

अनुसूची-१
निर्देशिकाको दफा ३ संग सम्बन्धित

KATHMANDU UNIVERSITY

Application Form for Registration
in
Ph.D.Program

Photo

(Please type or use capital letters and fill in the form in duplicate)

Personal details

Name: surname first name other name(s)

Sex : ☐ Male ☐ Female Date of Birth: day / month / year

Place / Country of birth: Town (Village) District Country

Nationality : _____

Name of father : _____

Permanent address : _____

Phone No: _____

Fax No. : _____

E-mail : _____

Mailing Address : _____

Phone No: _____

Fax No.: _____

E-mail : _____

Educational record (list all schools and colleges/universities attended)

Academic Qualifications

Qualification	Division / % marks/Grade	Date of graduation	Institution /University

Topic of Dissertation submitted for M.S. / M. Sc. / M. Phil. (any other level)

Other qualification if any

Qualification	Division/Grade	Date of graduation	Institution /University

Professional Training

Course/Program Attended	Date From-To	Days	Institution and Place	Skill and Knowledge Developed

Employment Details

(Please give details of your professional work experiences. Start with current employer)

Name and address of the Organization	Employed From-To	Position held	Name and title of Institutional Head	Skill and Knowledge Developed

Publications

Title of Publication	National /International Journal Name	Date

Have you taken courses at KU before?

☐

Yes

☐

No

If yes, please indicate (a) course(s)

(b) Registration no.

Proposed Area of Research

Department

.....

Brief description of area of
Research in which you are
Interested (up to 50 words)

.....
.....
.....
.....
.....

Supervisor(s)

Supply details of suitable
Qualified person(s), who has
Agreed to supervise your work

Name :.....

Qualification :.....

Post held :.....

Address :.....

.....

Name :.....

Qualification :.....

Post held :.....

Address :.....

.....

I (We) am (are) willing to act as supervisor(s) if the candidate is accepted for registration in the
Ph.D. program.

.....

Signature of Supervisor(s)

I declare that the information I have given in this application is true and correct. If registered, I
promise to abide by the rules and regulations of the University.

.....

Signature of the applicant

Date:

Attach to your application

- Approval letter by concerned Institution (If the candidate is working at present)
 - Copies of transcript or mark sheet giving a complete list of the subjects studied and results obtained.
 - Records of Experience
 - Brief synopsis of the dissertation submitted in Masters level. (100 words)
 - Copies of the publications (if any).
 - Concept not/proposal of research (if necessary)
-

For Official Use

Application received in the department on

Application reviewed by the department on
.....

.....
Head of Department's
Signature

Application reviewed by the Research Committee on
.....

Decision of the Research Committee of
the School of

Recommended for registration ☐
Not recommended for registration ☐

.....
Date

.....
Dean's signature

Registration for

☐ Ph.D.

Registration No. :
Effective date of registration

Date :

.....
Controller of Examination

अनुसूची २
निर्देशिकाको दफा १५ संग सम्बन्धित

Evaluation Scheme for Doctor of Philosophy (Ph.D.) Program

1. The Ph.D. program of the School covers normally a three-year of period for a full time research scholar and four-year period for a part time research scholar.

2. **Evaluation Mode**

Taught courses:

The academic performance of the candidate will be judged through

- a) Continuous In - semester assessment, and
- b) End - semester examination

- 2.1 The continuous In-semester assessment of the candidate will be made by the concerned faculty member in any or a combination of the following:

- a) Written tests
- b) Assignments
- c) Seminars
- d) Term papers
- e) Any other deemed suitable by the concerned faculty member.

- 2.2 The End-semester examination will normally be conducted according to the examination schedule notified by the concerned faculty / office.

- 2.3 The mode of evaluation in a given course is decided by the concerned faculty member who may assign varying weightages to one or more of the evaluation modes. The faculty member will announce such weightages in the beginning of the course.

- 2.4 **Thesis**

A thesis in topic connected with a candidate's special discipline is a necessary requirement for the successful completion of Ph.D. degree. The candidate must indicate an ability to express oneself in satisfactory style.

Normally the thesis should be submitted within five years but not before 3 years after the confirmation of the registration. However, upon the recommendation of the supervisor and the HOD, and subject to the approval of the Research Committee of the School, an extension of a maximum of two years can be granted to a candidate if necessary.

The candidate will receive a satisfactory or unsatisfactory grade and must have a satisfactory to qualify.

[For detail procedures and criteria for evaluation: Viva-Voce and Thesis - See Appendix 1]

3. **Grading mode for taught courses:**

In each course, student will be evaluated on a 8 point scale as follows:

Grade letter:	A	A-	B+	B	B-	C+	C	F
Grade value:	4	3.7	3.3	3.0	2.7	2.3	2	0

The grades indicate the quality of a students' performance as follows:

A= Outstanding
A⁻= Excellent
B⁺= Very good
B= Good

B⁻= Fair
C⁺= Poor
C= Very Poor

F= Failure

Apart from the letter grades mentioned above, the following letter grade can also be awarded

W = Withdrawn
INC = Incomplete
NC = Non Credit Course
'S' = Satisfactory
U = Unsatisfactory
AU = Audit

