

अनुसूची-१
निर्देशिकाको दफा ३ संग सम्बन्धित

KATHMANDU UNIVERSITY
Application Form for Registration
in
M.S.by Research Program

Photo

(Please type or use capital letters and fill in the form in duplicate)

Personal details

Name: surname first name other name(s)

Sex : ☐ Male ☐ Female Date of Birth: day / month / year

Place / Country of birth: Town (Village) District Country

Nationality : _____

Name of father : _____

Permanent address : _____

Phone No: _____

Fax No. : _____

E-mail : _____

Mailing Address : _____

Phone No: _____

Fax No.: _____

E-mail : _____

Educational record (list all schools and colleges/universities attended)

Academic Qualifications

Qualification	Division / % marks/Grade	Date of graduation	Institution /University

Topic of Dissertation Final Project submitted for your degree :

Other qualification if any

Qualification	Division/Grade	Date of graduation	Institution /University

Professional Training

Course/Program Attended	Date From-To	Days	Institution and Place	Skill and Knowledge Developed

Employment Details

(Please give details of your professional work experiences. Start with current employer)

Name and address of the Organization	Employed From-To	Position held	Name and title of Institutional Head	Skill and Knowledge Developed

Publications

Title of Publication	National /International Journal Name	Date

Have you taken courses at KU before?

☐

Yes

☐

No

If yes, please indicate (a) course(s)

(b) Registration no.

Proposed Area of Research

Department

.....

Brief description of area of
Research in which you are
Interested (up to 50 words)

.....
.....
.....
.....
.....

Supervisor(s)

Supply details of suitable
Qualified person(s), who has
Agreed to supervise your work

Name :.....

Qualification :.....

Post held :.....

Address :.....

.....
.....

Name :.....

Qualification :.....

Post held :.....

Address :.....

.....

I (We) am (are) willing to act as supervisor(s) if the candidate is accepted for registration in the Ph.D. program.

.....

Signature of Supervisor(s)

I declare that the information I have given in this application is true and correct. If registered, I promise to abide by the rules and regulations of the University.

.....
Signature of the applicant
Date:

Attach to your application

- Approval letter by concerned Institution (If the candidate is working at present)
 - Copies of transcript or mark sheet giving a complete list of the subjects studied and results obtained.
 - Records of Experience
 - Brief synopsis of the dissertation Final Project you submitted for your degree. (100 words)
 - Copies of the publications (if any).
 - Concept not/proposal of research (if necessary)
-

For Official Use

Application received in the department on

.....

Application reviewed by the department on

.....

Application reviewed by the Research Committee on

.....

.....
HOD's Signature

Decision of the Research Committee of
the School of

Recommended for registration ☐
Not recommended for registration ☐

.....
Date

.....
Dean's signature

Registration for

☐ M.Phil. ☐ M.S.By Research

Registration No. :

Effective date of registration

Date :

.....
Controller of Examination

अनुसर्षुकी २
निर्देशिकाको दफा ७ र १६ संग सम्बन्धित

Evaluation Scheme for M.S. by Research Program

1. Course Duration

- 1.1 M.S. by Research course duration is minimum 24 months. The course duration for Part Time candidate is minimum 36 months.

2. Evaluation Mode

Taught courses:

The academic performance of the students will be judged through

- a) Continuous In - semester assessment, and
- b) End - semester examination

- 2.1 The continuous In-semester assessment of the student will be made by the concerned faculty member in any or a combination of the following:

- a) Written tests
- b) Assignments
- c) Seminars
- d) Term papers
- e) Any other deemed suitable by the concerned faculty member.

- 2.2 The End-semester examination will normally be conducted according to the examination schedule notified by the concerned office.

- 2.3 The mode of evaluation in a given course is decided by the concerned faculty member who may assign varying weightages to one or more of the evaluation modes. The faculty member will announce such weightages in the beginning of the course.

Dissertation

- 2.4 A dissertation in topic connected with a student's special discipline is a necessary requirement for the successful completion of M.S. by Research degree. The candidate must indicate an ability to express oneself in satisfactory style.

For M.S. by Research, normally the dissertation should be submitted after 20 months for full time and 32 months for part time candidate from the starting date. However, upon the recommendation of the supervisor and subject to approval of Research Committee of School, the duration can be extended. But the dissertation must be completed within 5 years for both full and part time candidates.

The student will receive a satisfactory or unsatisfactory grade and must have a satisfactory to qualify.

[For detail procedures and criteria for evaluation: Viva-Voce and Dissertations - See Appendix]

3. **Grading mode:**

In each course, student will be evaluated on a 4 point scale as follows:

Grade letter:	A	A-	B+	B	B-	C+	C	F
Grade value:	4	3.7	3.3	3.0	2.7	2.3	2	0

The grades indicate the quality of a students' performance as follows:

A= Outstanding
A⁻= Excellent
B⁺= Very good
B= Good

B⁻= Fair
C⁺= Poor
C= Very Poor

F= Failure

Apart from the letter grades mentioned above, the following letter grade can also be awarded

W = Withdrawn
INC = Incomplete
NC = Non Credit Course
'S' = Satisfactory
U = Unsatisfactory
AU = Audit

‘W’ indicates that a student has officially withdrawn from a course without grade or penalty. During the regular semester, a student seeking to withdraw from a course must do so before the final examination with the permission of the concerned faculty member. ‘W’ may not be processed after the final examination. ‘NC’ indicates that student has officially attended a course till the end and completed it successfully but for which no credit will be given. A student can take a non-credit course only in addition to the credit hours required for the fulfilment of M. Phil. degree. ‘INC’ indicates that a student has not completed all the assignments required in the particular course. ‘INC’ becomes ‘F’ if the student does not complete the required work before the deadline agreed upon with the concerned faculty. A maximum of 6 months will be allowed for ‘INC’ removal. ‘S’ designation indicates completion of dissertation at satisfactory level. ‘U’ designation indicates dissertation was not completed at a satisfactory level. ‘AU’ indicates that the candidate has successfully completed a course which is in addition to the credit hours required for the fulfilment of M.Phil.degree.

