the credit system, all students must present themselves at the Programme Office. Registration in absence may be allowed only in rare cases at the discretion of the principal. A student's nominee cannot register for courses but will only be allowed to complete other formalities.

## **8. Addition and Withdrawal from Courses**

A student would have the option to add or drop from the course. This can, however, be done only during the first week of the semester. A student wishing to withdraw from a course, should apply on the prescribed form within two weeks from the starting date of the semester. A full time student has to take a minimum of nine credits in a semester.

## **9. Attendance Requirements**

The students must attend every lecture, tutorial and practical class. However, to accommodate for late registration, sickness and other such contingencies, the attendance requirements will be a minimum of 80 per cent of the classes actually held.

## **10. Normal and Maximum Duration of Study**

The doctoral programme is a three year programme, constituting six normal semesters. However, students are allowed to complete different stages according to the following time duration.

- i. A student, who is admitted to the *Coursework-Research Track*, is allowed to complete the required coursework in four semesters from the date of admission. If a student is unable to complete the coursework within the given duration of four semesters, the University registration for Doctoral programme of the student will be annulled; but the student may be transferred to the MPhil programme, which can be completed under the normal duration specified for MPhil degree, if the student can secure the minimum CGPA required for MPhil degree.
- ii. A student, who is enrolled under the *Research Only Track* and the student who is enrolled under the *Coursework-Research Track* and successfully completed the

coursework, shall register for doctoral candidacy and successfully complete the candidacy within one year from the date of registration to the doctoral candidacy. If a student is unable to complete the required doctoral dissertation proposal required for doctoral candidacy and so becomes unable to achieve the status of doctoral candidate within the given duration of one year from the date of registration to the doctoral candidacy, his/her doctoral registration will be annulled; but the student, who is enrolled under the *Coursework-Research Track* may be transferred to the MPhil programme, which can be completed under the normal duration specified for MPhil degree, if the student can secure the minimum CGPA required for MPhil degree.

- iii. The doctoral candidate shall complete his/her dissertation within three years from the date of candidacy. If a student is unable to complete the doctoral dissertation within the given duration of three years from the date of candidacy the student may apply for reregistration. The extended time duration shall not exceed two years. If the student cannot complete his/her studies within the extended period, the doctoral candidate's University registration will be annulled.

### **11. Evaluation System of coursework**

A student's academic performance in a course is evaluated in two phases as:

- Internally by the concerned faculty member and
- Externally by the Office of the Controller of Examinations through semester-end examinations.

A sixty per cent weight is given to the internal evaluation and forty per cent weight is given to the external evaluation (Semester-end examination). The pass mark for both the internal evaluation and external evaluation (Semester-end examination) is sixty per cent. A student must qualify in both evaluations separately to get a pass grade in a particular course. The final grade awarded to a student in a course is based on his/her consolidated performance in both internal and external evaluations.

The internal evaluation may consist of various components like in-class problem solution; journal article reviews; book reviews; thematic/topical clipping of newspapers, their analysis and presentation; written examinations; presentation of reflection notes; surveys and reports; case studies; project works, quizzes, and the like. A student will get NOT QUALIFIED (NQ) status in the internal evaluation if his/her performance falls below the minimum requirement. Such students will not be allowed to appear in the semester-end examination of that particular course.

### **12. Grading System**

Pokhara University follows a four-point letter grade system. The letter grades awarded to students will be as follows:

Letter Grade	Grade Point	Description
A	4.0	Excellent
A-	3.7	
B+	3.3	Good
B	3.0	Fair
B-	2.7	
C+	2.3	
C	2.0	Pass in individual course
I	-	Incomplete
F	0.0	Fail

If a student cannot finish all the assigned works for the course, he/she will be given an incomplete grade 'I'. If all the required assignments are not completed within the following semester, the grade of 'I' will automatically be converted into 'F'.

The performance of a student is evaluated in terms of two indices: (a) Semester Grade Point Average (SGPA) which is the grade point average of the particular semester, and (b) Cumulative Grade Point Average (CGPA) which is the grade point average of all the semesters.

$$SPGA = \frac{\text{Total honor points earned in a semester}}{\text{Total number of credits registered in a semester}}$$

$$CPGA = \frac{\text{Total honor points earned}}{\text{Total number of credits completed}}$$

Where,

Honor point = Grade point earned in a subject x Number of credits assigned to that subject

### 13. Degree Requirements

The requirements for the award of Doctoral degree are as follows.