'W' indicates that a candidate has officially withdrawn from a course without grade or penalty. During the regular semester, a candidate seeking to withdraw from a course must do so before the final examination with the permission of the concerned faculty member. 'W' may not be processed after the final examination. 'NC' indicates that candidate has officially attended a course till the end and completed it successfully but for which no credit will be given. A candidate can take a non-credit course only in addition to the credit hours required for the fulfillment of Ph.D. degree. 'INC' indicates that a candidate has not completed all the assignments required in the particular course. 'INC' becomes 'F' if the candidate does not complete the required work before the deadline agreed upon with the concerned faculty. A maximum of 6 months will be allowed for 'INC' removal. 'AU' indicates that the candidate has successfully completed a course which is in addition to the credit hours required for the fulfillment of Ph.D. degree.

4. **To graduate for a Ph.D. degree, a candidate must achieve the following:**

- a) Completion of the minimum number of required course / credit hours with not less than B grade in each course.
- b) Completion of oral defense of thesis at satisfactory level.

अनुसूची ३
निर्देशिकाको नियम १४ संग सम्बन्धित

Format of Thesis

1. Front cover of the thesis should show the topic of the thesis, name of the candidate, the degree for which it is being submitted, and the year of submission
2. The thesis should be written on following broad subheadings or any other internationally accepted format decided by the concerned Department / School.
 - a. First page: should mention the topic, degree for which it is being submitted, name of the candidate, school where the study was carried out, and the month and year of submission.
 - b. Dedications to persons, if any
 - c. Declarations: The candidate must declare and sign stating that the thesis has not been submitted in candidature for any other degree. The work done in the thesis should also be certified by the Thesis supervisor.
 - d. Acknowledgements.
 - e. An abstract of the work should be attached to introduce the topic, described the objective of the study and methodology proposed. Results of the research work be briefly mentioned.
 - f. Table of contents
 - g. Glossary of abbreviations
 - h. Text of the thesis, generally, will include the following chapters :
 - i. Review of literature
 - ii. Present study
 - * Introduction
 - * Objectives of the study
 - * Methodology
 - * Results
 - * Discussion
 - Summary of the study and recommendations
 - iii. Appendix
 - iv. Index of reference: Accepted International System.
3. Size of the paper : A4
4. Justification : full
5. Spacing : 1.5
6. Margin on the binding side : 3.5 Cm.
7. Font size : 12

APPENDIX- 1
Procedures and Criteria for Evaluation:
VivaVoce and Thesis

1. Ph.D. Thesis Review Committee Members

- | | | |
|----|---|-----------|
| a. | Dean of the School | -Chairman |
| b. | Head of the Department | -Member |
| c. | External examiner(s) | -Member |
| d. | Thesis Supervisor (s) | -Member |
| e. | Faculty (who is not a member of supervisory committee nominated by Dean | -Member |

2. Responsibility of Ph.D. Thesis Review Committee Members

- a. Dean of the School
- Serves as Chairman of the Thesis Review Committee
 - Assigns final grade for the thesis as per the recommendation of the Committee (Satisfactory, Unsatisfactory).
- b. Thesis Supervisor
- Directs the work of the candidate from inception to completion of thesis
 - Serves as a member of the Thesis Review Committee
 - Takes responsibility for viva - voce meeting
- c. Head of the Department
- Receives final copies of thesis at least one month before viva-voce meeting
 - Attends viva-voce and participates in questioning of the candidate
 - Evaluates candidate's performance at viva-voce and writing of the thesis
- d. Expert (External Examiner)
- One of the thesis evaluator will be appointed as an external examiner.
 - Attends viva-voce and participates in questioning of the candidate.
 - Evaluates candidate's performance at viva-voce.
- e. Faculty nominated by Dean
- Attends viva-voce and participants questioning of the candidate and evaluates the candidates performance in viva-voce

3. Conduct of the Ph.D.Viva-Voce

- a. The viva-voce is held after obtaining the positive report of external examiner(s).
- b. The viva-voce is a public event and is therefore announced at least one week in advance but preferably two weeks in advance.

- c. The viva-voce will include at least the following activities:
- Candidate's presentation of the thesis project.
 - Questioning about the research from the Thesis Review Committee members
 - Dismissal of candidate and the guests from the meeting (to wait for decision).
 - Confidential discussion and evaluation of candidate by Thesis Review Committee members; decision regarding the performance.
 - Thesis Supervisor recalls candidate and the Chairman announces decision.

4. Criteria for Evaluation of Thesis and Viva-voce

- a. The following aspects should be considered when evaluating the quality of the **Thesis**:
1. Clarity of purpose for the research
 2. Research procedures to the purpose for the research
 3. Analytical skills demonstrated:
 - a. selection and implementation of research process
 - b. conclusions drawn from findings
 - c. recommendations presented
 4. Clarity in the writing style
 5. Presentation/format meets international standards for excellence
- b. the following aspects should be considered when evaluating the quality of the **Viva-voce**.
1. Clarity of purpose for the research
 2. Summary of research procedures related to purpose (s) for the research
 3. Findings presented to emphasize highlights
 4. Summary of conclusions
 5. Recommendations
 6. Overall clarity in presentation style