



दिल्ली विश्वविद्यालय University of Delhi



**GUIDELINES FOR PH.D. RESEARCH SCHOLARS
REGISTERED BETWEEN JULY 11, 2009 AND JULY 04, 2016:
FROM POST-COURSEWORK TO AWARD OF DEGREE**

Research Council, University of Delhi

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1. Statement

These Guidelines are based on Ordinance VIB dated 12/17th February, 2016 (http://www.du.ac.in/du/uploads/19062017_CNC_2.pdf) which conforms with UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree), Regulations 2009.

2. Duration of Ph.D. Programme

2.1 Title and draft of Ph.D. Thesis

- After admission to Ph.D. programme, the research scholar in consultation with the Supervisor, may propose a tentative title for Ph.D. thesis within one year. However, the final title for the Ph.D. thesis must be decided at the time of the Pre-Ph.D. presentation. The final title will be subject to approval of the DRC and the BRS.
- Upon satisfactory completion of coursework, and obtaining the marks/grade prescribed as the case may be, the Ph.D. scholar shall be required to undertake research work and produce a draft dissertation/thesis within a reasonable time.

2.2 Span period

- The total span period from initial registration shall be six and a half years.

2.2.1 Within the Span Period

- Students shall be eligible to submit their thesis after two years but within five years of registration.
- A six-month extension for submission can be granted by the BRS on a written request by the student and recommendation of the Supervisor and the DRC.
- Any extension beyond this shall require a written justification for the delay by the student and the Supervisor. The justification provided by the student and the Supervisor, along with the recommendation of the DRC shall be forwarded to the BRS and the Research Council for recommending the extension as a special case to the Vice-Chancellor for approval. At a given time, extension may be requested for maximum six months, e.g. 5.5 to 6 years and 6 to 6.5 years.

2.2.2. Beyond Span period

- Only in exceptional cases, with specific recommendations and justification from the Supervisor, DRC and BRS, the Vice Chancellor may recommend the extension beyond the total span period specified.

3. Pre-Ph.D. Presentation

- Prior to submission of the thesis, the student shall make a pre-Ph.D. presentation in the Department, open to all faculty members and research students, for getting feedback and comments, which may be suitably incorporated in the draft thesis.

4. List of documents required at the time of submission of the Ph.D. thesis.

A comprehensive list and required forms/templates are given in the examination portal (can also be collected from Exam-IV) for submission of Ph.D. Thesis. Kindly check the examination portal for any changes from time to time.

List of documents required at the time of submission is as follows:

- (a) Thesis Submission form
- (b) Registration Letter from BRS (BRS memorandum of Ph.D. registration)
- (c) Joining Report
- (d) Registration Confirmation Letter from BRS (after completion of coursework)
- (e) Extension Letter (if any)
- (f) Supervisor Change letter (if required)
- (g) Copy of the approval of the final Ph.D. thesis title from the DRC/BRS.
- (h) Certificate from the HOD regarding successful completion of Pre-Ph.D. presentation along with date of presentation
- (i) Soft and hard copy of abstract along with the table of content of the thesis duly signed by Research Scholar, Supervisor and HOD
- (j) No dues certificates from the Library, Health Centre and Computer Centre, etc.
- (k) Certificate of Originality to be incorporated in the Thesis (Duly signed by the Research Scholar, Supervisor and HOD)
- (l) Student Approval Form to be incorporated in Thesis (Duly signed by Supervisor with Seal)
- (m) Plagiarism Verification Report Duly Signed by Supervisor/Head and Librarian with Seal
- (n) One research paper in refereed journal should be published/ accepted at the time of thesis submission. Attach Hard Copy of Published Paper/Acceptance Letter (with copy of accepted paper with ISSN No). This has to be certified by the Supervisor and the HOD. The Student Name in the publication should be same as that registered in University of Delhi.
- (o) Supervisor Certificate for Exclusion of Self Published Work, With Sign & Seal of Supervisor/HOD.

