

Ordinance for

Awarding the Doctor of Philosophy 2016

(Amended in January 2025; Effective from July 2024)



Bangladesh Medical University

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Bangladesh Medical University
Dhaka, Bangladesh

Abbreviations

AC	Academic Council
ACDS	Admission Committee for Doctoral Students
BDS	Bachelor of Dental Surgeon
BMDC	Bangladesh Medical and Dental Council
BOAS	Board of Advanced Studies
BSMMU	Bangabandhu Sheikh Mujib Medical University
DRSC	Doctoral Research Supervision Committee
FCPS	Fellow of the College of Physicians and Surgeons
IRB	The Institutional Review Board
M.Phil.	Master of Philosophy
MBBS	Bachelor of Medicine and Bachelor of Surgery
MD	Doctor of Medicine
MMEd	Master of Medical Education
MPH	Master of Public Health
MS	Master of Surgery
MSc	Master of Science
NIPSOM	National Institute of Preventive and Social Medicine
Ph.D	Doctor of Philosophy
SJR	SCImago Journal Rank

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Preface

Bangladesh Medical University (BMU), formerly Bangabandhu Sheikh Mujib Medical University (BSMMU), is the nation's first and foremost institution dedicated exclusively to health-related research, postgraduate medical education, advanced clinical training, and health care services. BMU has a long history dating back to 1965, when the Institute of Postgraduate Medical Research (IPGMR) was established. In 1998, it became a full-fledged medical university. Since then, it has grown into a center of excellence for higher education in the health sciences. The university is located in the heart of Dhaka City and has over 1,500 postgraduate students each year across 68 departments within its seven academic faculties, which include clinical, para-clinical, and preventive disciplines.

The mission of BMU is to foster an academic atmosphere where students are encouraged to explore their full intellectual and professional potential. Committed to academic independence, fairness, and the highest ethical standards, BMU aims to nurture competent, caring, and visionary healthcare professionals and researchers who are capable of addressing the pressing health needs of Bangladesh and the rest of South Asia.

In this context, it is acknowledged that the development of robust and internationally recognized doctoral programs is essential to fulfilling our academic mission and achieving institutional excellence. Historically, PhD education has remained a relatively neglected area within this university. Only a few candidates have pursued and completed PhD degrees, largely due to the absence of a comprehensive and standardized regulatory framework to govern the doctoral process. This structural gap led to administrative inconsistencies and challenges, hindering the development of research capacity, innovation, and a robust academic research culture.

BMU has taken a landmark step in understanding the strategic significance of a well-organized PhD program for institutional and national development. For the first time in its history, the university has formulated and adopted a comprehensive PhD Ordinance. This ordinance provides a clear, consistent, and accountable framework for all aspects of doctoral education, including admission criteria, coursework, research supervision, ethical guidelines, publication requirements, thesis submission, and evaluation procedures.

Designed in alignment with international standards and practices, the ordinance introduces a structured system, promoting a paper-based PhD model for the program. This emphasizes the importance of publishing in peer-reviewed journals and contributing original knowledge to the field of health sciences. This approach is intended not only to enhance the academic rigor and visibility of our doctoral programs but also to ensure that BMU graduates are well-positioned to make meaningful contributions to global medical research and policy discourse.

This ordinance demonstrates that BMU remains committed to fostering a strong research culture, enhancing institutional governance, and preparing the next generation of physician-scientists and academic leaders. It also aligns with our objective to integrate advanced research with clinical excellence and high-quality healthcare services, which are core components of the broader vision of the university.

I extend my sincere appreciation to all faculty members, members of the 'PhD Ordinance Update Committee', deans, members of the Academic Council and Syndicate, and administrative leaders whose contributions, consultations, and dedication made this milestone possible. The adoption of this ordinance

marks the beginning of a new chapter in the academic journey of the university-an era driven by integrity, honesty, innovation, and a commitment to making a positive impact.

I firmly believe that this PhD Ordinance will be a key document to guide the future of doctoral education at BMU, build trust among stakeholders, and uphold the university's position as a national leader and regional reference point in postgraduate medical education and research

Professor Dr. Md Shahinul Alam

Vice Chancellor

Bangladesh Medical University

Dhaka, Bangladesh

Date:

1. Preamble

- 1.1 The essence of a university lies in its unwavering commitment to the continuous generation and dissemination of new knowledge, which is particularly relevant to a health-related university due to the rapid advancement in medical sciences and technologies. The doctoral program is universally acknowledged as one of the pivotal means for fostering advanced research and producing highly skilled academic and research professionals who contribute to national development. Bangladesh Medical University (BMU), the premier university of health-related Departments in Bangladesh, plays a crucial role in shaping the future of healthcare through the teaching, training, and development of medical professionals. Its contributions in advancing research and innovation underscore its leadership in addressing the dynamic challenges of modern healthcare.
- 1.2 In exercise of clause 41 (1) (GA) of the University Ordinance 1998, the Academic Council ratifies and forwards to the Syndicate the following ordinance in the name of the Doctor of Philosophy (Ph.D.) program in Medical, Dental, Public Health, and Health Sciences at BMU. These programs are subject to modifications from time to time as decided by the Academic Council of this University.
2. Definitions

Definition

- 2.1 University means Bangladesh Medical University (abbreviated form 'BMU').
- 2.2 Syndicate means the Syndicate of Bangladesh Medical University.
- 2.3 Academic Council means the Academic Council of Bangladesh Medical University.
- 2.4 Faculty means Faculty of Bangladesh Medical University unless specified.
- 2.5 The Institutional Review Board (IRB) is an enacted body of the University for the ethical evaluation of research works.
- 2.6 The Admission Committee for Doctoral Students (ACDS) is a committee duly constituted by the Dean of the respective Faculty at Bangladesh Medical University for the purpose of the Ph.D. programme, as detailed in the ordinance.
- 2.7 The 'Board of Advanced Studies' (BOAS) is a legally mandated entity of the University established through statutory provision as outlined in Section 29 of the Bangladesh Medical University Act 1998 (BMU Act 1998). Its primary objective is to facilitate the advancement of postgraduate studies and research.
- 2.8 Department, as per the BMU Act.
- 2.9 Supervisor means any Professor/Associate Professor/others as per clause 6 of this ordinance.
- 2.10 Joint supervisor refers to a collaborative academic arrangement in which an individual from a reputed national or international research organization or institution holds a position equivalent to a Professor at this University. This position shall carry the same responsibilities and authority as the main supervisor.
- 2.11 Co-supervisor: A co-supervisor may be a faculty member from BMU or any recognized university or institution ranked not lower than an Assistant Professor who holds a Ph.D. degree or a researcher with a Ph.D. and equivalent educational qualifications. (See clause: 6.3)

- 2.12 DRSC-Doctoral Research Supervision Committee
- 2.13 Examiner means a competent person proposed by the Dean of the respective faculty and approved by the Board of Advance Studies (BOAS) and the Academic Council (AC).
- 2.14 Thesis means any Ph.D. thesis under this ordinance.
- 2.15 BMDC means Bangladesh Medical and Dental Council.
- 2.16 Institution means any institution under BMU.
- 2.17 “Affiliated institutions” mean any institutions affiliated with Bangladesh Medical University , such as NIPSOM, medical colleges, or other institutions.
- 2.18 “Academic Session” means the duration comprising two consecutive semesters for the PhD program of study.
- 2.19 “Academic Year” generally means a period of twelve months, with the dates for the commencement and end determined by the relevant authorities of the University.
- 2.20 “Applicant” means any person who applies for the Doctor of Philosophy program in any department/institute of the University.
- 2.21 “Part-time student” refers to an individual who, due to employment or other circumstances, is unable to dedicate themselves full-time to studying and researching.
- 2.22 “Full-time student” signifies an individual who considers the pursuit of the Doctor of Philosophy degree as their primary and exclusive occupation, focusing on studying and researching full-time.
- 2.23 “Course” means a unit of study for a prescribed period, which contributes credit(s) to the candidature of the Doctor of Philosophy program.
- 2.24 Credit: A credit represents 36 hours of academic work, which is comprised of 12 hours of direct teaching and 24 hours dedicated to student self-learning. This setup underscores the integration of classroom instruction with individual study efforts.
- 2.25 Student Learning Hour: A student learning hour refers to the time required to engage in various planned educational activities. This includes attending lectures, participating in seminars, conducting independent and private studies, engaging in group work, performing laboratory experiments, handling placements, preparing for projects, sitting for examinations, and similar educational tasks.
- 2.26 Self-Learning: Self-learning refers to independent activities undertaken by students beyond direct classroom instruction. It involves identifying, collecting, and critically selecting relevant study materials, followed by analyzing and appraising them to deepen understanding. Key components of self-learning include preparing for examinations and drafting manuscripts, assignments, and reports based on practical experiences such as field visits, attachments, data collection, and laboratory work. Additionally, students engage in presenting their findings through reports, assignments, seminars, or articles. These diverse activities are integral to enhancing the learning process by fostering critical thinking, practical application, and reinforcement of knowledge, ultimately cultivating a habit of lifelong learning.

