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**Bahir Dar Institute of Technology - Bahir Dar University**  
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**Academic Program Office**  
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**ጉዳዩ:- የተሻሻለ የሦስተኛ ዲግሪ(PhD) “Guideline” ስለመላክ፤**

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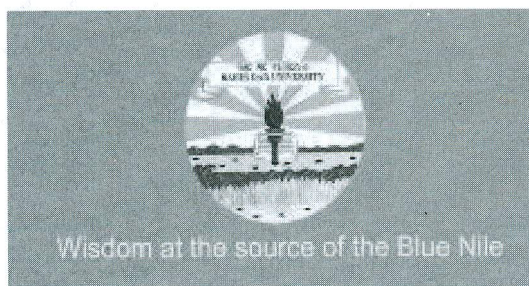
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*Bahir Dar Ethiopia*

# Bahir Dar University

## Bahir Dar Institute of Technology



## Revised Doctor of Philosophy Guideline

School of Research and Graduate Studies  
Bahir Dar, Ethiopia  
December, 2019





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## Definitions and Abbreviations

Student	:	a person registered for the PhD degree prior to becoming a candidate.
Candidate	:	a person registered for the PhD Degree and who has successfully completed the course requirement, the A-Exam and submitted an approved research plan.
A-Exam	:	Oral comprehensive examination to evaluate the PhD student's subject matter knowledge and the his/her PhD proposal
Supervisor	:	a member of the academic staff of the university approved by CGC on the recommendation of Student to guide/supervise his/her research/ academic work of the student/candidate
SDAC	:	Student Dissertation Advisory Committee
FGC	:	Faculty Graduate Committee
SRGS	:	School of Research and Graduate Studies
CGC	:	Council of Graduate Studies
PVPE	:	PhD Viva Panel of Examiners
B-Exam	:	Final Examination for the Degree of philosophy upon completion of all requirements
AC	:	Academic Council of Faculty
BiT	:	Bahir Dar Institute of Technology
Senate mandate:	:	BiT senate established
Degree	:	the Degree of Doctor of Philosophy (PhD) of BiT
Higher Educational:	:	those colleges/institutes/universities/ which offer
Institution/University:	:	Bachelor's Degree or higher
Chair	:	an academic unit of the Faculty within BiT that owns graduate programs.
Program	:	the specialization (specific field of study) of the faculty where the students admitted
Dissertation	:	Final doctoral thesis
ISSN	:	International standard serial number





## 1. Introduction

### 1.1. Background

Bahir Dar Institute of Technology was established under the technical cooperation of the Government of USSR and the Imperial Government of Ethiopia in the year 1963 as Bahir Dar Poly Technique Institute. Since then, the institute had undergone number of program changes within the area of technology ( Agro-Mechanics, Industrial Chemistry, Metal, Textile, Electrical and Wood Technologies) until the commencement of the engineering degree program in 1996. In May 6, 2000. The institute has produced highly qualified professionals and technical manpower in different field of technology and engineering for the country's national development.

The institute has been running 15 undergraduate , and 28 post graduate degree programs( 22 MSc. and 6 PhD). The graduates of the institute can work as a design engineer, technologist and maintenance engineer, as a researcher in different institutions and as a manager in firms dealing with production, service and trade in various engineering fields in several industries of the country .

In the GTP II and strategic plan of BiT, PhD degree program is a priority and a means of staff development to meet the present and future needs of higher degree professionals in the field of engineering for different institutions in the country. Thus to satisfy the prevailing demand of highly qualified PhD professionals, the institute has expanded PhD program in various fields of engineering since 2013.

To run the PhD programs within the different faculties of BiT, there is lack of rules and regulations. The present document is concerned on general guideline for the operation of the PhD. It is needed to set minimum requirements at institute level. This will improve the efficiency and effectiveness of running PhD program in BiT. The guideline helps to improve the smooth communication among different units responsible in the PhD program of the institute.





## 1.2. Rationale to PhD Program

The rationales for having a PhD program are specifically:

- Almost all the universities in Ethiopia that are active in engineering and technology fields suffer from a shortage of highly trained senior (PhD) teaching and research staffs
- The growth and transformation plan (GTP) of the country needs professional with PhD to achieve the vision of middle income country by 2025 and beyond.
- The program would enhance interdisciplinary research at BiT by bringing together faculties housed in different discipline
- The program will strengthen and sustain the existing BSc and MSc engineering programs by engaging PhD candidates

## 1.3. Objectives

### 1.3.1 General Objective

The general objective of the doctoral program is to satisfy the national demand for highly trained engineers, researchers and industrial management specialist.

### 1.3.2 Specific Objectives

The specific objectives of this program are:

- To provide highly qualified (specialist) experts to fill the manpower need of the country especially in the education and research sectors
- To train high-level professionals capable of improving practical engineering and its management problems in independently or in cooperation with other fields.
- To strengthen the link between industry and government through high caliber research so that candidates can work on the country's engineering problem
- To initiate, promote and foster research in different fields of engineering in line with the national needs and
- To promote interdisciplinary scientific and technological development internationally.





## **2. Functional Structure of PhD Programs**

### **2.1. School of Research and Graduate Studies (SRGS)**

**2.1.1** At the BiT level, the program is managed by the PhD coordinator under SRGS. The SRGS with the Council of Graduate Studies monitors PhD study progress based on the individual study plan.

**2.1.2** The SRGS in collaboration with BiT and faculty management, carry out the following issues:

**2.1.2.1** Ensure that both existing and new guidelines set by the institute under a general umbrella of the university or decisions made by it are implemented by concerned graduate program offices;

**2.1.2.2** The SRGS shall assist the faculties to select PhD candidate(s);

**2.1.2.3** The SRGS through the Dean shall endorse the Student Dissertation Advisory Committee (SDAC);

**2.1.2.4** The SRGS shall assist prospective PhD student in finding a supervisor and members of SDAC within or outside BDU if a student cannot find any;

**2.1.2.5** Facilitate class schedule and coordinate institute level lectures, and seminars in cooperation with the faculties;

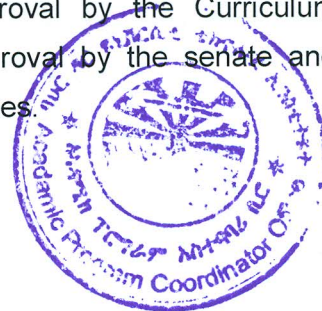
**2.1.2.6** Ensure the coordination of PhD supervision, coursework, dissertation examination, evaluation;

**2.1.2.7** Participate in the periodic assessment of the graduate programs of BiT and organize workshops to consult with stakeholders;

**2.1.2.8** Create good cooperation with key stakeholders who have direct influence on the PhD graduate program;

**2.1.2.9** Expedite collaboration with graduate programs in other universities, or with organizations that seek such collaboration;

**2.1.2.10** Reviews new PhD curriculums for approval by the Curriculum Committee of BiT and for subsequent approval by the senate and periodically assess and evaluate existing ones.



