

MPhil/PhD Program Policy

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1 OVERVIEW OF THE MPhil/PhD PROGRAM

1.1 RATIONALE

CEPT University focuses on understanding, designing, planning, constructing, and managing human habitats. The MPhil/PhD program is designed to prepare the student to take up a lifelong pursuit of knowledge through research in diverse areas of habitat development. Like with the other programs at the University, the MPhil/PhD program encourages students to take multidisciplinary approach in researching on issues of the contemporary society.

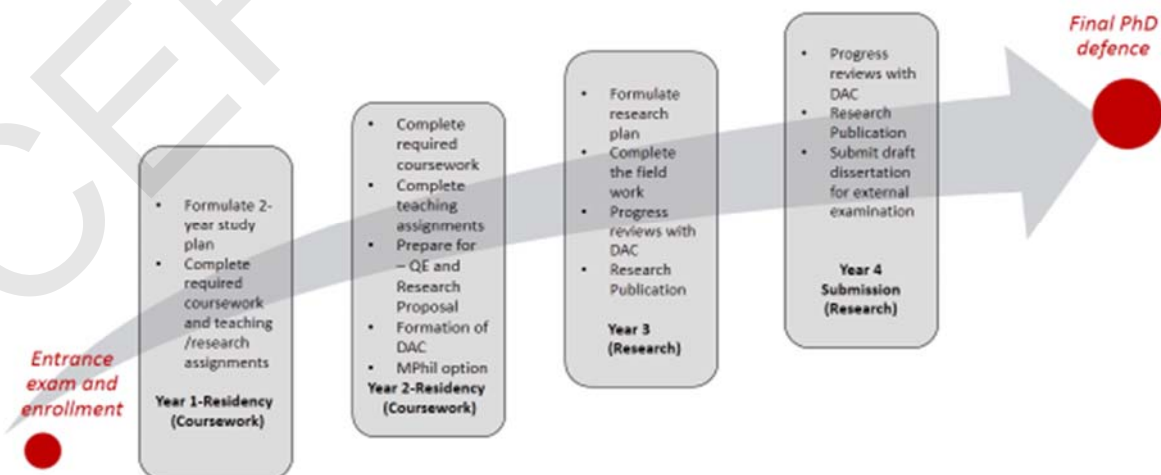
1.2 OBJECTIVES

- a) To prepare students for professional careers in teaching and research.
- b) To enable students to make original contribution and advance knowledge in their field of research and academics

1.3 MPhil/PhD PROGRAM STRUCTURE IN BRIEF

The first two years of the MPhil/PhD program are devoted to coursework, requiring full-time residency. During residency, the students will undertake courses worth 50 credits over two years (from academic year 2018-19 onwards). Additionally, they will engage in teaching and/or Faculty research and contribute in academic activities at the University. (See annexure 1 for details on coursework structure)

After successful completion of the coursework, the MPhil/PhD students will have either an option of writing MPhil dissertation or appear for the qualifying exam to continue in the PhD program. The PhD students will appear for the qualifying exams which will test competency in the field/discipline and in the area of specialisation. Students will then be awarded the status of 'PhD Candidate'. Thereafter, candidates would prepare and defend a research proposal latest by the end of 5th semester. A candidate will be given maximum 2 years to submit the final PhD dissertation after the date of clearing the research proposal defence. During the candidacy period, candidates will work in periodic consultation with their Dissertation Advisory Committee (DAC). The journey is shown diagrammatically in **Figure 1**.



1.4 FINANCIAL ASSISTANCE

CEPT University offers partial/full tuition fees waiver to MPhil/PhD students (as applicable) . The University also offers a monthly scholarship for the first semester (mandatory) of coursework against teaching assignments (15-20 hrs/week) as allocated by the respective Faculty.

A student's performance will be reviewed at the end of the first semester and further allocation of assignments and continuation of scholarship will be based on this review. However, it is recommended to complete at least one year of teaching during the coursework of two years, thus the need to maintain level of performance.

Based on their expertise and/or performance, the students may also be appointed as a lead teacher or co-teacher or Academic Associate or Teaching Assistant. This will be subject to recommendation and approval from the Faculty Doctoral Committee (FDC). After commencement of the third year, a student may continue to work at CEPT (in teaching or research) if opportunities are available.

1.5 PROGRAM ADMINISTRATION

- The Head, Doctoral Office (University Level) will spearhead the MPhil/PhD program of all Faculties and will oversee academic and research activities related to the programs.
- At the Faculty level, Coordinator of the PhD Program, will be responsible for running the program. This includes the admission process, conducting qualifying examinations, progress reviews, public seminars, research colloquiums and final defense. Coordinator will counsel the students on matters pertaining to coursework and pursuit of PhD at CEPT.
- Faculty Doctoral Committee (FDC) will comprise of the Dean of the Faculty (Chair), Doctoral Program Coordinator and the Head of the Doctoral Office. The FDC will give necessary approvals and/or address grievances (more details in section 8) related to the program.
- Every student will be assigned a Coursework Mentor during the residency period. The mentor, a core (full-time or adjunct) faculty member at CEPT will counsel students on matters pertaining to coursework and pursuit of PhD.

