



Children's RESEARCH UNIVERSITY



Frequently Asked Questions (FAQs)
by the scholars of
Doctor of Philosophy (Ph.D.) Program
offered by
Children's Research University, Gandhinagar

Prepared By: Department of Research Program

Question No.	Question	Answer
1	How can one know about admission to the Ph.D. Program at Children's Research University?	The announcement of admission to the Ph.D. program is advertised in leading newspapers of the state and also posted on the University website www.cugujarat.ac.in
2	How can one know about the subjects offered in the Ph.D. Program and available supervisors at Children's Research University?	The list of subjects offered in the Ph.D. Program and a list of the supervisors at Children's Research University are being placed on the website. Research Program section of the University website www.cugujarat.ac.in , and by visiting the link https://www.cugujarat.ac.in/ResearchProgrammePhD/Subject_Supervisor
3	Is there a fixed schedule for the declaration of admission in Ph.D. program?	As per the availability of vacant seats, the admission process begins generally in the month of March or/and October.
4	Who can apply for admission to the Ph.D. program?	A 1-year/2-semester master's degree programme after a 4-year/8-semester bachelor's degree programme or a 2-year/4-semester master's degree programme after a 3-year bachelor's degree programme or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution. Furthermore, the eligibility criteria for admission to the Ph.D. program will be as per the directives of UGC from time to time.

5	Do international scholars get admission to Ph.D. program at the University?	Yes, the University offered admission to international scholars in Ph.D. program with a valid Research Visa endorsed in favor of this University as per the guidelines issued by the Government of India from time to time.
6	Are international scholars exempt from the Ph.D. Entrance Test (PET)?	Yes.
7	Is there any relaxation for reserve category students in 55% marks at PG level?	Yes, A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the reservation policy of the state government and decision of the UGC from time to time.
8	Is a student having 4-year/8-semester bachelor's degree programme eligible to Ph.D. program?	Yes, a candidate having a 4-year/8-semester bachelor's degree programme should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale, wherever the grading system is followed, is eligible for Ph.D. program.
9	Is there any relaxation for reserved category students in 75% marks, having a 4-year/8-semester bachelor's degree?	Yes, a relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the reservation policy of the state government and the decision of the UGC from time to time.
10	Can a candidate with M. Phil. degree take admission in Ph.D. program?	Yes, the candidates who have completed the M.Phil. programme with at least 55% marks in aggregate or its equivalent grade in a point scale, wherever the grading system is followed, or equivalent qualification from a foreign educational institution can take admission in the PhD program.
11	Is there any relaxation for reserved category students in 55% marks at M. Phil. level?	Yes, a relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the reservation policy of the state government and decision of the UGC from time to time.
12	Is the candidate exempted from PET based on having M.Phil. degree.	No.

13	Is the candidate having M.Phil. degree exempted from Ph.D. coursework?	No.
14	Is there any entrance test for admission to the Ph.D. program?	Yes, the University conducts the MCQ-based PhD. Entrance Test (CRU-PET) containing two papers: (I) Research Methodology and (II) subject-specific paper, with 50 MCQs and 100 marks for each paper for all the non-exempted candidates for CRU PET Exam.
15	Who is exempted from the CRU PET?	The candidate who passed UGC-CSIR JRF and UGC NET for Assistant Professor/ Ph.D. only and GSET within one year from the date of Ph.D. admission advertisement is exempted from the CRU PET.
16	Who is declared qualified in CRU PET?	The candidate secured an aggregate of 50% marks in papers I & II and is declared qualified in CRU-PET.
17	Is there any relaxation for the reserve category students in 50 % marks for qualifying in the CRU PET?	Yes, a relaxation of 5% marks may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the reservation policy of the state government and decision of the UGC from time to time.
18	Does the candidate directly admit in Ph.D. program after clearing the CRU PET?	No, the candidate does not directly admit in Ph.D. program after clearing the CRU PET. The candidate has to face a Personal Interview (PI) and secure a minimum of 50 % marks in PI as and when scheduled by the University.
19	Is it compulsory to appear in the PI after the exemption of CRU PET Examination?	Yes, the candidate exempted from CRU PET also has to face a Personal Interview (PI) and secure a minimum of 50 % marks in PI as and when scheduled by the University.
20	What are the criteria for the assessment in the Personal Interview?	The candidates are being assessed based on their knowledge of the domain area and research methodology, and presentation of research proposal.
21	Can the candidate continue the Ph.D. work through the proposal presented during PI?	No. The research proposal is finalised in the meeting of the Research Advisory Committee, and the title of the thesis is finalised by the Research Quality Assurance Committee (RQAC) after admission in Ph.D. program.
22	What is the procedure of registration and fixation of the date of admission in Ph.D. program?	The notification shall be declared by the University with the list of all students who have paid the fees. The date of admission of the candidate is the semester declared open by the University or the date of payment of fees, whichever is later.

