MANIPAL ACADEMY OF HIGHER EDUCATION

Guidelines for Part-time PhD Program for working Professionals

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Guidelines for Part-time PhD Program for working Professionals

Candidates working in academic institutions, reputed organizations and industries may apply for admission in part-time PhD program of Manipal Academy of Higher Education (MAHE), Manipal.

1. Eligibility criteria:
   A candidate seeking admission to the part-time Ph.D. program must have an aggregate of 60% or an equivalent grade, in any of the following qualifying degree.

1.1 Qualifications:
   Master’s Degree of minimum two years duration or equivalent from an institution / university recognized by UGC / respective regulatory body or qualifications for PhD admission as mentioned in NEP-2020 or MAHE PhD guidelines. Candidates with degrees or equivalent from foreign universities may have to produce a certificate of recognition / equivalency by the Association of Indian Universities (AIU), as equivalent to the corresponding Indian degrees, for the purpose of higher studies.

1.2 Candidate should be working in an organization which encourages and facilitates research.

1.3 The candidate should have minimum of two years of work experience in the related field in the organization.

1.4 He/she must furnish ‘No Objection Certificate’ (NOC)/ ‘letter of support’ from the current employer. The nature of support in terms of financial, non-financial and the number of hours the candidate would be allowed to devote for PhD including for course work should be clearly described in the letter of support/NOC. Permission to use data generated in the organization as a part of PhD work of the applicant, in publications/thesis or in other scholarly output should be mentioned in the NOC/letter of support.

1.5 Co-guide having expertise in the domain in which the candidate intends to work for PhD and meeting eligibility criteria of MAHE, should be available in candidate’s organization or university/institution in the vicinity of candidate’s institution.

2. Selection and admission process:

2.1 These candidates are required to appear for All India online PhD Manipal Entrance Test (MET) conducted by MAHE.

2.2 The MET is exempted for GATE qualified candidates and those with assistant professorship (UGC-NET qualified) with valid score card and their selection is through interview.

2.3 Candidates are admitted in January and July sessions.

2.4 During application, the candidate will also self-declare his/her eligibility to appear for MET and provide other information specified in the online application at least three months before the conduct of MET.
2.5 MET exempted candidates will also self-declare his/her eligibility to appear for interview and provide other information specified in the online application at least three months before the conduct of MET.

2.6 Before MET, candidates, irrespective of their category may contact prospective guides from MAHE institutions (whose names, area of research interest will be made available on MAHE PhD webpage with link to PURE profile before each admission cycle) to discuss their research interests.

Guides from MAHE:
- Registrar’s office will call for EOI from eligible MAHE guides before each admission cycle.
- EOI will include guide’s details and area of research interest and expertise which will be communicated to Centre for Doctoral Studies (CDS).
- The guide’s details and area of research interest and expertise with link to his/her PURE profile will be made available on PhD webpage before each admission cycle.

2.7 After MET, the shortlisted candidates and MET exempted candidates will be called for an institute/department level interview.

2.8 During interview, the candidate will furnish following to the interview panel:
   a. ‘No Objection Certificate’ from his/her employer.
   b. Prospective co-guide details.
   c. ‘Expression of Interest’/ ‘Statement of Purpose’
   d. Curriculum Vitae
   e. Previous academic transcripts and degree certificates.

The Expression of Interest (EOI) should provide sufficient information for judgment to be made about the chosen topic by the candidate and his/her capacity to complete the PhD research within a relevant contextual background. EOI must include project title, project description (need, objectives, brief methodology, and outcomes), organizational context with nature of the organization/profession context and candidate’s relationship and role(s) within it. Availability of facilities/resources in the organization, both financial (if applicable) and non-financial should be clearly described. Facilities/resources which are required for the PhD work, but are not available in the parent organization should also be mentioned along with arrangements made to complete related work. Number of hours/week the candidate intends to devote for PhD should be mentioned and his/her expectations in terms of guidance from Primary Guide from MAHE and Co-guide from his organization should be clearly spelt out.

2.9 During interview, the interview panel will screen the documents submitted by the candidate and confirm the eligibility of candidate and co-guide.

2.10 Candidates selected through the interview process will be eligible for the admission in to part-time PhD program of MAHE. Admission order will be issued by the Admissions Office of MAHE. The candidate will be admitted to the Primary Guide’s Institution.
2.11 Candidates will not receive any financial support from MAHE.
2.12 Candidates will be provided access to MAHE facilities including library and databases etc. when they are in the MAHE Campus.
2.13 The co-guide of the candidate will apply for MAHE guideship in MAHE application form. The application to be forwarded to CDS, MAHE through the Primary Guide of the candidate and Head of Institution at MAHE. NOC from the current co-guide’s employer to be submitted along with the application.
2.14 CDS will screen the application for eligibility as per MAHE eligibility criteria and communicate the decision to the applicant.
2.15 Co-guides will be appointed as adjunct faculty of MAHE.
2.16 The Doctoral Advisory Committee (DAC) for the candidate will be constituted at the Institution/teaching department of MAHE within 2 months of admission.
2.17 The candidate is required to present in-person for University protocol presentation at MAHE and half yearly report presentations in the institution/department of MAHE.

3. Duration of the program:
3.1 The minimum duration of PhD course is 4 years 6 months from the date of admission.
3.2 Extension beyond the minimum period will be based on the recommendation of the DAC and this requires approval from CDS.
3.3 The maximum duration of PhD program is 6 years from the date of admission.

4. Termination:
4.1 Admission may get cancelled if the candidate leaves his parent organization /joins new job before the completion of minimum duration. However, if such candidate meets eligibility criteria as mentioned in 1.2, 1.4 and 1.5 and submits supporting documents along with NOC from the parent organization (if applicable), permission to continue the course may be granted on case-to-case basis.
4.2 The admission stands cancelled after the completion of maximum duration.
4.3 Admission may be cancelled if the DAC is of the opinion of no satisfactory progress by the candidate.

5. Course structure, thesis evaluation and award of degree:
The structure of the PhD course, formation of DAC, process for DAC presentations, half yearly report submission and course work and other requirements, thesis submission and evaluation, and award of degree shall be as per MAHE PhD guidelines.