

**South Asian University
Department of Sociology
Ph.D. Dissertation Guide
2023**

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**Department of Sociology
Faculty of Social Sciences
South Asian University**

A Guide to the Ph.D. Programme
Department of Sociology, FSS
South Asian University

Year 1

Admission to the Ph.D. programme.
Classes will start in July.

1. Coursework Requirements: a. 2 compulsory and 2 optional courses of 4 credits each, in this order.

Ph.D. students can take MA optional courses as 2 credit optional courses.

b. A 2 credit seminar paper.

All students will have to pass a compulsory two-credit course “Introduction to South Asia”, in order to obtain their Ph.D./ M.Phil. Degree.

In the first semester:

1) You will study two compulsory courses. ^[1]_{SEP}

2) You will also submit a letter with an area of interest and a preferred choice of one faculty member as a PhD supervisor by the first month of the first semester. This letter should be sent via email to the research coordinator and Department Office.

In the second semester:

In the second semester, you will take two optional courses and write a two-credit seminar paper under the guidance of your supervisor.

2. Seminar Paper

Deadlines:

You will submit a draft of your seminar paper to your supervisor and the research coordinator by the first week of April.

Public presentations of the draft will be held by mid-April. Each student will have 20 minutes to present.

Final submission of the seminar paper including a 1-2 page note on how you have responded to comments received during the presentations will be done by early May.

Please note: The actual dates for each semester will be provided at the beginning of the semester, within the timeframe presented above.

Seminar Paper Submission:

Submission of the seminar paper will be via email to your supervisor along with a copy to the research coordinator.

3) Misc:

The word limit for the paper is 7000 words.

The seminar paper evaluation sheet is included in Appendix A.

Year 2

At the end of the year one, you based on your coursework grades, you will be eligible for one of the three streams

Multiple streams

If your CGPA is less than 5.0, you leave the programme: *bon voyage!*

If your CGPA is between 5.00-6.50, you will go to the M.Phil. stream.

If your CGPA is over 6.50, you can go directly to Ph.D. programme.

Monthly Progress Report: You will be required to submit a monthly progress report (Appendix B), signed by your supervisor, along with your scholarship form.

Research Committees: Each MPhil/Ph.D. student will have a three-member research committee including their supervisor, and co-supervisors, if any. The terms of reference for the committee are as follows:

1. Each supervisor will invite two other faculty members to be on a student's research committee. Committee members research interests should broadly align with the student's area of work to the extent that is possible. Faculty from other departments could also be considered. Invited faculty could decline to be on a research committee.
2. The supervisor would remain the final arbiter of the work of a student under his or her supervision. The role of the committee in this context would be:
 - a. To provide advice in terms of relevant academic references and methods.
 - b. To comment on drafts, if requested.
 - c. To consider all requests for extensions of deadlines, or medical leave.
 - d. To meet with a student and discuss their progress at least twice a semester as a committee. Each student will be required to submit a progress report in the form of a narrative to the committee before the committee meets. If a student is in the field, this report can be sent via email, and committee members can similarly respond.
 - e. To certify that a student's M.Phil./Ph.D. proposals and dissertations are ready for submission, before they are formally submitted.
3. If a student decides to change supervisors, they will be required to choose a faculty member outside of their committee.
4. Rest of the process will be as per SAU Regulations.

The form for Research Committee meetings is included in Appendix F.

M.Phil. stream

M.Phil. Proposal

1) Structure and Style of the Proposal

While students are free to come up with their own structure and organization, it is expected that the following components will be clearly signposted: (i) research questions; (ii) comprehensive literature review; (iii) methodology; (iv) bibliography.

The whole research outline will be submitted in the format prescribed by the Department. Evaluators will deduct marks if the structure organization and stylesheet (provided in this handbook) are not followed and if deadlines are missed.

Word Limit for the proposal is 6,000-8,000 words.

2) Deadlines for Submission and Public Presentation

You must submit your draft M.Phil. proposal to the Department by the mid-September via email to the research coordinator and your supervisor.

You will present and defend your draft proposal in front of the faculty by the end of September. Each student will have 20 minutes to present their proposal.