23	Can a registered Ph.D. scholar pursue any other Program from any University simultaneously with the Ph.D. program?	No, a registered PhD scholar may not be allowed to pursue any other Program from any University simultaneously with the Ph.D. program. However, Ph.D. scholars may be allowed to pursue any other certificate course with the permission of the RQAC. If a scholar is found without permission to pursue any other course/program, the registration of scholar shall be void.
24	What is the procedure for the allocation of the Research Supervisor?	There shall be an interaction between research scholars and supervisors in the presence of the Director, Centre of Education, in the Induction Programme / Orientation Programme. As far as possible, the candidates will be allowed as per their merit number to select the supervisor of their choice, and if the supervisor agrees, then the candidate can be registered with that supervisor. The Director, Center of Education and research supervisor will jointly decide the allocation of the Research Supervisor only to those candidates who have not selected their supervisor with mutual understanding.
25	Do the short-listed candidates in the merit lists have any automatic right for allocation of a Research Supervisor and enrolment for Ph.D. program in the University?	No, the short-listed candidates in the merit lists shall not have any automatic right for allocation of Research Supervisor and enrolment for Ph.D. program in the University. This shall be subject to the availability of seats/consent of the Research Supervisor/availability of resources at the University.
26	What is the process of refunding fees if the candidate cancels the admission?	The fees paid at the time of admission shall be adjusted or refunded as per UGC guidelines and University rules from time to time.
27	For which period does the scholar have to pay the prescribed fee?	All PhD scholars shall have to pay the prescribed fee for 02 terms every year, till the date of submission of the PhD thesis.
28	What is the minimum and maximum duration of the Ph.D. Program?	The programme shall be for a minimum duration of three (3) years for full-time PhD scholars and four (4) years for part-time PhD scholars, including coursework, and a maximum duration of six (6) years from the date of admission to the PhD programme.
29	Is there any additional period will be given beyond the maximum duration of six years to the Ph.D. program?	A maximum of an additional two (2) years can be given through a process of re-registration per the Ordinances of the University. Provided, however, that the total period for completion of a PhD programme should not exceed eight (8) years from the date of admission in the PhD programme.

30	Is there any special provision in the additional period from the maximum duration of six years for the female PhD scholars and Persons with Disabilities registered in Ph.D. program?	Yes, female PhD scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of a PhD programme in such cases should not exceed ten (10) years from the date of admission in the PhD programme.
31	Shall the candidate have to pay the term fee for an extended period of the Ph.D. program beyond a maximum period of six years?	Yes, the candidate has to pay the term fee for an extended period of Ph.D. program till the date of submission of the PhD thesis.
32	Is there any provision for Maternity Leave/Child Care Leave to the female Ph.D. scholars?	Female Ph.D. Scholars may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the PhD programme
33	What is a full-time Ph.D. Program?	The full-time scholars are expected to work regularly for the entire PhD programme in their respective departments or place of assignment by their Research Supervisors/University.
34	What is a part-time Ph.D. Program?	This category refers to employed scholars admitted to the PhD programme. In case of an employed scholar, a “No Objection Certificate” is mandatory from the Head of the institution/employer along with the application.
35	Can the part-time scholar avail the fellowship from the funding agency?	The scholar who wants to receive a regular/monthly assistantship/ scholarship/ fellowship from UGC/ICSSR, Industry or any other funding agency or JRF-SRF of CRU shall be registered as a full-time scholar. A part-time scholar can get assistance from the state or central government agency if he/she follow the criteria of the financial assistance.
36	What are the attendance & leave rules for full-time Ph.D. students?	The attendance & leave rules for full-time PhD students, whether getting a fellowship or not, shall be applicable as per the rules of the concerned funding agency or as per the SHODH Fellowship of the Education Department, Government of Gujarat, from time to time. The details regarding attendance & leave rules are available in the Program>Research Program (PhD) section of the University website.