1.6 ELIGIBILITY FOR ADMISSION

MPhil/PhD in Architecture

- A professional masters (or equivalent) degree in Architecture, Architectural Design, Conservation, History & Theory, or Landscape Architecture is required.
- Master's degree in social sciences (sociology, anthropology, economics, environmental studies, history), art history or civil engineering, is also acceptable. In such cases, an applicant may be advised to undergo a one-year bridge course. Please note that students from non-architecture background will get the PhD degree in 'Built Environment Studies' (tentative).

MPhil/PhD in Planning

- A professional masters (or equivalent) degree in fields related to Planning (Infrastructure, Housing, Transport or any other planning programs) or in Urban Design or Urban Management is required.
- Masters Degree (or equivalent) in Geography/ Sociology/ Economics/ GIS/Geomatics/ Environmental Science /Climate Studies/ Social Work/ Development Studies/ Policy Studies/ Political Science, is also acceptable. In this case, a student will be required to do a one year bridge course.

1.7 ADMISSION PROCESS

The University expects the applicants to have a good academic background and potential for conducting high-quality research. Professional experience in their field of study is also desirable. The final selection will be based on application form, research samples, statement of purpose (SoP), supporting material, and performance in the entrance exam/interview.

Applications to the MPhil/PhD Program will be accepted all year round. However, the entry point will be in Monsoon semester of an academic year. The applicants must apply on-line through the CEPT website. The shortlisting of applications and entrance exam procedures will take place in the months of March/April and details of various dates will be posted on the website. An applicant may have preferred to apply in either of the programs (PhD or MPhil), however, an application may be scrutinized by the admission committee, both for PhD or MPhil program based on their suitability.

The documents to be submitted in support of the application are listed in the online form. These usually include the following (but may vary depending on the Faculty):

- a) Current CV (maximum 3 pages)
- b) All transcripts of university education
- c) Statement of Purpose [max 1000 words summarising personal history of intellectual pursuits and research interests, reasons for pursuing doctoral studies, future career goals, and preliminary outline of research interests]
- d) Statement of Research Intent [Max 1000 words summarizing the possible research directions, objectives or methods (whatever is known). Please note that this document will be evaluated as a demonstration of an applicant's research skills and it will not be binding in future]
- e) Three recommendation letters. The first referee must be an academic who is current or ex-teacher. The second referee must also be an academic, although not necessarily one's teacher/ex-teacher. If an applicant is in current employment, then the third referee must be current employer. If the applicant is currently not in employment, then the third referee must be a previous employer. If the applicant has never been employed, then the third referee must be an academic.
- f) Portfolio (for PhD in architecture)
- g) Written work sample (published/unpublished papers, manuscripts, etc.) – The written work sample is the mandatory part of the application and will carry more weightage in the application review process. The applicants with scholarly written work samples will be evaluated more favorably.
- h) The applicants are also encouraged to submit additional supporting documents like GATE/GRE scores (last 3 years, if available)
- i) Professional work samples relevant to one's research interests
- j) Any other relevant supporting material

1.8 SEATS IN EACH PROGRAM

There are maximum 10 seats for the MPhil and PhD programs in each Faculty.

1.9 FOREIGN NATIONALS

Foreign nationals can apply to the MPhil/PhD program. They will follow the admission process as outlined above. If selected then they will have to obtain the necessary visa and related permissions from the Indian High Commission in their country of residence. These will have to be submitted at the time of registration. In case of students from, Afghanistan, Bangladesh, China, Pakistan, and Sri Lanka, the application MUST be forwarded through their respective embassy. For any related queries please contact the Registrar at registrar@cept.ac.in with a copy to Doctoral Office (doctoral.office@cept.ac.in) and the Admission Office (admissions@cept.ac.in).

1.10 CREDIT/COURSE WAIVERS

An applicant with relevant and demonstrated research/teaching experience is eligible to apply for full/partial credit or course waiver. The assessment will be done by the admission selection committee in consultation with the FDC.

2 RESIDENCY AND COURSEWORK

2.1 RESIDENCY REQUIREMENTS

The MPhil/PhD program is designed with significant emphasis on coursework. The rationale is to provide grounding to students in the primary field of study (breadth) and their area of specialization (depth). In addition, some courses are designed to build competence in research and communication.

All students admitted to the program will have compulsory residency requirement for the first two years. This may include devoting a minimum of 15-20 hours per week towards teaching/research fellowship in consultation with the program coordinator and the Doctoral Office.

2.2 GRADING AND ATTENDANCE REQUIREMENTS

The standard rules of the University as applicable to the post graduate students will apply to all the MPhil/PhD students.

3 QUALIFYING EXAM (QE)

3.1 AIM

The QE is an important milestone in the program after the completion of the course work and needs to be taken before the Research Proposal defense.

The purpose of the QE is to evaluate the breadth and depth of a student's understanding of theory and research methods, and critical awareness of the chosen field of research. The exam validates a student's readiness to do research demonstrating the skills and knowledge acquired in the PhD program.

The examination tests theoretical grounding in the field of scholarship (e.g. architecture or planning), specific academic debate or research problems within that field (e.g. cultural production of space or public transportation), and command over research design and methods (e.g. non-structured interviews or travel demand analysis).

3.2 PRE-REQUISITES and TIMELINE

Important Deadline: A student is required to clear the Qualifying Exam by the end of 4th Semester of coursework.