3. Degree Offered

Bangladesh Medical University offers the degree of "Doctor of Philosophy", abbreviated to PhD, in subjects studied in all the Departments/Institutions of the University.

The Degree of Doctor of Philosophy (Ph.D.) is awarded to a candidate who, as per these regulations, has submitted a thesis based on original research work done by them in any particular department or across multiple departments (Inter-disciplinary). This research must contribute to the advancement of knowledge in Medicine/Surgery/Basic Medical Sciences/Public Health/Allied Health Sciences/Dental or innovate methods for applying existing knowledge in these fields to improve the quality of life. Additionally, the thesis must be approved by appropriately constituted examiners, as required.

4. Eligibility Criteria for Students

The Ph.D. degree shall be awarded by Bangladesh Medical University (BMU) under any one of the Faculties of this University.

4.1 Academic qualification:

4.1.1 The applicant must have an MBBS, BDS, or an equivalent degree recognized by the Bangladesh Medical and Dental Council (BMDC) or any bachelor's degree recognized by the University.

4.1.2 The applicant must have an MD, MS, M.Phil., FCPS, MPH, MMed, MSc or any equivalent qualification recognized by the BMDC and/or BMU in the respective Department. For clinical and para-clinical departments, the applicant is required to have a master's degree relevant to the respective field as mentioned above.

4.2 Enrolment procedure: The registrar of BMU will publish an annual announcement regarding admission into the Ph.D. program. This announcement will be disseminated through both print media and the university's official website.

4.3 Prospective PhD applicants must complete the designated application form (Appendix 1). In addition to the application form, they are required to submit the following: a research proposal in the form of a synopsis (Appendix 14), a completed and signed supervisor's consent form (Appendix 2), supporting documents (such as academic transcripts and certificates, copies of publications, job experience certificates, and any other specific documents mentioned in the admission announcement), and a non-refundable application fee, as outlined in the advertisement. All materials must be submitted within the deadline specified in the advertisement.

4.4 International student: An international student seeking admission to the Ph.D. program must submit an application through the respective government agencies (Embassy/High Commission) to the Dean of the respective faculty. The application should include a certificate of proficiency in the English language (IELTS score 6.5 and above, not less than six on individual segments) and letters of recommendation from two concerned referees. The admission process shall follow the guidelines outlined in section 4.6. International students and Bangladeshi students residing abroad may be exempted from appearing before the Admission Committee for an interview. However, they are required to attend the meeting through virtual platforms such as Zoom, Google Meet, or similar.

4.5 Student(s) can participate in a joint PhD program/collaborative PhD program with the overseas universities/institution(s) subject to the agreement signed between BMU and the partner universities/institution(s).

4.6 The application shall be reviewed by the Admission Committee for Doctoral Students (ACDS). The formation of ACDS is outlined as follows-

- a) A separate ACDS shall be formed for each admission cycle for each department where students are pursuing their admission.
- b) The ACDS shall consist of five members, with only the assigned supervisor changing as a member for each student, provided the supervisor does not hold the position of Chair or Member Secretary.
- c) The Dean of the respective faculty shall serve as the Chair. If the Dean is unable to fulfill this role, a replacement shall be appointed by the Dean.
- d) The Chairman of the relevant department where the applicant wishes to pursue their PhD shall act as the member-secretary. If the Chairman is unable to fulfill this role, s/he shall be replaced by a designated substitute by the Chairman.
- e) Three qualified faculty members from the respective department, not below the rank of Associate Professor, shall serve as members, with the assigned supervisor as one of them (unless the supervisor serves as the member secretary or chair of the committee). In cases where the department lacks a sufficient number of qualified faculty members to form the ACDS, a maximum of two qualified faculty members from related Departments within the same faculty at BSMMU may be included.
- f) The membership within the ACDS shall be rotated among the qualified faculty members of the department based on seniority.
- g) An individual cannot hold two positions simultaneously, such as serving as both the Chair and Member-Secretary, or as the Member-Secretary and a member of the ACDS
- h) The Dean of the respective faculty forms the ACDS in consultation with the Chairman of the respective department.
- i) In cases where any other challenges arise regarding the formation of the ACDS, not specified above, the Dean of the respective faculty shall make the final decision.

Position at the University	Position at ACDS	Nos.
Dean of the faculty	Chair	1
Faculty members	Member	3*
Chairmen of the department	Member Secretary	1

*One of them must be the assigned supervisor of the student, provided the supervisor does not hold the position of Chair or Member Secretary.

4.7 The Dean of the faculty is responsible for forwarding the application to the Academic section of the Registrar's office within seven working days for admission and provisional registration. Subsequently, the Registrar's office shall submit a report to the Board of Advance Studies (BOAS), which shall then send it to the Academic Council for ratification.

4.8 After enrolling, during 1st and 2nd semesters, students must attend and complete the courses, develop a comprehensive protocol with their Supervisor's assistance, and participate in course evaluations and protocol defense sessions. The student is expected to successfully meet the board's expectations for their protocol and pass the mandatory course examinations. Additionally, they must secure Institutional Review Board (IRB) approval for their protocol within the first year of the Ph.D. program. The university authority shall form a separate IRB for PhD students preferentially with the

faculties who have a PhD degree. Failure to pass the protocol defense by the end of the second semester without a valid reason shall result in the student being considered withdrawn. However, if the student can justify an extension to their Supervisor and the Supervisor advocates for it, the Dean may grant a three-month extension for permanent registration.

- 4.9 Upon successful protocol defense, the Dean shall send a request to the Academic section of the Registrar's Office for permanent registration.

5. Modes and Duration of the Study

- 5.1 Bangladesh Medical University offers PhD programs which can be carried out in full-time or part-time studentship. The PhD programme is a fully credit-based semester system.

- 5.2 The duration of the Ph.D. program is as follows:

	Duration (Years/Semesters)	
	Minimum	Maximum
Full-time	4 years (8 semesters)	6 years (8 Semesters)
Part-time	6 years (8 semesters)	7 years (8 semesters)

- 5.3 The candidates registered for the Degree of Doctor of Philosophy (Ph.D.) shall be full-time or part-time research scholars and undergo research work for at least four or six years, respectively, from the date of provisional registration. For full-time enrollment, students shall attend the department for research or other Ph.D.-related education on all working days, except for periods of official leave and other appointments connected with research for a period permitted by the concerned Supervisor.

- 5.4 For full-time students, 1 year is for coursework and protocol development.

- 5.5 Maximum duration

- For full-time enrollment: The research period shall not exceed a maximum duration of six years from the date of provisional registration. As for additional extensions, the Dean may grant an extension of one year for the first extension (4+1-year extension). However, any subsequent extension for a second year must receive approval from the Academic Council (5+1-year extension).
- For part-time enrollment, an additional one-year extension may be granted beyond the six-year primary enrollment period, subject to approval by the Academic Council.
- For both full-time and part-time programs, the total number of semesters shall be eight. Any additional time required for the completion of the program shall not be counted as an additional semester. However, students should pay fees for any extension beyond the scheduled months.