## 2.2. Council of Graduate Studies (CGS)

2.2.1 There shall be a Council of Graduate Studies at BiT level hereinafter referred to as the CGS.

### 2.2.2 Membership

2.2.2.1	Dean for SRGS	: Chairperson
2.2.2.2	BiT PhD program Coordinator	: Secretary
2.2.2.3	Graduate program coordinators with PhD from different faculties assigned	: Members
2.2.2.4	One most senior Associate or Assistant Professor assigned by BiT Senate mandate	: Member
2.2.2.5	PhD students' representative	: Member

### 2.2.3 Duties and responsibilities:

2.2.3.1 The CGS shall recommend a revision and amendment of rules and regulations governing PhD graduate programs in BiT;

2.2.3.2 Promote and co-ordinate interdisciplinary programs for PhD graduate studies and ensure if research and teaching programs are well integrated;

2.2.3.3 Propose guidelines for admission of candidates to graduate programs;

2.2.3.4 Propose tuition fees and/or waivers for PhD graduate students according to the guidelines of the university;

2.2.3.5 Examine proposals by the various graduate programs of BiT for improvement, revision or adjustment of existing rules and regulations, and submit recommendations to the BiT;

2.2.3.6 Recommends new PhD programs for approval by the Curriculum Committee of BiT and for subsequent approval by the senate and periodically assess and evaluate existing ones;

2.2.3.7 Interpret rules and regulations regarding PhD graduate programs;

2.2.3.8 Lay down general policy for the welfare of PhD graduate students and the award of PhD graduate studentship and other awards;





- 2.2.3.9 Recommend to the Senate the award of the appropriate PhD graduate diploma, certificate or degree in accordance with university rules and regulations;
- 2.2.3.10 Approve additional and/or substitution members of examining board for dissertation and other qualifying examinations; in case of disputed decisions made by examination boards; for approval by the BiT senate mandate;
- 2.2.3.12 Examine graduate students' appeals that are related to their studies and that could not be handled by their respective, faculties and give decision or recommendation to Senate decision;
- 2.2.3.13 Initiate amendments to existing rules and regulations or draft new ones and submit them to the Senate;
- 2.2.3.14 Advise the Senate on all matters regarding PhD graduate programs; and establish its own rules of procedure and set up standing and ad hoc-committees as necessary and
- 2.2.3.15 Accomplish all other PhD program related duties assigned by the Senate.

### 2.3. The Faculty Graduate Committee (FGC)

- 2.3.1 There shall be established a Faculty Graduate Committee, hereinafter referred to as the FGC.
- 2.3.2 Membership of the committee shall consist of the following members:
  - 2.3.2.1 The FGC shall be composed of the Dean of each Faculty..... Chairperson;
  - 2.3.2.2 The graduate program coordinator at the Faculty..... Secretary
  - 2.3.2.3 Three staff with the rank of Assistant Professor with PhD or above to be elected by the Faculty Academic council..... members;
  - 2.3.2.4 In case the Faculty dean is not an Assistant Professor with PhD, S/he should serve as a member of the FGC and the committee elects a chairperson among its member with academic rank of Assistant Professor with PhD or above;
  - 2.3.2.5 The term of service of elected members of the committee shall be three years;



2.3.2.6A member shall be eligible for re-election.

2.3.3 Duties and responsibilities: The FGCs shall:

2.3.3.1 Review the application for admission in PhD program by potential PhD applicant ;

2.3.3.2The Dean of the faculty approve status of the students, and review and endorse grades;

2.3.3.3 Prepare periodic reports on its activities and submit the same to the Faculty;

2.3.3.4The Dean of the Faculty approves the SDAC for each graduate student;

2.3.3.5 Recommend members of examining board for dissertation and other qualifying examinations for approval by the CGS;

2.3.3.6 Oversee settings of entrance examinations and screen candidates and approve for admission;

2.3.3.7 Screen and assign graduate students eligible for teaching assistantship;

2.3.3.8 Suggest revision and amendment of policies, rules and regulations governing graduate studies in the academic unit;

2.3.3.9 Accomplish all other duties assigned by the Faculty and consider any matter entrusted to it by the PhD Program.

## 2.4. Student Dissertation Advisory Committee (SDAC)

2.4.1 There shall be a SDAC made up of a minimum of three (3) and a maximum of 4 faculty members from BiT-BDU for every PhD students to monitor the progress of research work.

2.4.2 SDAC shall be chaired by the supervisor for each candidate admitted to the PhD degree which will be screened by the student in consultation with FGC and further approved by SRGS.

2.4.3 The SDAC shall consist of the following members:

2.4.3.1 Chair of the Committee : Supervisor of the student

2.4.3.2 Co-chair of the committee : Co-Supervisor

2.4.3.3 One or two faculty member from the same or other programs in BDU or outside BDU : Member





**2.4.4** The supervisor of the student shall be the convener of the SDAC

**2.4.5** Duties and Responsibilities:

**2.4.5.1** Although close supervision of the performance of the graduate student is the responsibility of the supervisor and co-supervisor, the committee members may suggest important research techniques or assist in multi-disciplinary research or the needs that will promote the student success.

**2.4.5.2** Review and approve dissertation research proposals submitted by PhD graduate students under the supervision of their academic supervisor;

**2.4.5.3** SDAC will further ratify the research outline and specific coursework identified for the PhD student after suggesting modifications to the proposal.

**2.4.5.4** Members of the committee may serve to advice the student in a special area of expertise during the research and coordinate portions of the student research support in agreement with the supervisor and co-supervisor.

**2.4.5.5** After course work is completed, the SDAC shall conduct A-Exam which is a comprehensive examination of the student.

**2.4.5.6** The SDAC will continuously monitor the progress twice in a year and will advise on mid-course correction required, if any.

**2.4.5.7** SDAC will consider the requests of their PhD students such as change of supervisor/s, committee members, extension beyond the stipulated period and so on.

**2.4.5.8** The signature of the member of the SDAC on the student dissertation indicates that the committee members believes both the research and dissertation merits approved.

**2.4.6** The FGC shall permit, if deemed fit reasons, change of SDAC member for the candidate based on the request of the supervisor under extraordinary circumstances such as:

**2.4.6.1** In the case of change of supervisor;



- 2.4.6.2** Topic of research changed before confirmation of the provisional registration;
- 2.4.6.3** Committee members are away from the place of work for more than a year;
- 2.4.6.4** Committee members passed away;
- 2.4.6.5** Members not responding to attend meetings to do A-exam, progresses in every year and B-exam;
- 2.4.6.6** In all the above cases or any other compelling reasons, the student in consultation with FGC shall nominate an alternate member from the panel furnished by the Supervisor;
- 2.4.7** Approval for the SDAC members shall be made during the first year and the members are documented and endorsed by all units using an approved form of Senate and signed by all units.
- 2.4.8** Course load of SDAC shall be counted every semester based on BDU legislation. The course load is counted for following up the PhD dissertation as well as for monitoring the progress of the candidate. Other members of SDAC except supervisor and co-supervisor can have a 1cr hour per year..

## **2.5. PhD Supervisor and Co-Supervisor**

- 2.5.1** For each PhD student, a BiT Faculty member or professional outside BiT who is eligible to be PhD supervisor will be identified as the PhD supervisor based on the research topic identified by the student.
- 2.5.2** The FGC normally recommends selected PhD supervisor to the Dean-SRGS for the approval. The supervisor shall be:
  - 2.5.2.1** An Associate Professor with PhD and a member from BiT/BDU, or
  - 2.5.2.2** A person(s) outside of the university (national or international) working in the industry or other higher learning institutes in the required area of specialization on the rank of Associate Professor or above with a PhD degree who will be able to submit a letter of commitment in supervising the student, can be appointed as a supervisor. In such cases, it will be mandatory to have a co-supervisor from BDU.