A student should apply for the QE in the beginning of the fourth semester. In order to successfully complete the QE latest by the end of the fourth semester, a student should attempt to take the exam by the mid-term of the fourth semester. This will allow ample time in the cases where a second attempt is recommended (if at all) by the examiner(s).

QE can be taken only with the approval of the Doctoral Office after fulfilling the eligibility requirements listed below -

- A student must have successfully completed at least three semesters of academic residency at

CEPT University along with the completion of all mandatory courses stipulated in the program (except the fourth semester courses).

- A student must have completed teaching/research hours as assigned by the program Coordinator.

3.3 FORMAT

The qualifying examination will cover three areas: [1] Grounding in discipline (e.g. architecture, planning), [2] Grounding in area of research interest, and [3] Grounding in research design and methods.

[1] For the examination of Grounding in discipline a student will be required to specify (at the time of application) a broad area of history and theory of architecture or urban planning (e.g. "modern architecture" or "transportation planning"). Questions will be asked from a pre-agreed bibliography covering the readings of the four PhD seminar courses and any additional readings proposed by the student and/or examiners.

[2] For the examination of Grounding in area of research interest, a student will be required to specify (at the time of application) a narrower area of study which relates to his/her area of research interest (e.g. "cultural production of space in modern architecture" or "public transportation and its impact on land-use change"). Questions will be asked from a pre-agreed bibliography covering the readings of the independent studies, elective courses and any additional readings proposed by the student and/or examiners. In principle it should comprise a coherent and clearly defined area of scholarly inquiry which may be interdisciplinary in nature.

[3] For the examination of Grounding in research design and methods, a student will be required to specify (at the time of application) research methods that are relevant to his/her identified area of research. Questions will be asked from a pre-agreed bibliography covering the readings covered in the coursework and any additional readings proposed by the student and/or examiners.

The QE will comprise of two parts,

1. A take-home 14 days written examination and
2. An oral examination

3.4 WRITTEN EXAMINATION

The written exam will be a take-home (14 days) open book type and will have three sections covering the three areas outlined above. A student will be required to answer two out of three questions in each section. Each answer will have to be provided in the form of 1,500-2,000 words fully referenced essays unless otherwise specified. In cases where the examiner(s) has suggested supplementary readings to the submitted bibliography, the student shall be given additional 15 days before writing the exam. The questions from all the examiners will be sent to student following this period (of 15 days).

3.5 ORAL EXAMINATION

The oral exam will be held within 2-4 weeks of the written exam based on the availability of the examiners. The exam is designed as an opportunity to present one's arguments and clarify any queries/issues raised by the examiners (normally lasting up to 2 hours).

3.6 PANEL OF EXAMINERS

The panel of examiners for the QE will comprise of one external and one internal examiner. The criteria for selection of examiners will be the same as mentioned in section 8.2.

3.7 OUTCOME

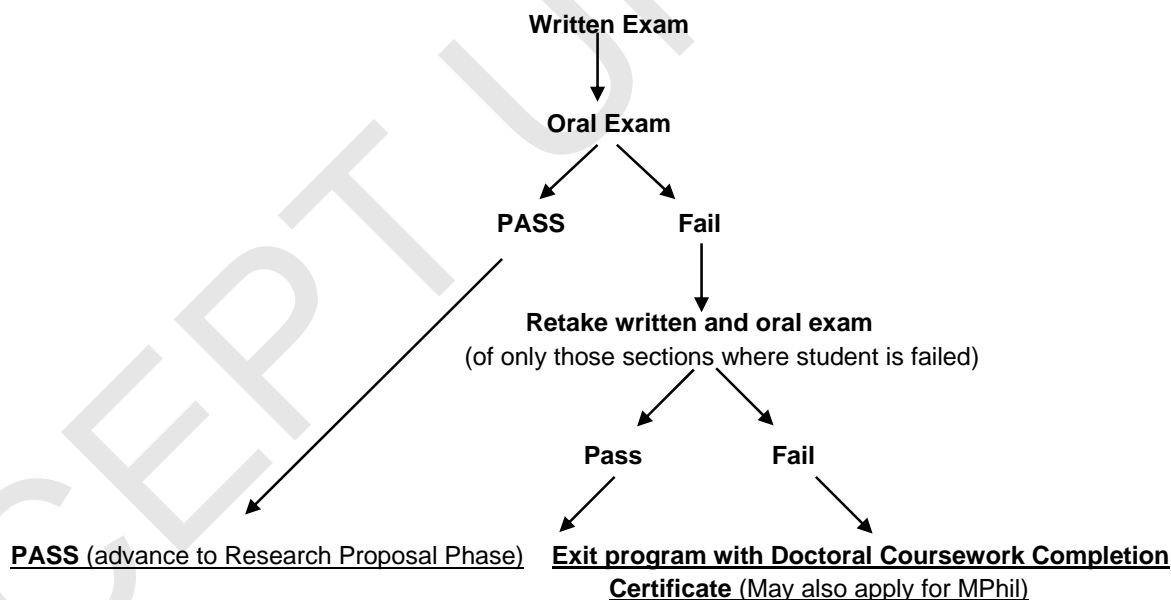
In the written and oral examinations, a student will be evaluated for the following 5 Cs:

1. Clarity
2. Comprehensive understanding
3. Consistency
4. Critical review + analysis, and
5. Command over discipline, specialization and research methods.