- 5.6 A student may be allowed to switch from part-time to full-time or vice versa on the recommendation of the respective Doctoral Research Supervision Committee (DRSC) before the commencement of a semester.

6. Criteria of Supervisor/Co-supervisor

The supervisor for the Ph.D. degree shall have the following criteria:

- 6.1 To qualify as a Ph.D. supervisor at BSMMU, an individual must hold a Ph.D. degree, have a rank of Associate Professor or above, and possess at least 10 publications in PubMed-indexed journals.

- 6.2 A Professor of BMU who does not hold a Ph.D. but has 15 publications in PubMed-indexed journals shall be eligible to supervise Ph.D. students.
- 6.3 A co-supervisor may be a faculty from BMU, including adjunct faculty members, or any recognized university or institution ranked not lower than an Assistant Professor who holds a Ph.D. degree, provided they possess expertise in the relevant or allied field of the applicant's proposed study. Additionally, a researcher from a national or international research institute/center/university with a Ph.D. and equivalent educational qualifications may also act as a co-supervisor.
- 6.4 Foreign co-supervisors: Co-supervisors from institutions or universities outside Bangladesh shall be allowed, provided BMU has established specific MoUs with them for jointly supervised PhD programs.
- 6.5 Rotation: During the four-year registration period, rotation or external training for a maximum duration of one year shall be permitted at institutions of foreign co-guides as outlined in clause 6.5 above. All expenses for such rotations shall be borne by the candidate, scholarship, sponsor, or other sources unless specifically approved by BMU.
- 6.6 Joint supervisorship: Someone in any national/international research organization/institution with a position equivalent to a Professor of this university and at least fifteen years of active teaching/research experience and not less than 30 research publications in Q1 and Q2 journals may act as a Joint Supervisor.
- 6.7 Individuals who have a family relationship (e.g., husband/wife, blood relatives, and in-laws) with the Ph.D. student or have a relationship with the Ph.D. student that impairs their objectivity do not qualify for the position of supervisor/co-supervisor.

7. Supervisorship

- 7.1 The supervisor or co-supervisor shall provide guidance and assistance to the student to facilitate the systematic completion of their research. The Supervisor shall inform the student about the University's rules and regulations, with a particular emphasis on those governing research and other academic standards. They shall ensure that the student enrolls in the required terms, earns all necessary credits, submits all reports on time, fulfills other obligations, and produces a Ph.D. thesis that meets the requirements specified in these regulations. Additionally, the Supervisor is responsible for keeping the co-supervisor informed of the student's progress.
- 7.1.1 If a supervisor fails to act according to Section 7.1, he/she may be discouraged from taking new PhD students for the following two years.
- 7.2 A supervisor is expected to supervise a candidate till the end of the research work and the successful defense of the thesis.
- 7.3 When a supervisor happens to be away from the university for less than or equal to 12 full months (for part-time PhD, 24 full months or less), may continue to supervise the candidate through an online platform or other means.
- 7.4 However, if the expected duration of absence is more than twelve months or if the supervisor declines to continue in such case, s/he shall be officially nominated as a co-supervisor. If the leave period of the supervisor exceeds one year or the supervisor declines to continue as a supervisor for valid reasons, the Dean of the Faculty may appoint the co-supervisor (if anyone from this university) as the supervisor or find a new supervisor and report this change to the BOAS, which shall be ratified by the AC. For any other complexities, the Dean of the Faculty shall refer the case to the BOAS for a resolution.

- 7.5 A co-supervisor can also be absent for a maximum period of one year while continuing as a co-supervisor. S/he may also decline to continue as a co-supervisor in such a case. If the leave period of the co-supervisor exceeds one year or the co-supervisor declines to continue as a co-supervisor for valid reasons, the Dean of the Faculty may appoint a new co-supervisor upon the recommendation of the Supervisor and report this change to the BOAS, which shall be ratified by the AC. For any other complexities, the Dean of the Faculty shall refer the case to the BOAS for a resolution.
- 7.6 If no co-supervisor was initially assigned, the Dean of the Faculty may appoint one based on the supervisor's recommendation. This appointment shall be reported to the Board of Advanced Studies (BOAS) and subsequently ratified by the Academic Council (AC).
- 7.7 If a supervisor or co-supervisor permanently departs from the university, they shall relinquish their supervisory position unless they have already fulfilled their supervisory obligations, or their research student has submitted the thesis. In the event of a supervisor's permanent departure, the respective Dean shall appoint a replacement from the same department and report this change to the Board of Advanced Studies (BOAS), which shall subsequently seek endorsement from the Academic Council (AC). Any additional issues arising from this situation shall be referred by the Dean to the BOAS for resolution.
- 7.8 Teachers of this university who are actively serving up to the age of 65 years are eligible to act as supervisors or co-supervisors. However, if a supervisor anticipates reaching the age of 65 years before their student can complete the degree, they must appoint a co-supervisor. It is important to note that the age requirement does not apply to professors who have made extraordinary contributions in their field of study (e.g., Professor Emeritus, National Professor, Chair Professor, Supernumerary Professor, etc.).
- 7.9 A supervisor or Co-supervisor shall be in charge of one Ph.D. student for up to 3% of their total working hours.
- 7.10 The Supervisor must submit a report on the prescribed form to the respective dean every six months.
- 7.11 PhD supervision workshop: BMU authority shall arrange periodic supervision workshops for PhD supervisors. The primary Supervisor must have completed the doctorate supervisor workshop program once every five years. This workshop aims to ensure that all supervisors are aware of the current standards for doctorate education, prepare them for the role of supervisor, and provide insight into.
- 7.12 If a student wishes to change their supervisor or co-supervisor for a valid reason, they must submit an application using the prescribed form (Appendix 3) to the Dean of the Faculty through the appropriate channel (e.g., Chairman of the department). The Dean of the Faculty shall forward the application to BOAS for settlement.
- 7.13 A supervisor or co-supervisor may also apply to decline their position using the prescribed form (Appendix 4) to the Dean of the Faculty for a valid reason. The Dean of the Faculty shall review the application and provide their opinion to the Executive Committee (EC) of the Faculty for resolution. If necessary, the EC of the Faculty shall take steps to find a replacement and inform the decision to the next BOAS meeting. The final decision shall be ratified by the AC.
- 7.14 Suspension of the supervisor
- 7.14.1 If a supervisor is suspended for more than one year, the co-supervisor (who must be a faculty member of BMU) shall assume the role of Supervisor.

- 7.14.2 If a supervisor is suspended for less than one year, the co-supervisor (who must be a faculty member of the university) shall assume the role of supervisor until the suspension is lifted.
- 7.14.3 If the co-supervisor is from outside the university, the Dean shall nominate a faculty member from the respective faculty within the university to act as the supervisor until the suspension is lifted.
- 7.14.4 If no co-supervisor was previously appointed, one may be assigned in accordance with Section 6.3 to assist the student in effectively continuing their research.
- 7.14.5 If the suspension of the supervisor is not lifted by the time of thesis submission, the acting Supervisor shall be appointed as the official Supervisor by the dean of the faculty. This appointment shall be reported to the BOAS and AC for ratification. The ACDS and the chairman of the department shall also be informed of this decision.
- 7.15 According to this ordinance, all official activities related to PhDs shall be reported to BOAS by the respective faculty dean through the office of the registrar. Any unresolved situation forwarded by the dean shall be resolved by BOAS.
- 7.16 BOAS shall check the administrative procedures related to PhD students only and shall forward them to the Academic Council for ratification.

8. Number of Candidates per Supervisor

A supervisor shall oversee no more than six doctoral candidates at any given time.