**2.5.3** With the proposal of the PhD student and with the consent of the supervisor, the FGC shall appoint; with approval of SRGS; a co-supervisor with Assistant Professor to be a member of SDAC of the PhD student.

**2.5.4** The optimum number of students that a supervisor may supervise shall be determined by the FGC taking into consideration the workload of the instructor, the number of students in the faculty, and other prevailing conditions.

**2.5.5** Duties of the PhD supervisor and co-supervisor:

**2.5.5.1** The supervisor and co-supervisor will be responsible for accepting the manuscript as a PhD dissertation and will ensure that the PhD dissertation meets the academic standards that generally apply to a PhD dissertation.

**2.5.5.2** The supervisor and co-supervisor will supervise the PhD student in writing the dissertation and will also ensure that the deadlines that have been agreed or can be considered reasonable for the assessment and discussion of drafts submitted to them are met.

**2.5.5.3** The supervisor and co-supervisor will take note of the content of the manuscript of the PhD dissertation, assess the manuscript submitted or parts of it, and consider whether it meets the requirements supervisors and co-supervisors can have by virtue of their responsibility for the PhD dissertation.

**2.5.5.4** The supervisor and co-supervisor may suggest alterations and/or additions to the manuscript. The PhD student will follow these suggestions as much as possible.

## **2.6. Conflicts and Changes to members**

**2.6.1.** If conflicts arises between supervisor and student, FGC will try to resolve the conflict by discussion. If FGC cannot resolve, SRGS will be involved.



- 2.6.2. The chair of FGC must report any conflict of the student and the supervisor to the Academic commission and council of the Faculty and the SRGS, respectively.
- 2.6.3. Any conflict with co-supervisor and committee members will be resolved by the supervisor and report the conflict to FGC and SRGS.
- 2.6.4. A supervisor or co-supervisor may only withdraw as supervisor or co-supervisor in exceptional cases, stating the reasons. The supervisor or co-supervisor will notify the PhD student, the other supervisors and co-supervisors, the FGC and the SRGS his/her withdrawal without delay.
- 2.6.5. A student may change the membership of the SDAC with the approval of all the members of the newly constituted committee and the FGC before A-Exam.
- 2.6.6. Any member may resign at any time from the SDAC. When a chair resigns, in order for the student to have the opportunity to reconstitute his or her committee, the Faculty may allow the student to be registered without a chair for one semester only. Summer does not count as a semester for these purposes.
- 2.6.7. Failure to reconstitute a committee precludes a student's further registration in the Graduate Faculty.
- 2.6.8. If the student in consultation with FGC is unable to find a new chair, the FGC must call a meeting of its members and the SDAC members, who will decide whether to remove the student from the program or not. This meeting is to occur after the student has had reasonable time to find a new chair.
- 2.6.9. No change may be made after passing the A Exam (Candidacy examination), except with the FGC approval. In addition, no doctoral student may schedule a B Exam (dissertation defense) within three months of a change of committee.





### **3. Admission Requirements for PhD Program**

#### **3.1. Admission to PhD Program**

Student(s) will be admitted to the PhD program under one of the following categories:

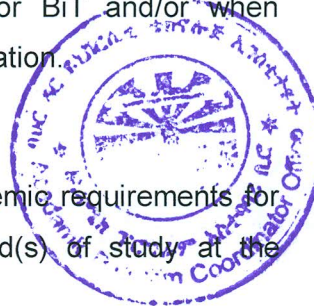
- 3.1.1 Student with or without college/university fellowship or with research project support.
- 3.1.2 Student who are staff members of BDU.

#### **3.2. General Admission Provisions**

- 3.2.1 A candidate who has a high scholastic standing, whose professional experience has been superior and who has received good recommendations shall be given priority for admission. In spite of this, priorities in admission may be granted to students with sponsors.
- 3.2.2 Admission to regular PhD programs is processed by the registrar and granted by the respective faculties based on the requirements.
- 3.2.3 Given the availability of space and availability of supervisor(s), admission to a PhD program shall be on competitive basis in line with the admission requirements of the specific curriculum.
- 3.2.4 Admission for students depends on the number of applicants and available resources in BiT.
- 3.2.5 The specific PhD program and/or Faculty may, from time to time, include additional admission requirements in conformity with BiT or BDU rules and regulations.
- 3.2.6 Admission is processed for programs with approved curriculum by the BiT Senate.
- 3.2.7 Application for admission shall be done when announcement for application is made by respective faculties or BiT and/or when applicants are sent through the Ministry of Education.

#### **3.3. Academic Requirements**

- 3.3.1 The candidate must have completed the academic requirements for the master degree in the specific/related field(s) of study at the



recognized college/university or any other recognized institution of higher learning as recommended in the respective PhD program curriculum.

- 3.3.2** The candidate must meet satisfactorily the selection criteria which may include interview and/or written examination to be administered by the concerned Faculties.

### **3.4. Additional Requirements**

- 3.4.1** Faculties may, for pedagogic reasons or special requirements of the field of study, set appropriate age limits subject to the approval by the senate.
- 3.4.2** Faculties may also set appropriate work experience requirements after obtaining the master's degree subject to the approval of the senate.
- 3.4.3** The student must produce a sponsorship letter from their sponsoring organization(s) or deposit, in cash, tuition fee for the semester they are applying prior to registration.

### **3.5. Transfer of Postgraduate Students between College/Universities**

- 3.5.1** The CGC may allow transfer applications where the applicant has successfully completed a minimum of one semester (full courses completed) of study in a similar PhD program in another college/institution/university; and when he/she meets the special requirements of the program he/she is applying to.
- 3.5.2** Upon admission of such a student, the FGC shall determine the courses from which the student is to be exempted or not based on the approved PhD curriculum of BiT and Official transcript of the student.

### **3.6. Enrollment and Registration at the PhD Program**

- 3.6.1** Application for admission into the program shall be processed before the beginning of each semester (twice in a year).
- 3.6.2** Every PhD student must register at the beginning of each semester until the submission of dissertation in order to keep enrollment active. A student who fails to maintain continuous registration without officially withdrawing from the program shall be considered to have dropped out.





- 3.6.3** In exceptional cases, the CGC may in consultation with the registrar allow registration after the closure of the deadline for registration without prejudice to the quality of academic programs.
- 3.6.4** A student who is not able to continue his study due to his delay in registration may apply in writing for readmission to the program.

### **3.7. Admission and Enrolment**

- 3.7.1** A minimum requirement to be considered for admission to doctoral program generally follows guidelines of BDU. Minimum requirements include at least a bachelor's degree and a master's degree (with thesis/project) preferably in related fields of the study program from recognized college/institute/university.
- 3.7.2** Admission to the program is restricted to applicants whose academic record indicates a high potential to be successful in graduate studies with affirmative action to gender main streaming per the BDU graduate program regulation.
- 3.7.3** Applicants must meet all admission requirements of the PhD graduate program before official acceptance will be granted. Students are accepted into the program as full status (with/without conditions).

### **3.8. Application Procedure**

An applicant intending to pursue PhD study shall provide required documents as per registrar office requirements.