If a student is unable to pass the QE, s/he will be permitted another attempt within ONE month of the first attempt. In such case, the QEs must be cleared latest by the end of 4th semester.

If a student is unable to clear the QE even after the second attempt, then s/he will not be allowed to continue in the PhD program. In such cases, on completing at least 50 credits by the end of 4th semester s/he will be given a Doctoral Coursework Completion Certificate and/or they may also choose to apply for MPhil. The certificate may be useful if s/he desires to continue doctoral studies at other Universities.

Structure of the QE is summarized in the flow chart below:



3.8 STEPS

Step 01: Submit a fully completed application form to the Doctoral Office to initiate the QE process.

Step 02: Based on the application, the Doctoral Office will invite and appoint three examiners. Criteria for selection of examiners will be same as mentioned in section 8.2.

Step 03: The examiners will send their respective questions and may also make suggestions (if required) to the bibliography/reading list

Step 04: Questions will be sent by the Doctoral Office at 10:00am on the morning of the exam day (Monday)

Step 05: The answers will have to be submitted in PDF by email and in print to the Doctoral Office before 10 am on 14th day (alternate Monday).

Step 06: The examiners will ideally take two weeks to evaluate the answers.

Step 07: After completion of the evaluation, an oral exam will be conducted where a student will verbally clarify and discuss the answers with the examiners.

Step 08: Outcome of QE will be declared after the oral exam.

4 RESEARCH WORK PHASE

4.1 CONSTITUTION OF DISSERTATION ADVISORY COMMITTEE (DAC)

FDC in consultation with each PhD student will constitute the DAC (see section 8.2).

4.2 RESEARCH PROPOSAL DEFENCE- PRE-REQUISITES

1. Successful completion of coursework and the Qualifying Examination (QE)
2. Formulation of DAC
3. Approval of the research proposal by DAC

4.3 TIMELINE

Important Deadline: A student is required to clear the Research Proposal Defence by the end of 5th Semester of the coursework.

A candidate should submit the Research Proposal (RP) in the beginning of the fifth semester with the consent of the DAC. In order to successfully clear the RP stage latest by the end of the fifth semester, a candidate should attempt to take the exam by the mid-term of the fifth semester. This will allow the candidate ample time to deal with an adverse result (if at all) – i.e. If a candidate is recommended revisions in the proposal by the examiner(s), then s/he will be permitted another attempt within TWO months of the first attempt. The entire process should be completed before the end of the fifth semester.

If the candidate is not able to clear the RP by the end of the fifth semester then it will lead to cancellation of registration in the program.

4.4 FORMAT

Refer to Research Proposal Application Dossier on the doctoral students' resources page of the CEPT website.

4.5 PANEL OF EXAMINERS

The panel of examiners for the RP defense will comprise of one external and one internal examiner. The criteria for selection of examiners will be the same as mentioned in section 8.2.

4.6 OUTCOME

The outcome of RP defense viva can be one of the following:

- Pass and advance to doctoral research
- Pass with revisions, without need of subsequent Viva (anticipated effort of about ONE month)
- Major revisions and a follow-up Viva within TWO months.

Ideally, a unanimous decision is expected by the examiners. In cases where this is not achieved the lowest

recommendation will be considered as final outcome. The candidate who does not PASS in the follow-up Viva will be de-registered from the program. S/he may apply for MPhil.

After clearing the proposal defense, PhD candidates can work from anywhere but are expected to be in regular contact with their DAC (requiring to submit a summary of each DAC meeting in a prescribed format- **Summary of DAC Meeting**). They will have to maintain their candidacy at CEPT by paying a continuation fees for their registration in each semester. The continuation fees amount will be announced by the DO from time-to-time.

4.7 STEPS

Step 01: Submit Research Proposal application dossier to the Doctoral Office.

Step 02: Application evaluation and dates for Viva

- Evaluation of Proposal dossier by the Doctoral office
- Appointment of the examiner(s) by the FDC
- Assignment of Viva dates within 2-4 weeks from the date of receipt of application, given the availability of the examiner(s).

Step 03: Viva- Presentation followed by Q/A

Step 04: Announcement of results- ideally within one week from the date of the viva.

5 PROGRESS REVIEWS

Important Deadline: A doctoral candidate is required to complete three progress reviews with a minimum gap of four months before submitting the final dissertation for the external evaluation.

Further, a gap of four months between research proposal defence and the first progress review or the last (third) progress review and the final submission of the dissertation is also recommended.

5.1 SCOPE

It is mandatory for a candidate to undergo three graded reviews at CEPT. The DAC will certify the progress and performance of the candidate. All progress reviews will be strictly conducted on the basis of written document(s)/reports demonstrating the research progress. Any further presentation material could be used by the candidate to aide the dialogue in the review. S/he can request the Doctoral Office to conduct progress review based on the following milestones related to their doctoral research:

- **Review #1:** In this review, the DAC will evaluate a candidate on the basis of progress on work done on inferences from literature review, data collection, and preliminary findings. At this stage, a write-up of minimum 5000 words should also be submitted to demonstrate the adequacy of literature review or data collection or methodological deliberations.
- **Review #2:** This review indicates that the work is nearly complete in terms of data collection and analysis. The candidate should have completed substantial work on writing up the dissertation (should ideally have a draft dissertation outline and preliminary chapter drafts).
- **Review #3:** This review will be for the evaluation of the first draft of the dissertation. A candidate /DAC may request additional review(s) as deemed fit.