9. Period of Registration and Studentship Status

- 9.1 A full-time doctoral student, upon employment, shall be entitled to a mandatory study leave period of no less than four years commencing from the commencement of the program. Conversely, a part-time student who is employed shall not be obligated to take study leave. In the event that a full-time student obtains employment with an organization during the academic year, they may continue as a full-time student for that year, upon the recommendation of their Supervisor and employer, without the need for study leave. Nevertheless, starting from the subsequent academic year, the student must avail study leave in order to maintain their status as a full-time student or alternatively, they shall be reclassified as a part-time doctoral student.
- 9.2 A Ph.D. candidate who is currently employed in any organization shall be granted admission as a part-time student, subject to written consent from the employer, in order to pursue a Ph.D. at BMU.
- 9.3 Teachers/staff members of BMU shall have the option to pursue a Ph.D. degree as part-time students while remaining employed, provided they obtain written consent from the relevant authority, without the need for study leave. However, if they choose to pursue their Ph.D. degree on a full-time basis, they shall be required to take a study leave for a duration of 4 years.
- 9.4 A change in the status of studentship, either from full-time to part-time or vice versa, may be permitted once during the Ph.D. program. The student must submit an application in the prescribed format (Appendix 9) to the Dean of the Faculty, through the supervisor and/or the chairman of the department. Upon approval of the change, the Registrar's Office shall notify the BOAS and AC accordingly.

10. Doctoral Research Supervision Committee

10.1 Each PhD candidate shall have a 5-member Doctoral Research Supervision Committee (hereinafter referred to as DRSC) to oversee the progress of their PhD work.

10.2 The DRSC shall be formed within one week from the date of the candidate's temporary registration. The committee shall be composed as follows:

10.3

		Number
Supervisor	Chairman	1
Co-supervisor (if applicable)	Member	1
Faculty member of the relevant field (within the University)	Member	2 (3, in absence of co-supervisor)
Faculty member of the relevant field (outside the University)	Member	1

10.4 The supervisor shall propose the DRSC (Appendix 6) through the appropriate channels (e.g., Chairman of the Department) to the Dean of the Faculty. The Dean of the Faculty shall approve the DRSC and report it to the Board of Advanced Studies (BOAS) through the Academic Section of the Office of the Registrar, which shall subsequently be ratified by the Academic Council (AC).

10.5 All members of the DRSC must hold a rank no lower than Associate Professor. An Assistant Professor with a PhD may be a member of this committee.

10.6 If any change is necessary for the DRSC, the Chairman of the DRSC may propose the necessary changes through the appropriate channels (e.g., Chairman of the Department) to the Dean of the Faculty, who shall approve the change and report it to the BOAS, which shall subsequently be ratified by the AC.

10.7 If any member of the DRSC declines to continue, they shall inform the Dean of the Faculty in writing through the proper channels (e.g., Chairman of the Department) (Appendix 6). The Dean of the Faculty shall discuss the matter with the Supervisor and other DRSC members and address the issue. If replacement is unavoidable, the Dean of the Faculty shall appoint a new member after consulting with the Supervisor and inform the decision to the Chairman of the Department, as well as report it to the BOAS, which shall subsequently be ratified by the AC.

10.8 (a) The DRSC meeting shall be organized every six months (before the end of each semester) to review and document the progress of the candidate.

(b) The Chairman of the DRSC shall prepare a semi-annual progress report using the prescribed template (Appendix 7) for each PhD candidate based on the outcome of the DRSC meeting.

(c) The records shall be maintained in the office of the respective Faculty and Department.

(d) The Chairman of the DRSC shall submit the progress report to the Dean of the respective Faculty through the appropriate channels (e.g., Chairman of the Department), who shall then forward the report through the Registrar's office to the BOAS. The BOAS shall ratify the report through the AC.

(e) The progress report shall be submitted before the end of each semester, even if the Supervisor is on leave; otherwise, the candidate shall not be permitted to register for the following semester.

(f) The candidate shall collect the confirmation letter for progress report submission (Appendix 8) from the Office of the Dean and a copy of this letter must be attached to the registration form for the following semester.

- 10.9 The Chairman of the DRSC shall also be responsible for keeping the members of the DRSC informed of the candidate's progress from time to time.
- 10.10 The DRSC shall normally be dissolved once the PhD candidate submits the thesis after the defense of the thesis.
- 10.11 The DRSC shall be responsible for organizing and overseeing the PhD student's final protocol defense and evaluation.

11. Structure of Ph.D. Programme

- 11.1 Ph.D. program shall be fully credit-based. (A credit hour is a unit measuring educational credit based on the student workload throughout a term. In the present programme, 36 hours of student workload [attending classroom lectures, fieldwork, lab work, data collection, self-learning, etc.] shall be considered one credit).
- 11.2 Official length of the Ph.D. program: 240 credits. The extent of a course or study program is denoted by credits, with full-time study during a normal academic year corresponding to 60 credits. (Every year, full-time students shall complete 2160 student hours, with 36 student hours equaling one credit, totaling $60 \times 4 = 240$ credits for the entire Ph.D. program.) For part-time studentship, each student should earn 40 credits per year, equivalent to 1440 student hours.
12. Curriculum and Syllabus for the Coursework
 - 12.1 A PhD program should be comprehensive enough to guide the faculty and students towards systematic attainment of learning outcomes and fulfillment of the missions and objectives of the program.
 - 12.2 The curriculum must contain a set of comprehensive syllabuses/course outlines.
 - 12.3 Consistent with its resilient policy to keep pace with new developments in the field of knowledge, the curricula and syllabuses shall be updated at frequent intervals. Such updating aims at including the expanding frontiers of knowledge in various fields of the respective PhD program.
 - 12.4 All Ph. D students shall take the following mandatory and optional taught courses:

Mandatory courses (Any two of the following)

- a. Philosophy and History of Scientific Thought
- b. Research Methodology and Ethics
- c. Any core laboratory course, compulsory for pursuing the PhD

Optional courses (any four)

- a. Courses necessary for the conduction of the thesis (Decided by the Supervisor)
- b. Medical Statistics and Data Analysis
- c. Advanced Medical Statistics
- d. Qualitative Research Methods
- e. Scientific Writing
- f. Clinical Trials
- g. Good Laboratory Practice
- h. Good Clinical Practice

NB. Students may take the non-credit courses, if deemed essential, by the supervisor

12.5 The academic section of the office of the registrar shall have the responsibility for organizing these courses and shall carry out examinations in collaboration with the Examination Controller of BMU. (Courses evaluation: Written examination)

12.6 In the case of any subject-specific optional course, the supervisor shall submit a formal request to the dean of the faculty through the appropriate channel. The dean shall then be approached to request the academic section of the registrar's office to coordinate the arrangement of these courses.

12.7 Conduct of examination for courses

There shall be written examinations for all mandatory courses. The completion certificate needs to be submitted for the courses completed and evaluated online or by external bodies (GCP, GLP, Python, etc) to the controller office through the supervisor. The Office of the Examination Controller shall announce the examination date generally two weeks prior to its commencement. The credits for courses shall be obtained upon successful completion of the examination. The respective course instructor shall have sole responsibility for evaluating the performance of a student. They shall announce the result of the course (pass or fail) within three weeks from the date of the examination for that course and shall also submit a copy to the chairman of DRSC, who in turn shall submit the results to the Controller of Examinations. The Controller of Examinations shall maintain an up-to-date record of examinations.

13. Credit and Other Requirements, and Registration

13.1 Every PhD student shall be required to register for each semester, if not dropped, until defending the thesis (within the semester limit) on payment of prescribed fees as per university rules two weeks from the start of each semester.

13.2 If a student wants to drop any semester due to illness or any other reasons satisfactory to the Supervisor and DRSC, he/she shall have to apply to the Dean of the Faculty through proper channels (e.g., Supervisor and/or Chairman of the Department). The Dean of the Faculty shall decide on the matter and report it through the Registrar to the BOAS and AC.