- A student, who is enrolled on the *Coursework-Research Track*, shall complete a minimum of 24 credit advance courses;
- A student, who is enrolled on the *Research Only Track* shall audit course(s) if recommended by the Doctoral Student Supervisory Committee (DSSC);
- A student shall have successful candidacy for the advancement to the doctoral dissertation upon writing a successful proposal and defending it in an academic gathering, in the presence of the Doctoral Student Supervisory Committee (DSSC)

along with at least one member of the Pokhara University Council for Doctoral Studies (PUCDS);

- iv. One conference paper with the first authorship of the student based on the student's doctoral dissertation research shall be presented in a national or international conference;
- v. One research article with the first authorship of the student based on the student's doctoral dissertation research, must be accepted for publication in a peer reviewed international journal;
- vi. A successful presentation of the doctoral dissertation in a doctoral seminar, which is attended by members of the Doctoral Student Supervisory Committee and at least one member of the Pokhara University Council for Doctoral Studies; and
- vii. Approval of the doctoral dissertation by the final examiners of Doctoral Dissertation, which is constituted of the Doctoral Student Supervisory Committee and two external examiners, who would be nominated by the Pokhara University Council for Doctoral Studies on the recommendation of the Doctoral Student Supervisory Committee.

#### **14. Repeating a Course**

A course may be taken only once for grade. Since passing of all courses individually is a degree requirement, the student must retake the failing course when offered and must successfully complete the course. A student will be allowed to retake maximum of two courses to achieve a minimum CGPA of 3.3 for continuing the doctoral studies. The grade earned on the retake examination will substitute the earlier grade earned by the student in that course. A student can retake a course only when it is offered by the college/university.

#### **15. Credit Transfer and Withdrawal**

A maximum of 25 per cent of the total credits of course work completed by a student in an equivalent programme of a recognized university/institution may be transferred/waived for credit by the Pokhara University Council for Doctoral Studies (PUCDS) on the recommendation of the Executive Secretary of the Council for Doctoral Studies and the Faculty Doctoral Committee. However, for such transfer of credit, a student must have received a grade of 'B+' or better in the respective course. Courses taken more than two years earlier from the date of application will not be accepted for transfer of credit.

The student may apply for withdrawal from the entire semester only on medical grounds. However, partial withdrawal from courses registered in a semester will not be considered.

#### **16. Unfair Means**

Students are strictly forbidden from adopting unfair means in class assignments, tests, report-writing and final examination. The following would be considered as adoption of unfair means during examination:

- Communicating with fellow students for obtaining help.

- Copying from another student's script/report/paper.
- Copying from disk, mobile, palm of hand or other incriminating documents and equipment.
- Possession of any incriminating documents, whether used or not.
- Any approach in direct or indirect form to influence teacher concerning grade.
- Unruly behavior which disrupts academic programme.

If the instructor detects a student using unfair means, the student may be given an 'F' grade at the discretion of the Examination Board. Adoption of unfair means may result in the dismissal of the student from the programme and expulsion of the student from the Doctoral programme and as such from Pokhara University.

### **17. Dismissal from the Programme**

A student is normally expected to obtain a SGPA of 3.3 in the semester-end examinations of the Doctoral programme. If a student's performance falls short of maintaining this CGPA continuously over the semesters, he/she may be advised to leave the programme or dismissed from the programme.

### **18. Detailed Curricular Structure**

The Coursework-Research Track students are required to complete the minimum of 24 credits. Students are required to complete two courses (6 credits) of Philosophy; two courses (6 credits) of Research Methodology; four courses (12 credits) of substantive courses that include Advanced Research Techniques and Seminar. The curricular structure is as follows.

#### **I. Philosophy (6 credits)**

Course Code	Description	Credit Hours
	Philosophy of Knowledge	3
	Society and Development	3

#### **II. Research Methodology (6 credits)**

Course Code	Description	Credit Hours
	Research Methodology	3
	Research Writing	3

#### **III. Substantive Courses (12 credits)**

Course Code	Description	Credit Hours
	Substantive Course I: Advanced Research Techniques	3
	Substantive Course II	3
	Substantive Course III	3
	Substantive Course IV: Seminar	3

### **V. PhD Dissertation**

The first semester is focused on Philosophy and Research Methodology whereas the second semester under coursework is dedicated to substantive courses. The semester-wise distribution of courses and dissertation activities are as follows.

#### **Semester I**

<b>Course Code</b>	<b>Description</b>	<b>Credit Hours</b>
	Philosophy of Knowledge	3
	Society and Development	3
	Research Methodology	3
	Research Writing	3

#### **Semester II**

<b>Course Code</b>	<b>Description</b>	<b>Credit Hours</b>
	Substantive Course I: Advanced Research Techniques	3
	Substantive Course II	3
	Substantive Course III	3
	Substantive Course IV: Seminar	3

#### **Semester III**

Research Proposal writing

#### **Semester IV-VI**

Doctoral Dissertation