5.2 PROGRESS REVIEW PROCESS

- The reviews will be scheduled by the Doctoral Office and it will be attended by all the members of the DAC along with the candidate. A progress review may be kept open for CEPT faculty members to attend.

- The Doctoral Program Coordinator or any representative on behalf of the FDC/DO will chair the reviews.
- Before any review is scheduled, a candidate will submit the presentation and a progress report on the work accomplished at least one week in advance of the review. This will be done in a prescribed format called the **Dissertation Progress Report**. These will be forwarded to the DAC members. Progress reviews will not be scheduled without submission of these documents.
- At the end of a review, DAC members will submit a **feedback form**. A copy of this report will be shared with the candidate.
- If DAC members are not satisfied with the progress of a candidate, s/he may be asked to undertake additional review(s). Additionally, if the DAC members are satisfied with the progress of a candidate by the end of two reviews, they may request the FDC to exempt the third review and accept the dissertation for external examination. Such requests will be subject to approval by the FDC.
- There should be a gap of at least four months between two review meetings.
- If it is the final review, then the **Review Compliance Report** should be submitted before submission of the draft dissertation for examination.

6 DISSERTATION EXAMINATION AND FINAL DEFENCE

6.1 PUBLICATION AND PUBLIC SEMINAR

PhD candidates must submit at least one research paper in a refereed journal and present one conference paper before submission of draft dissertation for examination. They must also present their research at the annual Doctoral Symposium at CEPT. This presentation will help provide varied feedback that will be useful in preparing for the final stages of the research.

6.2 SUBMISSION OF DISSERTATION FOR EXAMINATION

Important Deadline: A doctoral candidate is required to submit the dissertation for external evaluation within two years of successfully clearing the research proposal defence.

Delay in submitting the dissertation beyond this period will lead to the cancellation of registration in the program.

For the dissertation examination (recommended about 80,000 words), a candidate is required to submit a consent letter duly signed by all the DAC members indicating the readiness of the dissertation for external examination, along with the dissertation document. After receipt of these documents from the candidate, the Doctoral Office will send the dissertation report to a Panel of Examiners. A suggestive list of possible examiners will be sought from the DAC, subject to approval of the FDC. The FDC reserves the right to appoint the examiners inclusive or exclusive of the suggested list. A double blind evaluation system will be followed for this examination. The comments of the examiners will be recorded in a prescribed evaluation format (Dissertation Evaluation report), which will have the following three recommendations:

- R1: Approved for viva with minor or no modification (anticipated effort of about 1 month)
- R2: Can be approved for viva only after major modifications, verified by the examiner(s) (anticipated effort of about 3-6 months)
- R3: Not suitable for viva as it has serious shortcomings (rejected in its present form)

Outcomes of the dissertation examination are summarized below:

Category	Evaluation outcome(s)	Decision
A	All outcomes are R1	<ul style="list-style-type: none"> The viva can be scheduled after compliance of comments which must be approved by the DAC
B	Minimum one R2 and no R3	<p>Stage-1:</p> <ul style="list-style-type: none"> The candidate may be given 3-6 months to carry out revisions. If the registration period has lapsed then a grace period of three months may be given. The revisions must be approved by the DAC. <p>Stage-2:</p> <ul style="list-style-type: none"> Revised documents will be sent to the examiner(s) for verification, to check the readiness for holding a viva. In case the examiner(s) has suggested further modifications, 1 month's time may be given to the candidate for the revisions which will be again approved by the DAC and then the candidate shall appear for the final viva.
C	If one R3	<p>Stage-1:</p> <ul style="list-style-type: none"> The candidate may be given a maximum of 6 months to re-submit the dissertation. If the registration period has lapsed then a grace period of three months may be given. The revisions must be approved by the DAC. <p>Stage-2:</p> <ul style="list-style-type: none"> The examiner who gave R3 will re-examine the revised document. If the recommendation is again 'Rejected', then the case will fall under category D. In case the recommendation is 'Approved', the candidate will be allowed to appear for viva after the revisions (if any). The examiner can suggest further modifications at this stage along with the 'Approved' result – in such cases, 1 month's time may be given to the candidate and shall then appear for viva.
D	If more than one R3	<ul style="list-style-type: none"> The dissertation will be rejected for PhD and the registration will stand cancelled. However, there may be a possibility of considering the candidate for MPhil degree by the FDC on a case to case basis. A formal request should be made by the candidate within two months of declaration of result.

6.3 FINAL DEFENCE VIVA

The final defense viva will be scheduled if the candidate has successfully cleared the dissertation examination (as per the above table). Presence of all the three examiners is a precondition for scheduling the viva. One member from the panel of examiners may participate for viva by video conferencing. The viva will be 'open defense viva' and it will be pre-announced in the University. On the day of the viva, the panel of examiners will cross-examine the student. The Doctoral Office will reserve the right to appoint a moderator for the viva. The Chair of DAC and FDC members (and/or its nominees) may attend the defence viva as observers.