13.3 Credit distribution for the Ph.D. programme

	Credit earning activities	Unit	Cr./unit*	Total
1.	Conference (Oral/Poster Presentation)	2	5	10
2.	Approval of the doctoral protocol	2	15	15
3.	Publishing paper	3	7	21
4.	Mandatory courses (any two)			
	<i>Philosophy and History of Scientific Thought</i>	1	7	7
	<i>Research Methodology and Ethics</i>			
	<i>Any core laboratory course essential for PhD</i>	1	7	7
5.	Optional courses (any four)	4	5	20
	Medical Statistics and Data Analysis			
	Advance Medical Statistics			
	Qualitative Research Method			
	Scientific Writing			
	Subject-specific courses (decided by the Supervisor)			
	Subject-specific courses (decided by the Supervisor)			
6.	Research work, thesis submission for defense			100
7.	Doctoral seminar and public defense			60
			Total cr.	240

*Cr. Credit

14. Credit Transfer

- 14.1 Coursework (other than a non-credit course) must be completed within the 4th semester from admission, otherwise, the studentship shall be canceled. If the coursework is not completed within this specified period, the Chairman of the DRSC shall inform the Chairman of the Department. The Chairman of the Department shall then forward the matter to the Dean of the Faculty, who shall report it to the BOAS and AC through the Registrar's office. After completing each course, students shall be assessed through formal written examinations. These examinations shall be organized by the controller of examination.
- 14.2 Part-time students may be exempted from the aforementioned optional coursework or allowed to transfer a maximum of 10 credits by the DRSC if they have completed the equivalent courses in a Master's program from a recognized university or an internationally reputed organization.
- 14.3 To apply for exemptions or credit transfers (Appendix 10), the student must submit a request to the DRSC through their supervisor after course registration. The DRSC shall make a decision on the application and communicate it to the Chairman of the Department, who shall then take the necessary steps to send the decision to the Controller of Examinations in the prescribed format. However, the student shall still be evaluated through formal examinations as mentioned in clause 12.

15. Attending Conferences/Seminars

Students shall attend two scientific conferences/seminars to present abstracts based on their Ph.D. research before the final semester, earning five credits as a presenting author in a peer-reviewed conference, for a total of 10 credits. The student shall submit relevant documents (e.g., registration acknowledgment, presentation certificate, and a copy of the proceedings, if any) to the supervisor. The DRSC shall grade each conference presentation as "P" for Passed and the Chairman shall notify in writing the Dean and the Controller of Examinations of the earned credits within two weeks using the prescribed template (Appendix)

16. Monitoring the Progress of Candidates

- 16.1 Six monthly progress reports shall be sent to the respective Dean by the Supervisor and candidates' copies shall be preserved by the candidate
- 16.2 Failure to submit two consecutive six-monthly satisfactory progress reports shall entail the cancellation of the candidate's registration.

17. Registration

- 17.1 Each selected candidate, unless already registered, must complete the registration process with the University.
- 17.2 Every registered candidate (student) must enroll for each semester by paying the prescribed fees and dues in accordance with University regulations. Course registration must be finalized within two weeks from the start of the semester.
- 17.3 No late registrations shall be accepted after the designated registration dates have passed for two weeks. Late registration may only be considered for the thesis if the student submits a written appeal to the Registrar, with support from the relevant Head, and provides documented evidence of extenuating circumstances such as verified medical problems (physically incapacitated and unable to be present) from a registered physician, or other academic commitments that prevented registration before the deadline. A late registration fee of Tk.(to be decided) shall be applicable and shall not be waived under any circumstances.
- 17.4 Final registration: A provisionally admitted student shall be eligible for final registration as a Ph.D. student effective from the date of their provisional admission, after successfully passing the protocol defense.

18. Cancellation of Registration

- 18.1 The registration of a Ph. D. student whose progress is not satisfactory is liable to be canceled by the University.
- 18.2 If the student fails to obtain DRSC and IRB approval of protocol within 1st year of their Ph. D. programme and there is no valid explanation to show, the student's temporary registration shall be canceled.
- 18.3 The registration of a Ph. D. student who has not submitted their thesis by the end of the prescribed/extended period as provided in the regulations shall be canceled by the University.
- 18.4 The registration of a Ph. D. student who is convicted of plagiarism shall be canceled as per clause 25 of this ordinance.

19. Prerequisite for Submission of Thesis for PhD Seminar

- 19.1 Student shall complete all courses, research work and other credit-earning activities, as per the ordinance
- 19.2 At least three articles based on their PhD research work must be published or accepted as the first author in Q1, Q2 or Q3 journals (Impact index is calculated by Journal Citation Report [SJRI] or SCIMAGO Journal and Country Rank [SJRI]) of academic publishing. Of these, at least two shall be published, and one accepted for publication.

20. Submission of the Thesis

Upon satisfactory completion of the research work, the doctoral candidate shall be required to present a research synopsis to the Supervisor. This synopsis shall encompass an account of the research activities undertaken, the obtained findings and their alignment with the research objectives, the conclusions that may be drawn, and the novel insights contributed to the pertinent field of knowledge. Subsequently, upon the Supervisor's approval of the work and results, the candidate shall proceed with the formulation of the complete thesis in accordance with the Supervisor's guidance.

- 20.1 Language of the thesis: The thesis shall be written in English. (UK Standard)
- 20.2 A PhD candidate shall only submit their PhD thesis after fulfilling all the prerequisites mentioned in the previous sections.
- 20.3 A thesis cannot be submitted before completing the 6th semester
- 20.4 The candidate must submit a plagiarism check report (e.g., Turnitin or any authorized software by the University) along with both the printed and digital versions of the thesis. Text matching less than 20% with ten consecutive words, excluding end-text references and direct quotations, may be acceptable.
- 20.5 Five hard copies and one soft copy of the thesis in draft form must be submitted to the Chairman of the DRSC following the guidelines for thesis preparation, citation, and referencing styles. However, candidates should always consult the concerned Dean of the Faculty for additional guidelines and/or format.
- 20.6 The DRSC Chairman shall send a hard copy, along with the soft copy of the draft thesis, to the DRSC members and arrange a pre-defense upon consultation with the Chairman of the department in the 2nd month of the 7th semester.
- 20.7 The candidate must convince the DRSC members that they have addressed the research problems/issues effectively, achieved the objectives explicitly, and produced the expected outcomes satisfactorily through their research skills and intellectual capacity.
- 20.8 After evaluation in the pre-defense by the DRSC, the candidate shall make any necessary corrections if required. They shall then prepare eight printed copies of the thesis in final draft form following the

guidelines and submit them to the Department. The Head of the Department shall send copies of the thesis to the Controller of Examinations with a forwarding letter at least 90 days (3 months) before the thesis defense. These copies shall be forwarded to the thesis examiners for evaluation as mentioned in Section 22.

- 0.9 In accordance with the regulations outlined in Section 20.8, a candidate shall submit their thesis for examination within the maximum period of candidature. However, the time taken for the examination of the thesis, as well as any period required for corrections or further work on the thesis as stipulated by the examination committee, shall not be counted as part of the maximum candidature period.
- 20.10 The thesis writing and binding must follow the rules prescribed in the thesis/thesis writing manual of the University.

21. Defense Procedure for a Doctoral Thesis

- 21.1 A doctoral thesis must be defended in public, which involves a formal evaluation by an expert in the field from another university, post-graduate institute, or medical college, referred to as the opponent. The opponent, along with the chairman of the defense and an examining board, usually consisting of three to five members, are appointed by the Dean of the relevant Faculty. The examining board evaluates the thesis and the candidate's defense. Based on their evaluation, the board assigns a grade of "Pass" or "Fail".

- 21.2 Participants in the Defense:

The Opponent: A distinguished researcher specializing in the relevant field tasked with challenging the thesis during public defense.

The candidate: The author of the thesis.

The chairman of the public defense: Typically a Professor, or Associate Professor of the respected department.

The Examination board: Composed of three to five members (an odd number), appointed by the respective Dean of the Faculty, with at least one member from a different university or from abroad.

If an examiner is unable to accept the appointment or must relinquish their appointment before or during the examination, the Dean shall appoint a replacement based on the Supervisor's suggestion.

The audience: Comprising the candidate's friends, family, colleagues, students, and faculty members.