### **3.9. Eligibility and Selection Procedures**

#### **3.9.1 Eligibility**

Applicants must meet all admission requirements of the PhD graduate program (BDU legislation) before official acceptance will be granted. Students are accepted into the program as either full or conditional status. Conditional status meant to be to until fulfilling the requirement of documentation conditional admission can be done,



### 3.9.2 Selection Procedure

**3.9.2.1** PhD applications will be reviewed by a FGC in the student's program area. The FGC will set the criteria for selection process.

**3.9.2.2** For candidates who have obtained post-graduate degree 10 years earlier as on the last date prescribed for receipt of the completed application, a written test on basic knowledge will be conducted.

**3.9.2.3** The age for applicants shall not be more than 45 years. For BIT sponsorship requirement only but not for admission requirement for students funded by others





#### 4. PhD by Course Work and without Course work

The doctoral program aims to develop highly capable professionals either of by providing core professional courses and sound research methods or by research only with profound theories and practical techniques to build a solid and broad understanding in the area of science and engineering disciplines.

##### 4.1. Course Credits to be completed

- 4.1.1 Each student, admitted to the PhD program with course and research in any of the Faculties shall be required to take course work to enhance depth and breadth in the discipline.
- 4.1.2 The student can select the courses from the existing MSc programs based on the recommendation of the supervisor(s) or SDAC.
- 4.1.3 The course work will be a part of the requirement for the award of the PhD degree.
- 4.1.4 A minimum of 12 credits must be earned through course work.
- 4.1.5 A minimum of 6 and a maximum of 15 credit hours per semester shall be regarded as a full load for all PhD students.
- 4.1.6 A course on advanced topic of a particular subject area, 'Advanced Research Methods and experimental design' and 'Seminar' are mandatory for all PhD students.
- 4.1.7 The list of courses and their course description shall be prescribed on the existing MSC courses catalog prepared by each MSC programs in BiT.
- 4.1.8 It is expected that the student will complete their course requirement within a maximum of three semesters.
- 4.1.9 Each PhD program shall develop the pool of relevant courses along with their descriptions and text/reference books. The coding of the courses will follow the existing MSc course coding system of BiT
- 4.1.10 The instructor assigned to deliver courses should have a minimum of Assistant Professor with PhD rank.



- 4.1.11 It is compulsorily to all PhD students to register for 'Doctoral Dissertation' with 12 credit hours in each semester after completing course work and the credit of which is transferred till the submission of the thesis.

## 4.2. Course Work Mode of Assessments

- 4.2.1 Each of the course work during the first year of the program will be evaluated based on examinations, reports, project work and presentation conducted at the end of each semester as per BDU academic calendar.
- 4.2.2 The written examination(s) is related to the course work and focuses on student's mastery of the knowledge and skill in the subject. The presentation assesses integration of technical competencies in assignments, semester projects that will be assessed through formal presentation.
- 4.2.3 Every semester the student should show the required progress and the semester evaluation result will determine his/her status.
- 4.2.4 To complete the course work in the program, a student must complete the required credits with a minimum grade of 'B' or more for each course. The minimum required SGPA/CGPA of the student on all courses is 3.00
- 4.2.5 At the end of each semester the FGC shall examine the case of each candidate who has failed to maintain the minimum requirement of 3.00. The inquiry shall attempt to determine why the student failed, and whether there is reason to believe the student will meet the required academic standards in the future. If for any reason the student failed to fulfill what is required, the FGC will consult the supervisors and thereafter make recommendations to AC about what necessary measures to be taken.
- 4.2.6 Academic warning shall be given by AC if a student's first SGPA is below 3.00 and above 2.75.
- 4.2.7 The student shall be allowed for courses with 'F' grades to be repeated and courses with a grade of 'C' may be sit for re-examination instead of repeating the course. Thus, the final grade for repeated course or re-examination shall be used for computation of CGPA/SGPA.
- 4.2.8 A student cannot repeat or sit for re-examination more than two times for the whole program.





4.2.9 A student is subject to dismissal without first being put on academic warning, if the SGPA is below 2.75 at the end of any semester.

4.2.10 A student will terminate the program, if the CGPA is below 3.00 and not clearing 'C' or 'F' grade after academic warning. There will not be probation in any case.

4.2.11 Examination marks will be rated as per the graduate grading system given by BDU or BiT.

### 4.3. Comprehensive Examination (A-Examination)

4.3.1 A-Exam is a comprehensive oral exam of students' courses knowledge and research proposal (with preliminary analysis) in front of SDAC.

4.3.2 A student must complete research proposal the latest within 12 to 18 months (2 to 3 semesters) from the date of joining the program.

4.3.3 On the successful completion of the prescribed course work and not exceeding three semesters after joining the PhD program, the student will have to appear for A-exam.

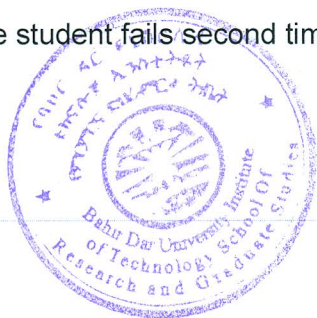
4.3.4 The A- examination will cover the topics in the respective discipline and allied areas. In addition, he/she is evaluated for the proposal on the basis of research proposal quality, originality and feasibility.

4.3.5 The SDAC will make a report to FGC, based on the performance in the comprehensive examination with following grading(s) for the student: SDAC member will give grades from 1 to 4 during oral examination and an average of 2 is a pass grade suggesting the doctoral student become candidates and can continue.

4.3.6 After incorporate the feedbacks and recommendation given by SDAC members, three copy of a research proposal about not more than 30 pages shall be submitted to FGC within a week time. The FGC shall forward the proposal to SRGS for final approval.

4.3.7 If the PhD student in the first attempt is not successful, one more A-examination will be conducted after a reasonable time, but not exceeding six months after failing in the first attempt, to be decided by the SDAC with the concurrence of FGC and approval of the SRGS.

4.3.8 If the student fails second time, he/she shall terminate from the program.



#### **4.4. PhD without course work**

- 4.4.1 PhD without course work means that student has no requirement to take courses.
- 4.4.2 Student should demonstrate a strong academic and research background i.e. at least 2 publications during admission for BiT sponsored students, 1 publication for other homegrown sponsored PhD programs
- 4.4.3 A student must complete research proposal the latest within 12 months (2 semesters) from the date of joining the program
- 4.4.4 A student after 2 semesters must sit for A-Exam which is a comprehensive oral exam of review of literature and the research proposal in front of SDAC.
- 4.4.5 All rules stated here for PhD with course are applicable unless it is stated differently.

#### **4.5. Eligibility for the Candidacy of the Degree**

- 4.5.1 Approval for the candidacy for the PhD program shall be made during the A-exam right after by the SDAC using a form approved by the Senate and signed by all units.
- 4.5.2 A student shall be formally registered as a candidate for the PhD degree after he/she has fulfilled with the following:
  - 4.5.2.1 Completed the course work with a minimum CGPA of 3.00 with no 'C' grade
  - 4.5.2.2 Passed the A- examination with a minimum of 2 out of 4 grade.
  - 4.5.2.3 Submitted a research proposal duly approved by SDAC, recommended by FGC, and sanctioned by SRGS.





## 5. Performance Monitoring and Synopsis

### 5.1. Progresses Report

5.1.1 The academic/research progress of each candidate will be monitored by SDAC and approved by FGC and SRGS subsequently.