The outcome of the viva will be recorded in a prescribed format called the Dissertation Defence (DD) Report. The broad categories of the possible outcome on the day of the viva are as follows:

- a) P1 - PASS without any modifications
- b) P2 – Provisional PASS with Minor modifications (to be carried out within 1-3 month)

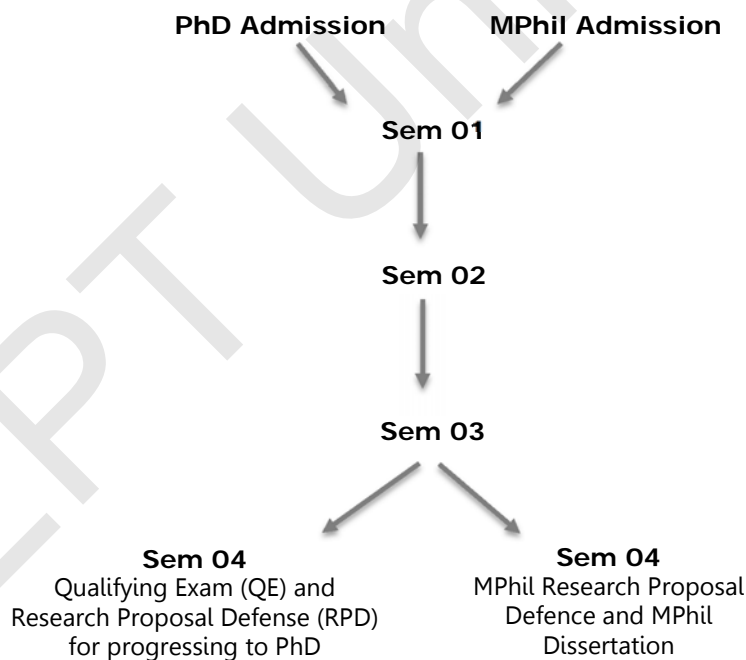
In case of P2 recommendation, a candidate will be required to submit the revised (Final) dissertation along with a detail compliance report certified by the DAC.

In case of 'PASS', a candidate will submit the final dissertation report (within the relevant timeframe) to the Doctoral Office. The final dissertation report must be duly signed by the DAC members, indicating that the changes specified by the panel of examiners have been complied and that the dissertation is recommended for the award of PhD degree. Thereafter, a provisional PhD certificate would be issued. The final degree will be conferred in the upcoming convocation.

7 MASTER OF PHILOSOPHY (MPhil)

The University offers MPhil program in Architecture and Planning. The objective of the program is to train the scholars towards advanced research and teaching. It will also increase academic choices and enhance career opportunities.

The normal duration of the program is two years. This will include three semesters of coursework (worth 50 credits) and fourth semester for dissertation (worth 20 credits) writing and submission. The coursework for MPhil will be in alignment with the PhD program. The eligibility criteria and admission process will also be the same as the PhD program. The process is shown diagrammatically in **Figure 2**



7.1 PROCESS

A student willing to opt for MPhil degree should make a formal application latest by the end of the 3rd semester of coursework (or end of the Monsoon semester) along with a preliminary research proposal. The application will be reviewed by the FDC and will be subject to approval. Once the application is approved, a student will be required to prepare the MPhil research proposal in consultation with her/his Supervisor. The MPhil Supervisor will be a CEPT core (full-time or adjunct) faculty member and will be appointed on approval by the FDC. The Doctoral Office will declare the timeline for the MPhil dissertation, which will be binding for all MPhil students.

7.2 RESEARCH PROPOSAL DEFENSE

The detailed research proposal should be submitted and successfully cleared by the beginning of the 4th semester. In cases where revision/modifications is recommended by the examiner(s) then s/he will be permitted to submit the revised proposal within four weeks of receiving the outcome. A student will be given maximum 6 months to submit the MPhil dissertation for external examination from the date of clearing the research proposal defence.

7.3 OUTCOME

The outcome of MPhil proposal defense can be one of the following:

- Pass and advance to MPhil dissertation
- Pass with revisions, without need of subsequent Viva (anticipated effort of about TWO weeks)
- Major revisions and a follow-up Viva within ONE month.

Ideally, a unanimous decision is expected by the examiners. In cases where this is not achieved the lowest recommendation will be considered as final outcome. The candidate who does not PASS in the follow-up Viva will be de-registered from the program.

7.4 INTERIM REVIEW

One graded interim review of the MPhil dissertation will be held to evaluate the progress on work done on inferences from literature review, data collection, methodological deliberations, preliminary findings and basic chapeterisation/structure of the dissertation. The dissertation will be reviewed by the MPhil Dissertation Committee along with supervisor and/or the Doctoral Office/members of FDC.

Before the interim review is scheduled, a student will be required to submit a draft dissertation (with or without some omissions), review presentation and a progress report on the work accomplished at least 7 days in advance of the review. The review will not be scheduled without submission of these documents.

7.5 MPhil DISSERTATION SUBMISSION AND EXAMINATION

On successfully clearing the requirements of the program, with consent of the Supervisor, a student will submit the MPhil dissertation (30,000-40,000 words) for external examination.

7.5.1 MPhil Dissertation Examination

The MPhil dissertation will be examined by two examiners, one external and one internal. Criteria for selection of examiners will be same as mentioned in section 8.2. As a result of examination following outcomes may be possible:

- R1: Approved for viva with minor or no modification (anticipated effort of less than 1 month)
- R2: Can be approved for viva only after major modifications, verified by the examiner(s) (anticipated effort of about 2 months)
- R3: Not suitable for viva as it has serious shortcomings (rejected in its present form)

Summary of examination outcomes: As a principle, in case of disparity in the recommendation of the examiners, lowest recommendation will have to be fulfilled.