- 21.3 Outline of the public defense:

- 21.3.1 The chairman welcomes attendees, introduces the candidate, the opponent, and the examination board, provides background. on the research, and presents the outline for the defense.

- 21.3.2 The chairman invites the candidate to address any errata.

- 21.3.3 The candidate delivers a 20-minute summary of the thesis and its scientific contributions. Alternatively, the opponent may present the thesis and contextualize it within the field, followed by the candidate's response.

- 21.3.4 The opponent engages the candidate in a detailed discussion, posing questions to demonstrate the candidate's knowledge and analytical capabilities.

- 21.3.5 The chairman allows the examination board to ask questions to the candidate.

- 21.3.6 The chairman opens the floor to all attendees for questions and comments regarding the thesis.

- 21.3.7 Upon concluding the discussion, the chairman formally ends the public session.

- 21.3.8 The examination board meeting shall be held behind closed doors. The board shall decide within itself who is to be the chairman of the meeting, preferably the senior one.

- 21.3.9 The opponent, principal supervisor, joint supervisor, and co-supervisor may attend and contribute to the discussion but cannot influence the decision.
- 21.3.10 Although the opponent does not have a vote, his or her opinion is considered an important contribution to the board's discussion. The decision is announced promptly after deliberations.
- 21.3.11 The defense typically lasts between two to three hours and can be conducted in English.
- 21.4 Criteria of an examiner for thesis examination: An examiner shall be either a Professor or an Associate Professor having a PhD with at least eight years of teaching experience in the relevant subjects.

22. Evaluation of a Candidate for Ph.D.

- 22.1 The doctoral thesis shall be presented and defended orally in public. The defense shall take place during the established public defense term, at a location and in a manner that allows students and faculty members to participate easily.
- 22.2 On the basis of the proposal of DRSCs, the Dean of the respective Faculty of BMU, shall confirm an examination board for every thesis.
- 22.3 If no relevant examiner is available in the department, the examiner of a related Department may be recommended by the DRSC and appointed by the respective Dean.
- 22.4 The Controller of Examinations shall send a copy of the submitted thesis and an evaluation format to each examiner at least 30 days before the examination date. The opponent will also receive a copy of the thesis.
- 22.5 Thesis evaluation shall be done as per the prescribed format supplied by the controller of the examination office.

23. Evaluation of the Thesis

After the thesis defense examination, the Examination Board shall recommend the thesis in any one of the following categories.

- Pass
- Fail

If a student fails to satisfy the Examination Board in the thesis examination, they shall be given one more opportunity to resubmit the thesis and/or appear for the examination, as recommended by the Board.

24. Publication of Thesis

After the examination, the candidate shall submit a hard and a soft copy of the thesis duly certified by the Supervisor that all the corrections have been duly carried out as suggested by the examiners, if any.

25. Panalty for Plagiarism

In the case of research scholars who have copied, as confirmed by a committee, research work or data or thesis writing shall be rejected. Their research registration shall be terminated, and they shall be debarred from registering for any other academic program leading to a degree in this University.

26. Change of Regulations

The Academic Council of BSMMU may revise, amend, or change the regulations from time to time.

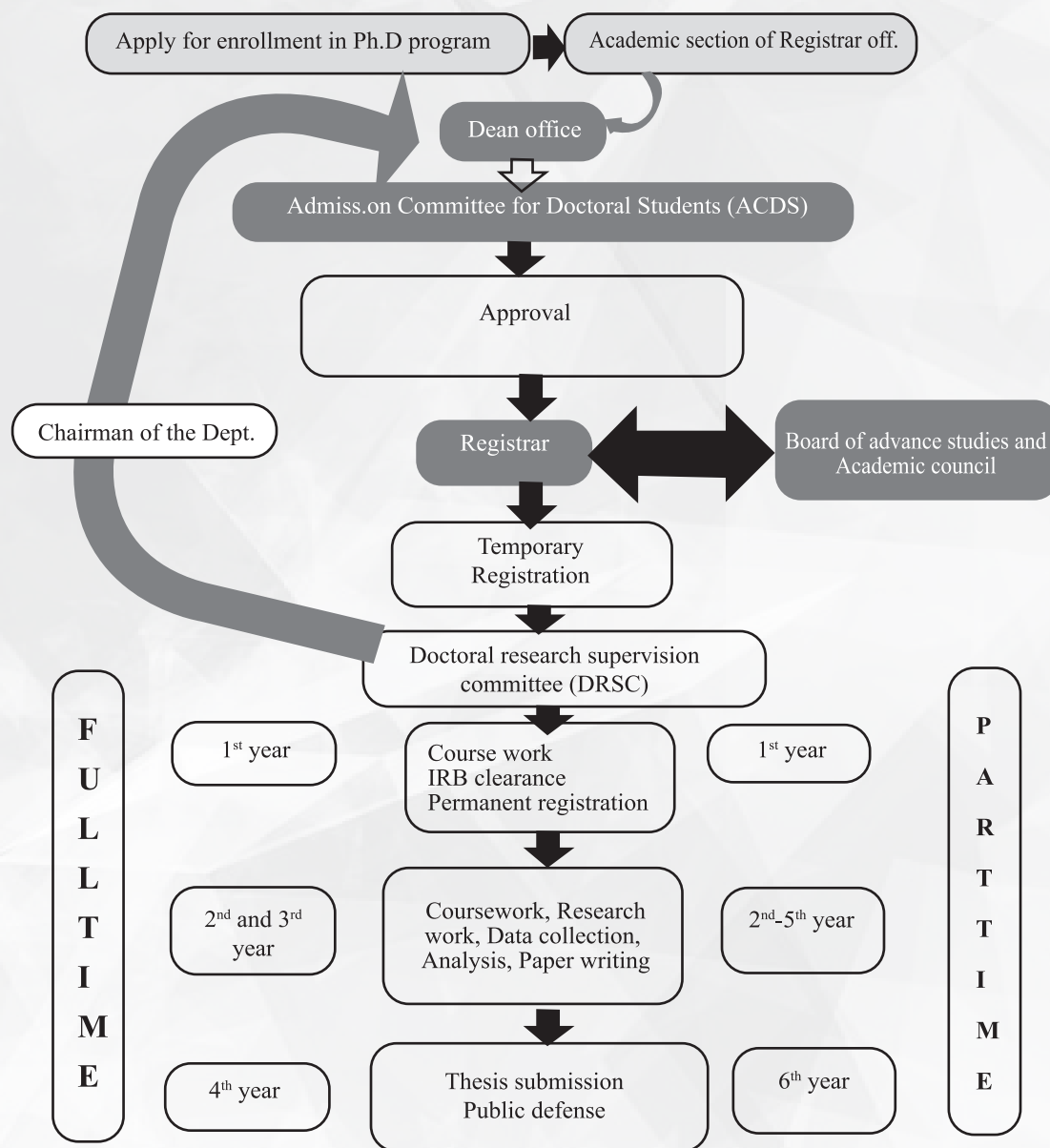
27. Admission Cycle

The university shall announce Ph.D. admissions in newspapers and on its website three months in advance for the January and July sessions.

