

SHIV NADAR UNIVERSITY

Knowledge is the Path to Freedom

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Regulations for the Integrated Master's-Ph.D. Program¹

The Integrated Master's-Ph.D. program shall be offered by Schools/Departments to attract and recruit outstanding undergraduate students with interest in research. At the completion of the program, both Master's and Ph.D. degrees will be awarded to the student. The student shall at the end of fourth semester may choose to exit the program with a Master's degree alone. This document outlines the rules and regulations governing the Integrated Master's-Ph.D. program, common to all Schools in the University.

I. Eligibility

A Bachelor's degree in Arts, Business, Education, Engineering, Medicine, or Science, with a minimum required score (marks or grade point) to be fixed and announced by each Department/ Center/ School offering an Integrated Master's-Ph.D. program.

II. Admission Criteria and Procedure

- a. The selection procedure shall be set by the Schools based on the requirements of the program and the same shall be published during solicitation of application.
- b. The criteria for admission including minimum cutoff of score/ marks obtained in undergraduate study, performance in qualifying entrance exam, the interview process and any other selection procedure is determined by the respective Schools.

III. Enrolling Procedure

The successful candidate has to register for the Int-Ph.D. program by producing originals of the required certificates or official transcripts and payment of the registration fees on the day prescribed for registration. Registration is to be done at the beginning of every semester.

IV. Structure of Programs

- a. The University follows the semester system, with two semesters in a year: Monsoon (starting in August) and Spring (starting in January). The medium of

¹ These rules can be amended at any time by the Academic Council of the University.

instruction for all programs of study is English. Each course has a number of credits with prescribed contact hours.

- b. The curriculum of each program of study consisting of core courses, elective courses, project / thesis work shall be prescribed by the Schools in consultation with the Departments.
- c. The syllabus of each course shall be laid down by the respective Schools before the start of an academic session. The syllabus shall include the manner of implementation of the syllabus and the scheme of evaluation employed.
- d. The first four semesters of the program shall consist of courses and research project required for completion of Master's degree. The third and fourth semesters shall include advanced coursework, the same as pre-Ph.D. coursework.
- e. The credit requirement for completion of a program of study is to be determined and announced by the individual Schools based on the requirements of the program, provided that it shall not be less than 48 credits for a Master's degree.
- f. At the end of fourth semester, eligible students shall choose to exit the program with a Master's degree.
- g. Any student unable to fulfill all the requirement for Master's degree as prescribed by the program of study at the end of fourth semester shall not be allowed to continue in the Integrated Ph.D. program. The students shall be allowed two more semesters to complete the Master's degree requirement by paying the prescribed fee and may exit with a Master's degree alone, if qualified.
- h. Students choosing to continue in the Integrated Master's-Ph.D. program shall have to fulfill the following criteria to be allowed to continue in the program
 - i. Successful completion of all the requirement of Master's degree as determined by the program.
 - ii. CGPA of above 6.5.
 - iii. Passing of the Comprehensive Examination.

V. Comprehensive Examination

Students who have successfully completed the requirement for Master's program, as prescribed by the program of study with CGPA above 6.5, must pass a Comprehensive Examination based on the course knowledge and the research project conducted. Any student unable to pass the comprehensive examination shall be allowed to exit the program with a Master's degree.

VI. Research Advisor

At the end of the second semester, the student shall be assigned a Research Advisor under whom the student shall conduct their research project. The research advisor is primarily responsible for guiding the student in research. The student shall discuss with faculty members regarding their research interests, confirm their availability for serving as research advisor and submit their names, indicating order of preference to the Head of the Department. The student may be assigned a research advisor preferably from this list, with mutual consultation. The student may petition for change of research advisor to the Dean of Graduate Studies, whose decision in this regard shall be final.

VII. Masters Project Supervisory Committee

Along with the Research Advisor, a Project Supervisory Committee shall be appointed by the Head of the Department which shall include the Research Advisor along with at least two other faculty members. The Committee shall be responsible for determining the progress of research work and conducting the comprehensive examination.