37	Is there any provision for a change of registration from Part-Time to Full-time Ph.D. Programme?	A Scholar admitted to a part-time programme may be allowed to change his/her registration to full-time studies before the completion of one year from the registration date, upon the recommendation of the RQAC and approval of the Vice-Chancellor.
38	Is there any provision for a change of registration from Full-time to Part-Time Ph.D. Programme?	A Scholar admitted to a full-time programme may be allowed to change his/her registration to part-time once during the entire period of the PhD program upon the permission of the Vice-Chancellor.
39	Shall the student have to refund the fellowship amount while changing registration from Full-time to Part-Time Ph.D. Programme?	Yes, full-time students who receive financial assistance from funding agencies as full-time PhD scholars must refund the scholarship/fellowship to the respective funding agency, as per the agency's rules and regulations. The application will be considered only after the scholar has refunded the amount to the respective funding agency.
40	Is the Ph.D. coursework compulsory for all students?	Yes, all candidates (including those with an M.Phil.) admitted to PhD programmes shall be required to complete the coursework prescribed by the University.
41	Is there any examination for the completion of the Ph.D. coursework?	Yes, the PhD scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever the grading system is followed) in the coursework to be eligible to continue in the programme and submit the PhD thesis. The passing criteria for each subject/paper shall be 50% marks.
42	What is the procedure for failed students in coursework?	Those who failed to get the minimum passing marks shall have to reappear for such examination in the next term or an alternative arrangement shall be made by the University.
43	Is there any provision for joining online in coursework?	Generally, University arranges offline classes for coursework. For offline (on-campus) classes, the scholar must remain present on campus during the coursework.
44	What is RAC?	A Research Advisory Committee (RAC) is made up of three people, including two subject experts from another University/Institute and a research supervisor of the scholar.
45	What is the role of RAC in a Ph.D. program?	The main functions of the RAC are to review the research proposal, to guide the research scholar to develop the study design and methodology of the research and to periodically review and assist in the progress of the research work of the research scholar.

46	When is the research scholar to present before RAC?	A research scholar shall appear before the Research Advisory Committee once in a six month to make a presentation of the progress of his/her work for evaluation and further guidance.
47	What happens if the scholar does not appear on the date of the scheduled RAC?	The absentee scholar in regular RAC cannot pay the term fee, as the recommendation for further steps is not being made by the RAC members due to not appearing before the RAC. However, the scholar who was absent in a previous regular RAC can deposit the term fee with a penalty amount after appearing in the regular ensuing RAC if recommended by RAC for further steps.
48	What happens if the scholar is constantly absent from two regular RAC?	Scholars who are constantly absent from two regular RAC can deposit the term fee with a penalty amount after appearing in the regular ensuing RAC if recommended by the RAC for further steps.
49	What happens if the scholar is constantly absent from three regular RAC?	The Ph.D. admission of such a scholar shall be cancelled by RQAC, who has been constantly absent from three regular RAC meetings or has not paid the term fee for two terms constantly, and no re-registration will be made for such scholar.
50	What happens if the scholar who appeared in regular RAC, but did not pay the term fee within the stipulated time, including the period of the late fee?	The scholar who appeared in regular RAC, but did not pay the term fee within the stipulated time, including the period of the late fee, can deposit the term fee after appearing in the ensuing RAC with a penalty amount.
51	Is there any provision for online appearing before the RAC?	In each meeting of RAC, the scholar has to remain physically present before the committee. However, in unavoidable circumstances, the scholar can join online in the RAC meeting after prior permission from the Vice Chancellor. Such a scholar has to send their request to the Head, Department of Research Program before three working days of RAC meeting with a justifiable reason. No online permission will be given to the students who have not taken permission for the same in advance. The number of online RACs shall not exceed two for full-time PhD scholars and three for part-time PhD scholars during the entire duration of the PhD program.