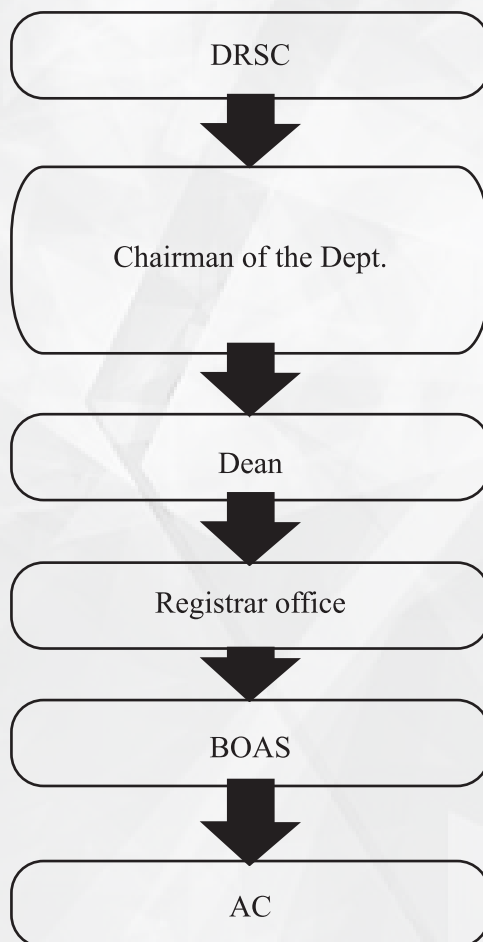
28. Leaves and other rules

- 28.1 Ph.D. students are entitled to 20 days of leave per year, which cannot be accumulated across multiple years. If the leave taken exceeds 20 days in a given year, the excess period shall be treated as Extraordinary Leave (EOL), and the minimum registration period shall be extended by the same duration as the EOL. However, EOL cannot exceed 3 months over the entire four-year registration period. If a student exceeds 3 months of EOL, their registration shall be canceled.
- 28.2 Maternity, paternity, and other statutory leaves shall be permitted in accordance with the existing rules of BMU but shall extend the registration period. If a supervisor recommends a candidate for specific training or project-related work outside BMU (within Bangladesh or abroad), it shall be considered on-duty leave, not exceeding 12 months during the entire registration period. Proof of acceptance for such training/work must be submitted, and upon return, the candidate must submit a report of the training/work completed to the Dean through the Supervisor. During this period, if staying abroad, the candidate shall appear before the DRSC via virtual platforms like Zoom, Google Meet, or similar.

Flow Chart 1. Application procedure and approval of Ph.D. Protocol



Flow Chart 2. How DRSC's activities move forward





Application Form for the Doctor of Philosophy Program

[Before filling out this application form, please read the PhD ordinance carefully]

Part I: To be filled in by the applicant.

Department/Institute/Centre:

Faculty:..... Session:.....

Studentship status: (a) Full Time (b) Part-Time (Circle the appropriate option)

Personal Information		Photo		
Name (in English)				
Name (in Bengali)				
Father's name				
Mother's name				
Date of birth				
Nationality				
NID number				
Permanent Address	House No.:	Road No.:		
	Village:	Post office:		
	Upazila/Thana	District:		
	Email:	Mobile Phone No.:		
Present Address	House No.:	Road No.:		
	Village:	Post office:		
	Upazila/Thana	District:		
	Email:	Mobile Phone No.:		
	Contact No.:			
Educational Qualificatiuon				
Qualificatiuon	Name of Degree	Board/University	Result/Grade	Year of Passing
SSC/Equivalent				
HSC/Equivalent				
Bachelor				
Post-graduation				
Others				

Job Profile		
Status	: Employed/Unemployed	
Employment status	: Government/Autonomous/Private/Others	
Designation (if employed)	:	Date of joining:
Name of the organization		
Note: If employed, please submit proof of job experience.		
Publication Profile		
Total number of Publications:		
List of Publications:		
1.		
2.		
3.		
Proposed research information		
Field of research		
Title		
Supervisor (Name and designation)		
<i>Declaration: To the best of my knowledge, the above information is true, correct, and complete. I understand that Bangladesh Medical University may withdraw or amend my offer, cancel my enrolment, or take any measure if information or documents submitted in connection with this application are found to be false, incorrect, and incomplete.</i>		

Date and Signature of the Applicant

PART II: To be filled in by the chairman of the Admission Committee for Doctoral Students (ACDS)

Decision of the ACDS: Recommended/Not recommended for admission

Name and designation of the recommended supervisor:

Date and Signature of the ACDS Members

	Name and designation	Signature with date
1.	Chairman	
2.	Member:	
3.	Member:	
4.	Member:	
5.	Member Secretary:	



Supervisor's Consent Form

To be filled in by the supervisor

1. Name of the applicant:.....
2. Title of the proposed thesis:.....
.....
.....
3. Studentship status: (a) Full time (b) Part-time (please, circle the appropriate option)
4. Number of PhD student(s) you are (i) Supervising: (ii) Co-supervising:
5. Mention your proof of expertise in the proposed field of study:
Relevant degrees:.....
No. of publications:..... PubMed
6. How does the proposed research topic match with the research focus of your department (50-100 words)?:
7. Please describe the necessary infrastructure and research supports of the department that might be necessary for the successful completion of the proposed research (50-100 words).

.....
Date and Signature of the Proposed Supervisor

*A curriculum vitae (CV), including a list of articles published in PubMed by the proposed supervisor, must be attached to the consent form.



Application for Change of Supervisor/Co-supervisor

Supervisor/Co-supervisor can be changed as per Clause 7.12 of the Ordinance.

Part I: To be completed by the student

To: Dean.....Faculty, Bangladesh Medical University, Dhaka

Name of the student:.....

Student ID:..... Session:.....

Date of admission:..... No. of semesters completed:.....

Current year:..... Current semester:.....

Thesis title

Studentship status : (a) Full-time (b) Part-time (Please circle the appropriate option)

Present Supervisor/Co-supervisor :

Proposed Supervisor/Co-supervisor :

Reasons for change :

Date and signature of the student

Part II: To be consented by the proposed supervisor/co-supervisor.

.....
Date and signature of the proposed supervisor/Co-supervisor (official Seal)

Part III: To be forwarded by the chairman of the department

.....
Date and signature of the chairman (Official Seal)

Part IV: To be sent to the registrar's office (academic section) by the dean

.....
Date and signature of the dean (Official Seal)



Application for Declining Supervisorship/Co-supervisorship

Supervisor/Co-supervisor can decline his/her position as per Clause 7.13 of the Ordinance.

Part I: To be completed by the supervisor/co-supervisor

To:

Dean,..... Faculty, Bangladesh Medical University, Dhaka

Name of the student :

Student ID : Session :

Date of admission : No. of semesters completed :

Current year : Current Semester :

Thesis title :

Studentship status (a) Full-time (b) Part-time (Please circle the appropriate option)

Name of Supervisor/Co-supervisor :

Reasons for declining Supervisorship/Co-supervisorship:

.....
Date and Signature of the Supervisor/Co-supervisor (official seal)

Part II: To be forwarded by the chairman of the department

.....
Date and Signature of the Chairman (Official Seal)

Part III: To be sent to the registrar's office (Academic section) by the dean

.....
Date and signature of the dean (official seal)



Proposal for DRSC Formation

Part I: To be filled in by the supervisor

Name of the student:

Student ID : Session :

Date of admission : No. of semesters completed :

Current year : Current semester :

Thesis title

Studentship status : (a) Full time (b) Part-time (Please circle the appropriate option)

Proposed DRSC by the supervisor:

Chairman: Supervisor

Members:

(a) Co-supervisor (if any)

(b) Two faculty members from the relevant fields of study from within the Department of the University

(c) One faculty member from the relevant fields of study from outside the University

Note: A CV of each member of the DRSC must be attached

.....
Date and signature of the supervisor (official seal)

Part II: To be forwarded by the chairman of the department

.....
Date and signature of the chairman (official seal)

Part III: To be approved by the dean of the faculty

.....
Date and signature of the dean (official seal)



Application for Declining Membership of the DRSC

DRSC Member can decline his/her position as per Clause 10.7 of the Ordinance.