5.1.2 Each candidate will be asked to submit a progress report (hard copy or through Website) as per the standard format prepared by SRGS at the end of each semester through his/her supervisor(s) to FGC and then reported to SRGS.

5.1.3 The supervisor shall arrange a progress presentation for the PhD student on his/her yearly work progress, before the SRGS. The presentation will be open to all PhD students and faculty members.

### 5.2. Assessment of Progress Report

5.2.1 Following the progress report or seminar, the candidate will be graded by his/her SDAC as follows:

- a) Outstanding : Pass
- b) Very Good :Pass
- c) Good :Pass
- d) Unsatisfactory :Warning

5.2.2 On receipt of the progress report, the supervisor(s) will forward the evaluation report in the prescribed format to FGC for a review.

5.2.3 'Pass' grade is to be awarded during end of the year if the progress is 'Good' and above.

5.2.4 If the progress is 'Unsatisfactory', 'Warning' grade is to be awarded and the following appropriate action will be taken.

5.2.4.1 For the first appearance of 'Warning' grade, a warning would be issued to the candidate.

5.2.4.2 If the candidate gets two consecutive 'Warning' grade, he/she will be forced to withdraw from the program.

5.2.4.4 The student can appeal on the decision to FGC and may forward the case to SRGS.



### 5.3. Synopsis Seminar

- 5.3.1 On completion of the research work for the PhD, the supervisor shall organize a synopsis open seminar (named as synopsis seminar) where the PhD candidate shall present his/her work.
- 5.3.2 The PhD candidate shall be required to have one published in PEER reviewed reputed journals of Web of Science or science indexed for PhD with course and two published otherwise for PhD without course, and approved dissertation by SDAC based on his/her research work before synopsis presentation.
- 5.3.3 The PhD candidate can not appear for synopsis presentation while having 'Unsatisfactory' grade in his/her previous semester progress report.
- 5.3.4 The synopsis presentation is a short summary of the entire research work with limited number of PowerPoint slides not more than 30 slides that will be presented at the date of synopsis seminar.
- 5.3.5 The exact title of the dissertation shall be as approved by the SDAC after the synopsis seminar.
- 5.3.6 If the SDAC is satisfied with the synopsis seminar of the PhD scholar, the chairman of the SDAC will allow the candidate to submit the dissertation for defense.
- 5.3.7 The SDAC is not satisfied with the seminar, the committee assesses the work and if not satisfied with the quality of the work, the PhD candidate shall be advised to do further work and deliver a fresh seminar after three months.
- 5.3.8 If the student has complained on the matter or failed result on the second time synopsis, he/she can apply to FGC and the case may forward to SRGS.





## 6. Submission and Evaluation of Doctoral Dissertation

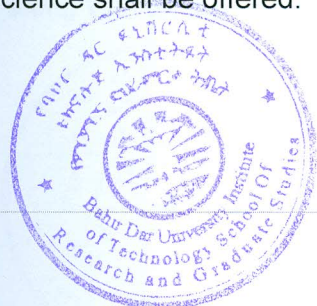
### 6.1. Submission of Dissertation

- 6.1.1** The dissertation is principal component of the doctoral program on which the candidate significant contribution is reflected. It should be characterized by discovery of facts or fresh approach towards interpretation of facts and theories or significant contribution to knowledge of development or a combination of these. It should bear evidence of the candidate's capacity for analysis and judgment as well as his ability to carry out independent investigation.
- 6.1.2.** A PhD dissertation may be submitted in the form of a monograph or a series of articles. In the case of the latter, a minimum of four articles are required.
- 6.1.3** The dissertation shall be written in English language in the prescribed format set by SRGS and shall contain a critical account of the candidate's research, design or development. The dissertation shall have an abstract with Amharic.
- 6.1.4** The PhD scholar is required to submit the dissertation within one month from the date of his/her synopsis seminar.
- 6.1.5** In case a candidate has suitable justification, on recommendations made by the FGC, the SRGS may extend the date of submission by not more than one month i.e. the candidate may be allowed to submit his dissertation within a period not exceeding two months.
- 6.1.6** A candidate may submit his/her dissertation provided that:
- 6.1.6.1** He/She has completed the minimum period of registration,
  - 6.1.6.2** He/She has become a candidate for the award of PhD degree,
  - 6.1.6.3** He/She has at least one publication for PhD with Course and two publication for PhD without course in reputable journals of science indeed listed in Web of Science,
  - 6.1.6.4** He/She has conducted the synopsis seminar at least one month prior to the submission of the dissertation.
  - 6.1.6.5** He/She should participate in conference and published at least one international conference proceedings





- 6.1.7** While submitting the dissertation, the PhD candidate shall include the following:
- 6.1.7.1** Four loose bound hard copies and one soft copy (in a CD) of the dissertation as per the format set by SRGS sign by the candidate and supervisor(s).
  - 6.1.7.2** A declaration by the candidate as per BDU standard.
  - 6.1.7.3** Coursework if any, and A-exam and synopsis seminar presentation.
  - 6.1.7.4** List of paper publications in journals and conference preceding or acceptance letter(s).
  - 6.1.7.5** Plagiarism certificate(s) from quality assurance office. The cut-off point and further detail shall be framed by the quality assurance department.
- 6.1.8** The minimum period for submitting the dissertation for PhD candidates admitted to the PhD program shall be three years from the date of his/her admission.
- 6.1.9** The normal period for submitting dissertation for all PhD candidates shall be four years from the date of admission.
- 6.1.10** If a candidate fails to submit the dissertation at the end of the stipulated four years period, the FGC may recommend an extension of up to a maximum period of three year which is approved by CGS.
- 6.1.11** Under extraordinary circumstances (such as: death of family member, pregnancy, admitted in hospital for long time illness, etc...,) the BiT Senate mandate on recommendation of CGC may grant a further extension of one year for which the PhD candidate shall apply giving the reasons due to which he/she couldn't able to submit the dissertation.
- 6.1.12** The maximum period for submitting the dissertation for PhD candidates admitted to the PhD program shall be twice the normal duration specified in the curriculum. Beyond this no further extension shall be given under any circumstances and registration will be treated to be cancelled. And Master of Science shall be offered.





6.1.13 No part of the dissertation shall have been submitted for the award of any other degree or diploma of any university.

6.1.14 A dissertation once submitted cannot be re-submitted unless the examiner recommends for the revision of the dissertation.

## **6.2. Final Examination for the Doctor of Philosophy Degree (B-Exam)**

6.2.1 A PhD candidate who submits his/her dissertation shall do the B-Exam.

6.2.2 This examination constitutes two stages: the first stage is examination of the dissertation by external body outside the SDAC and the second stage is Public Defense.

6.2.3 For first stage examination, Panel of Examiners shall be established.

6.2.4 For second stage examination, PhD viva Panel of Examiners shall be established.

## **6.3. Panel of Examiners**

6.3.1 The supervisor(s) of the PhD candidate should recommend a panel of internationally renowned researchers as external examiners for dissertation evaluation.

6.3.2 The recommended panel members shall consist of not more than eight (five from Ethiopia and three from abroad) experts in the area of the PhD dissertation having a minimum academic rank Associate Professor.

6.3.3 The panel shall not include the names of the supervisor and co-supervisor, co-authors, or any other faculty associated with the research, either working in Bahir Dar University or elsewhere.