52	Is there any provision for the rescheduling of RAC for absentee scholars?	No
53	Can the title of the Ph.D. thesis be changed after finalization of the title?	Change of title in Ph.D. thesis, if necessary, could be allowed within one year from the date of registration for Ph.D.. The change of title shall be recommended by RAC to be approved by RQAC. No change of title will be permitted after one year.
54	Can the scholar change the supervisor after the allocation of the supervisor?	The University may allow a change of supervisor under exceptional circumstances on the recommendation of the RQAC of the concerned subject and approved by the Vice Chancellor.
55	Under what circumstances can a Ph.D. registration be cancelled?	The Ph.D. registration is being cancelled due to giving false information by a scholar, non-payment of fees for consecutive two terms, non-compliance with the provisions of the ordinances and regulations of the University, and the candidate himself/herself applying for the cancellation of Ph.D. registration.
56	When can the synopsis of the Ph.D. thesis be submitted?	The full-time PhD student can submit the synopsis after 30 months from the date of registration, and part-time PhD student can submit the synopsis after 42 months from the date of registration.
57	When can the full thesis be submitted?	The full-time PhD student can submit the full thesis after 36 months from the date of registration, and part-time PhD student can submit the thesis after 48 months from the date of registration.
58	When is the thesis pre-submission seminar being arranged?	The thesis Pre-submission seminar can be arranged after completing a minimum tenure of 03 and 04 years in case, for full-time time & Part time students. The thesis Pre-submission seminar will be arranged after the submission of the full thesis and complying with all rules and regulations by the research scholar.
59	What should scholar do in the thesis pre-submission seminar?	The scholar shall present her/his thesis work in a “pre-submission seminar” to be convened exclusively for this purpose. Before the submission of the dissertation/thesis, the scholar shall make a presentation in the Department before the Research Advisory Committee, which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation/thesis in consultation with the Research Advisory Committee.

60	What is the process of plagiarism detection in a Ph.D. thesis?	The University has a mechanism using well-developed software and gadgets to detect plagiarism and other forms of academic dishonesty, services provided by INFLIBNET from time to time. While submitting for evaluation, the thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution.
61	In which language can the scholar draft the thesis?	Except for the scholar of science subjects, the scholar can draft her/his thesis, in Gujarati/ Hindi/ English/ Sanskrit, subject to the following: “If the thesis is submitted in any other language, the candidate must submit a copy of the synopsis translated into English.
62	How much time is taken for the evaluation of a Ph.D. thesis?	Generally, it will take a minimum of three to four months and a maximum period of six months from the date of submission of the thesis.
63	What is the mechanism to resolve differences of opinion/disputes that develop between the scholar and the Research Supervisor at any time during the course of the research work?	If any differences of opinion/dispute develop between the scholar and the Research Supervisor at any time during the course of the research work, the decision of RQAC in the matter shall be final and binding on the scholar and the Research Supervisor.



**CHILDREN'S RESEARCH UNIVERSITY,
NEAR JALARAM TEMPLE, OPP. PUBLIC GARDEN,
SECTOR 29, GANDHINAGAR, GUJARAT – 382030**

+91 – 79 – 23244576/23244569

CONTACT@CUGUJARAT.AC.IN