Part I: To be completed by the member of the DRSC

To: Dean.....Faculty, Bangladesh Medical University, Bangladesh

Name of the student :

Student ID: : Session :

Date of admission : No. of semesters completed :

Current year : Current semesters :

Thesis title :

Studentship status: (a) Full time (b) Part-time (Please circle the appropriate option)

Name of the DRSC member:

Reasons for declining DRSC membership:

Date and Signature of the DRSC member (Official Seal)

Part II: To be forwarded by the chairman of the DRSC

.....
Date and signature of the chairman of the DRSC (official seal)

Part III: To be forwarded by the chairman of the department

.....
Date and signature of the chairman (Official Seal)

Part IV: Appointment of the new DRSC member by the dean

.....
Date and signature of the dean (official seal)



Doctor of Philosophy Progress Report Form

Part I: To be Completed by the Student

Name of the student : Student ID :

Admission session : Current year :

Current semester :

Studentship status : (a) Full-time (b) Part-time (Circle the appropriate option)

Department : Faculty:

1. How often and by what means have you maintained contact with your Supervisor?
2. Do you feel that you need additional support from your Supervisor to advance in your PhD work? If yes, please specify how your Supervisor can better support your study (maximum 100 words).

3. What milestone have you achieved in the last six months?

4. Describe what you have done in the last six months (maximum 250 words).

5. What tasks or goals have you been unable to accomplish in the past six months despite your intentions?
Please explain the causes (maximum 250 words).

6. What do you want to achieve in the next six months (maximum 250 words)?

7. I rate the progress of my work as: a. Satisfactory b. Unsatisfactory c. Below expectations
(Please circle the appropriate option).

If you select (c), please explain the causes and describe the measures you have taken to address them
(maximum 100 words).

.....
Date and signature of the student

Part II: To be completed by the supervisor

1. Please provide comments on the student's progress and achievements over the past six months (maximum 300 words).
2. The student's progress is: a. Satisfactory b. Unsatisfactory c. Below expectations If you select (c), please specify the causes and outline the measures you have taken to address them (maximum 100 words).
3. Are there any issues that the Chairman or Dean should be made aware of? If yes, please provide details below (maximum 100 words).
4. We recommend that the student's enrollment be: a. Continued b. Continued with specific conditions c. Terminated.
If you select (c), please provide the reasons (maximum 50 words).

Date and Signature of the ACDS Members

	Name and designation	Signature with date
1.	Chairman	
2.	Member:	
3.	Member:	
4.	Member:	
5.	Member secretary:	

.....
Date and signature of the chairman of the department

.....
Date and signature of the student



PhD Progress Report Submission Confirmation

This confirmation letter must be attached to the registration form for the second and all subsequent semesters.

To be completed by the office of the dean

Name of the student : Student ID :
Admission session : Current Year :
Current Semester :
Studentship status : (a) Full Time (b) Part-Time (Circle the appropriate option)
Department : Faculty :

Comment:

The six-monthly progress report by the DRSC has been duly submitted.

.....
Date and signature of the dean



Application for Change of Studentship Status

Studentship status can be changed as per Article 9.4 of the Ordinance.

Part I: To be completed by the student

To: Dean, Faculty..... BMU, Dhaka

Name of the student :

Student ID : Session :

Date of admission : No. of semesters completed :

Current year : Current semester :

Thesis title :

Present studentship status : (a) Full Time (b) Part-time (Please circle the appropriate option)

Proposed change of studentship status : (a) Full Time (b) Part-Time (Please circle the appropriate option)

Reasons for change :

.....
Date and signature of the student

Part II: To be completed by the supervisor (Please circle the appropriate option) The proposed change of studentship status is: (a) recommended (b) not recommended.

.....
Date and signature of the supervisor

Part III: To be forwarded by the chairman of the department

.....
Date and Signature of the Chairman

Part IV: To be approved and reported to the BOAS

.....
Date and signature of the dean



Application for Coursework Exemption/Credit Transfer
Application must be supported with relevant documents

Part I: To be Filled in by the Student

1. Name of the student:.....

2. Department:.....

3. Date of admission:.....

4. Student ID:.....

5. Session:.....

6. Year:.....

7. Semester:.....

Title of the thesis:.....

Studentship Status: (a) Full Time (b) Part-Time (Circle the appropriate option)

8. (a) Description of course(s) for which exemption is applied for:

Course(s) completed	Course(s) applied for exemption

(b) Description of course(s)/credits/points for which transfer is applied for:

Course(s)/Credit/Points completed	Course(s)/Credit/Points applied for transfer

.....
Date and signature of the student



Result Sheet for Course Exemption/Credit Transfer

Appendix 11

Part I: To be filled in by the chairman of the DRSC

1. Name of the Student
2. Department:
3. Date of admission:.....
4. Student ID:
5. Session:
6. Year:.....
7. Semester:.....
8. Title of the thesis
9. Studentship status: (a) Full Time (b) Part-time (Circle the appropriate option)
10. (a) Result of the exempted course(s), if applicable:

Course title	Claimed credits/points	Earned credits/points	Letter grade	Numeric grade

- (b) Result of the transferred credit(s), if applicable:

Course title	Claimed credits/points	Earned credits/points	Letter grade	Numeric grade

.....
Date and signature of the chairman of DRSC

Part II: To be forwarded by the chairman of the department

.....
Date and signature of the chairman



Application for Change of Title

Part I: To be completed by the student

To: Dean.....Faculty, BMU

Name of the student :

Student ID : Session :

Date of admission : No. of semesters completed :

Current year : Current semester :

Name of the supervisor :

Studentship status : (a) Full Time (b) Part-Time (Please circle the appropriate option)

Present title :

Proposed title :

Reasons for change :

.....
Date and signature of the student

Part II: To be forwarded by the chairman of the DRSC

.....
Date and signature of the Chairman of the DRSC

Part III: To be forwarded by the chairman of the department

.....
Date and signature of the chairman

Part IV: To be sent to the registrar's office

.....
Date and signature of the dean



Result of Doctoral Proposal Defense

At least three members including the chairman of DRSC must sign the result sheet

Part I: To be filled in by the chairman of the DRSC

1. Name of the student:.....
2. Department:.....
3. Date of admission:.....
4. Student ID:.....
5. Session:.....
6. Year:.....
7. Semester:.....
8. Title of the thesis:.....
9. Studentship status: (a) Full time (b) Part-time (Circle the appropriate option)
10. Date of previous proposal defense, if any:

First:

Second:

Third:

11. Result of the proposal defense

Course title	Earned credits/points	Latter grade

Date and Signature of DRSC Members

	Name and designation	Signature with date
6.	Chairman	
7.	Member:	
8.	Member:	
9.	Member:	
10.	Member:	

Part II: To be forwarded by the chairman of the department

.....
Date and signature of the chairman



Research Proposal Synopsis for the Doctor of Philosophy Program

Part I: To be filled in by the applicant.

Student's name:.....

Supervisor(s) name and affiliation:.....

Department:

Faculty: Session:

Date:

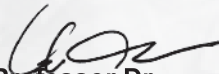
Instructions for synopsis writing

Section	Word limit	Description
Title of research (Tentative)		Provide a concise and descriptive title reflecting the core focus of your research (≤ 15 words recommended).
Introduction	Up to 300	Highlight the context, problem statement, rationale, and research gap. Provide a clear background to the study.
Objectives	100-150 words	Ensure objectives are specific, measurable, achievable, relevant, and time-bound (SMART).
Methodology	Up to 400 words	Describe the study design, data collection methods, target population, sampling strategy, and data analysis plan.
Expected Outcomes	Up to 200 words	Outline the anticipated findings, their significance, and how they will address the research gap.
References	Not more than 15	American Psychological Association or Harvard-style

Committee members



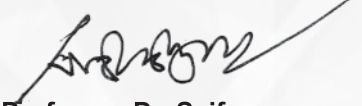
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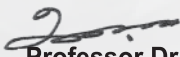
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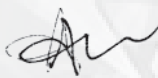
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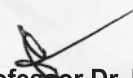
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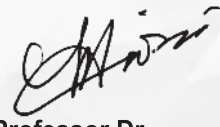
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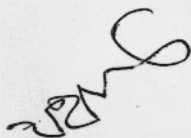
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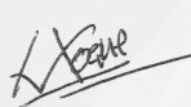
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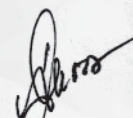
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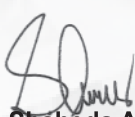
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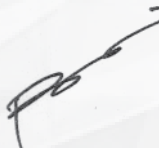
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