



# MANIPAL

ACADEMY of HIGHER EDUCATION

(Institution of Eminence Deemed to be University)

MAHE/DOR/CDS/PhD/0211/2021

November 2, 2021

## CIRCULAR

### Sub: Revised MAHE PhD guidelines and SOP for PhD admissions

Please find enclosed revised MAHE PhD guidelines and SOP for PhD admissions. These guidelines shall come into effect from November 2, 2021.

This is for your perusal and implementation.

Dr Narayana Sabhahit  
Registrar  
Manipal Academy of Higher Education, Manipal

To:

Heads of all Constituent Units/Centres of Excellence/Teaching Departments

Copy to:

1. Vice Chancellor
2. Pro Vice Chancellors
3. Registrar Evaluation
4. Director Research
5. Director Finance
6. Director Admissions
7. Deputy Director-HR
8. Deputy Director Centre for Doctoral Studies

**Centre for Doctoral Studies, Directorate of Research**  
**Manipal Academy of Higher Education, Manipal**  
**Revised MAHE PhD guidelines - 2021**

**Course work and credits & grades:**

- As a part of course work, candidates are required to take up courses having assessment.
- If the candidate takes online courses for fulfilling PhD credit requirements, a separate evaluation shall be conducted by the department/institution for providing grades.
- The minimum credit requirement for PhD coursework shall be, 12 for candidates with Master's degree, 18 for candidates with Bachelor's degree with honors.
- PhD coursework includes the mandatory courses defined by MAHE ('Research methodology' with minimum 4 credits and 'Research and Publication Ethics' with 2 credits) and additional research area specific courses proposed by DAC. Candidates have to complete all the course work within ONE year of admission.
- Coursework proposed by the DAC shall be at Masters Level or higher.
- One credit equals to 12 contact hours for theory based teaching or 24 hours of contact time for practical or activity based teaching.
- Candidates must complete the coursework securing minimum 'C' grade in each course with an overall CGPA  $\geq 7.5$  out of 10. Refer Table 1, for conversion of marks to grades.
- Course completion certificate will have the details of the courses taken as part of PhD course work with credits & grades along with the overall CGPA.
- Credit and grades with % marks or grading scheme followed must be mentioned in the course completion certificate.

**Table 1: Grading scheme**

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

**Guideship:**

**No change** in the existing eligibility criteria for guideship for researchers with MD/MS/MDS qualifications.

**Researchers with PhD:** Five research publications in SCOPUS/WoS indexed Journals, of which two should be after award of PhD or should have completed at least two years of post-doc research. In all the five publications the researcher should be either first author or corresponding author. However, a relaxation can be given on the number of publications after PhD on case to case basis, for faculty members with PhD qualification having an externally funded project and if the Research Assistant/Junior/Senior Research fellow of the project wishes to take admission for PhD.



### **Co-guideship:**

#### **Researchers with MD/MS/MDS:**

Must be a postgraduate medical teacher as per MCI/DCI guidelines (or five years of teaching experience after MD/MS/MDS) and have three original research publications in SCOPUS/WoS indexed Journals. In all the three publications the researcher should be either first author or corresponding author.

#### **Researchers with PhD:**

A minimum of three original research publications in SCOPUS/WoS indexed Journals. Proposed co-guide should be either the first author or corresponding author for these three publications.

#### **A recognized primary Guide/Supervisor should have**

- a) Not more than **EIGHT** PhD scholars admitted/registered at any given time.
- b) Not more than **TWO** PhD scholars should have been admitted/registered in an academic year.
- c) Not more than **EIGHT** PhD scholars admitted with him/her as co-guide at any given point of time and not more than **TWO** PhD scholars admitted under him/her as co-supervisor per academic year. The number of candidates admitted will be considered for the above purpose and not the number of candidates who have registered their title/protocol with MAHE.

#### **Doctoral Advisory Committee:**

Additional point added

#### **PhD scholar registers in an institution other than where he is employed:**

For administrative purposes, candidates (both full time and part-time) will be admitted in Guide/primary supervisor's institution and DAC will be constituted in the Guide/primary supervisor's institution. It is suggested to have co-guide/subject expert from the candidate's institution. All the PhD related documents to be processed and activities to be organized by the Guide/primary supervisor's institution.

#### **Age limit for co-guides:**

Age limit for co-guideship will be in line with age limit for guideship, i.e. 62 years.



**Dr Narayana Sabhahit**

**Registrar**

**Manipal Academy of Higher Education, Manipal**