4. **To graduate, M.S. by Research student must achieve the following:**

- a) Completion of the minimum number of required course credit hours with not less than C grade in each course.
- b) Cumulative grade point average (CGPA) of at least 3.0.
- c) Completion of oral defence of dissertation at satisfactory level.

5. **Failures and Dismissal**

5.1 **M.S. by Research**

- (a) Student must clear all the course work required within two years from the date of admission to the program. Otherwise the admission will be cancelled.
- (b) If his/her research progress for two consecutive reporting of the research is not satisfactory.
- (c) If the candidate can not complete all the course and dissertation within 5 years of admission.

अनुसूची ३
निर्देशिकाको नियम १४ (ख) संग सम्बन्धित

Format of Dissertation

1. Front cover of the dissertation/ thesis should show the topic of the dissertation, name of the candidate, the degree for which it is being submitted, and the year of submission
2. The dissertation should be written on following broad subheadings which may be modified at the discretion of the concerned Department / School.
 - a. First page: should mention the topic, degree for which it is being submitted, name of the candidate, school where the study was carried out, and the month and year of submission.
 - b. Dedications to persons, if any
 - c. Declarations: The candidate must declare and sign stating that the dissertation has not been submitted in candidature for any other degree's. The work done in the dissertation should also be certified by the dissertation guide.
 - d. Acknowledgements.
 - e. An abstract of the work should be attached to introduce the topic, described the objective of the study and methodology proposed. Results of the research work be briefly mentioned.
 - f. Table of contents
 - g. Glossary of abbreviations
 - h. Text of the dissertation, generally, include the following chapters :
 - i. Review of literature
 - ii. Present study
 - * Introduction
 - * Objectives of the study
 - * Methodology
 - * Results
 - * Discussion
 - Summary of the study and recommendations
 - iii. Appendix
 - iv. Index of reference: will be based on Standard system decided by the Research committee.
3. Size of the paper: A4
4. Justification: both - sided
5. One and half spaced
6. Margins: at least 2.5 Cms. on each side.
7. The font of the letters should be 12 points.
8. The dissertation should also be submitted in to Floppy/CD.

APPENDIX-1

Procedures and Criteria for Evaluation: Viva-Voce and Thesis/Dissertations

1. M.S. by Research Thesis Review Committee Members

- | | | |
|----|---|-----------|
| a. | Dean of the School | -Chairman |
| b. | Head of the Department | -Member |
| c. | External examiner | -Member |
| d. | Dissertationi supervisor | -Member |
| e. | Faculty (who is not a member of supervisory committee)
nominated by Dean | -Member |

2. Responsibility of M.S. by Research. Thesis Review Committee Members

- | | | |
|----|---|--|
| a. | Dean of the School | |
| | • Serves as Chairman of the Thesis Review Committee | |
| | • Assigns final grade for the thesis (Satisfactory, Unsatisfactory). | |
| | • Send Thesis to external. | |
| b. | Thesis Guide | |
| | • Directs the work of the student from inception to completion of thesis | |
| | • Serves as a member of the Thesis Review Committee | |
| | • Takes responsibility for viva - voce meeting | |
| c. | Head of the Department | |
| | • Receives final copy of thesis at least one week before viva-voce meeting | |
| | • Reads and evaluates thesis prior to viva-voce meeting | |
| | • Attends viva-voce and participates in questioning of the candidate | |
| | • Evaluates candidate's performance at viva-voce and writing of the thesis | |
| d. | Expert (External Examiner) | |
| | • Is appointed at least one months prior to viva-voce | |
| | • Receives final copy of thesis at least two weeks before viva-voce meeting | |
| | • Reads and evaluates thesis prior to viva-voce meeting | |
| | • Attends viva-voce and participates in questioning of the candidate | |
| | • Evaluates candidate's performance at viva-voce and writing of the thesis | |
| e. | Attend viva-voce and participate in questioning of the candidate | |
| | • Evaluates candidate's performance at viva-voce. | |

3. Conduct of the M.S. by Research Viva-Voce

- | | |
|----|---|
| a. | The viva-voce is held after the final thesis copy is available but not earlier than two weeks after thesis is delivered to Thesis Review Committee Members. |
| b. | The viva-voce is a public event and is therefore announced at least one week in advance but preferably two weeks in advance. |

- c. The viva-voce will include at least the following activities:
- Student presentation of research project (45-50 minutes)
 - Questions about the research from the Thesis Review Committee members (30 minutes)
 - Dismissal of candidate from meeting (to wait for decision).
 - Confidential discussion and evaluation of candidate by dissertation review Committee members; decision regarding qualify of performance.
 - Thesis Guide recalls candidate and announces decision.

4. Criteria for Evaluation of Dissertation and Viva-voce

- a. The following aspects should be considered when evaluating the quality of the **Dissertation**:
1. Clarity of purpose for the research
 2. Research procedures to the purpose for the research
 3. Analytical skills demonstrated:
 - a. selection of and implementation of research process
 - b. conclusions drawn from findings
 - c. recommendations presented
 4. Clarity in the writing style
 5. Presentation/format meets international standards for excellence
- b. the following aspects should be considered when evaluating the quality of the **Viva-voce presentation**
1. Clarity of purpose for the research
 2. Summary of research procedures related to purpose (s) for the research
 3. Findings presented to emphasize highlights
 4. Summary of conclusions
 5. Recommendations
 6. Overall clarity in presentation style