- a. If both the examiners recommend R1, the viva can be scheduled after compliance of comments which must be approved by the supervisor.
- b. If one or both examiners recommend R2, then revised documents will be sent to the examiner(s) for verification, to check the readiness for holding the viva.

- c. If only one examiner recommends R3, then the revised document will be re-examined by the same examiner. In case the examiner again recommends R3 then the dissertation will be rejected for award of degree and the student's registration in the program will stand cancelled. If the examiner approves of the revisions then the viva may be scheduled.
- d. If both the examiners recommend R3, then the dissertation will be rejected for MPhil and the student's registration in the program will stand cancelled.

7.5.2 Defence Viva

The final defense viva will be scheduled if the candidate has successfully cleared the dissertation examination (as per the above section). The viva outcomes and final submission process will be the same as mentioned in section 6.3.

7.6 EXIT OPTION for enrolled PhD students

All the students registered in the PhD program from academic year 2014 onwards, will be given an option to apply for MPhil degree in case they choose to discontinue in the PhD program. The objective is to maximise choices of the enrolled students to chart their own academic path and career options.

7.6.1 STAGES FOR APPLYING

A PhD student may apply for MPhil under either of the following circumstances:

- If a student chooses to discontinue in the PhD program after the completion of coursework
- If a student fails in QE (attempt 1 or 2) and has to discontinue in the PhD program
- If a student fails in the research proposal defense and has to discontinue in the PhD program.
- If a student fails in the final (Doctoral) dissertation examination or final defense viva or decides to exit the doctoral program at any advanced stage after clearing the research proposal defense, such students will not follow the regular annual cycle of the MPhil dissertation. The DO will declare a case-specific timeline and case-specific MPhil evaluation process.

7.6.2 RULES applicable for applying in above stages:

- A student will have to apply for MPhil within TWO months of declaration of results/grades in either of the above stages.
- All students will follow the annual cycle of MPhil Dissertation irrespective of their date of application. All successful applications before the end of the Monsoon semester will be incorporated in the current years's MPhil Dissertation schedule.
- The application will be reviewed and the admission will be subject to approval by the FDC
- The processes and rules from hereon will be the same as mentioned in the above sections.

7.7 PROGRESSION to PhD

On successful completion of MPhil, a student may choose to advance into the PhD program as PhD candidate (this will not apply to the doctoral students failed in the program at various stages.) A student will have to apply for this advancement within ONE year of completing the MPhil degree. The application will be reviewed by the FDC and on receiving the approval a student will join the PhD program in the forthcoming semester. The candidate will commence their doctoral studies from the stage of Research Proposal defence. S/he will be required to successfully clear the RP defence by the end of semester of joining the program.

8 VARIOUS DOCTORAL COMMITTEES

8.1 FACULTY DOCTORAL COMMITTEE (FDC)

For each Faculty offering MPhil/PhD course, the FDC will comprise:

- a) Faculty Dean
- b) Faculty Doctoral Program Coordinator
- c) Head, Doctoral Office

The role of FDC will include:

- Approve examiners/reviewers for each stage of a student's MPhil/PhD study- Qualifying Exams, Research Proposal defense and the final dissertation examination.
- Approve experts for constitution of DAC for each student.
- Address any issues/grievances raised by students/DAC/examiners.

8.2 DISSERTATION ADVISORY COMMITTEE (DAC)

Once a student has cleared the qualifying exams, the FDC will appoint a three member DAC comprising of Chair and two experts. Up to two proposals for each of the DAC member positions will be sought from the doctoral candidate, for consideration by the FDC. The DAC members will be eminent academics/professionals with the following qualities in the area of study:

- PhD*
- Good publication record
- Holding senior academic positions at reputed institutes
- Over 10 years of professional practice/experience with a good international or national reputation

** (not necessarily in the case of supervisor/examiners for MPhil dissertations)*

8.2.1 Composition of DAC:

- a) Main Supervisor (Chair of the DAC)
- b) Co-Supervisor
- c) Co-Supervisor

The Chair of the DAC will be the main supervisor who will be a CEPT core (full-time or adjunct) faculty member. The co-supervisors shall be methods expert or specific area expert. The Main Supervisor should not have more than five doctoral candidates under their supervision at a given time. The co-supervisors may be internal or external to CEPT.

8.2.2 Role of the DAC:

- a) DAC will guide the PhD candidate from the stage of writing the proposal to obtaining the "pass" certificate for the final dissertation.
- b) DAC members will provide inputs from time to time as sought by the PhD candidate.
- c) DAC will undertake regular reviews of the candidate. At least three graded reviews will be held to monitor the candidate's progress before the submission of the dissertation for the final external examination. The DAC will certify the progress and performance by filling a feedback

form at the end of a review meeting.

d) A candidate will submit a summary of every meeting with DAC members to the Doctoral Office in a prescribed format. This will be circulated amongst the DAC members for reference and records.

e) The DAC will be responsible for certifying the compliance to examiners' comments at the various stages of examination.