You will submit a final proposal along with a five-page synopsis by mid-November via email to your supervisor and the research coordinator, along with a 1-2 page document outlining how you have responded to comments received during the public presentations.

A viva-voce will be held by end of November, with their supervisor and research committee. The proposal will then be sent to the Dean and the Board of Studies for further comments. Students must revise their proposals to include these comments as well. Students will have one week to make revisions after comments have been received from the Board of Studies.

Please note: Actual dates for each semester will be provided at the beginning of the semester, within the timeframe presented above.

Submission Process and Paperwork:

- 1) A copy of your proposal.
- 2) A five-page synopsis of your proposal for the Departmental Board of Studies.
- 3) A certification letter signed by your supervisor and your research committee (template provided, Appendix C).
- 4) A cover letter (template provided, Appendix C).
- 5) A letter signed by your supervisor, the Chair of the department and Dean/FSS (template provided, Appendix C).
- 6) A plagiarism certificate (template provided, Appendix C)
- 7) Students must submit a hard copy set of these documents to the Departmental office and a soft copy to their supervisor and the research coordinator.

M.Phil. Dissertation:

M.Phil. Dissertation deadline

After the proposal defense, students will write an M.Phil. dissertation to be submitted on June 1.

Word Limit

The word limit for dissertation document is 50,000 words.

Submission of M.Phil. Dissertation, Process and Paperwork

1) M.Phil. students shall submit **four hard copies (hard bound) and one soft copy** of their dissertation, along with two hard copies of the dissertation abstract by **1st June to the departmental office**. Dissertations and abstracts should be signed by your supervisor, and the Chair and will then be forwarded for signatures to the Dean. **Please send** one soft copy of both dissertation and abstract to your supervisor and the research coordinator. Please ensure that abstracts are bound separately and not with the dissertation.

2) The **format for the first few pages** is included in Appendix D. This requires signatures of your supervisor, the departmental Chair and the Dean. Students are responsible for making sure that they have their signature in the standard template in order. You have to account for the fact that your Supervisor or the Chair may be out of station if submission day falls during the semester break. Students should make arrangements with their Supervisors and the Chairperson so that there is a plan for signing off on the dissertation.

3) Appendix D also includes a letter that must be signed by your supervisor, and your research committee certifying that your M.Phil. dissertation is ready for submission. This must also be submitted along with your dissertation.

4) Prior to submitting the dissertation, students must also submit USD 25 or Indian Rupees equivalent to the Finance office towards a submission fee, a proof of which must be submitted to the Department office along with the dissertation being submitted.

5) Please submit a 'financial 'no dues form' at the time of submission of your dissertation (available on the university website).

M.Phil. Dissertation Evaluation:

Final M.Phil. dissertation will be examined by the supervisor and one external examiner appointed by President under the recommendation of the Dean.

It is anticipated that External Examiners will read the dissertation and send in their evaluation report within 4-5 weeks. However, it should be noted that there is no firm deadline that can be asserted on External Examiners and the actual time period depends on the availability and schedules of the assigned examiners.

If/when the supervisor and external examiners agree that the dissertation is worthy of a viva, date and time will be arranged, and the Supervisor will inform the student of this.

The external examiner will conduct the viva and mark your thesis along with your supervisor. The viva is public and open to members of the SAU community

The student should make a brief presentation at the outset. This will be followed by questions from the examiners that must be answered clearly and competently. The examiners are likely to offer comments to strengthen and improve writing, methodology and literature review, should the student wish to pursue a Ph.D. or any other further research on the same topic.

After your viva, please submit a 'general MPhil/PhD no-dues form' (available on the university website) to the departmental office.

Scholarships:

1) Please note that students who have submitted their MPhil dissertations will not get their scholarship/stipend till the declaration of their result; and

2) The scholarship/stipend will be resumed with retrospective effect on the request of the student if he/she is continuing in the PhD programme.

Transition to the Ph.D.

If you received a combined CGPA of 6.50, you will be allowed to continue to the Ph.D.. Successful students must register as a Ph.D. student in the next semester.