VIII. Program Duration

The minimum duration of an Integrated Master’s-Ph.D. program is 8 semesters (4 years), with the option to exit after the 4th semester with a Master’s degree. The maximum duration allowed to complete all the program requirements is 14 semesters (7 years).

IX. Registration Requirements

- a. Full-time students have to register for a minimum of 12 credits in a semester, till their Qualification to Candidacy for the Ph.D. degree. The Schools may, however, set their minimum requirements provided the same is not below the University minimum.
- b. A minimum acceptable criteria for registration and continuation in a program shall be set by the Schools.

X. Grading Scheme

- a. After the completion of each course, students are awarded a letter grade. Each letter grade may carry a grade point as described below.

Letter Grade	Grade Point	Description
A	10	
A-	9	
B	8	
B-	7	
C	6	
C-	5	
D	4	Minimum Passing Grade
F	0	Fail
W	-	Withdrawn from Course

I	-	Incomplete
Z	-	Course Continuation
AP	-	Audit Pass
AF	-	Audit Fail
S	-	Satisfactory Completion (for Specific Courses not Counting towards Grade Point Average)
U	-	Unsatisfactory Performance (for Specific Courses not Counting towards Grade Point Average)

Grade Point Average (GPA) is the cumulative average of the grade points of courses taken by a student. This average is weighted according to the credits associated with each course, i.e.,

$$\text{GPA} = \text{sum} (C * GP) / \text{sum} (C),$$

where

'sum' is addition over all the courses taken so far,
 C is credits associated with each course taken, and
 GP is grade points earned in each course.

- b. SGPA or Semester Grade Point Average:** Each grade (from A to F) has a point grade or a grade point (GP) associated with it (As detailed In Section A). SGPA, broadly speaking, is the average of the grade points of all the credit - courses that a student has registered for in the semester. But this average is weighted according to the credits associated to the respective course. This yields the following formula for the **SGPA:**

$$\text{SGPA} = \text{sum} (C * GP) / \text{sum} (C),$$

where

"sum" is addition over all the credit-courses registered for in the semester;
 C is credits associated with the individual course; and
 GP is the grade points earned in the individual course.

- c. CGPA or Cumulative Grade Point Average:** In calculating the CGPA, all completed credit-courses taken by the student up to that point are considered. Thus,

$$\text{CGPA} = \text{sum} (C * GP) / \text{sum} (C),$$

where

"sum" is addition over all the credit-courses registered for;
 C is credits associated with the individual course; and
 GP is the grade points earned in the individual course.

- d.** Courses required for completing the credit requirements for a program shall be evaluated and graded. The grades that shall contribute to the calculations of SGPA and CGPA are A, A-, B, B-, C, C-, D, F.
- e.** S grade shall be awarded for successful completion of non-contributory (not counting towards SGPA or CGPA) courses. [Definition and Explanation: To successfully complete a graded course, the student has to obtain grade D or above. In a non-graded course, the instructor shall decide if a student registered for the course has failed or successfully completed it.]
- f.** A student, with permission from the course Instructor and the Department will be allowed to register to 'audit' courses. This means that the student shall fulfil all

conditions set by the course instructor to audit the course. An audited course shall not count towards the student's SGPA/CGPA. Letter grade AP indicates that the student has met the standards set by the Instructor to audit the course and AF indicates that the student failed to meet the standards. These grades will appear in only the Semester Transcript. Subsequent transcripts, including the Final Transcript shall show only those audited courses in which the student received AP letter grade, and they will have the letter grade AU against them.