6.3.4 The names should be sent to SRGS after approval by FGC in a closed confidential cover within ten days of the successful completion of synopsis Seminar.

6.3.5 Complete and current addresses of all the examiners with their postal address, E-mail, telephone/mobile/ and fax numbers shall be sent to SRGS along with their name list.





- 6.3.6** From the panel of external examiners, the SRGS will choose three names (two from Ethiopia and one from abroad) as examiners. SRGS can appoint any other examiner outside the suggested panel.
- 6.3.7** The SRGS shall get in touch with each examiner via the fastest communication channel (e.g. E-mail, fax etc), with a copy of the abstract to secure acceptance of the examiner ship.
- 6.3.8** After receiving acceptance from shortlisted examiners, SRGS will mail the dissertation to the examiners for their evaluation. Short listed panel of examiners will be governed by following guidelines:
- 6.3.8.1** One expert in the area of the PhD dissertation from abroad.
- 6.3.8.2** Two experts in the area of the PhD dissertation from Ethiopia from reputed Institutes /Universities /R&D organizations.
- 6.3.8.3** Any deviation could be with approval of the Dean- SRGS.
- 6.3.9** If no information of accepting to review the dissertation is received from an examiner within three weeks, his/her appointment shall be cancelled and a new examiner shall be appointed from the recommended panel of examiners list.

#### **6.4. Examiner's Report**

- 6.4.1** The examiner shall be required to give his/her opinion about candidate's ability for critical examination and sound judgment.
- 6.4.2** The examiners shall examine the dissertation specifically with a view to judge whether the dissertation is a piece of research work characterized by:
- a) Discovery of new facts, or
  - b) A fresh approach towards interpretation of facts or theories, or
  - c) A distinct advancement/contribution/in the subject, or
  - d) Device development/system development.
- 6.4.3** The examiners shall submit report/comments/ in a prescribed form to the SRGS within two months from the date of receipt of the dissertation.
- 6.4.4** If at least two of the examiners recommend acceptance of the dissertation for the award of the PhD degree, the dissertation shall be accepted





- 6.4.5** If two of the examiners recommend rejection of the dissertation for the award of the PhD degree, the dissertation shall be rejected
- 6.4.6** If the examiner(s) rise some queries/seek clarifications/ the PhD candidate shall be required to give satisfactory answers to the queries via mail and at the time of viva-voce.
- 6.4.7** If one or all the examiners recommend revision of the dissertation, the PhD candidate shall resubmit the dissertation after revision. If a specific examiner asks for the revised dissertation to be referred back to him/her, it shall be sent to him/her. Otherwise the revised dissertation shall be assessed by the PhD Viva Panel of Examiners for satisfactory compliance of the desired revision.
- 6.4.8** If the revised dissertation is to be referred back to an examiner, the examiner shall submit his report on a prescribed form. The examiner shall recommend the revised dissertation to be either accepted or rejected. Then depending on the recommendation of the other examiners, an appropriate action shall be taken as per clauses.
- 6.4.9** In the case of any ambiguous recommendations by any examiner, the SRGS shall approach the examiner concerned for a clear recommendation. If a clear recommendation is not forthcoming the matter shall be referred to the SDAC for appropriate recommendations to SRGS.
- 6.4.10** The candidate shall receive the formal decision of panel of examiners. And can appeal the case to SRGS and case may forward to CGS and Senate.

## **6.5. Public Defense of the Dissertation**

- 6.5.1** The PhD candidate shall be required to defend his/her dissertation in a PhD vivavoce, before a duly constituted committee here and after referred to as PhD viva Panel of Examiners (PVPE).
- 6.5.2** The date, time and venue of the PVPE with other necessary details shall be adequately notified including BiT website, so as to enable other faculty members and students to attend it. The presentation is open to all.



**6.5.3** The PVPE of the student is initiated by the supervisor(s) and organized by FGC and SRGS.

**6.5.4** For PVPE of the candidate which shall be openly defended and shall be conducted within fifteen days from the date of communication to the SRGS.

**6.5.5** The PVPE shall consist of:

**6.5.5.1** Dean-SRGS/any Professor from BDU : Chairman,

**6.5.5.2** Ethiopian external examiners who have evaluated the dissertation : Member(s),

**6.5.5.3** SDAC members : Member(s),

**6.5.6** No more than one member of the SDAC can be physically absent. In case of non-availability of the member of SDAC or other members of PVPE of this for conducting the public defense, the SRGS may appoint another examiner after due consultation with the chairman of SDAC of the student.

**6.5.7** The PVPE shall be provided with the reports of all the examiners before the public defense approved by SRGS.

**6.5.8** After the public defense, the PVPE shall discuss and submit a reasonably comprehensive report on the performance of the PhD scholar at the viva-voce, including the discussions over various points raised. The PVPE shall recommend one of the following:

- a) The degree shall be awarded,
- b) The candidate shall be re-examined in a second public defense,
- c) The degree shall not be awarded and the dissertation be rejected.

**6.5.9** In case of the first and second recommendations, the PVPE shall also provide to the candidate a list of all corrections and modifications in the dissertation (if required) including suggestions made by the examiners during the dissertation evaluation.

**6.5.10** If the PVPE recommends that the degree be awarded, the PhD scholar shall submit three hard-bound copies according to BiT standard (Brown binding with golden embossing) of the dissertation incorporating corrections, along with 2 corresponding soft copy versions of the





dissertation in CDs, 1 for keeping in the central library of BiT the others for the Faculty and supervisor(s).

**6.5.11** If the PVPE recommends for a second viva, it shall be conducted normally after a period of three months but not later than six months from the date of the first viva conducted.

**6.5.12** Honorarium as per the rules of the BiT shall be paid to the examiners for evaluation of dissertation as well as for participating in the viva by the BiT.

**6.5.13** The travel and logistic arrangements for the external examiners shall be made by BiT.

## **6.6. Award of the Degree**

**6.6.1** The reports of all the examiners and the PVPE shall be placed by SRGS before the CGC for consideration. In the case of unanimous recommendations to award the PhD degree, the CGC shall recommend the award of the PhD degree. In all other cases the CGC shall take its specific decision based on the reports of the examiners as well as the PVPC.

**6.6.2** The date of award of the PhD degree shall be the same as the date of viva examination.

**6.6.3** After the approval of Senate, for the award of the degree, the provisional certificate shall be issued to the PhD scholar by BiT, provided the PhD scholar produces 'No Dues Certificate' in the prescribed form.

**6.6.4** The final degree shall be awarded by the BiT senate.

**6.6.5** The PhD degree certificate shall mention the Faculty name, student name, the title of the dissertation, and the date of viva. This will be issued after the Senate approves the degree and / or during the annual convocation.



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Bahir Dar Institute of Technology- Bahir Dar University  
School of Research and Graduate Studies

Evaluation Criteria for Admission in PhD Program

According to the new PhD guideline for BiT, admission must be competitive and the candidate must meet satisfactorily the selection criteria which may include interview and/or written examination to be administered by the concerned Faculties. Read article 3.2 and 3.3 of the guideline. To the minimum, a faculty should follow the following criteria's to admit PhD students and state with minutes how the Faculty Graduate Committee approved the admission.