If you received a CGPA less than that, you cannot proceed further.

Ph.D. Programme

Timelines:

For students registered before Monsoon 2018: you have 12 semesters to complete your Ph.D. from the date of your initial admission to the Ph.D. program (excluding the period of de-registration, if any).

For students registered from Monsoon 2018 on: you have 10 semesters to complete your Ph.D. from the date of initial admission.

M.Phil. Stream: Year 1 coursework, Year 2 M.Phil., 3 years for the Ph.D.

Direct Ph.D.: Year 1 coursework, 4 years for the Ph.D.

Ph.D. Proposal

1) Structure and Style of the Proposal

While students are free to come up with their own structure and organization, it is expected that the following components will be clearly signposted: (i) research questions; (ii) comprehensive literature review; (iii) methodology; (iv) bibliography.

The whole research outline will be submitted in the format prescribed by the Department. Evaluators will deduct marks if the structure organization and stylesheet are not followed and if deadlines are missed.

2) Deadlines and Presentation

Students will have **six months** from 1) the date of award of their M.Phil. degree or 2) from the date of provisional registration to the Ph.D. programme in case of those registered for Ph.D. programme with a CGPA of 6.5 and above in the pre-Ph.D course work, to submit their Ph.D. proposal. Registration is provisional until your PhD proposal is passed.

Each student will be expected to present the draft proposal to the faculty of the Department within four months of their proposal clock starting. This presentation will be 20 minutes long. The draft must be submitted, via email, one week prior to the presentation date to the research coordinator and your supervisor.

Students will then submit a revised proposal with a five-page synopsis and have a viva-voce with their supervisor and their research committee to discuss how they have responded to comments received during the presentation. This will be scheduled approximately two months after the public presentation. The revised proposal must be submitted along with a note outlining how the student has responded to comments received, one week prior to the viva-voce, via email to your supervisor and the research coordinator.

After the viva, students must submit the final proposal by to the Dean's office for further approval by the Dean and the Board of Studies. The student must further revise the proposal based on comments received from the Dean and Board of Studies. Students will have two weeks to make revisions after comments are received from the Board of Studies.

Submission process of the Ph.D. proposal:

You must submit one hard copy and the following paperwork to the Departmental office. One scanned copy should be sent to the research coordinator and your supervisor.

- 1) A copy of your final proposal.
- 2) A five-page synopsis of the final proposal for the Board of Studies.
- 3) A cover letter (Appendix E).
- 4) A letter signed by your supervisor and research committee that they have examined the revised proposal (Appendix E).
- 5) Plagiarism certificate (Appendix E)
- 5) A letter signed by your supervisor, the Chair of the department and Dean/FSS (template provided, Appendix E).

Other Regulations Concerning Ph.D. Students

- 1) You need written permission from your supervisor, the Dean, FSS and/or the Department Board of Studies before you are permitted to begin your fieldwork. ISHITA PLEASE ADD HOW THIS IS TO BE SUBMITTED – EMAIL? OR HARD COPY

As per University rules:

“For thesis work, if required, a student will be permitted to visit other Institutions/ Universities for field work. For visits involving duration of less than a month, permission of the Supervisor and Dean of the Faculty would suffice. For visits of longer duration, approval of the Board of Studies will be required”.

- 2) Attendance is not marked for M.Phil./Ph.D. students but you are expected to be on campus full-time during your study.
- 3) There are specific university rules on any employment you might want to take up outside the university.

As per University rules:

“A student enrolled in the Ph.D. programme will not be permitted to take up a job except part-time jobs within the University under the Work-Earn Programme during the residency period, i.e., the first 4 semesters of the programme. Those who have entered the Ph.D. programme directly or are in permanent employment before they enter the programme, must be in a position to avail 2 years leave to attend the programme full time. For students from SAARC countries other than India, a valid work permit will be needed to for them to take up any job. Failure to comply with this rule will invite punitive action including possible expulsion from the University.”

- 4) There are also specific rules for de-registering. Please consult your supervisor and the research coordinator in case you are considering deregistering.