- g.** **I** grade will be awarded, with recorded approvals of the course Instructor and the Graduate Advisor (of the student's Major) and the permission of the Dean, to a student who is not able to complete the course requirements due to extraordinary circumstances. The course instructor shall record the full details and the time line for the student to complete the course. The course will not count towards calculations of the SGPA/CGPA till it is completed.
- h.** If for some reason a student finds that s/he cannot do academic justice to a course that s/he has registered for, an application to *withdraw* the registration for this course can be made to the Dean (Graduate Studies) through the departmental Head and Graduate Advisor. The application must be made before the announced last date for withdrawal. The application shall be accepted provided the student remains registered for the minimum number of credits and courses for the semester (as per the extant rules of that semester). In case the application is approved, the student shall be awarded the grade W and course will not count towards calculations of the SGPA/CGPA.
- i.** Grades A, A, B, B-, C, C- D, F, S/U shall be awarded in all credit-courses that a student registers for and completes.
- j.** **D** is the minimum passing grade. If a student receives grade D or above in a course, s/he has successfully completed the course.
- k.** **Z** is the grade awarded for courses that extend into the next semester.
- l.** **Earn Credits:** Once a student successfully completes a particular course, s/he shall have earned as many credits as the course carries. (To successfully complete a course, a student has to get at least the minimum passing grade of D in that course, or receive an S grade for courses graded otherwise).

XI. Doctoral Research Advisor

After successful completion of the Comprehensive Examination, the research scholar may continue working with his/her Master's Project Research Advisor as the Ph.D. Research Advisor.

In the case of a multi-disciplinary Ph.D. in a research area spanning more than one Department or School, the research advisor may opt to appoint a co-advisor from a complementary Department to assist in advising the scholar. When a research advisor proceeds on long leave from the University before completion of the scholar's Ph.D. program, the Head of the concerned Department will appoint a co-advisor in consultation with the advisor, to assist in advising the scholars. When the advisor

resigns and leaves the University, another advisor will be appointed by Head of the concerned Department, in consultation with the research scholar.

In the interest of quality of research, the research advisor may associate an eminent person from industry/other universities as a co-advisor, in consultation with the Head of the concerned Department and the research scholar. In any case, the number of research advisors for a Ph.D. scholar will not exceed two.

XII. Doctoral Committee

Each scholar will have a Doctoral Committee appointed by the Department upon the recommendation of the scholar's Research Advisor. The major role of the Committee is to monitor the progress of the work, both course work and research, of the scholar. The committee shall consist of the Research Advisor and two other faculty members, who are in research areas related to the proposed work of the scholar. The Chair of the Doctoral Committee shall be a member of the Committee other than the scholar's Research Advisor or Co-Advisor, and shall be appointed by the Head of the Department upon the recommendation of the Research Advisor. The Master's Project Supervisory Committee may continue as the Doctoral Committee or the same may be reconstituted based on the Research Advisor's inputs.

The Doctoral Committee meets at least once every semester. The Committee will identify the courses required to be taken for credit by the scholar, and continue to monitor the progress of the scholar's work. The semester-wise report of the Committee on the scholar's progress is mandatory at the time of the registration of the scholar in each semester.

XIII. Doctoral Dissertation Registration

The research scholar must register of dissertation credits (DTD899) every semester submission of doctoral dissertation.

XIV. Research Monitoring Progress

1. The Doctoral Committee will make semester-wise assessment of the progress of the scholar's research work. 'S' grade will be awarded in DTD 899 for the semester if the scholar's progress in research is satisfactory; 'U' grade will be awarded in DTD 899 if the scholar's progress in research is unsatisfactory.
2. The Doctoral Committee shall advise the scholar in case of unsatisfactory performance in course work or research.
3. In case of continued lack of progress or initiative on the part of the scholar (two consecutive 'U' grades in DTD 899 or failure to maintain the prescribed Grade Point Average), the Doctoral Committee may recommend to the Director of the concerned School the cancellation of Fellowship or termination of the registration.
4. The Doctoral Committee is also empowered to recommend to the Director of the concerned School, any disciplinary action in case of misconduct or unethical practices, and to recommend appropriate action in case of any dispute between the scholar and the research advisor.

XV. Advancement to Candidacy for Ph.D.

Ph.D. candidates shall publish at least one research paper in a refereed journal before the submission of the Doctoral Thesis, and produce evidence for the same in the form of an acceptance letter or reprint. Upon satisfactory completion of all requirements except for the Doctoral Thesis, the scholar shall be considered Advanced to Candidacy for the Ph.D. degree. Any scholar who has Qualified but not Advanced to Candidacy for the Ph.D. degree may choose to transfer to the Master's program in the appropriate discipline by completion of any additional course work and/or other requirements for that program.