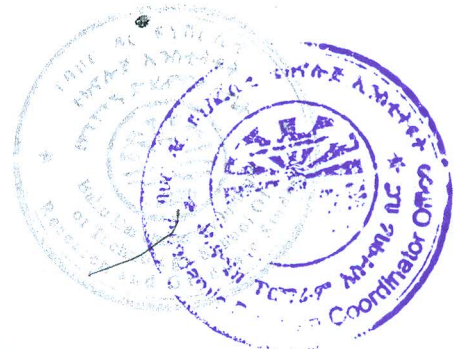
S.No	Name	Relevance MSc research (10%)	Publicat ion (15%)	BSc Score (10%)	Msc Score (15%)	Interview from evaluators by averaging (50%)	Total Score
1							
2							
3							
4							
5							

Note:

90% and above= Excellent; 75-89%= very good, 65-74%=Good, 50-64%= Satisfactory, Below 50%= Fail

Name of the compiler\_\_\_\_\_

Signature\_\_\_\_\_





PhD applicants Interview Grading

Name of the applicant \_\_\_\_\_

S. No	Evaluation Criteria (Equal Weight)	Grading			
		1	2	3	4
1.	Career goals (why do you intend to do PhD and how will this program help to achieve your goal?)				
2.	Rationale for pursuing a Ph.D. (why is this right for you at this time?)				
3.	Relevant experiences to date that would positively situate you for the research project				
4.	Ability to collaborate with his/her mentors and other students				
5.	Methodology proposed by the candidate for the proposed objectives and hypothesis				
6.	During the PhD research (How are you planning to deliver your research on time? what would be your contribution in terms of fund?)				
7.	Expectations from the program in terms of funding and facilities				
8.	Quality of presentations				
	<b>Average grade</b>				

Note:

1 = Satisfactory; 2 = good; 3 = very good; 4 = Excellent

Any additional remark if any:

Name of the evaluator \_\_\_\_\_

Signature \_\_\_\_\_





## Student Dissertation Advisory Committee (SDAC) Request Form

Use this form to request SDA Committee members. After obtaining the signatures from your committee members and Dean of Graduate Studies of BiT, submit the completed form to registrar, and provide copy to advisor and School of Research and Post-graduate of BiT.

### About the Committee

In the PhD program, the SDAC, under the leadership of the committee chair, has primary responsibility for developing the student's independence in research. No later than three weeks after first registration, a student in consultation with the Faculty Graduate Committee (FGC) must submit the name of the SDAC chair and its members. All students must have a full SDAC no later than the end of the second semester for doctoral programs. The SDAC will be members of examination bored at B-exam.

### Selection

A student in consultation with FGC of the faculty assign a major advisor (or committee chair) and the committee chairs and the student select the remaining members of the SDAC, with their consent, from the current faculties in the faculty, the university and other research institutions and universities. The chair should be a minimum of Associate Professor. Any other members of the faculty with a position of Assistant Professor or above may serve on a SDAC with approval of the FGC. A doctoral student must have a minimum of **three** SDAC members and at least one of them must be from the faculty where the student belongs. The maximum number of members of SDAC is **four**.

### Change to membership

A student may change the membership of the SDAC with the approval of all the members of the newly constituted committee and the FGC before A-Exam. No change may be made after passing the A Exam (Candidacy examination), except with the FGC approval. In addition, no doctoral student may schedule a B Exam (dissertation defense) within three months of a change of committee. A petition to change the chair of a SDAC after the A Exam will be approved only after the FGC confers, at a minimum, with the student, the chair (or other member supervising the candidate's dissertation), and the prospective new chair.

### Biographical Information of student

ID Number	Faculty	email
First Name	Middle Name	Last Name

### Committee Information and Signature

Committee Chair (Supervisor)	email	signature	Date
Committee member (Co-Chair)	email	signature	Date
Committee member	email	signature	Date
Committee member	email	signature	Date
Faculty Dean	email	signature	Date
Dean of SRP of BiT	email	signature	Date





### Results of Examination Form

Use this form to be signed by all members of **Student Dissertation Advisory Committee (SDAV)**. After obtaining the signatures from your committee members, get a signature from Faculty Dean, and Dean of School of Research and Graduate Studies of BiT and then submit the completed form to registrar, and provide copy to advisor and Graduate studies of BiT.

### Information about the Exam

A student is admitted to doctoral candidacy after passing a comprehensive examination (oral exam of students' courses knowledge, research proposal) administered by his or her SDAC. This examination is oral in front of the SDAC. The A- examination will cover the topics in the respective discipline and allied areas. In addition, he/she is evaluated for the proposal on the basis of research proposal quality, originality and feasibility. SDAC member will give grades from 1 to 4 during oral examination and an average of 2 is a pass grade. The passing of this examination certifies that the student is eligible to present a dissertation to the graduate faculty. Three copy of a research proposal about 15-20pages shall be submitted to SRGS after addressing the comment and if the student has passed.

### Biographical Information of student

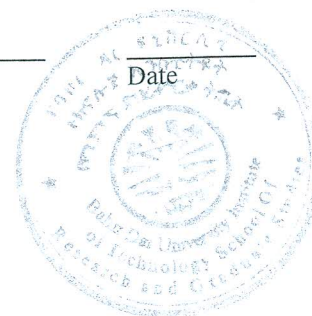
ID Number \_\_\_\_\_ email \_\_\_\_\_  
First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

### Outcome of the Exam

Date of Exam: \_\_\_\_\_ Average Grade \_\_\_\_\_ ☐ Passed ☐ Failed

### Committee Information and Signature

Committee Chair	email _____	signature _____	Date _____
Committee member (Co-Chair)	email _____	signature _____	Date _____
Committee member	email _____	signature _____	Date _____
Committee member	email _____	signature _____	Date _____
Faculty Dean	email _____	signature _____	Date _____
Dean of SRGS at BiT	email _____	signature _____	Date _____





Proposal Defense Evaluation format

S. No	Evolution criteria (equal weight criteria)	Grade			
		1	2	3	4
1	Topic is addressing the present challenge of the society & research gap is well defined				
2	The scope of the study is appropriate and statement of the problem is defined				
3	The Objectives are well defined and achievable				
4	The Methodology is well defined and correspond with the objectives				
6	The Presentation is clear and on time				
7	Response to the question				
Total Average Grade					

Total Student number grade (out of 4):-----

Additional comments and suggestions, if any (You can use additional sheet if you need):

\_\_\_\_\_

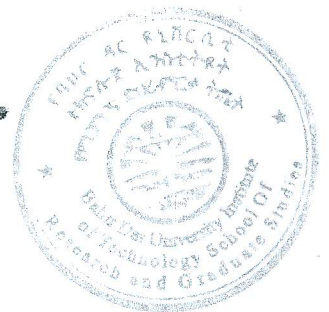
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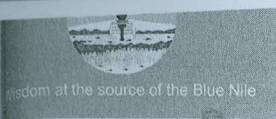
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## PhD Public Defense Dissertation Evaluation form

Name of candidate:		Student Id number:	
Programme:			
Dissertation entitled:			
Name of SDAC:			
Academic and Professional Qualifications of SDAC:			
Present position:			
Signature:		Date:	

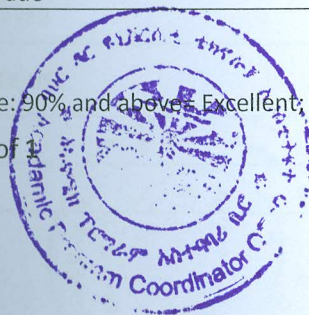
**EXAMINERS RECOMMENDATIONS:** Please answer ALL questions below.