<https://sau.int/pdf/ms-phdRegulations.pdf>

Teaching Assistantships

Ph.D. students can be Teaching Assistants for faculty teaching courses at the MA level. Teaching Assistants are to assist class teachers and provide tutorial support for students. They are not expected to substitute for the class teacher. Students interested in working as assistants are to submit a letter to the Chairperson of the Department and the Dean, FSS.

PhD Extensions

If you require an extension to submit your PhD, you must make an application to the Department well before your submission date, by at least two months. This application will be considered by the Department's Board of Studies through the Dean, for an extension up to a period of one year.

The Board of Studies will constitute a four-member sub-committee with the student's Supervisor as a member and the Dean as its Chairperson, to review the progress of the student. The sub-committee will make specific recommendations to the Board of Studies about the grant of extension that will be considered by the Board. The decision of Board of Studies about granting the extension will be final.

However, the university will give no financial support and hostel to the candidate during any period of extension beyond a maximum five permissible years of the Ph.D. programme.

The following documentation is generally required for the extension application: 1) reasons for delay in submitting the PhD 2) progress made towards completing the dissertation and 3) timeline for completing the dissertation.

Ph.D. Dissertation Submission:

- 1) Prior to submitting the dissertation, students must also submit USD 50 or Indian Rupees equivalent to the Finance office towards a submission fee, a proof of which must be submitted to the Department office along with the dissertation being submitted.
- 2) You must submit six hard-bound copies along with six separate copies of the abstract and a soft copy of your thesis, signed by you, your supervisor, Chair and Dean..
- 3) You must use the provided template for the first few pages (Appendix D), and ensure that the Ph.D. is formatted according to the style guide as provided.
- 4.) Please submit a 'financial no dues form' at the time of submission of your dissertation (available on the university website) to the Department office.

Ph.D. Dissertation Evaluation:

1. The thesis submitted by the student for the award of the Ph.D. degree, shall be examined by two examiners
2. Each examiner, after examining the thesis submitted by the candidate for the award of the Ph.D. degree, shall submit a report to the University containing a clear recommendation whether, in his/her opinion: (a) the thesis is worthy of acceptance and viva-voce examination of the candidate should be held; or (b) the thesis should be referred back to the candidate for revision along with the comments of the examiner(s); or (c) it should be rejected.
3. The viva-voce examination will be conducted by a panel comprising the supervisor, one external examiner (who is placed nearest to the location of the University) and the Dean of concerned Faculty/Chairperson of the Department concerned in the presence of interested faculty, students and

members of the public. The second external examiner may send clarifications required/ questions to be asked at the viva-voce to the Dean of the Faculty.

4. At the viva-voce examination, the viva-voce Board shall satisfy itself; (i) that the thesis submitted by the candidates is his/her own work, and (ii) that the grasp of the candidate of the broad field of his/her study is satisfactory. The viva-voce Board may recommend either: (i) that the candidate be awarded the Ph.D. degree; or (ii) that the thesis be referred back to the candidate for revision; or (iii) that the thesis be rejected and the candidate not be awarded the Ph.D. degree.

5. After your viva, please submit a 'general MPhil/PhD no-dues form' (available on the university website) to the departmental office.

Ph.D. Dissertation Presentation:

On submission of their dissertation, and while a Ph.D. student awaits his or her viva, students are expected to present their Ph.D. dissertation work to the Department. The format for the presentation would be a traditional academic seminar i.e. 45 minute talk, followed by questions and answers. The talk should provide an overview of the student's dissertation work, including research questions, theoretical frameworks used, and of course, results/conclusions.

The presentation and feedback received will be independent of the formal evaluation process. The idea is mainly to give the department an opportunity to gauge the work of Ph.D. scholars, and to provide students an opportunity to formally present their work.