XVI. Ph.D. Thesis Synopsis

The thesis synopsis is a chapter-wise summary of the thesis. Prior to the submission of the Thesis Synopsis to the Director of the concerned School, the scholar shall, with the approval of the Doctoral Committee, give a synopsis seminar in the Department, discussing the major findings that will go into the thesis. The synopsis seminar may be open to all faculty members and research scholars, for getting feedback and comments, which may be suitably incorporated into the draft thesis with the advice of the research advisor. The Thesis Synopsis is presented by the scholar to the Doctoral Committee, and evaluated by this committee. The committee may propose revisions to the synopsis, in which case, it must be revised and resubmitted.

XVII. Selection of Ph.D. Thesis Examiners

The thesis by the Ph.D. scholar shall be evaluated by a panel of at least two experts from outside the University, including one from outside the state. The panel of external examiners will be appointed by the Director of the concerned School, upon the recommendation of the Doctoral Committee. The thesis synopsis is sent to the selected examiners by email, for ascertaining their willingness to examine the thesis.

XVIII. Ph.D. Thesis Submission

The thesis should contain a comprehensive account of the candidate's research. It should bear evidence of the candidate's capacity for analysis and judgment, and ability to perform independent investigation, design or development. Two hard and three CD copies of the thesis produced in the prescribed format are to be submitted to the Director's office within two months of the submission of the synopsis.

XIX. Ph.D. Thesis Examiners' Reports

The thesis is sent to two willing examiners for evaluation and for their comments on the originality and scientific merit of the findings of the author and to judge whether the work deserves the award of the PhD Degree of the University. Specifically they will be asked to give one of the following verdicts:

- 1) The thesis is acceptable as such without any revision. The candidate may defend his/her thesis before an Oral Examination Committee constituted for the purpose and any members of the faculty and research community who wish to be present. I recommend the award of the Ph.D. degree of the University to the candidate subject to his/her

satisfying the Oral Examination Committee about the questions/clarifications I have raised in my report.

- 2) The thesis needs revisions along the lines suggested in my report. The Ph.D. degree can be awarded to the candidate only after the revisions are made to the satisfaction of the Doctoral Committee, and subsequent evaluation and recommendation by the Oral Examination Committee.
- 3) The thesis is not acceptable for reasons detailed in my report. I do not recommend the award of the Ph.D. degree of the University to the candidate.

XX. Obtaining and Processing of Ph.D. Thesis Reports

The Thesis Examiners' Reports shall be received by the Director's office within two months of submission of the thesis, failing which the Director of the School may appoint one or more new examiner(s).

On receipt of both the reports, the Director of the School shall convene the Doctoral Committee to discuss the reports and to take further action. The following guidelines may be observed by the Doctoral Committee in arriving at their decision:

- a) If the verdicts from both external examiners are (1), the Doctoral Committee may recommend holding the open Oral Examination.
- b) If the verdicts from the external examiners are both (3), the Director of the School may constitute a committee of experts from the University to recommend further action.
- c) If one of the verdicts alone is (3), a third examiner may be appointed. If the third report in this case is also (3), the Director of the School may constitute a committee of experts from the University to recommend further action.
- d) Oral examination can be held only when two final reports are positive.

XXI. Doctoral Defense

On receipt of satisfactory evaluation reports, the Director shall approve the holding of the Oral Examination and appoint the Oral Examination Committee. The composition of the Oral Examination Committee is as follows:

- a) the Chair of the Doctoral Committee will also serve as the Chair of the Oral Examination Committee,
- b) one of the external thesis examiners,
- c) the research advisor (and co-advisor, if any), and
- d) two other members of the University faculty with research interest in related areas.

If either (a) or (b) is unavailable, the Director shall appoint a replacement. The Ph.D. scholar shall defend the thesis at a meeting open to the public, followed by a closed door Oral Examination. The Oral Examination Committee may seek answers to any questions raised in the thesis reports and public defense.

Upon completion of all stages of the Oral Examination, the Oral Examination Committee shall recommend one of the following courses of action:

- 1) that the Ph.D. degree be awarded;
- 2) that the candidate be examined on a further occasion in a manner they shall prescribe;
- 3) that the degree not be awarded.