1.	Does the dissertation constitute a definite contribution to the advancement of knowledge in the subject chosen? (include additional comments in detailed report)	YES	I	
2.	Does it show originality?	YES	M	
3.	(a) Is the substance of the dissertation worthy of publication?	YES	N	
	(b) Is the literary presentation of the dissertation is up to date with the state of art of the specified field?	YES	N	
4.	Do you recommend the dissertation to be:	Accepted as it is	YES	N
		Accepted with minor corrections	YES	N
		Accepted with major revisions and/or Extension and Revision	YES	N
5.	Do you recommend re-examination?	YES	N	
6.	If you do not find the dissertation adequate as it stands do you recommend outright rejection?	YES	N	

**Grading the dissertation:** If the dissertation is accepted with any of the conditions listed in # 4 above, the student dissertation advisory committee (SDAC) is required to grade the candidates using the following table.

7	Content of the dissertation	Max grade	Grade of SADC
7.1	Originality	10%	
7.2	Problem formulation and methodology	15%	
7.3	Complete Literature review	15%	
7.4	Significance of the research work	15%	
7.5	Data presentation and analysis	15%	
7.6	Format and overall organization	5%	
8	Defense		
8.1	Presentation	10%	
8.2	Response to questions	15%	
9	Total grade		

Note: 90% and above= Excellent, 75-89%= very good, 65-74%=Good, 50-64%= Satisfactory, Below 50%= Fail





**EXAMINATION**  
**PANAL OF EXAMINERS REPORT ON A DISSERTATION SUBMITTED FOR THE**  
**DEGREE OF DOCTOR OF PHILOSOPHY**

Name of candidate:			
Programme:			
Dissertation entitled:			
Name of examiner:			
Academic and Professional Qualifications of examiner:			
Present position:			
Signature:		Date:	

**EXAMINERS RECOMMENDATIONS:** Please answer ALL questions below.

1. Does the dissertation constitute a definite contribution to the advancement of knowledge in the subject chosen? (include additional comments in detailed report)	YES	NO	
2. Does it show originality?	YES	NO	
3. (a) Is the substance of the dissertation worthy of publication?	YES	NO	
(b) Is the literary presentation of the dissertation satisfactory?	YES	NO	
Do you recommend the dissertation be:	Accepted as it stands	YES	NO
	Accepted with minor corrections	YES	NO
	Accepted with substantial amendments	YES	NO
	Accepted with Extension and Revision	YES	NO
Do you recommend re-examination?	YES	NO	
If you do not find the dissertation adequate as it stands do you recommend outright rejection?	YES	NO	
Will you be returning an annotated copy of the research examined to the Faculty Officer?	YES	NO	
Do you permit the Faculty to disclose your name to the candidate once the examination process has been finalised?	YES	NO	

**EXAMINERS DETAILED REPORT:**

Please attach your typed detailed report to this form. Your report should include the following:

- Has the candidate shown that he/she understands the nature and purpose of the investigations?
- Is sufficiently acquainted with the relevant literature?
- Has acquired a satisfactory understanding of the scientific or engineering method?
- Is capable of assessing the significance of his/her findings?
- Structure of report
- Scope of the research
- Area covered by the research
- Methodology employed

YES NO

**FACULTY OFFICE USE:**

Received by:



## INFORMATION FOR GUIDANCE OF EXAMINERS OF THESES FOR THE DEGREE OF DOCTOR OF PHILOSOPHY

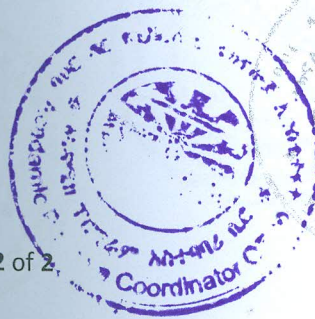
Examiners are requested to read this information before examining the dissertation.

Definition: Dissertation is the term reserved for an extended piece of writing based on research that makes an original and significant contribution to knowledge that may incorporate creative work or publications integral to the overall argument, and is submitted in fulfilment of the requirements for doctor of philosophy qualification.

1. The degree is obtained by prosecuting research on an approved topic under the guidance of a supervisor approved by the SRGS of BiT, for a minimum period of three years of full-time study, and then submitting a dissertation based on that research for examination.
2. The dissertation shall constitute the sole ground for the award of the degree.
3. The dissertation is required to show:
  - 3.1 knowledge and proficiency in the methods of research;
  - 3.2 original research undertaken by the candidate;
  - 3.3 a substantial contribution to the advancement of knowledge in the chosen field.
4. The dissertation shall be satisfactory with regard to literary style and shall be worthy of publication in substance.

### **EXAMINATION PROCEDURE**

5. The examiner is required to submit a detailed report in support of his/her recommendation regarding the award of the degree within six weeks of receipt of the dissertation.
6. The examiner's report shall contain a brief description of the dissertation as well as an analysis and appraisal thereof. Particular reference shall be made as to whether the dissertation satisfies the requirements laid down in (3) above.
7. An examiner may recommend that the dissertation be referred back to the candidate for revision or extension. The nature of the revisions or extensions recommended should be indicated in the Examiner's Report. The institute will exercise its discretion as to whether the dissertation should be referred back to the examiner after the revision or extension has been effected.
8. The examiner is requested to distinguish between criticism which relates to a recommendation that the work be corrected/revised/extended and criticism which does not relate to the award of the degree but which might be useful to the candidate.
9. No examiner shall make direct contact with the candidate in connection with the dissertation.
10. No other document other than the submitted dissertation is examinable.
11. In the case of an examiner submitting an unfavourable report, the criticisms contained therein will be used by the Faculty to determine an appropriate course of action. Should examiners be in direct conflict with each other with regard to the award of the degree, the Faculty may appoint another examiner in an attempt to resolve the situation.
12. The PhD program guideline of BiT state that "where two or more examiners recommend that the dissertation be rejected outright, then the award of the degree shall not be approved." Examiners should be aware of the implications of a recommendation of outright rejection, as these Standing Orders are applied in all but exceptional circumstances.
13. In the case of an examiner submitting a favourable report, this may be shown to the candidate in the light of constructive criticism. In this event, the examiner is asked to indicate on the 'Summarised Examiner's Report' Form whether or not he is willing to have his/her name disclosed to the candidate.





### DESIGNATION OF PROXY FOR EXAMS

This form is used to designate a proxy for a student dissertation advisory committee (SDAC) member except the chair who will be unavailable to attend A or B exams. The member may designate another member of the faculty from BiT-BDU, representing the same specialization as the regular committee member, as his or her proxy.

### Biographical Information of student

\_\_\_\_\_ ID Number

\_\_\_\_\_ email

\_\_\_\_\_ First Name

\_\_\_\_\_ Middle Name

\_\_\_\_\_ Last Name

### FACULTY MEMBER'S PROXY STATEMENT

I, \_\_\_\_\_, a member of the a student dissertation advisory committee for \_\_\_\_\_, hereby authorize \_\_\_\_\_, a member of the Faculty of \_\_\_\_\_ to serve as my proxy in matters pertaining to the examination of the \_\_\_\_\_ degree.

(Please check all that apply)

☐ A-Exam

☐ B-Exam

\_\_\_\_\_ Name of the member

\_\_\_\_\_ Signature