5. Evaluation and Assessment

- Progress report of the student must be submitted to the DRC and the BRS on an annual basis.
- In case of issues related to Intellectual Property Rights, necessary patents shall be filed before disclosure in seminar. The Supervisor and the student shall provide an undertaking that they will maintain the confidentiality of the research till patents are filed.
- A Ph.D. student shall publish at least one research paper in a refereed journal before submission of the thesis and produce evidence for the same in the form of an acceptance letter or a reprint.

- The thesis must be a piece of original research work characterized either by the discovery of new facts, or by a fresh interpretation of facts or theories. In either case, it should show the student's capacity for critical examination and judgment. It must also be satisfactory as far as its language and presentation are concerned.
- The student may incorporate in the thesis the contents of any work published on the subject during the course of his/her Ph.D. and shall indicate the same in the thesis. However, the student shall not submit as his/her thesis any work for which a degree has been conferred on him/her by this or any other University.
- As per UGC regulations, each thesis will go through a Plagiarism Check before submission that will be verified by the University library. The certificate of verification given by the library has to be submitted along with the thesis at the time of thesis submission in the examination branch. The student shall attach a Certificate of Originality to the thesis certifying that the work is free of any kind of plagiarism and he/she shall be solely responsible for any dispute or plagiarism issue arising out of the doctoral work.
- The Supervisor shall certify that the thesis is worthy of submission and for the award of Ph.D. degree. The work for the thesis has been carried out at that place and has not been submitted elsewhere for another degree.
- The Head of the Department shall countersign the application for submission of the thesis.
- In case of resubmission, the same procedure may be followed.
- The student shall also attach a Student Approval Form in the format provided by the UGC for grant of non-exclusive worldwide license for hosting and distributing their thesis in digital format in 'Shodhganga' or any other server designated for this purpose by UGC.
- The student shall submit four double-sided printed and typed softbound copies of the thesis to the Examination Branch of the University. The soft copy of the thesis must be submitted in specified media (CD/DVD) in specified formats (Open Office/MS office Document Format, Tex, LaTeX or other standard Format) that are convertible to pdf file.
- The student shall undergo a *viva-voce* Examination after receiving a satisfactory evaluation report that shall be openly defended.
- The open *viva voce* and the defence by the student may also be done through Skype/Video conferencing, if required.
- Three CDs of the Ph.D. thesis must be submitted to the Examination Branch with a copy of the result notification within thirty days of the notification, one of which has to be forwarded to the library. The Examination Branch will check whether the CD of the Ph.D. thesis is operational and issue an accession code to each CD. In order to ensure that the soft copy is complete and exact replica of the print version accepted for award of Ph.D., the Department Supervisor/HOD must authenticate the CDs submitted by the student.
- The University shall issue a Provisional Certificate along with the Degree certifying to the effect that the Degree has been awarded in accordance with the provisions of UGC regulations.
- Provided that the Ph.D. programmes in the Faculty of Medical Sciences, shall be governed by the relevant Regulations of the Medical Council of India, as amended from

time to time. Provided, however, the matters or processes on which the Medical Council of India regulations are silent, the relevant provisions of the Ordinance VI-B shall apply.

6. Leave Permissible to Research Scholars

- Any leave or absence from research work would require prior intimation and approval of the DRC and the BRS. This period shall be counted in the total span period for submission of thesis
- The student may be permitted by the BRS, on the recommendation of the Supervisor and the DRC, to be away from the University of Delhi to pursue research related to Ph.D. work for not more than two semesters.
- Female students may be allowed maternity leave as per GOI rules during the registration period on the recommendation of the DRC and approved by the BRS. This period shall not be counted in the total span period required for submission of thesis.
- Only in exceptional cases, a Ph.D. student may be allowed to de-register after successful completion of the course work on the recommendation of both the DRC and BRS and the consent of the Vice Chancellor. The student shall re-register within a period of three years. The Ph.D. thesis should be submitted within such a period that the span of initial registration and re-registration does not exceed the total span period for Ph.D.

For details and clarifications kindly refer to Ordinance VI -B. For all matters related to Ph.D. Programme, the Ordinance VI-B and any of its amendments thereof will prevail.