The Chair of the Oral Examination Committee will report the result of the Oral Examination to the Director of the concerned School. If the Oral Examination Committee declares the candidate to have performed satisfactorily and recommends that the Ph.D. degree be awarded to the candidate, the Director shall forward the recommendation to the Academic Council for award of the degree. The degree shall be awarded by the Academic Council provided that:

- a) the Oral Examination Committee so recommends,
- b) the candidate submits two hard cover copies of the thesis, from amongst those submitted earlier, after incorporating all necessary modifications and corrections, including the appropriate IPR and copyright notices (Appendix A) at the beginning of the thesis, and
- c) the candidate produces a 'no dues certificate' from all concerned in the prescribed form.

Following the successful completion of the evaluation process and announcements of the award of Ph.D. degree, copies of the thesis are to be deposited in the Central library and School/Departmental Libraries along with an abstract. The University shall submit a soft copy of the Ph.D. thesis to the UGC within a period of thirty days, for hosting the same in INFLIBNET, accessible to all institutions/Universities.

On successful completion of all the requirements for the award of the Degree, the University shall issue a Provisional Certificate certifying to the effect that the Degree has been awarded in accordance with the provisions to these Regulations of the UGC.

XXII. Residence Requirements

All scholars are to be registered at the University throughout the duration of the Ph.D. program. The scholar may perform part of the research work, for a period not exceeding two semesters, at institutions outside the University. The research scholar shall continue to be registered at the University during this period.

XXIII. Leave/Temporary Withdrawal

All research scholars will be entitled to leave for 30 days per academic year, not including leave on medical grounds. In case of extended absence from the University, the scholar must submit an application for leave (personal/academic) to the Head of the Department, forwarded by the research advisor. Approval of extended leave will be at the discretion of the Head of the Department. Research scholars shall be eligible for maternity or paternity leave for a total period not exceeding 135 days during the Ph.D. program. A scholar may temporarily withdraw from the program on account of health or family circumstances. The withdrawal request is to be forwarded by the Doctoral Committee to and approved by the Director of the appropriate School.

XXIV. Ethical Regulations

The scholar is expected to maintain high ethical standards in his/her conduct and professional work. In particular, s/he is expected to observe the practice of acknowledging the sources of information reproduced in his/her thesis, reports, publications, or seminars. Any instance of plagiarism will attract severe punishment,

including the cancellation of the registration for Ph.D. or cancellation of the awarded degree at any time.

The scholar shall sign an anti-ragging pledge (Appendix B) and submit it to the Director of the School at the time of registration.

A similar pledge shall also be executed in regard to harassment (sexual, gender identity, caste, religion and disability).

XXV. Fellowship and Teaching Responsibilities

The following National Research Fellowships are tenable at SNU: CSIR-JRF/SRF, UGC-JRF/SRF, DBT-JRF/SRF, NBHM, INSPIRE. In addition, SNU may offer its own Fellowships.

Continuation of the Fellowship in a subsequent semester is dependent on the satisfactory progress of the scholar's work, as reported by the Doctoral Committee at the end of every semester. Fellowship stands automatically terminated at the end of 10 semesters for which the scholar is registered.

SNU recognizes that teaching is an integral part of the training of a Ph.D. scholar. Thus all scholars, including fellowship holders, may be required to take part in Teaching Assistant duties as assigned by the Department. Such duties include help in teaching laboratories, tutorial sessions in courses, grading assignments, library duties, supervision of computational labs and duties associated with the conduct of University interviews and examinations. Such assignments are made by the Head of the concerned Department. Any scholar with Teaching Assistant duties in a given semester will be required to register for a minimum of one and a maximum of 3 credits of PTC 899 (Practicum in Teaching) for that semester, for which (s)he will receive a grade of 'S' (satisfactory) or 'U' (unsatisfactory) from the course instructor or course coordinator. This grade shall not count towards the Grade Point Average, but the continuation of the fellowship will be contingent on satisfactory performance in PTC 899. The minimum teaching requirements for each category of fellowship in each discipline shall be prescribed by the School.