Appendix A: Seminar Paper Evaluation Sheet

**Department of Sociology
Faculty of Social Sciences**

South Asian University - New Delhi

M.Phil. in Sociology

Seminar Paper Grading Details

(To be filled by the mentor)

Total Marks: 100

Name of Student:

Title of Paper:

Name of Mentor:

| | General organization and overall presentation of seminar paper (10) | Adequacy, presentation, and analysis of existing literature (20) | Language, bibliography and stylistic issues (10) | Clarity of research questions and themes (10) | Clarity of methods and data analysis (15) | Contribution to new and/or critical knowledge (15) | Presentation and performance over the semester (20) | Total (100) |
|---------------------|---|--|--|---|---|--|---|-------------|
| Mentor's Assessment | | | | | | | | |

Letter Grade:

Signature:

Date:.....



**Department of Sociology
Faculty of Social Sciences
South Asian University
New Delhi**

Monthly Progress Report

To
The Dean
Faculty of Social Sciences

| | | | |
|--|--|--|--|
| Reporting Period (Mention the months of the reporting period and year) | | | |
| Registration Details | | | |
| Name | | | |
| Enrollment No | | | |
| Year of Admission | | | |
| Programme of Study | <input type="checkbox"/> M.Phil. <input type="checkbox"/> Ph.D. | | |
| Nature of Fellowship | <input type="checkbox"/> UGC-JRF <input type="checkbox"/> SAU Fellowship <input type="checkbox"/> Any Other Fellowship | | |
| Supervisor's Details | | | |
| Name | | | |

| | |
|--|---|
| <p>Has there been any change of Supervisor?</p> | <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> |
| <p>How many meetings have been held with your Supervisor?</p> | |
| <p>Details about Research</p> | |
| <p>Title of Research</p> | |
| <p>Has your proposal been approved by BoS</p> | <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> |
| <p>Have you submitted your draft research proposal</p> | <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> N.A.</p> |
| <p>Have you submitted your final research proposal</p> | <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> N.A.</p> |
| <p>Explain the nature of work done during the reporting period</p> | |

| | |
|--|--|
| <p>Have you submitted a work plan for the next quarter</p> | <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>(Please mention if there is any specific reason in case of inability to submit your work plan)</p> |
| <p>Has the work been undertaken as per plan submitted during last quarter?</p> | <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>(State reasons if answer is 'No')</p> |
| <p>Recommendations</p> | |
| <p>Supervisor's recommendations</p> | <p><input type="checkbox"/> Satisfactory</p> <p><input type="checkbox"/> Satisfactory with certain reservations *</p> <p><input type="checkbox"/> Unsatisfactory *</p> <p>(*In case you feel that some action needs to be taken, please mention)</p> |

Signature of Student

Forwarded by Supervisor (Signature with Date)

Forwarded by Chairperson (Signature with Date)

Appendix C: Documents required to submit the M.Phil. proposal

1. Cover Letter

Date:

The Dean
Faculty of Social Sciences
South Asian University
Date:

Final Submission of M.Phil. Research Proposal

Dear Sir or Madam:

I would like to submit my final research proposal, entitled “.....” .

Thanking you,
Yours sincerely,

Signature
Name
Enrollment No.
Semester
Department

2. Letter signed by your supervisor and research committee

Date:

The Chairperson
Department of Sociology
South Asian University

The viva-voce of (student name here)'s M.Phil. Research Proposal entitled.....

The viva-voce of (Student Name's) M.Phil. research proposal of was conducted on (date) at. The supervisor (add name) and research committee (add name) have gone through her/his proposal and his/her response to the comments received on the proposal from departmental faculty. We approve of the modifications, and have given her/him additional comments to facilitate in her/his dissertation.

With best wishes,

Signature
Name
Supervisor

Signature
Name
Committee Member

Signature
Name
Committee Member.

3. Document to signed by Supervisor/Chair/Dean

Date:

Name and Signature of the student

I/We have gone through the above proposed synopsis of M.Phil. work of
....., and agree to supervise his/ her work as per the synopsis.

Signature of the Supervisor/name, designation

Signature of Chairperson/name, designation

Signature of the Dean/ name, designation

4. Plagiarism Certificate

Date:

**Department of Sociology
Faculty of Social Sciences
South Asian University- New Delhi**

_____ (student's name) has submitted a MPhil/PhD proposal
Titled _____

This to certify that this proposal submitted by the student is an original piece of work and does not contain any example of plagiarism

Supervisor

Student

Signature

Signature

Appendix D: Documents required to submit the M.Phil. Dissertation

Date:

The Chairperson
Department of Sociology
South Asian University

Certification of M.Phil. Dissertation

We, the research committee members for (STUDENT NAME) have gone through his/her M.Phil. Dissertation and recommend that the dissertation be placed before his/her examiners for evaluation.