8.3 PANEL OF EXAMINERS FOR FINAL EXAMINATION

The FDC, will approve a panel of examiners, which will consist of at least three members who could be academics or professionals. At least two members of the panel must be external persons. DAC members cannot be a part of the panel of examiners. Criteria for selection of examiners will be same as mentioned in section 8.2.

9 GENERAL RULES

9.1 ACADEMIC OFFENCES

The MPhil/PhD program aims at inculcating a dynamic research culture at the University, upholding highest standard of academic integrity and research ethics. Each student is expected to act with veracity and honesty pertaining to the production and representation of their academic assignments, research work/papers and dissertation through the entire term of their registration in the program.

All MPhil/PhD scholars are expected to follow appropriate academic conventions and standards for research practice in their discipline. Breach of academic integrity in any form is a serious offense and shall lead to necessary action as deemed fit by the FDC. The degree of offense may also have implications on continuity/registration in the program. Behaviour that constitutes an academic offense includes, but is not limited to: plagiarism, collusion, contract cheating, falsification, fabrication and any such unethical act.

The students will undertake assessment and submit assignments/papers/dissertation in accordance with the MPhil/PhD program guidelines set by the Doctoral Office. They will be responsible for their own academic assignments/research and avoid any act of breach of academic integrity. Plagiarism in particular is measured as a serious academic offense in the MPhil/PhD program at the University.

All the submitted research papers/dissertations will be checked for plagiarism through the electronic similarity detection software. The similarity index should be below 5% in the submitted research paper/dissertation at any stage of MPhil/PhD studies. The document with similarity index higher than the specified limit will not be considered for further assessment.

9.2 ABSENCES DURING THE COURSEWORK PHASE

Leaves of absence and withdrawal should be very carefully considered and discussed with the faculty coordinator/DAC, and must be approved by the FDC. Withdrawal requires the approval of the FDC.

9.3 EXTENSION IN THE PROGRAM DURING THE RESEARCH PHASE

An extension of up to six months (only twice) in the program is possible after the submission of a draft dissertation along with the recommendation from the DAC supported by justification from the main supervisor. Additionally, further request for extension (not more than 6 months) in the deadline for the dissertation submission will be reviewed by FDC on case-to-case basis and it will be subject to their approval. However, at this stage (dissertation submission deadline), FDC reserves the right to accept or reject such requests, In case of rejection of the request for third extension, a candidate will have to comply by the previously given deadline for the dissertation submission. Non-compliance of this shall lead to cancellation of registration in the program.

Medical Extension (maximum 6 months) may be granted under exceptional medical circumstances (for which, all due certifications will be required along with the consent from the DAC).

If a doctoral candidate fails to submit the dissertation for external evaluation (as per the pre-defined timeline by the DO) then the registration of the candidate will stand cancelled.

All such requests will be reviewed by the FDC on case to case basis and will be subject to approval.

10 OTHER APPLICABLE CEPT POLICIES

10.1 GRIEVANCE REDRESSAL

There is a three level provision of addressing students' grievances regarding their courses, results or other issues related to the program. A student should first contact the program coordinator to resolve the grievance. In case a student is dissatisfied with response/resolution then they may put up an application to the FDC. If a student is still dissatisfied with the response they may appeal to the Academic Director. If the grievance is specific to results (during the course) then the student should first contact the course instructor to resolve the issue within five working days of the announcement of the relevant result before meeting the program coordinator.

All procedures for the grievance redressal shall be followed as per the University policy.

10.2 ANTI-RAGGING

UGC Regulations require all students to submit an online Anti-Ragging Affidavit every year.

See CEPT website at: <http://cept.ac.in/390/257/statutory-compliance/anti-ragging>

Note: CEPT University reserves the right to change, modify or add to the rules and regulations which shall be binding to all the registered students. In addition to the clauses covered in this policy, the other academic rules of the University as applicable to the post graduate students will also apply to all the MPhil/PhD students.

ANNEXURE 1

Course Structure for MPhil/PhD Program*							
		Grounding in domain		Building competence in methods and communication		Grounding in research work	Building competence in teaching
Year 1	Monsoon	Seminar <i>Introduction to the intellectual foundations</i>	Supplementary Lectures/Seminars in Urban Studies/ Sociology/ Economics/ Statistics OR electives/ SWS	Seminar <i>Research Design</i>	Research Colloquium <i>Participate as observer</i>	Independent Study 1	Engage in teaching (for 15-20 hours/ week) [refer section 1.4 of program policy]
	Spring	Seminar <i>Key Texts in architecture/planning theories</i>		Seminar <i>Research Writing and Communication</i>	Research Colloquium <i>Participate as observer</i>	Independent Study 2	
Year 2	Monsoon	Seminar <i>Application of theories, debates and Criticism</i>		Seminar <i>Research Methods (Qualitative/Quantitative)</i>	Research Colloquium <i>Participate as observer</i>	Independent Study 3	
	Spring			Research Proposal Writing Workshop	Research Colloquium <i>Participate as presenter</i>	Complete Qualifying Exam before semester end	
MPhil		In case of MPhil degree- submit MPhil dissertation by the end of Year 2					
Year 3	Monsoon	DAC formation and Research Proposal Defence before the Monsoon semester end					
Year 3 (Spring) & Year 4		Dissertation Progress Reviews and Submission for external examination					

* subject to change as per the FDC recommendation