Signature
Name
Supervisor

Signature
Name
Committee Member

Signature
Name
Committee Member.

Appendix D: Front Pages for M.Phil./Ph.D. Dissertations

(please edit accordingly, no co-supervisors are allowed for the M.Phil.)

DISSERTATION TITLE

*Dissertation submitted to South Asian University in partial fulfillment of the requirements
for the award of the degree of*

**Master of Philosophy/
Doctor of Philosophy**

Name of the Candidate



Department

Faculty

South Asian University

New Delhi

YYYY

Declaration

I hereby declare that the dissertation entitled “**Title of the Thesis in Bold**” being submitted to the South Asian University, New Delhi, in partial fulfillment of the requirements for the award of the degree of **Master of Philosophy/Doctor of Philosophy** is my original work carried out under the guidance of my supervisors at the Department of/ Faculty of -----, South Asian University. The research work reported in this dissertation has not been submitted either in part or full to any other university or institution for the award of any degree or diploma.

Name of the Scholar

Enrollment No.: _____

Certificate

I/We have gone through the M.Phil./Ph.D. dissertation entitled (**Title of the Thesis/Dissertation**) of (**Name of Candidate**), and we recommend that this dissertation be placed before the examiners for evaluation.

Signature
Name of Supervisor
Department/Faculty

Signature
Name of Co-supervisor
(Affiliation of Co-supervisor)

Signature
Name of Chairperson
Department/Faculty

Signature
Name of Dean
Faculty

Appendix E: Documents to be submitted with the Ph.D. proposal

1. Cover Letter

Date:

The Dean
Faculty of Social Sciences
South Asian University
Date:

Final Submission of Ph.D. Research Proposal

Dear Sir or Madam:

I would like to submit my final Ph.D. research proposal, entitled “.....” .

Thanking you,
Yours sincerely,

Signature
Name
Enrollment No.
Semester
Department

2. Letter signed by your supervisor and research committee

Date:

The Chairperson
Department of Sociology
South Asian University

The viva-voce of (student name here)'s Ph.D. Research Proposal entitled.....

The viva-voce of (Student Name's) Ph.D. research proposal was conducted on (date). His/her research committee, comprising (please add the name of research committee members) have gone through her/his proposal and his/her response to the comments received from departmental faculty. We approve of the proposal and the modifications made in regards to comments received.

We recommend that this proposal be placed before the Dean, Faculty of Social Sciences for further evaluation and comments, before it is sent for final approval to the Board of Studies, Faculty of Social Sciences.

With best wishes,

Signature
Name
Supervisor

Signature
Name
Co-supervisor (if any)

Signature
Name
Committee Member

Signature
Name
Committee Member.

Ph.D. Synopsis Submission

Name of Student:
Department:
Title of the study:

Signature of the student:
Name
Enrollment Number
Department

I have gone through the above synopsis prepared by (**Student's Name**), and agree to supervise her/his work towards a Ph.D. degree.

Signature of the Supervisor with name, designation

Date:

Signature of Chairperson/name, designation

Signature of the Dean/ name, designation

4. Plagiarism Certificate

Date:

**Department of Sociology
Faculty of Social Sciences
South Asian University- New Delhi**

_____ (student's name) has submitted a MPhil/PhD proposal
Titled _____

This to certify that this proposal submitted by the student is an original piece of work
and does not contain any example of plagiarism

Supervisor

Student

Signature

Signature

Appendix F: Research Committee Form

Date:

**Department of Sociology
Faculty of Social Sciences
South Asian University - New Delhi**

On____(Date)_____ the Research Committee for _____Mphil/PhD had convened

The committee is: Satisfied [] Unsatisfied []

Notes:

Signatures of the Committee

Supervisor

Committee Member

Committee Member

Student